

CREDENTIAL FILES

It is your responsibility to maintain a credentials file. Your credential file, or placement papers, consists of the following items:

- Letters of Recommendation (three-five)
- Academic Transcripts (Photocopies of unofficial (student copy) transcripts are usually accepted, check with individual employer for verification)
- Teaching Certification or Letter of Eligibility

Mail these items together, in one envelope. Be sure to follow each employer's specific directions for application, paying particular attention to the materials required.

LETTERS OF RECOMMENDATION

Select individuals who can evaluate your teaching or clinical performance/potential and who are willing to write a positive letter of recommendation supporting your goals. Include supervising and cooperating teachers, principals, faculty members from Fontbonne's Education Department, and supervisors from related work or volunteer settings. Make your requests early!

It is advisable to schedule a short appointment or write a letter or e-mail to:

- Inform them of your career or continuing education objectives.
- Identify qualities, experiences and accomplishments you would like included in the letter.
- Provide them with a copy of your resume.
- Give them a "Guidelines for Writing Letters of Recommendation" handout. (located in this packet)
- Let them know if there is a deadline date for the letter.
- Furnish them with a self-addressed stamped envelope.

Write each reference a thank-you note and inform them of the outcome of your job search.

It is your responsibility to keep the original letter and to make duplicate copies for employers. If your letters are more than three-five years old, you should replace them with new letters.

ACADEMIC TRANSCRIPTS

Many school districts will accept an unofficial (student) copy of your transcript prior to negotiating a contract. You may obtain an unofficial copy of your Fontbonne transcript either from the Registrar's Office for a nominal fee and advance notice (preferably two weeks) or online through your Student Information Management site (use Academic Record; not the Audit version). If an original transcript is requested, it must be sent directly by the Registrar's Office. If you have attended more than one college, transcript requests must be made to the Registrar at each individual college.

TEACHING CERTIFICATION(S)

Contact the Teacher Certification Coordinator, Rick Gwydir (East 235c), at 314/889-4515 to request a Letter of Eligibility for Teacher Certification form. Advance notice (preferably one week) is required. The letter can be placed in your credential file until you receive a teaching certificate.

It is your responsibility to apply for a Missouri teaching certificate. To obtain the Application for Initial Certification and transcript request forms contact the Teacher Certification Office (East 235c). Consult the Policies and Procedures for Students in Teacher Certification Programs Manual (distributed each fall by the Teacher Certification Office) for additional information.

TO: _____
(name of reference)

DATE: _____
(date candidate sends request)

Reference Letter for: _____
(candidate name)

(candidate address)

Letter Required By: _____
(date candidate needs letter)

GUIDELINES FOR WRITING LETTERS OF RECOMMENDATION

Please keep the following guidelines in mind when writing a recommendation letter:

- It is the candidate's responsibility to keep your original letter and to mail copies to employers.
- Write a generic letter (one that is not addressed to a specific person).
- Identify the context of your relationship with the candidate, including the length and frequency of your contact.
- Be factual and include specific job-related criteria when possible: academic and/or work performance, applied knowledge and skills, accomplishments, personal attributes, and potential contributions.
- Do not include information that may indicate candidate's national origin, race, religion, disability, marital or parental status.
- Honor deadline requests. Many employers will not process an application until the candidate's file is complete.
- Type your recommendation letter for a more professional appearance, greater legibility, and sharper photocopies.

Thank you for agreeing to write a letter of reference. Your assistance is invaluable.



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Career Development Department