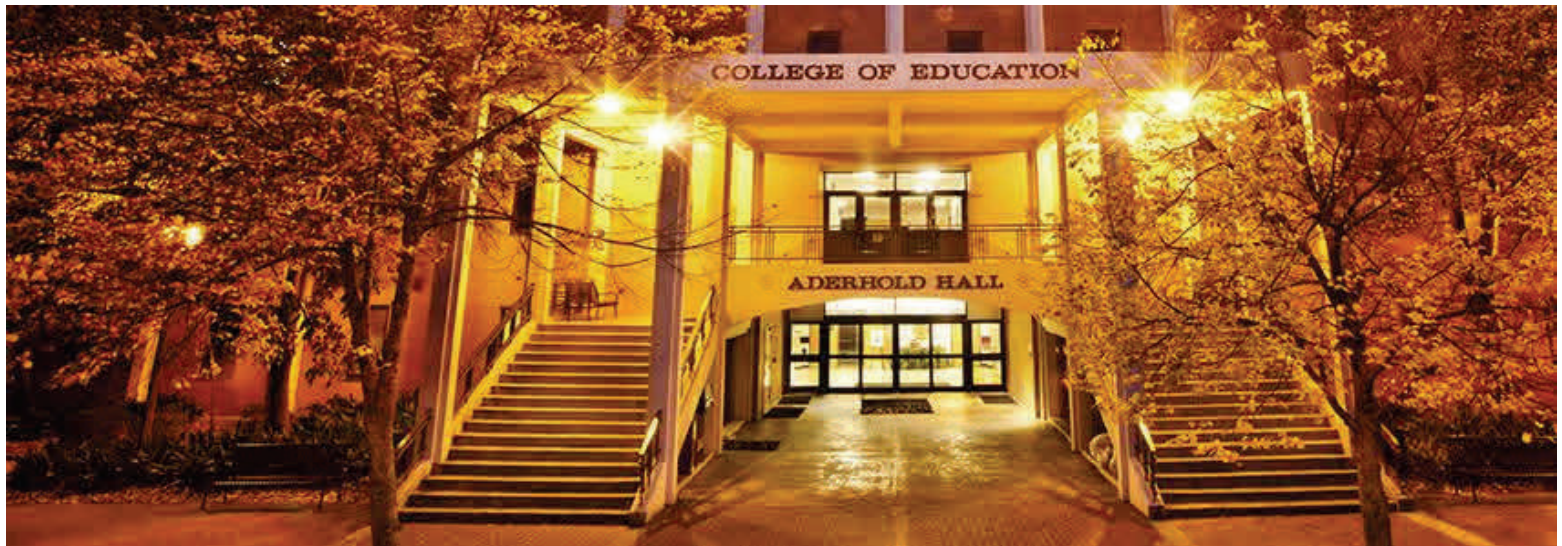


THE UNIVERSITY OF GEORGIA CAREER CENTER

# EDUCATION CAREER GUIDE



Job Search Strategies | Resume | Cover Letter | Interviewing | Social Media



THE UNIVERSITY OF GEORGIA

*College of Education*



# TABLE OF CONTENTS

---

<b>SECTION</b>	<b>PAGE</b>
Get CONNECTED to your Consultant	2
The Education Job Search Certificate	3-4
The Education Job Search	5
School Districts Speak Out	6
Education Career Fair	7
Education Career Fair Preparation	8
Cover Letter	9-10
Reference Page Guidelines	11
Resume Guidelines	12
Sample Resumes	13-18
Action Verbs	19-20
Correspondence	21
Thank You Notes	22
Sample Interview Questions	23-24
Interviewing Tips	25
Informational Interviews	26
Portfolios/Social Media in the Job Search	27
LinkedIn Profile Checklist	28-29
The Road to Becoming a Teacher	30



# GET CONNECTED

Meet Your Career Consultant

## Whitney Prescott

UGA Career Center, Clark Howell Hall, 2<sup>nd</sup> floor | wnpress@uga.edu



For more information about Whitney, job/career advice and updates on Career Center events, please connect in the following ways:



@whitprescott



whit\_coecc



Whitney Prescott



### ❖ **Make an individual appointment by calling 706-542-3375**

Appointments can cover:

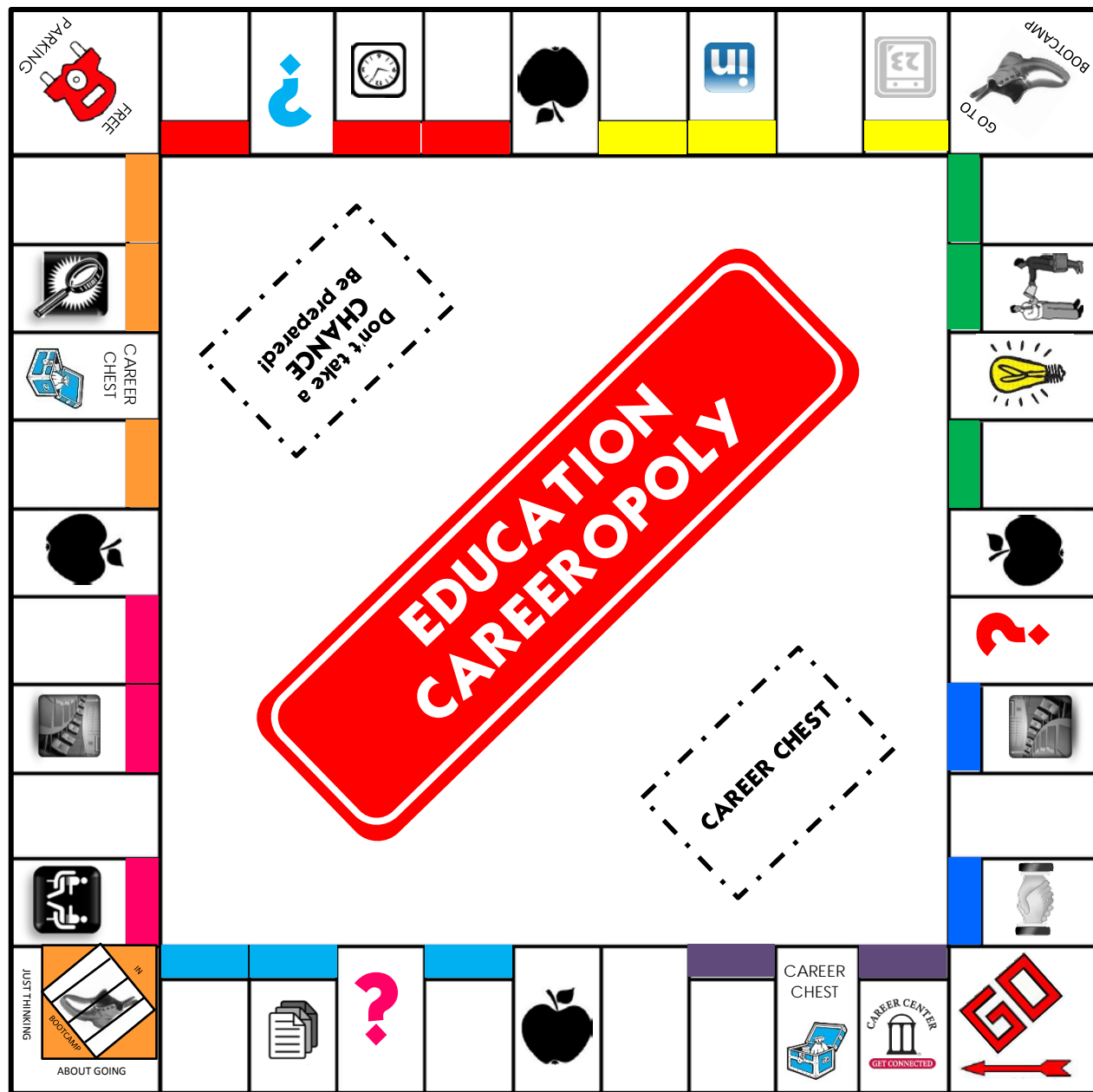
- Choosing a Major
- Choosing a Career
- Resumes
- Cover Letters
- Mock Interviews
- The Job Search
- Personal Statements
- Internships
- Grad School
- Networking

### ❖ **Visit Aderhold SATELLITE HOURS:** Tuesdays 3:00-5:00pm, 124L Aderhold Satellite hours are come-and-go, and do NOT require an appointment.

### ❖ **Visit the CAREER CENTER:** Clark Howell Hall, 2nd Floor Walk-In Hours are 12-2pm everyday

**Visit the Career Center website: [www.career.uga.edu](http://www.career.uga.edu)**

# DON'T TAKE A CHANCE ON YOUR CAREER SUCCESS



COMPLETE THE  
**Education Job Search**  
 CERTIFICATE PROGRAM












# EDUCATION JOB SEARCH CERTIFICATE




Why take a chance on your career success? Complete this certificate program to ensure you are fully prepared for your job search. Upon completion, email Whitney at [wnpress@uga.edu](mailto:wnpress@uga.edu). Your participation will be verified and you will receive a *Leather Padfolio* and *Certificate* from the UGA Career Center! This certificate will look great on a resume too!

