



# REALWorld Career Services

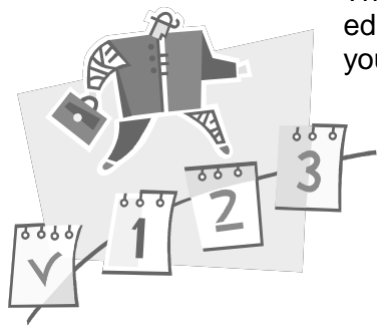
## Job Search Resources for Educators



***REALWorld Career Services at Pitt-Johnstown offers a wide variety of services to students and alumni entering the field of Education. These services include:***

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| <ul style="list-style-type: none"><li>• Career Counseling</li><li>• Resume Critiques</li><li>• Preparation for Interviews - Mock Interviews</li><li>• Job Search &amp; internet Resources</li></ul> | <ul style="list-style-type: none"><li>• Public and Private School listings</li><li>• Job Postings (Symplicity and FutureLinks)</li><li>• Education Career Fairs</li><li>• Graduate School Information</li></ul> |
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### JOB SEARCH PROCESS



The job search process can be overwhelming at times. The best approach is to educate yourself on the process and develop a strong plan of action to achieve your goal. The job search and application process for education-related positions—

1. Research and Identify Districts / Schools of Interest
2. Identify Employment Application Process - online or paper application
3. Collect Application / Credential Materials and Letters of Reference
4. Complete and Submit Formal Application - online or paper
5. Complete Screening and Interviewing Process

### MANAGING YOUR CREDENTIALS & APPLICATION PACKAGE

In the education field, teacher candidates are often asked to submit their -credentials when applying for teaching positions. Credentials are used by many school systems and other types of employers in their pre-selection process. These documents are a testament to your achievements and character in support of your entry into employment.



#### **What does my application package include?**

1. Resume
2. Transcripts
3. Test Scores (Praxis or other appropriate test scores)
4. Letters of Recommendation / Reference
5. Teaching Certificate or Letter of Intent
6. Clearances
7. Official Application



It is very important to recognize that every school district's application procedures are different. ***Contact the school system in which you are seeking employment to determine their method of application, and follow those instructions precisely.***

## APPLYING FOR POSITIONS

### PENNSYLVANIA APPLICATION PROCEDURES

1. If you are applying to teach in PA, you must complete the Standard Application for Teaching in Pennsylvania School Districts, which serves all PA public school districts. This site allows you to complete an online application form and save it electronically so you may distribute it to any school district in Pennsylvania to which you wish to apply. The electronic document may be accessed at: <http://www.portal.state.pa.us/portal/server.pt/community/certifications/7199>

**When using the Pennsylvania Standard Teaching Application, you must complete all parts of the application. Many school districts will not accept handwritten documents, therefore complete the document electronically and save it to your hard drive. In doing so, you will be able to either submit and electronic copy as a PDF or print and send as a paper copy.**

2. The last section of the application requires you complete a written essay. When constructing the essay, take careful consideration in choosing which essay to complete. For instance, as a recent graduate choosing the question about professional development might not be in your best interest. Chose an essay that can highlights your ability to succeed as a professional within a classroom. Upon completion of the essay, ask for an instructor, academic advisor, or career counselor to look it over for suggestions. Often school districts use this as a sample of your writing ability.
3. Other materials typically required by school systems for application purposes (may include):
  - ⇒ **Resume**
  - ⇒ **Cover/Application Letter**
  - ⇒ **College transcripts.** You may usually begin the application process by sending an unofficial transcript. Some systems will ask for an official transcript later in the selection process if they are seriously considering you as a candidate. You should then make a request through the Registrars Office for an official transcript to be sent directly to the employer.
  - ⇒ Appropriate **PRAXIS II scores** (send a copy - keep the original)
  - ⇒ **Teaching Certificate or Letter of Intent** indicating that you have met requirements in order to qualify for certification. You can request a Letter of Intent at the end of the semester from the Education Division. Once you receive your Teaching Certificate, you should include a copy (not the original) whenever you mail your credentials.
  - ⇒ **Updated Clearances**
    - Pennsylvania State Police Request for Criminal Records Check* (<https://epatch.state.pa.us/>)
    - Department of Public Welfare Child Abuse History Clearance* (<http://www.dpw.state.pa.us/>)
    - Federal Criminal History Record Information* ([https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm))
  - ⇒ **Letters of recommendation** (PA School Districts typically request three letters)

### Information About Recommendation Letters

- ✓ Most school districts look for recommendations from your classroom co-operating teacher and faculty supervisor of your clinical practice assignment. Additional recommendations should be requested from faculty who are familiar with your preparation in your major course of study and/or from former employers, especially education related jobs.
- ✓ Letters of recommendation may be typed on the writer's own letterhead stationery

## Applying to school districts in states other than PA:

Each state varies as to how they organize school districts. Many states are organized by county. Before you start your job search in a state, find out how they organize their school districts.

