

TEN TIPS TO MAKE YOUR JOB SEARCH SUCCESSFUL

- ✓ Get organized! Have a game plan for your job search. Do not shotgun your resumes by sending them out to every school district in the area.
- ✓ Develop a list of abilities, talents, skills and knowledge that you bring to the profession.
- ✓ In these days of communications, be sure that all of your communication channels (cell phones, answering systems, etc.) have a professionally sounding message with your name or number clearly identified.
- ✓ Be sure that your resume reflects what you have accomplished utilizing action words such as organized, created, develop, led, etc.
- ✓ Send in your resume and a cover letter in a large envelope. Never fold your resume.
- ✓ Develop a list of network contacts including those that are not in your field but may have a connection to your field. This list may include your physician, minister or rabbi, next door neighbor or insurance agent. Utilizing your network contacts is a great way to get know people.
- ✓ Rehearse the two minute rap. The rap will be in response to the question, "Tell me something about yourself?" It should be no longer than two minutes and it should highlight key accomplishments of your career.
- ✓ Prior to your interview, study your potential employer. With most districts having web sites, there is no excuse for an interviewee to not have some information about a school district.
- ✓ Develop a list of three solid references who can attest to your ability to perform the job you are seeking. Provide them with a resume and of course, a thank you note.... or a box of Godiva chocolates!
- ✓ Think success. There is nothing more important than a positive attitude.

These tips were provided as a courtesy to all job seekers by:

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