

# RESUMES FOR EDUCATION MAJORS

Career Services



# CAREER SERVICES

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University Center 225  
careerservices@nku.edu  
859-572-5680

## Hours

Weekdays, 8:15 am-4:30 pm  
Mondays open late (until 6 pm)

[nku.edu/careerservices](http://nku.edu/careerservices)



# OVERVIEW

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- Resumes and Cover Letters
  - Refer to your resume and cover letter to take notes
- Overview of Other Services
  - Job Search Assistance
  - Career Fairs
  - Online Resources
  - Tips for Success
  - Professional Dress
- Wrap up

# AAEE Job Search Handbook for Educators

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- The American Association for Employment in Education (AAEE) connects professionals who prepare educators with those who hire them.
- Prepared annually, the Handbook's relevancy and substantial focus make it the premier job search handbook on university campuses across the country.



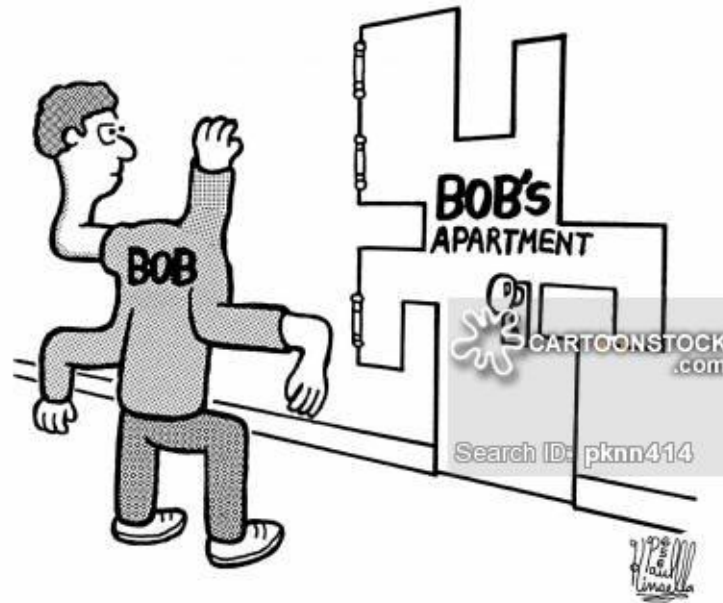
# RESUMES

Page 8 in Job Search  
Handbook



# WHY ARE RESUMES IMPORTANT?

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# CONTACT INFORMATION

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- Include e-mail address and phone.
- Make sure e-mail is appropriate.
- Address is optional; both current and permanent address can be used, if desired.
- Be consistent with abbreviations.

# CONTACT INFO. EXAMPLE

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Sam Jones

Covington, KY

859-123-4567

JonesSam@mail.com

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SAM JONES

859-123-4567 | JonesSam@mail.com | SamJones.Blog.com





# CONTACT INFO. EXAMPLE

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SAM JONES

1029 S. Twelfth Street

Covington, KY 41017

859-123-4567

JonesSam@mail.com

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Sam Jones

Permanent:

1029 S. Twelfth Street

Covington, KY 41017

859-123-4567 | JonesSam@mail.com

Current, Until May 29:

20 Campbell Drive, # 2078

Highland Heights, KY 41076



# CAREER/JOB OBJECTIVE

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- Gives your resume a point of focus.
- Specific to the position you are seeking, the grades you wish to teach, the location where you are applying (if the school district/organization has multiple locations), etc.
- The more personalized it is, the better.

# CAREER/JOB OBJECTIVE

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Examples:

- To obtain a position as a math teacher for grades 7-12.
- Seeking a teaching position in middle-grades special education.
- Relocating to Louisville, KY in May 2020; seeking English Teacher position.

