



Build A Hyper-Music CV for Instant Job Application Success!

Presenter:

Dr. Fred Kersten

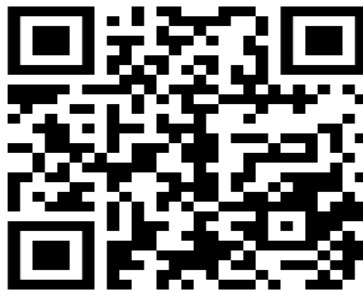
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2019 TMEA Convention:

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4:00 PM – 5:00PM

GRAND HYATT CROCKET AB



Presentation online reference

<http://fredkersten.com/TMEA19/TMEA19.htm>

Abstract

Your music technology skills can directly help you obtain a music education job opportunity by positioning you far ahead of other candidates as you apply.

Internet access links on your cover letter and CV will allow a potential employer to have instant visibility of your skills and musical abilities in REAL TIME by accessing files you have placed on the web for the position. Distinguishability is immediate as your achievements are visually/aurally illustrated.

You can conduct your performance groups, teach, and show personal music skills in front of the search committee from the first sentence of your hyperactive cover letter! The screening committee does not have to look further than your cover letter or CV which they have in front of them on their computer.

This clinic will show you how to convert an application letter and CV into an interactive showcase that will display your musical qualities, and put you in the application process forefront. Demonstrated will be techniques for spotlighting linked sites containing your performance files and materials uploaded for support of your abilities. A dedicated web-page will be developed for this clinic and remain up for utilization after the session.

Topic Order for Discussion:

- *Highlighting your strengths with tech!
- *Hyper-cover letter and CV development.
- *Linking out to audio/video imagery.
- *Creating teaching, conducting, and performance support videos.
- *Free Web-editing and publication possibilities.

Online Importance

- *Everybody is Looking!!
- *Just too tempting!
- *The Cover Letter and CV become hyperactive-Facebook Value and Utilization-Watch Out BIG TIME!
- *Hyper-document Construction-HOW TO!
- *Online Placement-Tools for Construction.
- *Examples of Portfolios.
- *Development Techniques-Tools Available.
- *How to Link a Letter.
- *Be Careful of Facebook Presence.
- *Search Committee Demand Passwords.
- *What Search Committees Want.
- *Legal Status of Candidate.
- *How to Make a Dedicated Web Page of each position applied to...
- *Tips for developing teaching, conducting and performance support videos.
- *Penn State ePortfolio Resources.
- *Audio and Video File Reduction Tech Tips.
- *Free Web-editing and publication possibilities.
- *Robo-View Interview Videos.
- *Linked In opportunities.

- *Online CV Builder.
- *Template Free HTML5.
- *Your Cover Letter layout.

Kersten Study Overview
Responses from Supervisors of Music

What is the most important suggestion you would give to a music education applicant to make the online application so attractive you would say “WOW” I will hire you!

