

## Teaching Resources

# Job Hunting Tips

TO: Current Credential Candidates

From: Past Graduates

In our follow-up of past year's credential graduates, we asked:

"Do you have any tips or suggestions to this year's students that may help them in their job search?"

Here are their answers:

### **START EARLY**

- Start early, apply everywhere!
- Get recommendations early. Write your resume in February/March.
- Start early and be ready to accept a difficult assignment.
- Start everything well ahead of schedule.
- Start early--don't quit.
- Be organized. Send inquiry letters early.
- Start early, apply all over, but expect to be hired later in the summer.
- If you didn't start early (like me), there's still lots of jobs being filled in the summer.

### **ATTITUDE**

- It's a long year. Just try to concentrate on the positive. Have a good time--it's a great career. Be persistent.
- Do your very best in student teaching, give 100% over what is expected at your school and for your master teacher.
- Be patient. Put more effort into student teaching and making yourself useful at your school site.
- Have fun in the interview.
- Be the best you can be, "sell" yourself to the profession.
- Be yourself.
- Be professional, be enthusiastic.

### **THE JOB SEARCH - WHAT TO DO**

- Research districts which interest you.
- All students should set up their professional file at the Career Center.
- Watch your grammar, use eye contact.
- Make as many contacts as possible.
- Good paperwork helps!
- Blanket search, go everywhere - job fairs.
- Keep copies of all applications and call periodically to see if there are any openings. Keep files of calls and contacts at sites.
- Apply to as many places as you can.
- Take opportunities to visit/volunteer.
- Be persistent and thoroughly prepare for the interview (practice!)
- Travel to areas where you want to work.
- Be organized and go after what you want.
- Apply for everything.
- Be honest (in interviews). Don't try to anticipate what they want to hear.
- Be persistent. The more you send your resume to one place, the more times they will see it.
- Go for positions that interest you--don't limit yourself too much.
- Be professional when picking up or dropping off applications.
- Have your discipline plan together.
- Create a professional looking letter with letterhead paper that matches your resume. Practice your interview.
- Meet deadlines.
- Go observe, meet teachers and principals--go to plays, games, etc.
- Rehearse for interviews. Know precisely your responses.
- Apply for jobs you are highly qualified for.
- Practice your interviews with peers.
- Pay someone to typeset your resume professionally.
- Target an area in which you would like to work.

## **LOCATION**

- Don't limit yourself--be willing to move.
- Go to where the jobs are--growing communities (you can transfer after a year or two).
- Don't be picky.
- Forget Humboldt County unless you have great contacts.
- Be prepared to leave Humboldt County. (plus 6 other comments suggesting to leave Humboldt County)

## **GENERAL TIPS AND ENCOURAGEMENT**

- Get a CLAD certification.
- Get known in the school you want to teach in.
- Go to career fairs. Get as much extra experience as possible.
- Be prepared to interview anytime in the summer.
- Learn Spanish and you have a job.
- Get a Clad certification. Get references early.
- Spend as much time in the classroom as possible--volunteer for anything.
- Believe in yourself and others will too.
- If staying in CA, get the CLAD certificate (every district in the Bay area asked for it).
- Realize that much of your education will occur on the job.
- Apply for Summer School jobs.
- Substitute teach; have patience.
- Be able to reach more than one thing.
- Apply for as many supplemental authorizations as possible.
- Don't get down if you interview but don't get the job - they are looking for something specific.
- KEEP IT UP!
- Keep writing applications.
- Don't give up. Substituting is a good way to get much needed experience.
- Don't lose hope! You may get lucky.
- Get practice interviewing, don't give up!