# EDUCATION

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- Name of university
- City, state
- Expected graduation date
- Name of degree
  - Bachelor of Arts
  - Bachelor of Science
  - Bachelor of Social Work

# EDUCATION EXAMPLES

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Northern Kentucky University, Highland Heights, KY

Bachelor of Arts in Middle Grades Education

Graduation: December 2019

Minor in German

GPA: 3.34/4.00

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Northern Kentucky University, Highland Heights, KY

Bachelor of Arts, expected May 2020

Major: Secondary Education    Minor: History

- GPA: 3.7/4.0



# EXPERIENCE

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- Your title
- Name of workplace
- City, state
- Months and years of employment
- Action-oriented phrases with bullet points
  - Should have implied subject of “I”
  - Present jobs: Manage, Assist, Write
  - Past jobs: Managed, Assisted, Wrote

Refer to page 11 in the Job Search Handbook for helpful tips on creating powerful bullet statements!

# EXPERIENCE EXAMPLE

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Southern High School, Fakecity, KY

Student Teaching, 9<sup>th</sup> Grade Science, August 2019-Present

- Collaborate with staff, administration, and outside agencies in weekly meetings
- Plan, construct, and teach daily lesson plans in laboratory and classroom settings
- Created new, interactive lesson plan on water quality testing in various ecosystems
- Organized service learning project for class of 25 students

# EXPERIENCE EXAMPLE

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These two examples represent the same job, but note how the second listing is more detailed and tells you more about the person's skills and experience.

**Server**, Olive Garden, Florence, KY, June 2017 – January 2019

- Took customers' orders, served food and beverages, and bussed tables
- Delivered personalized customer service and conveyed knowledge of menu

**Server**, Olive Garden, Florence, KY, June 2017 – January 2019

- Delivered personalized customer service while taking detailed food and drink orders
- Built rapport with diverse group of fellow employees
- Selected by management to serve at special corporate event in August 2018; key holder
- Worked 35 hours per week while maintaining full course load



# RELATED EXPERIENCE

## History Teaching Position

If you have some related experience that isn't your most recent, consider using two sections.

### RELATED EXPERIENCE

**Cincinnati Historical Society**, Cincinnati, OH

**Archival Processing Intern**, September 2018-December 2018

- Surveyed boxed materials and culled items, meeting collection guidelines
- Listed box contents and wrote folder lists; wrote finding aids for small collections

**Covington Partners**, Newport, KY

**Summer School Program Assistant**, March 2017-August 2017

- Monitored groups of 10-25 children ages K-3<sup>rd</sup> Grade in computer lab
- Ensured student safety on various field trips and collected permission slips
- Communicated with children and parents/family members

### ADDITIONAL EXPERIENCE

**Applebee's**, Highland Heights, KY

**Server**, August 2017-Present



# THINGS NOT TO INCLUDE

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- Street addresses
- Supervisor's name
- Zip codes
- Phone numbers (except yours)
- Interests
- References (see page 17 of the Job Search Handbook for tips)

# NO TEMPLATES!

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***Templates help students get started. For new professionals, customization is key!***

- Employers tell us template resumes lack originality
- Can show a lack of initiative
- Very difficult to edit
- Not easily viewable by Applicant Tracking Systems
- Creating a strong resume on your own demonstrates proficiency with Microsoft Word

# WHO WOULD YOU HIRE?

AN

**AMANDA NORTH**  
FUTURE TEACHER | MATH, SCIENCE

## OBJECTIVE

Seeking a Math Teacher position, preferably at a high school in Northern Kentucky.

## SKILLS

Hands-on STEM Activities  
Computer Programming  
International Studies  
Soccer Coach  
Musical Theater

## EXPERIENCE

**JOB TITLE • COMPANY • DATES FROM – TO**  
Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything, keep it relevant. Include data that shows the impact you made.

**JOB TITLE • COMPANY • DATES FROM – TO**  
Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

## EDUCATION

**DEGREE • DATE EARNED • SCHOOL**  
You might want to include your GPA and a summary of coursework, awards, and honors.

**DEGREE • DATE EARNED • SCHOOL**  
On the Home tab of the ribbon, check out Styles to see all the formatting you need with just a click.

## JEFFERSON AIRPLANE

Covington, KY | 123-456-7890 | Jefferson@Gmail.com

## OBJECTIVE

- Here is a sample objective for the sake of this format.

