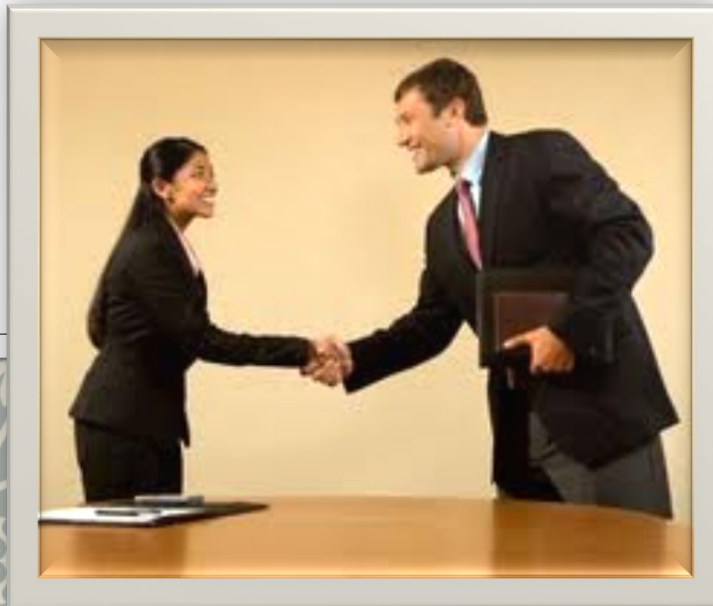


STUDENT TEACHER CAREER ADVISEMENT SESSION:

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 Bachelors 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 music 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.

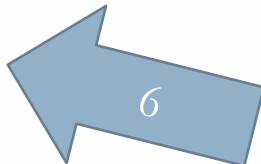
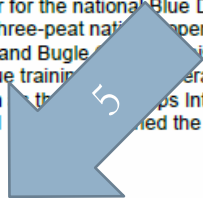
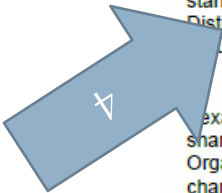
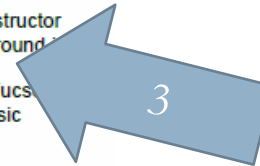
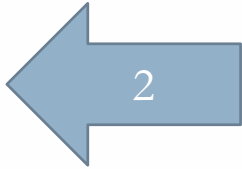
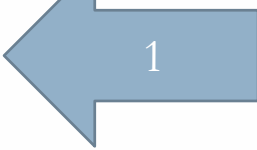
Texas music programs and especially Harris High School maintain stellar marching band traditions. I share this passion for marching band, as well. As head Drum Major for the national Blue Devils Drum and Bugle Corps Organization, I led the Blue Devils Drum and Bugle Corps to their three-peat national 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, member interactions, member interaction, and member leadership. While in this role I was chosen as the Drum Corps International Jim Jones 'Drum Major of the Year' Leadership Award recipient in 2011 and earned the first triple win in Drum Corps International history.

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

Mary Newbie



Parts of the Cover Letter

1. Letterhead
2. Address, Date, and Salutation
3. Opening Paragraph – Intro Job Posting
4. Middle Paragraphs – highlight 1-2 items
5. Closing paragraph, including follow up info
6. Signed and then typed name

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 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 it as a 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 and meticulous editing is paramount!

Strong X. Ample

1000 N. Park Avenue • Tucson, AZ 85721 • (520) 555-5555 • sample@yahoo.com

OBJECTIVE

To obtain a high school choral music teaching position in the Tucson or Phoenix community.

EDUCATION

The University of Arizona, Tucson, AZ

Bachelor of Music in Music Education, GPA: 3.9/4.0

- Wildcat Excellence Award (2009-2013)
- Dean's List (Six Semesters)
- Arizona Board of Regents Scholarship

Expected: May 2019

TEACHING EXPERIENCE

Our Saviour's Lutheran Church, Tucson, AZ

2015-Present

Bass Section Leader

- Assisted bass section of church choir in rehearsals and church services.
- Conducted choir in church services.

Church of the Foothills, Tucson, AZ

2013- 2014

Assistant Choral Director

- Facilitated bass sectionals and sang as an active member of choir.
- Directed the choir part-time.

