

FLORIDA STATE UNIVERSITY CAREER CENTER



CAREER GUIDE

2023-2024

RESOURCES FOR GRADUATE & UNDERGRADUATE STUDENTS

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Note to Reader

This Career Guide is interactive and filled with clickable links to direct you to resources from The Career Center, our FSU peers and external partners. If any text is **underlined and bolded**, it is a clickable link.

WHY SHOULD I VISIT?



Nationally recognized for its comprehensive career services, The Career Center gives you the resources for a successful transition to life after graduation.

Explore Your Options

- Explore your values, interests, and skills.
- Discover majors and occupations.
- Create an academic and career planning checklist.
- Make the connection between your field of study and specific occupations through Match Major: Your Career Blueprint.

Manage Your Career

- Meet with a career advisor or Career Center liaison to set career goals, build your résumé, and more.
- Connect with professionals in your field of interest through ProfessoNole Mentors, an online network of alumni and friends of the university.
- Build your skills and accomplishments through ProfessoNole Pathways and Badges and an online Career Portfolio.
- Gain knowledge on the skills employers look for while earning a ProfessoNole Ready Badge to display in your e-portfolio.

Gain Experience

- Build your resume and gain skills through a part-time job, internship, job shadow, undergraduate research, leadership role, volunteering, or study abroad experience.
- Earn recognition for your experience through ProfessoNole Pathways, Global Citizenship Certificate, Experience Recognition Program, or ServScript.

Prepare for the Next Step

- Search career opportunities through NoleNetwork.
- Attend career fairs, workshops, and networking events.
- Engage in a customized mock interview with your career liaison.
- Participate in on-campus interviews.
- Consider graduate or professional school.
- Take the next step toward career success!

CONTACT

Meet with a career advisor or Career Center liaison

To see hours for virtual and in-person drop-in career advising, visit career.fsu.edu/hours. To view a list of liaisons, visit career.fsu.edu/liasons.

Connect with a Career Center staff member

To view our full Staff Directory, visit career.fsu.edu/about-us/staff-directory



The Career Center is located in the Dunlap Success Center (DSC) across from Dorman and Deviney Halls, next to the Health and Wellness Center.

The FSU Career Center
Dunlap Success Center
100 South Woodward Avenue
Tallahassee, FL 32306-4162

PLAN YOUR CAREER



The first step to solving a career problem is to bridge the gap between where you are and where you want to be. Explore your values, interests, and skills to discover majors and career options that match your goals.

KNOW WHO YOU ARE

KNOW ABOUT YOURSELF

Knowing what is important to you (your values), what you enjoy (your interests), and what you do well (your skills) will make it easier for you to make a career decision. It is common for people to have difficulty identifying their values, interests, and skills, as we are not often asked to think about this topic. A career advisor can help you get started if you find this process challenging.

KNOW ABOUT YOUR OPTIONS

A career advisor can also help you explore majors, occupations, jobs, and related alternatives that match your values, interests, and skills. Listing your options is only half the battle. Do your research to make sure you clearly understand an occupation. Read reputable sources on fields or occupations of interest and interview people who are working in occupations that interest you.

Visit onetonline.org or bls.gov/ooh to conduct online research on various occupations or participate in a job shadow experience to “try out” different careers. Learn more on [page 43](#).

KNOW HOW TO MAKE DECISIONS

Some people become anxious when thinking about making career decisions. This is a natural reaction to stressful events in your environment. If you find yourself having negative thoughts about your current situation, a career advisor can help you learn how to work through those barriers.

Striking a balance between your opinions and those of other people is important in making good career decisions. Relying solely on others or facts in books to decide will probably lead to an unsatisfying outcome. Likewise, ignoring all advice from others might not turn out so well either. If you procrastinate, start but can't follow through, or are easily overwhelmed by options, visit The Career Center for support.

KNOW WHERE YOU WANT TO BE

Exploring your options early in your college career gives you time to discover and experience many opportunities, but it's up to you how much time and effort you invest. You could spend 30 minutes speaking with a career advisor or a whole semester enrolled in SDS 3340: Introduction to Career Development.

SPEAK WITH A CAREER ADVISOR

No matter where you are in your career development journey, you will likely be faced with a number of questions regarding career choices over your lifetime.

These may include:

- What occupations relate to my major?
- How can I market my skills to employers?
- How can I find a job related to my field of study?
- Should I seek employment with my current degree or continue on for additional training?
- Which employers will hire me?

Career Advisors can help you explore career options, formulate your job search strategy, develop a résumé or curriculum vitae (CV), prepare for interviews, or deal with more general career concerns. Career Advisors will assist you in making a plan that fits your career needs and goals.

For more information, visit career.fsu.edu/careeradvising or call **850.644.6431**.

For additional assistance, complete the "Choose Your Path" module of ProfessionNole Ready: career.fsu.edu/students/professionoleready.

TAKE SDS 3340, INTRO TO CAREER DEVELOPMENT

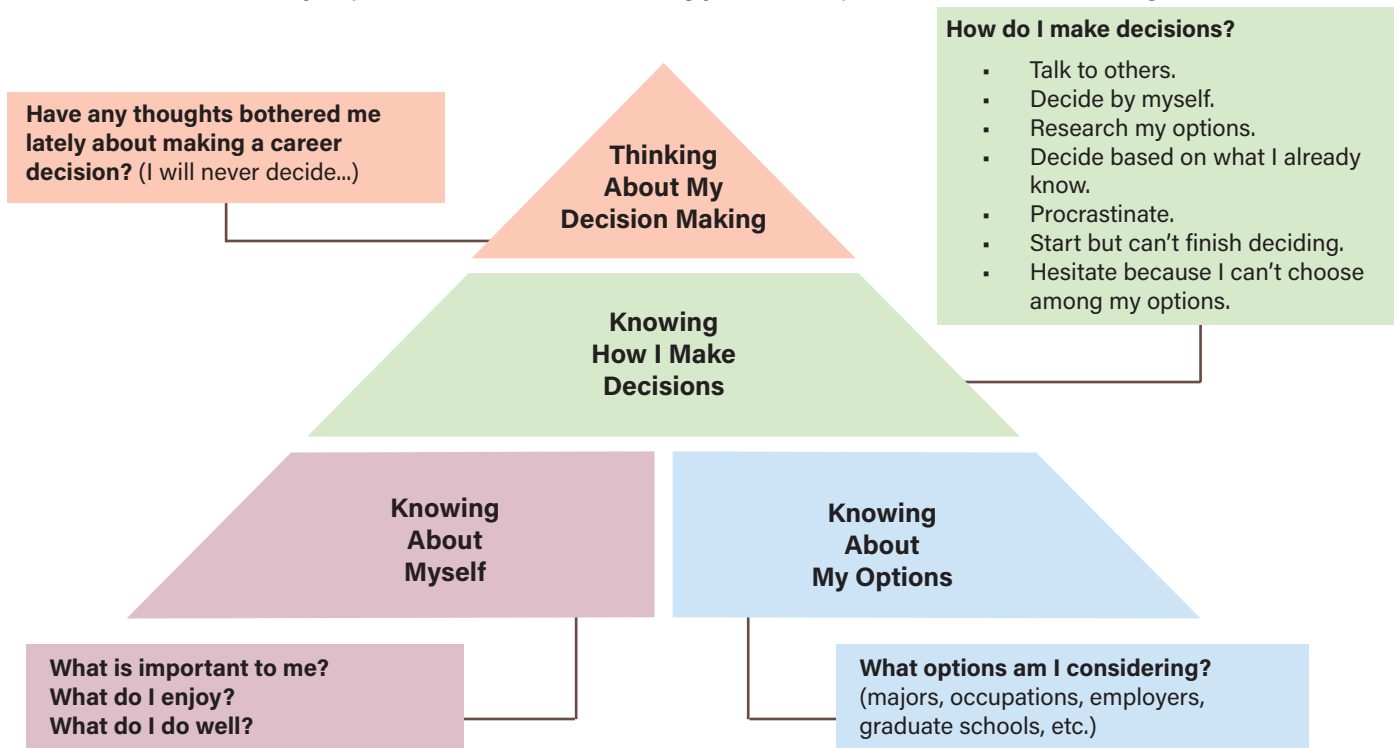
SDS 3340: Introduction to Career Development provides an opportunity to learn and develop the necessary skills to engage in life and career planning. It is a variable credit course, meaning it can be taken for one, two, or three credit hours. For more information, visit career.fsu.edu/undergraduate-students/plan-your-career.

The course is divided into three units:

1. Unit I, Career Concepts and Applications, focuses on self-assessment, occupational experience, and decision-making.
2. Unit II, Social Conditions Affecting Career Development, focuses on social, economic, family, and organizational changes affecting careers.
3. Unit III, Implementing a Strategic Career Plan, focuses on employability skills and strategies for implementing academic and/or career development plans.

YOUR DECISION-MAKING PROCESS

The pyramid below is one way to remember what is important in making career decisions. Answer the questions provided to identify important factors when outlining your career plan. Consider the following:



Adapted from "A cognitive approach to career services: Translating concepts into practice," by J. P. Sampson, G. W. Peterson, J. G. Lenz, and R. C. Reardon, 1992, The Career Development Quarterly, 41(1), p. 70. <https://doi.org/10.1002/j.2161-0045.1992.tb00360.x>. Copyright 1992 by the National Career Development Association. Adapted with permission.

CONDUCT AN INFORMATIONAL INTERVIEW

An informational interview is a conversation or meeting with a professional in your field of interest that allows you to gather career advice, examine career fields, gather industry knowledge, and network with industry insiders.

If you are in the process of choosing a major, making career decisions, changing careers, or beginning a job hunt, these interviews may help you explore your possibilities.

HOW DO I PREPARE?

- Be professional.
- Know your values, interests, and skills, and how they relate to the career field represented by the person(s) you will be interviewing.
- Research your occupation or industry before contacting volunteers so you can ask effective questions.
- Know exactly what information you want and have a list of questions in mind.
- Be sure to note how the volunteer wishes to be contacted, and be respectful of that request.
- Read about the career area and organization of the person you will be interviewing. Check for any websites associated with them, their organization, or career field. You may also want to ask the organization for any annual reports, brochures, etc. that can't be found online.

HOW DO I FIND POTENTIAL CONTACTS?

- Ask friends, family, neighbors, colleagues, former employers, and faculty.
- Attend meetings (local, state, regional) for professional associations in your field(s) of interest.
- Call community service agencies and trade or professional organizations and review their websites.
- Contact faculty, personnel, other University offices, and The Career Center, which has names of many employer contacts.
- Locate FSU alumni through LinkedIn or the ProfessioNole Mentors platform (see [page 81](#)).

HOW DO I ARRANGE THE INTERVIEW?

- Call or email to explain your request and arrange an appointment. Email requests are usually most effective if followed up by phone to confirm an appointment time.
- If possible, introduce yourself through a personal referral (e.g., "I'm Jessica Long, a sophomore at FSU. I found your name in The Career Center's ProfessioNole Mentors platform").
- Explain your request to schedule an appointment for gathering information about their field of work. Indicate clearly that you are not applying for a job at this time.
- If the person you are trying to reach is not in, you can leave a message or ask when you can call back. Try to schedule a 20-30 minute appointment to be conducted by phone or face-to-face at the person's convenience.
- If you want to speak with the individual in person, state that upfront so the phone call does not turn into an actual interview. However, you should be prepared to conduct the interview over the phone.
- If you are able to schedule an on-site visit, remember to ask for directions and parking information.

SAMPLE INFORMATIONAL INTERVIEW EMAIL

Subject: Informational Interview Request

Dear Mr./Ms./Dr. Last Name (use full name if unsure of prefix/gender):

My name is Steven Seminole, and I am a junior majoring in Public Relations at Florida State University. I found your name in The Career Center's ProfessioNole Mentors database and noticed that you also graduated from the FSU College of Communication and Information.

While I am not looking for a job at this time, I am interested in learning about typical career paths in the field of communication. I would greatly appreciate 15-30 minutes of your time to discuss opportunities in the field, as well as your career path to your current position as _____ at _____.

I realize that you are busy and would greatly appreciate any time you could spare to talk with me either via phone or in person. Thank you for your time and consideration.

Sincerely,

Steven Seminole



WHO WE ARE

Trademark Metals Recycling is Florida's largest scrap metal recycler. We are a division of Nucor Corporation, a Fortune 100 company, known for being North America's leader in designing, manufacturing, and recycling steel and steel products with a history of long-term sustainability and stability. The things we care most about are the safety and well-being of our teammates and customers, the health and protection of our environment, and the relationships we establish in the communities where we live and work.

HIRING NOW

- Operations Leadership Program
- Sales Leadership Program
- Operations and Sales Rotating Internship

THREE LOCATIONS HIRING

- Tampa
- Miami
- Orlando

WE OFFER

- Up to \$85,000 in the first year salary + relocation lump sum for leadership programs
- \$20/hr + \$250 weekly housing stipend for internships
- Unlimited growth potential
- Impactful and meaningful work
- Collaborative environment



DURING THE INTERVIEW

- Do not exceed your requested time, but be prepared to stay longer if the contact indicates a willingness to continue talking.
- Dress as if it is an actual job interview. See how to dress for success on [page 33](#).
- Get to your appointment a few minutes early, and be courteous to everyone that you meet at the office.
- Take the initiative in conducting the interview—you are the interviewer! Ask open-ended questions, which cannot be answered with a yes or no.
- Once inside the organization, look around. What is the work environment like? Would you want to work there?

AFTER THE INTERVIEW

Evaluate your experience.

- How did you manage in scheduling and conducting the interview?
- How well did you prepare?
- Did you get the information you sought?
- What information do you still lack?
- Do you need to interview others to obtain more than one viewpoint?
- What do you need to do next?

Follow up with a note thanking your contact for their time and interest. You may want to include your conclusions and decisions resulting from the interview. Record the information you obtained including names, comments, and new referrals for future reference.



SAMPLE INFORMATIONAL INTERVIEW QUESTIONS

- **Background** — Tell me how you got started in this field. What educational background or related experience might be helpful in entering this field?
- **Work environment** — What are the daily duties of your job? What skills/abilities are utilized in this work?
- **Problems** — What are the toughest problems you face? What problems does the organization as a whole have? What is being done to solve them?
- **Lifestyle** — What obligation does your work put on you outside the work week?
- **Rewards** — What do you find most rewarding about this work?
- **Salary** — What salary level would a new person start with? What are the benefits?
- **Potential** — Where do you see yourself going in a few years? What are your long-term goals?
- **Promotional** — Is turnover high? How does one move from position to position? How many have held this job in the last five years? How are employees evaluated?
- **Job market** — How do people find out about your jobs? Are they advertised on the web, by word of mouth, by the human resources office, etc.?
- **Industry** — What trends do you see for this industry in the next three to five years? What kind of future do you see for this organization?
- **Demand** — What types of employers hire people in this line of work? What other career areas do you feel are related to your work?
- **Hiring decision** — What are the most important factors used to hire people in this industry (education, past experience, personality, special skills)? Who makes the hiring decisions?
- **Referral to others** — Based on the conversation today, what other types of people do you believe I should contact? May I have your permission to use your name when I contact them?
- **Resources** — What trade journals or magazines do you recommend? What professional organizations might have information about this career area?
- **Advice** — How well-suited is my background for this field? What experience, paid or volunteer, would you recommend? What suggestions do you have to help make my résumé a more effective marketing tool?

MANAGE YOUR CAREER



Now that you have narrowed down your interests, think about how these ideas translate into the next steps of your career path. Developing skills such as résumé/cover letter writing, professional dress, and interviewing can make all the difference in moving forward to graduation and a successful career.

CAREER OBJECTIVES

Deciding what to include in a career objective can be difficult. The following pages cover elements you can include in your objective, but the ones you choose should accurately and concisely describe your goals.

SKILLS

Skills are special talents, functions, or tasks that you have learned to do well. Some of these skills might be used in one occupation or transferred to several occupations. For example:

- "To use my scientific and human relations skills as a nursing supervisor."
- "To work for a government agency using my management and communication skills."

POPULATIONS

Populations are the people with whom you work. Generally, populations in a career objective refer to the clients or customers of your products or services.

For example:

- "To work with elderly individuals in the field of recreational therapy."
- "To design programs for children with disabilities."

CAREER FIELD

Career fields are general areas of work that include many different job titles but encompass similar work activities. Identifying the career field category allows you to specify which area you are interested in without limiting yourself to specific job titles. For example:

- "To work in the healthcare field as an administrator in a service delivery unit."

CAREER COMPETENCIES

Career Readiness is the attainment and demonstration of competencies that prepare you for a successful transition into the workplace. Employers want to hire talented graduates who can demonstrate their skills, talents, and strengths. The nine ProfessoNole Competencies are: critical thinking and problem solving; communication; research and innovation; teamwork and cross-cultural collaboration; leadership; professionalism and ethical responsibility; career management; digital fluency; and global fluency and social responsibility. Read more about these on [page 32](#).

- "To utilize my competency in global/intercultural fluency to work abroad for the United States government."

WHY WARREN AVERETT?

Training and development programs, people-oriented policies, generous benefits and a dedicated team of human resources and training professionals make this an exciting place to work. We have a culture of flexibility with options outside of the proverbial corporate ladder. These alternatives, whether it be an industry specialization or a non-traditional service, support our employees in reaching their professional and personal goals.

- **Flexible work schedules**
- **Generous PTO** plus nine firm holidays
- **Employee-led Impact Groups** such as Special Needs and Animal Advocacy
- **Culture Committee** that hosts events, webinars and other morale boosting initiatives



Talented professionals are the building blocks of our success. To provide the best service to the best clients, we need the best people. Are you an entrepreneurial professional looking for your opportunity to thrive? If so, we should talk.



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POSITION TITLE

Position title, occupational title, or job title is the name of a specific position one holds. For example:

- "To obtain the position of accountant with a public accounting firm and eventually become a partner."
- "Community organizer position where I can use my human relations, administrative, and research skills."

ORGANIZATIONAL CATEGORY

Organizational category refers to settings in which you might like to work. For example:

- "To work within the telecommunications industry as a technical advisor."
- "To secure a position as an editor for a mid-size publishing firm."

FUNCTIONAL AREA

Functional area refers to the structure of an organization. Most organizations are divided into various departments, each responsible for completion of specific tasks or functions. For example:

- "To work in the government relations area within a Fortune 500 organization."
- "To obtain a management trainee position within the quality control unit of a production department."

GOALS

Short-term goals are those you wish to achieve immediately. Identifying short-term goals helps you focus on where to begin your professional career. For example:

- "To obtain an entry-level position as a weather observer."

Long-term goals are those you wish to achieve in five to 10 years. For example:

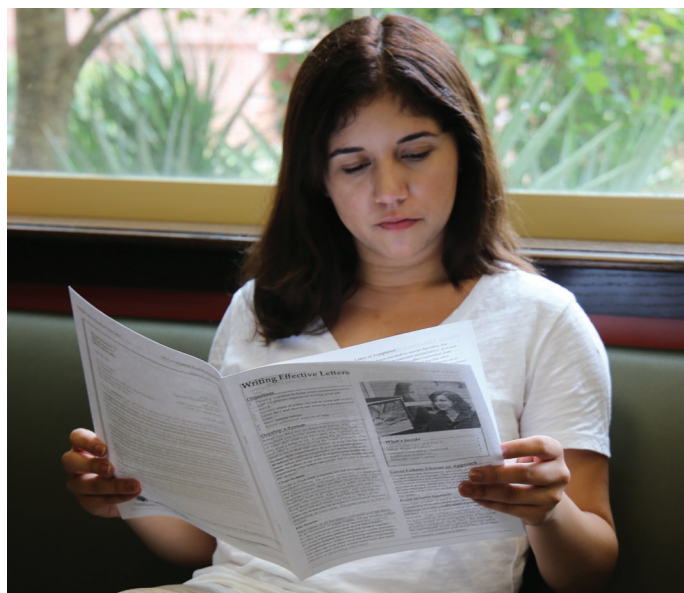
- "To begin employment in a beverage management position, which will provide opportunities for advancement to a policy-making position in the organization."

OBJECTIVE

- For your written career objective, choose at least one element but no more than three or your objective may be too lengthy.
- You may want to have different career objectives for different career options you are considering.
- The key is using elements that match up with your short- and long-term goals!

SAMPLE CAREER OBJECTIVE SKILLS

account	design	perform
administer	direct	persuade
advertise	engineer	present
advise	establish	promote
analyze	evaluate	propose
budget	facilitate	raise
calculate	guide	research
clarify	implement	sell
communicate	improve	serve
compile	initiate	solve
compose	lead	supervise
coordinate	manage	teach
correct	market	test
counsel	motivate	train
create	negotiate	write
delegate	organize	



In a survey conducted by The Career Center, employers noted that career objectives are not usually helpful unless concrete skills are indicated. Learn more about what employers say on [page 22](#).

RÉSUMÉS

A resume is a marketing tool that documents your qualifications and experience relevant to a position.