- *To Make their application relevant and specific to the job situation.
- *There is no one thing. There is a set of necessary skills, among them would be getting and keeping the students attention and being an excellent musician.
- *Show me your experience with students.
- *Outstanding examples of real teaching experience during student teaching segment of their career.
- *Passion for excellence either thru work accomplishments or through performing arts activities.
- *Provide a specific resume an portfolio that is oriented towards our district and shows abilities that are specific to the duties we are looking for.
- *Outstanding Musician with certification and experience related to the job description.
- *Know the district you are applying to. Just do not apply for any and all jobs if you have no interest in the position.
- *I am a music teacher who serves on a music search committee. I look for a person who has significant success as a teacher of music with prior experience. I want to see online applications that illustrate the applicants background in a specific manner to illustrate what he/she has done teaching music. Clear clean illustrations of what the person would be able to do in our district.
- *A strong online presence through YouTube or an e-Portfolio. We can share this information quickly with our committee.
- *Follow the directions exactly. If the information is incomplete the application may be immediately rejected.
- *Illustrate your strengths as a demonstrated teacher, whether you are a beginner or experienced.
- *Answer each question with the specifics requested. Illustrate how you can help the district with examples of your prior experience and past teaching ability (if you are experienced). If you are a new teacher illustrate your experiences in college and provide a philosophy document that shows thinking about how you can improve the musical abilities of the students you will teach.
- *As you develop your application, develop a mock-up of the information required and save this as a separate document. Scrutinize and correct this document for grammar, spelling, and perhaps have someone else look at it for its potential effect. You can also save this for potential thoughts that might be applied to another application.
- *Strong videos on YouTube of performances that illustrate musicianship. A video of conducting would be highly valuable. A teaching or communicating type video also would be useful.
- *Technology skills and expertise as exemplified by quality e-Portfolio, YouTube or other formats. We are looking for technology background as our students are deep in this area and will respect teachers who can meet their needs and relate to them.
- *Follow the procedures and provide exactly what we wish. Thought out responses illustrating your strengths in the classroom whether a new teacher or veteran are important.
- *Fill in the required information with care so there are no typos and missed spaces. Your information is inspected to see the type of responses you provide and it is your first contact with the screening committee.
- *Files sent on that are not too large and open up correctly. Include information that supports what you are doing now and why you wish this position.
- *Shared information that could not be included within the questions of the survey

Some of my answers above are dictated by my district policies. In a former district, I pursued candidates if they looked dynamic from the cover letter. In my current district, I don't see the application unless they pass all HR's hurdles first.

*I would emphasize the importance of the evaluations of the teachers that the persons the person if a recent graduate taught with. I feel that in many cases these individuals not only shape the person's teaching direction initially but can provide a very realistic evaluation of the social communications between the students that they are working with.

*We are a very conservative district and screen very carefully. Your topic is important and you might narrow it down to either all applicants or those who are recently graduated.

*You did not mention certification. I would assume from the direction of this study that you are looking to scrutinize only the online application aspects. In truth we look very specifically for certification and that would be a critical quality that must be satisfied before the applicant is considered further. We have so many applicants in this district and it is a buyer's market when we start to scan basic qualities.

*It is great to be able to see a candidate as a performer and also hopefully with an ensemble. If the e-Portfolio gives information about teaching abilities (with support from colleagues, peers and supervisors) it becomes very valuable and helpful in the initial screening process.

*Reference contact is important as it gives a good idea of character, integrity, and teaching potential and we call numerous individuals and spend at length time in verifying the applicants credentials. With the direction towards recent problems that have occurred in the schools we look very closely as to how the applicant handles our application procedures. We also do extensive checks online to see and note posts that the applicant may have included online. We have excluded individuals in the past because of questionable posts and positions that have been mentioned through technology.

HOW TO GET THE GIG—Some Important Considerations!

Improving Your Online Application Technique with a HyperRésumé/Application Letter

*Develop an e-Portfolio as mentioned in your handout and later in this presentation.

Include links in your cover letter and Résumé to locations on the e-Portfolio page.

You might include links to a. performance clips, b. Letters of Reference, c. Links to presentations, transcripts, certification, students' or principal's evaluation of your teaching.

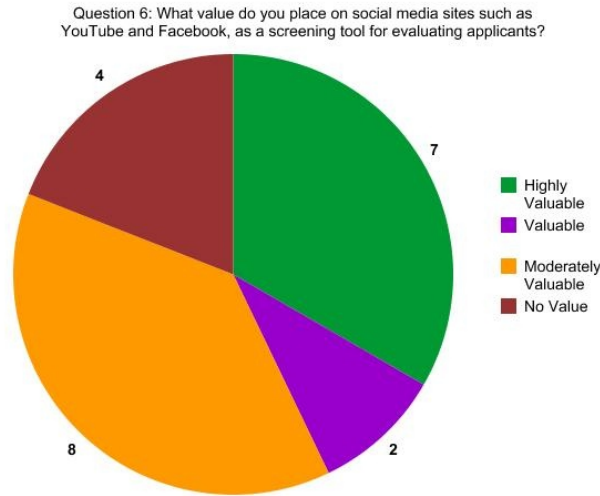
Facebook Considerations

(reference Alison Doyle: Web page source

link <http://jobsearch.about.com/od/networking/a/facebook.htm> (about.com)

