**Thank you for your interest in a teaching position at the Houston Independent School District!**

HISD receives thousands of applications each year from teachers who are committed to making an impact on student achievement. Here are a few tips to help you stand out as you complete an application, attend placement events, and prepare for interviews.

## Tips for Completing the Application Your application is critical—it’s often the only information a principal will review when making decisions about which candidates to interview. Principals use the application to evaluate your writing and critical thinking skills—as well as your commitment to teaching in HISD. In addition to making sure your application is error free, we encourage you to use the application process to showcase your skills and abilities.

1. **Apply Early** – HISD receives applications on a rolling basis, so your application will be reviewed as soon as you’ve submitted **all** of the required materials. Principals are already hiring for next year, so candidates who apply early have the best chance of securing an early contract.
2. **Essay** – The essay question is the most important part of your application. Be sure to answer the prompt directly and draw on relevant experience whenever possible. In addition:

* **Be thorough** – Be thoughtful and concise about your responses. Your essay should be between 250-550 words.
* **Read your essay aloud** - After writing your application essay, read it aloud to check your sentence structure, grammar, spelling, and tone. If there’s a section that seems unclear or doesn’t make sense, take the time to make revisions.
* **Spell Check** - Check for correct grammar and spelling before submitting!

1. **Cover letter** - A well written cover letter is your opportunity to quickly introduce yourself and make your résumé stand out by highlighting key accomplishments. Cover letters should be targeted to the job you’re applying for and should be clearly written, concise (one page or less), and grammatically correct.
2. **Résumé** - A successful résumé is a great way for you to outline your academic history, highlight previous achievements, and demonstrate commitment to your community. Please be specific by including the dates of employment and volunteer work, descriptions of your responsibilities, and an account of your accomplishments. Your résumé should be concise (less than two pages).
3. **References** - Make sure that at least three of your references are people who can attest to your work ethic. At least one should be a supervisor, including your most recent employment. Candidates without a work history can substitute professors/advisors. Avoid using relatives, friends, or individuals who have not interacted with you in a work or academic setting as references.