



# REACHING OUT TO SCHOOLS

A guide for candidates  
Teacher Candidate Interview Day

## BROWSE THE SCHOOL DIRECTORY

**Visit school websites and look for a culture fit**



Our school directory will be updated weekly until March 1st, 2021. Make sure you check back to see which schools are added. Good things to look for in your research might be school location, mission/vision/values, and extracurricular opportunities. This information will help you decide what will make a good fit, and will prepare you to apply.

## APPLY FOR POSITIONS

**School listings include a link to their HR page so you can apply right away**



If you're interested in a school, you're encouraged to apply for positions on their website. No need to wait until the launch of the virtual fair! Remember to have your resume looked at by the career center first.

## SEND AN INTRODUCTORY EMAIL

**Introduce yourself to the recruiting contact listed on the school's listing in the directory**



A good introductory email starts with an introduction to you and your qualifications (grades/subjects you will be licensed to teach), and a little bit about why you're excited to apply your strengths at their school. Remember to also attach your resume.

## REACH OUT TO SCHOOLS BY PHONE

**Leaving a voicemail can set you apart as a highly interested candidate**



Leave a brief message leaving your name, callback number, and a message about your interest in teaching opportunities in their district. Remember also to make sure your own voicemailbox is set up so they can leave a return message if necessary