Contact the school district of interest in order to find out how they wish you to apply, and what credentials they require. *Follow their instructions.*

- Check out the American Association for Employment in Education (AAEE) [www.aaee.org](http://www.aaee.org)
- Visit the school district website
- Call the school district
- Network at the Education Career Fairs
- Check out the REALWorld Career Services online resources  
@ [www.upj.pitt.edu/careerservices](http://www.upj.pitt.edu/careerservices), Helpful Web Links

### Pennsylvania Resources:

#### PA Names and Addresses for Public Schools and IUs:

<http://www.edna.ed.state.pa.us/>

#### PA Names and Addresses for nonpublic, private, charter and cyber schools:

[http://www.edna.ed.state.pa.us/aun\\_listing.asp](http://www.edna.ed.state.pa.us/aun_listing.asp)

#### PA Educator– PA School District Job Postings

<http://www.pa-educator.net/>

#### PA Reap

<http://www.pareap.net/>

#### Pennsylvania School Board Association

<http://www.psba.org/>

### General Resources:

#### SchoolSpring

<http://www.schoolspring.com/searchform.cfm>

#### Teachers-Teachers

<http://www.teachers-teachers.com/>

#### Idealist

[www.idealists.org](http://www.idealists.org)

#### Department of Defense Dependent Schools

<http://www.dodea.edu/home/>

#### Council on International Educational Exchange

<http://www.ciee.org/home>



## CONTACTING THE REALWorld Career Services

### UNIVERSITY OF PITTSBURGH AT JOHNSTOWN, CAREER SERVICES

G-52 Student Union

450 Schoolhouse Road, Johnstown, PA 15905

Office Hours: Monday - Friday, 8:30 - 5:00 pm

[www.upj.pitt.edu/careerservices](http://www.upj.pitt.edu/careerservices)

Email: [jcareers@pitt.edu](mailto:jcareers@pitt.edu)

Phone: 814-269-7123

Fax: 814-269-7128

# Developing an Effective Resume

- **A resume is** a concise, organized summary of your skills, accomplishments, experiences, and education, which is designed to capture the interest of a potential employer.
- **A resume should be** tailored specifically for the kind of job/organization/career you are seeking. This means you may have to write more than one resume if applying for different types of jobs.
- **The purpose of a resume** is to secure an interview.
- In writing a resume, **“one size does not fit all.”** Don't try to make your resume look like everyone else's. For this reason, don't use a resume template.
- There are many different ways of constructing an effective resume, depending on the type of skills, work experiences, accomplishments, activities, and so forth that you want to emphasize as being related to your career/job preferences.

**BEFORE YOU CAN WRITE AN EFFECTIVE RESUME**, you must first be able to identify your skills, abilities, and interests and be able to relate them to the job/industry/career field in which you are seeking employment.

If you are unsure about the types of jobs, industries, organizations, or careers you are targeting, make an appointment with REALWorld Career Services to help you in developing some focus. Employers cannot (and will not) decide what career is best for you; you must be able to communicate what skills and abilities you have that fit the specific job or jobs they are trying to fill.

## RESUME TIPS



**1. Be sure your resume communicates your abilities**, as well as your personal qualities that pertain to the job. These abilities may have come from activities, education, volunteer work, or from work experience.

**2. Focus on the employer's needs**, not on your own needs. Research the potential school district.

**3. Be concise.** Keep it simple and to the point. An employer must be able to read over your resume quickly (30 – 60 seconds)!

**4. Eliminate the first person pronoun “I” from your resume.** For example, - I am seeking a position in human services...I should read “Seeking position in human services...I

**5. Quantify your experience** wherever possible. For example, “Supervised othersI can be made more clear by stating -Supervised three cash register attendantsI.

**6. Be consistent.** The order of information, spacing, format, or highlighting should be consistent throughout your resume.

