



It's time to get serious about becoming a professional!

e-Newsletter Edition 2

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Visit the College of Education Career Services website at: www.unr.edu/educ/coecareers

Help Us Help You!

Tell us what kind of information you would like to see in the e-newsletters or on the website. Email your suggestions to coecareers@unr.edu

Prepare for the COE Career Fair now!

It's never too early to begin preparing for the COE Career Fair this spring. In fact if you begin now, chances are you'll be ready to meet employers, network, and ultimately make the most of your COE Career Fair experience. Here are a few easy ways to prepare for the fair now:



1. Mark your calendar

Check the COE Career Services website for the College of Ed. Career Fair date: www.unr.edu/educ/coecareers.

2. Begin drafting your résumé

Working on your résumé now will provide you the opportunity to have it polished before the career fair so that you feel fully comfortable with it when you meet with employers. Remember -- your résumé is a tool for marketing yourself to prospective employers. You have a great opportunity to represent yourself as skilled, prepared, and ready for a full-time position.

We have several résumé writing tips available on our website:

www.unr.edu/educ/coecareers. It's never too early to draft your resume even if you're not quite ready to accept a position (example: still in internship), just make your availability clear on a generic cover letter.

3. Research schools and organizations attending the COE Career Fair

Some of the schools and organizations posted on the COE Career Job Board may attend the spring COE Career Fair. You can view information about them by going to their links on the COE Online Job Board. The more you know about the schools and organizations you're interested in, the more impressed that employer will be! Perhaps you'll discover new possibilities or interesting geographic locations to consider.

4. Attend the COE Career Fair just for experience or if you are seeking a position

Job candidates are likely to have more success if they meet face-to-face with potential employers rather than just dropping off a resume. This is also a great opportunity to learn more about positions and employers. You should bring several copies of your resume to hand out to potential employers. And remember, you only have one chance to make a good first impression!

5. Attend the COE Career Fair even if you're not currently looking for a position

Yes, you should still attend even if you're not quite ready to accept a position right now but will be in a few months or within the year! Some recruiters who attend the COE Career Fair aren't ready to hire yet, but are actively recruiting for later in the academic year. Letting these recruiters know that you will be available for consideration later on gives them a head start in the hiring process. Just let them know your availability date in your cover letter or resume.

Here's an Online Resource you might not know about

You might already visualize yourself in a career in education. But what does that job really involve on a day to day basis? What are the skills you need to make yourself a competitive applicant? Is the entry level salary as high as you think (hmm ... hope) it is?

Nevada Career Information System (NCIS) is designed to answer questions just like these. You can do keyword searches on various careers, view the number of positions expected to be open in that field for the coming years, and gauge the average salaries in Reno *and* nationwide. Just pick a major, any major ... click on it to find out how you can use your degree. Use the *strategies* section listed to prepare to be the best possible applicant you can be.

- Step 1:** Go to <http://nvcis.intocareers.org/>
- Step 2:** Select *Option 2 - Nevada Resident login*
- Step 3:** Select *Town* and enter your zip code and telephone area code
- Step 4:** Click *sign in*

With 8 hours of your day spent working, it's important that your values are aligned with the work you do. Let Nevada Career Information Systems help!

Figuring Teacher Salaries

What will my beginning salary be based on?



EDUCATION	Bachelors degree	Bachelors Degree + graduate credits	Masters Degree	Masters degree + graduate credits	Doctorate
EXPERIENCE	Credit for K-12 public school teaching experience				
	Credit for military experience				
MORE EDUCATION AND/OR MORE EXPERIENCE = MORE PAY					



Once employed, how do I get salary increases?

LONGEVITY	Typical	Typical: annual salary increases for staying with the same employer
EDUCATION	Typical	Typical: graduate credits/degrees or equivalent
ADDITIONAL	Case-by-case	Additional pay for shortage areas, remote locations, coaching, etc.
MORE TIME ON THE JOB AND/OR MORE EDUCATION = MORE PAY		

According to the Nevada Department of Education Quick Stats (February 2007), the overall average of teacher salaries in Nevada was \$46,881. Let's take a look at average teacher salaries by county:

School District	Avg Salary	School District	Avg Salary	School District	Avg Salary
Carson City	\$46,647	Eureka Co.	\$63,233	Nye Co.	\$48,039
Churchill Co.	\$53,182	Humboldt Co.	\$53,246	Pershing Co.	\$55,369
Clark Co.	\$46,309	Lander Co.	\$53,247	Storey Co.	\$55,116
Douglas Co.	\$50,510	Lincoln Co.	\$49,942	Washoe Co.	\$47,582
Elko Co.	\$47,675	Lyon Co.	\$45,646	White Pine Co.	\$46,581
Esmeralda Co.	\$45,351	Mineral Co.	\$46,406	St Board Charters	\$50,233

There are regional teacher shortages in math, science, special education, and ESL (AAEE, 2008).

