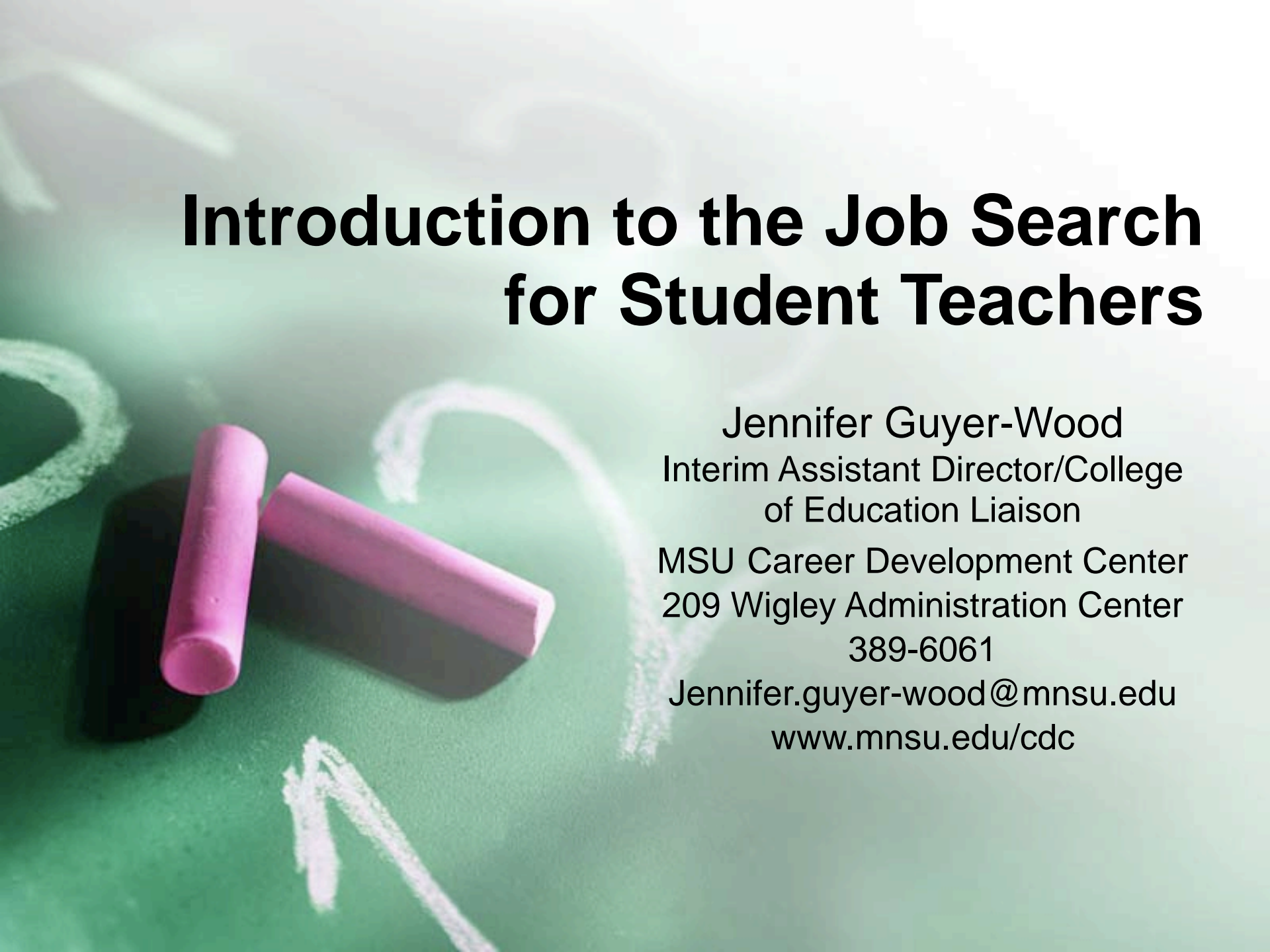


Introduction to the Job Search for Student Teachers



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To Access the links we talk about today and other workshops

- Visit the CDC website
- Click on “Resources” on the left menu bar
- Click on “Workshops” then choose “Education”
- This and other workshops will be available there



General Tips for Developing Your Job Search Plan...

- Start early. I mean NOW! Really! 😊
- View the job search as a job itself!
- Identify resources—websites, job fairs, CDC, personal contacts, directories of districts, etc.
- Establish a timeline.
- Commit your plan to paper.
- Stay positive!!
- Incorporate follow-up activities into your plan!

Sample Job Search Timeline

January-Initial Preparation (NOW! 😊)

- Polish and finalize your cover letter & resume...have others review these!
- Begin to become familiar with websites that contain educator vacancy listings and with the demand for your licensure area.
- Begin to identify who you will ask to write your references.
- Begin to develop a list of schools of interest.
- Begin to put together an interview portfolio.
- Gather info on education job fairs. Note the dates on your calendar.
- Start applying for substitute positions if you are interested



Timeline continued

February

- Begin targeted mailing to selected districts.
- Register with college/university & state resume referral databases & other educator recruitment sites (mavjobs.com; MN Association of School Administrators; etc.)

March

- Continue to mail applications to districts and respond to job postings.
- Follow-up on your initial mailings.
- Add info from your student teaching experience to your interview portfolio.

Timeline-Finish Line!

April

- Attend job fairs to network with school hiring officials (Minnesota Education Job Fair: April 24th).
- Send thank-you letters to job fair recruiters within 2 days of attending a fair.
- Make interview arrangements.
- Conduct other job fair follow-up within 2 weeks of the fair.
- Maintain your positive attitude, persistence, and patience! Don't panic!

