

TeacherTech Search and Apply



Instructions for Searching and Applying to TeacherTech Externships:

- Log into the system at uplinkthefuture.org; click on the TeacherTech logo to enter the TeacherTech site.
- Enter your username and password.
- To review Externship postings, click on the Available Externships For Your District window.
- Click on any of the positions listed to review position descriptions and requirements.
- Click on the small X in the upper right-hand corner (that closes the window, not the program) to close each Externship posting. If you are interested in the position, please take note of the name and employer.
- To apply for a specific position, click on **Apply for New Opportunity** in the Apply for an Externship window.

Once you click on **Apply for New Opportunity**, a cover letter screen will appear. This is your opportunity to highlight why YOU should be considered for the position. The employers will see this cover letter first, so it is wise to promote yourself in the context of the specific position. You will draft a different cover letter for each externship you apply for.

This is how you apply:

1. select your name in the applicant field
 2. select the Externship that you are applying for from the dropdown list
 3. write your cover letter for the specific Externship in the Cover Letter field
 4. select your name at the bottom under Teacher Application
- Make sure you click on **APPLY** periodically to save your information. When you are done click **SAVE** and your cover letter will be visible to the company to which you are applying.
 - Select Log Out at the top of the screen.
 - Do not contact the company directly. If the company is interested in your application they will contact you. (You will be notified via e-mail if they are not considering you for the position.)

Be sure to check the website frequently for new postings! Should you need assistance, please contact Kate Pankey at 816.842.2709.

It's **EASY!** Watch the videos at uplinkthefuture.org, click on view UpLink videos, then watch video under TeacherTech.