## EDUCATION

**BACHELOR OF ARTS IN EDUCATION | MAY 2019**  
**NORTHERN KENTUCKY UNIVERSITY | HIGHLAND HEIGHTS, KY**

- Major: Secondary Education, Mathematics Focus
- Minor: International Business
- Some other things listed here, as an example
- GPA: 3.79/4.00

## TEACHING EXPERIENCE

## CLINICAL EXPERIENCE

- Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.

## AFTER-SCHOOL PROGRAM

- Some of the sample text in this document indicates the name of the style applied, so that you can easily apply the same formatting again. For example, this is the List Bullet style.

## ADMISSIONS

- You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

**Alicia Lyon**  
(517) 582-0502 • lyona2@ferris.edu

Est. 1990

My career goal is to be a designer who creates designs that will inspire and motivate people while leaving a lasting impression. An internship with your design firm will allow me to use my skills and talents to benefit your company while affording me the opportunity to gain valuable experience.

GRAPHIC DESIGNER  
PHOTOGRAPHER  
FILM MAKER  
WRITER

## Skills

**TIME MANAGEMENT**  
Able to multi-task successfully  
**RELIABLE**  
Won awards for perfect attendance  
**FRIENDLY**  
Previous jobs in customer service  
Loves communicating with a variety of people  
**MOTIVATED**  
Highly motivated to achieve goals and be successful in life  
**EXPERIENCED**  
Educated in graphic design applications and have experience with client work



## Education



- MASON HIGH SCHOOL  
GRADUATED 2008  
3.4 GPA
- KENDALL COLLEGE  
OF ART IN DESIGN  
GRADUATION 2013  
3.7 GPA



## Awards

**SCHOLARSHIPS**  
Jack A. Drew Art Scholarship (2009)  
**GALLERY SHOWS**  
Capital Area Career Center Capstone (2007)  
Capital Area Career Center Capstone (2008)  
SunART Film Festival (2010)  
Indiana Study Abroad Gallery Show (2010)

## Programs

Adobe After Effects  
Adobe Bridge  
Adobe Flash  
Adobe Illustrator  
Adobe InDesign  
Adobe Photoshop



Adobe Soundbooth  
Canon SLR  
Garage Band  
Final Cut Pro  
Nikon SLR  
Shake



NKU

# FORMATTING SUGGESTIONS

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- Use a traditional, easy-to-read font such as Arial, Times New Roman, Calibri, etc.
- Font size should be between 10- and 12-point.
- Margins should not be more narrow than 0.5 inches; 1 inch is ideal
- No borders, boxes, tables, or graphics
- Black ink for main information; use color sparingly
- No photos

# CHECK FOR CONSISTENCY

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- Order of wording within each section
- Formatting: bold, italics, underlines, etc.
- Abbreviations (states and months)
- Headings and lines
- Bullets (size, shape, and alignment)
- Vary your action verbs

# SHORTENING STRATEGIES

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- Formatting
  - Margins
  - Font choice/size
  - Spacing between sections/lines
- Content
  - Shortening wording
  - Combine short bullet points
- Efficient Use of Space
  - Address, phone, email on one line
  - Employer, location, job title, dates on one line
  - Using a line for one word/short item

# ADDITIONAL CONTENT

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- Can include links to LinkedIn profile, professional portfolio, or website if GREAT!
- Include class/group projects, capstone experiences, etc.
- Include leadership experience; can be in Experience section
- Follow formatting style used for other jobs and experiences



