

# 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  
Thurs. open late (until 5 pm)

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



# OVERVIEW

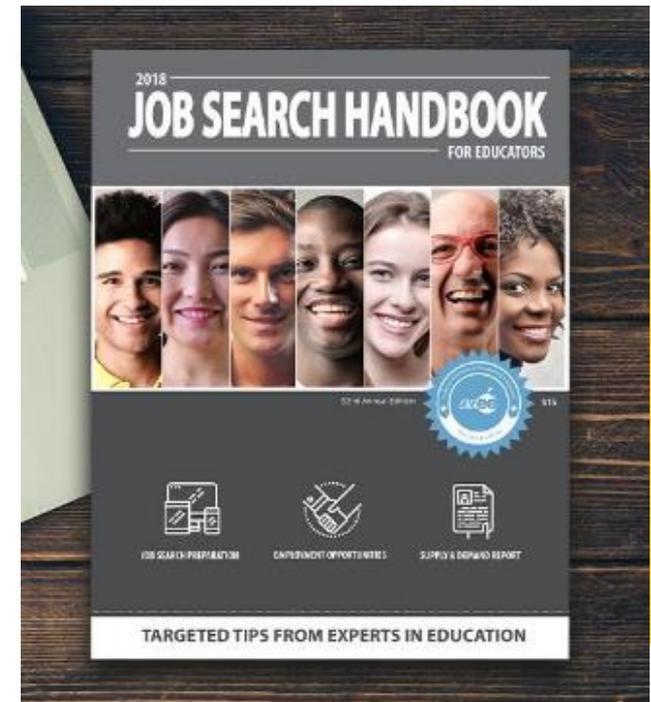
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- Resumes and Cover Letters
  - Refer to your resume and cover letter to take notes
- Overview of Other Services
  - Job Search Assistance
  - Career Fairs
  - Online Resources
  - Tips for Success
  - Professional Dress
- Wrap up

# 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



# 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 2018; 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: May 2018

Minor in German

GPA: 3.34/4.00

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Northern Kentucky University, Highland Heights, KY

Bachelor of Arts, expected May 2018

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, January 2018-Present

- Collaborated with staff, administration, and outside agencies in weekly meetings
- Planned, constructed, and taught 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 2015 – January 2017

- 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 2015 – January 2017

- 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 2016; key holder
- Worked 35 hours per week while maintaining full course load

# RELATED EXPERIENCE

## History Teaching Position

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### RELATED EXPERIENCE

**Cincinnati Historical Society, Cincinnati, OH**

**Archival Processing Intern, September 2015-December 2015**

- 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 2014-August 2014**

- 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

**Applebees, Highland Heights, KY**

**Server, August 2013-Present**

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



# THINGS NOT TO INCLUDE

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- Street addresses
- Supervisor's name
- Zip codes
- Phone numbers (except yours)
- Interests
- References (see page 14 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

# 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 only
- 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/experiences

# COVER LETTERS

Page 13 in the  
Job Search  
Handbook



# 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 Ms. 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)

# RESUME & COVER LETTER REVIEWS

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- Your resume and cover letter should be **ERROR FREE!**
- Come to Career Services' walk-in hours for a review:

Mon. and Wed., 2:30-4 pm

Thurs., 3-4:45 pm

*Appointments are  
also available*

# OVERVIEW OF OTHER SERVICES



# JOB SEARCH ASSISTANCE

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- Resume and cover letter review
  - Walk-in Hours in Career Services
    - Monday & Wednesday, 2:30-4 pm
    - Thursday, 3-4:45 pm
  - 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
- Thurs., March 22, 2018 from 8:30 am-5 pm
  - Check-in starting at 8:30 am
  - Career fair/networking from 9:30-11:30 am
  - Interviews by appointment in the afternoon
- In 2017, the NKU students who attended had an average of 2.8 interviews!

[List of  
Employers](#)



