

Self-Managed Credentials for Educators

Minnesota State University, Mankato Career Development Center

209 Wigley Administration Center

507.389.6061 www.mnsu.edu/cdc

Self-Managed Credentials

1. Self-manage your credentials by keeping updated copies of the following *suggested* items on hand to share with districts as you apply for jobs:

- Cover Sheet (can be found at <http://www.mnsu.edu/cdc/students/credentials.html>)
- Resume
- Standard cover letter/letter of interest. Tailor to specific district/position as appropriate.
- Copies of letters of recommendation (usually 3)
- Student teaching final evaluations*
- Copy of teaching license (if available; this is not necessary for recent graduates in the process of obtaining certification)
- Copy of official transcript(s) (Minnesota State Mankato transcripts available from the Registrar for a nominal fee)
- Most districts will also request that you complete some type of a district application form. Check with the individual district for specific guidelines.

*Although used primarily as a learning tool, many districts will request copies of student teaching evaluations. If these are not included with your self-managed credentials, you should be sure to have letters of recommendation from your cooperating teacher and/or university supervisor.

Neatly assemble, pack and mail your credentials in a large (9x12) envelope. Do not fold materials. Be sure to *type* the school district address and your mailing address on the envelope or use a computer-generated label.

2. As an alternative, you may choose to self-manage your credentials by using an online service to store documents and enable school districts/employers to view your credentials online and/or send “official copies” directly to the employer. Efolio (www.efolio.mn.com) is one such system sponsored by the Minnesota State Colleges & Universities (MnSCU), which is of no cost to Minnesota students and residents. ReferenceNow (www.referencenow.com) is another such system which is privately owned/operated. Users pay a monthly fee while the file is actively available to employers online. Once a file is inactive, it is stored indefinitely for free and there is no start-up fee to reactivate it.

[Mavjobs.com](http://www.mavjobs.com) Registration Remains Highly Recommended!

The CDC and the Minnesota State Mankato College of Education STRONGLY recommend that **all students, new graduates, and alumni register with the CDC's [mavjobs.com](http://www.mavjobs.com) system.** This system is an **online resume referral and job listing system exclusively available to Minnesota State Mankato students and graduates.** Registration is quick, easy and FREE.

- Go to www.mavjobs.com
- Click on the “Students & Alumni” icon.
- Complete the registration and submit it.
- Within two business days, you will receive a registration confirmation e-mail.
- Log into www.mavjobs.com with your new username and password. Search for jobs, interviews, and internships; and apply for them. Upload a resume too.

Additional Career & Job Search Assistance

In addition to mavjobs.com, the CDC offers the following job search services to students and new graduates (1 year following graduation):

- Resume, cover letter, and portfolio assistance and review
- Individual job search strategy assistance
- Online resume referral program and job listing service through mavjobs.com
- An up-to-date Career Resource Library and user-friendly website with numerous job search links organized by field: www.mnsu.edu/cdc
- A comprehensive *Job Search Handbook* for use by all majors (also available online at www.mnsu.edu/cdc/)
- The annual *Job Search Handbook for Educators* published by the American Association for Employment in Education (AAEE)
- The yearly Minnesota Education Job Fair held at the Minneapolis Convention Center

Minnesota State Mankato alumni beyond 1 year from graduation:

- Career and job search consulting appointment, 1 per calendar year. This includes in-person resume reviews. Call 507-389-6061.
- Resume and cover letter review via fax, mail, e-mail
- Access to job listings through mavjobs.com. Includes resume upload and online application capability.
- Up-to-date Career Resource Library and user-friendly website with numerous job search links organized by field
- Access to career days, on-campus recruiting, and job fairs
- Online Job Search Handbook
- Referrals for further employment assistance and career/job search support

Transcripts

The transcript is your permanent university student record. It is suggested that candidates purchase one official transcript from the Office of the Registrar, 507.389.6266, to keep as your copy and include copies of it with your credentials materials. For more information, visit <http://www.mnsu.edu/registrar/TRANSCRIPTS.html>. You also will need to purchase official transcripts from other higher education institutions you attended. Contact those institutions directly.