WHAT'S IN A RESUME?

1. Name and Contact Information

Your name, phone, email, and location

2. Objective (optional)

A brief statement that explains the position or industry you are seeking as concisely as possible. Best for when the purpose of your resume is unclear, like for career fairs or networking events.

3. Education

- Include current and previous degrees, with most recent first
- Full name of degree (e.g., Bachelor of __ in __)
- Full institution name, city, state
- Graduation month and year
- GPA if higher than 3.0; do not round

4. Experience

Highlight the most relevant skills and accomplishments from your experiences. Experience does not just mean paid employment; this section could also include:

- Full- or part-time employment
- Volunteering/service
- Research experience
- Job shadowing (e.g., FSUshadow)
- Organizational/campus involvement or leadership
- Internship/co-op
- Independent/class projects
- Military experience

HOW SHOULD IT LOOK?

Each experience should include position titles, names of organizations, locations (city, state), start and end dates (Month Year - Month Year).

- Use 10-12 pt font size for the body of your resume.
- Use a larger font size (14-16) for your name.
- You can use margins as low as 0.5 inches on all sides to save space.
- Use a combination of all caps, bold, italics, and regular type to differentiate headers and subsections.
- Use a consistent format for dates, job titles, and company names.
- Use reverse-chronological order (most recent experiences at the top).
- Some industries prefer one-page resumes, while others welcome two pages.
- Save your document as a PDF with a standardized file name that is easy to distinguish (e.g., "FirstNameLastNameResumeYear.")

[View our Resume Writing Guide](#) to learn more about resumes and see examples!

Meet with your career liaison

For more industry-specific resume tips, reach out/ make an appointment with your dedicated career liaison. We offer both virtual and in-person advising options. To find your liaison, check out our website at:

career.fsu.edu/about-us/career-liaisons

Constructing effective experience descriptions

Resumes will be read quickly by hiring managers. To make your document easier to read, outline your experience in bullet points. Here are some strategies to write effective bullet points:

- Begin the bullet with a strong and relevant action verb.
- Highlight skills, languages, and competencies that are relevant to the opportunity you are seeking.
- Focus on accomplishments and results rather than duties.
- Quantify and specify information wherever possible.
- Use present tense for current experiences and past tense for past experiences.

Examples

- **Managed** dining experience for up to 30 customers at once through excellent customer service.
action verb *task that evidences skill* *skill*
- **Created** new order-taking system decreasing guest wait-times by an average of 2 minutes.
action verb *project* *result*

POSITIVE ACTION WORD LIST

Creativity	Communication		Management/Leadership		Helping
Acted	Addressed	Interpreted	Administered	Instituted	Advocated
Adapted	Advertised	Interviewed	Analyzed	Led	Aided
Began	Arbitrated	Involved	Appointed	Managed	Answered
Combined	Arranged	Joined	Approved	Merged	Arranged
Composed	Articulated	Judged	Assigned	Motivated	Assessed
Conceptualized	Authored	Lectured	Attained	Organized	Assisted
Condensed	Clarified	Listened	Authorized	Originated	Cared for
Created	Collaborated	Marketed	Chaired	Overhauled	Clarified
Customized	Communicated	Mediated	Considered	Oversaw	Coached
Designed	Composed	Moderated	Consolidated	Planned	Collaborated
Developed	Condensed	Proposed	Contracted	Presided	Contributed
Directed	Conferred	Negotiated	Controlled	Prioritized	Cooperated
Displayed	Consulted	Observed	Converted	Produced	Demonstrated
Drew	Contacted	Outlined	Coordinated	Recommended	Diagnosed
Entertained	Conveyed	Participated	Decided	Reorganized	Educated
Established	Convinced	Presented	Delegated	Replaced	Encouraged
Fashioned	Corresponded	Persuaded	Developed	Restored	Ensured
Formulated	Debated	Presented	Directed	Reviewed	Expedited
Founded	Defined	Promoted	Eliminated	Scheduled	Facilitated
Illustrated	Described	Proposed	Emphasized	Secured	Familiarized
Initiated	Developed	Publicized	Enforced	Selected	Guided
Instituted	Directed	Reconciled	Established	Strengthened	Helped
Integrated	Discussed	Recruited	Evaluated	Supervised	Insured
Introduced	Drafted	Referred	Executed		Intervened
Invented	Edited	Reinforced	Generated		Motivated
Modeled	Elicited	Reported	Handled		Prevented
Originated	Enlisted	Resolved	Headed		Referred
Performed	Explained	Responded	Hired		Represented
Photographed	Expressed	Solicited	Hosted		Resolved
Planned	Formulated	Suggested	Improved		Simplified
Revised	Furnished	Summarized	Incorporated		Supplied
Revitalized	Incorporated	Translated	Increased		Supported
Shaped	Influenced		Initiated		
Solved	Interacted		Inspected		

POSITIVE ACTION WORD LIST (CONTINUED)

Teaching	Organizational/Detail		Technical	Research	Financial/ Data
Advised	Approved	Retrieved	Adapted	Analyzed	Administered
Adapted	Arranged	Reviewed	Applied	Clarified	Adjusted
Clarified	Catalogued	Routed	Assembled	Collected	Allocated
Coached	Categorized	Scheduled	Built	Compared	Analyzed
Communicated	Charted	Screened	Calculated	Conducted	Appraised
Conducted	Classified	Specified	Computed	Critiqued	Audited
Coordinated	Collected	Submitted	Conserved	Diagnosed	Balanced
Critiqued	Compiled	Supplied	Constructed	Evaluated	Budgeted
Developed	Corrected	Standardized	Converted	Examined	Calculated
Enabled	Corresponded	Updated	Debugged	Experimented	Computed
Encouraged	Dispatched	Validated	Designed	Explored	Conserved
Evaluated	Executed	Verified	Determined	Extracted	Corrected
Explained	Filed		Developed	Formulated	Determined
Facilitated	Generated		Devised	Gathered	Developed
Focused	Implemented		Engineered	Identified	Estimated
Guided	Inspected		Fabricated	Inspected	Forecasted
Individualized	Logged		Fortified	Interpreted	Managed
Informed	Maintained		Installed	Interviewed	Marketed
Instilled	Monitored		Operated	Invented	Measured
Instructed	Obtained		Overhauled	Investigated	Planned
Motivated	Operated		Programmed	Located	Prepared
Persuaded	Organized		Rectified	Measured	Programmed
Set goals	Ordered		Regulated	Organized	Projected
Simulated	Prepared		Remodeled	Researched	Reduced
Stimulated	Processed		Repaired	Reviewed	Researched
Taught	Purchased		Replaced	Searched	Retrieved
Tested	Recorded		Solved	Summarized	
Trained	Registered		Specialized	Surveyed	
Transmitted	Reserved		Standardized	Systematized	
Tutored	Responded		Studied	Tested	
			Upgraded		



ADVANCE YOUR CAREER WITH A MASTER'S DEGREE FROM THE FSU COLLEGE OF COMMUNICATION & INFORMATION

Communication

Expand your knowledge of integrated marketing, communication research, and advocacy in a Communication master's program.



Alumni go on to have careers in

- Integrated Marketing Communication
- Media/Communication Studies
- Digital Media Production
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- Data Management
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FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION

CURRENT STUDENT RÉSUMÉ EXAMPLE

JANE SMITH

Tallahassee, FL | 123-456-7890 | student@email.com

EDUCATION

Bachelor of Arts in English (Editing, Writing, and Media) Expected May 2026
Florida State University, Tallahassee, FL
3.8 GPA

High School Diploma June 2022
Tampa High School, Tampa, FL
3.9 GPA

EXPERIENCE

Receptionist & Library Assistant January 2023 – Present
Florida State University Libraries, Tallahassee, FL

- Maintain accurate loan records, including processing checkout/returns and reshelving.
- Greet and orient visitors to library services, computer use, and printing processes.

Nanny/Caregiver June 2021 - Present
Self-Employed, Tallahassee, FL & Tampa, FL

- Provide transportation for children ages 8-11 to and from extracurricular activities.
- Perform light housekeeping and homemaking duties such as vacuuming, dusting, washing dishes, and preparing and serving snacks and meals.
- Tutored children in subjects such as math, languages, and sciences.

Lifeguard June – July 2020, June - August 2022
Tampa Swim Camp, Tampa, FL

- Supervised swimmers and monitored overall pool safety, including active observation of potential threats and weather conditions.
- Ensured safety of campers ages 11-17, including performing first aid and emergency procedures when necessary.

MEMBERSHIPS

Vice Membership Chair August 2023 – Present
FSU Askew Student Life Center Film Committee, Tallahassee, FL

- Coordinate social engagement events for 40+ members to build teamwork and camaraderie.
- Maintain accurate and consistently updated accurate records, attendance, and voting statuses.

RESEARCH

Honors in the Major Thesis, Advisor: Dr. Eloise Harper March 2023 - Present
Digitizing the Rare: Special Collections Digitization Increases Access for Research

CERTIFICATIONS

Lifeguard Certification | 2022
CPR Certification, American Red Cross | 2022

IT/COMPUTER SCIENCE RÉSUMÉ EXAMPLE

Renata Renegade

123.456.7890 • renata.renegade@gmail.com
https://www.linkedin.com/in/renata.renegade

TECHNICAL SKILLS

Languages: C, C++, Java, HTML, XML, MySQL, PHP, JavaScript, .NET, Perl
Databases: Oracle 10 g, MS Access, Relational Database
Platforms: Windows XP/Vista, Unix, Linux, MacOS

EDUCATION

Florida State University, *Tallahassee, FL* December 2024
Bachelor of Science in Information Technology
Minor in Entrepreneurship
GPA: 3.57

PROJECTS

Senior Design Calculator Project, Project Manager and Web Master January 2024 – May 2024
Course: Advanced Web Applications Development

- Utilized C++ programming to create net solutions and debugging for project designed to calculate what years would be leap years
- Collaborated with three Information Technology students and met weekly to discuss design structure, project outline, designated tasks and goals
- Created and promoted the website for the project and advertised it to select college faculty members and students

EXPERIENCE

Florida State University Information Technology Help Desk, Tallahassee, FL December 2022 – Present
Technician

- Commended for excellent customer service by two faculty members and three staff
- Services user technology issues for three schools within the college, accounting for approximately 350 faculty and staff members
- Upgrade user settings and debug technical issues on Mac and Windows operating systems, resolving an average of 25 cases per week
- Evaluated services through biannual survey administered to all employees who utilized services within the preceding six months

Yogurt Mountain LLC, Jacksonville, FL May 2019 – September 2021
Senior Team Member

- Promoted to Senior Team Member after six months
- Balanced accurate cash drawer of approximately 500 dollars and processed credit and debit transactions of approximately 1300 dollars per shift
- Communicated with an average of 140 customers per shift to ensure their satisfaction with their experience and bolster repeat customers
- Stocked about 35 products and rotated out old inventory to maintain aesthetic appeal, freshness and exceed state and federal sanitation laws

MEMBERSHIPS & AWARDS

Awarded, Best in Class Online Portfolio May 2024
Member, Association of Information Technology Professionals December 2022 – Present
Member, Intramural Soccer August 2021 – June 2022
Awarded, Fred Segal Education Scholarship 2020 & 2021

PRE-HEALTH RÉSUMÉ EXAMPLE

Cordelia Studentson

Crawfordville, FL 32327 • 850-123-4567 • student@email.com • LinkedIn profile

OBJECTIVE : To obtain a position at a physician's office to contribute to patient care in a non-hospital setting

EDUCATION

Florida State University, Tallahassee, FL

Bachelor of Science Biological Science, Expected Graduation May 2024

Minor in Humanities (Women's Studies)

CLINICAL EXPERIENCE

Tallahassee Memorial HealthCare, Tallahassee, FL

Patient Care Assistant, September 2022 -Present

- Provide assistance to patients with activities of daily living such as bathing, dressing, etc.
- Record vital signs and measurements of intake and output of food consumption
- Assist in patient care according to clinical protocols, standing orders, and safety requirements as assigned by registered nurse

RESEARCH EXPERIENCE

Directed Individual Study, FSU Biological Sciences, Tallahassee, FL

Student Research Assistant, September 2020 – April 2021

- Performed data entry for yeast genetics lab using Excel and SPSS
- Counted and propagated yeast colonies including making fresh culture medium
- Presented data as a poster for Undergraduate Research Day

WORK EXPERIENCE

Beef O' Brady's, Crawfordville, FL

Hostess, May-August 2019, 2020, 2021 (seasonal)

- Greeted guests and escorted them to table within 15 minutes of arrival
- Bussed and cleaned tables during busy evening shifts
- Took To-Go orders for customers, checked order for accuracy after leaving the kitchen, delivered to waiting customers in vehicles or in restaurant

VOLUNTEER EXPERIENCE

Tri-Beta (Sigma Tau Chapter) Biological Honors Society, Tallahassee, FL

Student Volunteer, February 2021 – present

- Beach clean-up on Alligator Point, Franklin County FL
- Light the Night fundraiser for Leukemia & Lymphoma Society, raised \$400

Tallahassee Memorial HealthCare, Tallahassee, FL

Gift Shop Volunteer, June 2019 – March 2020

- Demonstrated empathy and compassionate communication while delivering treats, flowers, and gifts to more than 50 patients in a day
- Maintained inventory of designated gift-shop items to support efficient ordering of stock items

CERTIFICATES

Clinical Medical Assisting, CCMA

July 2022 – August 2024

Stop the Bleed Received

May 2022

CREATIVE INDUSTRY RÉSUMÉ EXAMPLE



ARTHUR ARTES

Tallahassee, FL • art.artes@gmail.com • 850-123-4567

EDUCATION

Dec 2023
Florida State University, Tallahassee, FL
Bachelor of Arts in Studio Art and Advertising
Concentration in Digital Media & Moving Image
Minor in Innovation

MARKETING EXPERIENCE

Jan 2022 - Present
Digital Marketing Assistant
Florida State University Athletics, Tallahassee, FL

- Develop concepts and designs for digital and print graphics for web, social media, etc.
- Create advertising assets emphasizing brand standards and overall marketing objectives
- Increase social media engagement by 110% through strategic content and partnerships

Dec 2020 - Present
Graphic Designer
Freelance, Tallahassee, FL & Remote

- Consult with clients on original designs for logos, branding, and digital graphics
- Coordinate small- and large-scale creative projects for both new entrepreneurs and established brands utilizing research and careful analysis of client goals

Apr 2022 - Mar 2023
Social Media Vice Chair
Florida State University Art Club, Tallahassee, FL

- Design monthly event flyers in InDesign for printing and digital distribution
- Photographed members and events and to maintain active social media engagement

CUSTOMER SERVICE EXPERIENCE

May 2021 - Present
Server
Outback Steakhouse, Tallahassee, FL

- Greeted and served up to 50 tables during busy dinner shifts, discussing daily specials, monitoring allergies and substitutions, and utilizing POS system to process payments
- Communicated with kitchen staff, hosts, and fellow servers to ensure a positive experience for customers, and safe environment for colleagues

AWARDS

Apr 2022
Arrowhead Advertising - Survey Research Team
1st Place - American Advertising Federation, National Student Advertising Competition

MEMBERSHIPS

Member, Florida State University Advertising Club, Tallahassee, FL
Survey Researcher, Arrowhead Advertising, Tallahassee, FL
Member, Florida State University Art Club, Tallahassee, FL

SKILLS

Adobe Illustrator, InDesign, Photoshop, Acrobat
Microsoft Office Suite, Outlook, & Google Workspace
Lightroom, Blender
HTML & CSS

GRADUATE STUDENT RÉSUMÉ EXAMPLE

Tina Tallahassee

Tallahassee, FL 32304 | student@email.com | (850) 555-5555 | www.linkedin.com/in/tallahassee

EDUCATION

Florida State University, Tallahassee, FL

Master of Public Administration

May 2024

GPA: 3.92

Florida State University, Tallahassee, FL

Bachelor of Science, Political Science

May 2022

PROFESSIONAL EXPERIENCE

Office of Policy and Budget, Executive Office of the Governor, Tallahassee, FL

Governmental Analyst

May 2022 – Present

- Review and track requested and appropriated budgets
- Prepare legislative bill analyses and executive reports for legislation
- Develop and prepare budget and policy recommendations on complex issues and forecast the future impacts of proposed planning, budget, and policy decisions
- Plan and execute executive conferences, luncheons, and site visits with partner agencies and legislators

Children's Campaign, Inc., Tallahassee, FL

Public Policy Apprentice

January 2022 – May 2022

- Collaborated with apprentices on the Public Policy Team to track and analyze the impact of local and national legislation on vulnerable communities to better inform the public
- Completed legislative bill research by sending out updates on committee meetings and legislation relating to the organization's priorities ask completion by pertinent deadlines
- Engaged with 700+ high-level policy makers and candidates to aid in implementation of child advocacy policy

Florida House of Representatives, Tallahassee, FL

Intern August 2021 – December 2021

- Served as liaison between citizens and government agencies by assisting with casework on IQ relating to policy areas such as immigration and social security
- Drafted constituent correspondence and researched relevant subject matter for the Congressman
- Provided exceptional guest services through welcoming constituents from Florida's 5th District through in-person and phone correspondence

LEADERSHIP EXPERIENCE

Florida State University College of Social Sciences Student Leadership Council, Tallahassee, FL

Vice Chair

April 2021 – April 2022

- Served as liaison between working committees and the executive board to provide support and guidance
- Worked with the Chair in overseeing all student committees, preparing for events, and ensuring close collaborative relationship with the Dean and all College leadership

Leadership Chair

April 2020 – April 2021

- Managed events to increase student engagement in the College of Social Sciences
- Developed and facilitated leadership workshops to a group of 15 undergraduate students

PeaceJam, Tallahassee, FL

Coach

April 2018 – April 2019

- Served at Bond Elementary to educate groups of young people about the 13 Nobel Peace Laureates.
- Assisted students with developing a service project to implement by the end of the school year.

SKILLS

Technical: Microsoft Excel, Microsoft Word, Qualtrics, ConstantContact

Languages: American Sign Language (Intermediate)

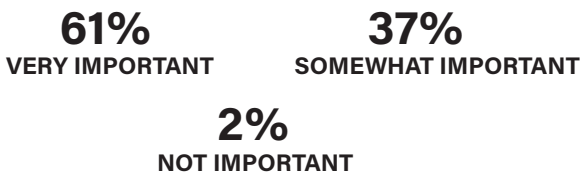
WHAT EMPLOYERS SAY ABOUT RÉSUMÉS

It seems that everyone has something different to say about résumés, but employers are the ones with hiring power, so we went right to the source! In 2017, The Career Center surveyed **113 employers** at the Seminole Futures and Engineering Day (currently STEM Career & Internship Fair) career fairs to get their feedback about résumés.

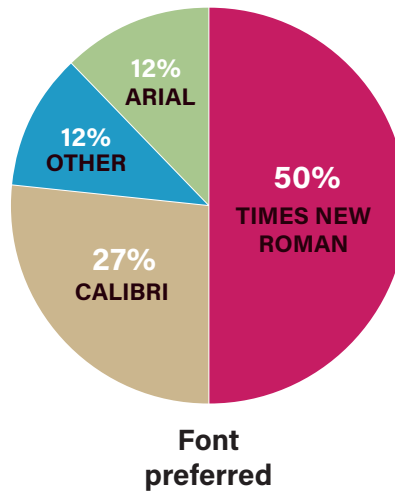
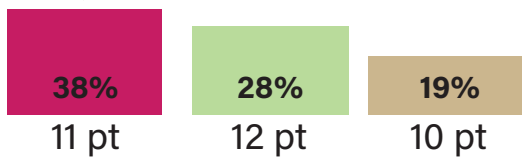
DESIGN AND LAYOUT



How important are the format and layout of résumés?



Font size preferred

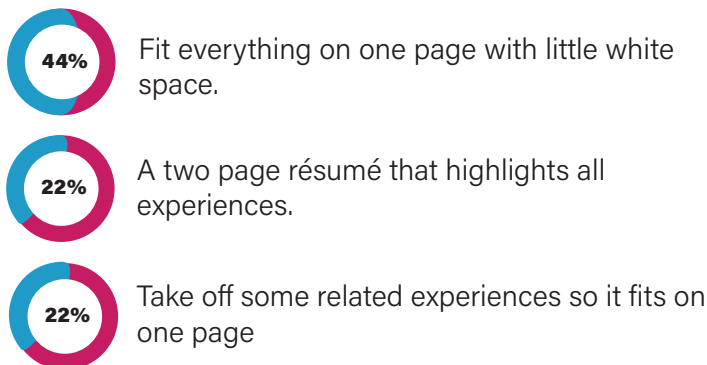


Most important element on résumés in terms of design?

SIMPLICITY

FORMAT

What would you suggest for students who have many job-relevant experiences on their résumé?

