

Application Tips

Here are a few tips to help guide you through the application process. Visit cbe.ab.ca/careers and click the application link that best matches your skill set.

Your application must include:

- resume and cover letter
- practicum and/or teaching evaluations¹
- undergraduate and graduate university transcripts (scanned copies)
- three current letters of reference from supervisors in an educational setting¹
- all sections of the online application completed **including** the Teaching Assignment section indicating your preferred subject areas

note | we will not consider incomplete applications

Are you a new graduate or new to Alberta?

You must apply for an Alberta Teaching Certificate.

Visit the Alberta Education website at www.education.alberta.ca for details.

¹Reference letters and evaluations must be signed and on institutional letterhead.



**Calgary Board
of Education**