## What do I have to do to get the Certificate?

**Workshops:** Attend 5 out of 9 workshops/events. Attendance will be taken and recorded at each event.

Fall 2014	Topic	Time/Location
	<b>Cookies and Conversation:</b> Drop-in for cookies and lemonade, meet your Career Consultant and learn about all the services available to you!	Wed., August 27 <sup>th</sup> , 1-3 PM Aderhold Student Lounge, Room 233
	<b>How to Write a Resume and Cover Letter that Will Take You to the Top of the Pile!</b>	Wed., August 27, 4-5 PM MLC Room 101
	<b>Smart Interviewing:</b> Advice No One Else is Telling You!	Thurs., September 18, 3:30-4:30 PM MLC Room 171
	<b>Education Alumni Panel:</b> Gain Insight into the Job Search and Beyond!	Wed., October 29, 5:30-6:30 PM Aderhold Room 119
	<b>The Education Job Search:</b> Manage your expectations and leave prepared with a plan of action!	Tuesday, December 2, 4-5:30 PM B1 (Basement), Clark Howell Hall
<b>Spring 2015</b>		
	<b>Education Career Fair Boot Camp:</b> The Ultimate Career Fair Preparation	Wednesday, February 25, 5-7 PM Aderhold Room 119
	<b>Resume Critique Days</b> (only counts once): Monday and/or Tuesday	Mon., March 2, 3-5 PM Tues., March 3, 2:30-4:30 PM Aderhold Room G23
	<b>School District Panel:</b> Gain valuable advice from Principals and HR Representatives	Tuesday, March 3, 5-6 PM Aderhold Room G5
	<b>Education Career Fair:</b> Network with representatives from K-12 schools and educational organizations from all over Georgia and across the country!	Wednesday, March 4, 12-3pm Tate Grand Hall, 5 <sup>th</sup> Floor

**Individual Tasks:** Complete 2 out of 3 tasks.

	<b>Meet for an individual appointment with your Career Consultant, Whitney Prescott</b> Topics can include: Resume/cover letter critique, mock interview, job search strategies, etc.
	<b>Visit Satellite Hours for an appointment</b> These hours are held every TUESDAY from 3-5pm in Aderhold room 124L.
	<b>Create a LinkedIn account</b> To get started, check out the LinkedIn checklist at the end of this guide.



# THE EDUCATION JOB SEARCH

## What are employers LOOKING for in an applicant?

- Knowledge of the company, organization, school district /school
- Professionalism (speech and dress)
- Content knowledge/educational preparation
- Enthusiasm and passion for the field
- Positive attitude, team player, willingness to participate in volunteer work/extracurricular activities

## Clean up your image and start NETWORKING!

- Is your email and voicemail appropriate?
- Attend Career Fairs
- Clean up social networking pages
- Target *at least 4-5* school districts in your job search

Plan to attend...

**The Education Job Search Workshop**

*For more info, see page 4.*

## Complete application materials and APPLY

- **Check out Teaching Related Job Boards**
  - TeachGeorgia: [www.teachgeorgia.org](http://www.teachgeorgia.org)
  - Georgia Charter Schools Association: [www.gacharters.org](http://www.gacharters.org)
  - Georgia Independent School Association: [www.gisaschools.org](http://www.gisaschools.org)
  - Southern Teachers: [www.southernteachers.com](http://www.southernteachers.com)
  - Teachers-Teachers.com: [www.teachers-teachers.com](http://www.teachers-teachers.com)
  - SchoolSpring: [www.schoolspring.com](http://www.schoolspring.com)
  - Education America: [www.educationamerica.net](http://www.educationamerica.net)
  - Private School Job Banks: [www.capenet.org/teach.html](http://www.capenet.org/teach.html)
- **Unadvertised Listings**
  - Go directly to the school district/company website
  - Georgia Department of Education: [www.doe.k12.ga.us](http://www.doe.k12.ga.us)
- **Check out Kinesiology Related Job Boards**
  - Work in Sports: [www.workinsports.com](http://www.workinsports.com)
  - Sports Careers: [www.sportscareers.com](http://www.sportscareers.com)
  - Teamwork Online Job Board: [www.teamworkonline.com](http://www.teamworkonline.com)
  - Exercise and Sport Science Jobs: [www.exercisejobs.com](http://www.exercisejobs.com)
  - Athletic Training Job Board: [jobs.nata.org](http://jobs.nata.org)
  - Higher Ed Positions: [www.higheredjobs.com](http://www.higheredjobs.com)
  - National Academy of Sports Mgmt: <http://www.nasmjobs.com/>
  - Strength and Cond. Jobs: <http://www.cscga.org/careers>
  - More on WCIDWAMI Handouts (Major specific)

## The Education Job Search Timeline

<b>December- January</b>	Compile a list of desirable schools, principals, etc.
	Ask for permission from your references
	Perfect your resume and cover letter
	Register and apply online
	Network!
<b>January- April</b>	Network! (Attend career fairs, volunteer, utilize connections)
	Conduct a Mock Interview
	Principal evaluation during student teaching
	Update your online application
	Send out principal emails/drop off materials
<b>April- August</b>	Follow up, and be persistent!
	Stay in contact with principals, HR and additional contacts



# SCHOOL DISTRICTS SPEAK OUT

Each **"School Districts Speak Out!"** section within this handbook is comprised of school districts that attended the 2011/2012 Teacher/Administration Recruitment Day and were asked to complete the "Advice for Teachers" survey for graduating teacher candidates.

**Here is a portion of the advice they had to offer:**

**Does your school district prefer Bachelor-level (no experience) candidates over Master-level (no experience) candidates?**

- Most agree, "We are looking for the BEST TEACHER possible regardless of degree."

**What is the best way to follow up with a principal after a candidate has applied with the school district?**

- Phone Call (22%)
- Email (44%)
- Other (33%): Letter/thank you card, mailing or faxing application materials

**Is it appropriate to show up at the school unannounced to hand in application materials?**

- 33% said Yes
- 67% said No

**Should a student keep high school education and/or experience on his/her resume?**

- 87.5% said Yes
- 12.5% said No

**What are the top 5 qualities you look for in a teacher candidate?**

- Knowledge about the school district and school
- Professionalism (speech and dress)
- Content knowledge/educational preparedness
- Enthusiasm and passion for teaching
- Positive attitude, team player

**Should a student attend the Education Career Fair?**

- YES (100%)
- "It gives the student the opportunity to receive information about different districts in which they may eventually seek employment."
- "Make all the contacts you can."
- "Recruitment days are always a good idea ...it is an opportunity to meet recruiters/school districts and when looking for a specific area we always return to our resumes from career fairs."
- "There is nothing better than a face to face interview and taking advantage of making a lasting impression. You might hit it off with the interviewer and when a position opens up, they remember the ones they liked during the short time they visited with you. I have hired 4 -5 people from the UGA Teacher Job Fair and most of them were after the day, but I remembered how much I enjoyed talking to them during the short visit to the table. Nothing like face to face time."

**Do school districts hire from the pool of candidates who attend the fair?**

- 67% said YES

**How can a candidate make him or herself stand out in a fair that has over 500 candidates in attendance?**

- "Bright, articulate, confident, pleasant"
- "By dressing to impress and by speaking articulately and intelligently"
- "Candidates who can tell you a little about who they are and what they want and speak very confidently generally stand out. Also, candidates who have researched your county and those who "follow up" with completing an application or emailing are more memorable."
- "Come prepared and be themselves." "Tell those school/systems specifically why you would like to work in THEIR respective school."

SAVE THE DATE!



The University of Georgia

# College of Education Career Fair

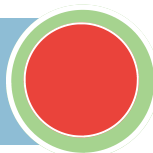
Wed.

March

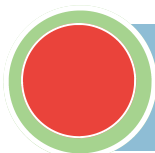
4th

2015

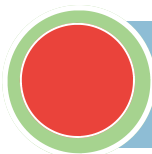
12 PM - 3 PM



Tate Grand Hall, 5th Floor



#UGAEduCareerFair



**Network** with representatives from K-12 schools, organizations, and graduate/professional schools from all over Georgia and across the country!

## Come Prepared:

- With extra copies of your resume
- To network with employers
- Dressed in business professional attire
- Having researched the school/company /organization

For more information, visit:



**Questions?** Contact **Whitney Prescott**, College of Education Career Consultant, by office phone at (706) 542-3375 or by email at [wnpress@uga.edu](mailto:wnpress@uga.edu)





# EDUCATION CAREER FAIR PREP

The Education Career Fair is YOUR opportunity to meet and network with School Principals, Human Resource Representatives and Recruiters from school districts and organizations from all over Georgia and across the country! Whether you are actively seeking employment or not, you can take advantage of the opportunity to learn more about what employers have to offer. You have a very short amount of time to make a great impression, so make sure to be prepared!

## 1. BRING YOUR RESUME

Plan to bring at least 10-15 copies of your professional resume. Need your resume critiqued before the fair? Make an appointment to meet with your Career Consultant, come to Resume Critique Days, or visit the Career Center during Walk-In Hours! A Cover Letter is not necessary for the Career Fair.