**7. Use action verbs** in describing your skills and experience.

*Instead of...*

➔ Responsible for assisting with preparation of sales tax reports each month

*Write.....*

➔ Assisted in preparation of monthly sales tax reports

*Instead of...*

➔ Was in charge of organizing and taking care of spring recruitment activities

*Write.....*

➔ Organized and directed spring recruitment activities for more than 50 new sorority pledges

**8. Write a draft of your resume**, then refine and polish it. Writing an effective resume takes some time and effort.

**9. Check your grammar and spelling!** Have at least one (or more) other person proofread your resume before submitting it to an employer.

**10. Keep the resume to one page.** A resume should only be two pages if you have a great deal of related experience, activities, or training.

## **Resume Do's & Don'ts**

### **DO**

- Use conservative font styles (Times New Roman, Arial, Arial Narrow, or similar styles). Font size may range from 10-12.
- Set page margins between 0.5 and 1.0 inches (top, bottom, left and right).
- Print your resume using a laser printer; white or off-white bond paper is preferred. (Dark paper does not copy or fax well!)
- Keep your resume up to date, with correct addresses and phone numbers!
- ALWAYS include a cover letter when mailing your resume to an employer.

### **DON'T**

- Don't make handwritten corrections.
- Don't include: age, marital status, height/weight, birth date, or a photograph.
- Don't abbreviate (other than for the states - PA).
- Don't exaggerate or lie on your resume. It will catch up with you.



## **CAREER FAIR DATES TO REMEMBER**

### **PERC Job Fair**

Wednesday, March 21, 2012  
9:30 a.m. - 3:30 p.m.  
Monroeville Convention Center

Register Online today! Pre-Registration: The fee for candidates from consortium-member institutions to attend the fair is \$10.00 prior to March 7, 2012. After 4:30 p.m., March 7, 2012, registration closes, and candidates must pay the walk-in registration fee.

<http://www.percjobfair.org/>

### **Penn State Education Career Day**

Tuesday, March 26, 2012  
Penn Stater Conference Center Hotel  
University Park, PA  
<http://careerfaairs.psu.edu/education/>

### **Greater Philadelphia Teacher Job Fair (DVEC)**

Thursday, March 15, 2012  
West Chester, PA  
[www.dvec.net](http://www.dvec.net)

### **Maryland Education Recruitment Consortium**

Friday, March 23, 2012  
Sheraton Baltimore City Center  
Baltimore, MD  
[www.maspamd.org](http://www.maspamd.org)

\*for other state job fairs, stop in Career Services for comprehensive list

# What to Include

## IDENTIFICATION

Your full name (in all capital letters and/or bold)

Complete address (list permanent and present addresses if in college)

Home or mobile phone numbers (list the number you can actually be reached.)

E-mail address (In your last semester, transition to a non-Pitt email address, make sure your email address does not sound unprofessional.)

## EDUCATION

This section may contain the following: **names and locations of schools** or programs; Major and/or areas or concentration; **graduation date** (or expected date); **grade point average**

You can also include **certifications, awards or scholarships**; and/or, **study abroad experiences**. These may also be separate sections in your resume.

## STUDENT TEACHING EXPERIENCE *(in reverse chronological order)*

Include information from your student teaching and practicum experience. List the School System, location, dates of placement, Describe placement site and basic responsibilities using action verbs and statements (highlight specific functions of work)— be specific! Include at least one example of impact on student learning/development.

Think: What did you gain from the experience? What skills did you use?

## CAREER- RELATED WORK EXPERIENCE

In this section, include work that relates to the field of education examples include: tutor, coach, mentor, camp counselor, community program facilitator, etc.

Include job title, employer name (company/organization) , location, date of employment, and duties and responsibilities described through bulleted action verbs and statements

## NON-CAREER RELATED WORK EXPERIENCE

In this section, include work experiences not related to the field of education, but where you've acquired transferable skills. Examples include: Manager, Server, Host, Sales Associate, etc.

It is not necessary to list every job you've ever had. If you have had a lot of work experience, limit the jobs you list to the three or four you consider the most important as learning experiences.

## EXTRA- CURRICULAR/ CAMPUS INVOLVMENT & LEADERSHIP

Emphasize university related activities and organizations, especially leadership roles. Include name of organization, your role (president, treasurer, etc.) and specific responsibilities. Highlight accomplishments and skills through bulleted action statements.