- First, make-a-decision whether to keep Facebook social or expand your use.
- If you decide to use Facebook for professional networking, take a close look at your Profile and decide what
- you want business contacts or prospective employers to see - and what you don't.
- Create a simple profile (or clean up with your existing one) with minimal graphics and widgets.
- Limit the photos you post.
- Post content relevant to your job search or career.

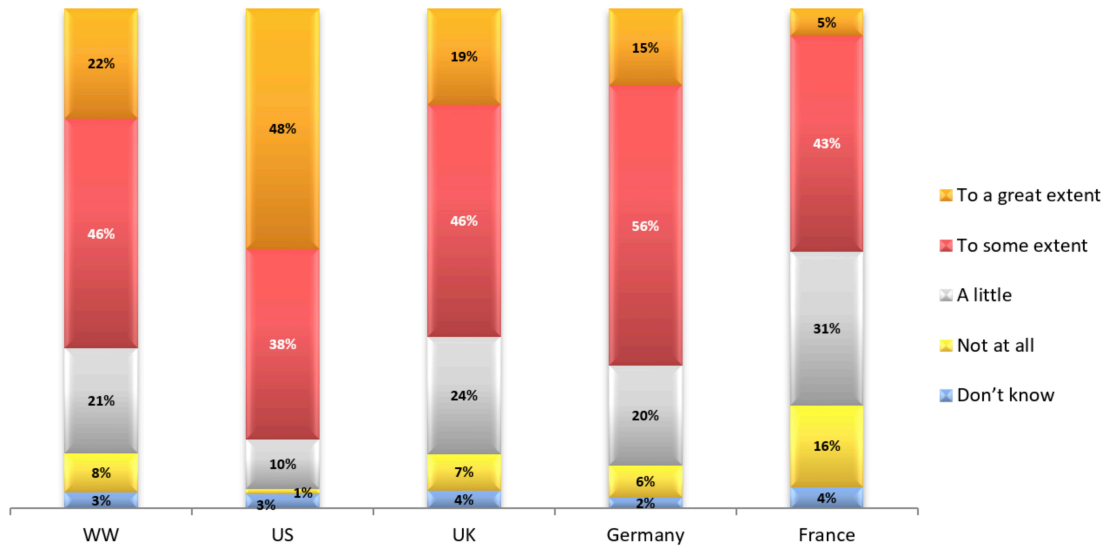
- Use Facebook email to build relationships with your Friends.
- Choose your Friends wisely. Remember your Friends can see information about your other Friends in your Profile.



Source: Trustworthy Computing Group, Microsoft. "Data Privacy Day: Perceptions Study."

The impact of online reputation on professional life...contd

- Good online reputations matter to recruiters
- Most of the HR/Recruiters surveyed in all the four countries (UK: 65%, Germany: 71%, France: 48%), more so in the US (86%), admit that a positive online reputation has a definite impact on a candidate's application.



Q18. To what extent do you feel that a positive online reputation impacts a candidate's application?

Source: Online Reputation study (for Data Privacy Day)

*Un-weighted data

Online Application Procedures in Different States

*Online application procedures in many states allow for submission of application materials and an application file developed that is universal and can then be accessed by any district that the applicant wishes to apply to should a position be available within that district. The three states illustrate these features as the applicant can upload basic academic files to include: résumé, cover letter (individualized) letters of reference, transcripts (unofficial) certificates and additional support documents.

a. Texas Education Agency provides links to job sources through districts utilizing a map locator for identification of possible opportunities. This site is also very helpful as it indicates district information as well as current direction for certification, fingerprinting and FAQ's necessary for applicants and returning teachers. Also check out SchoolSpring.com and TMEA job sites for specific positions in music.

