

MASTER OF SCIENCE - EDUCATIONAL LEADERSHIP

ACADEMIC WRITING SAMPLE #1: A resumé of professional and educational experiences.

Please attach to your writing sample a cover page that includes the following information:

- a. Name, PSU ID number and e-mail;
- b. Date Submitted;
- c. Master of Science – Educational Leadership

2. Writing Sample Directions

Your professional resumé should fit on one or two pages. This document will introduce the Admissions Committee to you. Therefore, you should make it informative and pleasing to the eye. It should contain the following items:

- Your name and contact information
- Your education starting with your undergraduate work [You should also mention when you expect to complete any degree you are currently working toward.]
- Your work experience in the educational field
- Your relevant work experience outside the educational field
- Your certifications [You should also mention when you expect to complete any certifications you are currently working toward.]
- Awards/honors
- Social Activities (optional)
- Affiliations/organizational memberships
- Name and contact information for your references OR references provided upon request

NOTE: You may have completed the resumé as an assignment in the LDSP 800 Introduction to Educational Leadership course. If this is the case, your final graded version of the assignment will meet the requirements of this academic writing sample.

3. Email cover page and writing sample *as one attachment to:* Your Program Advisor

— Identify ACADEMIC WRITING SAMPLE #1 in the Subject Line of the Email