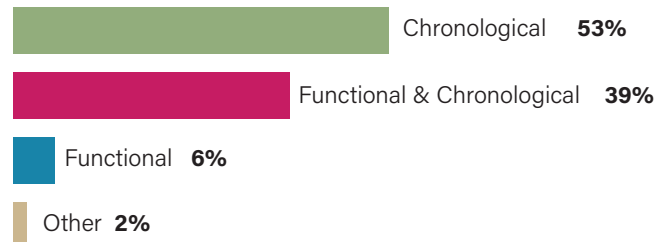


The most important thing on a résumé

1. Words from a job description
2. Skills learned
3. Concrete examples
4. Quantifiable
5. Information/Results



Preferred organizational format



75% of employers prefer to see dates written out: **September 2019 - April 2021.**

SKILLS AND CONTENT

Employers agree that career objectives are not usually helpful **UNLESS CONCRETE SKILLS ARE INDICATED.**



URLS TO INCLUDE:

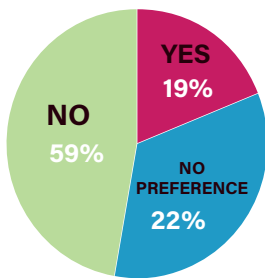
LinkedIn

PORTFOLIO

Personal website

Social media

Blog

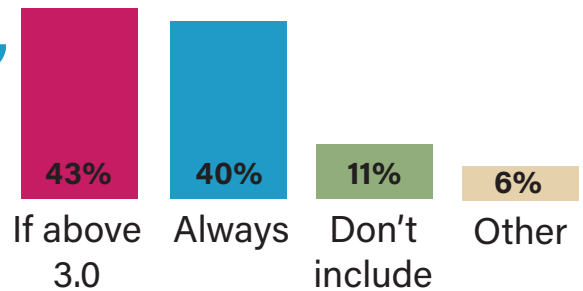


SHOULD YOU INCLUDE UNRELATED EXPERIENCES?

71% of employers say it is helpful to include a summary/profile of qualifications.



SHOULD YOU INCLUDE GPA ON A RÉSUMÉ?

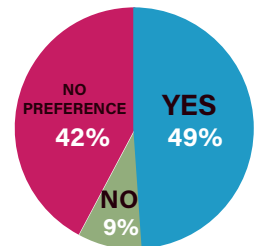


WHAT SHOULD YOUR EXPERIENCES HIGHLIGHT?

1. Basic language skills
2. Soft skills (communication, interpersonal skills, leadership)
3. Basic computer skills



SHOULD YOU INCLUDE ADDITIONAL CERTIFICATIONS?



REVIEW AND DELIVERY

A majority of employers spend **15 TO 30 SECONDS REVIEWING A RÉSUMÉ.**

REASONS FOR RÉSUMÉ REJECTION

1. Misspelled words
2. Unorganized format
3. Lack of identifiable skills
4. Dates are missing
5. No detailed description of positions

Keep in mind
S4 Method: **Simple, Smart, Specific, Skillful**

SIMPLE "Less is always more"
SMART "Sell yourself by showing what you learned"
SPECIFIC "Quantify your accomplishments"
SKILLFUL "Focus on transferable skills"

In this sample, a majority of employers prefer receiving résumés by email or website application.

Employers advise students to visit **THE CAREER CENTER** for résumé critiques and feedback. Visit CAREER.FSU.EDU or call 850.644.6431.

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WRITE EFFECTIVE LETTERS

There are a variety of formats, content choices, and purposes for writing professional letters. It is important to consider your intentions and the appropriate type of letter that corresponds to your current professional situation and needs.

TYPES OF LETTERS

Inquiry Letter/Email

First, prepare a list of organizations that complement your interests, qualifications, and the position(s) you are seeking. Then, write a letter of inquiry to employers requesting employment information. In your letter:

- Write to a specific person within the organization.
- If the contact person's name is not available, address your letter "Dear Hiring Manager" or "Dear Search Committee Chair."
- State your exact interest in the organization and explain why they should be interested in you.
- Emphasize your positive assets and skills. Be specific about the type of position you are seeking and tie this to your knowledge of the organization and its products, services, or core mission. Use the job description and company website as a guide.
- State when you are available to meet for an interview and include a phone number and/or email within a certain time frame.

Interview Appreciation Letter/Email

Follow up the interview with a thank you note or email (see [page 37](#)) expressing appreciation for the interviewer's time. In your letter:

- Express appreciation for the interviewer's consideration.
- State the date of the interview and the employer.
- Reiterate your interest by mentioning new points or assets you may have forgotten to address.
- Ask any questions you may have which were not answered in the original interview.

Letter/Email of Acknowledgment

Once you have received an offer from an organization, it is important to respond as soon as possible. While this is usually done during a phone call, it is appropriate to follow up with an email acknowledging the offer.

- Acknowledge the receipt of the offer.
- Express your appreciation for the offer.
- Tell the employer when you will make a decision.
- Respond to the offer within the agreed upon time.

Letter/Email of Declination

As a matter of courtesy, a letter declining the offer is due to those organizations you are rejecting. Despite the negative nature, it's vital that these employers know your decision. Such a letter often follows a telephone call, making your decision a matter of record and avoiding any confusion arising from verbal communication. In your letter:

- Express appreciation for the offer.
- State the exact position for which you were being considered.
- Mention the name of your potential supervisor.
- Decline graciously.
- Briefly explain the reason for your choice, sticking to the facts.
- Do not profusely apologize. Simply re-express your appreciation.

Letter/Email of Acceptance

Once you have decided to accept the offer, the employer should be notified immediately. In your letter:

- Acknowledge your receipt of the offer by letter, face-to-face meeting, or telephone on the date it occurred.
- Be as specific as possible, mentioning starting salary and supervisor's name.
- Be sure to list and detail items (benefits, moving expenses, etc.) agreed to in the offer.
- State when you will be able to report to work.
- Express appreciation to your contact person and anyone else who has been particularly helpful.
- Ask if any other information is required.

Cover Letter

Cover letters are one-page documents written as part of the job/internship search that can either announce your availability for candidacy or accompany an application to help explain to an employer why you are a strong candidate for a particular position.

COVER LETTER TIPS

- Send as a PDF to avoid losing formatting.
- Get your cover letter critiqued by a Career Advisor or your Career Liaison.
- Include phone number and email.
- Don't forget to sign the letter.

COVER LETTER TEMPLATE

Name (optional)
Your Present Address
City, State, Zip Code

Today's Date

Person's Name
Title
Organization
Street Address
City, State, Zip Code

Dear Name/Title:

1st Paragraph: Introduction. Greet the reader and inform him or her of the position title and area/department to which you are applying. Reference how you found the position or who referred you to apply. Summarize your intention and reason for your interest in the job and/or company. Transition into the next paragraph.

2nd and/or 3rd Paragraph: Qualifications and Fit. Help the employer see how your qualifications and experiences meet the needs of the position. Mention specific qualifications that you believe will be of greatest interest to the organization, slanting your remarks toward addressing specified requirements needed for success listed in the position description. Do not simply restate your résumé. Rather, summarize your most relevant skills and experiences as they relate to the employer's needs. Help the employer see how you are a strong fit for the organization's culture by highlighting what interests you about the mission, vision, values, and/or projects and services. Emphasize how you would like to contribute your qualifications to benefit the organization.

Final Paragraph: Conclusion. Close by making a request for an opportunity to talk with the employer and include your contact information. If you intend to follow up with an email or phone call, you may say so here. If your request is not concerning an interview, but more information about the organization and current job openings, you can request the information be sent electronically. Prior to requesting this information, make sure it is not readily available on the organization's website. Include your contact information and any preferences for how you prefer to be contacted. Thank employers for their consideration of your application materials.

Complimentary Close (such as "Sincerely" or "Best Regards"),

Your Handwritten Signature

Your typed name

Reminder: *Please refrain from exactly copying the sample cover letter text. This is intended as a guide. Be sure to put all letters in your own words.*

COVER LETTER EXAMPLE

105 Seminole Lane, #100
Tallahassee, FL 32304

April 23, 2024

Mary Ross
Human Resources Manager
Guess, Inc.
1444 South Alameda Street
Los Angeles, CA 90021

Dear Ms. Ross:

I am enthusiastically applying to the Spring 2020 Merchandising or Retail Buying internship in California or New York with Guess, Inc., which was advertised on the Guess website. I feel my experience in retail sales and customer relations, combined with my courses in retail merchandising and product management at Florida State University, make me a strong candidate for an internship position with Guess, Inc.

In reading the position description, I understand that this internship requires past experience and knowledge in retail. My work experiences include positions in three separate Express stores, where I received several awards for outstanding sales performance. My work at Express also helped me develop a greater understanding of customer relations. In addition, the Retail Merchandising and Product Management program at Florida State taught me valuable skills in business administration and management. I would very much like to contribute the knowledge and skills I gained through these experiences to serve customers as a member of the Guess, Inc. team.

What draws me most to your organization is the success of Guess, Inc.'s ability to merge European and American style into a unique branding concept. I feel that working for an organization that transforms opposing global perspectives into iconic fashion would allow me to build my skills portfolio while working toward my long-term career goal of managing the buying division of an international fashion label. It would be an honor to work alongside individuals with goals and passions that mirror my own.

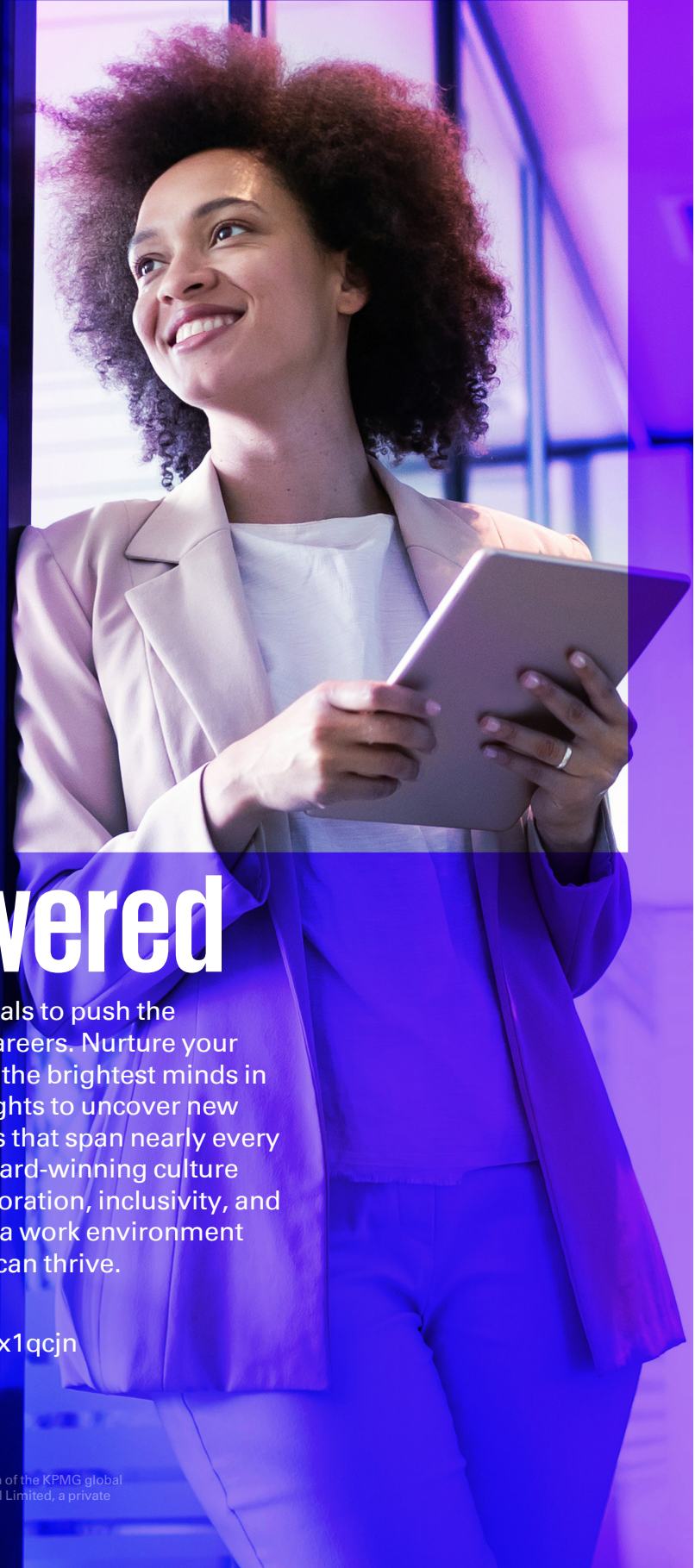
I would appreciate the opportunity to discuss how my experiences would benefit Guess. I will follow up via email in the next week. Should you need to contact me, I can be reached via phone at (850) 555-5555 or email at abc18d@fsu.edu. Thank you for your time and consideration.

Sincerely,

Joanne Taylor

Joanne Taylor

Reminder: *Please refrain from exactly copying the sample cover letter text. This is intended as a guide. Be sure to put all letters in your own words.*



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PERSONAL BRANDING

Creating a personal brand can help express your honest, genuine, professional self to employers while distinguishing you from the competition. To create a personal brand, you will need to define, prepare, implement, and manage it.

DEFINE

Identify qualities that make you unique and valuable to employers and incorporate your skills, interests, and values into your brand. Research occupations, industries, and employers you want to include in your career path. What do you bring that is special to these?

PREPARE

Create an action plan with a list of measurable goals and objectives for each brand area. Goals should be SMART: Specific, Measurable, Achievable, Realistic, and Time-bound. For example:

Goal: Streamline internet presence to evoke my brand by Spring Semester.

Objective – Create LinkedIn profile highlighting transferable skills using language that evokes my brand.

Objective – Create an FSU Career Portfolio tailored to my brand.

Objective – Go through my social media applications and remove any non-brand-related content/monitor public access.

IMPLEMENT

Execute your plan. Some tips to help implement your brand include:

- Create a 30-second elevator pitch.
- Create a professional business card.
- Join professional organizations.
- Promote your brand on your online pages – LinkedIn, Twitter, blog, website, Career Portfolio.
- Tailor professional documents to reflect your brand.
- Read professional development articles to expand your knowledge of industry.

MANAGE YOUR BRAND

Branding is an on-going process that is constantly evolving. Keep up with the latest advances in technology, current events, and critical trends relevant to your occupation or field of interest. Revise your brand as you grow and gain experience.

SOCIAL PRESENCE

Social networking sites such as LinkedIn can provide great ways to connect with professionals and promote your professional online presence. You can also utilize free sites like [Folio through ProfessioNole Pathways](#) and [Career Portfolio](#), Wix, Weebly, and Wordpress to create online personal portfolios.

MONITOR SOCIAL MEDIA ACCOUNTS

Use search engines to check your social networking profiles and determine if the information is incriminating, outdated, wrong, or embarrassing. Even if you don't look yourself up, employers might, and it may cost you the interview.

If you choose not to remove questionable material (politically incorrect, rude, explicit, etc.) on social media, then change the privacy settings to restrict availability to only confirmed friends you trust. By doing so, most recruiters and employers will not have access to your account. Keep in mind that even if your profile is private, feeds and posts from your friends, groups, and pages may still be public.

Simple rule of thumb: if you do not want information about you known by an employer, do NOT post it online. Remember, once you post information online, you lose control over where it is stored or with whom it might be shared.

LINKEDIN

LinkedIn is a business-oriented social networking site designed as a marketing/branding tool for jobseekers. You can use LinkedIn to:

- Learn about trends in specific industries and organizations.
- Follow industry experts and engage in meaningful conversations with your connections.
- Search for jobs.
- Connect with Florida State University alumni.
- Join groups related to your academic and career interests.

Take advantage of the opportunity to establish one-on-one relationships with employers and recruiters on LinkedIn by introducing yourself. For example:

Hi Mr./Ms./Dr./Last name _____, I am a student at Florida State University interested in multicultural marketing and was impressed with your company's efforts at creating campaigns targeting U.S. Hispanics! Hoping to learn more about this field and interact with you.



LinkedIn Profile Checklist

PHOTO: It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

HEADLINE: Tell people what you're excited about now and the cool things you want to do in the future.

SUMMARY: Describe what motivates you, what you're skilled at, and what's next.

EXPERIENCE: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

The screenshot shows a LinkedIn profile for David Xiao. The header includes the LinkedIn logo, a search bar, and the name 'David Xiao' with his title 'Econ Major and Aspiring Financial Analyst' and location 'San Francisco Bay Area | Financial Services'. It also lists 'Previous' work at 'Berkeley Ventures' and 'Education' at 'University of California, Berkeley'. There are buttons for 'Improve your profile' and 'Edit Profile', and a '153 connections' badge.

The 'Background' section is expanded to show the 'Summary' and 'Experience' sections.

Summary: I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

Experience: **Venture Capital Internship** at Berkeley Ventures (May 2013 - September 2013, 5 months) in Berkeley, CA. Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

A presentation titled 'INTRODUCTION TO VENTURE CAPITAL' is shown with a red cover. Below it, a caption reads: 'A presentation I gave to my classmates, based on what I learned at Berkeley Ventures'.

Organizations: **Berkeley A Capella**, Lead Singer (March 2012 - Present). Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

Continued >>

EDUCATION: Starting with college, list all the educational experiences you've had - including summer programs.

VOLUNTEER EXPERIENCE & CAUSES: Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

HONORS & AWARDS: If you earned a prize in or out of school, don't be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you're most excited about.

PROJECTS: Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

RECOMMENDATIONS: Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Education

University of California, Berkeley
Economics, B.A.
2010 - 2014 (expected)



Volunteer Experience & Causes

Big Buddy

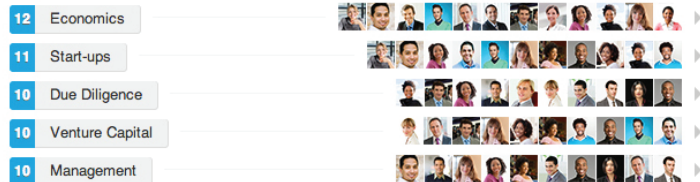
Skyline High School

September 2012 - May 2013 (9 months) | Education

Mentored an Oakland high school student through the college application process, helping him get into his dream school.

Skills & Expertise

Most endorsed for...



Honors & Awards

The Achievement Award Program

UC Berkeley

Four-year scholarship awarded to community-minded students with a proven track record of academic success.

Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

Projects

Venture Capital Financing in India

May 2013

For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members



David Xiao
Econ Major and Aspiring Financial Anal...



Paul Smith
Student at UC Berkeley

Recommendations

Received (2)

Venture Capital Internship

Berkeley Ventures



Tim Lee
Partner

“David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed

Want more LinkedIn tips for students? Check out these LinkedIn Learning tutorials: [Self-Guided Training](#).

CAREER COMPETENCIES

Employers look for certain skills when hiring students and recent graduates for internships and full-time jobs. The Career Center developed nine ProfessoNole Competencies that are based on the Career Ready Competencies desired by employers and established through research by the National Association of Colleges and Employers.



CAREER & SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.



COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



EQUITY AND INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

ProfessoNole Pathways

Engage in co-curricular opportunities to build the skills employers are looking for and earn badges to share in your Folio. ProfessoNole Pathways offers guided badging paths that nest and stack onto other badging pathways to help you build skills in all of the ProfessoNole Competencies. Get recognized for your involvement and gain skills to complement your major and career choices. To learn more, visit career.fsu.edu/professionolepathways.

DRESS TO IMPRESS

How you present yourself in an interview or professional setting is critical for making a strong first impression. Here are some guidelines on how to dress to impress.

For additional tips on professional dress, complete the Professional Communication module of [ProfessioNole Ready](#).

BUSINESS CASUAL ATTIRE

Business casual attire is typically less formal than traditional office style. Dress code policies have been changing for the last decade. Dressing more casually is meant to make life easier, but confusion over appropriate attire has caused many employers to adopt some type of business casual standard.

92%

of employers believe a candidate's overall appearance influences their opinion about the candidate.

(National Association of Colleges and Employers)



BUSINESS PROFESSIONAL ATTIRE

Business professional attire is typically formal and conservative. It is expected when interviewing with an employer or attending a career fair. Attention to detail, neat grooming, and a well-fitting suit often help make a good impression.



PROFESSIONOLE CLOTHING CLOSET

The ProfessioNole Clothing Closet provides a way for students to access FREE professional attire appropriate for career fairs, interviews, and the workplace. Located in The Career Center on the third floor of the Dunlap Success Center, the clothing closet is available by appointment to all FSU students. Visit career.fsu.edu/ClothingCloset for more information.



SPICER JEFFRIES LLP

A Little Bit About Spicer

Choosing where to begin your career should be an exciting new adventure. Spicer Jeffries has dedicated its time and efforts into recruiting, training, and building individuals from “the ground up.” At Spicer Jeffries we believe that we can help individuals reach their career aspirations by providing them with relative industry experiences, leadership development, and a terrific work environment with a strong culture.

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Apply:

Nole Network or

<https://spicerjeffries.com/job-application/>

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PREPARE FOR YOUR INTERVIEW

Preparation is the difference between a successful and unsuccessful interview. The following information will guide you through the interview process and provide you with the groundwork for your future success.