b. The New York OLAS (On Line Application System) allows placement of a résumé, letter of application and application information, which can be viewed by administrators in the New York area. Teachers can immediately view available positions and quickly apply if they desire.

c. TeachGeorgia.org is the official teacher recruitment web site for Georgia's public schools. This organization is a collaborative partnership between the Georgia Professional Standards Commission and local public school systems. Applicants can utilize this site free to locate available positions. Applicants can place materials and information on the site for access by potential employers. Administrators can access the candidate's materials through this secure site, and quickly view those who are interested in continuing an application for an available position. This saves hours of filling out applications by applicants and expands visibility to all districts in the state.

Vital Considerations From Student Teaching Experience

If you are presently a student teacher and obviously looking to secure your first position in music or music education it is very important to read and reflect on the following considerations as you work with your proctor teachers in your student teaching situation.

*What are the strongest things that your student teacher proctor teachers and your off-campus supervisor saw in your teaching?

*What do they feel were your main strengths in communicating with students?

*What type of "in front of group strengths" do you provide and are recognized?

*What do your parents, friends, colleagues and mentors mention as your personal strengths/

weaknesses? Ask, them to document this (in a positive manner).

*Try through some type of written scrutiny to self-assess your strengths and weakness and then have a personal conversation with either a proctor teacher, your advisor.or your relatives to discuss these?

The Application Process--Obtaining Letters of Recommendation

*Contact process for requesting a letter of recommendation from professor, supervisor, principal or proctor teacher:

- a. Remind them of who you are.
- b. Indicate some of the things that they might include in the letter
- c. If the letter is to be sent confidentially to a specific person give them the address and due date.
- d. Indicate when you will follow up on them to see if the letter has been sent on.
- e. In some cases, a “To Whom It May Concern letter can be written for your placement file and sent on specifically to a placement office. Or, a TWIMC letter may be sent to you for the portfolio that you are developing to send on.
- f. Be sure to check with the individual before you indicate his/her name as a reference and get a “hearty” indication of support before you use the person’s name.

Transcript Modification with Blackout Techniques.

*If you are requested to provide nonofficial transcripts upfront and you are squeamish about including your social security number or date of birth you can blackout this information by using photo software and masking the information for view

Three Important Aspects To Continuously Consider As You Apply

- *Brevity of application.
- *Focus to the specific job situation.
- *Research the music department online to learn about aspects of the district program and what you might bring to that organization.

Your Online Identity

What do you look like online?? Check what you look like to a potential employer and you’re your positives and negatives. A good developed e-Portfolio will be an asset. If you develop one make sure you include the URL on your Résumé and cover letter.

Identity Theft through Job Application Procedures

Be aware of fraudsters who e-mail you requesting confidential information for potential jobs. Sometimes this can be specifically oriented to educational institutions if you have been applying to job lists that deal with education positions and your name has been included on a job-listing site.

Development Resources For Résumé and Cover Letter

Résumé

*Word 2010 allows for download of résumé templates at <http://office.microsoft.com/en-us/templates/basic-résumé-template-TC102716871.aspx>

Cover Letter

*Cover Letter Info --You have 20-30 seconds to secure an interview. This is the average time it takes for your letter and résumé to make an impression. Keep your cover letter simple, forget the fancy stuff, and be positive. Emphasize your accomplishments and achievements that relate to the specific aspects of the job description. Try to relate your background and experience to the actual needs of the district by viewing their website and developing an overview of their music department.

Follow-up on Job Application

*Be careful of excessive telephone calls. If there are 30 applications for a position that means that many calls if everyone follows up.

*If you have been interviewed you can contact the district to find out in a discrete manner what the time line is for appointment.

*If you have been offered another position and accepted this, notify the districts that have interviewed you so that you are eliminated from the search. Your courtesy will be noted and there is always a possibility that you will apply to that district again and you may be offered a position there in the future.

What Is An Online Application e-Portfolio?

