STUDENT TEACHER CAREER ADVISEMENT SESSION:

CFA Office of Field Experiences
Dr. Karin Nolan
AGENDA

The path to your career:

1. Writing cover letters and résumés
2. How to get teacher certification
3. Where to search for jobs
4. Interviewing
COVER LETTERS

First page your employer will see
Mary Newbie
850 E 5th Street • Tucson, AZ 85719 • Phone: 520.555.3706
E-Mail: mary_newbie@yahoo.com

Ms. Judy Smith
Principal, Harris High School
4321 N. First Street
Anytown, TX 45674

October 30, 201_

Dear Ms. Smith,

I am writing this letter to express my interest in the head marching band director and woodwind instructor position. I found this opening listed on the Texas Music Educators Association website. My background is strong in leading marching bands, and my primary instrument is clarinet. I am currently finishing a Bachelor of Music in Music Education and Clarinet Performance at The University of Arizona in Tucson, AZ. I hope you will find my experiences and enthusiasm as an asset to the Harris High School marching band program.

Throughout my academic and recreational endeavors, I have gained many skills necessary to be a successful band director. As visual and woodwind caption head at Jones High School and Desert Lake High School in Tucson, AZ, I have created powerhouse ensembles that have exceeded their previous standards. Under my leadership this year, both schools have received ratings of "Superior with Distinction" in city marching events and have won music, visual, and general effect caption awards. I am proud to announce that both schools have also advanced to the Arizona State Marching Championships.

Texas music programs and especially Harris High School maintain stellar marching band traditions. I share this passion for marching band, as well. As head Drum Major for the national Blue Devils Organization, I led the Blue Devils Drum and Bugle Corps to their thirdpeat national open class world championship in 2011. While participating in the Blue Devils Drum and Bugle Corps, I assisted with tour management, media exposure, musical training, marching technique training, traditions, member interaction, and member leadership. While in this role, I was chosen as the first triple winner in the International Jim Jones Drum Major of the Year Leadership Award recipient in 2011.

My philosophy is to teach through positivity, passion, and educational creativity that will inspire students to be lifelong learners and successful adults. My experiences with drum corps have helped me learn effective and positive motivational techniques to create a unified and successful music program. I believe I am a great fit with your program and vow to continue the current trend towards excellence at Harris High School. With this letter, you will find my resume, three letters of recommendation, and teaching philosophy. If you have any questions, please contact me at mary_newbie@yahoo.com or (520)555-3706. Thank you for your consideration in this job. I will follow up with you in a couple of weeks to ensure you received my materials and to offer any additional resources.

Sincerely,

Mary Newbie
Cover Letter/Letter of Interest

General Guidelines:

◦ Use letterhead with all of your contact information on it
  ◦ No hyperlinks in your email address!
◦ One-page letter format (not like an essay) and on nice paper
◦ Address it to a real person with their title (if unknown, call)
◦ Highlight that you can effectively communicate through written means
◦ Keep everything positive and professional
◦ Use direct, simple language and CORRECT GRAMMAR!!!!
◦ Tailor each Cover Letter to the specific job!
CL Beginning (1 paragraph)

◦ Quick introduction of yourself (with your credentials or current status)
◦ Mention the position you are applying for
◦ Tell them how you heard about the position, including an important contact/reference, if applicable
CL Middle (1-2 paragraphs)

◦ Highlight a couple of experiences in detail and explain why these were significant experiences in your life/career

◦ Through these middle paragraphs, you showcase your teaching philosophy, personality, interests, qualifications, and significant accomplishments
CL Ending (1-2 Paragraphs)

- Showcase how what you are doing benefits the employer and/or field (try to subtly convince the employer that you are a good fit with their company, philosophy, mission).
- Mention how they should contact you and/or that you will follow up to ensure they received your application materials and to offer any additional materials or references.
- Thank them for their time.
- Sign your name with ink.
  - If sending an electronic copy, print the letter, sign it, scan it, and send it as a PDF.
Common Feedback for Cover Letters

◦ Avoid telling the employer you’re a good fit, you have to show it.

◦ Don’t use hyperboles or deceptive descriptions of yourself, like “I have extensive background in…”

◦ Every general statement needs to be backed up with a SPECIFIC DETAIL

◦ Be careful about unintentional insults: “I can enhance your….” or “I know I can improve the…”

◦ Regarding signing your name for electronic submissions: either take a jpeg image of your signature and insert is as picture, or print/sign/scan as PDF.
RÉSUMÉS

Take out résumé and mark it up with ideas
Résumé Tips

General Guidelines:

◦ 1-page is best!