Search employers before the COE Career Fair

The Career Fair is coming in late spring, but you can start preparing for this event now. Researching organizations and schools ahead of time can lead to increased success and readiness when it comes time to actually meet the recruiters. Get a head start and see what you can gain from searching the employers sooner rather than later...

What is there to know about employers before the fair?

- Take a look at their website?
- How large is the school district or organization?
- What positions are available?
- How about their salary schedule?
- Are there professional development opportunities?
- What is the community like?

So you don't know what employers are attending the COE Career Fair... Well you still can get a general idea about employers by searching some of the websites on the COE Online Job Board.



When & where is the COE Career Fair? See for yourself at: www.unr.edu/educ/coecareers.

Deliberately design your professional presence – part I by Meggin McIntosh, Ph.D.

Whether you are an intern, teacher, principal, counselor, or whatever other professional role you may be in, you can deliberately design your professional presence. That's the first thing you need to know. Recognize that doing so is NOT about plastic surgery... But, it **IS** about paying very conscious attention to:



- your materials (resume, handouts, letters);
- your demeanor;
- your facial expressions;
- your emails, phone messages, and other correspondence;
- your clothing and other physical accoutrements;
- your responsibility,
- your poise,
- your integrity,
- your words and language,
- ...and so much more.

Your physical presence IS a package and you can decide what that package will be.

Write down some words for each of the prompts below. Just write what first comes to mind and then later, go back and think about your responses more deeply. This is just for you so there's no need to worry about editing and in particular, don't censor yourself. Just respond. You can react & reflect later. Don't skip this part because it's the foundation for other decisions and changes that you will want to make so that you convey the professional presence that you want (and that is expected of a professional educator).

- **Impression**, i.e., what impression do you want people to have of you?
- **Feeling**, i.e., what feeling do you want people to have when they are around you or when they see your materials?
- **Notion**, i.e., what word or phrase do you want people to say if they are asked to describe you briefly?
- **Bearing**, i.e., what words do you want to describe how you carry yourself?
- **Message**, i.e., what is your message in life (which, by the way, comes across loud and clear as you work with others)? Write just one, two, or three words.

Now, this may or may not have been easy, but this is your starting point.



The next key idea is that you must be consistent in what you are conveying. The minute you walk into a room or into any situation, you are starting to make an announcement about yourself. So the question you need to answer is this, "What do you want to "announce" about yourself?" How do these sound?

- "I'm positive."
- "I am knowledgeable."
- "I am smart."
- "I am responsible."
- "I am confident."
- "I am with-it."
- "I am on top of things."
- "I can handle this situation."

Obviously, these are all positive and would be the sort of 'announcement' that anyone in education would be wise to be making. However, we must consider the fact that some people are not making such a positive announcement about themselves. Think about times you have seen teachers, principals, practicum students, aides, interns, or others in the school building who were announcing one or more of the following:

- "I am a bit slow on the uptake."
- "I am not quite confident in what I do."
- "I might or might not be the person for the job."
- "I'm despondent about myself and life in general."
- "I cannot always be depended upon."
- "I could go right from here to a club and never miss a beat."
- "I just came from my other job at the grocery store, Taco Bell, the tattoo parlor, the bar at the _____, etc."



Can you imagine that there are some people who have apparently chosen to "announce" any of these about themselves?

As an educator, it is essential that you make very deliberate and conscious decisions about what you DO and DON'T wear, how you carry yourself (with pride and confidence vs. slouching and slinking), what you say and how you say it...and so much more.

Stay tuned to the next e-Newsletter where I will write more about how to pay the necessary attention to 1) your clothing, 2) your accessories, 3) your physical bearing, 4) your use of the space around you, 5) your facial expressions (including eye contact), 6) your general cleanliness and attention to detail, 7) your habits, 8) your handshake, and 9) your scent.

