Resume Writing and Placement Files Workshop 1/11/12 – Loren Petty and Maggie Foran

I. Dates to Know (5 min)

Loren review Workshop schedule, sign up sheet for mock interviews

Maggie Job fair dates on blackboard or whiteboard

II. Placement Files (15 min)- Primarily Loren, Placement File Handout

A. Costs - $50 was billed to your winter fees

B. Components

References on separate page

Order transcripts through you’re my.evergreen.edu account, not by emailing registration

Show recommendation forms – discuss confidential vs. not confidential

Show Academic Prep page (Maggie has electronic copies you were sent). Make sure to update

Candidate’s page – Maggie show two examples

Cover Letter (optional, can do generic one to Prospective Interviewer, and/or customize as you apply to specific jobs)

Transcripts and Test scores are not kept in your file – Keep your own copies

C. How to Request and Tracking what’s in your file

III. Preparing for Mock interviews, Career Fairs, Real Interviews – Loren (10-15 min)

A. Read over all handouts

B. Prepare answers and stories (respect confidentiality of students’ names)

C. Have appropriate Interview Outfit/Grooming/Body Language

D. Have resume ready with copies

E. Consider having a mini-paper portfolio with artifacts, and/or eportfolio (Maggie)

F. Have a few questions you can ask at the interview (but don’t ask too many and be cognizant of time)

G. Understand what are structured interviews (Maggie review article), you’ll learn more from next workshop with Clover Park SD speaker

H. Research the School/District through websites, school report cards, newsletters, alumni, etc.

IV. Where to Apply/Look – Maggie (10-15 min), How to Get the Job You Want handout

A. First Steps, know your preferences, job demand/projections, district hiring policies, time you’ll devote to looking so can prioritize

B. Where to Look

C. Job Descriptions – what do they tell you?

D. Keep Records

V. Job Application Process – Maggie (10-15 min) What You Don’t Know Can Hurt You handout

A. Prepare to apply, collect all relevant information

B. Follow directions

C. Develop cover letter

D. Keep Records

E. Clean up your digital presence

VI. Resumes – Maggie (1 hour) Advice from a Principal and Resume Advice for Educators handouts

A. Prioritize Info

B. Contact Info.

C. Avoid issues

D. Make readable

E. Categories

F. Technology (show article)

G. Samples and critique samples