Phoenix Boys Choir, Phoenix, AZ

Chaperone

Summer 2012

- Ensured safety of choir boys on concert tour through California.
- Interacted with boys during bus trips.

Camp Counselor

Summers 2009 – 2011

- Developed and facilitated singing activities each day.
- Ensured the safety and mutual respect among campers.

PERFORMANCE EXPERIENCE

University of Arizona Choirs, Tucson, AZ

2015-Present

Bass

- Arizona Choir (2017-Present)
- Symphonic Choir, Bass section leader (2016-2017)
- Kantorei (2015-2016)

PROFESSIONAL MEMBERSHIPS

Collegiate National Association for Music Education, Member

2015 - Present

American Choral Directors Association, Member

2015 - Present

U of A Chapter of American Choral Directors Association, Vice President

2016

Parts of the Resume

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

Dr. Karin Nolan
1017 N. Olive Rd.
Tucson, AZ 85721
(520) 626-5656
knolan@email.arizona.edu

Dr. Karin Nolan
1017 N. Olive, Tucson, AZ 85721 • (520) 626-5656 • knolan@email.arizona.edu

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

Dates

Institution (City, ST)

- Verb 1 with details/duties/responsibilities
- Verb 2 with details/duties/responsibilities
- Verb 3 with details/duties/responsibilities

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

Dates

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

2018-Present

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

2012-2017

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 PAGE

References DO NOT go on your resume, but rather they are there 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*


