

ASSIGNMENTS WITH THE CAREER CENTER

The FSU Career Center appreciates the continued support from the FSU community, and we are enthusiastic about providing comprehensive career services to students, faculty, alumni and employers. We encourage you to include career related activities as part of your course material and/or student organization. In order to preserve the high level of customer service that students deserve and expect, and prepare for time periods of increased traffic, we ask that you partner with us on your assignments or activities that require students to visit the FSU Career Center. Please consider the following options **prior to the first week of classes** so we can best accommodate your students:

1. Consider having the Career Center deliver a specialized Workshop
2. Notify the Career Center about course assignments/student organization activities
3. Discuss and craft your assignment/activity with the Career Center liaison assigned to your college/department or group.

1. Consider a Workshop

To help maintain quality service delivery, if your class or group includes 50 or more students, we recommend that you request a workshop and/or stagger due date deadlines as opposed to requiring your students to drop-in individually. You can access a complete list of [workshop topics](#) and complete the online [workshop request form](#). Sample assignments and workshops are explained further at the end of this document.

2. Notify the Career Center

Even when given ample notice, students tend to procrastinate which makes it difficult to accommodate all students immediately before a deadline. We recommend that faculty and student organizations stagger due dates for assignments (e.g., students with last names A-G are due week 5, H-N due week 6, etc.). In addition, the Career Center would appreciate notification when you assign a resume review, cover letter review, and/or mock interview on your semester's course syllabus or for your student organization's professional development.

3. Discuss options with your Liaison

Feel free to consult with Career Center staff about career-related assignments and/or activities. Our [contact information](#) and [liaison areas](#) are available online.

For planning purposes, we ask that you send the following information **prior to the first week of classes each semester** or else we may be unable to accommodate assignments submitted after this time:

For course assignments, please send the following to careermail@admin.fsu.edu

- Instructor's name:
- Instructor's email and phone number:
- Course number & section:
- Number of students enrolled:
- Career assignment description:
- Due date(s):

For registered student organizations, please send the following to careermail@admin.fsu.edu

- Name:
- Contact email and phone number:
- Number of students completing assignment/activity:
- Career assignment/activity description:
- Due date(s):

Sample career related workshops or assignments may include:

- Resume/Cover Letter Workshops or Assignments
- Mock Interview Workshop or Assignments
- Other Career Topic Assignments and Resources (e.g., self-exploration activities, interview preparation)

Resume/Cover Letter Workshops or Assignments

With a class or group of 50 or more students, we recommend that you request a workshop as opposed to having everyone drop-in for a resume critique. The resume critiquing workshop is designed for individuals who have developed resumes and would like assistance in making them better! You will have the opportunity to critique your own resume in a group format, with the assistance of a career advisor. Evaluation of the information included in different sections of your resume and tips on formatting your resume to improve its presentation to potential employers and graduate schools are the focus of this workshop. The cover letter workshop covers what to include in a cover letter and how to communicate effectively in writing with employers. These workshops can be covered separately or combined. [Request a workshop](#) for your class or student organization today. Materials about [writing a resume](#) and [cover letter](#) are also available.

Mock Interview Workshop or Assignments

When students complete mock interviews at the Career Center, they must first upload their resume into [Seminole Link](#) and be approved for Plus! Services. This process typically takes 48 business hours and may require resume revisions for a student to be upgraded to Plus! Services. A resume rubric (see attachment) has been created to help students and faculty understand standards used for Plus! Services. Once accepted into Seminole Link Plus! Services, then students can sign-up for a mock interview. These interviews fill up quickly especially toward the end of the semester, so staggered deadlines would also be useful as many students tend to procrastinate. Alternatively, we can offer a workshop that introduces students to the most common interview styles, strategies to answer and ask questions, and recommendations for post-interview follow up. [Request a workshop](#) for your class or student organization today.

Other Career Topic Assignments and Resources

Other topics the Career Center can assist with include Networking (including LinkedIn and Information Interviews), Internship/Making the Most of Your Internship, Graduate School Application Process/Writing Personal Statements, Job Search, Job Fair Preparation, Researching Employers, and Salary Negotiation. Access more information, resources, links, and handouts on all of the topics above [here](#).

