

# EDUCATION EXPO 2011

Thursday, April 7 • 9:00 AM - 3:00 PM

Polish Community Center • Washington Ave Extension

Opportunity for graduating students and alumni who will have their certification by August 2011 to meet, greet, and connect with local and out of state recruiters.

Employers will be recruiting candidates for the following areas:

All Teachers    School Counselors    School Psychologists  
Administration Professionals    Speech-Language Pathologists

**Stop by the Career Center for a resume review & more info on how to pre-register!**

**Pre-Registration Deadline:  
Friday, March 18<sup>th</sup>, 4:00pm**

## **Benefits:**

- ▶ **Resume Submission-** School districts will receive an electronic copy of your resume before the event
- ▶ **Map-** Receive a map of the Convention Hall with layout of school districts for strategizing before the Expo
- ▶ **Name Tag-** Increase professional appearance with an official Education Expo laminated, printed nametag
- ▶ **Fast-Track Registration-** Save time with quick entry on the day of the event!

CAREER CENTER STAFF ARE AVAILABLE TO REVIEW RESUMES  
DURING WALK-INS

Monday through Thursday 12:00-4:00 PM

Also during late nights on Monday and Tuesday by appointment

*Resume Critique Weeks: February 14<sup>th</sup> - 18<sup>th</sup> and March 14<sup>th</sup> - 18<sup>th</sup>*

\*During resume critique weeks the Career Center will have extended walk-ins on Monday, Tuesday and Wednesday



## Career Center

The  
College of  
Saint Rose

### Location

St. Joseph Hall  
3<sup>rd</sup> Floor

### Phone

(518) 454-5141

### Fax

(518) 458-5330

### E-mail

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www.strose.edu/  
careercenter

January 2011

## How To Make The Education Expo Work For You

The Career Center appreciates your participation in the Capital Region Career Consortium Education Expo 2011, being held at the Polish Community Center on April 7<sup>th</sup>. We always look forward to helping our students and alumni achieve career success. Please remember that the Education Expo is just **one** technique in your job search. Be proactive and consult with the Career Center staff about other job search techniques, resume/cover letter writing and interviewing strategies.

### **Before the Education Expo**

- **Register** on eCareerCenter (Under the Events & Recruiting Tab)
- **Preview** participating schools and organizations on eCareerCenter
- Create and prioritize a list of school districts which are of interest to you; **research** those school districts and be ready to articulate why you are interested in them
- Establish a **credential file** with the Career Center and request applications from school districts
- **First impressions are critical.** Assemble appropriate attire; conservative, professionally tailored, well-pressed clothing (i.e. suits) are preferred. If you are unsure if it is appropriate, check with the Career Center.

### **Prepare a 45-second Summary of Your Qualifications**

- Know yourself, i.e. education, experiences, personal traits, activities, career goals
- Know what kind of job you want and what you value in your work
- Develop an interesting verbal summary of your background, achievements, and career interests and practice these prior to the event
- Set up a mock interview with the Career Center, if interested

### **Things to Bring to the Education Expo**

- A professional folder, note pad, pen, and **many** resumes
- Valid photo identification
- Money for parking and lunch
- For directions and parking (click on Directions/Parking link on the Education Expo webpage)
- Bus schedule (help avoid parking fees)

### **Remember**

- Plan to arrive early, spend the day and wait in lines (this is typical for a career fair)
- Have several well thought out questions for each school district
- Prepare for the unexpected ( i.e. parking problems)

### **During the Education Expo**

- Sign in at The College of Saint Rose table
- Pick-up a list of attendees (if not yet received) and an evaluation sheet
- Understand layout/location of school districts and develop plan of action
- Greet recruiters with a firm handshake and make sure you get their name(s) and title(s)
- Be ready to present a summary of your interests and qualifications
- Try to have one or two questions in mind for each employer
- Ask what happens next, and what, if anything, you should do to advance your candidacy
- Drop off your evaluation sheet to the Saint Rose table before you leave

### **After the Education Expo**

- Write thank you letters to each recruiter with whom you had made contact (stop by the Career Center and pick up a handout on how to write a Thank You letter)
- Complete the application process with the schools in which you have an interest
- Learn from the process by talking to others about your experience
- Continue your job search by consulting with Career Center Staff about additional job search techniques