# CAREER FAIRS

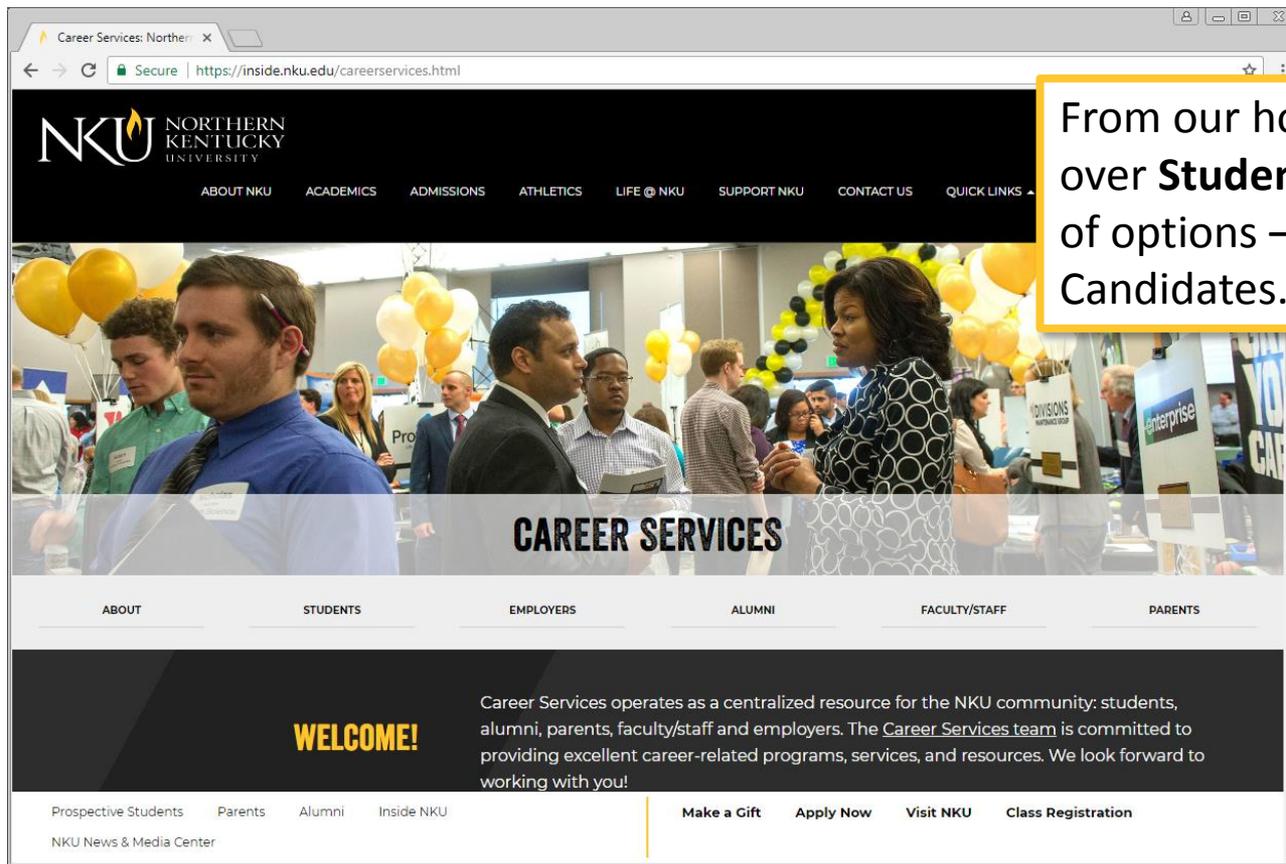
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- **Teacher Career/Networking Fair:**
  - At Northern Kentucky University; only NKU candidates
  - 18+ employers, primarily from Kentucky
- Mon., April 23, 2018 from 3-4:30 pm in UC lobbies (precedes awards ceremony in UC Ballroom)
- Networking only, interviews will be scheduled afterwards

**List of  
Employers**

# ONLINE RESOURCES

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



The screenshot shows the NKU Career Services website homepage. At the top, there is a navigation menu with links for ABOUT NKU, ACADEMICS, ADMISSIONS, ATHLETICS, LIFE @ NKU, SUPPORT NKU, CONTACT US, and QUICK LINKS. Below the menu is a large banner image of a career fair with people and yellow balloons. The text "CAREER SERVICES" is overlaid on the banner. Below the banner is a horizontal navigation bar with links for ABOUT, STUDENTS, EMPLOYERS, ALUMNI, FACULTY/STAFF, and PARENTS. The main content area features a "WELCOME!" heading and a paragraph: "Career Services operates as a centralized resource for the NKU community: students, alumni, parents, faculty/staff and employers. The Career Services team is committed to providing excellent career-related programs, services, and resources. We look forward to working with you!". At the bottom, there is a footer with links for Prospective Students, Parents, Alumni, Inside NKU, Make a Gift, Apply Now, Visit NKU, and Class Registration. The NKU logo is visible in the bottom right corner of the page.

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.

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

Career Services offers job search assistance to education majors as they journey into the field of teaching.

### Resources for Teacher Job Candidates

#### [Job-Search Timetable for Education Majors](#)

A handy guide designed to help you organize your job search and use your time wisely.

#### **Annual Job Search Handbook for Educators**

Published by the American Association for Employment in Education, Inc., this annual guidebook provides a wealth of tips and hints for the

### 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.

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!

Visit NKU

Class Registration

# TIPS FOR SUCCESS

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- Networking
  - Personal networking: page 17 of the Job Search Handbook
  - Further information including LinkedIn: pages 18-23
- Professionalism (social media, your image, etc.)
- Cell phone use
- Thank you notes
- Professional dress (page 24) – 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



## 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 26
- Job Fairs and Interviews: pages 27-47
- Employment options (types of schools, first year transition, international opportunities, relocation, nontraditional jobs, Plan B), pages 48-62
- Instructional resources, educator demand by region and certification, salary considerations, etc.

# Questions?

## Career Services

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