Between now and then, start attending to every detail you can and adjust whatever you notice that needs adjusting so that you are ANNOUNCING what you intend to be announcing. It makes a huge difference in the chances you have in life and the opportunities you have to change others' lives through education.

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Graduate school: to go or not to go

If you are considering post-baccalaureate education ask yourself:

- Have I set specific career goals and explored my field of interest?
- Will graduate education compliment my goals?
- Do I have a deep desire to study an academic field in more depth?

Here are a few more things to ponder when making up your mind about graduate school.

What are some good reasons to consider attending graduate school?

- You have an insatiable interest that can only be satisfied by going to graduate school.
- You want to increase satisfaction in your life and be intellectually stimulated.
- You want to enhance your financial earning power.

Here are some reasons on which NOT to base your decision to attend graduate school:

- To please someone else and not to pursue the things you really want.
- You don't really know what you want to do, so you go to graduate school to prolong making those tough decisions.
- The job market is tight, so you go to graduate school a put off finding a job.

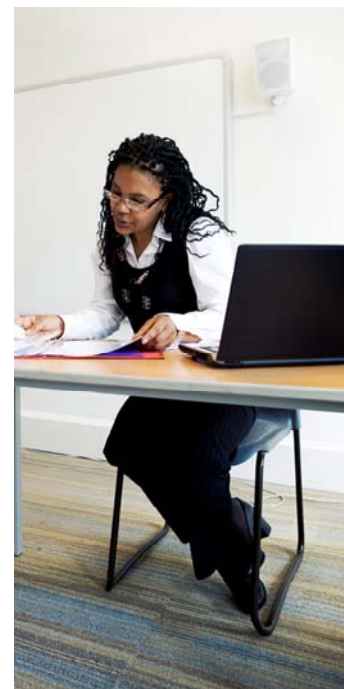


Ask yourself the following questions about graduate programs:

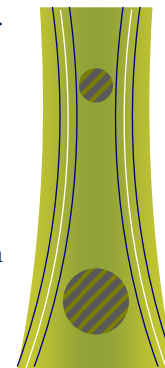
- Where do I want to be in 3-5 years? Personally? Professionally?
- Content of the program - Is it what I'm looking for?
- How long does it take to complete the program?
- Faculty - How many? What are their areas of research?
- What is the student composition?
- What is the percentage of students who finish the program?
- What happens to graduates upon completion of the program?
- Can I afford this program? Is there financial support available?

Selecting schools/programs:

- Research schools in such guides as Peterson's Guide to Graduate and Professional Programs: <http://www.peterson.com/gradchannel> or GradSchools.com.
- Read professional journals and contact faculty publishing in your area of interest.
- Consider yourself a national candidate - if possible, don't limit yourself to a geographical location.



- Talk to faculty members, an academic advisor, alumni and people practicing in your chosen field for recommendations on specific graduate programs and why.
- Take the time to evaluate programs in your area of interest and apply to those that best compliment your goals.



Ranking the schools/programs - things to consider:

- The academics of the program - What are you going to learn?
- What about the faculty and fellow students with whom you will live and work closely for the next 2-5 years?
- Location may be very important for some people, not for others.
- Cost of the program - is it feasible? Are research assistantships available? How about grants or financial aid?
- What's the possibility of being accepted: Long shot? Maybe? Pretty sure you can get in? Is this the one program you would love to go to?
- Will a degree from this program enhance your marketability or open up new career opportunities?

Target your schools -- do this as early as possible!

- Get information from the schools and start reading this information carefully. What do you need to do to be the most competitive applicant you can be?
- Record keeping - make a timeline and check list. Develop and maintain a system to make sure all required materials are submitted prior to any posted deadlines - in fact, the question should now be: when is the first date that the program will start accepting applications. Application deadlines are extremely important.
- Materials usually required for an application include an application form, an essay, test scores, transcripts, letters of recommendation, and financial aid forms. Find out what else might be required.
- Research schools for recent bibliographies of 3 professors with whom you might like to work - look up articles or write them directly for copies of their most recent articles and then read them! Does this research interest you? Would you like to work on a project like this? Inquire about what other areas of interest the professor plans to pursue.