KNOW THE EMPLOYER

This is an opportunity for you to demonstrate your research skills. It is important for you to find out as much as you can about the organization, agency, institution, and position you are interviewing for. Ask yourself the following questions:

- What products or services does the organization provide?
- What is the size of the organization? What is its organizational structure? How much potential for advancement is there within this structure?
- Who are the organization's leaders or key stakeholders?

Find out how the position you are applying for relates to the whole organization. Attempt to narrow down some challenges, opportunities, policies, or philosophies of the organization so you can ask knowledgeable, informed questions during the interview. This research will not only increase your self-confidence, but it will also impress the interviewer.

KNOW YOURSELF

Before your interview, know what you have to offer the potential employer. Evaluate yourself in terms of your strengths and how those strengths translate into skills that will benefit your prospective employer. It is also helpful to know your weaknesses.

Be ready to talk about your career objective, your short- and long-term goals, and your interests. Practice illustrating how your extracurricular activities and previous professional experiences are examples of skills in leadership and responsibility. Be prepared to tell an employer why you are the best fit.

FSU Panama City & Distance Students

The Career Center offers many online resources available to assist FSU Panama City and distance learning students with career exploration and planning, including résumé critiques. View services and more at career.fsu.edu/students.

LEARN TO COMMUNICATE EFFECTIVELY

You must be able to express yourself and communicate clearly to the interviewer.

- Participate in a mock interview at The Career Center.
- Set up your FSU Career Portfolio to identify and describe your skills.
- Practice and improve your virtual interview skills through Big Interview, The Career Center's newest interviewing resource. See [page 41](#).
- Concentrate on what is being asked and respond appropriately. Watch your tone during the interview and try to speak in your normal voice.
- Remember to take a moment after each question is asked to prepare a thoughtful, thorough answer. Stop speaking once you've answered the question.



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COLLEGE OF CRIMINOLOGY & CRIMINAL JUSTICE

ACE THE INTERVIEW

BEFORE THE INTERVIEW

Be On Time

It is better to be a few minutes early than one minute late for your interview. Arrive 10-15 minutes early to ensure ample time. If you are late, you will make a bad initial impression.

Dress Appropriately

When seeking a professional position, you must look like a professional. For more on business dress, read how to dress to impress on [page 33](#).

Anticipate the Interview Format

The interview format can vary depending on the organization, position, resources available, etc. When you set up an interview appointment, be sure to ask which format will be used and, if possible, who will be present (names, position titles, departments represented). Potential interview formats include:

- **One-on-one:** One interviewer, one candidate for one interview.
- **Panel interview:** A group of interviewers take turns asking questions to one candidate.
- **Group interview:** Several candidates interview at the same time with one or more interviewers.
- **Zoom/telephone interview:** An interview in any of the above formats but held using technology (computer with webcam, or telephone).
- **Performance interview:** Candidate performs specified tasks related to the potential job in a limited timeframe.
- **Case or technical interview:** See your Career Liaison for assistance with industry-specific interviews. To view drop-in hours for your college's Career Liaison, visit career.fsu.edu/hours.

Some interviews might include stress questions, which usually involve problem solving and have no right or wrong answers. The purpose of this type of questioning is to see how you think and react under pressure. Visit [The Career Center Library](#) for sample stress questions.

In other situations, especially academic settings, you may be asked to lecture or present in your area of expertise in addition to participating in other kinds of interviewing. Some interviews last 30–45 minutes. In other organizations, interviews are conducted in a series covering one or more business days. Knowing the format in which you will be participating will help you prepare and perform on the day of the interview.

COMMON INTERVIEW QUESTIONS

- What are your short- and long-term goals and objectives?
- What do you see yourself doing five years from now?
- What are your greatest strengths and weaknesses?
- How do you think a friend or professor who knows you well would describe you?
- Why should I hire you?
- What do you know about our organization?
- Describe an example where you worked as part of a team.
- Tell me about a time when you motivated others.
- Describe a situation when you underwent significant stress. How did you cope?

ADDITIONAL QUESTIONS

- What are the most important rewards you expect in your career?
- What motivates you to make your greatest effort?
- What qualifications do you have that will enable you to be successful in this field?
- How do you determine or evaluate success?
- In what ways do you think you can make a contribution to our organization?
- Describe the relationship that should exist between a supervisor and employee.
- What two or three accomplishments have given you the most satisfaction?
- What have you learned from your previous jobs or extracurricular activities?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- Why did you decide to seek a position with this organization?
- What do you feel is the most pressing issue facing our industry today?
- What major problem have you encountered, and how did you deal with it?

DURING THE INTERVIEW

Answer the Interviewer's Questions

After the introduction, the interviewer will usually get to the point. While a résumé provides the facts, the interview provides the “whys” and “hows.” Be honest and authentic during the interview, and be prepared to cite specific examples where you have demonstrated certain skills and abilities that you share. The FSU Career Portfolio is a good way to document your skills and accomplishments (see [page 81](#)). Improve your communications skills by participating in a mock interview at The Career Center.

Ask the Interviewer Questions

During your pre-interview research, you should prepare some relevant questions to ask your interviewer. Talk opportunity, not security. It is not appropriate to ask about salary, vacation, or benefits unless you have been offered the job or unless the employer first brings it up.

Interviews end in different ways. Some interviewers might look at their watch, which is a cue for you that the interview is nearing an end; some interviewers are blunt by holding out their hand and thanking you for coming.

When the interview is over, thank the interviewer(s) for taking time to talk with you. Re-emphasize your interest in the position and your appreciation for being considered, then follow up with a thank you note or email as soon as possible. See [page 39](#) for sample notes.

Be Prepared to Talk Salary

One question you should be ready to address is expected salary. On your résumé, it is not proper to mention salaries, but in an interview, you might be asked to state a figure. Use Career Center library resources to research salary before the interview.

If asked to state your salary requirements, give a range. Be prepared to support your salary request with specific data or your level of experience. It is recommended that candidates allow employers to address salary. For more information, read about how to negotiate job offers on [page 67](#).

ON-CAMPUS INTERVIEWING

Employers from Fortune 500, local, regional, and national organizations recruit FSU students for internships, part-time jobs, and full-time positions. Search for on-campus recruiters in NoleNetwork routinely throughout the semester to apply for interviews. Get started today at career.fsu.edu/on-campus-interviewing or see [page 88](#).

SAMPLE QUESTIONS TO ASK YOUR INTERVIEWER

- How do you measure success in this position?
- What is a trainee's normal progression over the first few years?
- How much travel is required?
- Do you encourage continuing education?
- What are your goals for this position?
- What would the day-to-day activities on the job look like?
- Who will be my supervisor?
- What will I be expected to accomplish in the first six months?
- Is there support for professional development and training?
- What is the organization's philosophy and culture?
- What are the prospects from growth and advancement?
- What are the most rewarding aspects of this job and working for this company?

AFTER THE INTERVIEW

Write a Thank-You Letter

Ask for the interviewer's business card and write a letter of appreciation as an email and/or a handwritten note. Previous communication with the organization will give you an idea of the best format to use. Restate your interest in the position and refer to your skills in the context of your interview. Send thank you notes within 24 hours following the interview.

Make Each Interview a Learning Experience

As soon as possible after the interview, write down what you have learned. Ask yourself:

- Which points interested the employer?
- Did I present my skills and qualifications well?
- Did I talk too much? Too little?
- How can I improve my next interview?
- What questions did I find more difficult versus easier to answer?

For more tips on interview, check out our [Interview Guide](#).

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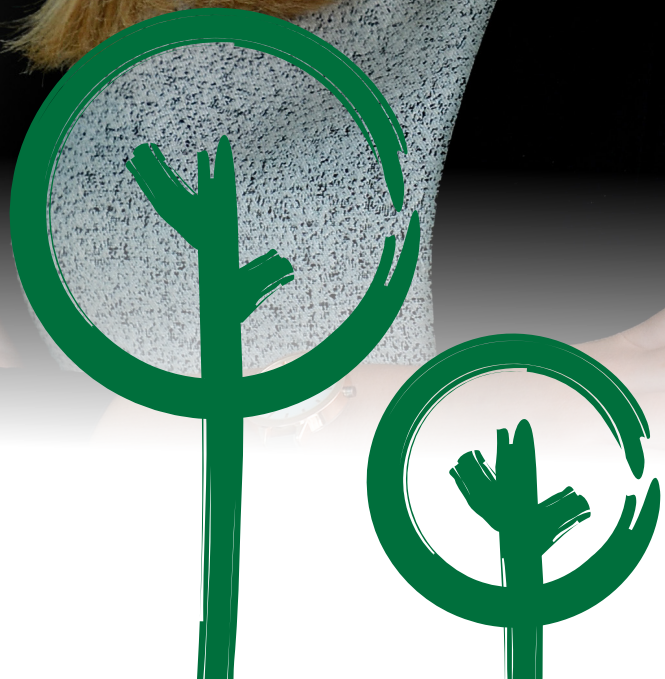


Now hiring Management Trainees:
careers.enterprise.com

Gracie Toler

Talent Acquisition Specialist
gracie.j.toler@ehi.com
850-479-7310

ENTERPRISE HOLDINGS



SAMPLE THANK YOU EMAIL AND LETTER

To: _____ (example@fsu.edu)

Subject: Thank you

Dear Mr./Ms./Dr. Last Name,

Thank you for taking the time out of your busy schedule to talk to me about the _____ position with _____ company. I appreciate your time and consideration in interviewing me for this position. After speaking with you, I believe that I would be an ideal candidate for this position and would bring the technical and analytical skills necessary to get the job done.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed. My cell phone number is (850) 555-1234. Thank you for your time and consideration.

Sincerely,

Steven Seminole

January 22, 2024

Name:

Title:

Organization:

Address:

Dear Mr./Ms./Dr. Last Name,

Thank you for taking the time out of your busy schedule to talk to me about the _____ position with _____ company. I appreciate your time and consideration in interviewing me for this position.

After speaking with you (and the group), I believe that I would be an ideal candidate for this position, offering the quick learning and adaptability that is needed for a diversified position. In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed. My cell phone number is (850) 555-1234.

Thank you for your time and consideration.

Sincerely,

Steven Seminole

Steven Seminole

FOLLOW-UP INTERVIEWS

Many organizations may have several interview stages to determine how you will fit in the organization. It is important to assess your strengths and weaknesses in your initial interview and prepare accordingly for your next interview(s).

FOLLOW-UP INTERVIEW TYPES

There are several types of follow-up interviews, but most will usually fall under these categories:

Structured Interviews

The interviewers have specific criteria they use to assess you. For example, one person may ask questions to determine your work ethic, technical skills, computer skills, or sales ability. Another person may only ask you about your educational background or your work experience.

The key to doing well in a structured interview is to identify the specific quality or skill that is being assessed and direct all your answers to information about that area.

Unstructured Interviews

In an unstructured interview, the interviewer makes a broad evaluation. All interviewers may ask similar questions, but make sure to treat each interviewer with equal importance. Answering the same question repeatedly can become tedious, but try not to let it show.

For example, “Why should I hire you?” Express to your immediate supervisor that you have the necessary skills to get the job done, as this person’s goals would be focused on how efficiently you can do the job. The president of an organization, however, may be looking at your potential for retention and advancement.

The key to doing well in an unstructured interview is to identify interviewers’ goals and to answer their questions accordingly.

Panel Interviews

You may have a second interview that is conducted as a panel. This interview can be structured or unstructured. Remember to bring plenty of résumés for everyone on the panel.

One tactic to doing well in a panel interview is to make eye contact with every panelist, while remembering that the person who asked the question should still have the answer addressed to him or her.

FOLLOW-UP INTERVIEW TIPS

Obtain an Itinerary in Advance

It is important to know the schedule of the day’s activities, including the names and titles of the interviewers. If possible, obtain biographical information about your interviewer. Many organizations post staff profiles on their website. Think about the goals of the interviewers in relation to their responsibilities, and respond to their questions accordingly.

Review Your First Interview

Review your notes from the first interview. Prepare your responses to effectively address these issues and questions.

- What were the most important candidate qualifications?
- What objectives did the employer want to meet?
- Did you have trouble answering any questions?

Interview Trip Logistics

If travel is needed, ask employers whether they will make the arrangements or whether you should provide your own. Consider flights, car rental, and lodging. If organizations have not stated they will pay expenses, ask them in advance so you know what to expect. On your trip, maintain an accurate record and keep receipts for all expenses.

Day of the Interview

The same structure for first interviews applies to follow-up interviews. Be on time, dress appropriately, and anticipate the interview format. See [page 31](#) for more information.

AFTER THE FOLLOW-UP INTERVIEW

Follow-Up Letter

After the visit, send letters (separate from the expense voucher) to the human resources manager, the person you would work for, the head of the search committee, and anyone else who interviewed you. Reiterate your interest in the job and stress positive qualities that you have to offer the organization. See [page 37](#).

The Job Offer

If a verbal offer is made, you may receive a phone call anywhere from two days to three weeks after the interview. In non-business settings, it may be longer.

No Job Offer

If you don’t receive a job offer, stay positive! Reflect on your interview experience. What went well during the interview process? What areas could you improve?

PERFECT YOUR INTERVIEW SKILLS

One of the best ways to prepare for post-graduate opportunities is to practice your interviewing skills. By practicing your responses to potential interview questions, you will be more comfortable answering questions in a high-stakes interview environment. The Career Center offers several opportunities for you to practice your interview skills.

Big Interview

The Career Center offers a free training system that features a new and innovative way to help you prepare more effectively for interviews. Big Interview is an online system that combines training and practice to help improve your interview technique and build your confidence.

Big Interview has a database of thousands of interview questions tailored to your intended industry, graduate school program, or skillset you anticipate being asked about. There are varying levels of question difficulty, and you can even practice for mid-level management and senior-level management roles. Big Interview is also a great way to practice virtual interviewing.

In addition to interview preparation, Big Interview has a virtual training curriculum that provides great insight into

specific interviewing techniques, negotiation skills, how to navigate your first 90 days on the job, and much more! Upon activating your account, you have access to 100+ hours of virtual job-preparation curriculum.

To register for your free Big Interview account, visit career.fsu.edu/resources/big-interview.

Mock Interviews

Your Career Liaison may offer mock interviews on an appointment basis. During your mock interview session, your Career Liaison will help you:

- Practice interviewing.
- Communicate skills clearly.
- Create a good first impression.
- Reduce nervousness before an actual interview.
- Discuss interviewing style and develop strategies.

You will get the most from your mock interview if you treat it like an actual interview. The questions asked during your mock interview are tailored to your intended industry area or graduate program. Each mock interview focuses on how well you know yourself, your past experiences, and the industry or program you hope to enter. You will have the chance to “test out” sample interview responses and receive feedback on your interview technique.

Reach out to your Career Liaison to receive information on scheduling a mock interview.

For more information, check out our [Mock Interview](#) page.





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GAIN EXPERIENCE



Employers or graduate schools look beyond a major and academic record for skills gained through real-world experiences. Gaining experience outside the classroom allows you to “try on” various work environments within your projected career field while building your résumé.

LEARN BY DOING

Experiential learning occurs through a variety of activities, such as:

- Internships
- Part-time jobs
- Seasonal jobs
- Federal work-study jobs
- Leadership opportunities
- Service learning
- Research opportunities
- Job shadowing
- Clinical experience
- Field work
- Practicum
- Fellowships
- Campus ambassadors
- Cooperative education
- Summer camp jobs

Benefits:

- **Network** — Boost your professional contacts.
- **Develop** — Gain professional skill sets and expand your résumé and Career Portfolio.
- **Clarify** — Narrow your job search or graduate school focus and refine your career goals.
- **Learn** — Acquire industry-specific language and discover new industry trends.

PART-TIME JOBS

Part-time jobs offer unique benefits including building your résumé and developing new skills and competencies to complement classroom learning. This can be beneficial in future job searches or the graduate school application process. Visit fla.st/2SKQ9CWP for more information on how The Career Center can help you find part-time opportunities. Attend one of our semesterly Part-Time Job & Internship Fairs to network with employers with open positions. Check out career.fsu.edu/students/undergraduate-students/events-and-workshops for the most up-to-date information on Career Events.

Need a Part-Time Job?

There are hundreds of part-time jobs listed for FSU students in **NoleNetwork**.
Explore them and find the right fit for you!

Use the Jobs & Internships tab to search



Off Campus
(filter by location)



Work from Home
(filter by remote)



On Campus
(filter by Tallahassee or Panama City)

WHY WORK PART-TIME?

Working part-time helps you:

- Develop effective time management skills.
- Build more effective study habits.
- Improve self-confidence, self-sufficiency, and gain a sense of independence.
- Add to your employment history.
- Earn money to help pay day-to-day expenses.
- Gain a demonstrated skill set for future employers or graduate school admissions committees.

PART-TIME JOBS ON & OFF CAMPUS

On-campus employment often offers flexibility with your academic class schedule and usually aligns with university holiday closures. This a great way to assist in covering expenses, and you don't have to lose your parking spot to go to work! Additionally, studies have shown that a student's academic performance is positively impacted by working part-time (10-20 hours per week).

On-campus jobs are available for all students regardless of financial aid eligibility. Most departments at FSU offer part-time jobs. These jobs can be related to your area of study, align with your experience or interests, or simply require a willingness to show up and work. Whether the job requires specialized skills or not, you will learn about working in a professional environment and become more career-ready.

Off-campus employment can offer additional job options relevant to your major or intended career path. Tallahassee is home to a variety of employers across industries, including government, education, engineering, healthcare, and private corporations.

Additionally, FSU has many partner vendors, such as Aramark (on-campus dining), the FSU Bookstore, UPS, and many more that love to hire students.

Not sure which employers to target?

Visit The Career Center during drop-in hours (virtual or in-person) to meet with a Career Advisor or your Career Liaison, as they can help you identify potential part-time employers that match your intended career path.

Visit our website for Hours of Operations:
career.fsu.edu/about-us/hours-of-operation

FEDERAL WORK-STUDY

One program that connects undergraduate and graduate students with paid, part-time employment opportunities is the Federal Work-Study (FWS) Program. FWS is a federally funded student aid program that provides part-time employment while students are enrolled in school to help pay day-to-day expenses. Unlike other types of financial aid, FWS earnings are not applied directly to tuition and fee bills. Students who are awarded FWS receive a paycheck based on hours worked - just like any other part-time job.

For more information on FWS, visit career.fsu.edu/fws.

AVOID PART-TIME JOB SCAMS

Part-time job seekers are urged to be on alert for fraudulent job schemes specifically targeting college students through job postings, unsolicited emails, and direct messages through social media accounts.

Here are some tips to identify a job that is probably a scam.

- You must give your credit card or bank account numbers, or copies of personal documents, but you get nothing in writing.
- You must send payment by wire service or courier.
- You are offered a large payment or reward in exchange for allowing the use of your bank account often for depositing checks or transferring money.
- You receive an unexpectedly large check.

If you are unsure or think you may have fallen victim to a part-time job scam, contact us at HireANole@fsu.edu or call (850) 644-9775.

Learn how to spot fraudulent job offers and scams. Scan below to visit fla.st/2SKQ9CWP for tips on how to know the warning signs and for more information on landing part-time positions.



JOB SHADOW

Job shadowing is a type of experiential learning opportunity that involves observing working professionals throughout their typical workday or workweek. Through direct observation, you may learn important information that can help you make career decisions like choosing a major, occupation, or industry.

Benefits:

- Clarify career aspirations and professional goals.
- Connect classroom learning to real-world application.
- Explore different occupations and workplace cultures.
- Develop professional networking contacts that may make finding and acquiring future internships or full-time opportunities easier.

FSUshadow

ONE DAY TO EXPLORE YOUR FUTURE

FSUshadow connects students with employers, community partners, alumni and friends of the university for one-day job shadowing experiences to provide career exposure in a wide variety of fields and industries.

Students who participate in FSUshadow will gain knowledge and skills related to career decision-making and critical career competencies while in college. FSUshadow is planned during winter, spring, and summer breaks during the 2023-2024 academic year.



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THF hosts a **2-day SLP** conference in early June of each summer. Our SLP brings together a group of rising student leaders who are interested in a career in public accounting. During SLP, students will participate in engaging experiences where they will dive deeper into the differences between audit and tax services, attend informative special topic seminars, shadow current professionals, participate in team-building activities, and more!



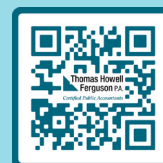
SUMMER INTERNSHIPS

THF offers **two internship programs** that provide interns with hands-on experience, staff level technical training, professional development sessions, and soft skills training. The **12-Week Divided Program** consists of 6 weeks each, working in both the audit and tax departments. The **10-Week Concentrated Program** consists of working in your choice of either the audit OR tax department.



LaQuisha Persak, Corporate Recruiter
lpersak@thf-cpa.com
www.linkedin.com/in/laquishapersak

To learn more about our student opportunities, scan the QR code below!