## SKILLS

(OR COMMUNITY INVOLVMENT/VOLUNTEER WORK OR HONORS) You may want to mention **interests and activities that demonstrate job-related skills** (leadership, organization, etc.); **special abilities**, such as knowledge of computers (academic software packages), or a foreign language; and/or **honors or awards earned**. Do not include personal data, such as age and health status.

# Amanda Student

123 Nice Lane  
Niceville, PA 15555

814-256-0009  
astudent@gmail.com

## EDUCATION

### **Bachelor of Science in Elementary Education**

May 2011

University of Pittsburgh at Johnstown, Johnstown, PA

GPA: 3.9, Summa Cum Laude, Dean's List

**Certification:** Pennsylvania State Certification, Instructional Level I (K-6)

## STUDENT TEACHING EXPERIENCE

**Student Teacher**, West School, Niceville, PA

January-April 2011

- Instructed 25 5<sup>th</sup> grade students in a rural school district in southwest Pennsylvania
- Developed daily lesson plans using manipulative and multi-sensory approaches in mathematics and science, resulting in an average 15 point increase in student performance measured by pre- and post- unit exams
- Utilized cooperative learning, assertive discipline and whole language approaches
- Collaborated with supervising teacher on three students with IEPs and integrated curriculum to meet the needs of three inclusion students

## PRACTICUM EXPERIENCE

**Practicum Teacher**, Another School, Niceville, PA

September-December 2010

- Assisted a kindergarten classroom teacher with individual needs of students
- Served as a volunteer aide during semester break
- Co-directed musical production of "Alice in Wonderland"; constructed scenery and costumes

## RELATED EXPERIENCE

**Math Tutor**, 1<sup>st</sup> Grade, Another School, Niceville, PA

Fall 2009 - Present

- Tutored primary grade school students in math three days a week
- Designed and created a "Math for Fun" workbook

**Religious Education Teacher**, Our Lady Queen of Peace, Sewell, NJ

Spring 2009 – Present

- Implemented weekly curriculum to 3<sup>rd</sup> grade students in preparation for their first Holy Communion.

## HONORS

Phi Lambda Theta

Elementary Education Student of the Year Award

2010

## ACTIVITIES

**President**, Education Club, University of Pittsburgh at Johnstown

2010-2011

- Organized and conducted monthly meetings and collaborated with supervisor of club's progress
- Facilitated three on-campus fundraisers totaling \$2,500 worth of donations to distribute to education related organizations

# Andrew Student

123 Nice Avenue • Johnstown, PA • [astudent1@gmail.com](mailto:astudent1@gmail.com) • (814)-255-1234

## **Education:**

*University of Pittsburgh at Johnstown, Johnstown, PA*

**April 2011**

Bachelor of Science Degree in Secondary Education (Mathematics),

Bachelor of Science Degree in Applied Mathematics

GPA: 3.74

**PA Teaching Certification:** Instructional Level 1 Secondary Mathematics 7-12

## **Teaching Experiences:**

**Student Teacher,** *Central School District, Johnstown PA*

**Spring 2012**

- Taught several functional levels of high school mathematics including of Algebra II, Geometry, and 11th Grade PSSA Prep Class in Title 1 school district
- Integrated various forms of instruction including cooperative learning such as jigsaws, discovery learning in geometric theorems, and the use of hands on manipulatives in the form of graphing calculators, resulting in greater conceptual understanding of mathematics among struggling learners
- Assisted in after school tutoring on an individual and group basis to provide additional instruction on homework and school concerns

## **Field Practicum Experiences:**

*Ferndale Middle School, Johnstown PA, 7th Grade Math*

*Ferndale High School, Johnstown, PA, Pre-Algebra/Algebra I*

*Central High School, Johnstown, PA, Algebra II Honors*

## **Related Experiences:**

*University of Pittsburgh at Johnstown, Johnstown, PA*

**Tutor**

**Fall 2008-Present**

- Instruct individuals in one-on-one and group tutoring sessions approximately 20 hours a week
- Aid multiple students in different math subjects simultaneously during group tutoring
- Oversee 10-15 tutees per semester while providing personal and remedial instruction as a personal tutor, techniques included multiple approaches to mathematical concepts and strengthening pre-requisite skills
- Subjects include: Algebra I, College Algebra, Pre-Calculus/Trig, Business Calculus & Calculus I-III