*A dedicated web page providing audio, video, and pictorial job application support. Application e-Portfolios are becoming of value as online application procedures are currently increasing rapidly.

*By simply providing a web address for the e-Portfolio website when applying online, music applicants, using online systems, and/or applying in a traditional manner, can provide potential employers with a unique online multimedia e-Portfolio, which will provide immediate visual/aural reinforcement of their musical and educational qualities. A potential employer can quickly copy the e-Portfolio web address--paste, click, and view.

*Visualization is immediate and not just an interpretation of many lines of type! Pictures, short musical examples, résumé, teaching philosophy statement, and indicators of musical and educational achievement are available for instantaneous scrutiny.

*Cost is minimal: the applicant can demonstrate to a potential employer facility with A/V information organization in addition to applicable knowledge of technology.

*Many college music programs include online e-Portfolio development within the music curriculum. The University of Florida presently requires each music education major to develop a web-based music-teaching portfolio as part of the graduation requirements...see <http://portfolios.music.ufl.edu/> for specifics.

The Application e-Portfolio and Online Application

*Colleges and public-school districts are increasingly implementing paperless online employment application procedures. Including the e-Portfolio address within these procedures is essential. As an example of online possibilities documents might be placed online at such sites. This saves hours of filling out applications by applicants and expands visibility to all districts in the state.

*HTML development skill--web page editing expertise, learned through creation of the e-Portfolio, is a very important tool to acquire and a skill to illustrate. Many school districts now have sites where teachers place online homework assignments, and classes develop their own web pages with assistance from their instructors.

*Public school and college music teachers with HTML expertise will find that developing web sites is very valuable for communicating with students, colleagues, and parents regarding the music program. These sites can also be utilized for placing teaching resources or guides, on line for perusal by students, or, as a suggested list of sites for conducting research.

*An employer immediately perceives a potential candidate, with technology abilities, to be able to function within a technology-oriented district thus placing the applicant at a higher level on the list of candidates should technical knowledge be a desired quality.

Visual CV's

*Visual CV's - a great site to assist in the development on an online multimedia CV. You can include: teaching videos, pictures, audio, concert excerpts and performances. How-to examples will be illustrated during the presentation. Opportunity for quick development and outreach. <http://www.visualcv.com/>

Suggestions as you develop your Résumé and Letter of Application

*Focus to the specific job situation.

*Brevity.

*Personal image spotlighting (check out the music department online for aspects of the district program and what you might bring to that organization).

***SIMPLE ONE PAGE LETTER WITH POWERFUL LINKS TO SHOW YOU OFF!!**

Valuable Annotated References and Resources

The below links will provide suggestions for the creation of letters of application and resumes. e-portfolios and job sites where teacher jobs may be referenced and accessed.

Word assistance with Resume and Cover Letter development

*Word 2010 allows for download of résumé templates at <http://office.microsoft.com/en-us/templates/basic-résumé-template-TC102716871.aspx> .jpg made of this page

About.com provides many examples of template letters of application

http://jobsearch.about.com/gi/o.htm?zi=1/XJ&zTi=1&sdn=jobsearch&cdn=careers&tm=242&gps=144_492_1233_563&f=00&tt=13&bt=1&bts=1&st=11&zu=http%3A//office.microsoft.com/en-us/templates/CT101467921033.aspx

*Check out and develop a letter of request for a reference from your professors.. (format included) <http://jobsearch.about.com/od/referenceletters/a/reference-request-email.htm>

*Jobs & Careers Search Engine – MSN Careers <http://msn.careerbuilder.com/msn/default.aspx>
CareerBuilder—Good examples of Résumés Made several .pdf examples.

*Check your word software under file and new for résumé and cover-letter templates.

Letter of Application

*GREAT ideas for a cover letter.

<http://www.msubillings.edu/careers/PDF/Powerful%20Cover%20Letter%20brochure%209.09.pdf> pdf file has been saved in presentation file

*Jobs & Careers Search Engine – MSN Careers CareerBuilder—Good examples of Résumés <http://msn.careerbuilder.com/MSN/Category.aspx?categoryid=CL&siteid=cbmsn1009Rhp>

*Microsoft résumé and cover letter templates.

