

Training Session for Teacher Job Fairs

Career Services

UC 225 · 859-572-5680

careerservices.nku.edu · careerservices@nku.edu



Overview

Why attend university job fairs?

Job fair preparation.

- What to bring
- Resume tips
- What to wear
- Strategy

What to do during the fair.

- What to say
- Body language

Follow-up

Why university career fairs?

- Teacher education and school counselor positions and networking opportunities for students
- A way for schools and districts to meet large numbers of students and vice versa
- A chance for students to network with school and district personnel by presenting themselves professionally and handing out their resumes
- Opportunity for representatives to talk about their schools and districts
- A great way for students to ask questions about job opportunities with a school or district

Teacher Job Fair Preparation

What are my goals for the event?

What are my career goals?

What can I offer a potential employer?

What schools, districts, grades and subject areas do I wish to explore?

What type of school or district might be a good fit for me?

What to bring

Resumes.

Notepad and pen/pencil for brief notes.

Portfolio and/or work samples.

Something to hold school/district literature.

Your reference list.

Unofficial transcripts.

Certification if already certified; Praxis date scheduled.

Please leave backpacks and valuables in a safe place before entering the fair.

Resume tips

Remember: Your resume is your sales tool. What will set you apart from other candidates?

Resumes should include:

- Your contact information: Name, Address, Phone Number, Email Address (make sure yours is appropriate)
- Objective: a general objective is suggested for a career fair
 - Example: “An elementary teaching position in a school that believes all children have the potential to succeed”
- Education: University, Location, Degree, Major, Areas of Concentration, Location, Month/Year of Graduation, GPA if 3.0 or above, Study Abroad, Scholarships
- Certification or Licensure

Resume tips

- Experience: Categories include Professional, Related, Other
 - Use bulleted accomplishment statements.
 - Use action verbs with appropriate tenses to begin accomplishment statements.
 - Tell what you did and accomplished. Avoid a laundry list of duties.
- Activities/Honors
- Other Headings: Computer Skills, Language Skills, Volunteer Activities, Trainings and Certifications (special)
- Keep to one page (no more than two).
- Use a readable serif (Times New Roman) or sans serif (Arial) font.
- Font should be no smaller than 10 pt and no large than 12 pt.

Resume tips

- Bring multiple copies on high-quality paper.
- Bring more than one version if considering several teaching options.
- Your resume should be error free.
- Have your resume reviewed by Career Services staff, a faculty member, or other teaching professional.
- Career Services Walk-In Hours in UC 225
 - Mon. and Wed., 2:30-4 p.m., and Thurs., 3-4:45 p.m.

Amanda R. North

75 Nunn Drive • Highland Heights, KY 41099 • (859) 555-1212 • Amanda.North@nku.edu

CAREER OBJECTIVE: An elementary school teaching position, preferably in grades 3-4

EDUCATION

Northern Kentucky University, Highland Heights, KY
Bachelor of Arts in Elementary Education, May 20XX
Overall GPA: 3.4/4.0 GPA in Major: 3.6/4.0
Kentucky Certification: 1-year Provisional Certificate (Primary-Grade 5), expected after Praxis, (include date scheduled)

TEACHING EXPERIENCE

Piner Elementary School, Morning View, KY

Student Teacher, Grade 4, Fall 20XX

- Taught all subject areas to 22 students in a self-contained classroom.
- Developed two new units in science; organized a field trip to the Newport Aquarium for 42 students in two fourth-grade classes.
- Assisted with supervision of the cafeteria, the playground, and after-school activities.

Student Teacher, Grade 2, Fall 20XX

- Taught second lessons in math, language arts, science and social studies to 20 second-grade students.
- Implemented a reading challenge that incorporated math skills; students earned credits for reading books and used the credits to “buy” items in the class “store”

Elementary Practicum I; Elementary Practicum II

Grade 3, Arnett Elementary School, Erlanger, KY, 20XX-20XX

Grade 4, Beechgrove Elementary School, Independence, KY, 20XX-20XX

- Prepared grade-appropriate lesson plans in social studies and language arts.
- Tutored students in math and reading; graded papers and recorded grades.
- Created bulletin boards and facilitated small group activities.

OTHER EXPERIENCE

Lifeguard, Five Seasons Sports Club, Crestview Hills, KY, Summer 20XX

- Supervised member activity at pool; organized and taught beginner swim lessons.
- Participated in the training of new lifeguards.
- Monitored pH/chlorine level of the pool.

Sales Clerk, J.C. Penney Department Store, Florence, KY, Summer 20XX

- Assisted customers with product selection in Petites Department.
- Monitored inventory, created merchandise displays, and handled cash drawer.