**Mentor for Academic and Personal Success (MAPS)**

**Fall 2008-2010**

- Demonstrated a working knowledge of issues facing first-year students and collaborated with University Scholarship instructors and other peer mentors to design initiatives to meet the needs of students
- Facilitated classroom discussions in the course and maintained weekly office hours

## **Technology:**

Promethean Board, Power School, ActivStudio, Geometer's Sketchpad, Graphing calculators, Document Camera, Study Island, Microsoft (Word, Excel, PowerPoint, Outlook)

## **Accomplishments/Awards:**

Dean's List (8 semesters), Pi Lambda Theta Education National Honor Society, Phi Eta Sigma National Honor Society, Secondary Education Student of the Year (2010)

*Note: There is no objective on this resume, because Andrew's academic major is directly related to his career goal. If he wished to obtain a position other than teaching, he would need to do a separate resume, adding an objective and de-emphasizing his teaching experiences.*



# Action Verbs for Educators

Acted	Convinced	Improved	Recommended
Adapted	Cooperated	Increased	Recorded
Addressed	Coordinated	Influenced	Redirected
Adjusted	Corresponded	Informed	Referred
Administered	Counseled	Initiate	Related
Advised	Created	Initiated	Reorganized
Agreed	Critiqued	Inspected	Repaired
Aided	Customized	Instituted	Represented
Allocated	Delegated	Instructed	Requested
Analyzed	Demonstrated	Integrated	Researched
Answered	Designated	Interpreted	Resolved
Applied	Designed	Interviewed	Reviewed
Appointed	Developed	Introduced	Revised
Approved	Devised	Invented	Scheduled
Arranged	Directed	Investigated	Screened
Assembled	Disapproved	Lectured	Selected
Assessed	Discussed	Led Located	Set up
Assigned	Distributed	Maintained	Shaped
Assisted	Drafted	Managed	Showed
Attained	Edited	Mediated	Signed
Authored	Educated	Mediated	Solved
Authorized	Elicited	Mentored	Specified
Awarded	Emphasized	Moderated	Spoke
Built	Encouraged	Modified	Sponsored
Calculated	Enforced	Monitored	Standardized
Called	Enhanced	Motivated	Stimulate
Catalogued	Established	Negotiated	Studied
Chaired	Estimated	Operated	Summarized
Charted	Evaluated	Organized	Supervised
Circulated	Examined	Oriented	Supported
Clarified	Executed	Oversaw	Taught
Coached	Explained	Performed	Tested
Coded	Facilitated	Personalized	Trained
Collaborated	Familiarized	Persuaded	Translated
Collected	Fashioned	Planned	Transmitted
Communicated	Formulated	Prepared	Tutored
Compared	Founded	Presented	Utilized
Compiled	Gathered	Presided	Validated
Composed	Generated	Prioritized	Verified
Computed	Governed	Produced	Volunteered
Conceived	Guided	Programmed	Wrote
Conducted	Helped	Promoted	
Conferred	Identified	Proposed	
Consulted	Illustrated	Provided	
Contributed	Implemented		

# Curriculum Vitae

## RESUME vs. CURRICULUM VITA

A **curriculum vita** is a written summary of educational and professional experience. Additionally, it serves as an ongoing record of professional accomplishments. A curriculum vita is most commonly used in educational or research settings and sometimes is required for graduate school applications.

### What are the differences between a resume and curriculum vitae?

- Resumes are used when seeking employment in the private sector; vitae are used in educational and research settings.
- Resumes are brief in design and are usually only one page; vitae are more detailed and are usually several pages in length.
- Resumes are targeted and only relevant information is listed; vitae are intended to be complete records of professional work.
- Resumes have a traditional format; vitae do not have formatting restrictions.
- Resumes use bullets to list job descriptions; vitae use bullets or paragraph style.