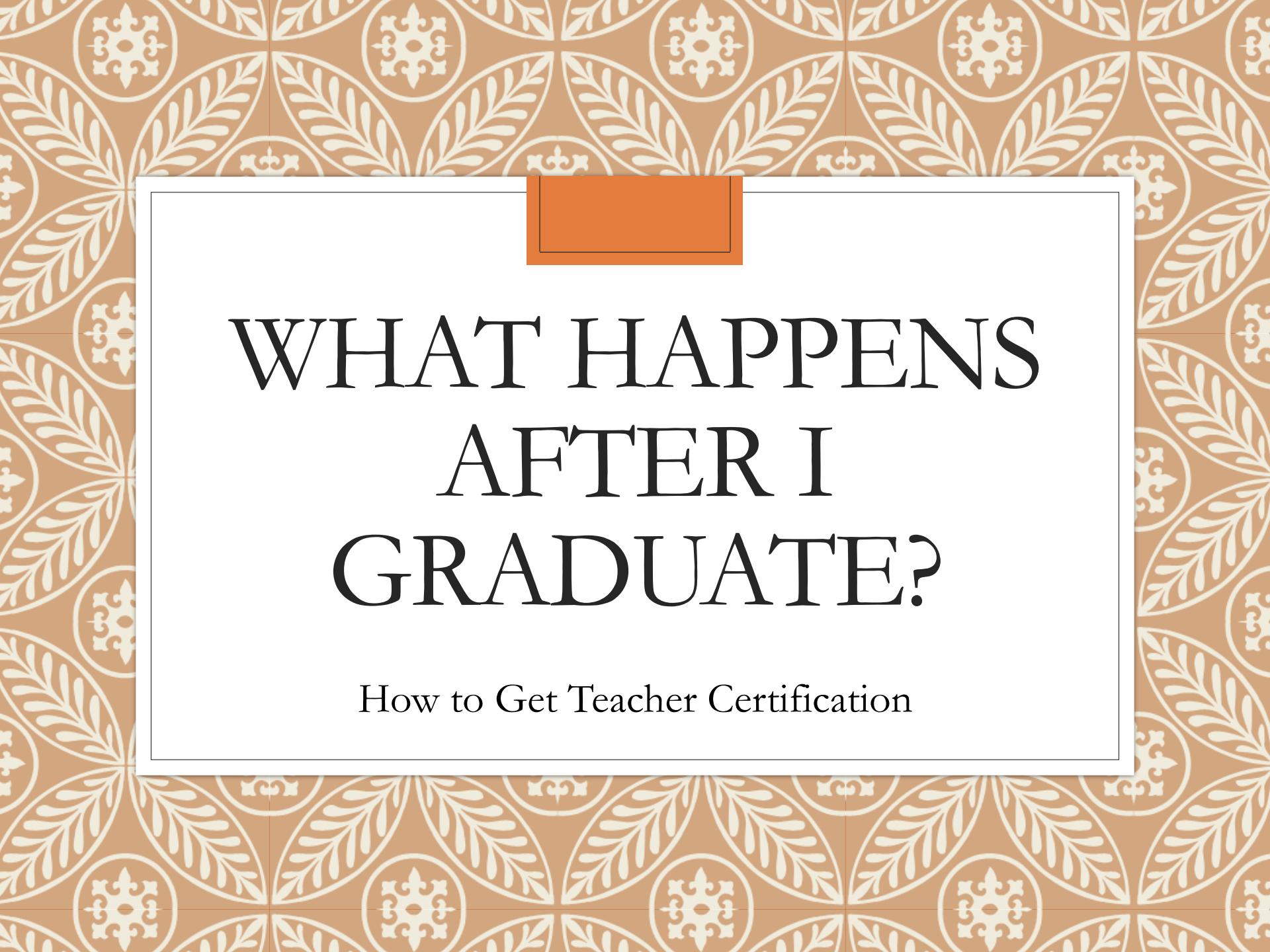
Director of Fine Arts

Tucson Unified School District

2025 E. Winsett, Tucson, AZ 85719

(520) 225-4900

joan.ashcraft@tusd1.org



WHAT HAPPENS AFTER I GRADUATE?

How to Get Teacher Certification

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 report for Assessment of Professional Knowledge: Secondary).
- Evidence of Passing AZ/US Constitution requirement: UA transcripts, official transcript from the school in which you completed the class(es), or printed out test results from AEPA.
- Valid and current IVP AZ Fingerprint Clearance Card.
- Application for your certificate from ADE
- Check for certificate fee: \$30
 - Music/Art education certification is \$30 and SEI endorsement is an additional \$30.
 - No cash or credit cards accepted. Only checks and certified funds.

What is an IR?

“Institutional Recommendation”

It's your quick path to certification and
provides 1/2 off price of certification

How Do I get my IR?

- IRs will be mailed to you after graduation to the address you listed on your IR Application at the beginning of the semester. You can also request a scanned copy for applying online.

Contact Sara Knepper
(sme@email.Arizona.edu) in the CoE
Student Services for additional information.

Where do you get your Teaching Certificate?

- 4 options to submit materials to 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.
 - apply online by uploading materials to the new [AzEDCert Portal](#).

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)
- Personal check or money order for \$90 (becomes full price when your IR expires in a year)!
- 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

APPLICATION FOR CERTIFICATION

Arizona Department Of Education - Certification Unit
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

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:** _____
- Specialized Secondary-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)

Career and Technical Education Certificates (CTE) K-12

- Agriculture
- Business and Marketing
- Education and Training
- Family and Consumer Sciences
- Health Careers
- Industrial and Emerging Technologies

If you are applying for a CTE certificate, please designate the option you are applying under: Option A B C D E Specialized

Special Education Certificates K-12

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

ADMINISTRATIVE CERTIFICATES PREK-12

- Principal
- Superintendent
- Supervisor

PROFESSIONAL NON-TEACHING 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 score 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'm: Leaving Arizona, not planning to teach right away, or want to be a substitute teacher?

- As a general rule, still get your AZ cert!!!
 - AZ Teaching Certificate is good for 12 years
 - For subs, it's cheaper and allows you to teach more days (sub cert is limited to 120 days per year)
- Visit or contact other states' department of education websites for information about reciprocity if you already have a certificate from a different state




GETTING A JOB

Job search, Portfolios, Interviews, Career Fairs

How Do I Search for a Job?

- Know what type of position and location you want
- Network with the correct people
- 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/>

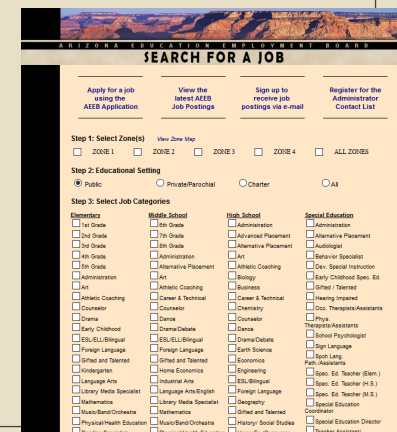


Ferguson's
Career Guidance Center
University of Arizona

Home Explore Industries & Careers Plan Your Education Launch Your Career

Search City, State, or Zip Code

Ferguson's Jobs & Internships Postings



ARIZONA EDUCATION EMPLOYMENT BOARD
SEARCH FOR A JOB

Apply for a job using the AEEB Application | View the latest AEEB Job Postings | Sign up to receive job postings via e-mail | Register for the Administrator Contact List