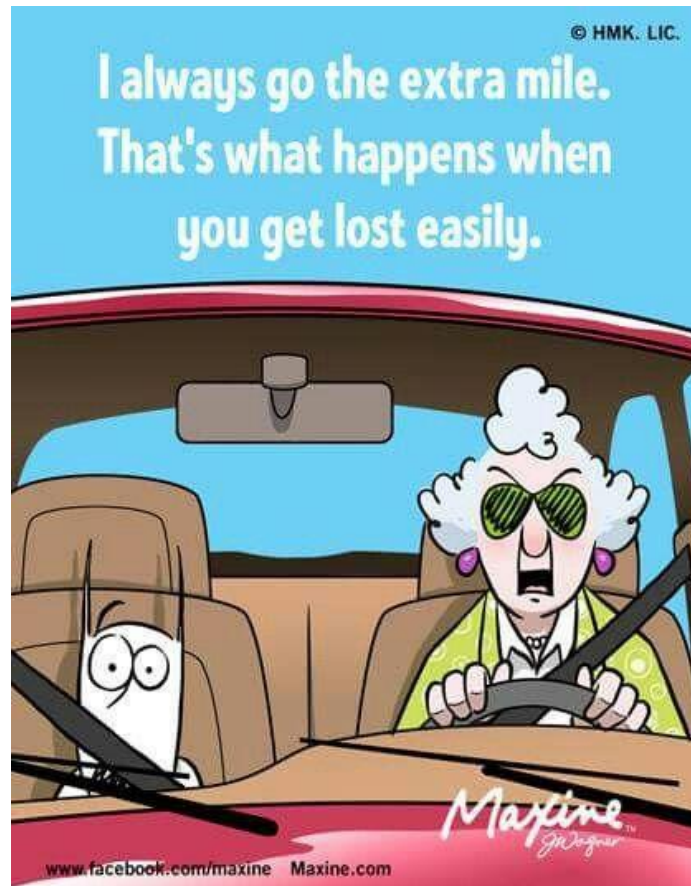
# **COVER LETTERS**

**Page 14 in the  
Job Search  
Handbook**



# WHY WRITE A COVER LETTER?

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# COVER LETTERS

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- No more than 1 page.
- Formal letter (block/paragraph) format.
- Personalized to the position and school/employer.
- Do not re-state phrases from resume but provide more thorough examples of your experience.
- Connect to the school's mission, teaching philosophy, community, etc.

# WHO WOULD YOU HIRE?

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Dear Principal Smith:

I am writing to express interest in the Social Studies Teacher position I saw posted on your website. I believe that my academic background and volunteer experience will make me an ideal candidate for the position.

(continued)

To whom it may concern:

I'm applying for a full-time teaching position. I believe that my bachelor's degree and experience mean I'm going to do good at this job. I hope you will give me an interview so I can get the job. I also do some volunteering.

(continued)



# ANOTHER EXAMPLE

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Dear Principal Smith and Hiring Committee:

It is with great enthusiasm that I am applying to the Math Teacher position I saw posted on your website. Throughout my education, I have focused on integrating hands-on STEM activities into each of my classroom experiences. I believe that my academic background and STEM-focused volunteer experience will make me an ideal candidate for this position.

(continued)

# OVERVIEW OF OTHER SERVICES



# JOB SEARCH ASSISTANCE

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- Resume and cover letter review
  - Fall 2019 Walk-in Hours (in Career Services, UC 225)
    - Mondays, 3-5 pm
    - Wednesdays, 1-3 pm
    - Thursdays, 9-10:30 am
  - By appointment, if needed
- Mock/practice interviews, by appointment
- HireNKU (online job search database)
- Teacher Candidates webpage with resources
- Career Fairs

# CAREER FAIRS

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- Southwest Ohio/Northern KY Education Career Fair:
  - At Xavier University's Cintas Center (free parking)
  - 100+ employers from tri-state area and nationwide
  - Candidates from NKU and six other area universities
- **Mon., March 30, 2020** from 8:30 am-5 pm
  - Check-in starting at 8:30 am
  - Orientation at 9:15 am
  - Career fair/networking from 9:30-11:30 am
  - Interviews by appointment in the afternoon
- In 2019, the NKU students who attended had up to 6 interviews (with an average of 3.5 interviews!)



