12 THINGS EVERY ASPIRING EDUCATOR SHOULD KNOW ABOUT THE JOB SEARCH

1. **Start early.** You will be more prepared and less stressed. It’s never too soon to start researching employers, preparing a resume, and practicing your interview skills – even in your Freshman year.

2. **Get professional assistance with your resume and cover letter.** Employers will judge your resume against hundreds of others. Make an appointment in the Fontbonne Career Development Department for assistance.

3. **On-line Application.** Complete an on-line REAP application, however this does not replace a resume and cover letter, or the other components of your job search, nor do all districts use REAP. Many school districts have their own online application that you must complete.

4. **Stay organized.** Make sure to submit all requested application materials; i.e., application, resume, cover letter, 3-5 letters of recommendation, transcript, portfolio. Employers will not consider you for employment until your application packet is complete. Visit the employer’s website, or call the employer, for application instructions.

5. **Develop your interview skills.** Are you prepared for those tough questions? Review sample questions and schedule a practice interview in the Career Development Department.

6. **Don’t wait for postings in your area.** Only 15% of jobs are actually posted! Apply to all employers that interest you with a personalized cover letter and resume.

7. **Use the internet.** You’ll find many great resources on the web to speed up your job search. Visit employer websites to get contact information, complete on-line applications, search for vacancies and more.

8. **Start shopping.** Attend job fairs at local school districts and universities. Many candidates find jobs this way and it is the easiest way to meet employers.

9. **Expand your search.** Increase your chances of success by pursuing as many employment opportunities as possible. A narrow search of only two or three employers could lead to major disappointment.

10. **Consider other options.** Private and parochial schools, alternative education centers, and social service agencies are often overlooked by jobseekers and as a result offer less competition for employment. Also, check out options with TeachForAmerica, or other similar agencies or consider teaching overseas.

11. **Be a professional.** Whether on the phone, by e-mail, on paper, or in person, you must always be polite, professional, and prepared! Be careful with your online presence (social networks like Facebook™, blogs, websites and video sharing websites). Have a professional e-mail address and voice mail greeting.

12. **Employment.** Send a thank you letter to all interviewers after each interview (within 24 hours). Evaluate job offer(s). Recognize that most districts consider a verbal agreement as binding! Sign contract. Tell everyone your good news! (Especially the Career Development Department!)