INTERNSHIPS

Internships bring your classroom studies to life, allowing you to gain hands-on experience while providing exposure to potential post-graduation career opportunities. Internships also position you as a more competitive candidate for full-time jobs or graduate school admission.

5 REASONS TO COMPLETE AN INTERNSHIP

1. INTERNSHIPS PROVIDE “REAL-WORLD” EXPERIENCE.

Joining a company as an intern gives you the opportunity to work hands-on in a professional environment. In today’s world of work, an intern is not just there to get coffee or run errands, but instead to gain real work experience. Internships help by teaching students more about the career path they are pursuing. Think of it like this: internships are a way to test-drive possible jobs and explore different career options.

2. INTERNSHIPS OFFER NETWORKING OUTSIDE THE COLLEGE CAMPUS.

By interacting with professionals, you gain new connections and learn how to communicate in a professional environment. Internships will introduce you to useful resources and give you the opportunity to meet a variety of professionals in your field. Networking as an intern helps you make new professional contacts and find new job opportunities. Internships can provide you with a professional mentor before you graduate. You can stay connected with the individuals you meet via LinkedIn, or you can request your managers/coworkers give you a professional or graduate school reference.

3. INTERNSHIPS ARE RESUME BUILDERS.

Without a solid resume, it can be tough to be considered for a post-graduation position. And how can you have a strong resume without any experience? Internships are key to building experience as a student or recent graduate. Employers are much more likely to hire someone with internships and work experience rather than someone with a generic resume lacking experience. Seeing an internship tells future employers or graduate schools that you have applied what you learned in the classroom to real-world situations.

4. INTERNSHIPS ENHANCE YOUR TIME MANAGEMENT SKILLS.

You will become a master of time management after 12 weeks in a fast-paced environment. In the workplace, you learn that every minute counts. You become aware of how being late on a project can impact a company’s projected revenue or impact customer satisfaction ratings.



5. INTERNSHIPS CAN CONNECT YOU WITH FUTURE OPPORTUNITIES.

Choose your internship(s) based on your career interests and goals. As an intern, you get your foot in the door with a company. You obtain access to the organization’s leadership, team, and challenging projects. You also get the opportunity to interact with current employees and learn first-hand what it is like to actually work with the company full-time.

Statistically, interning with an organization leads to stronger retention rates if interns are later hired by the same organization.

51.8% internal intern to full-time hire conversion rate

75% of internal interns converted to full-time were retained after one year

50% of full-time hires with external internship experience were retained after one year

National Association of Colleges and Employers (NACE, 2022)

5 TIPS FOR LANDING AN INTERNSHIP

1. Start your search early

Ideally, you should begin your search one-to-two semesters before you would like to intern.

The Career Center has resources to support your internship search.

- Meet with your Career Liaison to craft your internship search plan! Career Liaisons specialize in career/industry knowledge, resources, employability skills, and internship opportunities related to their academic areas. See a complete list of Career Liaisons: career.fsu.edu/about-us/career-liaisons.
- Visit our Search Internships page to broaden your search: career.fsu.edu/resources/search-internships
- Utilize NoleNetwork, The Career Center’s online opportunity database linking students and alumni directly with employers.

Within NoleNetwork, you can:

- Search and apply to internships.
- Receive email notifications for internships that match your qualifications.
- Upload your résumé and other professional documents for safe-keeping and easy application submission.

Visit career.fsu.edu/nolenetwork to begin.

2. Develop a winning résumé & cover letter

See Chapter 2 of this guide for in-depth guidance on how to craft a strong resume and a great cover letter.

Once you have a solid draft of both, meet with a Career Advisor or Career Liaison for feedback.

3. Enhance your interview skills

See Chapter 2 for more information on our Mock Interviews and Big Interview software. Take advantage of these resources before your interview.

4. Network

Use the contacts you have (professors, friends, and relatives) to find leads to a position that will help meet your goals and aligns with your values, interests and skills.

The Career Center facilitates networking opportunities for you year round:

Career fairs and events

Connect with employers seeking interns from FSU at one of The Career Center's 15+ events. Visit career.fsu.edu/students/undergraduate-students/events-and-workshops for a full listing of events.

Shadow different professionals

Consider a single-day job shadow at a company that interests you as a possible place to intern.

FSUshadow, The Career Center's single-day job shadow program, is a great way to start building connections at a company before you apply for an internship. Visit career.fsu.edu/FSUshadow for dates or learn more on [page 45](#).

Search ProfessionNole Mentors

Find contacts in your field of interest through this network of alumni and friends of the University who want to share career information and insight. Learn more at career.fsu.edu/professionnole-mentors or on [page 81](#).

5. Send thank you letters after a networking conversation or internship

Show your appreciation through a follow-up message. Refer to [page 37](#) for information on thank-you letters.

InternFSU

PAID ON-CAMPUS OPPORTUNITIES

The InternFSU Program provides 100 paid on-campus experiential learning opportunities for currently enrolled full-time undergraduate, degree-seeking FSU students across an array of disciplines during the Fall and Spring semesters. Students participating in the program will gain a variety of transferable skills related to different job functions at Florida State University.



INTERNFSU PROGRAM DATES

FALL 2023 SESSION

September 5 - December 8

SPRING 2024 SESSION

January 15 - April 26

For more information on how to apply, and for key dates and deadlines, visit career.fsu.edu/internoncampus.

FUND YOUR FUTURE



FINDING SCHOLARSHIPS FOR YOU (FS4U)

Through the fundraising efforts of the Florida State University Foundation and the generosity of private donors, students can access different scholarships to support academic and professional endeavors.

To identify scholarships to support your engagement in experiential learning, you can search FS4U using keywords.

Scholarship award amounts vary and are often awarded based on several factors including, but not limited to, demonstrated academic success, donor-stipulated criteria, and financial need.

Log in to fsu.academicworks.com to search for scholarships to support your experiential learning opportunities.

SERVICE & RESEARCH

SERVICE

The Center for Leadership & Service is focused on community engagement, collaborative service, and leadership development, and it offers a range of programs requiring anywhere from just a few hours' commitment, to a weekend, to a year or more.

Engaging in community service is an excellent way to gain work experience and explore career options! To seek service opportunities, you are encouraged to browse the "Get Involved" section at thecenter.fsu.edu/service. You may also find links to volunteer with specific community agencies by visiting thecenter.fsu.edu/community-agency-resources.



Have you considered Graduate School?

Questions?



Connect with the Graduate School!

With Graduate School, you can....

- Gain advanced credentials, allowing you to go further in your career!
- Achieve more lifetime earnings! On average, \$1.38 million more over your career than those with a Bachelor's degree alone!
- Make connections that can help you advance both in your professional and personal lives!



Master's Programs

Doctoral Programs

Specialist Programs

We are waiving the GRE!

The GRE requirement is currently waived for Master's and Specialist Programs (Excluding the College of Business)

RESEARCH

As an undergraduate student, you can take advantage of the opportunity to conduct research, participate in a creative or service-learning project, or showcase your work through symposia and publications. Florida State University's Center for Undergraduate Research and Academic Engagement (CRE) encourages students to engage in research, innovation, and scholarship through a variety of programs. You can learn more about the CRE by visiting cre.fsu.edu.

- Undergraduate research for credit, identified as Directed Individual Study (DIS) opportunities, are available in many departments. If such opportunities exist in your department, your Academic Advisor or Career Liaison will be able to direct you to the list of research labs and application instructions. As a graduate student, you can be actively involved in research under the direction of one of our distinguished faculty or through jobs and internships. Learn more at gradschool.fsu.edu/academics-research.

LEADERSHIP

Build your capacity for leadership by engaging in a leadership program through The Center for Leadership & Service! We believe that leadership goes beyond title or position. Rather, leadership is a process forged by our identities, values and experiences. We believe that anyone has that potential to become a leader and that our programs can support you in your leadership journey.

Whether by developing your skills, increasing your knowledge or engaging in leading your peers, the center has an abundance of opportunities to enhance your leadership capacity.



GET INVOLVED

Participation in a recognized student organization is a great way to build your résumé, enhance your leadership skills, and engage in experiential learning while fulfilling organizational goals.

With more than 650 recognized student organizations, FSU provides you with a variety of ways to get involved on campus. FSU's Office of Student Organizations & Involvement is committed to providing programs, services, and resources to all students and their organizations. Visit union.fsu.edu/sac/involvement for more information. You can also explore memberships in groups related to:

- Academic/honorary
- Community service
- Campus departments
- Campus departmental affiliate
- Graduate-level organizations
- Greek-letter organizations
- Health/wellness
- Multicultural
- Performance
- Political
- Professional
- Recreational/sport
- Religious/spiritual
- Student Government Association affiliate
- Social interest
- Special interest
- Sports clubs
- Student academic program

DID YOU KNOW?

70% of CEOs held office in at least one club or organization through college.

CAREER CENTER INVOLVEMENT

Student Ambassador Program

The Career Center Student Ambassador Program is a volunteer service, leadership, and internship experience that provides students the opportunity to serve as representatives of The Career Center. Ambassadors volunteer at events, host employer visits, and participate in tablings and presentations. By participating in the program, you will have the opportunity to network with peers and business professionals, build a professional presence, and enhance your résumé. Learn how to get involved at career.fsu.edu/FSUAmbassadors.

STUDY & INTERN ABROAD

Spending time in another country can be a rich and rewarding experience personally and professionally. Consider your options carefully to determine how your time abroad will benefit your academic and career goals. FSU has several opportunities abroad available to students; visit global.fsu.edu/goingabroad to learn more. If you select a non-FSU opportunity, please be sure to get your international experience reviewed and approved by FSU.



STUDYING ABROAD

FSU's Office of International Programs (FSU IP) has been providing study abroad programs for over 60 years. They offer over 50 diverse programs in more than 20 different locations around the world, including study centers in London, England; Florence, Italy; Valencia, Spain; and Panama City, the Republic of Panama that operate all year round. Students may choose among programs and courses that meet major degree, minor, or liberal studies requirements— or in some cases all three!

INTERN ABROAD

Live and work abroad and gain professional experience while earning academic credit. Full semester international internships are offered year-round in London, England; Florence, Italy; Valencia, Spain; and Panama City, the Republic of Panama; and partial semester during the summer in Sydney, Australia; and Hong Kong, China. Interested students may schedule a meeting with the FSU IP Internship Coordinator.

Scholarships and financial aid are available, and the FSU IP Financial Aid Advisor is dedicated to helping students through the financial aid application process by conducting workshops regularly in addition to meeting with students.

For more information about how to study or intern abroad through FSU International Programs, visit international.fsu.edu.

TEACH ABROAD

FSU's Center for Intensive English Studies (CIES) offers a TEFL Certificate Program for those interested in teaching English abroad. CIES-TEFL certificate students work with international English language learners at CIES and the community to gain real experience through structured tutoring and exchange opportunities. For more information, visit cies.fsu.edu/programs/tefl-certificate.

GOINGGLOBAL is an expert resource that allows you to search for work abroad with an online database; find culture-specific tips on résumés, interviews, and employment trends; and view profiles for key employers in 34 countries! Visit career.fsu.edu/fsu-databases and sign in to GOINGGLOBAL using your FSU ID and password.



FSU GLOBAL EXCHANGES



FSU Global Exchange programs offer an affordable way to have a once-in-a-lifetime international experience. Global Exchanges allow students to work toward degree requirements while developing intercultural skills

that distinguish them from their peers. An immersive international experience demonstrates to future employers and graduate schools that you are prepared to navigate today's global society.

Study at one of 45+ prestigious international partner universities as an exchange student for one semester, academic year, or summer. Students pay FSU tuition and fees and can use financial aid, including Bright Futures and Florida Pre-Paid. All academic credit earned at the host institution transferred back to meet FSU degree requirements.

Participating in a Global Exchange program can also serve as the sustained experience requirement for the Global Citizenship Certificate (cge.fsu.edu/globalcitizen).

Learn more at globalexchanges.fsu.edu.

Visit career.fsu.edu/students/jobs-internships-experience for more information on gaining experience and how The Career Center can help you find an opportunity that is right for you.



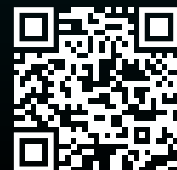
THIS COULD BE YOU!

ReliaQuest builds
enterprise tech sales
professionals and
prioritizes promoting
from within to
accelerate their career.



RELIAQUEST®

Learn more at
reliaquest.com



GAIN RECOGNITION FOR YOUR EXPERIENCES

At FSU, students have several options for earning recognition for their experiential learning opportunities. To register visit: career.fsu.edu/erp.

Experience Recognition Program



Experience Matters: Get Yours Recognized

Get recognized for engaging in experiences outside of the classroom!

Whether you are participating in an internship, leadership, research, international, or creative/entrepreneurial experience, earn recognition for your résumé.

Students earn recognition in 1 of 2 ways:

OPTION 1

Transcript Notation

- Participate in a **zero (0)** credit hour online course
- Graded on S/U Scale (Does not affect GPA)
- Enroll by **drop/add** deadline
- Satisfies Formative Experience Graduation Requirement

OR

OPTION 2

Certificate

- Receive a downloadable certificate
- Upload certificate to LinkedIn or Career Portfolio
- Enroll by **7th week** deadline
- Satisfies Formative Experience Graduation Requirement

Select the best fit for you!

"If I had not completed the program, I never would have evaluated myself in the deep self-reflective way the program guided. This self-evaluation made me more driven in my first internship, giving me confidence to later run for multiple campus leadership positions."

– Psychology Major

PROFESSIONOLE PATHWAYS AND BADGING

Display and demonstrate the skills you have to potential employers. Build the skills employers are looking for and earn digital badges to share in your Folio account as well as on LinkedIn and other social media platforms.

ProfessioNole Pathways



ProfessioNole Pathways offers guided badging paths that nest and stack onto other badging pathways to help you build skills in all of the ProfessioNole Competencies. Get recognized for your involvement and gain skills to complement your major and career choices. To learn more, visit career.fsu.edu/professionolepathways.

ProfessioNole Ready



An online professional development series to build your career-ready skills.

This digital badge program provides you with the opportunity to build the skills desired by employers through interactive learning and practice. The online professional development series will prepare you for a successful transition into the workplace, graduate/professional school, and beyond. For more information, visit career.fsu.edu/students/professionoleready

ACADEMIC COURSE CREDIT

You may be able to earn academic course credit for your internship through your academic department or college. Contact your academic advisor to determine if academic credit is available for completing an internship. Please note: academic credit is granted at the discretion of individual academic departments. Therefore, it is possible that this may not be an option available for you.

DIRECTED INDIVIDUAL STUDY

Academic credit may be earned for an internship or research experience if taken as a Directed Individual Study (DIS). The amount of credit is arranged in consultation with a faculty sponsor or academic advisor. Contact your academic advisor to determine if academic credit through a DIS is available for your academic program. Please note: Academic credit is granted at the discretion of individual academic departments, so it is possible that this may not be an option available for you.

DOCUMENT YOUR SERVICE HOURS



ServScript allows Florida State University students to record their community service work on their academic transcripts each semester, providing a verified record of students' commitment to bettering their communities.

Your transcript is an official government document and a permanent record of your academic achievements, as well as a direct reflection of your college career to potential employers and graduate and professional schools.

ServScript Program Criteria:

To qualify for the ServScript Program, service hours:

- cannot be court-ordered or sanctioned.
- must be unpaid.
- must benefit or contribute to the solution of a community need.
- must have third-party verification, ideally not an individual who directly benefited from the service.

EARN A CERTIFICATE



The Global Citizenship Certificate is a 12-credit academic certificate designed to prepare students to be academically and cross-culturally prepared to succeed in a diverse, multicultural world. To complete the certificate, students take academic courses, participate in cross-cultural engagement opportunities on campus, in the community, and abroad, and engage in personal reflection.

The certificate helps students gain a deeper understanding of the cross-cultural opportunities available to them, foster intentional networking between other globally minded students, faculty, and staff, and maximize learning experiences on campus. By gaining essential skills that most employers value, students will make the most of their unique FSU experience. For more information about the Global Citizenship Certificate, visit cge.fsu.edu/global-citizenship-certificate or email globalcitizen@fsu.edu.

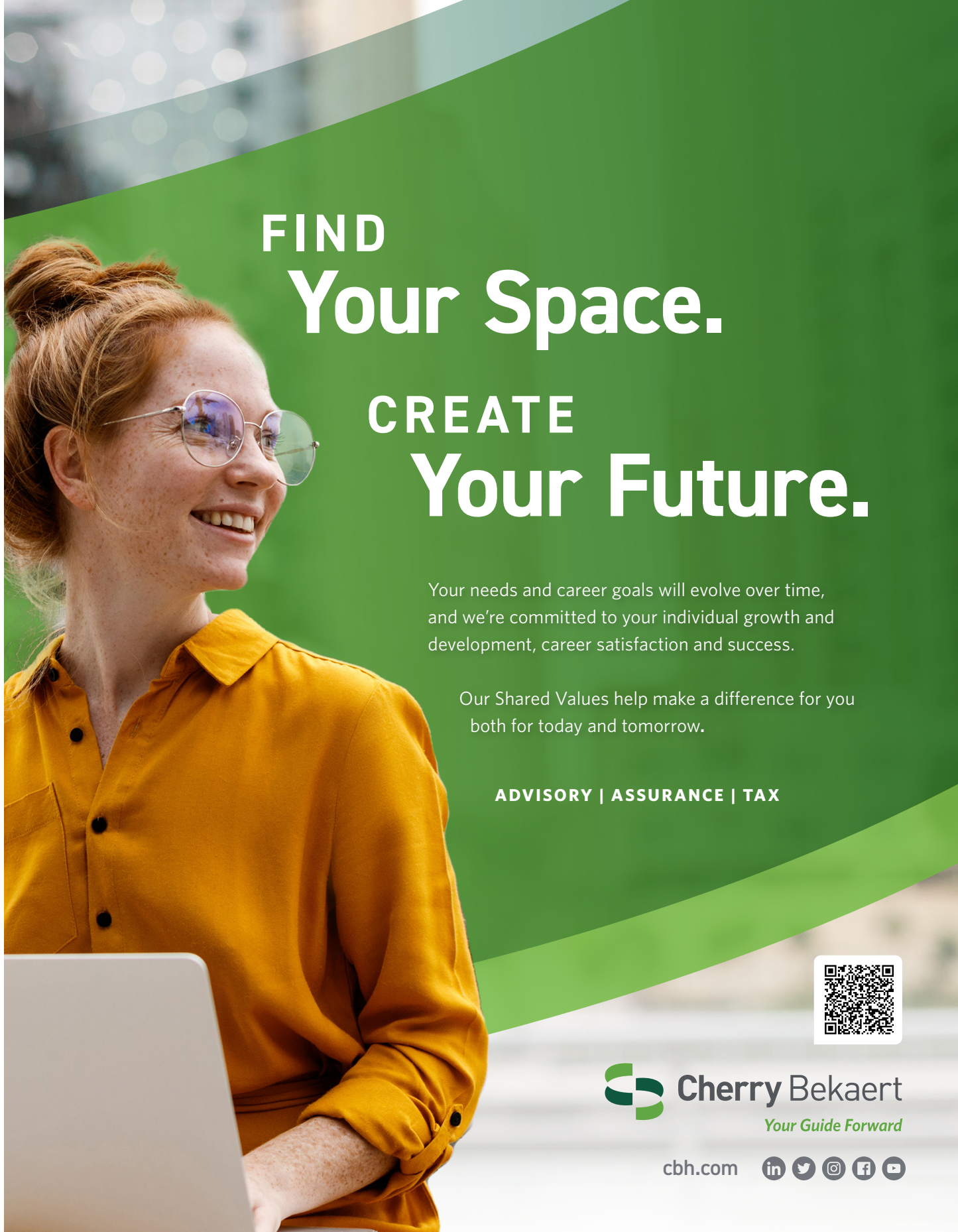
LINKEDIN LEARNING



Build your skillset and your resume by completing trainings and earning certificates of completion through LinkedIn Learning!

LinkedIn Learning is an online learning site that offers *free* access to 13,000+ video tutorials and training courses for Florida State University students, faculty, staff and recent grads. Sign in at its.fsu.edu/LinkedInLearning.





**FIND
Your Space.**

**CREATE
Your Future.**

Your needs and career goals will evolve over time, and we're committed to your individual growth and development, career satisfaction and success.

Our Shared Values help make a difference for you both for today and tomorrow.

ADVISORY | ASSURANCE | TAX



 **Cherry Bekaert**
Your Guide Forward

cbh.com     

PREPARE FOR THE NEXT STEP



Start your transition into the world beyond Florida State. Do you plan to search for full-time employment? Are you off to graduate school? No matter your choice, it's important to start deciding early so you can find a school or employer that fits.

SEARCH FOR FULL-TIME WORK JOB SEARCH PROCESS

Searching for employment involves a process that can be both exciting and challenging. Each search process may be different depending on the person completing the search, nature of the employment market at the time of the search, economic conditions, and several other factors. To understand the important elements of executing a job search, however, it can be helpful to break the process up into the five general steps (as shown below).