Step 1: Select Zone(s) | View Zone Map
 ZONE 1 ZONE 2 ZONE 3 ZONE 4 ALL ZONES

Step 2: Educational Setting
 Public Private/Parochial Charter All

Step 3: Select Job Categories

Elementary	Middle School	High School	Special Education
<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> Administration	<input type="checkbox"/> Administration
<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 7th Grade	<input type="checkbox"/> Advanced Placement	<input type="checkbox"/> Alternative Placement
<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 8th Grade	<input type="checkbox"/> Alternative Placement	<input type="checkbox"/> Autistics
<input type="checkbox"/> 4th Grade	<input type="checkbox"/> Administration	<input type="checkbox"/> Art	<input type="checkbox"/> Behavior Specialist
<input type="checkbox"/> 5th Grade	<input type="checkbox"/> Alternative Placement	<input type="checkbox"/> Athletic Coaching	<input type="checkbox"/> Dev. Social Instruction
<input type="checkbox"/> Administration	<input type="checkbox"/> Art	<input type="checkbox"/> Biology	<input type="checkbox"/> Early Childhood Spec. Ed.
<input type="checkbox"/> Art	<input type="checkbox"/> Athletic Coaching	<input type="checkbox"/> Business	<input type="checkbox"/> Speech / Teacher
<input type="checkbox"/> Athletic Coaching	<input type="checkbox"/> Career & Technical	<input type="checkbox"/> Career & Technical	<input type="checkbox"/> Hearing Impaired
<input type="checkbox"/> Chaperone	<input type="checkbox"/> Chaperone	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Lib. Resource Assistant
<input type="checkbox"/> Drama	<input type="checkbox"/> Dance	<input type="checkbox"/> Civics	<input type="checkbox"/> Physical Education
<input type="checkbox"/> Early Childhood	<input type="checkbox"/> Dance/Drama	<input type="checkbox"/> Coaching	<input type="checkbox"/> Physical Therapist
<input type="checkbox"/> ESL/ELL/Bilingual	<input type="checkbox"/> ESL/ELL/Bilingual	<input type="checkbox"/> Dance/Drama	<input type="checkbox"/> School Psychologist
<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Earth Science	<input type="checkbox"/> Sign Language
<input type="checkbox"/> Gifted and Talented	<input type="checkbox"/> Gifted and Talented	<input type="checkbox"/> Economics	<input type="checkbox"/> Sign Language
<input type="checkbox"/> Independent	<input type="checkbox"/> Home Economics	<input type="checkbox"/> Engineering	<input type="checkbox"/> Special Ed. Teacher (Elem.)
<input type="checkbox"/> Language Arts	<input type="checkbox"/> Industrial Arts	<input type="checkbox"/> ESL/Bilingual	<input type="checkbox"/> Special Ed. Teacher (H.S.)
<input type="checkbox"/> Library Media Specialist	<input type="checkbox"/> Language Arts/English	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Special Ed. Teacher (M.S.)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Library Media Specialist	<input type="checkbox"/> Geography	<input type="checkbox"/> Special Education
<input type="checkbox"/> Music/Band/Orchestra	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Speech and Language	<input type="checkbox"/> Coordinator
<input type="checkbox"/> Physical/Health Education	<input type="checkbox"/> Physical/Health Education	<input type="checkbox"/> History/Social Studies	<input type="checkbox"/> Special Education Director
<input type="checkbox"/> Physical Education	<input type="checkbox"/> Physical/Health Education	<input type="checkbox"/> History/Social Studies	<input type="checkbox"/> Student Activities

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, know how you work with diverse students.
- 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/late or with anyone else
- 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?
 - How would you like to see the arts program grow in the next few years?
- Offer a copy of your resume and ask for a business card: write notes on the back the card
- 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!



CAREER FAIR: EACH FEBRUARY

1:30-3pm (Catalina/Tucson Rooms next to the Grand Ballroom)
Local Districts Only

3-5:30pm Main event (Student Union Grand Ballroom)
Featuring nearly 100 districts, local, regional, national



QUESTIONS???

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