Graduate Programs at the UNR College of Education

At UNR, Graduate degrees are available in a variety of career fields and specialty areas within the College of Education. Graduates from these programs use their advanced skills and knowledge to improve classroom practices and to transform schools. They hold influential leadership positions as program specialists, principals, superintendents, counselors, school psychologists, directors of state and national organizations, and college presidents. Take a look at the next chart and contact the Departments for more information.

Departments	Master's Degrees	Doctoral Degrees
Counseling & Educational Psychology http://www.unr.edu/educ/cep	College Student Development/Counseling Community Counseling Educational Psychology Information Technology in Education Marital, Couple, Family Counseling/Therapy School Counseling	Counselor Education and Supervision Human Development and Learning Information Technology in Education Multicultural Counseling School Psychology
Curriculum, Teaching, & Learning http://www.unr.edu/education/ctl	Elementary Education Secondary Education	Curriculum Studies Curriculum and Instruction Generalist Elementary Education Secondary Education
Educational Leadership http://www.unr.edu/educ/el	Education Specialist Higher Educational Administration Principalship	Educational Leadership Executive Doctorate
Educational Specialties http://www.unr.edu/educ/eds	Educational Specialties Literacy Studies Special Education Teaching English to Speakers of Other Languages	Educational Specialties Literacy Studies Special Education and Disability Studies
Human Development & Family Studies http://www.unr.edu/education/hdfs	Human Development and Family Studies	

What am I doing with my life?

Education and career exploration is a life-long, personal process that is experienced by individuals in different ways. Making decisions about a career choice or academic direction is often a very complex task. It involves a person's individual characteristics and circumstances such as values, interests, skills, personality attributes, family and cultural influences and demands, decision-making style, career maturity, and a variety of other issues. Although the career development and decision-making process is very unique to each individual, there are some activities commonly pursued by people making similar major and career-related decisions. The exercise below will help you determine what activities you may want to engage in.

Academic and Career Development Self-Evaluation Exercise

Activity:	Do the following:
Self-Assessment Activities	<ul style="list-style-type: none"> • Talk with an academic advisor • Explore two or three academic and/or career options • Identify your academic and/or career interests, skills, abilities and values
Academic and Career Exploration Activities	<ul style="list-style-type: none"> • Locate resources and information on your various academic and/or career options to assist in decision making • Conduct information interviews of faculty or professionals in areas of interest • Network with faculty, advisors, friends, family, alumni, and anyone else you can think of that might have position ideas for you • Attend the COE Career Fair and search the COE Online Job Board to gather more information: www.unr.edu/educ/coecareers • Become involved in campus activities and organizations
Reality Testing Activities	<ul style="list-style-type: none"> • Seek employment on the COE online job board and attend the COE Career Fair: www.unr.edu/educ/coecareers • Participate in volunteer opportunities • Evaluate and affirm an academic and/or career choice by gaining experiences through classes, undergraduate research, job shadowing, volunteering, interning or working • Search online to learn more about occupations, salaries, and the projected growth of the school or organization • Get prepared and learn more about interviewing, resume writing, and job search preparation at www.unr.edu/educ/coecareers • Locate a research opportunity in your academic major • Evaluate the pros and cons of your decision based on your experiences and go back to Academic and Exploration Activities if necessary
Committing Activities	<ul style="list-style-type: none"> • Commit yourself to an academic or career decision by pursuing professional level employment or graduate study • Polish your résumé, customize it for each position you apply for • Practice interviewing and review your wardrobe in preparation for interviews with prospective employers • Search the COE Online Job Board for the most up-to-date job postings and attend the COE Career Fair in the spring: www.unr.edu/educ/coecareers • Apply early for positions you are interested in • After selecting your best offer, make sure to confirm the starting date and salary • Set up housing and transportation if necessary • Modify your career path depending on your experiences and then go out and find another position • Complete graduate school applications and take required admission tests

Life after school explained...book review



Life After School Explained is a reference guide for University of Nevada seniors and recent graduates. *Life After School Explained* is filled with information you inevitably have to know in the real world but isn't taught in the classroom – it's about how to navigate life after college. From dinner etiquette to understanding loans, taxes, and workplace benefits/retirement packages to choosing wine and engagement rings, this book will quickly explain the things you will be expected to learn and understand in a simple, painless way. Here are a few interesting questions & answers from the book...

