

## 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!)