## 2. LOOK SHARP

**Dress professionally.** Career fairs require the same attention to attire as an interview; in essence, career fairs are your first interview. A dark suit is always appropriate. Make sure your clothing is ironed. Wear comfortable, professional, close-toed shoes. Need examples of professional business attire? View our Pinterest boards:

<http://www.pinterest.com/ugacareercenter/business-attire/>

**Cologne, perfume, and cosmetics.** Be conservative with perfume and makeup; when in a small space, even a little perfume may be too much (particularly if someone is allergic), so consider not wearing any.

**Backpack.** If you can go without your backpack, do so. Carry a padfolio with a notepad, copies of your resume, a pen, and any other pertinent information. If you are also carrying a purse, keep it small. Remember to avoid visible piercings and tattoos. Also, *remember to turn off your cell phone and do not chew gum!*

## 3. DO YOUR HOMEWORK

- Review employers attending the fair (a list will be posted on the career.uga.edu website)
- Identify your top 3-5 school districts/organizations
- Do some research! Review their website and available openings

Plan to attend...

— EDUCATION CAREER FAIR —



For more info, see page 4.

## 4. YOUR APPROACH

Prepare a “30-second Commercial”. This introduces you, your major/concentration, your interest in the school district/organization, and communicates your experience related to position(s) in which you are interested. Having this prepared in advance will help ease your nervousness, make you sound confident and avoid awkward conversation.

**Example:** “Hello, my name is Jane Dawg. I am an Early Childhood Education Major and will be graduating this May. I am interested in working at Dekalb County because of its location and diverse student population. I applied to your district recently and am keeping watch for new vacancies. I believe I possess the qualities necessary to be successful at Dekalb. In my current student teaching placement, I have been able to develop lesson plans and provide individualized and small group instruction that adapts to the needs of each student. It has been a learning experience, but has definitely made me a more confident teacher candidate. Here is a copy of my resume so that you can review my additional qualifications.”

- **Be confident and network independently.** If you go with friends, identify a place to meet outside after fair.
- **Be patient.** Do not interrupt the employer or jump into a conversation he/she is having with someone else.
- **Show enthusiasm.** If you are interested or excited about a position, let the representative know!
- **Bring your pertinent questions.**
  - **Types of Appropriate Questions:** What are the characteristics of an ideal candidate? What are your hiring projections? What are the staffing needs? What are the professional development opportunities/requirements?
  - **Types of Inappropriate Questions:** What jobs are you offering? What is the salary for this position? What benefits do you offer? What can I do with a major in...? What is your background?

## First impressions START here.....What Impression are you leaving behind?

### What is a Cover Letter?

A cover letter (sometimes referred to as a “letter of application”) is a primary tool for **marketing** your skills, abilities, and experiences to employers. It usually accompanies your resume and provides more details regarding your experience as they relate to the job to which you are applying. This document should make it **very easy** for the reader to see that you are a **perfect fit for the position!**

### When do I use a Cover Letter?

Use this letter **any time** you are sending a school district your resume - unless they have specified otherwise. **Note:** a cover letter is **not** necessary for a Career or Job Fair. Your content will vary based on the purpose of the letter. It may be for networking purposes, inquiring about a job posting, or expressing interest in working for that school.

### School Districts Speak Out! How can a candidate make him or herself stand out in their cover letter?

- “As with the resume address the specific school/system and the position. Show that you have been interested enough to do some checking. This means more than just saying you've heard some wonderful things about out school/system.”
- “Be sure the letter is personalized, not a form letter; focus on what you can bring to the school/system; discuss future educational plans; exhibit confidence and highlight why you want to work in the school/system.”
- “I like cover letters that are straight forward. "I am seeking a position in XXX field, I have this certification and/or background and expertise and list what else they can bring to the school." Those are the ones that catch my eye.”
- “Keep cover letter brief and friendly; why candidate choose teaching; what candidate is currently doing, years of experience. This is the selling piece and is an opportunity for the candidate to sell themselves to the hiring manager.”
- “Outline only the **great** experience.”

### Job Description

### My Qualifications

Before beginning to write your cover letter, create a T-chart like the one above. Read through the job description and write down the requirements and preferred requirements in the “job description” column. Next, brainstorm and think through your experiences to determine what makes you qualified for the position. List this information in the “my qualifications” column.

# COVER LETTER

## Skeleton Cover Letter

111 Main Street  
Anywhere, GA 33333

(1 blank line)

Month Day, Year

(1 blank line)

Mr. Robert Employer  
Personnel Director  
ABC Middle School  
Somewhere Else, GA 11111

(1 blank line)

Dear Mr. Employer:

(1 blank line)

1<sup>st</sup> Paragraph:

- What position are you applying for?
- How did you learn of the position?
- "Thesis Statement"

(1 blank line)

2<sup>nd</sup> Paragraph

- Flesh out your "Thesis Statement"
- Show how your experience and skills meet the job description

(1 blank line)

3<sup>rd</sup> Paragraph

- Discuss the school/organization and include information from your research
- Tell them you are available for an interview and express interest in the school/organization

(1 blank line)

4<sup>th</sup> Paragraph

- Thank the employer for his/her time and consideration
- Include telephone number and email address for their convenience to discuss future employment or interview opportunities

(1 blank line)

Sincerely,

(3 blank lines)

John A. Student

## Cover Letter Checklist

- ✓ Have you tailored your cover letter to the job description?
- ✓ Have you made it easy for the employer to see how you are a good fit for the position? For the school/company?
- ✓ Did you keep your letter to one page?
- ✓ Did you include your contact information in the last paragraph?
- ✓ Did you address your letter to a specific person (if possible)?
- ✓ Did you have your letter critiqued?

2016 Main Street  
Athens, GA 30602

March 14, 2015

Bob Dawson, Principal  
Evergreen County Middle School  
111 Piney Creek Drive  
Evergreen, GA 33333

Dear Mr. Dawson:

It is with great enthusiasm and interest that I am submitting this letter and resume as application for the Middle School Mathematics position at Evergreen County Middle School. I learned of this position through a posting on the Teach Georgia website and also through communicating with Evergreen County representatives at The University of Georgia Spring 2014 Education Career Fair. I believe my education paired with my current and previous teaching experience and ability to relate to students, parents and co-workers make me an excellent candidate for this position.

I am currently a senior at The University of Georgia majoring in Mathematics Education and will be graduating this May. I successfully passed the Math I and II content tests of the Georgia Assessments for the Certification of Educators and will be applying for Georgia Teacher Certification in early May. I am passionate not only about mathematics but also about students reaching their full potential. This spring, I am completing my student teaching at Sawyer Middle School where I have been able to build positive relationships with students and parents. I am utilizing my creativity to plan and execute a wide variety of lessons using different teaching methods such as group work, projects, and technological investigations to keep students engaged while also creating a weekly newsletter for parents. Prior to completing my student teaching, I also served as a Long Term Substitute Teacher at Morgan County High School. During my time there, I learned how to better manage student behavior by setting expectations early and maintaining consistency.

When researching the school system online, I read that the vision of Evergreen County Schools involves educating children to become motivated, lifelong learners. This vision accurately reflects my personal goals as an educator. I want to provide my students a world-class education that will prepare them for life outside of middle school and teach them the skills necessary to be competitive in an ever-changing and technology driven global society. I strongly desire to be a part of a school system that shares this focus and mission.

If given the opportunity, I am confident I can exceed your expectations as a Math Educator at Evergreen Middle School. Thank you for your time and consideration. Should you require any additional information or like to speak with me further about my qualifications, please contact me by phone at (400) 555-4611 or by email at kimwill@gmail.com. I look forward to hearing from you soon!

Sincerely,

Kimberly Williams

# REFERENCE PAGE GUIDELINES

## Asking people to serve as your Reference:

- **Who do I ask?**
  - Someone who has seen you in action
  - Supervisors and/or Faculty members
  - Ideally, he/she should have known you for at least a year
- **How do I ask?**
  - Always **ask** permission (email or phone is acceptable) and give them the opportunity to say no. You'd rather not have their recommendation at all than to have a **negative** recommendation.
  - Send them your resume and/or let them know about your interests in the position
  - Give them something to write about!
- They said YES, now **FOLLOW UP**.
  - Keep your references in the know about the jobs in which you are applying.