# CAREER FAIRS

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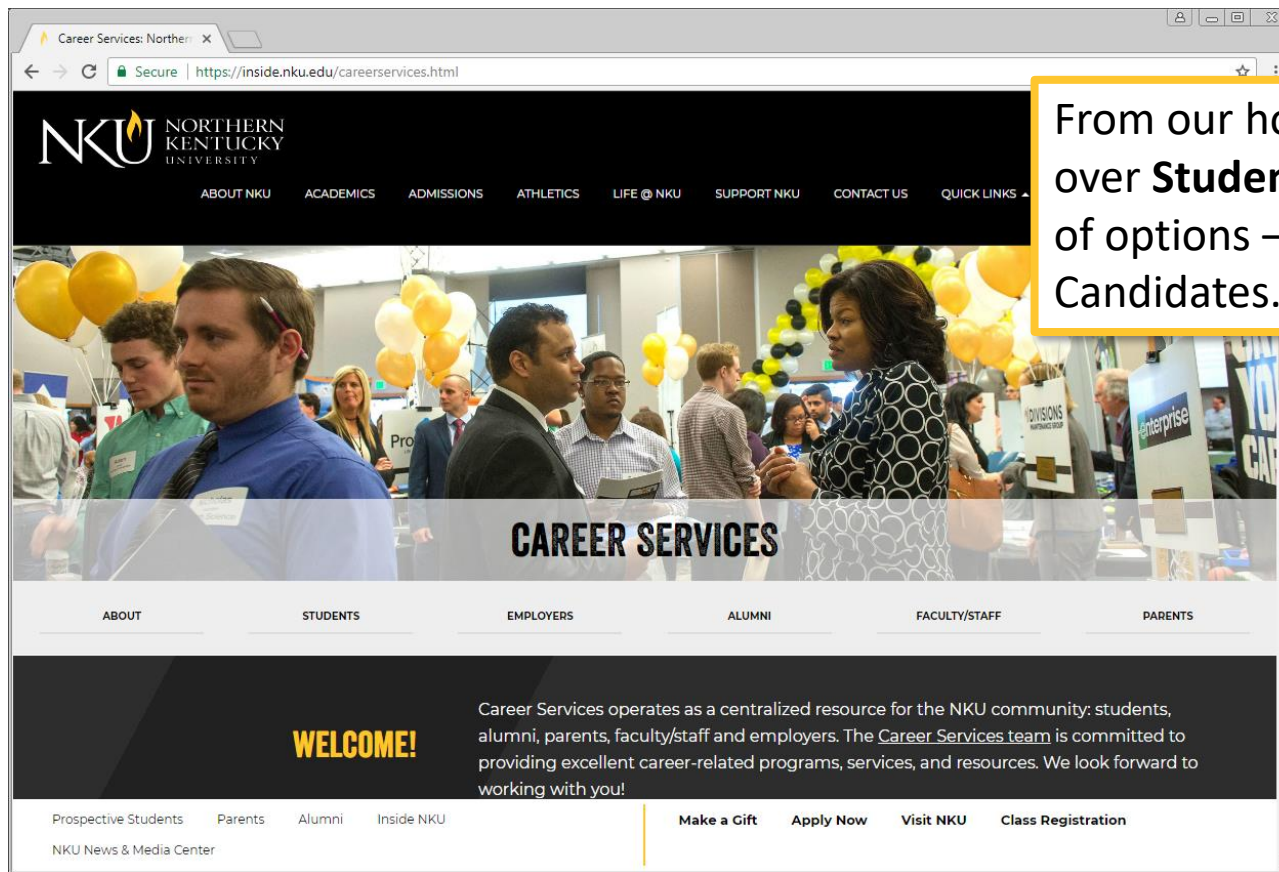
- Teacher Career/Networking Fair:
  - At Northern Kentucky University; only NKU candidates
  - 18+ employers, primarily from Kentucky
  - **Mon., April 27, 2020** from 3-4:30 pm in UC lobbies (precedes awards ceremony in UC Ballroom)
  - Networking only, interviews will be scheduled afterwards

**Check your NKU email for updates in April;  
there may be changes!**



# ONLINE RESOURCES

- Visit our website: <http://nku.edu/careerservices>



From our homepage, hover over **Students** to see a menu of options – select Teacher Candidates.