<http://jobsearch.about.com/od/coverlettersamples/qt/microtemplateco.htm>

*Word 2010 allows for download of templates at <http://office.microsoft.com/en-us/templates/basic-résumé-template-TC102716871.aspx>

*Developing a Cover letter—some good ideas <http://www.msubillings.edu/careers/PDF/Powerful Cover Letter brochure 9.09.pdf> <http://www.msubillings.edu/careers/PDF/Powerful Cover Letter brochure 9.09.pdf> Good information on developing a cover letter.

Job Follow-up

*How to Follow up on a job application <http://money.usnews.com/money/blogs/outside-voices-careers/2012/01/23/how-to-follow-up-on-your-job-application> Also:

<http://money.usnews.com/money/blogs/outside-voices-careers/2010/12/27/how-to-follow-up-after-applying-for-a-job--> Good ADVICE!

*How to follow up on an application and job interview. Very Valuable information.

http://www.waunakee.k12.wi.us/teacher_vacancies.cfm

http://www.waunakee.k12.wi.us/teacher_vacancies.cfm

Job Search Sites

*Jobs INDEED –good site for current positions.

<http://www.indeed.com/jobs?q=music+education&l=New+York>

*CareerBuilder.com - CareerBuilder Job Search Good Job Site

Texas Links for Job Resources and Certification Procedures

*Texas music positions. http://www.google.com/search?sourceid=navclient&ie=UTF-8&rlz=1T4TSHB_enUS356US399&q=texas+music+teacher+positions

*TMEA central jobs, certification and administrative procedures. <http://www.tea.state.tx.us/>

*Texas Fingerprint access.

http://www.tea.state.tx.us/index2.aspx?id=5535&menu_id=840&menu_id2=794

*Education American Net <http://www.educationamerica.net/browse.phtml?sid=tx>

*TMEA Job Search Page. <http://www.tmea.org/programs/jobs/search>

*Facebook Apps for Job Searching - Job Search Facebook Applications

[Teaching Jobs | Simply Hired](#)

*1 in 5 job seekers latest job social networks - Bing

<http://www.bing.com/search?q=1+in+5+job+seekers+latest+job+social+networks&FORM=msnpop>

*Jobfox. Voted The Best of the Job Sites! <http://www.schoolspring.com/find/music-teacher-jobs/>

*Smart People Marketing - Employment, Interacting & Marketing <http://smartjobs.ning.com/>
Site for job search

*Find music teacher jobs at SchoolSpring.com! <http://www.schoolspring.com/find/music-teacher-jobs/> Job site possibilities.

*Music Teacher Jobs | Simply Hired Great site for researching music positions!

<http://www.simplyhired.com/a/jobs/list/q-music+teacher>

Weebly - Create a free website and a free blog <http://www.weebly.com/?footer>

*Career Services - Application Process for Teachers

<http://www.msubillings.edu/careers/AppProcessTeachers.htm>

Letters of Recommendation

*Request a professor recommendation suggestions:

http://jobsearch.about.com/gi/o.htm?zi=1/XJ&zTi=1&sdn=jobsearch&cdn=careers&tm=242&gps=144_492_1233_563&f=00&tt=13&bt=1&bts=1&st=11&zu=http%3A//office.microsoft.com/en-us/templates/CT101467921033.aspx

*Request reference letter from professor format:

<http://jobsearch.about.com/od/referenceletters/a/reference-request-email.htm>

e-Portfolio Development

*Good information about developing an e-Portfolio. About. Com [MSN Careers - Stand Out With an E-portfolio - Career Advice Article](http://msn.careerbuilder.com/Article/MSN-1486-Cover-Letters-Résumés-Stand-Out-With-an-E-portfolio/) <http://msn.careerbuilder.com/Article/MSN-1486-Cover-Letters-Résumés-Stand-Out-With-an-E-portfolio/>

*Site you can access if you desire to develop an e-Portfolio <http://www.weebly.com>

*UF Music Education E-Portfolios <http://portfolios.music.ufl.edu/> Great examples of how e-Portfolios can be developed and outlines of headings for consideration as a potential candidate develops these.