Notice how the diagram depicts the job search process as a cycle. Movement through these steps does not always follow the same linear order, and it is possible that steps will overlap at times.

WHEN DO I BEGIN TO SEARCH?

Job searching can be like a campaign: it takes time and energy to convince employers you are the right person for the job. With this in mind, it is helpful to try and begin your search with enough time to feel comfortable that you are attending to each part of the process. There are several steps involved in a job search, and the process could take two to four months or more from the time you apply to when you are hired and begin your job.

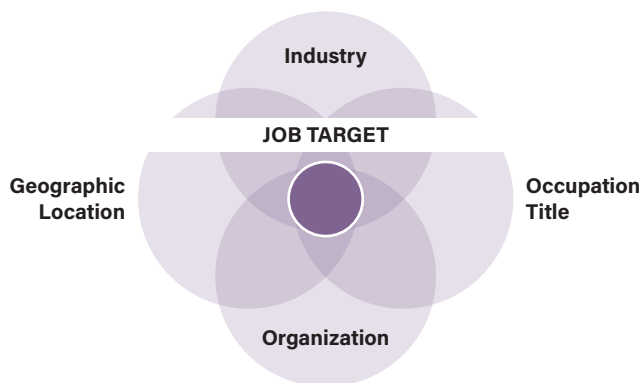
Steps Involved in Hiring	Timeline
Position posted	2-4 weeks (or more)
1st round interviews	2-4 weeks (or more)
2nd round interviews	2-4 weeks (or more)
HIRED!	
Start position	2-4 weeks (or more)
Total Time = 2-4 months minimum	

DEVELOPING JOB TARGETS

When creating your job targets, keep your values, interests, and skills in mind. Write down the factors that are most critical to you in a potential job. For some this might be a type of field or industry, a specific occupation, a preferred location, or a combination of things.

For example, you may want to stay in Florida and work in the field of finance. In this situation, your target is to find finance organizations in Florida that you are interested in and that align with your values, interests and skills. The job target is the intersection of your most important factors.

You can have multiple job targets to expand your job search, but the purpose of a job target is to focus a search for better use of time and energy, so it is best to be intentional and specific. Consider narrowing your job targets enough so you can focus energy on finding the positions in which you are most interested.



ORGANIZING YOUR SEARCH

When you have identified your job targets, it is then time to begin thinking about organizing your search. Job seekers need to utilize multiple methods to find opportunities. While using the internet is helpful, many open positions exist in the hidden job market.

The hidden job market refers to positions that are rarely advertised online or in print. They may not even be real positions yet, but rather an area within an organization with the potential to create a new position if the need arises and the right candidates present themselves.

To find these positions, it is essential to create, maintain, and actively utilize a network of personal and professional contacts as part of your job search.

The table above on the right highlights three major job searching methods and sample tools for use in the job search. Use this information to assist you in developing goals and objectives for executing your search.

Job Search Tools	Find Job Opportunity Listings	Identify/Connect with Employers	Find/Use Networking Contacts
NoleNetwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Association Websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization Websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Networking Websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Search Engines	<input type="checkbox"/>		
FSU Professionale Mentors		<input type="checkbox"/>	<input type="checkbox"/>
Personal Networks		<input type="checkbox"/>	<input type="checkbox"/>
Information Interviewing		<input type="checkbox"/>	<input type="checkbox"/>
Attending Career-Related Events		<input type="checkbox"/>	<input type="checkbox"/>

PRIORITIZING OPTIONS

Once you have organized your job search, you may want to prioritize your options. A good place to start this process is to consider your values and how each opportunity aligns with these.

To help you do this, first make a list of all the organizations/positions to which you are applying. Then, rank them from the option you would prefer most to the option you would prefer least. Focus on your top five options; these should get most of your time and energy as you search.

For the remainder of the list, spend less time focusing on applications and do more basic research to refine your understanding of the option and find possible networking or position openings. To find people working for a specific organization of interest, explore Professionale Mentors, NoleNetwork, and CareerShift via career.fsu.edu.

Prioritize Your Options

1. _____
2. _____
3. _____
4. _____
5. _____

NETWORKING

A network refers to those individuals with whom you have relationships that are personal, professional, or both. Networking is a term used to describe the process of creating, building, and maintaining these relationships.

The purpose of networking is to obtain the name of the organization(s) that may be looking for someone with your skills and to acquire names of other people whom you might contact and build relationships.

Networking can involve interactions with others in person and/or online through professional social media applications, such as LinkedIn. When searching for a job in a hidden job market, networking is the primary way opportunities are found and secured.

One of the best ways to get started networking is to develop a personal elevator speech: a 30-second or less speech you deliver when meeting a contact for the first time. For more information about how to create and use an elevator speech, see [page 60](#).

Networking Tips

- Introduce yourself and shake hands or follow the employer's lead.
- Mention your referral (if applicable).
- Briefly describe your background and job search objective.
- Clarify that you are not asking for a job but rather seeking information about how to approach the specific industry.
- Talk about your background/type of job you are seeking.
- Provide recruiters with copies of your résumé.
- Discuss tips on how to make yourself stand out in your career field.
- Ask for advice about their work and how they landed a job in their field.
- Ask if they are aware of any related job openings.
- Obtain names of people who may know of openings or are knowledgeable about your career field.
- Ask for a business card.
- Take notes while speaking to them to help you follow up with the employer.
- Be considerate of your contact's time.
- Always send thank you notes or emails to follow up.
- Connect with potential contacts through LinkedIn or Professionle Mentors.



APPLYING AND INTERVIEWING

Exploring tips and tools for presenting yourself effectively during the application and interviewing process can help you stand out among other applicants. Create a list of potential employers, position titles, and industries you have targeted. Reflect on the job search methods discussed earlier to ensure you are tapping into all of your resources for finding open opportunities.

Get Organized

As you continue to research and begin applying to positions, you may want to create a system for keeping track of your research findings, application materials, and correspondence with employers and networking contacts. You might consider keeping a spreadsheet, using electronic folders on your computer, or using an online database like CareerShift available through The Career Center. There is no one system that is better than another; just choose a method that will work best for you.

Application Materials

For most job opportunities, employers will request a variety of application materials, depending on your industry and job target. You will want to prepare a strong résumé and cover letter that can be tailored based on positions you are applying for, and speak with professionals in your field to inquire about other materials you might need to develop (e.g., portfolio, writing sample, teaching philosophy).

Have your materials critiqued! Stop by The Career Center to have a Career Advisor review your application materials. For more information on writing effective letters, see [page 25](#).



Interviewing

Preparation for the interview is essential. There are a variety of interview formats (e.g, Zoom, panel, group, etc.) and questioning styles used by employers that are helpful to review prior to your interview. Learn how to prepare for the interview on [page 35](#).

Follow Up!

Employers are busy and see many résumés, so they may not always respond to every applicant. Remain courteous, but do not be afraid to follow up with employers regarding the status of your application or interview. Speak with a Career Advisor or Career Liaison to discuss strategies on following up effectively.

Managing Rejection

When the job offer doesn't come, it's normal to feel disappointment, sadness, frustration, or even fear. Whatever the emotion, allow yourself time to process it, but try not to let it derail your job search. Take time to reflect on the experience. If there were areas where you felt you could improve, now is the time to hone those skills.

Remember, there are many reasons why an employer may go with another applicant, so try not to take it personally. Consider:

- Asking for feedback. If you worked with a recruiter or feel comfortable asking the interviewer, you may get valuable feedback simply by asking. Maintain a professional manner and phrase your question as a positive, such as "What skills would make me a better candidate?" Avoid putting the interviewer on the spot or directly asking why you didn't get the job.
- Writing a thank you and expressing your continued interest in the organization. They may keep you in mind for a future position.

REFLECTING ON AND EVALUATING THE PROCESS

Spend some time reflecting on your job search by asking yourself the following questions:

- How much time each week am I actually spending on job search activities?
- Am I applying to positions within my desired job targets?
- Am I developing a network of contacts?
- When I send résumés and cover letters, are they tailored to the position/employer?
- Have I looked for and exhausted all possible job leads?
- Am I using multiple creative methods to job search?

After evaluating your current job search strategies, you might find you will need to jump backward or forward in the process. For instance, if you have not been tailoring your cover letters to specific positions, it would be helpful to incorporate this change and have your cover letters critiqued again. Taking the time to reflect and learn from your experiences strengthens your current and future job search.

JOB SEARCHING AS AN INTERNATIONAL STUDENT

International students can face unique challenges in the job search process. An effective approach requires knowledge of benefits and restrictions of your particular status. Consult advisors, faculty, friends, international student advisors, career advisors, and foreign alumni in your job search.

The Career Center offers many resources for international students, including lists of foreign firms operating in the United States, databases of employers who have previously hired international students, and services such as résumé critiques and mock interviews.

For more information and support, the Center for Global Engagement provides orientation, immigration advising, and ongoing support to over 3,000 international students.

Learn more at cge.fsu.edu.

ATTEND CAREER FAIRS

The purpose of a career fair is to establish professional relationships and discuss potential job and/or internship opportunities. Career fairs are a great way to explore your future options, learn about employers and opportunities of interest, and build connections with industry professionals.

Information for navigating virtual career fairs will be shared on our website: career.fsu.edu

BEFORE A CAREER FAIR

There are a number of benefits to attending a career fair, including the opportunity to:

- Interact one-on-one with employers of interest.
- Practice and enhance networking skills.
- Gain awareness of organizations and opportunities for which they are hiring.
- Establish professional relationships and gather contact information from employers.
- Receive an invitation for an on-campus interview.

All classifications of students (including freshmen, sophomores, juniors, seniors, and graduate students) can benefit from attending a career fair. Additionally, students and alumni from all majors can attend any FSU career fair.

Creating an Elevator Speech

When introducing yourself to a potential employer, it is helpful to be able to quickly describe your career goals, core strengths, and relevant experiences. If you were to step into an elevator with the CEO/President of an organization you were interested in working for and had 30 seconds to tell this employer enough information to make them want to hire you, what would you say?

This personal commercial is often called an elevator speech. In creating your elevator speech, it is best to connect your personal experiences and qualifications with the organization and describe why you are a good candidate. This is also a great way to start a conversation with an employer. Your elevator speech may include:

- Your name and present status/situation (year in school, current position, major, etc.).
- Brief overview of your unique experiences, skills, and qualifications.
- A connection between what you can offer and what you know about them.
- Pertinent questions that employers can respond to.

Practice delivering your elevator speech before attending a career fair. The more you practice, the more comfortable you will feel.



TIPS FOR PREPARING

- **Create a strong résumé.** Visit The Career Center to have your résumé reviewed and be sure to have multiple copies (minimum of 20) printed on professional résumé paper before the career fair. Decide if you need more than one version of your résumé, depending on your job target(s).
- **Develop and practice an elevator speech.**
- **Research employers.** Identify which employers you want to talk to BEFORE the event by researching the organizations attending on NoleNetwork.
- **Dress for success.** Business professional is the appropriate attire for career fairs. See examples on [page 33](#).
- **Use a professional business portfolio (if available)** to help keep your items organized. Include copies of your résumé, business cards, and employer literature that you will gather while attending the event. Use the space inside your business portfolio to take notes.
- **Evaluate your online presence.** Clean up any social media profiles and adjust your privacy settings accordingly. Consider updating or creating a LinkedIn profile. See [page 29](#) to learn more.

DURING A CAREER FAIR

- **Arrive early** to avoid long lines.
- **Research participating employers** on The Career Center's website or NoleNetwork.
- **Familiarize yourself with the fair's layout** and location of organizations before entering the event.
- **Be positive and confident!** First impressions strongly impact networking interactions. This often includes a handshake, eye contact, nodding your head, and a friendly smile.
- **Make a game plan for visiting organizations.** It may be helpful to visit with your favorite employer after you have had some time to practice interacting with employers. Become more comfortable introducing yourself before approaching your top choices.
- **Ask thoughtful, open-ended questions.** Open-ended questions are those that require more than "yes" or "no" answers. These kinds of questions are more helpful in starting meaningful conversations with a networking contact.
- **Leave your résumé with each representative** you speak with if you can. Some organizations are not permitted to accept hard copies of résumés at career fairs.
- **Request a business card from each employer** (or contact name if employer is not handing out business cards). This will allow you to follow up accordingly.
- **Ask to sign up for on-campus interviews.** Many organizations who attend FSU career fairs conduct next day on-campus interviews following the fair. It is perfectly acceptable to ask an employer, "Are you conducting on-campus interviews this week? How can I get on your list?"
- **Take notes.** Any details you can remember from your interactions with career fair employers may be helpful when you apply to positions.
- **Be open-minded.** Many employers are recruiting students from all majors at FSU career fairs. Be confident in your abilities and focus on the skills you have to offer an employer.

AFTER A CAREER FAIR

- **Review and organize your notes.** When following up, it is important to remember the details of your interactions with specific employers.
- **Follow instructions given to you by the employer.** For example, if an employer encourages you to apply online, be sure that you submit your application online within the next two days.
- **Send a thank you letter,** preferably within 24 hours of meeting the employer. See sample on [page 37](#).

CAREER EVENTS

Log in to NoleNetwork or visit career.fsu.edu/students/undergraduate-students/events-and-workshops for more information and for more details regarding fairs and other career events.

Part-Time Job & Internship Fair

STEM Résumé Café

All Majors Résumé Café (virtual)

All Majors Résumé Café (in-person)

STEM Career & Internship Fair

Seminole Futures All Majors Career & Internship Fair

Graduate & Law School Fair

HELPS Fair (Healthcare, Education, Law Enforcement, and Public Service)

FSU Panama City Campus Career Fair

SEC/ACC Career Fair

Final Spring Career Fair

Statewide Job Fair



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USE PROPER ETIQUETTE

Good business etiquette is essential at every phase in your career. Keep this advice in mind to make a great impression during the interview process, in the workplace, and as you advance in your field.

WORK ETIQUETTE

Utilize the following principles when communicating with office employees

- **Be timely.** Arrive to work and meetings on time. Complete work assignments on time.
- **Be polite, pleasant, and courteous.**
- **Learn office politics.** Pay attention to the way things are done and appropriate office behavior.
- **Appear professional and well-groomed.** Dress for your next promotion or job.
- **Understand the chain of command and demonstrate respect for management.** To help with this, consider these four common expectations:
 1. Your supervisor is your superior and maintains final judgment and/or approval of work decisions. Employees are expected to defer to their supervisor or management.
 2. Keep management informed. Transparent communication allows you to be sure you are taking the correct actions in your work. Do not overstep boundaries.
 3. Observe how employees are expected to share information in the organization. Consulting with your direct manager/supervisor – before communicating with the “boss” – is more professional and considerate.
 4. Remember that what you do and say reflects upon your manager. Employees are expected to work and behave in such a way that their managers are reflected upon positively.
- **Adopt a can-do attitude.** Those who accept challenges and display creativity are valuable.
- **Be flexible.** By remaining flexible and implementing change, you gain a reputation as a cooperative employee.
- **Give credit** to everyone who contributed to a project or event.
- **Do not differentiate** people by position or standing in an organization.



SOCIAL ETIQUETTE

Both nonverbal and verbal behavior help to define your social skills. Maintaining eye contact, and making the proper introductions show good business etiquette.

Eye contact is critical when meeting people.

- Eye contact increases trust, shows respect for the person and business situation, and shows confidence and good interpersonal skills.
- Keep in mind, eye contact perception differs in people with different cultural backgrounds

Proper introductions help establish a connection when meeting people.

- Typically, authority or seniority define whose name is said first. Say the name of the most important person first and then the name of the person being introduced. “Ms. Client, I’d like you to meet Mr. Colleague” or “Mr. Boss, I’d like you to meet my husband, John.”
- Keep the introduction basic.
- Remember names for future reference.
- Provide some information about the people you are introducing to clarify your relationship with that person.
- Always carry business cards.
- Keep written notes on people in order to follow up, both personally and professionally.

DINING ETIQUETTE

Business can sometimes be conducted over a meal. It is important to understand how to conduct yourself to reduce dining anxiety.

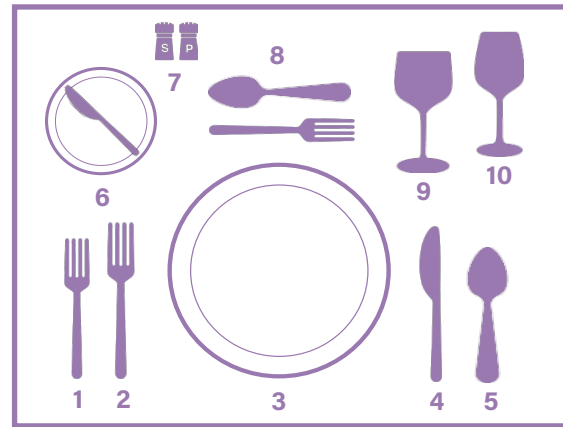
- When possible, let the host take the lead.
- Ask for suggestions if you are unsure of what to do.
- Do not order the most or least expensive menu items.
- Avoid sloppy or hard-to-eat foods.
- Avoid alcohol, even if others drink.
- Always pass to the right. It is acceptable to pass to your immediate left if you are the closest to the item requested.
- Always pass the salt and pepper together.
- Choose the correct silverware. Knowing the formal table setting allows you to focus on the conversation, rather than which utensil to use.

NAPKIN ETIQUETTE

- Place the napkin in your lap immediately after being seated.
- Do not shake it open. Place the fold of a large napkin toward your waist.
- If you must leave the table during the meal, put the napkin on your chair or to the left of your plate.
- When finished, place the napkin to the right of the plate.

THE BASIC TABLE SETTING

- Eating utensils are used from the outside in. Dessert forks/spoons are placed at the top of the plate.
- Be sure to keep the blades of the knives pointing toward the plate.
- When you don't know what to do, watch your host.
- When finished, leave your plate where it is. Do not push it away from you. Lay your fork and knife diagonally across the plate and side-by-side, placing them as if pointing to the numbers 10 and 4 on a clock face. Place the sharp edge of the knife facing you.



- | | |
|-----------------|------------------------|
| 1. Salad Fork | 6. Bread Knife/Plate |
| 2. Dinner Fork | 7. Salt/Pepper Shakers |
| 3. Dinner Plate | 8. Dessert Fork/Spoon |
| 4. Dinner Knife | 9. Water Glass |
| 5. Soup Spoon | 10. Wine Glass |

TIPS

- Begin eating only after everyone has been served.
- Bread and rolls should be broken into small pieces. Butter only one or two bites at a time. Butter should be taken from the butter dish and placed on the bread plate, not directly on the bread.
- Bring food to your mouth, not your mouth to the food.
- Chew with your mouth closed.
- Do not talk with your mouth full.
- Take small bites so you can carry on a conversation without long delays for chewing or swallowing.
- Cut food one piece at a time.
- Always scoop soup away from you.
- Do not leave your spoon in the cup. Use the saucer or plate instead.
- Taste before seasoning.
- Do not use a toothpick or apply makeup at the table.
- If food spills off your plate, pick it up with your silverware and place it on the edge of your plate.

CORRESPONDENCE ETIQUETTE

Whether you have just met someone or have known the person for some time, it is important to send follow-up correspondence after meetings.

Thank You Etiquette

- Write a follow-up/thank you letter within 48 hours. See [page 37](#).
- Whether a handwritten note or formal letter, always follow guidelines for writing effective business letters.
- Do not forget to sign your letter.
- Always proof for typos and misspellings.

Email Etiquette

- Email is appropriate to use, but never use all caps, and watch for typos.
- Always include a meaningful subject line in your message. Use correct grammar and spelling.
- Use a signature if you can. Make sure it identifies who you are and includes your email and phone number.
- Use active words. Use proper sentence structure. Avoid long sentences; be concise and to-the-point.

Phone Etiquette

When using the phone, proper etiquette is just as important as when you meet someone in person.

Like face-to-face interactions, how you behave on the phone tells others much about you.

- Do not keep someone on hold for more than 30 seconds.
- Always try to return calls on the same day. Always leave your phone number if you ask for someone to call you back.
- Make sure your voicemail works. Keep business conversations to the point.
- Maintain a phone log to refer to for valuable information.
- Active listening is essential, whether in person or on the phone.

Office Etiquette

Your personal cell phone can have a negative impact on how you are viewed at work. Follow these simple rules of cell phone etiquette and you will maintain your professionalism.

- Turn your cell phone ringer off or at least to vibrate. Let calls go to voicemail, unless expected and important.
- Return voicemails and use your personal phone in a private place if you work in an open area.
- Inform others when you are expecting an important call that you will need to take prior to a meeting.





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at Brandon.Solie@uga.edu

padp.uga.edu

NEGOTIATE JOB OFFERS

Once you have received a job offer, you have more power than at any other time in the interviewing process.

CONSIDERATIONS

Timing is Key

An offer can arrive anywhere from one day to six weeks after your second or third interview. Occasionally, employers will give you the offer at the final interview.