### Reference List Formatting Tips:

- List references on a separate page
- Use the same personal information heading as on resume
- 3-5 References
- Name and Title
- Place of Employment (School or Company Name)
- Full Address, phone number, email address
- Relationship to you (optional)
- Center or left align information

### Ed U. Major

123 Teaching Lane | Athens, GA 30602 | Cell: (333) 444-555 | edu.cater@uga.edu

#### REFERENCES

**Dr. Tim Todd**, Dean  
College of Education  
Star University  
800 Galaxy Drive  
Somewhere, IN 56900  
Office: (222) 111-1111  
ttodd@star.edu

**Dr. Betty Washington**, Associate Professor  
Early Childhood/Elementary Education  
Coordinator of Elementary Education Program  
Murray State University  
111 Alexander Hall  
Murray, KY 42071  
Office: (270) 777-333  
bwashington@murraystate.edu

**Mr. Willie Mason**, Retired Coach  
Woodrow High School (Forest Hill, TN)  
1234 Maple Street  
Knoxville, TN 45678  
Home: (234) 556-7890  
wille.mason1@gmail.com

**Mr. Jackson Davis**, Owner/Manager  
Davis Auto World  
4178 Buick Avenue  
Toyota, MS 89765  
Office: (998) 657-5555  
jackdavis@aol.com

# RESUME GUIDELINES

## FORMATTING TIPS

- ❖ Education resumes can be 1 or 2 pages in length (If 2 pages, make sure it is **relevant** to the position in which you are applying)
- ❖ Never use resume templates or any pre-formatted resume programs
- ❖ Use bullets throughout the resume to describe your experiences
- ❖ Use **bold** and **bold/italic** to make titles and organization names stand out
- ❖ Placing margins at .5 on all sides may help in avoiding too much white space
- ❖ Be **CONSISTENT** with formatting
- ❖ Have someone double and triple check your resume for grammatical errors

## PERSONAL INFORMATION

- The heading should include name, physical address, email address, phone number, and portfolio website/LinkedIn
- Make sure your email and voicemail message are appropriate

## OBJECTIVE

- This heading is optional
- If used, it should clearly indicate the position and school district in which you are applying

## EDUCATION & CERTIFICATION

- This should be at the TOP of your resume unless you've been out of school more than 5 years
- This section can include Study Abroad and/or high school information
- Include your Certification for Teaching as a sub-section under Education, or as its own heading, if you prefer (T-4 Certification for Bachelor level, T-5 Certification for Master level- Include CONTENT areas)

## EXPERIENCE

- List experience in reverse chronological order (most recent to oldest)
- Use BULLETS and ACTION VERBS to describe your job duties for that experience
- Organize experiences into categories such as Teaching Experience, Relevant Experience, and Additional Experience

## ADDITIONAL CATEGORIES

- Professional Memberships/Associations
- Extracurricular Activities/Volunteer Work
- Campus & Community Involvement
- Honors and Awards
- Skills (Computer skills, teacher-specific software programs, CPR certification, etc.)

## School Districts Speak Out!

### How can a candidate make him or herself stand out in their resume?

- "...when applying for a specific job, tailor the resume to that position. That means researching the position and emphasizing your attributes that make you the perfect candidate."
- "High GPA, special endorsements (math, gifted, etc.)."
- "include volunteer opportunities in a school environment; make sure the information is free of errors, well-organized, and professional"
- "Keep it neat, concise and orderly with dates and location of student teaching and work history."
- "On a resume, I look for their educational preparation, degrees and certification first in an attempt to make a match. Once you have this basic information, I like to see what else they can bring to the table as in extracurricular activities, fine arts, or class moderator positions. We have 100 teachers on staff, but everyone has to do something else to be hired and it's nice to see that on the resume."
- "Put "highlights" of their experience teaching/student teaching."

# JANE EDUCATION

500 Bulldawg Drive · Athens, GA 30602  
janed@uga.edu · 706-542-5555

## OBJECTIVE

---

To obtain the Special Education Assistant position at Clarke County Middle School in which I can utilize my education and previous teaching experiences to inspire students to achieve at high academic levels through challenging and innovative learning opportunities.

## EDUCATION & CERTIFICATION

---

**The University of Georgia** Athens, GA  
*Bachelor of Science in Education, Special Education Adapted Curriculum (P-12)* May 2015  
Cumulative GPA: 3.50/4.00  
Financed 100% of college tuition, books, boarding, and life expenses

**Clarke Central High School** Athens, GA  
High School Diploma May 2010

### Certification

T-4 Certification May 2014  
ESOL Endorsement January 2014

## TEACHING EXPERIENCE

---

**Student Teacher** January 2015-Present  
*Clarke Middle School* Athens, GA

- Implement lessons for 6-period schedule on functional daily living skills, writing skills, reading comprehension, and money math skills
- Utilize SmartBoard and interactive PowerPoints to allow students access to grade level materials in all subjects- English/Language Arts, Math, Science, and Social Studies
- Collect data on personally created data sheets to track progress of lessons and behavior plans
- Observe and practice execution and interpretation of GAA curriculum for grades 6, 7, and 8
- Accompany students on all Community Based Instruction trips to sporting events such as gymnastics and tae kwon do, as well as restaurants, and various stores such as Kroger and Sam's

**Practicum** August 2014- December 2014  
*Clarke Middle School* Athens, GA

- Independently facilitated functional academic lessons including activities to promote reading comprehension and text analysis
- Modified 7th grade Georgia Performance Standard to locate 6 countries of Africa for students with Severe Intellectual Disabilities participating in GAA
- Traveled on various Community Based Instruction trips including trips to Kroger, sporting events, and eating lunch at Chik-fil-A
- Assessed a student's behavior to implement a behavior intervention plan to decrease the target behavior while increasing a desired behavior

**Practicum** January 2014-May 2014  
*Morgan County Primary School* Madison, GA

- Assisted teacher in daily activities such as sensory and literacy centers
- Employed functional identification skills with student with severe sight impairment
- Practiced letter blend sound identification with kindergarten student with high functioning autism and a communication impairment



## RELEVANT EXPERIENCE

---

### Parent-Teacher Conference Translator

October 2013, October 2014

*Fowler Drive Elementary School*

Athens, GA

- Attended 10+ parent-teacher conferences during the month
- Translated teacher concerns and praise for students whose parents spoke and understood only Spanish

### Babysitter

Summers 2013-2014

*Rentz Family*

Athens, GA

- Sporadically cared for three girls, one of which is a student with William's syndrome, by preparing meals, taking to the library, assisting with daily hygiene, and entertaining with crafts and games

### Tutor

August 2012-December 2013

*Alps Road Elementary School*

Athens, GA

- Tutored first and second grade students struggling with reading disabilities and severe ADHD
- Assisted second grade student with high functioning Autism by helping complete homework, as well as participate in various after school activities
- Aided EIP teacher with lesson preparations such as cutting, filing, sorting, and laminating lesson materials

### Head Cheerleading Coach

August 2010-May 2011

*Athens Academy*

Athens, GA

- Instructed fourth and fifth grade girls on basic to intermediate cheers and cheerleading stunts
- Implemented rules and expectations of students

## ADDITIONAL WORK EXPERIENCE

---

**Professional Fundraiser**, *RuffaloCody*, Athens, GA

August 2013-Present

**Sales Clerk**, *Masada Leather*, Athens, GA

June 2011-October 2012

**Sales Clerk**, *Abercrombie*, Lawrenceville, GA

December 2010-December 2011

## CAMPUS & COMMUNITY INVOLVEMENT

---

**UGA Treasurer**, Student Council for Exceptional Children, Athens, GA

**Community Outreach Committee**, AutismUGA, Athens, GA

**Member**, Kappa Kappa Gamma Social Fraternity, Athens, GA

## OTHER ACTIVITIES & HONORS

---

Georgia Association of Educators

Kappa Delta Epsilon

Dean's List (4 semesters)

Special Olympics

REAL Saturdays at Barnett Shoals Elementary

Participated in ESP Big Hearst Pageant

## SKILLS

---

### Computer and Technology Skills:

- Proficient in Microsoft Office Suite
- Basic skills of Smart Board
- Proficient in Google Docs, Blogger
- Introduced to social media in the classroom: Pinterest, Facebook, Twitter, WordPress, YouTube

### Language Skills:

- Conversational Spanish skills
- Basic knowledge of American Sign Language

# Jane Education

351 Bulldawg Drive · Athens, GA 30605 · (706) 542-5555 · janed@uga.edu

## OBJECTIVE

To secure a position as a secondary mathematics teacher, and to coach cross country and/or track and field.

## EDUCATION

**The University of Georgia** Athens, GA  
*Master of Education in Mathematics Education* Expected: May 2015  
Overall GPA: 3.74/4.00

**The University of Georgia** Athens, GA  
*Bachelor of Science in Mathematics Education* May 2013  
Overall GPA: 3.44/4.00

## CERTIFICATION FIELD

Georgia Educator T-5 Certificate in Mathematics (6-12) [FLD743] May 2015  
Gifted and Creative Teaching Endorsement

## TEACHING/COACHING EXPERIENCE

**Oconee County High School** Watkinsville, GA  
*Student Teaching* January 2013 – April 2013

- Taught Accelerated Math I and Advanced Algebra and Trigonometry on a 90-minute block schedule
- Designed lesson plans that focused on conceptual understanding and real-world applications of mathematics
- Participated actively in instructional planning
- Utilized classroom management and discipline strategies
- Assistant Track and Field Coach- Assisted with drills, warm-ups, and strength training
- Organized and led practices for long distance runners
- Initiated and maintained contact with parents, teachers, and administrators

**Snellville Middle School** Snellville, GA  
*Practicum Experience* August 2012- December 2012

- Attended departmental meetings and general faculty meetings
- Co-taught instructional units for ten days
- Observed varying 6th grade mathematics classes, noting teaching styles and student behaviors

**Clarke Central High School** Athens, GA  
*Math Tutor* September 2012 – November 2012

- Tutored students enrolled in remedial mathematics courses on a bi-weekly basis
- Facilitated small group discussions regarding applications of mathematics to motivate underachievers