Online Image Development Resources

*Blogger: Create your free Blog—Free site to create a teaching blog. Good templates

*Job candidates get tripped up by Facebook - Business - School Inc. - msnbc.com

http://www.msnbc.msn.com/id/20202935/ns/business-school_inc_/t/job-candidates-getting-tripped-facebook/#.TuIn7pghtts Good Source of information as to be careful for reputation on Facebook.

*[Easy-CV.com | my online résumé http://www.youtube.com/watch?v=cFhrWWSBD5Y](http://www.youtube.com/watch?v=cFhrWWSBD5Y) Place your résumé on line.

*KompoZer: Great WYSIWYG Web page editing software.
<https://www.macupdate.com/app/mac/33915/kompozer> <https://qpdownload.com/KompoZer/>
 Free on both Mac and PC sides.

Identity Theft

*[Identity Theft or Job Application? - The Job Doc Blog - Boston.com](http://www.boston.com/jobs/news/jobdoc/2010/08/identity_theft_or_job_applicat.html)

Good advice on how to handle confidential personal information
http://www.boston.com/jobs/news/jobdoc/2010/08/identity_theft_or_job_applicat.html Important considerations on job theft situations.

*[Identity Thieves Target Job Seekers - BusinessWeek](http://www.boston.com/jobs/news/jobdoc/2010/08/identity_theft_or_job_applicat.html)

http://www.boston.com/jobs/news/jobdoc/2010/08/identity_theft_or_job_applicat.html Good source on security and should you submit private information and the responsibility of the employer to protect your information

*[Online job listing an ID theft scam - Technology & science - Tech and gadgets - msnbc.com](http://www.msnbc.msn.com/id/3078533/ns/technology_and_science-tech_and_gadgets/t/online-job-listing-id-theft-scam/#.TuLLV5ghttps)
http://www.msnbc.msn.com/id/3078533/ns/technology_and_science-tech_and_gadgets/t/online-job-listing-id-theft-scam/#.TuLLV5ghttps Job scam situations that can occur.

*[GREAT VIDEO--Identity theft and job applications - YouTube](http://www.youtube.com/watch?v=cFhrWWSBD5Y)

<http://www.youtube.com/watch?v=cFhrWWSBD5Y>

*Good Video on ID Theft. <http://www.youtube.com/watch?v=CRsxUTtwB-4&feature=related>
[Identity Theft: Personal Information \(Preventing Identity Theft\)](http://www.youtube.com/watch?v=CRsxUTtwB-4&feature=related) This is a good video to view.
<http://www.videojug.com/interview/identity-theft-personal-information#when-is-it-safe-to-give-out-my-social-security-number>

*[TEEN VIDEO-- 5 Ways Teens Are Compromising Their Identities Online -](http://www.metacafe.com/watch/676063/top_5_ways_teens_are_compromising_their_identities_online/)

http://www.metacafe.com/watch/676063/top_5_ways_teens_are_compromising_their_identities_online/

*[Tech the Halls! What Not to place on facebook that can come back to haunt you.](http://techthehalls.msn.com/holiday-tech-tips/5-ways-not-to-ruin-your-life-on-facebook.aspx#fbid=qo09juUMVav)

<http://techthehalls.msn.com/holiday-tech-tips/5-ways-not-to-ruin-your-life-on-facebook.aspx#fbid=qo09juUMVav>

* Page source referenced in document: Trustworthy Computing Group, Microsoft. "Data Privacy Day: Perceptions Study__ Consumer & HR/Recruiters," PowerPoint presentation.