◦ Make sure 2/3 of the front page is relevant to the job.

◦ Everything is listed in reverse chronological order (newest items first)

◦ Consistent formatting is paramount!
1. Name and Contact Info
2. Objective
3. Education
4. Teaching Experience
5. Other important item(s) that are related to the field and your objective.
Parts of the Résumé

**Contact info:** at top of page, include: Name (Prominent and biggest thing on the page), address, phone, email

**Objective**

**Education**

**Teaching Experience**

**And Something Extra:** (Professional Associations; Leadership; Performance Experience; Art Shows; Commissioned Works; Language Competencies; Awards and Honors; Community Involvement; Recordings; Publications; etc.)
Contact Info

◦ Contact info at top:
  ◦ Name (Most prominent item on page)
  ◦ address
  ◦ phone
  ◦ email
  ◦ website (optional)

◦ To save space, place all contact info on one line
Objective

- Objective (specific to each position with no “fluffy” language)
- Very useful when submitting materials to an HR department; makes for no “guessing” as to which position you are applying for.

**Objective**: To obtain a position as an elementary general music teacher in the Vail Unified School District.
For every item After Your Objective

◦ **Required:** Title, Institution, City, ST, and Dates
◦ **Preferred:** Bullet points for each item, starting with a verb

◦ Decide on formatting and then use throughout entire document
◦ In the sample below: Notice title in italics, date right justified, Institution tabbed in, City, ST in parentheses, bullets indented and all starting with a verb.

  **Title**

  Institution (City, ST)
  ◦ Verb 1 with details/duties/responsibilities
  ◦ Verb 2 with details/duties/responsibilities
  ◦ Verb 3 with details/duties/responsibilities

  **Dates**
Parts: Education

- Only include university info where a degree was earned
- List degree (spelled out; not abbreviated), institution, city, state, date of degree (or anticipated date of graduation “Expected: May 2017”)
  - Include major emphasis and minor, if applicable
  - Include GPA if over 3.0
  - Include scholarships, special awards, projects, notable professors or areas of study
- Spell out your degree,
  - ex: use: Bachelors of Music, not: B.M.
- Include major emphasis and minor, if applicable
  - Bachelors of Music in Trombone Performance with minor in Spanish
- Optional Extras: Teaching Credentials, including your certifications with any endorsements and NES results.
Examples of Formatting: Education

Title

Institution (City, ST)
- Verb with details/duties/responsibilities

EDUCATION

Bachelor of Music Education Expected: Dec. 2016

The University of Arizona (Tucson, AZ)
- Funded 100% through academic and music achievement scholarships
- Maintained a 4.0 GPA; summa cum laude
- Emphasis in Instrumental Music Education methods
- Studied Euphonium and Tuba
Parts: Experience

◦ Include all RELEVANT experience (paid or unpaid)

◦ For your job titles: doesn’t have to be your payroll title, but it should realistically represent your function

◦ List position, place, city, and dates of employment (if still at the job, use “2009-Present” for example)

◦ Include 3-5 bullet points:
  ◦ start with varied action verbs (past tense if no longer at the position, present tense if still there).
  ◦ Best to have active statements with results
Examples of Formatting: Experience

**TEACHING EXPERIENCE**

*Student Teacher*  
Cienega High School (Vail, AZ)  
- Collaborate with mentor teacher to create engaging lesson plans and meaningful assessments for high school art classes.
- Attend weekly professional development seminars and guided coaching sessions to self-assess progress and foster growth as a teaching professional.