**Classic City Performance Learning Center** Athens, GA  
*Math Tutor* January 2011 – May 2011

- Tutored students enrolled in remedial algebra courses
- Implemented a variety of teaching strategies to challenge, engage, and motivate a multicultural student population
- Participated in team meetings to plan and implement conceptual teaching units

## WORK EXPERIENCE

*Acquired Cataloging Student Assistant, The University of Georgia, Athens, GA* August 2010 - Present

- Search materials that the library acquires using an electronic database
- Input call numbers on searched materials

## PROFESSIONAL MEMBERSHIPS & ACTIVITIES

Phi Mu Fraternity (Alpha Alpha Chapter), Housing Corporation Treasurer August 2012 – Present  
Kappa Delta Epsilon, a professional educational fraternity, Member August 2010-Present  
National Council of Teachers of Mathematics (NCTM), Member August 2010-Present  
Georgia Council of Teachers of Mathematics (GCTM), Member August 2010- Present

## SKILLS

**Software:** Proficient in Geometer's Sketchpad (GSP), SmartBoard, Windows XP/Vista/7, Mac OS X, and Microsoft Office Suite  
**Communication:** Effective technical writing, project organization, and presentation

# Christopher Counsel

ccounsel@uga.edu • (706) 542-5555 • 101 Bulldawg Dr., Athens, Georgia 30605

## EDUCATION

### The University of Georgia (UGA)

*Master of Education, Professional Counseling*

Overall GPA: 3.93/4.00

*Bachelor of Arts in Journalism, Public Relations*

Overall GPA: 3.41/4.00

Athens, GA

Expected: May 2015

August 2011

## CERTIFICATION

- Georgia S-5 Certification, Professional School Counseling (P-12)

April 2014-Present

## SCHOOL COUNSELING EXPERIENCE

### School Counseling Internship

Deer Creek, GA

*Deer Creek High School Intern (Completed 600 hours)*

August 2013-May 2014

- Collaborated with eight school counselors at Georgia's largest high school to counsel students in grades 9-12, handling all issues related to academic, career, and life skills development
- Conducted credit-checks on seniors to ensure a timely graduation and discuss post-secondary career options
- Facilitated weekly activities to provide a group of seven 9<sup>th</sup> & 10<sup>th</sup> grade males with time management skills, organization skills, and study skills
- Assisted with leadership development activities with Peer Leaders
- Presented to 9<sup>th</sup> grade students on the 4-year plan to prepare them for their desired careers using the Career Cruising website
- Managed crisis situations with students ranging from emotional concerns to grief counseling

### Counseling Practicum

Athens, GA

*East Athens Middle School Counseling Practicum Student (Completed 100 hours)*

January 2013-May 2014

- Mediated counseling sessions with students regarding conflict resolution and various other personal/social issues
- Led an anger management small group with seven students ranging from ages 11 to 14
- Assisted with classroom guidance informing 8<sup>th</sup> grade students about careers and the academic transition to high school

### Service-Learning

Athens, GA

*Cedar Elementary Charter School Volunteer (Completed 40 hours)*

August 2012-December 2013

- Collaborated with classmates in counseling small groups of 3<sup>rd</sup> and 5<sup>th</sup> grade students
- Helped create PSA's regarding bully prevention
- Led "Fall Into Friendship" classroom guidance sessions with 2<sup>nd</sup> grade students to help students become aware of positive qualities in a friend and recognize the importance of a classroom community

## ADDITIONAL EXPERIENCE

### Benjamin High School (BHS)

Atlanta, GA

*College Advisor*

August 2011-May 2012

- Developed programs and strategies to increase the number of low-income, first-generation, and underrepresented students entering and completing higher education
- Completed over 400 hours of classroom guidance with 9<sup>th</sup>-12<sup>th</sup> grade students, presenting on various college-going topics
- Advised parents and students individually and in groups, discussing all aspects of college planning and selection
- Instructed an SAT preparation course
- Determined eligibility for SAT & ACT fee waivers for low-income students
- Implemented and coordinated "October College Awareness Month" by organizing visits to college campuses in Georgia, assisting with the National Hispanic College Fair, and hosting the following programs: *Resume-Building Week, NCAA Clearinghouse Night, and Apply to College Week*

## PROFESSIONAL MEMBERSHIPS

- American School Counselors Association (ASCA)
- Georgia School Counselors Association (GSCA)

January 2013-Present

August 2012-Present

## Julia McSpeech

155 Bulldawg Dr. Athens, GA 30189

Phone: 706-542-5555 E-Mail: jmcspeech@uga.edu

### OBJECTIVE

---

To obtain a 2015 summer internship/volunteer experience in the field of pediatric speech-language pathology.

### EDUCATION

---

**The University of Georgia**, Athens, GA

May 2016

**Bachelor of Science in Education, Communication Sciences and Disorders**

**Minor:** Child and Family Development

Current GPA 3.96/4.00

Recipient of the HOPE Scholarship, Presidential Scholar Recognition, Dean's List Recognition

**Kennesaw State University**, Kennesaw, GA

August 2011- May 2012

GPA: 4.00/4.00

### EXPERIENCE

---

*Volunteer, Athens Regional Medical Center*, Athens, GA

August 2013-Present

- Assist a speech-language pathologist with group therapy in the pediatric rehabilitation unit; group therapy is specifically for children with autism

*Tutor/After School Volunteer, Chase Street Elementary School*, Athens, GA

January 2013-May 2013

- Worked one-on-one with kindergarten students that needed supplementary support
- Assisted in directing the After School Program for 30+ students in grades K-4

*Tutor, David C. Barrow Elementary School*, Athens, GA

August 2012-December 2012

- Provided additional academic support to two specific kindergarten students for the length of the semester; primarily taught literacy

*Model/Sales Associate, Abercrombie Kids*, Kennesaw, GA

March 2012-August 2013

- Maintained the presentation of the storefront, assisted customers, operated the register, and modeled clothing

*Special Needs Cheerleading Instructor, World of Kids Athletic Campus*, Woodstock, GA

July 2008-May 2011

- Assisted individuals ages 5-10 with various disabilities further develop gross motor skills through activities associated with cheerleading
- Helped choreograph and teach cheerleading routines while promoting the values of teamwork and friendship

### LEADERSHIP EXPERIENCE

---

*Elected Junior Class Representative, National Student Speech Language Hearing Association*

August 2013-Present

*Elected Secretary, UGA Child and Family Development Association*

January 2013-Present

*Inducted Member, National Society of Leadership and Success: Sigma Alpha Pi at UGA*

August 2012-Present

### CAMPUS ACTIVITIES

---

- Alpha Lambda Delta Honors Society
- UGA Honors Program
- Delta Delta Delta Sorority
- Autism UGA
- UGA Relay for Life
- UGA Special Olympics (gymnastics instructor)
- National Student Speech Language Hearing Association (NSSLHA)
- UGA Child and Family Development Association
- Delta Life Bible Study
- Hospital Relations Committee of UGA Miracle Benefitting Children's Healthcare of Atlanta

# David M. Exercise

122 Bulldawg Drive, Athens, GA 30605 | (706) 542-5555 | dmexercise@uga.edu

## OBJECTIVE

To obtain an internship with Velocity Sports Performance Group in order to expand my knowledge in the field of exercise science and sports medicine.

## EDUCATION

### The University of Georgia

*Bachelor of Science in Education*

Major: Exercise Science ; GPA: 3.80/4.00

Athens, GA

Expected: May 2017

## RELATED EXPERIENCE

### Athens-Clarke County Parks and Recreation

*Basketball Camp Coach/Coordinator*

Athens, GA

Summers 2013-2014

- Instructed 60-70 1<sup>st</sup> – 9<sup>th</sup> grade athletes on proper athletic skills development
- Created interactive and participatory sessions to engage youth and help them understand correct and save techniques and strategies
- Worked with other coaches in a team-related environment
- Monitored and evaluated drills and activities to ensure proper safety measures were in place
- Created camp schedules for distribution to coaches, referees and volunteers
- Maintained positive communication with campers and parents

### Athens Sports Care Center and Rehab

*Volunteer*

Athens, GA

August 2013-May 2014

- Assisted patients with daily exercises and activities
- Recorded and filed daily logs of patients' activities
- Prepared patients for electrical stimulation treatments
- Applied ice, heat packs, and proper wrappings for patients

## LEADERSHIP EXPERIENCE

### UGA Sports Management Club

*President*

Athens, GA

Spring 2014-Present

- Attend and professionally lead all bi-weekly meetings
- Actively recruit club members and appoint officers
- Oversee fundraising efforts
- Create and send weekly emails to Correspondence Officer for distribution to club members
- Build relationships with area business leaders in the sports management field and invite them to speak on panel discussions

### UGA Student Government Association

*Communications Board Member*

Athens, GA

Fall 2013-Spring 2014

- Served as a representative of the student body
- Coordinated all communications of the Association including, but not limited to, announcements, newsletters, meeting notices, publicity of meetings and events
- Assisted with the promotion of elections in conjunction with the Elections Board, and publicized resolutions of the Student Assembly

## SKILLS

Leading/coordinating; Strong understanding of anatomy and physiology; Awareness of proper nutrition; Caring; Organizing; Motivating/developing others; Problem-solving; and ability to assess the physical condition of others.