### What to Include -

*(Remember, these are just possible categories.)*

#### - Contact Information

#### - Education

Degrees  
Institutions  
Dates  
Theses  
Dissertations/Dissertation Chairperson

#### - Honors/Awards

Scholarships, Academic Awards  
Special Honors or distinctions

#### - Extracurricular activities

Clubs/Organizations  
Leadership  
Volunteer experience

#### - Professional Memberships

#### - Study Abroad

#### - Language Competencies

#### - Computer Skills

General software  
Industry software  
Statistical packages  
Programming languages

#### - Professional Experience

Internships  
Employment  
Consulting

#### - Clinical Interests

#### - Clinical Experience

Practica/Internships

#### - Research Interests

#### - Research Experience

Independent study  
Research assistantships  
Projects underway  
Other research experience

#### - Teaching Experience

Teaching Assistantships

#### - Publications

Published papers  
Articles  
Manuscripts in progress or under review

#### - Presentations

#### - Professional Activities

Conferences attended  
Conference presentations/participation  
Workshops and conventions  
Workshop presentations

#### - Community Service

#### - References

#### - Other/Additional

# Cover Letters

You should always include a cover letter when mailing, e-mailing, or faxing a resume.

- A cover letter serves two basic purposes: as an introduction and as a marketing tool. Your cover letter should describe specific reasons why the school district should consider you as a viable candidate for a job opening. Those reasons may include your educational training, your teaching experience, and/or campus leadership.
- Address your letter to an identified person, as opposed to "To whom it may concern." (Call the organization and ask to whom your letter should be addressed.) If you are responding to a "blind ad" (PO Box only), you may use "To whom it may concern" as the salutation.
- Tailor your letter to the position being filled and the organization itself. This means that you will have to write a specific letter for each resume you mail/send. Generic cover letters look like just that (what do you do with mail addressed to "occupant"? ) and have a very poor success rate because they are attributed to a lack of genuine interest on your part. You will be able to use essentially the same structure in most of your letters, but personalize each one and emphasize how your training and experience relates to that specific job.
- When printing hard copies, use good quality paper. The paper should match that of your resume. A cover letter should never be handwritten. Keep the cover letter to one page.
- The cover letter conveys a great deal about your writing skills. Use clear, concise language and proofread carefully! The letter should be free of any errors.

## COVER LETTER OUTLINE

Your Street Address  
City, State, Zip Code  
Date

(Space down four spaces)

Ms. Hiring Director  
Director of Recruiting  
West School District  
1234 Town Parkway  
Anytown, PA 15555

Dear Ms. Director:

The opening paragraph should state why you are writing and why you are interested in the organization. If you are writing a letter of application, you should name the position for which you are applying and tell the employer how you became aware of the position. A letter of inquiry should provide evidence of your career-mindedness; it helps to refer to specific job functions, if not the job title. If you were referred to the employer by another person, this is the best place to mention that person's name, and point out that he or she suggested you write.

The middle paragraph is where you highlight specific skills you possess that are relevant to the job or employer. This paragraph should strongly outline your strengths for the position and your motives for seeking employment with this organization. You should include at least one example of impact on student learning/development. Remember to be concise and give specific examples of your skills. If you have qualifications noted on your resume, this is the opportunity to discuss how they relate to this particular position or employer, but do not just repeat information that is on your resume.

The closing paragraph states what you will do next (such as calling to arrange an interview at the employer's convenience), or what you would like the recipient of the letter to do next. An assertive statement explaining what you plan to do and what you hope the employer will do is harder to ignore than a vague request for consideration. Also, here is where you thank the employer for considering you for this position.

Sincerely,

(Space down four spaces and sign your name here.)

Your Name Typed

Enclosure (This indicates that your resume is enclosed)

### SAMPLE COVER LETTER

18 Central Street  
Johnstown, PA 15905

April 11, 2012

Mr. John Dow  
Hiring Manager  
New School District  
2448 Oak Street  
Newtown, PA 15555

Dear Mr. Dow:

Please consider this my application for a secondary school teaching position in the *New School District*. As my resume reveals, I graduated from the University of Pittsburgh at Johnstown in April 2011 with a Bachelors of Science Degree in Secondary Education with a concentration in Mathematics and a Bachelors in Science degree in Applied Mathematics. In addition, I am in the process of obtaining my Pennsylvania Certification in Mathematics 7-12, which I expect to receive in May.

During my student teaching experience, I assumed all the responsibilities of a secondary math teacher and taught Algebra II, Geometry, and a 10<sup>th</sup> grade Skills Development Class. Additionally, my student teaching experience included an urban setting with a diverse student population. I have worked successfully with students of various disabilities such as Muscular Dystrophy and ADHD which lead to a measurable increase in their abilities to independently completed assignments. In addition to this, I have effectively co-taught with a Special Needs teacher for a class of students with various IEPs. Furthermore, with my dual degree in Secondary Education Mathematics and Applied Mathematics, I bring an intense understanding of mathematics and have successfully connected applications and critical thinking skills within high school math. Also, I have four years experience of individual and group tutoring for subject areas ranging from Algebra I to Statistics II.