*Private Instructor*  
Home Studio (Tucson, AZ)  
- Developed progressive curriculum for percussion students in grades 5-12
- Communicated with parents and educators to maximize student’s involvement and interest in performing percussion
- Taught technique, rudiments, and literature for all percussion instruments, including keyboards and auxiliary percussion
If space allows on your 1-page resume, you’ll want to include other appropriate items/categories.
Parts: Additional Items to Include…only if relevant to the job

- Professional Affiliations/Memberships
- Performance Experience
  - Solo Experience, Recitals, Chamber Music, Orchestras/Wind/Choral Ensembles, Jazz/Rock, Festivals, Freelance, Voice-Opera, Roles Studied, Musical Theater, Conducting / Guest Conducting Positions
- Art Shows/Exhibits
- Museum/Docent Work
- Community Outreach
- Compositions/Arrangements/Commissions
- Recordings and Broadcasts
- Tours
- Competitions/Festivals
Parts: Additional Items to Include...only if relevant to the job

◦ Publications

◦ Presentations

◦ Honors/Awards
  ◦ Scholarships, Fellowships, Scholastic Awards, Prizes and Grants, Competition Awards

◦ Leadership

◦ Language Proficiencies

◦ Volunteer Work

◦ Collegiate Extracurricular Activities
Examples of Formatting: Awards

Title

Dates

Institution (City, ST)
  ◦ Verb with details/duties/responsibilities

AWARDS

Creative Achievement Award 2015

The University of Arizona (Tucson, AZ)
  ◦ Awarded for achievement in musical performance and exemplary community outreach
  ◦ Chosen as one of two recipients by professors across the college out of a pool of 400 students
References DO NOT go on your resume, but rather they are their own separate page if requested.
References Page

- Never put references on your résumé.
  - If references are asked for, include a separate 1-page sheet titled: References.
  - Do NOT put “References Available Upon Request”
- Use the exact same header as resume with all contact info at top: name (prominent and biggest thing on the page), address, phone, email
- Include 3-5 professional references
- List name, relationship to you (optional), title, institution, address, phone, email
First M. Last
1017 N. Olive Rd, Tucson AZ 85721 • 520.626.5656 • fmlast@email.arizona.edu

References

Dr. Donald L. Hamann, mentor and academic advisor
Professor of Music Education
The University of Arizona
P.O. Box 210004, Tucson, AZ 85721
(520) 626-4747
dhamann@email.arizona.edu

Moises Paiewonsky, trombone private teacher
Associate Professor of Music (trombone)
The University of Arizona
P.O. Box 210004, Tucson, AZ 85721
(520) 626-7021
moises@email.arizona.edu

Dr. Joan Ashcraft, supervisor
Director of Fine Arts
Tucson Unified School District
2025 E. Winsett, Tucson, AZ 85719
(520) 225-4900
joan.ashcraft@tusd1.org
WHAT HAPPENS AFTER I GRADUATE?

IR and Teacher Certification
What is an IR?

“Institutional Recommendation”

It’s your quick path to certification and provides \( \frac{1}{2} \) off price of certification
How Do I get my IR?

- IRs will be mailed to you after graduation.
- For Spring only, there is also Certification Day, where you can pick up IR in person and get certified on the spot in the College of Education. (See date on Website)

Contact Sara Knepper (sme@email.Arizona.edu) in the CoE Student Services for additional information.
What Do I Need for AZ Certification?

- Degree must be posted on UAccess to be issued an IR.
- IR must be presented to obtain certificate.
- Passed NES score reports (music/art and secondary professional knowledge).
- Transcript from the school in which you completed the AZ/US Constitution class (if not transferred to your UA transcripts) or printed out test results from AEPA.
- Valid and current IVP AZ Fingerprint Clearance Card.
- Application from ADE
- Students should bring a check book for the total certification fee
  - music/art secondary certification is $30
  - SEI endorsement (required) is $60.
- No cash or credit cards. Only checks.
One more time…

° Wait for IR to be issued

° Bring/mail all materials to the AZ Dept. of Ed:
  ° mail to: ADE -Certification, P.O. Box 6490, Phoenix, Arizona 85005-6490
  ° physical address in Phx: 1535 West Jefferson Street, Phoenix, Arizona 85007 (SW corner of Jefferson St. and 15th Ave.)
  ° physical address in Tuc: 400 W. Congress St., room 223. Only open on first three Wednesdays of the month, 8am-4pm.
What Materials Do I need to Bring?

◦ Institutional Recommendation (IR) signed by you
◦ IVP fingerprint clearance card
◦ Official NES Test Results (need to have passed: Assessment of Professional Knowledge: Secondary)
◦ Evidence of satisfying the AZ/US Constitution Requirement (courses on official transcripts **or** passed AEPA test results)
◦ ADE’s Application for Certification: https://cms.azed.gov/home/GetDocumentFile?id=57a4d90caadebe130c51857a
  ◦ Select: Secondary Teaching Certificate, write in your area, and SEI Full Endorsement
◦ Personal check or money order for $90 (becomes full price when your IR expires in a year)!
SECTION 3: SERVICE TYPES AND FEES

If you are applying under Reciprocity Rules, please include a photocopy of your valid, comparable out-of-state teaching or administrative certificate.