Additional options for career related activities include:

- Ask students to use LinkedIn to identify five to ten professionals in their field of interest (using the [Find Alumni function](#))
- Have students develop a list of everyone in their network (thinking of friends, family, service providers, teachers, alumni, co-workers, supervisors, etc.)
- Assign students to conduct an [information interview](#) with FSU alumnus in the [ProfessioNole Database](#)

Career Center Location, Contact Information, and Drop-in Hours

Dunlap Success Center
P.O. Box 3064162
100 South Woodward Avenue
Tallahassee, Florida 32306-4162
Phone: 850.644.6431; Fax: 850.644.3273
E-mail: careemail@admin.fsu.edu
Website: career.fsu.edu

Drop-in Hours:

- Monday – Friday 9 a.m. – 4:30 p.m.
- Tuesdays – 8 p.m. – *Fall & Spring only*



Name _____ Date: _____ Major: _____ Critiqued By: _____ Academic Year: _____

Have you attended a Career Center Resume Writing Workshop or had your Resume Critiqued by a Career Advisor **YES NO**

	1 point	2 points	3 points
Format	Resume is not an appropriate length (typically 1-2 pages). The font is too big or may be hard to read. There is too much white space.	The font and spacing of the resume is difficult to read. Information such as dates, location, position name, company are missing or some information is inconsistent (dates, bolding, underlining).	The resume makes good use of space, has consistent formatting throughout, and can be easily scanned.
Header	The header is hard to read and missing information. Email address may be inappropriate.	Your name and header information may be difficult to read or may not stand out on the page. Phone numbers may not be clearly labeled, some information may be missing, or there may be extra commas, spaces, or other characters misplaced.	Header information is easy to read and contains necessary information.
Objective or Professional Summary (OPTIONAL)	<i>Objective or professional qualifications summary is not tailored to the position.</i>	<i>Resume includes an objective or professional qualifications summary that is vague or too long and may not be targeted enough toward the position.</i>	<i>Resume includes an objective or qualifications summary that is short, specific and targeted to the position.</i>
Education Section	This section needs to be in reverse chronological order. Some information may be missing.	This section is missing some crucial information, i.e. institution listed without a location, graduation date, major and name of degree are not listed.	This section is organized, clear, and well defined. It highlights the most pertinent information. This section may include relevant coursework or honors and achievements (if applicable).
Experience Section	Positions need to be listed in reverse chronological order (within each section). Descriptions are not detailed and offer little illustration of what was done. No locations and dates of employment/experience are listed.	Descriptions are not in the form of concise statements beginning with action verbs. Descriptions may not be detailed and targeted to the employer. Positions, dates, locations or titles may be missing.	Places of work, location, titles, and dates are included for each position. Descriptions are detailed and tailored to the targeted employer with proper use of action verbs. If applicable, this section could include multiple categories (experience, volunteer and additional experience).
Other Sections	There are no additional sections such as: honors/awards, activities, campus involvement, professional organizations/associations, leadership and other transferable skills such as computer and language skills.	This section is missing key information such as positions held, affiliations/organizations, or dates of involvement. Section may contain acronyms. Leadership, teamwork, and other transferable skills are not apparent through the use of these sections.	These sections are well organized and easy to understand. They relate directly to the position for which one is applying. Leadership, teamwork, and other transferable skills are apparent through the use of these sections.
Communication Skills	There are spelling and grammatical errors. Resume does not display attention to details.	There are no spelling or grammatical errors however the level of writing is simplistic and could be enhanced.	There are no spelling or grammatical errors. Communication skills are excellent.
Total Score = _____/21 points	Resume needs improvement to stand out to employers. 6-11 points	Resume is <u>acceptable</u> but improvement could be considered. 12-17 points	Resume is strong and targeted to your intended industry/position. 18-21 points

Note: Save your document in a widely used format (e.g., PDF or Word) when sending electronically; you may also choose to use high quality paper when printing