At this point I feel confident and qualified to take on the challenges that teaching offers. I am eager to demonstrate my enthusiasm, talent, and teaching skills within a school district that is committed to high standards in the education of children. In addition, I have a strong interest in pursuing tutoring or after school programs that your district may provide. I am also interested in coaching volleyball and softball.

I look forward to an opportunity to meet with you and further discuss my qualifications. In the meantime, should you need to reach me, please feel free to call me at 123-456-7890 or email me at [sallystudent@gmail.com](mailto:sallystudent@gmail.com). Thank you for considering my application.

Sincerely,

Sally Student

Enclosure

### SAMPLE THANK-YOU LETTER

18 Central Street  
Johnstown, PA 15905  
May 29, 2011

Mr. John Dow  
Hiring Manager  
New School District  
2448 Oak Street  
Newton, PA 15555

Dear Mr Dow:

Thank you for taking the time to interview me Wednesday morning. I am writing to assure my continued interest in a teaching position with your district.

As we discussed, my education and background have provided me with a strong foundation in education and passion to educate students. I am specifically interested in your new tutoring program and would love for the opportunity to contribute to your already successful program. Additionally, I have always been considered a conscientious and hard worker. I am confident that I could make a valuable contribution to the New School District.

Again, thank you for your consideration. I look forward to hearing from you very soon.

Sincerely,

Sally Student

# Career Fair Tips

## BEFORE A CAREER FAIR

1. If available, **study the list of participating organizations before the event** to identify the employers you most want to contact. This will give you extra time to research their organizations and find out more information about available positions. When you arrive at the fair, you'll have an immediate sense of purpose in seeking out these employers.
2. **Dress appropriately.** Remember, *first impressions count*. You want to be taken seriously as a potential candidate for career opportunities, so you should dress as if you were ready to go to work in the organization. Business professional or business casual attire is acceptable in most cases. If in doubt as to how to dress, ask the Career Center.
3. **Take copies of your resume** to leave with recruiters. Take more copies than you think you will need.

## DURING A CAREER FAIR

1. Once you arrive at the career fair, you will sign in and pick-up a name tag. **Be sure to pick-up the list of participating school districts/organizations at the registration table.** Before you go into the event, review the list and prioritize your list of recruiters to visit.
2. At the career fair, you should **approach all recruiters representing districts of interest to you.** Talk with as many representatives as possible! If you are not familiar with the organization, ask questions! These employers are attending this event in order to talk with you about available careers.
3. **Broaden your focus and include many different districts.** For instance, you may not have considered working in another district or even a different part of the United States.
4. **Strike up a conversation** to introduce yourself and to let the recruiter know your qualifications and interests. For example, *-Hello, my name is Jane Smith, and I am a senior majoring in Special Education. I am very interested in your district and would like to speak to you about current or upcoming opportunities.* Once you know what to say when approaching recruiters, you'll feel more comfortable.
5. When you leave your resume with an employer, **ask what the next step in the process is.**
6. **Collect literature**, including the recruiter's business card, for follow-up discussions or later correspondence purposes.
7. **Don't be surprised if you are interviewed on the spot or even offered a contract.** Do not rush into signing anything without considering *your future goals and plans*. It is OK to ask the recruiter for additional time to consider the offer.

## AFTER A CAREER FAIR

1. **Follow up with a short note of thanks** to the recruiters who are employed with the organizations that remain of interest to you after the career fair. Students often ask how they can "stand out" above the crowd at events such as this. Sending a follow-up letter within 2-3 days of the fair is one way.
2. **Follow up with formal applications.** Make sure your application package is complete and submitted as directed by the district or school.

## MAKING A GOOD FIRST IMPRESSION

## INTERVIEW ATTIRE

### TIPS FOR WOMEN:

- A conservative suit in a neutral or dark color is most professional. The skirt should be knee length or just above the knee. Avoid styles that are very tight, too short, or too long. No frills, ruffles, or plunging necklines!
- Conservative pants suits may be acceptable for many employers.
- Solid color blouse or shell under the suit jacket. Avoid sleeveless or spaghetti straps.
- Closed-toe shoes with medium or low heels in a dark or neutral color. No sandals!
- Keep jewelry to a minimum. Wear small earrings, a simple necklace, one ring per hand.
- Hair should be well-groomed and make-up should be conservative. Avoid perfume.
- Carry a small, matching handbag, or put your personal items in your attache case. Avoid having too much -baggage! to deal with.
- Hosiery is a must, even in summer
- No suit? A black, knee-length skirt and a conservative blouse or sweater set is the next best outfit.

