



Tips for Submitting Application Materials for Support Positions

Please consider these tips as you prepare your application materials for support positions with Bethlehem Area School District.

1. Check how your name is displayed on your email account. Sometimes people change their names and they forget to update the display name on their email accounts. Your display name should match the application file you submit. For example, your display name should match the signature block in your email, along with the name on your resume and all other supporting material.

A word about your name: If you are nominated for a position, you will be required to provide various forms of identification. The name on your Social Security Card is the name the District will enter for you in the information system. If you need to make updates to your name, please consider doing it now to avoid any delays during the hiring process.

2. Include the Posting Number in the Subject of your email. Example: "Posting 23555"
3. Combine your application materials into one .pdf in this order:
 - a. Cover Letter - Be sure to write your letter specific to the position you are applying for. Include the Posting Number in your cover letter.
 - b. Resume
 - c. Letters of Recommendation (optional) – Recent and relevant recommendations are most helpful.
4. Name your combined application materials file with your Last Name, First Name, and Posting Number. See example below.

Example: "Jones, Amy – Posting 23555"

5. Please do NOT send the following:
 - a. Application Materials for Others – Please do not send/email application materials for other applicants. Applicants should have their own email addresses, be able to send and receive email, and manage attachments. Application materials sent by you for other applicants will not be accepted.
 - b. Images – Photographs are for your friends and family. They are not for professional application materials.
 - c. Zip File – There is no need to zip your files. Please refer to Tip #3 above to combine your application materials into a single .pdf.