

SHARE THE WEALTH

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**GEORGIA
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UNIVERSITY

“MY FIRST JOB INTERVIEW”
Georgia Southern University –
Armstrong Campus

Presenters:

Lynn Roberts

Jane Lynes

Georgia Southern University-
Armstrong Campus Faculty



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CREATING YOUR RESUME

- Purpose-to get an interview
- Should be limited to two pages
- Many good templates available



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QUICK LOOK AT RESUME SHOULD ANSWER:

- Do you like students?
- Can you teach so that students learn?
- How well do you communicate with students, parents, other teachers?
- Can you implement standards?
- Can you effectively assess students?
- How well do you understand the educational process?



Basic Elements of Resume

- Professional Profile-several sentences about how you can use your experience and skills in their job
- Skills & Capabilities
- Education
- Experience-should be related to job position

Resume Hints

- Professional profile should match job description/school/district
- Use action verbs and phrases
- Use specific numbers and details to add credibility to your accomplishments
- Bullets help direct reader
- White space to separate

THREE THINGS YOU NEED

- Keywords in first 1/3 of page
- Clear, professional profile
- Action words



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DO'S AND DON'TS

- Use no more than 2 fonts
- Sans Serif fonts are best
- Point should be 11-12
- Print your résumé on quality paper
- No personal information, pictures
- Hobbies or personal interest
- No GPA
- Don't use graphics or colored font



CREATING YOUR COVER LETTER

- First impression of you
- Purpose-get your resume read
- Also called letter of interest or introduction
- Mention qualifications that are most impressive & most closely related to job description
- Bulleted or numbered lists 3-5 items
- Use Serif fonts

COVER LETTER

- Print on bond résumé paper
- One page length
- Heading identical to résumé heading
- Heading-name and contact information
- Business Format
- List name and position

COVER LETTER

- Use colon in greeting-not comma
- Use formal block paragraphs with blank line between
- Cover letter should be a formal business letter

COVER LETTER

- Letter should be optimistic, concise and to point
- Respond to each point from job interview
- Double check spelling, grammar, etc.

COVER LETTER OUTLINE

- Introductory paragraph
- Job matching paragraph
- Closing paragraph
- End letter: Sincerely (Your Name)



COVER LETTER HINTS

- Check spelling, grammar
- Limit the use of “I”
- Focus on how you can help them meet their goals
- Never copy and paste from resume
- Follow up after a few days



A PRINCIPAL'S PERSPECTIVE

- Resume should not be more than 1 page and the more professional the better
- “I look at information such as professional organizations and opportunities that the person was engaged in.”
- Handshake is important

PRIOR TO THE INTERVIEW

- Visit your school's career center



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PRIOR TO THE INTERVIEW

- Research school/district and be familiar with missions/focus etc.
- How can you relate yours skills to their job?
- Explain why you are the best person for the job
- Be familiar with state/national standards
- Review some common interview questions

THE INTERVIEW

- Purpose is for you to sell yourself and get the job!
- Dress Professionally-no tennis shoes, shorts, etc.
- Business casual or better
- Firm handshake
- Be sure of yourself, but not obnoxious
- Answer questions directly and straight forward

THE INTERVIEW

- Thinking before answering shows you are taking interview seriously
- Ask questions about school
- Ask to see the gym

Questions?

lroberts@georgiasouthern.edu

912-344-3096

cjlynes@georgiasouthern.edu

912-344-2637



Thank you for attending our
presentation!

Enjoy the Convention!