CREDIT CARDS:

Question: Let's say you have a balance of \$4,000 on your credit card and your minimum monthly payment is only \$83.33. If you NEVER used your credit card again and only made the MINIMUM payment each month, how long would it take you to pay off your balance and how much would you have spent?

Answer: Roughly 29 years and \$13,000 later, you'd pay off your balance.

Suggestion: Pay the entire balance every month. In fact, find a card with rewards and use it for everyday purchases. Then pay off the entire balance, so that you quickly earn rewards and build good credit without risking the high interest payments.

DRESSING FOR THE FIRST DAY OF WORK:

Question: How should you dress on the first day of work?

Answer: Always overdress for the first day of work. Look at your colleagues on the first day and decide how casual you can be for Day Two. Buy the majority of your wardrobe after your first day of work. Wait to see what others are wearing. Then you'll own work clothes that you actually want to wear to work. Stay dressy: tuck shirts in, don't reveal too much skin, and always iron your clothes.

Peace Corps offers hundreds of education jobs in 76 countries

Serve your country, promote international peace, globalize your teaching experience, and learn the most spoken language on the planet!

Typically, Peace Corps applicants may preference a region of the world for their service – not a specific country – but with an estimated demand of 500,000 additional English teachers in China, Peace Corps will accept a preference for that country by

qualified applicants who submit an online application by Dec. 1, 2008.

As a Peace Corps/China Volunteer, you will teach English, literature, culture and history at the university level. Your students will be future middle-school English teachers. The positions carry a teaching load of approximately 16 hours per week with an expectation that you will design secondary and summer projects.



Peace Corps is a 27-month commitment. All assignments include full transportation and living expenses, medical and dental care, 24 days of vacation a year, student loan deferment, graduate school fellowship opportunities...and the most rewarding experience of a lifetime!

Peace Corps Volunteers must be U.S. citizens, at least 18 years old and in good health. There is no upper age limit. Qualified Peace Corps/China Volunteers will have a degree plus six months classroom teaching. A Master's degree is preferred, or a BA/BS in Secondary Education with a concentration in English or foreign language.

Serving as a Peace Corps Volunteer in China is a unique opportunity to offer your skills to worthy communities and, at the same time, reap the rewards of living and working in a rapidly emerging world power with an ancient and fascinating culture! Apply today at www.peacecorps.gov/application.

Note: Peace Corps offers hundreds of additional education assignments in 76 countries, including English, math and science teaching, special education and primary school teacher training. For more information or to apply, visit www.peacecorps.gov or call Nicole Voorhees at 1-800-424-8580, option 1 or Nathan Hale Sargent, 510.452.8446 or nsargent@peacecorps.gov.

College Career Services is a most effective job search tool

BETHLEHEM, PA – The secret to job-search success for new college graduates may be using their campus career services, according to a study conducted by the National Association of Colleges and Employers (NACE, May 15, 2007).

This "study shows that students who actually got full-time jobs tended to use their college career services and its resources more heavily than those who skipped over the career [services] and went directly to the employer," says Marilyn Mackes, NACE executive director. "This confirms the value that career services brings to the student and the employer."



Plan ahead to make your career dreams come true

IMAGINE AHEAD ...You are about to finish internship... Your friends and family are congratulating you on getting your dream job... or a coveted spot in graduate school!!! How do you make this a reality?

Make every effort to get career related experiences and develop essential skills and take advantage of this semester to do just that! Consider substituting, volunteer positions or career related part-time jobs. These types of positions provide a world of education related work experiences.

How do you find these opportunities?? It's easy!! Go to the COE Online Job Board. Go to the COE Career Fair in the late spring. Go to www.unr.edu/educ/coecareers. There is no **time** like now to begin your job search. Employers are waiting to hear from you. If you aren't ready, they will find someone who is!

Four steps for finding jobs

It's time for many of you to start finding and securing work. This is a great time to explore potential career paths, develop essential skills, and build pre-professional work experience. Start by working through the following steps.

Step One - Search the COE Online Job Board and meet recruiters at the COE Career Fair:

Search for job opportunities specifically for COE students by going to the COE online job board and the COE Career Fair. See www.unr.edu/educ/coecareersfor details.



