

# Career Services Information

## **RESUME APPEARANCE/LAYOUT**

- Text format is consistent, easy to follow, and attractively arranged
- Spelling, grammar, and punctuation are perfect; abbreviations are written out
- Resume is not crammed with words but has plenty of white space
- Resume is printed on quality bond paper with a laser printer
- Indentations, capital letters, bolding, and bullets emphasize important points

## **FOCUS**

- Objective clearly states personalized career goals and/or relevant skills
- Objective focuses on your contributions rather than your wants
- Resume is targeted to the job you are seeking

## **ORGANIZATION**

- Information fits neatly on one or two pages
- Name, addresses, email addresses and phone numbers are current and easy to locate
- Dates, job titles, work places, and important facts are easily found

## **CONTENT**

- Qualifications which match an employers' needs are emphasized
- Content is limited to relevant information which is results orientated
- Statements provide an honest and accurate picture of your qualifications
- You have not used first person pronouns (I, my)

## **PERSONAL APPEAL (to employer and you)**

- Resume contains evidence about work values and professional motivations
- You're proud! The resume represents your unique skills & accomplishments.

## **LAST STEP**

- Have someone proofread your resume for errors and clarity.
- Read your resume as if you were the employer

## **COVER LETTER TIPS**

- Show genuine interest in the employer.
- Direct the letter to a specific person.
- Refer the reader to your resume.
- Express interest in an interview.
- Highlight your skills, abilities, and accomplishments.
- Make your cover letter stand out.
- Exude self-confidence.
- Write a positive, persuasive letter.

## **INTERVIEWING TIPS**

### **BEFORE THE INTERVIEW**

- Research the school district.
- Formulate questions to ask.
- Practice your responses to potential interview questions.

## **DURING THE INTERVIEW**

- Dress professionally.
- Be on time.
- Maintain eye contact.
- Offer a firm handshake.
- Respond to questions in a confident, assertive manner.
- Avoid the pitfalls of using college slang: "um, cuz, ya know, like, so."
- Avoid one-word answers. Give thorough answers.
- Don't rush into an answer! No matter how much you prepare, you will get questions that throw you for a loop. Pause, collect your thoughts, and give it your best shot.
- Clarify next steps after the interview.
- End the interview with a powerful summary statement.

## **AFTER THE INTERVIEW**

- Write a thank you letter.
- Prepare yourself for additional interviews.

## **Sample Interview Questions**

- Tell me about yourself.
- What do you remember most about your own education?
- Why do you want to teach in our district?
- What personal and professional attributes would you bring to this position?
- Why are you the best candidate for the position?
- Describe why you want to be a teacher.
- Discuss your personal philosophy of education.
- What is your philosophy of classroom discipline?
- What qualities do you have to be an effective teacher?
- What would your mentor teacher say were your strengths and weaknesses as a classroom teacher?
- What three words would your students use to describe you?
- What grade levels/subjects do you prefer to teach? Why?
- How will you communicate with students, teachers, other teachers, and parents?
- Describe your most difficult student discipline situation and how you handled it.
- A fight breaks out. What would you do?
- What would a well-managed classroom look like?
- How do you determine if your students are learning?
- What would we see if we walked into your classroom?
- What special skills or talents will you bring to your classroom?
- What evaluation techniques or testing procedures would you use to determine student academic growth?
- Describe your student teaching experiences.
- How do you keep students on task?
- How have your past experiences prepared you for teaching?
- What attributes are common to good teaching?
- What are your goals in education? Where do you see yourself five years from now?
- Do you have any questions for us?
- Remember: Candidates must ask questions too!

## **WHAT NOT TO ASK:**

- Do not ask questions about salary or benefits (Personal or vacation time, sick days, health or dental insurance, retirement package, tuition reimbursement, etc.)
- Don't ask questions that were covered in the recruiting literature or that you could have found on their web site BEFORE the interview.