**HireNKU** is a great resource for any student (or recent graduate) who is seeking degree-related work. You can search for positions, sign up for on-campus interviews, and research the schools/employers who are registered for upcoming career fairs.

The screenshot shows the NKU Career Services website. The top navigation bar includes the NKU logo and links for ABOUT NKU, ACADEMICS, and ADMISSIONS. Below this is a breadcrumb trail: Inside NKU > Career Services > Students > Teacher Candidates. The main heading is "TEACHER CANDIDATES". On the left is a sidebar menu with the following items: HIRENKU (circled in red), CAREER PLANNING, JOB SEARCH RESOURCES, INTERNATIONAL RESOURCES, PROGRAMS/EVENTS, CO-OPS/INTERNSHIPS, GRADUATE SCHOOL PLANNING, TEACHER CANDIDATES (circled in red), TEACHER CAREER FAIRS, FREQUENTLY ASKED QUESTIONS, GUIDES & HANDOUTS, and CAREER EXPO. The main content area has a sub-header "Resources for Teacher Job Candidates" and lists three resources: "Job-Search Timetable for Education Majors", "Annual Job Search Handbook for Educators", and "Teacher Career Fair Preparation". The footer includes links for Prospective Students, Parents, NKU News & Media Center, Visit NKU, and Class Registration.

Teacher Candidates: Non

Secure | <https://inside.nku.edu/careerservices/students/tea>

NKU NORTHERN KENTUCKY UNIVERSITY

ABOUT NKU ACADEMICS ADMISSIONS

Inside NKU > Career Services > Students > Teacher Candidates

## TEACHER CANDIDATES

- HIRENKU
- CAREER PLANNING
- JOB SEARCH RESOURCES
- INTERNATIONAL RESOURCES
- PROGRAMS/EVENTS
- CO-OPS/INTERNSHIPS
- GRADUATE SCHOOL PLANNING
- TEACHER CANDIDATES
- TEACHER CAREER FAIRS
- FREQUENTLY ASKED QUESTIONS
- GUIDES & HANDOUTS
- CAREER EXPO

Prospective Students Parents

NKU News & Media Center

Be sure to check out the **Teacher Candidates** page for upcoming events, links to career-related information, and more! The **Teacher Career Fairs** page will provide you with all the details for the upcoming fairs!

### Teacher Career Fair Preparation

Want to really shine at the **Teacher Career Fair**? View [Training Session for Teacher Job Fair](#) to learn helpful tips for making the most of the fair, including how to get ready for the fair, how to approach employers, and what to do after the fair.

### Seminar Presentation

Click [here](#) for the PowerPoint presentation from the Education Seminar.

Visit NKU

Class Registration

# TIPS FOR SUCCESS

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- Networking
  - Personal networking: page 19 of the Job Search Handbook
  - Further information including LinkedIn: pages 23-28
- Professionalism (social media, your image, etc.)
- Cell phone use
- Thank you notes
- Professional dress – examples to follow

# PROFESSIONAL DRESS



## Suit is best!

- Jacket should match pants/skirt/dress
- Conservative suit: dark colors or subtle pinstripes and
- Long sleeves

## Shoes

- Polished shoes, closed toe, low heel
- Wear neutral hosiery or dark trouser socks



# PROFESSIONAL DRESS

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## Pants

- Long enough to touch the front of the shoe but not drag; no cropped pants

## Skirt/Dress

- Knee length and not too tight
- Avoid high slits

## Shirt

- White or muted color
- Long sleeves: sleeve should extend ½ inch beyond suit jacket sleeve
- Cleavage should not be showing

## Tie

- Conservative colors; should reach your belt



# ADDITIONAL RESOURCES

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- Digital Portfolio: page 29
- Job Fairs and Interviews: pages 30-52
- Employment options (types of schools, first year transition, international opportunities, relocation, nontraditional jobs, Plan B), pages 53-66
- Instructional resources, educator demand by region and certification, salary considerations, etc.

# Questions?

## Career Services

University Center 225  
careerservices@nku.edu  
859-572-5680  
[nku.edu/careerservices](http://nku.edu/careerservices)