CAMPUS ACTIVITIES

Resident Assistant, 20XX-XX and 20XX-XX

- Created a positive living/learning environment in the residence hall.
- Provided individual advising and coordinated educational and social programs.

Student Ambassador, College of Education and Human Services, 20XX-XX

- Represented the college at various campus events; assisted with special events such as NKU Teacher Job Fair and Southwest Ohio/Northern Kentucky Education Career Fair.

REFERENCES: References, credentials, and portfolio all available upon request

Click [HERE](#)
for a PDF
version

What to wear

First impressions count!

Wear a suit or sport coat and tie.

Be neat and well-groomed.

Dress shoes are a must.

Avoid chewing gum, excessive jewelry, perfume or cologne.



Professional Dress

Suit

Avoid trendy styles

Jacket sleeve length should fall ½ inch below wrist

Neutral colors: black, grey, brown, navy

Pants

Pants may be good for school visits

Capris and cropped pants are not appropriate

Skirt/Dress

Skirts/dresses should be knee length and not too tight

Avoid high slits

Shirt

Blouse or professional camisole (not tank top)

Preferred colors are white or light colors

Cleavage and midriff should not be showing.

Shoes

Avoid open toed shoes or sandals.

Wear basic pumps with a low heel, 1-2 inches high

No stilettos or platforms

Wear neutral hosiery or trouser socks.



Professional Dress



Suit

Suit should be solid or have subtle pinstripes

Jacket should be buttoned while standing and unbuttoned while seated

Avoid double breasted jackets

Neutral colors: black, grey, navy, brown

Pants

Jacket and pants must match

The pant leg should touch the front of the shoe and fall above the heel in the back

Tie

Conservative colors are most appropriate

Length: tie should reach your belt

Shirt

White or muted shirt with collar

Long sleeves: the shirt sleeve should extend ½ inch beyond the suit jacket sleeve

Shoes

Polished, leather shoes

Wear dark socks that match shoes and are calf length



How to Start the Research

Visit the Teacher Candidates page on the Career Services website:
<http://careerservices.nku.edu/students/teachercandidates.html>

- Job search timeline for education majors
- Example teacher resume and cover letter
- Sample interview questions
- Professional dress examples
- Certification/Licensure information
- Details on Teacher Career Fairs including lists of employers

Create a Career Fair Strategy

- Review the list of attending schools and districts.
- Explore their websites and learn as much as you can about them.
 - Examples: Mission statement; district and school specific challenges; demographics; budget/school levy issues; educational success; parental interest and involvement; curriculum development; overall district reputation and quality
- Talk to current employees of the school or district and/or parents with children in the schools
- Do not overlook schools and districts outside of your desired location.
- If you are interested in an organization, talk to them even if your ideal position is not currently listed.

What to say

Shake hands and have a resume ready to present.

Introduce yourself: name, major, year in school.

Describe yourself, your interests and the opportunities you seek in one or two minutes.

Practice this introduction before the fair!

Ask questions about the school and district based on your research and teaching interests.

Ask how you can proceed in the selection process.

Gather literature and request a business card.

Thank the representative.

Take brief notes before moving to the next organization.

Body Language

Firm handshake.

Good posture.

Maintain eye contact.

Smile.

Stay relaxed, enjoy the interactions.

Take a break when you need one.



During the Fair

- Review your introduction and the list of schools/districts.
- Inquire about any additions or cancellations.
- Remember that first impressions count.
- Answer recruiter questions clearly and concisely.
- Remember to market yourself and talk about what makes and will make you different from other teacher candidates.



Teacher Job Fair Follow-up

Write follow-up letters to individuals at schools and districts with whom you've met.

Complete the application process required by the school or district.

Continue researching schools and districts of interest on HireNKU and individual school/district websites as new positions become available.



Annual Teacher Fairs

NKU Teacher Career/Networking Fair:

An opportunity to network with more than 15 school and district representatives in Northern Kentucky and other areas of Kentucky seeking teacher candidates. Dress professionally; bring resumes and your ALL CARD.

Southwest Ohio/Northern Kentucky Education Fair:

Network with more than 50 school and district representatives from the tri-state and around the country in the morning and sign up for brief afternoon interviews as available. Dress professionally; bring resumes and your ALL CARD. Note: Registration begins at 8:30 a.m.

Visit our [Teacher Career Fairs webpage](#) for dates and details!

Questions?

Stop by Career Services in

UC 225

or contact us at

859-572-5680 or careerservices@nku.edu

Check our page for Teacher Candidates at

<http://careerservices.nku.edu/students/teachercandidates.html>