

Teacher application checklist

Use this with your own documents. No signup or purchase required.

- ☐ **Read the posting first**
List the documents, file formats and submission instructions the school actually requests.
- ☐ **Check your credential facts**
Confirm license, endorsement and date information. Leave out sensitive identification numbers.
- ☐ **Choose relevant teaching examples**
Use your own instruction, assessment, routines or collaboration. Keep every claim accurate.
- ☐ **Replace every template prompt**
Search for brackets and placeholders. Remove sections that do not apply to you.
- ☐ **Tailor the cover letter if requested**
Connect a requirement in the posting to one specific example from your experience.
- ☐ **Check references when requested**
Ask permission before sharing anyone's contact details. Keep that information on your device.
- ☐ **Reopen the final files**
Follow the requested Word or PDF format. Check page breaks, spacing and readable text.
- ☐ **Review the submission details**
Use clear filenames, check links and confirm you attached the requested versions.

Need editable application files?

The optional \$7 USD Teacher Application Kit has six Word documents: three resumes, cover letter, references and a writing guide.

Explore the \$7 kit at TemplateTitanHQ.com

Free examples and the free Word starter:

templatetitanhq.com/guides/teacher-resume-examples/