

Education Recruitment - Checklist for Success

- Prepare a sample cover letter and resume well in advance.** An example of an effective cover letter and resume can be found on the SECC website at:
Cover Letter Guide: <http://students.usask.ca/current/life/employment/resume/coverletter/>
Resume Guide <http://students.usask.ca/current/life/employment/resume/guide/>

- Attend a QuickTalk Session to have your cover letter and resume reviewed at the Student Employment Carer Centre (SECC).** Session times can be found at:
<http://students.usask.ca/current/life/employment/counselling.php>

- Order 1 copy of your official transcript online at:**
<http://students.usask.ca/current/academics/grades/>
You only need 1, as you will scan your document in for online and e-mail application processes. It will take about 3 business days to acquire, so order early, pay \$10.00

- Subscribe to receive the job postings via e-mail:** <https://sesd.usask.ca/students/>
Before applying for a position, please refer to the **online version** of the posting, as this is the most current. Please **follow the application procedures** for each job posting, as it will be different each time. In addition, if you receive the job postings via e-mail, you will also **receive the information session invites this way, and any targeted messages for your discipline.**

- Sign up for and attend the Information Sessions that interest you.** These events can be found on **the SECC online calendar at:** <http://sesd.usask.ca/calendar/week.php> You may sign up through the Events Calendar.
 - **Northwest School Division, Tues.** Jan. 24th 4:30 pm, The Faculty Club, The Club Room – 101 Administration Place (just off Campus Drive)
 - **Prairie Valley School Division #208, Mon.** March 12, 4:30 pm, EDUC 1024

- Attend the Education Career Fair being held on Wed. Jan. 25th, 10 – 2:15 pm, Education Gym.** For full details please visit:
<http://students.usask.ca/current/life/employment/Events/EduCareer2012.php>

- If you are to be scheduled for an interview, you will be contacted by either the SECC, or the employer directly.** On-campus Interviews for education can happen the day of the Career Fair, or in the following days after. If you have received an interview, be prepared to respond quickly to sign up for the interview. Organizations may also contact you either by e-mail or voicemail to notify you of selection. Check them frequently.
Interview Guide: <http://students.usask.ca/current/life/employment/interview/guide/>
 - **Northern Lights School Division #113,** Jan. 25th and 26th
 - **Calgary Catholic School District,** Jan. 26th, and 27th
 - **South East Cornerstone School Division,** Jan. 26th
 - **Saskatchewan Rivers School Division,** Feb. 29th, and March 1st
 - **Prairie Valley School Division #208,** March 12th

Questions?

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