



SALEM STATE UNIVERSITY
CAREER SERVICES

EDUCATION

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University School of Education home page. Here you will find program information, degree options, course listings, licensure information, events information and much more:

<https://www.salemstate.edu/education>

WHAT CAN I DO WITH MY MAJOR?

Are you an Education major or are you considering Education as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site:

<https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

PROFESSIONAL ASSOCIATIONS

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for professionals in the field of education. Stay up to date with industry trends, connect with fellow education professionals and utilize resources for job searching:

[National Education Association](#)

[American Federation of Teachers](#)

[Association of American Educators](#)

[Council for Exceptional Children](#)

[American School Counselor Association](#)

[American Library Association](#)

[American Association of School Administrators](#)

[American Educational Research Association](#)

[International Association of Teachers of English as a Foreign Language](#)

[Phi Delta Kappa International](#)

[Association for Career and Technical Education](#)

[American College Personnel Association](#)

[NASPA: Student Affairs Administrators in Higher Education](#)

[National Association of School Psychologists](#)

INFORMATIONAL INTERVIEWING

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It's also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

JOB SHADOWING

Another way to gain access and information to your industry of choice is by job shadowing. Job shadowing is an opportunity to follow a professional in your field for an agreed upon amount of time. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand a “day in the life” of a professional.

VOLUNTEERING

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsw.org/>

ADDITIONAL RESOURCES

Teacher Licensure Information

- <http://www.doe.mass.edu/mtel/>

SAMPLE RESUME

SALLY SEEKER

37 Loring Avenue, Salem, MA 01970 | s_seeker@salemstate.edu | 111-222-3333

*** Passed Massachusetts Tests for Educator Licensure (Elementary 1-6)***

EDUCATION

Salem State University, Salem, MA

Bachelor of Science in Education and Psychology

May 20XX

Concentration: ***Elementary Education***

Overall GPA: 3.5

RELATED EXPERIENCE

Horace Mann Elementary School, Salem, MA

Student Teacher/First Grade

9/20XX-12/20XX

- Taught in an economically and culturally diverse self-contained 1st grade classroom.
- Developed and implemented individual lesson plans and curriculum units designed to address multiple learning styles in all subject areas.
- Facilitated small group and individual reading and math sessions.
- Gained additional responsibility throughout the semester culminating in total classroom management for one week.
- Observed and participated in parent conferences.

Camp Encore Coda, Sweden, ME

Camp Counselor

5/20XX-8/20XX

- Designed age appropriate art activities for 8 children from 7-13 years old.
- Provided supervision for a cabin of 8 girls ranging in age from 7-10.
- Documented individual child progress
- Wrote evaluations
- Communicated information to parents.

ADDITIONAL EXPERIENCE

Red's Restaurant, Salem, MA

Waitress

4/20XX-Present

- Provide efficient service to customers.
- Answer questions and resolve problems.
- Work effectively as a team member in a busy, fast paced environment.

COMPUTER SKILLS

Macintosh, IBM; Excel, PowerPoint, HTML, Microsoft Word

LANGUAGE

Spanish (fluent)

ACTIVITIES

Future Educators of America, Art Society, Hispanic American Society

SAMPLE COVER LETTER

SALLY SEEKER

37 Loring Avenue, Salem, MA 01970 | 111-222-3333 | s_seeker@salemstate.edu

**** Passed Massachusetts Tests for Educator Licensure (Elementary 1-6)****

Date (i.e. January 1, 20XX)

John Smith
Bentley School
25 Memorial Drive
Salem, MA 01970

Dear Mr. Smith:

I am applying for the position of First Grade Teacher recently advertised on your web site. As my resume indicates, I recently completed student teaching in a first grade classroom at the Horace Mann Elementary School. I have completed my Bachelor of Science in Education and Psychology with a concentration in Elementary Education from Salem State University and believe that my skills and experiences make me a qualified candidate for the First Grade Teacher position.

Your advertisement specified a need for someone with experience working in a culturally diverse classroom. While student teaching, I was able to create individual lesson plans that could appreciate a diverse set of learning styles and cultural identities. As a result of my work at Camp Encore Coda as a Camp Counselor, I have developed a level of patience needed to succeed in this type of role. My strong organizational and communication skills will also be a benefit while working in the First Grade Teacher position at the Bentley School.

I appreciate your time and look forward to talking with you further about the position of First Grade Teacher. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Sally Seeker

Enc: Resume

SAMPLE COMPANIES

COMMUNITY DAY CHARTER PUBLIC SCHOOL
LITTLE EXPLORERS DEVELOPMENTAL PLAYGROUPS
NEW ENGLAND RESOURCE CENTER FOR HIGHER EDUCATION
NOTUS LEARNING CENTER
THE BRIDGE PROGRAM
THE GODDARD SCHOOL