Looking for a JOB in Education?

Here are some of the employers that are looking to hire College of Education students:

- San Francisco Unified School District
- Los Angeles Unified School District
- Alisal Union School District
- Santa Rosa School District
- Fortune School of Education
- Ravenswood City School District
- Unity Schools
- Voices Charter Schools
- Riverbank Unified School District
- San Rafael City Schools

Upload your resume onto SpartaJobs to be included in virtual **Résumé Books*** that employers can access when recruiting for positions!

*Virtual Resume Books are our virtual collections of student resumes who have opted in to share their resumes with education-related employers. Employers will then directly contact you if they are interested in hiring you for their open position(s).

General Guidelines Before Uploading Your Resume:

1. Make sure to create an updated general version of your resume. Read our guide online: http://www.sjsu.edu/careercenter/students/find-a-job-internship/resumes-cover-letters.
2. View the resume sample on our website. For more specific resumes by major, click on "Resume Samples by College."
3. If you don't have a lot of experience, include coursework or projects on your resume.
4. For additional help and advising on resume writing:
   a. Graduate students: Email carolina.solorzano@sjsu.edu to make an appointment.
   b. Undergraduate students: Come to drop-in hours at the Career Center, Admin 154 or make an appointment on SpartaJobs.

To Upload Your Resume:

1. Go to SpartaJobs (http://www.sjsu.edu/careercenter/students/spartajobs). Go to Profile > Academic on the top bar, and make sure your profile is update with the correct graduation date, year in school, major, and degree level.
2. Go to Resumes/Documents in the top bar, then click Add New. Upload the updated version of your general resume.
3. Go to Profile > Personal on the top bar, then click on Privacy. Click yes on "Employers May Review My Resume." Click Save Changes at the end of the page.

Disclaimer: By using this service, we do not guarantee a job for you.

profile

NACElink NETWORK · software by simplicity™

| Personal | Academic | **Privacy** | Password/Preferences |

[Save Changes] [Save Changes And Continue] [Cancel]

* indicates a required field

Receive Email Notifications*:
Choose 'yes' to receive email messages from the Career Center.
● yes ○ no

Employers May Review My Resume*:
Upload your professional resume so that we can promote you to our employers. Choose 'yes' to have your resume included in our resume books or for employers to review online. Note: You must designate which resume is to be included in the resume book!
● yes ○ no

Synchronizing Options:
☐ Sync. Workshop RSVP
☐ Sync. Information Sessions RSVP
☐ Sync. Career Fairs RSVP
☐ Sync. Counseling Appointments
☐ Remove Archived/Deleted Items from synched Calendar

Enable Text Message Alerts*:
Choose "yes" to receive text message alert
○ yes ● no

Receive Email Job Blasts:
Choose Yes to receive job listings by email.
● yes ○ no

Sync Events from the system with your Google Calendar:
[Authorize]

[Save Changes] [Save Changes And Continue] [Cancel]

◁ prev   Next ▷

COMPLETION STATUS

Personal Information

Academic Information

Privacy
✓ Receive Email Notifications
✓ Employers May Review My Resume
✓ Include in Global Talent Search
○ Policy Affirmation
○ Synchronizing Options
✓ Enable Text Message Alerts
✓ Receive Email Job Blasts
○ Sync Events from the system with your Google Calendar

Documents
○ 0 documents uploaded.