# ACTION VERBS

## TEACHING

Accept	Conduct	Evaluate	Inquire	Reinforce
Adapt	Consider	Excite	Instill	Rephrase
Advise	Cooperate	Explain	Instruct	Research
Analyze	Coordinate	Explore	Interact	Reward
Apply	Correct	Facilitate	Integrate	Simplify
Appraise	Critique	Focus	Investigate	Solicit
Appreciate	Define	Generate	Listen	Speculate
Assess	Demonstrate	Guide	Model	State
Assign	Designate	Head	Modify	Stimulate
Attend	Develop	Hypothesize	Motivate	Structure
Categorize	Direct	Identify	Observe	Synthesize
Challenge	Discipline	Implement	Organize	Systematize
Choose	Educate	Incorporate	Persuade	Teach
Clarify	Elaborate	Indicate	Ponder	Thank
Coach	Elicit	Individualize	Postulate	Theorize
Command	Emphasize	Infer	Praise	Train
Communicate	Enable	Inform	Provoke	Tutor
Compliment	Encourage	Initiate	Question	

## HELPING

Adapt	Collaborate	Enlist	Orient	Represent
Advocate	Contribute	Ensure	Predict	Resolve
Aid	Cooperate	Evaluate	Prescribe	Serve
Answer	Counsel	Expedite	Protect	Simplify
Anticipate	Deliver	Facilitate	Prevent	Supply
Arrange	Demonstrate	Familiarize	Provide	Support
Assess	Diagnose	Foster	Reconcile	Volunteer
Assist	Educate	Handle	Rectify	
Clarify	Enable	Moderate	Refer	
Coach	Encourage	Observe	Rehabilitate	

## COMMUNICATION

Address	Convince	Follow-up	Motivate	Refer
Advertise	Correspond	Formulate	Negotiate	Reinforce
Arbitrate	Define	Incorporate	Network	Report
Arrange	Describe	Influence	Observe	Resolve
Ascertain	Develop	Inform	Outline	Respond
Author	Direct	Interact	Participate	Solicit
Brief	Document	Interpret	Persuade	Specify
Collaborate	Draft	Interview	Present	Speak
Communicate	Edit	Involve	Promote	Stipulate
Compose	Educate	Lecture	Publicize	Suggest
Confront	Elicit	Market	Publish	Summarize
Consult	Enlist	Mediate	Question	Synthesize
Contact	Explain	Meet	Reconcile	Translate
Convey	Express	Moderate	Recruit	Write

## RESULTS

Achieve	Complete	Excel	Lower costs	Resolve
Accelerate	Contribute	Expand	Maximize	Restore
Accomplish	Decrease	Extend	Measure	Selected as
Add	Double	Improve	Obtain	Solicit
Advance	Eliminate	Increase	Pioneer	Stabilize
Attain	Enlarge	Initiate	Prove	Standardize
Augment	Establish	Introduce	Reduce	Succeed
Award	Exceed	Launch	Re-establish	Validate



## LEADERSHIP/MANAGEMENT

Accomplish	Contract	Establish	Maintain	Recommend
Administer	Coordinate	Evaluate	Merge	Recruit
Account for	Decide	Execute	Motivate	Regulate
Adjust	Decrease	Formulate	Orchestrate	Reorganize
Analyze	Delegate	Generate	Order	Replace
Appoint	Design	Handle	Organize	Review
Approve	Determine	Head	Overhaul	Revitalize
Assign	Develop	Hire	Oversee	Reward
Assume	Devote	Implement	Plan	Save
Attain	Direct	Improve	Perfect	Set goals
Chair	Dispatch	Incorporate	Preserve	Schedule
Choose	Dispense	Increase	Preside	Streamline
Conceptualize	Eliminate	Initiate	Prioritize	Strengthen
Conduct	Employ	Institute	Produce	Supervise
Contract	Emphasize	Lead	Propose	Terminate
Consolidate	Enforce	Leverage	Protect	Unify
Consult	Enhance	Manage	Realize	

## CREATIVE

Act	Demonstrate	Explore	Market	Redesign
Adapt	Design	Fashion	Model	Rehearse
Advertise	Develop	Forge	Modernize	Remodel
Begin	Direct	Formulate	Modify	Renovate
Broaden	Discover	Found	Originate	Replace
Combine	Display	Illustrate	Perform	Revise
Compose	Draft	Imagine	Photograph	Revitalize
Conceive	Dramatize	Improvise	Pilot	Shape
Condense	Draw	Initiate	Pioneer	Sketch
Conceptualize	Entertain	Institute	Plan	Spearhead
Conduct	Establish	Integrate	Present	Transform
Create	Execute	Introduce	Produce	
Customize	Exhibit	Invent	Recommend	

## ORGANIZATIONAL

Approve	Distribute	Log	Reorganize	Streamline
Arrange	Enlist	Maintain	Respond	Substitute
Categorize	Execute	Monitor	Retrieve	Standardize
Classify	Expedite	Obtain	Revamp	Systematize
Code	Extract	Operate	Review	Tabulate
Collaborate	Generate	Organize	Revise	Target
Collect	Identify	Prepare	Schedule	Update
Compile	Implement	Prioritize	Screen	Validate
Conserve	Incorporate	Process	Set up	
Consolidate	Inspect	Purchase	Shape	
Correct	Integrate	Record	Specialize	
Diagram	Join	Reshape	Specify	

## TECHNICAL

Activate	Consolidate	Develop	Maintain	Regulate
Adapt	Construct	Devise	Navigate	Resolve
Apply	Contrive	Display	Operate	Retrieve
Appraise	Convert	Engineer	Overhaul	Screen
Assemble	Coordinate	Exhibit	Participate	Service
Begin	Create	Fabricate	Program	Solve
Build	Define	Formulate	Reconfigure	Streamline
Calculate	Deliver	Fortify	Rehabilitate	Supply
Compute	Design	Implement	Remodel	Survey
Configure	Detect	Install	Repair	Train
Conserve	Determine	Integrate	Rectify	Troubleshoot



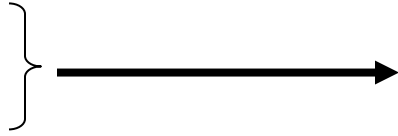
# CORRESPONDENCE

**When/how should I reach out to the organization/company/principal?**

**After** sending your application materials to the organization/company/ school district, send a brief introduction of yourself, **as well as your attached resume and/or cover letter**, either by mail or email.

## Correspondence Example

Your present Address  
City, State Zip Code  
Phone Number  
Date



If emailed, your contact information should follow your name at the end of the note.

Ms. Julie Bond  
Title  
Organization/Company/School  
Street Address  
City, State Zip Code

Dear Ms. Bond,

I am writing to make you aware of my interest in (working/interning/ teaching) at (Organization/Company/School Name) next year. I have already sent my application materials to (Human Resources/ the school district main office). (Optional-you may wish to give 3-5 reasons why you feel qualified to be considered.) A copy of my personal resume is enclosed for your review. Should a position become available at (Organization/Company/School Name) I would greatly appreciate your consideration.

Sincerely,

(handwritten signature goes here if mailed)

Name



# THANK YOU NOTES

---

Thank-you notes are essential part of maintaining strong relationships. Always **send them within 24-48 hours** of the meeting/interview. As far as it being handwritten or typed, there is no consensus as to what is right or wrong. You should do whatever you are most comfortable with. If you do use a handwritten note, make sure that it is simple and professional and that your handwriting is neat and legible. You may also send this information via email.

## Thank You after an Interview Example

Dear Mr. Able,

Thank you for taking the time to discuss the (position name) at (organization/company/school). After meeting with you and learning more about the (organization's/company's/school district's) goals and expectations, I am further convinced that my background and skills coincide well with the position.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision, while maintaining control of their classroom. I look forward to hearing from you concerning your decision. Again, thank you for your time and consideration.

Sincerely,

Your Name

## Thank You after the College of Education Career Fair Example

Dear Mr. Raymond,

Thank you for taking the time to talk with me on Month X, 20XX, at the College of Education Career Fair at The University of Georgia. You were extremely helpful in explaining the application process at (organization/company/school district).

Since our meeting, I have applied to your (organization/company/district) and am even more certain that I would be an asset. (Briefly discuss the things you believe make you an excellent teacher candidate/employee).

I appreciate your time and consideration; I look forward to an opportunity to speak with you further regarding my qualifications.

Sincerely,

Your Name

# GENERAL INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What are your greatest strengths/weaknesses?
3. Why did you decide to go to The University of Georgia?
4. What other colleges/universities did you apply to? Accepted?
5. You chose your major for what reasons? (Name 3)
6. Do your grades properly reflect your academic capabilities? If no, why not?
7. Now that you have graduated, is there anything you would have changed about your college years?
8. Tell me about a time you successfully led a group or team.
9. Tell me about a time when you went above and beyond the call of duty.
10. Name a stressful situation in your life and how you handled it.
11. Tell me about a tough decision you made. What steps, thought processes, and considerations did you take to make that decision?
12. Define success.
13. How have you worked to be the successful person you are today?
14. What motivates you?
15. How do you handle disappointment?
16. Do you plan to further your education?
17. If all goes as planned, what will you be doing in 3 years? 7 years?
18. What 3 adjectives best describe you?