### TIPS FOR MEN:

- A two- or three-button dark (navy, black, gray) suit
- Solid color (white or another neutral color) long-sleeved shirt
- Conservative tie (solid, stripe or small pattern)
- Dark, solid color dress shoes with dark socks that match your suit
- Avoid cologne or aftershave or use very sparingly.
- No suit? Dark dress slacks, a long sleeved white shirt and a tie is the next best outfit.

# Interviewing

## AFTER THE INTERVIEW

- ☑ Ask for a business card at the close of the interview to ensure that you have proper contact information.
- ☑ Thank the interviewer(s) for their time and shake hands firmly.
- ☑ Indicate that you look forward to hearing from them soon and welcome them to contact you if they need any additional information.
- ☑ Send a thank-you letter within 48 hours reiterating your interest in the position.

If you do not hear from the employer within the time frame indicated, make a follow-up phone call to let him/her know you are still interested in the position and to find out if there are additional questions you might address.

## SECOND INTERVIEW / SITE VISIT

You may be asked for a second interview after your initial screening interview. If the initial interview was held at a location other than at the school district's facility (i.e. at the Career Fair), you may be asked to visit the district for this subsequent interview. The follow-up interview will allow for a more in-depth conversation with the district and often with additional members of the district. An invitation for a follow-up interview suggests that the employer is very interested in considering you for employment.

### PREPARING FOR THE INTERVIEW

- Be sure to get a good night's rest the night before and recognize that this will be a stressful event.
- You will be expected to expand upon the areas you discussed in your first interview, and you will have more opportunities to ask questions. Be prepared to do so.
- Plan to spend most of one day for this interview.

### DURING THE SECOND INTERVIEW/SITE VISIT

- Be professional at all times.
- Stay away from ordering the most expensive or least expensive item on the menu if your visit includes a dinner engagement.
- You may be asked to take a test on anything from your basic skills to your personality. Relax, take your time, and do your best.
- You should view the second interview as an opportunity to evaluate the district and decide if it is a good fit.

### AFTER THE INTERVIEW

- If you are asked for feedback about your experiences in the second interview, be positive and constructive if you are interested in the position.
- After the interview, review and record your recollections. This will be helpful if you are interviewing with a number of districts and want to compare them on several points.
- Write a thank-you letter to each person with whom you spent a portion of the day.

### TRAVELING FOR AN INTERVIEW

- Be sure to check your schedule regarding classes, tests, and so forth before confirming a date for a follow-up interview, as prior arrangements may have to be made with professors and for travel. The employer will most likely be willing to work with you in arranging suitable dates for your interview.
- The company contact person should provide you with an itinerary of what will be involved in the second interview/site visit. It is acceptable to request an itinerary, information on how to dress, and items you should provide, such as college transcripts.
- Travel arrangements can be handled in a number of ways. You may be asked to make your own arrangements or the organization may coordinate your travel arrangements.
- If the company is making your travel arrangements, verify what expenses will be prepaid and what expenses will be reimbursed. If the employer is paying for your hotel expenses, be considerate of this, and do not charge personal calls to your room, order pay-for-view movies, etc. If you are to be reimbursed for expenses, keep receipts and document the mileage on your personal car.
- Be sure you have clear directions to your hotel and to the location of your interview. Check on parking options if you are driving.
- Take a major credit card and/or cash to handle unexpected expenses and incidentals.

# Job Search Strategies

## UNDERSTANDING AND MARKETING YOUR SKILLS

Use the worksheet provided below to compile examples of your skills! For each skill type, list three of your own skills. Then in the space provided, jot down a quick story or example describing how you have demonstrated that skill.

### SELF-MANAGEMENT OR ADAPTIVE SKILLS

**Skill**

**Your Story**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### TRANSFERABLE OR FUNCTIONAL SKILLS

**Skill**

**Your Story**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### JOB-CONTENT SKILLS

**Skill**

**Your Story**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

[illegible]