CERTIFICATES ($60 EACH)

TEACHING CERTIFICATES

☐ Substitute Teaching (PreK-12)
☐ Early Childhood (Birth-Grade 3)
☐ Elementary (Grades K-8)
☐ Secondary (Grades 6-12) - Approved Area
☐ Special Education - STEM Area
☐ Subject Matter Expert Standard - Area
☐ Arts Education (PreK-12) - ☐ Art ☐ Dance ☐ Dramatic Arts ☐ Music
☐ Physical Education (PreK-12)

☐ Adult Education
☐ Athletic Coaching
☐ Junior Reserve Officer Training Corps
☐ Native American Language (PreK-12)

Professional Non-Teaching Certificates (PreK-12)

☐ Principal
☐ Superintendent
☐ Supervisor

Career and Technical Education Certificates (CTE) K-12

☐ Agriculture
☐ Business and Marketing
☐ Education and Training
☐ Family and Consumer Sciences
☐ Health Curricula
☐ Industrial and Emerging Technologies

If you are applying for a CTE certificate, please designate the option you are applying under: Option ☐ Vocational ☐ Tech Mensured Special Education Certificates K-12

☐ Mild-Moderate Disabilities
☐ Severe and Profoundly Disabled
☐ Early Childhood Special Education (Birth-Grade 3)
☐ Visually Impaired
☐ Hearing Impaired

ADMINISTRATIVE CERTIFICATES PREK-12

☐ Guidance Counselor
☐ School Psychologist
☐ School Social Worker
☐ Speech-Language Pathologist

APPROVED SUBJECT AREAS AND ENDORSEMENTS ($60 EACH)

ADDITIONAL APPROVED SUBJECT AREAS

Additional Approved Subject Areas may be added to appropriate teaching certificates to authorize the holder to teach the subject within the scope of the certificates held. Most approved areas only require passing an Arizona Educator Exam in the subject.

☐ Art
☐ Biology
☐ Business
☐ Chemistry
☐ Drama
☐ Earth Science
☐ Economics
☐ English
☐ General Science
☐ Health
☐ History
☐ Mathematics
☐ Middle Grades General Science 6-8
☐ Middle Grades Language Arts 6-8
☐ Middle Grades Mathematics 6-8
☐ Middle Grades Social Studies 6-8
☐ Music
☐ Physical Education
☐ Physical Science
☐ Physics
☐ Political Science/American Government
☐ Social Studies
☐ Spanish
☐ Other Approved Area(s) not indicated above.

ENDORSEMENTS

Endorsements may be added to teaching certificates in order to show specialization and may expand the grade level of the certificate. Endorsements have specific requirements which may include coursework, experience, and/or exam(s).

☐ Art (PreK-12)
☐ Bilingual – Language: ☐ Provisional or ☐ Full
☐ Computer Science (PreK-12)
☐ Cooperative Education (CTE Certificate Required)
☐ Dance (PreK-12)
☐ Dramatic Arts (PreK-12)
☐ Driver’s Education
☐ Early Childhood Endorsement - ☐ Provisional or ☐ Full
☐ Elementary Foreign Language K-8 - Language: ☐ English as a Second Language (ESL) - ☐ Provisional or ☐ Full
☐ Gifted - ☐ Provisional or ☐ Full
☐ Library Media Specialist (PreK-12)
☐ Mathematics Endorsement K-8
☐ Middle Grade (Grades 5-9)
☐ Music (PreK-12)
☐ Physical Education (PreK-12)
☐ Reading Endorsement - Select one: ☐ K-8 ☐ 6-12 □ K-12
☐ Structured English Immersion (SEI)
What if I want to be a Substitute?

- Gives you job flexibility
- Requires a bachelors degree in anything
- Get your teacher certification, not the sub certificate
What if I’m Leaving Arizona?

◦ As a general rule, you still need your AZ cert!!!

◦ Visit or contact the other state’s department of education website for more information, as many states offer reciprocity if you already have a certificate from a different state
GETTING A JOB

Job search, Portfolios, Interviews, Career Fair
How Do I Search for a Job?