## DRESSING FOR SUCCESS

### How to Dress for Student Teaching

- Student teachers should follow the dress code, either written or unwritten, of the school or school district in which they are placed.
- As a general rule, your dress and appearance should not distract from your teaching. It is probably wise to err on the side of formality rather than to dress too informally.
- Please remember that student teachers are a member of a PROFESSION and should dress accordingly.

To listen to the Podcast go to:

- 1) <https://www.wiu.edu/iTunesU/>
- 2) Click on WIU Login (log into Ecom account)
- 3) Click on iTunes store
- 4) Click on Explore Western
- 5) Click on the link for the Center for the Preparation of Education Professionals under the College of Education and Human Services
- 6) Then download the “Dressing for Success” Podcast

## USEFUL WEB SITES

WIU Career Services

- <http://www.student.services.wiu.edu/careers/>

Illinois Education Job Bank

- <https://www.illinoiseducationjobbank.org>

Illinois State Board of Education

- <http://www.isbe.state.il.us/>

American Association of Employment in Education

- [www.aee.org](http://www.aee.org)

National Teacher Recruitment Clearinghouse

- [www.recruitingteachers.org](http://www.recruitingteachers.org)

Additional Job Search Web Sites

- [www.nationjob.com/education](http://www.nationjob.com/education)
- <http://www.educationamerica.net/>
- [www.greatteacher.net](http://www.greatteacher.net)
- [www.k12jobs.com](http://www.k12jobs.com)
- [www.school-jobs.net](http://www.school-jobs.net)
- [www.schooljobs.net](http://www.schooljobs.net)

*Want help on your resume & letter of application?*

Contact Career Services

Memorial Hall 125

Hours: 8:00 am-4:30 pm

E-mail: [careers@wiu.edu](mailto:careers@wiu.edu)

Phone: (309) 298-1838

[http://www.wiu.edu/student\\_services/careers/](http://www.wiu.edu/student_services/careers/)

<https://www.facebook.com/WesternIllinoisCareerServices>

## JOB FAIRS

NIU Educators' Job Fair

- February 26, 2018 Convocation Center
- **non-NIU students \$10:** 10 AM-12:30 PM
- Open Session; 1:30 PM until 4 PM = pre-Scheduled Interviews by invitation only.
- <http://niu.edu/careerservices/events/students.shtml>

Illinois State University Education Career Fair

- TBA; Bone Student Center
- 9:30-1:00 p.m., Cost will be incurred, and advance registration will be required - coming soon. Please check with them to determine if non-ISU students can attend.
- <http://careercenter.illinoisstate.edu/events/education-career-fair.shtml>

University of Illinois at Chicago Education Job Fair

- TBA DePaul University Student Center 3-6 PM
- Free for UIC, DePaul and LUC students/alumni, \$10 for all others.
- [http://www.uic.edu/depts/ocs/events\\_career\\_fairs.shtml](http://www.uic.edu/depts/ocs/events_career_fairs.shtml)

Eastern Illinois University Educators Job Fair

- TBA MLK Jr. University Union
- Please check with them to determine if non-ISU students can attend.
- 9:30-12:30 Open Fair & 1:00-3:00 Scheduled interviews
- [http://www.eiu.edu/careers/career\\_fairs.php](http://www.eiu.edu/careers/career_fairs.php)

Teacher Job Fairs.org

- TBA Embassy Suites-Schaumburg #1939
- 12:30-3:30
- <http://www.teacherjobfairs.org/usa-teacher-job-fair/teacher-career-fair-Chicago/>

## JOB SEARCH CHECK LIST

- Write your resume and have your resume critiqued.
- Write your cover letter.
- Ask for letters of recommendation.
- Establish your credential file.
- Research school districts.
- Look for job openings:
  - Career Services Office
  - School district web sites
  - Regional Offices of Education
  - Job Search web sites
  - Job Fairs
  - Networking
- Prepare for interviews.
  - Practice interview questions
  - Mock Interviews
- Buy interview suit.
- Attend interviews.
- Evaluate job offers.
- Keep track of every aspect of your job search!