https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Fdownload.microsoft.com%2Fdownload%2F%2F9%2F4%2FF9451E48-023D-47E2-AA5B-2EDF61256B70%2FDPD_Online%2520Reputation%2520Research_ppt.pptx

The Future

*[The Next Big Thing in Job Hunting: Video Résumés - Employment Spot](http://www.employmentspot.com/employment-articles/the-next-big-thing-in-job-hunting-video-résumés/)

<http://www.employmentspot.com/employment-articles/the-next-big-thing-in-job-hunting-video-résumés/>

*[Redact Confidential Information Human Resources - Normandale Community College](https://www.privacyrights.org/fs/fs25-JobSeekerPriv.htm)

<https://www.privacyrights.org/fs/fs25-JobSeekerPriv.htm>

*[Privacy Tips for Online Job Seekers | Privacy Rights Clearinghouse](https://www.privacyrights.org/fs/fs25-JobSeekerPriv.htm)

<https://www.privacyrights.org/fs/fs25-JobSeekerPriv.htm> Great site with information for job seekers.

*Visual CV's - a great site to assist in the development on an online multimedia CV. You can include: teaching videos, pictures, audio, concert excerpts and performances. How-to examples will be illustrated during the presentation Opportunity for quick development and outreach.

<http://www.visualcv.com/>

*Resume Writing Tips. Great site from About.com for Top 10 Resue Writing Tips>

<http://jobsearch.about.com/od/resumetips/tp/resumetips.htm>

*What are ePortfolios? Canvas – great site for considering development of e-Portfolios.

<https://community.canvaslms.com/docs/DOC-10730>

*Free Templates A collection of 867 simple CSS, HTML5 & Responsive site templates, built and released for free under the [Creative Commons](#).

Great page <https://templated.co/>

*Visual CV-Create a job-ready resume in minutes. <https://www.visualcv.com/app/#/signup>

Good site for quick resume construction.

Penn State e-Portfolio sites.

*Penn State has a strong e-Portfolio Development Site for their music students developing e-Portfolios. Here are some links with examples of development by their undergraduate music education students. You can get some tips from their experience.

Check out: <https://sites.psu.edu/pedagogicalpractices/e-portfolios/>

My Music E-Portfolio—

www.personal.psu.edu/mjh5156/index.htm

*Tips for uploading Video to YouTube <https://www.macxdvd.com/mac-dvd-video-converter-how-to/best-video-format-for-youtube.htm>

*Converting Audacity to allow it to export to AAC audio.

https://manual.audacityteam.org/man/installing_and_updating_audacity_on_mac_os_x.html

*Kompozer Software--great dual platform html5 software! FREE!

https://download.cnet.com/KompoZer/3000-10247_4-10655200.html

*Visual CD online. Good opportunity for constructing a CV online for job application opportunities. <https://www.visualcv.com/>

About Dr. Fred Kersten

Dr. Fred Kersten is currently and has been for nine years an Online Graduate Facilitator for Boston University. He works with graduate music education majors around the world who are completing their masters and doctorate degrees in music education. Currently he is Instructor-In-Charge of online music technology courses.

Fred holds five degrees in music and music education. He received the B.S. and M Mus degrees from Crane School of Music in Potsdam, New York. His M.S. in Elementary Education and Certificate of Advanced Study in School Administration are from SUNY, New Paltz in New York. The Doctorate (D Ed) in music education/administration was awarded by The Pennsylvania State University.

A veteran of public-school music teaching in Choral, General and Instrumental areas, Fred has taught music from Nursery, and Kindergarten through Graduate Levels. His doctoral dissertation focused on Music for the Visually Impaired and was developed from his many years of teaching music to students with exceptionalities.

Interest in the recorder as a performing instrument led to study at Indiana University and he authored a book on Teaching Recorder that has been published by NAFME. His performance repertoire includes Bach, Handel, Telemann, and the vast repertoire of classical recorder literature.

His current interests are focused on music technology and his study of classical pipe organ, which was his dual major as an undergraduate in addition to clarinet and recorder.