## **School Districts Speak Out!**

### **What is the biggest no-no in an interview?**

- “apathy, lack of flexibility”
- “Not being professional in every way - dress, manner, presentation, knowledge.”
- “Not dressing appropriately, looking around for others in the room while an interviewer is talking to them, and having a sloppy copy of their resume. You are looking for the small things knowing that if they take care of the small things, they will take care of the larger issues they will face on the job.”
- “Poor dress or language skills”
- “To show up late and/or unprepared”

# TEACHER INTERVIEW QUESTIONS

---

- Why do you want to teach?
- What can you contribute to our school?
- Why do you think you will be a successful teacher?
- What are the qualities of an excellent teacher? Which of these qualities do you have?
- Describe your student teaching experience. What was your biggest problem? How did you resolve it?
- Describe your ideal classroom.
- What do you believe your role and obligations to be toward other faculty?
- What techniques do you use in developing rapport with students?
- What procedures work best for you in maintaining discipline?
- How would you describe a successful Principal?
- How do you handle curricular content in classes with many levels of ability?
- How would you individualize instruction in your classroom?
- Describe the role of the teacher in the learning process.
- What do you consider to be an ideal learning environment?
- How do you feel about team teaching?
- Why did you choose your particular area of preparation?
- What is the role of the school system in today's society?
- What grade level do you feel most competent teaching? Why?
- What out-of-school experiences have you had working with children?
- What would you do if....? (hypothetical situations in the classroom)

## QUESTIONS YOU SHOULD ASK

---

- How would you describe the work environment? Company/School culture?
- What type of training program or orientation does a new employee/teacher receive?
- Professional growth requirements in the district, i.e., continuing education hours.
- Explain the Student Support Team process. How are student-referrals handled?
- How will I be evaluated?
- How are parental contacts handled?
- How active is the P.T.O.? What does P.T.O. spend money on? How do teachers handle needs from P.T.O.? Does P.T.O. have a major project each year?
- What extra duties are expected of teachers (i.e., bus duty, car duty, lunch duty, etc.)? What is the rotation for these duties?
- Are there any new "programs" (school-wide or grade-level) that are new or unique to the school? How long have they been in place? Are any being looked at as future possibilities?
- What are the next steps in your search process, and what is your hiring timeline for this position?
- When will a decision be reached, and will I be notified?

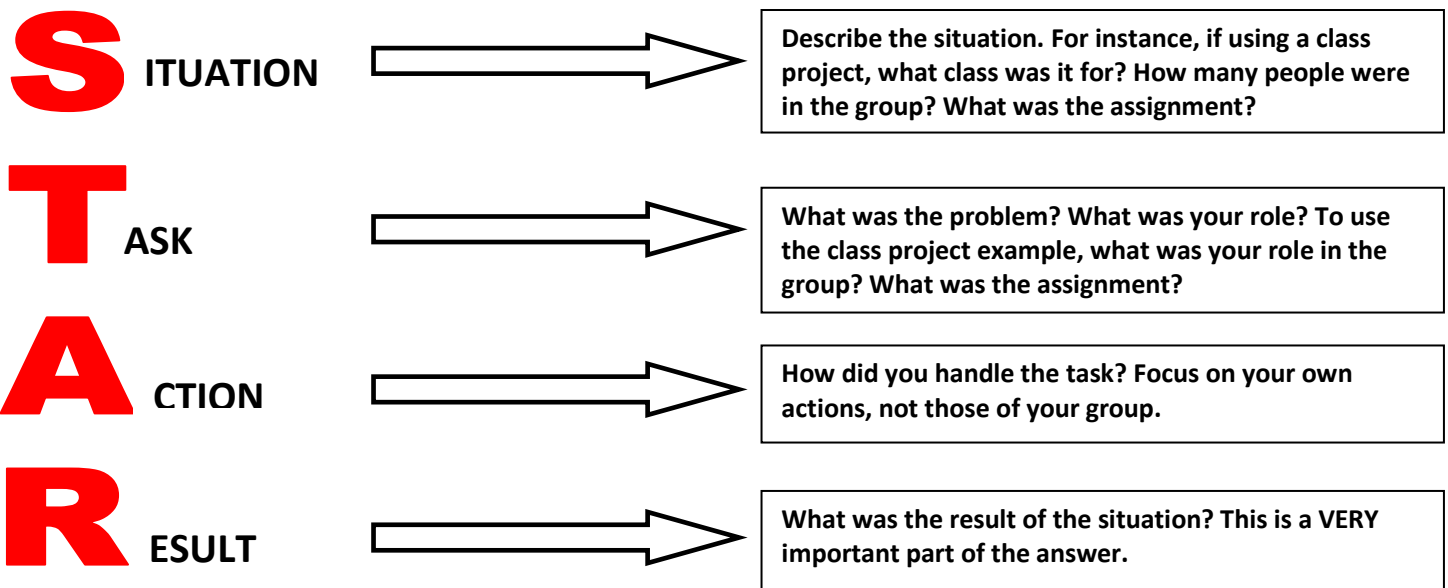
# INTERVIEWING TIPS

## ❖ Do YOUR Homework:

- Know Yourself
- Know the School District
- Know the FIT

## ❖ Utilize the STAR Technique.

The STAR technique is used when answering behavioral questions during an interview. The key is to prove your skills and abilities using previous experiences. The school administrator or employer is hoping to predict your future behavior in their school or organization through situation-based questions. These questions typically start with “Tell me about a time when...”.



### TOP 10 TIPS

- Research the company, the position, and the industry.
- Arrive 10-15 minutes early!
- Dress for success.
- Bring extra copies of your resume and references.
- Have a firm handshake and display confidence.
- Use body language to show interest.
- Listen!
- Ask about the next steps in the interview process.
- Thank the interviewer(s) and follow up with a Thank You note.
- Have questions prepared ahead of time and written in your portfolio.





# INFORMATIONAL INTERVIEWS

An informational interview is an opportunity to spend time with someone who is a professional in a career field of interest to you. It can help you build your network, tap into the hidden job market, and learn about a specific school district, company or organization. You must be prepared to ensure that you show respect for the time and energy put forth by the school district personnel or professional!

## 1. Identify a Professional to Contact in a Position or School District of Interest to you

- Talk to roommates, classmates, professors, family, neighbors, co-workers, professional organizations, and your Career Consultant to identify individuals of interest.
- Contrary to popular belief, most professionals are honored to talk with students about their experiences. Alumni are often eager to assist current students as well.
- Be sure to research this professional and his or her company/organization
- Prepare a list of 6-10 questions to ask (30 minutes worth of conversation)

## 2. Contact the Professional via phone (or in writing, if done in advance)

- Speak directly to the person. If that is not possible, explain to the receptionist why you need to speak with this person, and ask what the best procedure would be to contact him/her.
- Have a written phone script ready so that you adequately explain why you are calling and what you hope to get out of the meeting with this person.
- Determine a convenient time for you to meet this person at his/her work site or set up a phone appointment.

## 3. Prepare for the Informational Interview

- Call to confirm the appointment the day before the actual interview. Obtain directions and parking information.
- Choose an outfit to wear to the interview. Remember: you are visiting a place of employment and need to look business-like.
- Put together a portfolio with paper and pens and copies of an updated resume to take with you. Be sure to write down your questions in the notebook!

## 4. During/After the Actual Interview

- Arrive 10-15 minutes early, and check in with the receptionist. Be courteous to everyone who you meet.
- Shake hands and introduce yourself.
- Be conscious of time, unless the professional initiates extra time.
- At the end of the interview, thank the person for his/her time, shake hands as you leave, and gather business cards so you know where to send future correspondence.
- Within 24-48 hours after the interview, send an email or handwritten thank you letter to the professional.

**Telephone Script:** Hello, my name is \_\_\_\_\_. I was given your name (or found your name) by \_\_\_\_\_. I am a \_\_\_\_\_ (class year) and am interested in arranging an informational interview. I am interested in learning more about the field of \_\_\_\_\_ (or your position as \_\_\_\_\_). Is this a good time for me to try to set up a meeting with you or someone on your staff? (If not), when would be a good time for me to try to call you back? I would like to meet with you for about a half-hour at your convenience. Would you be available to speak to me during the week of \_\_\_\_\_?

**Sample Questions to Ask:** How did you get started in this field?, What was your educational background?, What are your major responsibilities?, What is the most/least rewarding aspect of your job?, What is a typical day like?, What are some common entry-level positions in the field of \_\_\_\_\_?, How high is turnover? How does one move within the organization?, Who else do you recommend I talk with, and may I have permission to use your name?



