

Student Teaching Resume Workshop

Career Services

Lougheed Center for Applied Learning (LoCAL)

(In the library near Minerva!)



“Find your calling. Find yourself.”

Career Services Coordinator



Nichelle Burnett
SUNY Potsdam Graduate

Former music teacher who loves helping students find their way to a fulfilling career.

Before we learn, a few notes...

Reporting

Sarah Lister

Dorf Endowed Director of the Center for
Applied Learning

Questions, anytime!

Learning Goals

- ❑ Be introduced to or become more familiar with the National Association for Colleges and Employers (NACE) Career Competencies.
- ❑ Learn about the SUNY Potsdam student teacher resume checklist, and overall best practices for resumes leading to interviews and hiring.
- ❑ Learn or review what services are available with Career Services including where and how to get assistance with career skills on campus.

Agenda

NACE Competencies

Formatting- Who cares?

Bullet Points- This is the best part!

Career Services Overview

Next Steps and Reminders

NACE Competencies

CAREER READINESS

Competencies for a Career-Ready Workforce

Career Readiness Competencies

There are **eight career readiness competencies**, each of which can be demonstrated in a variety of ways.



Career &
Self-Development



Leadership



Communication



Professionalism



Critical Thinking



Teamwork



Equity & Inclusion

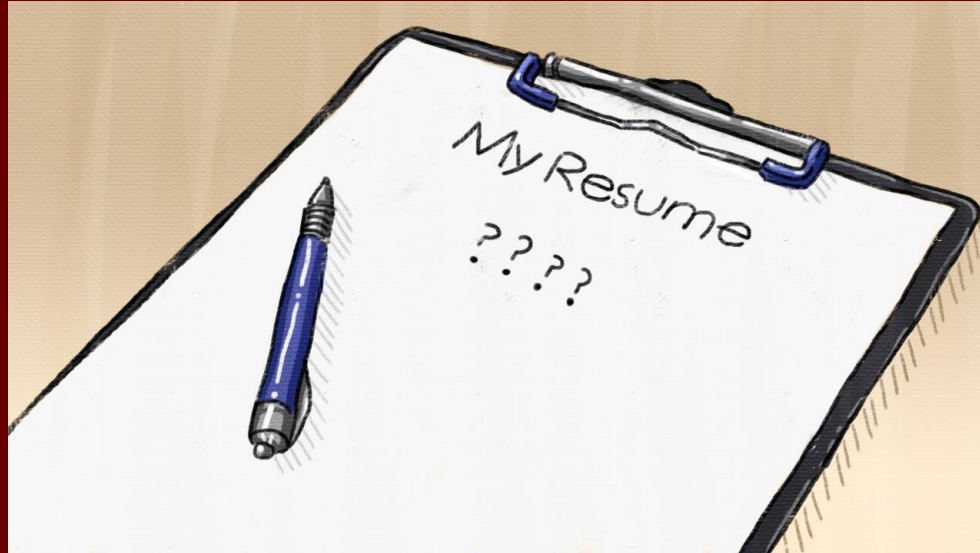


Technology

What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

What is the purpose of a resume?



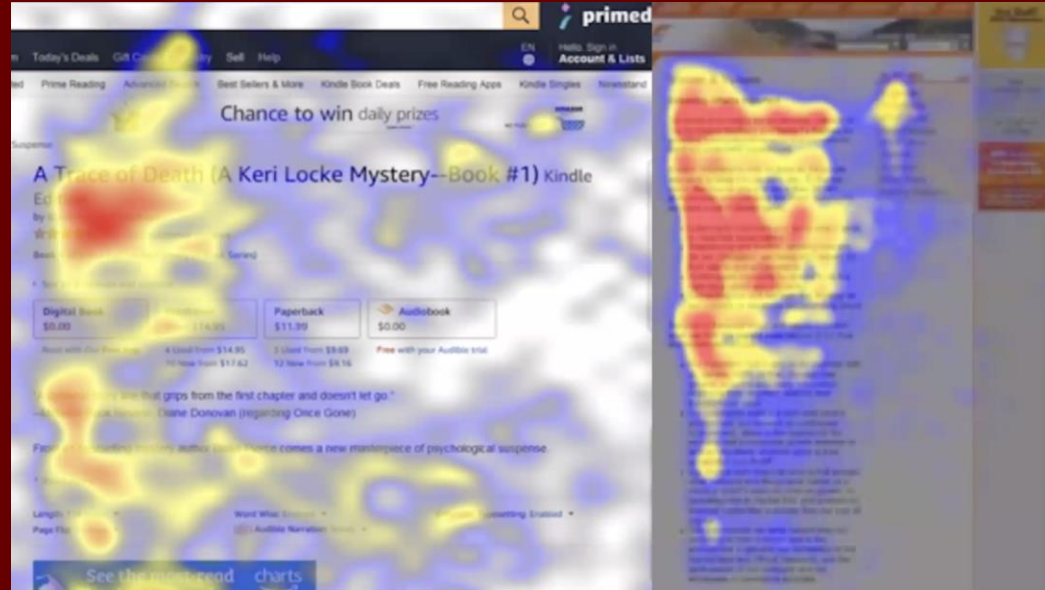
Resume Content



Resume Formatting

Why?

- Yes pile!
- Readability
- ATS Systems for large districts



How?

Consistency, Clean margins, Grammar, Concise Writing

Resume Checklist

Read and follow CAREFULLY

Credit to Julie Johnson!

This format and information is what administrators expect and appreciate from SUNY Potsdam teaching candidates

Resume Bullet Points



Story Telling



Conversation Starters



Word Bank



Customization

The STAR Method

Situation

Task

Action

Result

Example on checklist chart

Career Services and Experiences for YOU!

Face to Face Services and Online Resources

- **Interest and Personality Surveys**
- **Internship and Job Search Resources**
- **Resume and Application Assistance and Resources**
- **Interview Coaching**

And MORE on our website

Additional Thoughts

1. Cover Letters
2. Follow Up
3. Consider ATS

Next Steps

Begin preparing your resume.

After appointment return edits within a week.

Booking Appointments on Starfish



1. Search – Starfish SUNY Potsdam
2. Click on Students
3. Click access Starfish Button
4. Click 3 lines in upper left corner
5. Click My Success Network
6. Search name or service
7. Book your appointment!

Questions

What questions can I answer for you right now?



What did you think of today's presentation? What suggestions do you have for how Career Services and the LoCAL can support you?

Career Services Presentation
Feedback Form 2025-2026

