

SOUTHWEST OHIO • NORTHERN KENTUCKY



Monday, March 26, 2012
9:00 AM - Noon: Networking Sessions
12:30 - 5:00 PM: Possible Interviews
Cintas Center, Xavier University
Cincinnati, Ohio

A collaborative event presented by: The College of Mount St. Joseph, Northern Kentucky University, Wilmington College, University of Cincinnati, & Xavier University

The five higher education institutions sponsoring this event are excited to bring together their resources to help you in your efforts to secure your dream job. This collaborative career fair will provide you with opportunities to network and interview with schools that are seeking teacher and counselor candidates.

The first step in preparing for the career fair is to make sure all your job search documents are in good shape. These include your resume, references, portfolio and transcripts.

Resume

Your resume should reflect your experiences and highlight your strengths. Rather than simply summarizing your student teaching, internship and other experiences, identify your accomplishments, leadership opportunities and unique experiences that set you apart from other candidates. [Click here for additional resume tips.](#)

References

References should include your cooperating teacher as well as others who can speak to your teaching abilities. Three to four references are the norm. Always be sure to ask before listing someone as your reference. Include the following for each reference: name, title, employer, address, phone number, and email. [Click here for additional reference tips.](#)

Portfolio

Your portfolio should look professional and contain five to ten documents including your resume, philosophy of education, letters of reference, teacher work sample and picture of you working with children. If you choose to put your portfolio on a CD, you will want to bring multiple copies to give to recruiters. [Click here for additional tips on building your portfolio.](#)

Transcripts

You may also want to bring several copies of an unofficial transcript to distribute.

Make sure all your job search documents are free of errors. Career Services is ready and willing to assist you with the development and review of these important documents.

Watch your email for upcoming eTips!

Here's a sneak preview:

eTip # 3 - Researching employers

eTip # 4 - Dressing for success

eTip # 5 - Interviewing

eTip # 6 - Final Thoughts

To view a list of participating schools and for more information visit the
[Southwest Ohio/Northern Kentucky Education Career Fair website](#)