Step Two - Consider the options and make sound decisions:

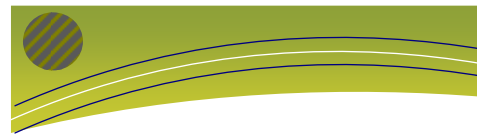
Early in your education program, consider volunteer positions or career related part-time jobs. These types of positions provide a

world of work experiences that will facilitate getting more competitive positions later on. *Then in your last two semesters of your education program*, practicums and internship are great options because of the direct learning and networking involved but also because you can earn academic credits at the same time. Many employers identify their new hires through practicums and internships!

Step Three - Make your electronic application stand out:

The National Association of Colleges & Employers (NACE) conducted a survey of employers asking them how candidates could make their electronic applications stand out above the rest. Here are their top recommendations:

- Follow directions. Be careful to enter the correct data in the correct field. With many job boards, you are able to upload your résumé to the system and then elect to include it in a database searchable by various employers. It's important to know this, because you want clean and polished copies of your résumé to be available to employers in such searches.
- Ask for advice on completing the application from a recruiter or an alumnus who may work at the school or organization.
- Tailor the application information to the position. Don't copy and paste text from a generic résumé.
- If the school or organization offers an optional assessment test (i.e. personality inventories, ethics questions, etc.) online, take it. (One employer recently admitted that students who don't take the optional assessment test are automatically screened out.)
- Some job board systems convert your résumé from its original format to a PDF file, which can be opened using the standard Adobe Acrobat Reader – for example, the system may take your Microsoft Word document and create a PDF. However, some job boards require that you enter your résumé in "plain text", which means that copying the format from Word could create a very messy looking résumé. Be sure to follow the instructions carefully, use the suggested formats for each system, and check it thoroughly afterwards!
- Because employers can search for candidates by keywords, be sure to include various terms that are relevant to the industry and specific positions you are applying for. You may want to include specific words from the job descriptions themselves, so that employers can easily find your résumé in a search.
- Follow up your electronic application with a personal e-mail to the recruiter. A follow-up phone call is acceptable if the ad does not say, "No phone calls."



Step Four - Make the most of your experience

Internships, practicums, part-time jobs, and volunteering are incredible opportunities to gain experience about the world of work. The skills developed in these positions are critical developmentally as you prepare for a career and/or graduate school. They are also a way to make sure you are on a career path that will lead to happiness and fulfillment. Skills to develop prior to graduating are oral & written communication, interpersonal, organizational, computer, leadership, personal growth, motivation, commitment, analytical, and problem solving. A few ideas to reflect on your experience are to create a list of skills you developed and honed during your work, update your resume with the new position and journal about what you enjoyed and didn't enjoy about the job and environment. Reflection of your work experiences will help you figure out how to proceed next in your career path.

Time, time, time is not on your side



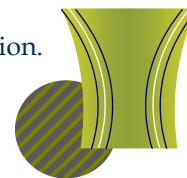
You are finishing internship now. Are you making plans for how you will spend your time after internship? Have you begun your job search yet? Do you know what the application process is for the various schools? The clock is ticking. It is **time** to begin what you may have been putting off for awhile.

Start by identifying potential employers and finding out what those employers require as part of the application. No matter what the employer requires, this is usually the first opportunity that they have to get to know you. Therefore, spend some **time** on it and do it right the first **time**. So let's get you started.

COE Career Services surveyed the 18 school districts in Nevada: Carson City, Churchill, Clark, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey, Washoe, and White Pine. We wanted to help you get organized before you begin your job search.

Ten of the 18 school districts in Nevada use paper applications, 12 have their applications online, and 5 use both paper and online applications. Now you can see why it's important to find out what each school district requires.

Seventeen Nevada school districts require or highly recommend that you submit your resume with your application. You will need to determine if the school district wants a paper copy or an electronic copy of your resume. If an electronic copy is used, make sure you save your resume and cover letter as a 'pdf' so that when they open the document, it is formatted as you had intended.