◦ What do you want?
◦ Network
◦ Do your research and prioritize employers and postings
◦ Organize your search and progress for each posting.
◦ Maintain professional social media presence
◦ Online Search:
  ◦ http://fcg.infobase.com.ezproxy3.library.arizona.edu/default.asp
  ◦ http://www.arizonaeducationjobs.com/
What about my Portfolio?

◦ Bring your portfolio with you to interviews. Allow the employer to thumb through the hard copy.
  ◦ Offer them an electronic copy to keep
  ◦ Include enough variety of visuals to keep the portfolio interesting and creative. We want you to stand out.

◦ Provide your electronic portfolio on a CD/flash drive or include the URL on a business card, resume, and/or via follow-up thank you email)

◦ Great idea: Make a “one-page” highlight of your portfolio to leave with the interviewing committee.
How do I prepare for an interview?

◦ Evaluate how much time you will have; know that you might only have 15 minutes, so articulate answers are key (so prepare!)

◦ Practice introducing yourself
  ◦ Within 1 minute, describe your education, experience, qualification, skills, and career goals/why you want to work for them

◦ Know your phil of education, know your grading policies, know your goals, know how you envision working with the other teachers and parents/families.

◦ S.T.A.R Technique:
  S ituation
  T asks required
  A ction taken
  R esults
What Do I Wear for Interview/Career Fair?

◦ **Formal Dress:** Matching suit with button down shirt and conservative tie. Matching skirted suit or nice dress. Conservative skirt/slacks with blouse and blazer or sweater set.

◦ **Accessories:** Closed-toed shined shoes, neutral hose or socks, belt with trousers, t-shirt underneath dress shirt (but not visible under the collar), minimal jewelry

◦ **Body:** neat hair, fresh breath, no food/lipstick on teeth, clean fingernails, no cologne/perfume, close or clean shaven face, conservative make-up, clean and ironed clothes

**INAPPROPRIATE:**

◦ Shorts, polos, t-shirts, sandals or strappy shoes, hats, jeans, khakis, holding/looking at a phone, carrying skateboards, showing too much skin, inappropriate/distracting tattoos and piercings.
What **NOT TO DO** At Career Fair or Interview

- Have poor body language (slouching, arms crossed, weak hand shake)
- Avoid eye contact as you meet people and talk with them
- Arrive too early or too late
- Look at your phone or have it go off while you’re talking to someone or waiting
- Chew gum
- Be too familiar/relaxed/casual with the interviewer
- Complain or use informal language
- Leave without thanking the people you meet and showing gratitude
- Lie (i.e., about credentials, background, goals, your interest, following up, etc.)
What **TO DO** At Career Fair or Interview

- Bring copies of your résumé and something to write with.

- SMILE, shake hands and introduce yourself. In a career fair, state your name and what you are interested in (i.e., full-time employment as a ...) and be aware of how long you are talking; if there is a line of students waiting, you have about 1-3 minutes, and then you’ll need to say thanks and move on!

- Prepare some quality questions to ask, such as:
  - What are the goals for your students/for the program?
  - What specific qualities and skills are you looking for in candidates?
  - What are the families and the school culture like here?

- Offer a copy of your resume and ask for a business card: write notes on the back the card

- Inquire about the next steps in the process

- If you are presented an offer, do not feel pressured to respond instead, thank them and tell them you are interviewing with other potential school districts and need some time to consider the offer. Request if you can get back to them in a few days.

- Afterwards, send thank you letters to the interviewer and school districts/schools you were most interested in (from your notes on the back of business cards).
Qualities and Skills Schools are Looking For

- Enthusiasm
- Passion in teaching
- Sensitivity and Compassion
- Humor
- Strong work ethic
- Receptive to feedback
- Patience
- Interpersonal skills (ability to connect with children)
- Problem solving
- Creativity
- Versatility
- Teamwork/Collaboration
- Classroom Management
- Content competency
- Ability to plan and organize
- That magnetic spark!
UA Career Services Offers Free:

- Educational Career Fair – Each February, 3-6pm, UA Student Union Ballroom
- Career Counseling
- Walk-in Resume Checks
- Mock Interviews with career counselors
- Interview Stream – practice interviewing with your webcam
- Ferguson’s Career Guidance Center – career profiles and job postings
- Website with extensive information and tutorial
- Professional Development Seminars
QUESTIONS???

If not, go out and get a job doing what you love!