May-August

- Attend interviews.
- Evaluate offers & accept position! 😊



Your Job Search Paperwork (Self-Managed Credentials): *Are you ready?*

- Education Credentials Cover Sheet
- Standard cover letter/letter of application tailored to specific district as appropriate
- Resume
- Letters of recommendation (3-5)
- Copies of final student teaching evaluations
- Copy of teaching license (if available)
- Copy of official transcript (MSU transcripts available from Registrar for nominal fee)

More Credentials

- Neatly assemble, pack and mail your credentials in a large (9x12) envelope
- Type school district address and return address on envelope or computer labels
- Be sure to follow up with a phone call (within 1-2 weeks) to confirm receipt of your materials and inquire regarding timeline for screening/interviewing/hiring process
- Online storage resources:
 - <http://efoliomn.com/> (free site to MN residents/students, MnSCU affiliated) <http://sample19.efoliomn2.com/>
 - <http://www.referencenow.com> (for-profit site, small fee)
- For more information: <http://www.mnsu.edu/cdc/students/credentials.html>



Job Listings: mavjobs.com

- ***MSU's EXCLUSIVE online system for connecting teacher candidates with local/regional/national school districts!***
- **Gives you access to entry level/professional job listings in a WIDE variety of fields (now includes part-time jobs & internships too!)**
- **Upload your resume and apply for selected jobs online**
- **Job Search Agent e-mails when jobs matching your criteria are posted!**
- **Upload your resume for districts to access through an online search**
- **Keep up-to-date on CDC happenings (workshops, special events, etc.)**
- **Receive periodic e-mails with job search advice & resources targeted to your particular major**

EASY, quick, FREE registration!



Getting started with *mavjobs.com*

- Go to www.mavjobs.com and click on Students and Alumni under Registration
- Within two business days you will receive an e-mail from us confirming your registration.
- Upload your resume. You must upload your resume for employers to be able to access your candidate information!!!
- Be sure to log on & search for jobs regularly, check your e-mail for updates and important info from the CDC!
- For help, see
 - Quick Start Guide
 - e-mail mavjobs@mnsu.edu (answered daily)
 - call mavjobs helpdesk @ 389.5112 or come to CDC

More Job Listing Sites- Minnesota

- Minnesota Department of Ed. Teacher Recruitment Center <https://app.education.state.mn.us/MTRC/>
- EdPost <http://www.stcloudstate.edu/joblistings/edpost/>
- U of M <http://www.education.umn.edu/jobs/Default.asp>
- MN Association of School Administrators <http://www.jobsite mnasa.org/masa/default.html>

National and Regional Listings

- State of Wisconsin Education Listings: http://www.wisconsin.gov/state/core/education_t.html (click on job opportunities)
- American Association of School Administrators <http://www.aasa.org/career/index.cfm>
- State-by-state listing of job websites in AAEE Handbook*
- Project Connect (username: teacher, password: aswan): <http://careers.soemadison.wisc.edu/projectconnect/MainMenu.cfm>
- NationJob: www.nationjob.com/education
- America's Job Bank: www.ajb.dni.us
- Education America Network: www.educationamerica.net
- K-12jobs.com: www.k12jobs.com
- Teachers-Teachers.com: www.teachers-teachers.com
- Teacher Link USA: www.teacherlinkusa.com

Minnesota Education Fair

- Monday, April 24th, 2006 9-3 (interviewing until 5)
- Minneapolis Convention Center
- Sponsored by 26 MN Colleges/Universities
- Last year 180 districts from across nation (approx 40-50 from MN)
- Registered districts are listed here <http://www.mcucsa.org/mnedfair/index.htm>
- \$20 pre-registration fee through the MSU CDC-\$30 on-site
- Registration begins in March
- Interviews happening throughout event (***send resume in advance!***)

How can the CDC Help

- Resume, cover letter, and interview assistance and review.
- Individual career planning and job search strategy assistance.
- Web-based resume referrals and job listings through mavjobs.com.
- Up-to-date Career Resource Library & extensive website at www.mnsu.edu/cdc
- A comprehensive MSU Job Search Handbook.
- The annual *Job Search Handbook for Educators* published by the American Association for Employment in Education (AAEE).
- The annual Education Job Fair held at the Minneapolis Convention Center.
- Access to career days, on-campus recruiting, job fairs, and other special events.

Starting your resume

- Make it your own!
- Keep track of what you do.
- What do people say you do well?
- What sets you apart from other candidates?
- What areas do you need to develop?
- Start early!!!!!!



Resume Resources

- *CDC QUICK STOP:*
 - Monday through Thursday 11:30 to 2:30
 - No appointment needed—first come, first served
 - Designed for quick feedback & Career Development questions.
- *Individual Resume Review by CDC Staff:* Call 389-6061 to schedule. More in-depth review.
- Teacher resume samples in *CDC Job Search Handbook* pages 48 & 50-51.
- View the online resume workshop on the CDC webpage
- Ask other people, especially in education, to look at your resume.

Contents of a Resume

- Contact information
- Career Objective
- Education
- Experience
- Activities/Interests/Honors/Awards
- Skills/Technical Skills (field-specific)
- Reference information (separate sheet)

General Resume Guidelines

- Free of errors (DO NOT rely on spell check!)
- Short phrases, not complete sentences
- No personal pronouns such as “I” “me” “my”
- Use action words (page 21 of *CDC Job Search Handbook*)
- Be aware of margins and spacing. Balance text and white space.
- Use a uniform font



More General Resume Guidelines

- Complete a rough draft and have it critiqued!
- Omit personal information
- Limit resume to one or two (full) pages
- Print on heavy paper - white or light color
- In most cases, eliminate high school information

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