

Placement Registration Instructions

A completed placement file includes:

- Cover letter
- Resume
- Completed Personal Data Sheet
- Unofficial copy of your completed transcript
- 4-7 recommendations – student teaching included
- Optional – Teaching License or Certificates

Cover letter and Resume

A cover letter is your self-introduction to the prospective employer. It should be personalized and have specific information related to the job to which you are applying. Keep a generic cover letter on file, but **each cover letter sent out should be individualized and job specific.**

Resumes should be 1 or 2 pages depending on experience. They should highlight your skills and past experience. Be sure your resume is **error free**. If you need assistance creating a resume or would like your resume reviewed, make an appointment with the Career Center.

Print both cover letters and resumes on high quality paper. If there is only one resume in the file, photocopies will be made and sent to prospective employers unless other arrangements are made. Keep an electronic copy of your resume and cover letter for easy personalization and editing.

Personal Data Sheet

This form is used to get your information in an easily readable format for computer files. It is also a tool that will help you with the information you will need to complete applications and get started on your resume. Please make a copy of the completed form for your records before turning it in to the Career Center.

Unofficial transcripts

An unofficial copy of your transcript is covered in your student fees. To get an unofficial copy of your transcript, please go to the admissions office. The Career Center cannot obtain official copies of your transcript. If an official transcript is required in the application process, contact the admissions office. If you owe money, you will be referred to the business office to make arrangements for payment before your copy will be released.

Recommendations and evaluations

Recommendations should be requested from people who know you and your skills. Instructors, cooperating teachers, previous employers, and co-workers are some of the most common people to ask for recommendations. **Ask** them if they feel that they know you well enough to write a good reference and if they would be willing to do so. Give them the opportunity to decline if they do not feel comfortable doing so. Give a copy of your resume to the reference so they know what to include in the recommendation.

For maximum effectiveness, references should be recent and should relate to your professional preparation for the position(s) for which you are applying. Avoid using strictly character references unless you lack professional references.

Since you want a good recommendation, put your best foot forward. **Type** the top section of the forms including your personal information and **sign them** before you give them to your reference. Typewriters are available in the Student Services Office. It is also recommended that you **provide an addressed, stamped envelope** (to be returned to the Career Center) with your recommendation request to people who are off campus.

- Cooperating Teacher: 1 Cooperating Teacher Recommendation & Evaluation Sheet
- USAO Instructor: 1 Instructor Recommendation Sheet
- Outside references (work, personal): 1 Recommendation Sheet