# PORTFOLIOS/SOCIAL MEDIA IN THE JOB SEARCH

---

## Why should I use a portfolio?

A portfolio offers a very tangible perspective into your skills and abilities. A great way to get attention during an interview is by using an online portfolio program or using a hardcopy of your work to demonstrate your **UNIQUE** qualities and experience! The College of Education uses **Foliotek**, a portfolio platform used academically, but it can also be showcased in the job search using a personal URL. For a list of additional platforms, visit [http://career.uga.edu/resumes/portfolio\\_resources](http://career.uga.edu/resumes/portfolio_resources).

## ❖ Topics might include:

- Table of Contents
- Resume
- Philosophy of Education
- Pictures
- Unit plans
- Lesson plans
- Student Work
- Worksheets
- Sample Tests
- Leadership
- Technology used
- Memberships
- Conferences
- Presentations
- Awards
- Certifications
- References

## ❖ When do I use a portfolio?

Bring a *hard copy* to the interview and/or provide the *online URL* in the resume heading.

## Using Social Media in the Job Search

---



### LinkedIn

LinkedIn is one of the fastest-growing and most effective platforms for professional networking and job searching online. Designed to help you increase your visibility and build a professional brand, LinkedIn also offers resources that can help you cultivate a network, research career paths, apply for jobs and learn more about specific companies.

See the attached **LinkedIn Checklist** to get started on your profile.



### Facebook

While many people primarily use Facebook to stay connected with family and friends, it can also be used to explore careers, network professionally, and aid in your job search. Regardless of whether or not you plan to use Facebook for professional purposes, your profile should still be an accurate and appropriate representation of who you are.



### Twitter

The purpose of Twitter is to share pictures, links and information in 140 characters or less. It is an excellent way for you to get connected with people, including those hard to find employers who don't like to publish their email addresses. Depending on who you follow, it can help you discover new information and build connections. Even if you do not want to tweet, you can use Twitter to listen and stay informed. It is used by many individuals to stay abreast of what is going on in their industry.



### Pinterest

Pinterest is a pinboard-style photo sharing website that allows users to create and manage topic based image collections. Pinterest provides visual displays of information and inspiration of work in your field. You are able to browse pinboards created by other people or businesses as they are able to view your public pinboards. Pinterest can be used for personal and/or professional use.

# LinkedIn Profile Checklist



Upload a professional headshot. It's important that your headshot be as professional as possible. Check out your university's card services office or go to your local pharmacy for a passport photo appointment. No matter how you obtain your headshot, this is NOT Facebook. Keep it simple and professional.

## Your Name

## Professional Headline

The headline is very similar to the objective statement on your resume. Consider the purpose of your LinkedIn account and what you want them to know immediately about you. Are you seeking an internship or a job in a specific field? Are you currently a professional seeking to connect with professionals in your field? Let others know how you are using LinkedIn through a concise, professional headline.

Improve your profile

Edit

221  
connections

## ACTIVITY

Status updates are a great way to share your recent professional activities with others. Try to update your LinkedIn status at least once a week with new developments in your career, interesting articles, or events that you think others may find relevant. Remember to keep the content career-related and to communicate professionally!



## SUMMARY

The summary is very similar to the "Tell me about yourself." question in an interview. What are the key highlights of your experience or academic achievements while in school? Always consider the purpose of your LinkedIn account and make sure that your summary communicates that purpose.



## EXPERIENCE

Upload your resume to fill out this section, but make sure you have your resume critiqued prior to uploading. Provide detailed information about your past work, internship, and shadowing experiences as they relate to your job search. Let typeahead find your company, so you can connect with past colleagues.



## PROJECTS

List relevant class projects that highlight how you have applied knowledge and concepts from your classes. Don't forget to mention your accomplishments and skills development.



## SKILLS & EXPERTISE

List the top skills and expertise areas that you have to offer, especially those that employers in your industry are seeking. Ask those on LinkedIn who know you well to endorse your skills. Your skills and expertise section should provide a clear picture of what transferable skills you have that you can now bring into a new position or company.



## EDUCATION

List the undergraduate and graduate institutions you are attending or have attended. Make sure you list and spell the name of the degree you are pursuing or have obtained. List your campus involvement in the **Activities and Societies** section. Don't forget to highlight leadership positions. The description section can be used to highlight your study abroad experience, thesis, or dissertation.



## COURSES

You may list courses that are relevant to your career objective. Consider listing 5-7 courses. Simply list the name of the course. The course number and course affiliation are not as significant.



## ORGANIZATIONS

Showcase your membership and affiliation with organizations. You can also highlight relevant national/regional/state conferences that you had attended.



## HONORS & AWARDS

Highlight significant awards that you have obtained while attending college. It is optional for you to include occupation which basically means indicating the position you held while obtaining the degree. The issuer and date sections are also optional. For awards and honors that may not be obvious to your reader, you may include a brief description about it.



## LANGUAGES

List your level of competency with reading, writing, and speaking the language.



## PUBLICATIONS

Provide the reference to any publications that you have achieved. If you have a link to the publication you can include that in this section as well.



## CERTIFICATIONS

If you have earned a certificate through a certificate program, you may include it in this section. Examples include Music Business Certificate, New Media Certificate, Certificate in Personal and Organizational Leadership. If you have earned a certification or licensure related to your career interests, you may include them as well (i.e. accounting, counseling, real estate).



## TEST SCORES

Typically, test scores are confidential information that you will not want to share on your profile. If you had exceptionally high test scores (MAT, GRE, GMAT, etc.) then you could consider including them.



## VOLUNTEER EXPERIENCE & CAUSES

Include any volunteer (non-paid) and community service experience that you have. For current job seekers, especially, volunteering is a great way to productively spend your time while searching for a job. Volunteer experience is also important for those interested in non-profit work.



## PATENTS

If you would like to showcase your “intellectual property”, make sure to add this section to your LinkedIn profile.



## ADDITIONAL INFO

It's up to you how much you share in this section, just try to ask yourself if the information you put down will contribute to your professional brand or somehow benefit your networking efforts.

**Interests:** Like to play golf? Perhaps someone who connects with you will want to set up a game! Think about items for this section that could be conversation starters.

**Personal Details:** It may be a good idea to leave this section blank. Details such as age, marital status, etc. should not be relevant to the hiring process, and in fact many recruiters would prefer this information to be left out.

**Advice for Contacting Me:** Be sure to share here if there are any special instructions for connecting (i.e. “Please email me at hairydawg@uga.edu if you would like more information about my qualifications!”).

## GROUPS

Join groups that are related to your career interests. Need help finding groups? Check out the Groups You May Like link under the Groups tab. Review the groups that professionals in your field of interest have joined and consider joining them as well. As a student, you can join the University of Georgia Alumni Association group and connect with fellow Bulldawgs.

### Communicating on LinkedIn

There are two things to remember when communicating on LinkedIn. First, be professional. Make sure that you use proper grammar and punctuation, and that your language and choice of topics is appropriate for a professional forum. Second, try to customize any messages you send. Share with the person details about how you are connected and why you are reaching out to them. Making your network personal will yield much better results than a generic invitation!

# The Road to Becoming a Teacher

We are so glad you want to become a teacher and we are here to help you at every stop along the way. This road map to becoming a teacher in a Georgia school will help you better navigate the twists and turns!

**START**  
Apply to UGA...You're accepted! Congrats, you're a Bulldog!



**Get Ready to Apply to your Major**



**Apply to your Major...You're accepted!**



Once you've determined your major in Education, your advisor can assist you with the prerequisites you will need for acceptance into the program.

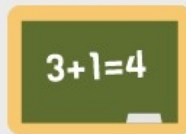
Register for a MyPSC Account at the GaPSC website; take the GaPSC Ethics Assessment and a Background Check. Take the GACE Program Admissions Assessment (or exempt with SAT or ACT minimums).

Congrats, you're now an EduPup! The GaPSC issues you a Pre-Service Certificate for working in GA Schools.

**During student teaching**



**Semester prior to student teaching**



**Begin your program**



Register for, complete and submit edTPA Pedagogy Assessment through Foliotek

Complete your Foliotek portfolio and Exit Survey

Retake assessments if necessary

Take the GACE Content Assessment for your major

Complete application for Student Teaching via the Office of Student Services

Take and PASS the GaPSC Ethics Assessment

Sign up for your Foliotek account, complete practicum experiences and continue to meet all program requirements.

**You've completed your program!**



**You're hired by a Georgia School!**



**Begin work on your professional development plan based on your edTPA and GACE scores.**



Congrats, you're an EduDawg!

The COE Certification Officer will submit your eligibility for the induction certificate. The GaPSC will issue you a letter of eligibility meaning that you are eligible for the Induction Certificate which will be issued upon employment in a GA School.

Congratulations, you are a Georgia Teacher! You've found your school home.

Your employingschool or school district will request an Induction certificate from the GaPSC.

Stay connected with COE at UGA! Follow @ugaCOE on Twitter

You have successfully completed the Induction Phase of your career! You now have a Professional Certificate.

Let UGA help you with continuing education as you move up the career ladder. Your next step - Advanced/Lead Professional.

**Professional Certificate**



For more information, please visit Georgia Professional Standards Commission <http://www.gapsc.com/> or contact Kate Character (706) 542-1717, [ellakate@uga.edu](mailto:ellakate@uga.edu)