Do not accept the job offer on the spot. Although you may want to accept an offer, take some time to evaluate all of the factors of this decision.

Remember not to be “starstruck” by the excitement of the offer. Determine a reasonable length of time for you to make your decision (a few days to a week), and be ready to give the employer this time frame when you receive an offer. Employers know you are interviewing with other organizations and will appreciate you being honest and careful about your decision.

Clarify the Offer

Be clear on all the factors that make up the offer. Get the following information before you get off the phone with the employer:

- Salary
- Benefits
- Location
- Reporting date
- Relocation expenses offered
- Signing bonus (if any)
- When they need your answer

Impressions Still Count

Continue to make a good impression when the offer arrives. Let employers know that you are pleased to receive an offer, but do not announce to your roommate, friends, or family that you got the job. Do not make a negative impression with employers by telling them how many other offers you have received.

Every Negotiation is Unique

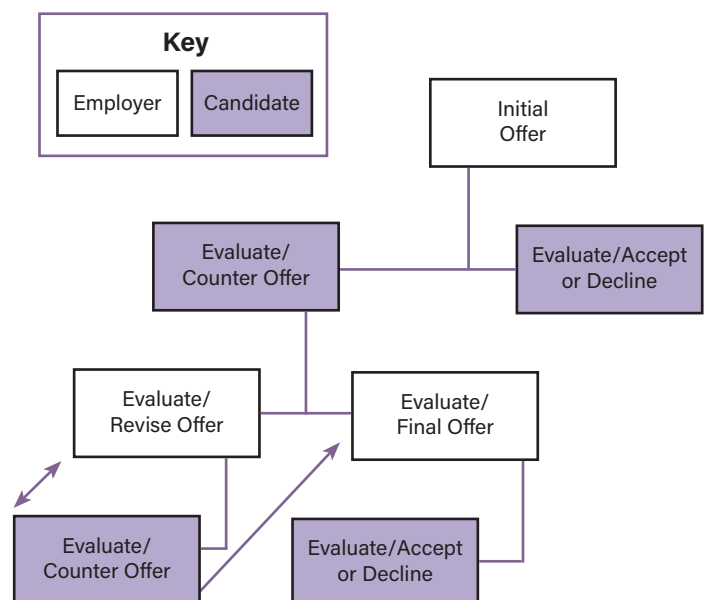
Sometimes you will have skills to offer employers that are highly valued. Negotiation will be easier in this situation. At other times, your offer is one of many with other candidates waiting in the wings if you do not accept the offer. The economy and labor market may determine whether your offer is negotiable or not. Know the situation and be prepared to justify your request if you are not in a high-demand field.



THE NEGOTIATION PROCESS

Negotiation is a process that may consist of several contacts with an employer before a job is accepted or declined. Once the employer gives the initial offer, it is common for a candidate to take time to evaluate and return to the employer with a counter offer or negotiated adjustment to the original offer. The employer then may need to reconsider and take some time before returning to the candidate with either acceptance of the counter offer terms or more adjustments.

This process continues until the employer states that the current terms are their “final offer.” When the final offer is given, candidates can still take time to consider but will need their next contact with the employer to be a notice of acceptance or declination. Below is a graphic representation of the negotiation/hiring process.



The following are possible factors to negotiate after you receive an offer:

Salary (To Certain Limits)

The offered salary may or may not be negotiable, and it may or may not be a fair offer. Prior to negotiating this factor, research salaries offered in your field by geographical location, experience, degree level, major, and previous offers. You will often find that the salary an employee receives varies greatly by job, employer, and region of the country.

Location of Position

There are many differences between working in various cities. Take the time to check out the geographic area of the position. Does the community offer you the lifestyle you are looking for? Do you have the option to choose the location of the job? With some positions, negotiating where you will live can make the difference in accepting a job or not.

Reporting Date

Depending on the organization and your job, some employers might be able to offer a flexible starting date. If you have ever dreamed of backpacking or cycling through Europe, now may be the time! Maybe you just want to take some time off to relax. Now is the opportunity to negotiate when you will begin your new job.

Appraisal Reviews

Some employers may give bonuses for job performance. Often, these salary increases are attached to your appraisal reviews. If the organization incorporates this type of appraisal system, it might be possible to ask for an earlier review to increase your earnings more quickly.

Relocation Expenses and Signing Bonuses

Some employers may provide relocation benefits to help you move to the community where the employer is located. This may include travel to the community to look for a home or apartment, mortgage assistance, cost of moving possessions and vehicles, and/or hotel and food expenses until you are settled.

It also may be in the form of a signing bonus, which is simply an agreed upon amount of money given to you when you accept the offer. If an employer does not present these benefits, you might want to consider negotiating for them.

MAKING THE BEST DECISION

Making the best decision involves a host of factors including but not limited to:

Individual Needs and Goals

- Does this job match your interests, values, skills, and beliefs?
- Does it provide the lifestyle, prestige, independence, creativity, security, and economic returns you are looking for in a job?

Family Goals

- Does this job accommodate your needs and lifestyle preference regarding your family?
- Is the geographical location conducive to you and your family's hobbies, community activities, and social support groups?

Career Goals

- Are the nature of the employer, the job's pay and benefits, and the work activities what you are looking for in a job?
- What is the employer's reputation?
- Is the salary adequate for your needs?
- Will you be given significant responsibility?
- Are the surroundings and people pleasant?
- Is the training program attractive and comprehensive?
- Is there job security?
- Does the organization provide advancement and mentoring opportunities?
- Does it offer room for professional, personal, and educational growth?
- How does the benefit package compare to those of other employers?



NEGOTIATE THE OFFER

Once you have decided on an offer to accept, you will need to take the following steps to ensure an effective negotiation:

Decide the Conditions

It is important to determine what you want from the offer, but it is also important to know the minimum you will take from an offer. Create a plan that will allow flexibility.

For example, if you ask for more salary but the organization cannot offer more money, would you be willing to take a signing bonus instead? Remember, you only have one opportunity to get the most from this offer, so thoroughly plan prior to any negotiation.

Negotiate with One Organization

Only negotiate with one organization at a time. Don't spend time and energy negotiating with the organization that is your second or third choice until it is clear that your first choice is no longer an option.

Call Early

If you make your decision early, by all means call the organization and begin negotiations. The earlier you negotiate, the more likely that the organization has not filled all of its positions and could be more inclined to negotiate with you.

Maintain Professionalism

Many candidates make the mistake of becoming too casual after they have received an offer. Remember, the person you are negotiating with may be your supervisor or your colleague.

Negotiate from a Point of Power

Two strategies are typically used to negotiate effectively. The first involves going to the employer with a competing offer from another organization. Having a higher competing offer for the same type of position within the same industry is an effective negotiating strategy. Never lie—employers communicate with each other.

The other option is to present the employer with research about salaries in the field and cost of living and/or market demand for your credentials. Research that includes these items will give you a stronger position from which to negotiate. Make sure your statistics accurately represent your background and the type of job being sought. Regardless of which strategy you choose, focus on the total package. Look for creative ways to achieve your objective.

Make a Decision

Be prepared to make a decision once the organization has stated its final offer. It is not appropriate to try to hold out for more time or another offer.

Commit Fully

Once you make a decision, let your employer know that you are with them 100 percent. No one wants someone to work for them who acts like they would rather be somewhere else.

Be sure to put your decision in writing through a declination letter or an acceptance letter (see [page 25](#)). Declining an offer should be done in writing and as soon as you accept another position. This is an important step because you may need this contact later on, so never burn your bridges.

Acceptance letters are extremely important in restating your understanding of the offer. Include salary, location, starting date and time, any perks or signing bonuses negotiated, and other factors that you feel were vague.

Salary Resources

- FSU Salary and Hiring Data: career.fsu.edu/stats
- Occupational Outlook Handbook: bls.gov/ooH
- salary.com
- NACE Salary Resources naceweb.org/job-market/compensation

ProfessioNole Ready

An online professional development series to build your career-ready skills.



ProfessioNole Ready is the Career Center's online badging series that helps students

learn and develop the career-ready skills valued by employers. In addition to other modules and activities, PNR includes an interactive module on job and salary negotiation. PNR is available through Canvas so you can get help any time, anywhere! Visit career.fsu.edu/students/professionoleready.



CONSIDERING GRADUATE OR PROFESSIONAL SCHOOL

Explore types of graduate/professional degree options and considerations for choosing programs, and review resources to assist in your search.

Common reasons for pursuing graduate education include:

- A graduate degree is required for the desired career path.
- Looking to obtain additional skills prior to entering the workforce.
- Seeking employment in the academic environment.
- Gaining specialized knowledge in a particular area of interest.
- Promotion or advancement in a current career path/industry.

CONSIDERATIONS

- How does this degree lead you toward your intended career path?
- Do the programs require or recommend related experience before entry?
- What is the length of the program and what is your timeline for attending?
- How will attending graduate school affect your family or relationships?
- How will you finance graduate school?
- Have you reviewed program deadlines for entry?

DEGREE OPTIONS

Master's Degree

(M.S., M.A., M.Ed., MBA, MPH, MFA, MSW, etc.)

- Course-type program: Students complete a required program of study.
- Comprehensive exam program: Students are required to complete coursework before passing an exam.
- Thesis-type program: Students complete required coursework and must submit a thesis (original piece of research).
- Proficiency program requirements: Many of the creative disciplines (music, dance, theatre, art) offer programs requiring students to demonstrate proficiency to graduate.



Specialist and Advanced Master's Degree

(Ed.S., Adv.M., LL.M., etc.)

- Entail studying beyond the master's degree but are less extensive than the doctoral degree. They are most often offered in education.

Professional Degree

(J.D., M.D., D.V.M., Pharm.D., D.D.S., D.M.D., etc.)

- These degrees are awarded upon completion of a program of study that prepares individuals to enter certain professions. Though the degree may contain the term doctor, a professional degree is the initial degree awarded in that area. Master's degrees and Ph.D.s may be available in conjunction with the professional degree.

Doctoral Degree

(Ph.D., Ed.D., D.M., Psy.D., etc.)

- These are the highest degrees awarded. In addition to completion of an academic program of study and a comprehensive exam, the majority require a dissertation (a significant work of original research).

Post Doctorate

- These are not degrees but simply advanced study, research, or training in a particular area.

CHOOSING A PROGRAM

If possible, start early to give yourself a year or more to explore and choose.

Research Possible Programs

Identify programs in your chosen field. There are helpful resources available in The Career Center Library, including reference books such as:

- Peterson's Guides to Graduate and Professional Study
- The Official GRE/CGS Directory of Graduate Programs

Helpful websites to review include:

- Gradschools.com
- GraduateGuide.com
- Petersons.com

Make sure to:

- Review institutional and departmental webpages.
- Contact departments directly for additional materials describing the department, programs, and courses in detail.
- Review copies of university bulletins/catalogs.
- Check with your department or academic advisor.

Determine Accreditation

Rankings are one aspect to consider when evaluating grad programs. However, it is perhaps more important to consider accreditation, a designation given to a program that has met standards set by a third party organization. For example, the American Psychological Association sets standards and provides accreditation for graduate programs in counseling and clinical psychology.

Accreditation can be linked to many issues, such as obtaining financial aid, professional credibility, and certifications or licenses. Visit the Council for Higher Education Accreditation at chea.org to learn more about the accreditation of programs you are considering.

Check Program Rankings

- Research current events in your field. What are the issues and who is writing about them? Are the programs you are considering active in these areas?
- Ask your professors and advisors what they know about the programs you are considering.
- Consult resources that review and evaluate programs. Some you might want to consult include:
 - U.S. News & World Report Graduate School Rankings
 - Gradschools.com
 - mastersdegree.net

GRADUATE/PROFESSIONAL SCHOOL EVENTS

To find information about graduate and professional school events, including the annual Grad School Bootcamp and Graduate and Law School Fair, visit: career.fsu.edu/students/events.

CHOOSE WHERE TO APPLY

After completing your research, select the programs you will actually apply to. Most prospective graduate students will apply to several programs, ranging from their ideal choice to a back-up.

Create a chart of deadlines, fees, and contacts to help you keep track of this information. Begin the application process at least one year before you plan to enter your graduate program!

Consider how compatible the department or program is with your goals. A visit to the program is often the best way to see if the program is the right fit. Check the program's website or call the department office for necessary application materials the year before you plan to attend graduate school.



Some things to consider when researching schools or programs:

- Cost: _____
- Financial aid/assistantship opportunities/part-time work: _____
- Program quality: _____
- Important features (program length, class offerings, class size): _____
- Program culture: _____
- Program outlook/future: _____

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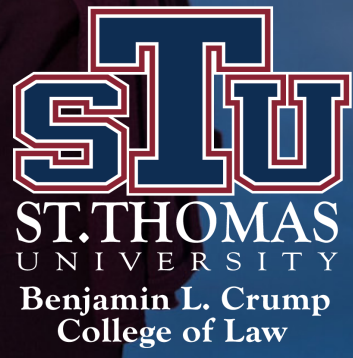
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LETTERS OF RECOMMENDATION

Most graduate and professional programs require you to submit letters of recommendation from people in positions who can speak about your qualifications. They may specify the types of recommendations that must be submitted, including academic, personal, and employment. Some programs will ask that detailed forms be submitted, and others will ask for individualized letters.

In general, you should check the program's requirements for recommendations before asking anyone. Determine the type of recommendations requested and the format (usually a form or letter) they must follow.

Always ask permission before listing someone as a reference, and send a written request for the recommendation to each person.

At least four weeks before the due date, provide each reference with:

- A copy of your résumé/CV and any other information you feel is relevant.
- The forms or guidelines that outline exactly what is expected in the recommendation.
- The deadline by which the recommendation must be received.
- Correctly addressed, stamped envelope or information on how to submit electronically.

Remember to send a note of thanks to each person writing a letter!

HOW TO FINANCE A DEGREE

Ideally, you should begin researching sources of financial support early in the application process because many funding organizations and academic departments have applications due in the fall for the following year.

Types of Assistance

Fellowships: Prestigious awards, often quite substantial. They are competitive based on academic achievement and do not usually require work. Learn more at FSU's Office of National Fellowships: onf.fsu.edu.

Assistantships: Paid part-time employment that may include full or partial tuition waivers (often the out-of-state portion of tuition). Those with this award often teach, conduct research, or work in student affairs.

Loans: Low-interest loans are available to most graduate students. Contact the institution's Office of Financial Aid for more information, financialaid.fsu.edu.

Grants and Scholarships: These do not require repayment but occasionally are designated for a specific purpose. For instance, science organizations may award a grant for a specific student research project.

ADDITIONAL RESOURCES

- Pre-Law Advising: prelaw.fsu.edu
- Pre-Health Advising: med.fsu.edu
- Graduate School: [career.fsu.edu/students/consider-graduate-school & gradschool.fsu.edu](http://career.fsu.edu/students/consider-graduate-school&gradschool.fsu.edu)
- Federal Student Aid Information Center: **800.433.3243**
- FSU Financial Success: financialsuccess.fsu.edu
- Student Loans: estudentloan.com
- FinAid: finaid.org

ADMISSION EXAMS

The majority of graduate programs require exams as part of the admission process. The test you need depends on the field you plan to enter. Commonly required exams include:

- **DAT** (Dental Admission Test); Most dental schools ada.org/dat.aspx
- **GRE** (Graduate Record Examination); Most other graduate programs and some law schools ets.org/gre
- **GMAT** (Graduate Management Admission Test); Most graduate programs in business mba.com
- **LSAT** (Law School Admission Test); Law schools lsac.org
- **MCAT** (Medical College Admission Test); Most medical schools aamc.org/students/applying/mcat
- **MAT** (Miller Analogies Test); Used by some graduate schools milleranalogies.com

Plan to take these exams early! Scores generally stay current for five years.



WRITE YOUR PERSONAL STATEMENT

A personal statement demonstrates your unique qualifications to an admissions committee and illustrates your writing ability, creativity, and career goals. Admissions committee members look for interesting, insightful, and non-generic personal statements that provide concrete evidence of your competence and motivation. Most personal statements are two-three pages.

CONTENT

A personal statement may be requested to assess your interest in the program or field and your ability to write clearly and correctly. Personal statements often include:

- Information about yourself and your career goals.
- When and how you became interested in the field.
- What you have learned from experiences related to the field (employment, volunteer activities, research).
- What personal characteristics (integrity, persistence) or special skills (leadership, writing) you have that would enhance your prospects for success in this program or field.
- Why you are interested in the particular program; anything else that makes you a strong applicant.

PREPARE TO WRITE

Deciding on a topic about which to write can be challenging at first. To help facilitate your writing process, take some time to reflect on the following:

- **Personal History** — Prior life experiences, events, and achievements relevant to your career choice or application to graduate school. Life events are experiences that are distinct or unique which relate to your professional goals. You may also want to think about the people who have influenced your decision to pursue this field or who have had a significant impact on your values as they relate to this choice.
- **Academic Life** — Research interests and prior experience, academic accomplishments and/or recognitions, and influential professors/mentors.
- **Work Experience** — Previous jobs, internships, volunteer experience, and/or extracurricular activities that have influenced your career choice or career goals.



Helpful Questions

- What are your short- and long-term goals?
- Why do you want to apply to this program?
- How did you learn about the field? What stimulated your interest in this field?
- What are the special features/values of this program that attracted you to it, and how do they match your own interests, values, and skills?
- What is special, distinctive, unique, or impressive about you or your life story?
- Have you overcome any unusual obstacles or hardships?
- What is the most important thing for an admissions committee to know about you?

Tips

- Follow the prompt directions to guide your writing.
- Aim for depth, not breadth.
- Choose a font style and size that can be easily read by your audience.
- Write in first person.
- Focus on one or two specific themes and discuss related experiences.
- Concentrate on capturing the reader's interest through the opening paragraph.
- Use unique life experiences to stand out and connect those to professional goals and career motivation.
- Identify your strengths and clearly articulate what sets you apart from other applicants.
- Tailor the essay for each school and clearly state reasons for pursuing a degree from that school.
- Proofread for typos and grammatical errors.
- Seek feedback.



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WRITE YOUR CURRICULUM VITAE (CV)

The curriculum vitae, or CV, is a summary of one's academic history and professional qualifications. It is often submitted as part of a job, graduate school, or internship application process. CVs are similar to résumés, but they do not have page limits and often include additional categories with more in-depth information. CVs are most commonly requested for academic positions, graduate school, or funding; however, any employer may ask to see your CV.

COMPONENTS

While there is no standard formula or template for preparing a CV, certain information should be included.

Identification

- Your name, address, phone number with area code, and email (make sure it's professional) should be the first items on your CV.
- If you are at a temporary address, you can include this in addition to or in place of your permanent address, depending on your circumstances.

Education

- Using reverse chronological order, list your most recent degree first followed by all other degrees earned or training received.
- Make sure to include the name of the degree, date of graduation, and name and location of the institution.

Florida State University, Tallahassee, FL

Doctor of Philosophy in Cognitive Psychology, May 2019

Dissertation Topic: *Cognition in Children*

GPA: 3.8

University of Michigan, Ann Arbor, MI

Bachelor of Science in Psychology, April 2014

Minor: Education

GPA: 3.7

Experience

- List teaching, research, and related experience, including graduate assistantships, internships, and postdoctoral fellowships.
- Make sure to include your position title, name of the organization, the organization's location, dates, responsibilities, and accomplishments.
- Describe your experiences with short, results-oriented phrases using action verbs.



Research Assistant, Tallahassee, FL

Florida Department of Health, January 2017 - Present

- Conduct epidemiological and statistical analyses on disease risk factors/outcomes to inform policy decisions regarding prevention
- Complete multivariate and survival analysis, multilevel analysis, and mapping using statistical software

Other Optional Categories

- Academic and Professional Service
- Leadership
- Honors/Awards
- Memberships/Affiliations
- Professional Certification(s)
- Presentations/Publications
- Research Grants & Projects
- Teaching Interests
- Technical Skills

Length

- Your CV's length will vary depending on your unique experiences.
- The information contained in your CV is more important than the number of pages filled.

Layout

- Remember, you are designing your CV to capture the reader's attention. Make sure to put the most relevant information first.
- You may want to use italics, underlining, and bold features to highlight certain category headings, position titles, organizations, etc.

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Hannah Joy, Sr. Campus Recruiter

hannah.joy@rsmus.com | 614-448-7224

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Let's talk

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Meet us on campus

GRADUATE SCHOOL RESOURCES

Discover tools that will help you make a smooth transition to the next stage of your career.

INDUSTRY OPPORTUNITIES

Graduate students with advanced degrees looking for jobs outside of academia can find positions using these additional resources:

NoleNetwork

- **NoleNetwork:** View and apply to jobs and internships, schedule mock interviews to hone your skills, sign up for on-campus interviews with employers, view career events, and more through The Career Center's online database. Visit career.fsu.edu/nolenetwork for more information.

Access career planning resources for graduate students at career.fsu.edu/students/graduate-students.