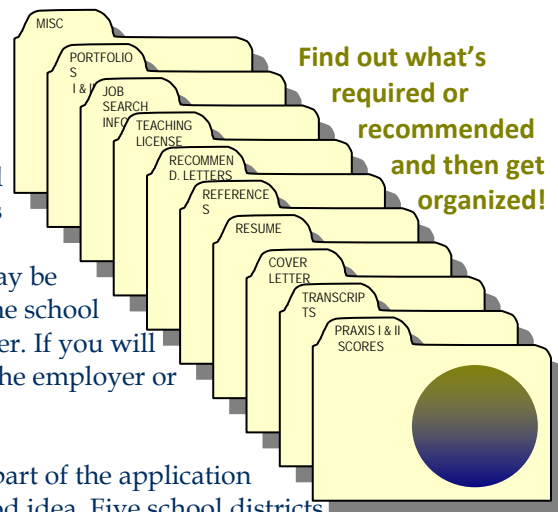


And speaking of resumes, should you leave your resume at the school site or give a paper copy to the interviewer? Only 1 school district thought it was a good idea to leave your resume at a particular school for the principal to see and 3 other school districts

recommend that you give your resume to the interviewer. So what does this really mean? Most Nevada school districts want you to submit a resume with your application. That way your resume can then be reviewed at the same time as your application.

What about a cover letter to go along with your resume? Five Nevada school districts require cover letters and 7 others recommend that a cover letter accompany your resume.

Seventeen Nevada school districts either require or think it's a good idea to have recommendation letters. We know your first inclination will probably be to get as many recommendation letters as possible but this is not necessarily what school districts want. Some school districts have their own form letter that they will send to the references you list on your application. Since all the Nevada school districts require between 3 to 5 references, it will be important for you to contact those individuals to let them know you have listed them as a reference and that they may be contacted by potential employers. So the first thing you need to do is find out if the school district actually wants letters of recommendation or will they send out a form letter. If you will be providing the recommendation letters, should those letters be sent directly to the employer or will they accept a copy from you.



So how about professional portfolios? At present, professional portfolios are not part of the application process for Nevada school districts but four school districts did say this was a good idea. Five school districts also said that it was a good idea to bring a hard copy of your portfolio to use in the interview. Two of those school districts said you should also put your portfolio on CD and bring that to the interview along with your hard copy or provide the url for your webfolio on your resume.

All 18 school districts in Nevada require official transcripts. It's a good idea to obtain additional official copies of your transcripts if you are applying to several school districts or organizations.

Title I schools can only hire highly qualified teachers. The chances your first teaching position will be in a Title I school are very high. So don't put off taking the Praxis II or whatever tests that may be required in any other states you are applying in. Seven of the 18 Nevada school districts require the Praxis II test results to be submitted with your application. In these 7 school districts, the Praxis II is part of the paper screening process and applications without those results would be regarded as incomplete and not considered. Two other school districts highly recommend that you include Praxis II test results with your application.



Without exception all 18 Nevada school districts require teaching licenses. However, if you are still interning, you may apply for positions and then provide your teaching license when you are done with internship.

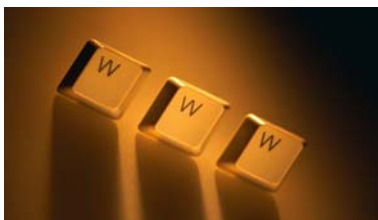
Before beginning your application or résumé, identify the relevant skills and accomplishments you will want to include. Make a list of the three types of skills you have that will be important to incorporate. Once you have spent some **time** thinking about the skills you will want to communicate to an employer, you can begin writing. But wait! How is this done? Here are 4 key categories of information that you will want to incorporate into your application or résumé:

Content Skills	Transferable Skills	Self Management	Action Verbs
Skills learned through academic study <i>Ex: Programming Language</i>	Skills that can be used in most jobs <i>Ex: Organizational Skills</i>	Personality characteristics that describe "how" you do things <i>Ex: Detail Oriented, Honest Integrity</i>	Begin statements with action verbs rather than pronouns <i>Ex: initiated or implemented)</i>

Remember: You only have one chance to make a great first impression and that starts with the application!

Go to www.unr.edu/educ/coecareers for more information and tips about: cover letters ~ resumes ~ portfolios, e-folios, personal websites ~ interviews and thank you notes.

What to expect at the COE Career Fair



- Bring several copies of your resume with a generic cover letter.
- Personal business cards are a nice touch because recruiters may not be able to carry a lot home.
- Dress for success – your first impression is very important!
- Go to the COE Career Fair even if you aren't ready to accept a position. It's great experience.
- Develop some questions to ask employers. Ask about opportunities for advancement.
- This is a great opportunity to learn about different communities.
- Get out of your comfort zone and collect information about positions in other geographic areas.

Many employers are looking for talented candidates; are you ready? Visit www.unr.edu/educ/coecareers - we can help!