

Job Search Checklist for Education Majors

Use this checklist as a guide for securing a teaching position and tailor it to your individual job search

Ideal completion date for securing position at the beginning of the school year	Ideal completion date for securing a mid-year position**	Goal Date	Completion Date	Task
September	Summer			Identify the specific type of position you wish to seek
September	Summer			Choose geographic area(s) where you are targeting your job search
October	Summer			Develop a professional resume targeted to the specific position you are seeking
October	Summer			Write a general cover letter that can later be individualized to each position for which you apply
October-November	September-October			Complete at least one mock interview to enhance your interviewing skills
December	October			Purchase a professional interview suit and appropriate accessories
January	Summer			Determine the school districts in your geographic preference area(s)
January	Summer			Find the mailing address, phone number, and website for each school district you are interested in applying to
January	October			Contact each school district to learn application procedures and identify the specific contact person and his/her title and e-mail address
January	October			Create a spreadsheet to manage school district contact information Prioritize your list of school districts you want to apply to
February	October			Update your resume as needed to reflect current activities
March - May	October - December			Follow the directions of each school district to apply for a position Ensure you target your cover letter to each school district specifically
March	October			Register for eRecruiting and post your resume
March - May	October - December			Ask 3-6 professionals (typically cooperating teachers, supervising teachers, principals, and faculty members) to be a reference for you and to write a letter of reference
March - August	October - December			Investigate internet job search sites Post your resume and apply for jobs as appropriate
March - August	October - December			Visit eRecruiting regularly to review job postings and apply to positions
March - August	October - December			Network with professionals and others who may be able to assist you in the job search process
March - April	March - April			Attend education job fairs
April	November			Create a portfolio with samples of your work and tailor portfolio to specific grade level and subject area when interviewing
as appropriate	as appropriate			Follow up appropriately with each organization you have applied to
as appropriate	as appropriate			Prior to interview, research organization thoroughly and practice interview skills
as appropriate	as appropriate			Send a thank you letter after every interview
as appropriate	as appropriate			Once you have secured a position, notify all other school districts you have applied to that you need to remove your name from consideration for a position

** School districts may have full-time, long-term substitute or day-to-day substitute positions available mid-year for those completing their program in December. Contact each school to determine possible openings and application procedures. You will also need to complete a job search for a position beginning at the start of the next school year.