PROFESSIONAL MATERIALS

Whether you are pursuing a tenured faculty position or looking for a job outside of academia, developing your professional materials is a critical component of any job search strategy.

During your job search, you may need to prepare a curriculum vitae (CV), convert an existing CV to a résumé, write cover letters, develop research or teaching philosophies, or prepare a professional portfolio. Visit The Career Center or schedule an appointment with the Graduate Career Liaison (<https://career.fsu.edu/about-us/career-liaisons>) for additional assistance with preparing these materials.

ACADEMIC JOB SEARCH

If you would like to pursue a career in academia after completing your graduate degree, there are several things to consider while evaluating your options. Do you want to focus on research or teaching? What size college or university would you prefer? Would you start in an adjunct position?

One way to begin learning more about your options is to network with people in your department and field. The following websites provide helpful information for pursuing an academic career and include academic job postings:

- www.insidehighered.com: Academic career advice and higher education job postings
- www.academic360.com: Collection of resources gathered for the academic job hunter
- www.higheredjobs.com/faculty: Higher education faculty job postings
- career.fsu.edu/students/graduate-students: Career planning resources for graduate students

*You may also want to refer to your professional association's website for more opportunities to network and additional job boards.

POSTDOCTORAL POSITIONS

A postdoctoral internship (postdoc) is often required for tenure-track faculty and related positions. Students planning to work outside of academia may also wish to complete a postdoc to gain experience and work toward licensure.

Many times, the best way to obtain a postdoc position is by networking with people in your field and talking with your advisor or other professors. The following websites may be helpful in obtaining information and finding postdoctoral position listings:

- National Postdoctoral Association: www.nationalpostdoc.org
- Postdoctoral position postings: www.postdocjobs.com

Networking

Interviewing

Presenting

Technology

Leadership

Negotiating

To learn more about these and other key skills by watching career-focused videos, [visit here](#).

Questions about Financial Aid? See [page 73](#) and visit gradschool.fsu.edu/funding-awards.

UNIVERSITY RESOURCES

- **Graduate Career Liaison:** The Career Center's liaison to the Graduate School can provide help with career exploration, discovering options, document and personal branding preparation, job searching, and more. career.fsu.edu/career-liaisons
- **Graduate Professionale Ready:** Grad PNR teaches graduate students about the professional skills valued by employers in the workforce, graduate or professional school programs, and other post-graduation plans. Professionale Ready is a self-guided online professional development series with interactive learning activities that will help you build the skills employers want. With career modules available to explore, ranging from resumes and professional communication to salary and job negotiation, participants have the flexibility to choose which topics best meet their needs.
- **Congress of Graduate Students (COGS):** COGS is a student government organization for graduate students that provides funding and support for academic conferences, research, and student organizations. sga.fsu.edu/cogs.shtml
- **Office of Graduate Fellowships and Awards (OGFA):** The OGFA assists current FSU students with articulating their interests and ambitions in support of identifying and applying for external fellowships, scholarships, grants, and awards. ogfa.fsu.edu
- **Program for Instructional Excellence (PIE):** PIE offers many resources for grad students who act as teaching assistants. Some opportunities include teaching conferences, workshops, teaching associate program, observation, and online resources. pie.fsu.edu
- **GradShare:** This service is a community of graduate students seeking a better experience in graduate school and beyond through the sharing of questions, answers, and links. Pick your subject area and start exploring the questions that your peers have already asked. GradShare offers help on diverse topics like teaching techniques, finding jobs, and finding the right balance between school and social life. gradschool.fsu.edu/professional-development/gradshare

For more resources, scan the qr code to visit the **Graduate School Exploration** page on the Career Center website.



- Networking
- Interviewing
- Presenting
- Technology
- Leadership
- Negotiating

To learn more about these and other key skills by watching career-focused videos, visit fla.st/K5FOD7NR

Questions about Financial Aid? See [page 73](#) and visit gradschool.fsu.edu/funding-awards.



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WHY ARRIVE?

We know attracting and retaining top talent takes more than happy hours and break room ping-pong tables. (But yes, we have those too.) That is why we invest heavily in every facet of the employee experience:

- ▶ Arrive is headquartered in Austin, Texas and has 6 other offices!
- ▶ Join Arrive's Employee Resource Groups: Women in Logistics, Black Logistics Group, Prisms - LGBTQIA+, Salute - Veterans & Military Members, Unidos - Hispanic/LatinX, Emerging Professionals
- ▶ 401K Retirement Matching Program Medical, Dental, Vision, Life, and Pet Insurance Relocation Reimbursement Assistance
- ▶ Leave the suit & tie at home; our dress code is casual.

CONTACT

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AVAILABLE OPPORTUNITIES

Business Development Rep

Jump-start a career in sales and build relationships with shippers all over the country.

Carrier Sales Rep

Forge connections between shippers and carriers. Master efficient shipment management.

Account Executive

Join our Client Success team to deliver best-in-class operations and customer service.

CAREER CENTER RESOURCES



Whether you are deciding on a career choice, seeking experiences to develop employability skills, or applying for a career opportunity or graduate school, The Career Center at Florida State University stands ready to prepare you for career success.

PROFESSIONOLE PATHWAYS

Enhance your career readiness and employability skills through badging pathways including the nationally recognized Professionole Ready Program Badges to display on your LinkedIn profile or Folio.

CAREER CENTER LIBRARY

Stop by for Drop-In Career Advising or browse hundreds of online and in-house resources related to majors, occupations, graduate school, and more.

ON-CAMPUS INTERVIEWS

Interview for internships, co-ops, and full- or part-time positions with various employers in NoleNetwork.

PROFESSIONOLE MENTORS

Connect through our online platform with professionals throughout the country and the world to learn about careers and opportunities from alumni and friends of FSU.

CAREER PORTFOLIO

Prepare for the future through planning, reflection, skill development, and portfolio documentation by building a Career Portfolio to showcase your skills.

NOLENETWORK

Utilize this online resource to view and apply for jobs and internships, view career events, connect with employers and alumni, and more.

ProfessioNole Ready



An online professional development series to build your career-ready skills.

WHAT IS IT?

ProfessioNole Ready teaches students about the professional skills valued by employers in the workforce, graduate/professional schools, and beyond. The online professional development series has 13 career modules and 100+ pages of interactive media available to explore, ranging from resumes and interviewing to professional communication. Start building your career readiness skills today and earn a ProfessioNole Ready Badge to share with employers and/or admissions committees. Learn more at career.fsu.edu/students/professionoleready.

HOW CAN IT HELP?

ProfessioNole Ready can assist in developing the skills and competencies employers desire in employees such as: career management, critical thinking, digital technology, global/intercultural fluency, leadership, professionalism, communication skills, and teamwork. Through this program you can earn a ProfessioNole Ready badge to display in your portfolio and LinkedIn profile.



Start Earning Badges Today!

Visit career.fsu.edu/students/professionoleready to start earning badges related to the skills employers want.



Find Your Mentor Today

Visit career.fsu.edu/professionole-mentors to start connecting with mentors! We suggest searching by industry and expertise first.

ProfessioNole Mentors

Connecting students with professionals for career advice since 1988.

Search the ProfessioNole Mentors online network to connect with over 1,600 professionals waiting to answer your career questions.

WHAT IS IT?

The ProfessioNole Mentors program is a career network made up of alumni, parents, and friends of Florida State University that offers students the chance to reach out to professionals throughout the community, country, and world. Students can learn more about their field's industry demands, career expectations, job outlook, employment opportunities, and more.

HOW CAN IT HELP?

Have questions about what you can do with your major? Not sure what the working world will be like post-graduation? Want to grow your network? ProfessioNole Mentors want to share career information and insight with you.

WHO WE ARE

Insight Global is a leading global staffing company. Backed by an award-winning culture, we are a purpose-driven company focused on putting people to work. To us, staffing is about making a difference to those around us. We relentlessly pursue opportunities for others and help match qualified candidates with Fortune 1000 companies. We have 70+ offices across the US, Canada and the UK and are still expanding toward our goal of 100 locations by opening three-five offices yearly.



RECRUITER

- Entry-Level
- Consultant-facing
- Build the foundation for a successful career
- Their job is to identify top talent for open hiring opportunities with our clients
- Hands on approach to learning our process
- Promotions within first year



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ACCOUNT MANAGER

- Client-facing by working directly with hiring managers of Fortune 1,000 companies.
- Facilitate client partnerships through networking and cold calls
- Become valuable business consultants to our clients on hiring, interviewing, and talent management.
- Work together with our Recruiting team to present highly-qualified candidates, market data, and solutions for any given project.
- Mentor new Recruiters to their first promotion

INTERNSHIP

- Our summer internship is an eight-week paid program
- Learn how we win business, build lasting relationships, and facilitate hiring
- Receive in-depth training, real-world experience, and professional coaching advice from leaders in the industry.
- Opportunity to be hired into a full-time role after graduation.



CAREER CENTER LIBRARY

The FSU Career Center Library supports our services through a comprehensive collection of in-house and online resources. These resources provide information on career planning, majors, occupations, educational/experiential opportunities, effective job search strategies, potential employers, graduate schools, and more.

The Career Center uses an online catalog called Career Key to help you find resources that meet your information needs. Use this tool to generate a printable list of resources and their locations within The Career Center Library. Staff can help you find and use each resource. For information on library services and resources, drop by the library or visit career.fsu.edu/resources/online-resources.

The Career Center Library is organized into six stages of career development. Examples of books, quick guides, and websites within each category are listed below.

Learn about yourself— Whether you are choosing a major or career, books and modules in this section can help you discover your options!

- **Books:** What Color is My Parachute?
- **Quick Guides:** Quick guides help you identify action steps and locate resources related to specific career needs and career planning topics (e.g., Matching Majors to Jobs; Military to Civilian; Women & Career, etc.)
- **Websites:** CareerOneStop (careeronestop.org); Career Planning Guides (career.fsu.edu/Resources/Career-Guides)

Explore career options— Explore occupations, industries, starting your own business, and trends in the world of employment.

- **Books:** 150 Best Recession Proof Jobs; Great Jobs for Liberal Arts Majors; Dream Jobs in Sports Management and Administration
- **Websites:** Occupational Outlook Handbook (bls.gov/ooh)

Consider grad school— Look for information on specific schools, admissions, financial aid, training programs, and more!

- **Books:** The College Board Book of Majors; Peterson's Scholarships, Grants & Prizes; A Student Guide to Study Abroad
- **Websites:** College Navigator (nces.ed.gov/collegenavigator)



Gain more experience— Find information that will help you on your way to gaining professional experience.

- **Books:** Get More than Coffee: The ultimate internship guide and planner; Gap Year, American style: Journeys toward learning, serving and self-discovery
- **Websites:** FSU Career Center "Gain Experience" options (career.fsu.edu/Students/Gain-Experience); Americorp (nationalservice.gov/); NoleNetwork (career.fsu.edu/nolenetwork)

Prepare job search— Get advice and examples on writing résumés and cover letters, interviewing, personal branding, job hunting, networking, and more.

- **Books:** Ignite Your LinkedIn Profile; 31 Best Questions to Ask on Your Interview

Get career ready— Explore job opportunities and learn about career readiness skills most desired by employers .

- **Books:** Effective Communication: 5 Essential Tips and Exercises; Roadmap to Federal Jobs; Entertainment Power Players
- **Websites:** Glassdoor (glassdoor.com); Indeed (indeed.com)

ONLINE TOOLS

The Career Center Library and FSU Libraries subscribe to a number of databases that can assist users in their career search. See below for popular databases to get you started on your search.

Visit career.fsu.edu/resources/career-center-library/fsu-databases for more information.



BACKSTAGE



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CAREER PORTFOLIO

Use the [Career Portfolio](#) to compile information documenting the skills and experiences you gain every semester at FSU. Recording these details as they occur will allow you to quickly and easily access facts about your accomplishments to share with professors, employers, and graduate school admissions committees.

WHAT IS IT?

The Career Portfolio is an online tool created by the Florida State University Career Center to present your skills and experiences to prospective employers, graduate schools, and other organizations. You can use the Career Portfolio to learn about skills that employers and graduate schools value most, build a personal profile using the skills matrix, post your résumé, and list positive references from people who know you well. Then, upload examples of your best work (called “artifacts”) and share your portfolio with potential employers or graduate schools.

HOW CAN IT HELP?

Your Career Portfolio can help you organize and describe your accomplishments at FSU and beyond. You can use the portfolio to articulate your qualifications, skills, and abilities, which may help you answer interview questions more effectively. Furthermore, employers can see actual evidence of your work such as papers, presentations, and videos.

HOW DO I BEGIN?

1. Access the Career Portfolio at portfolio.fsu.edu or log in through myFSU.
2. Explore resources for a comprehensive overview and detailed instructions.
3. Start building your portfolio!

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Learn more about opportunities in your desired field:

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- Life Sciences
- Financial Services
- Technology Services
- Transportation & Logistics
- Corporate Operations

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[EarnUpNEFL](https://www.facebook.com/EarnUpNEFL) [We are also on YouTube!](https://www.youtube.com/earnuptalent)

ON-CAMPUS INTERVIEWS

Apply for interviews through On-Campus Recruiting (OCR) in NoleNetwork! Employers from Fortune 500, regional and local companies, non-profit organizations, and government agencies recruit students for internships, co-ops, and full-time positions by interviewing at FSU. We also help schedule virtual interviews via Zoom or other platforms.

WHAT IS IT?

On-campus interviewing allows you to connect with employers and various opportunities without having to leave campus. We partner with employers from a variety of industries including accounting, banking, insurance, management, retail, sales, engineering, and more, who are seeking talented FSU students.

HOW DO I BEGIN?

1. Visit career.fsu.edu/nolenetwork.
2. Log in to NoleNetwork with your FSUID and password.
3. Click on the "Jobs" tab at the top, then under "Show Me" filter on "Interviews I Qualify For."
4. You can add additional filters on Industry, Employer, Job, or Interview Type.
5. Submit résumé for consideration.
6. Sign up for an interview!

SCHEDULE TYPES & DEADLINES

Preselect Sign-Up

After students submit their résumés for positions, employers review résumés and invite selected candidates for interviews. Students are notified by email.

If you are invited to interview, you may select an interview time in NoleNetwork during the preselect sign-up period.

Alternate Sign-Up

On preselect schedules, employers may also choose a small number of alternate candidates. Alternates are not guaranteed an interview but can sign up for an interview using NoleNetwork on a space-available basis after invited students have selected their interview times. This is like flying standby on a crowded plane.



Open Sign-Up

During open sign-up, any interested and qualified student may sign up for an employer's interview slots. You must meet the organization's requirements for the correct major, graduation date, GPA, and citizenship in order to sign up.

Please keep in mind that not all employers participate in open sign-up. Open sign-up occurs on a first-come, first-served basis! Occasionally, employers do not preselect students as their schedules are filled only through open sign-up.

Day After Interviews

The day following our career fairs, many employers host on-campus interviews, building their schedules at the fairs. You will need to go to those fairs to get on the employers' interview schedule.

Make the most of On-Campus Recruiting

- **Interview**— Arrive early and prepared at the correct location. Recruiters will come to the waiting area and call your name when they are ready to interview you for in-person interviews
- **Follow up**— Follow up with the recruiter after the interview by writing a letter of appreciation.
- **Accept an offer**— After you accept an offer, cancel all future interviews and do not schedule additional interviews. See [page 69](#) for more advice.

Employers conduct virtual and on-campus interviews throughout each semester and use NoleNetwork to set up their schedules. See who is scheduled to come and submit your resume on NoleNetwork for consideration.



Opportunities with Employers that Do Not Interview on Campus

Many students conduct a targeted job search by identifying employers through research and information found at The Career Center, online databases, and through the thousands of job listings in NoleNetwork (career.fsu.edu/nolenetwork). Learn more about NoleNetwork on the next page.

POLICIES & PROCEDURES

Canceling an Interview

Students who sign up for on-campus interviews guarantee that they will keep their appointments! If extenuating circumstances force you to cancel your commitment, you may cancel your interview through NoleNetwork no later than two full working days prior to the interview.

Late cancellation (**less than two days prior to the interview**) must be done in person with a Career Center staff member. Without a valid emergency or documented illness from your doctor or University Health Services, this late cancellation is considered a “no-show.”

No-shows— Students who fail to keep an interview appointment or have a late cancellation are considered “no-shows.” If you fail to show up for an appointment, your on-campus interviewing privileges may be suspended until you have written a letter of apology to the employer. The letter and a copy with a stamped, addressed envelope must be provided to The Career Center. We will mail your letter for you and reauthorize your account. A second “no-show” or late cancellation will result in your privileges being permanently revoked.

Please contact the Employer Relations Team for more information at HireANole@fsu.edu regarding the No-Show Policy.





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NoleNetwork

NoleNetwork is The Career Center's online jobs database for viewing and applying to jobs and internships, scheduling mock interviews to hone your skills, signing up for on-campus and virtual interviews with employers, viewing career events, and more.

WHO CAN USE IT?

All FSU students and alumni can access NoleNetwork.

Your account has no expiration, but on-campus interviewing privileges and appointments made through the system expire one year after graduation. Your account may be disabled if you misrepresent your status as an FSU student or alumnus, provide false information during registration, or are a "no-show" by missing an interview appointment.

BENEFITS

- Access more than 5,000 jobs and internships throughout the nation including full-time jobs, part-time jobs, and internships.
- Apply for internships, part-time, and full-time positions.
- View career fairs, workshops, employer information sessions, and more.
- Receive email notifications from our office regarding career programs and services.
- Identify employers participating in career fairs, information sessions, and receptions.
- Upload your résumé to be added in online résumé books and for referral to potential employers.
- Sign up for mock interviews to hone your skills.
- Register for on-campus interviews with employers recruiting FSU students (see [page 88](#)).

Get a Résumé Critique Prior to Uploading!

Be sure to have your resume reviewed prior to uploading. The Career Center offers drop-in career advising virtually and on the first floor of the Dunlap Success Center.

If you can't make it to The Career Center, use [Career Docs](#) for a virtual document review.

Visit [career.fsu.edu/hours](#) to confirm hours of operation.



GET STARTED TODAY

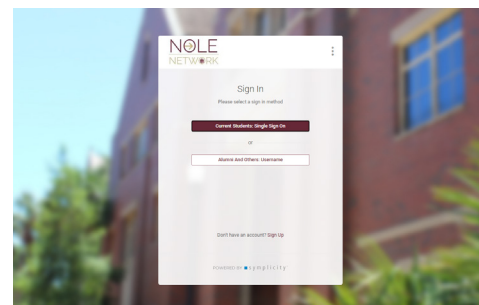
STEP 1

Visit [career.fsu.edu/nolenetwork](#) and click "Student Login."



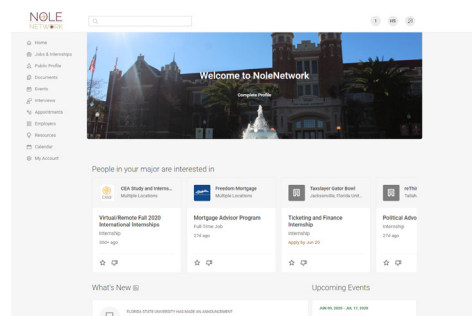
STEP 2

Sign in using your FSU ID and password.



STEP 3

You're in! Complete your profile and start connecting.



PRACTICAL INFORMATION FOR YOUR FUTURE DECISIONS

Graduating seniors from summer 2021, fall 2021, and spring 2022 completed a survey about their post-graduation plans. Data represents over 96% of all graduates. Also included in these findings are the results of a three-month follow-up survey and additional knowledge collected via strategic LinkedIn searches and the National Student Clearinghouse.

Employment Status

Applied for employment	64%
Have one or more job offers	83%

Top Employment Industries

1. Financial	4. Health
2. Technology	5. Engineering
3. Marketing	6. Hospitality

Education Status

Applied to Graduate/Professional School	32%
Admitted to Graduate/Professional School	81%

Top 5 Graduate/Professional Schools

1. Florida State University	4. University of South Florida--Tampa
2. Nova Southeastern University	5. Florida International University
3. University of Florida	

How Seniors Found Employment

FSU Career Center services	31%
Family/friends	25%
Internet Sites	17%
Internship	13%
Professional Contacts	9%
Previous Work	6%

Classification of Employed Students

Full-time employment	81%
Employment related directly to major	73%
Employment requiring a college degree	66%
Employed in Florida	74%
Employed out of state	26%
Self-employed	4%



Join TK Elevator's Sales Training Program

- Hands on experience at job sites
- Robust eLearning curriculum
- Base salary plus uncapped commission
- Promote from within structure
- Management opportunities

Apply now at: <https://career.tkelevator.com/>



STEP - Sales Training for Elevator Professionals

Welcome to STEP

Sales Training for Elevator Professionals is the industry's premier onboarding, workforce development initiative. During this 20-week experience, including on-the-job and instructor-led-training, participants will be guided by leadership, a Program Manager, and subject matter experts to acquire the skills, tools, and resources needed to become professional, responsive, and knowledgeable salespeople.





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