

Module 13

Launching Your Job Campaign

Objective 1

1. To help you start your job search.

Below Are Activities to Help You Achieve This Objective

- a. Attend a Job Search Strategies workshop held by the Career Center. View upcoming events at career.fsu.edu/calendar.
- b. Review selected resources catalogued in section V of the Career Center Library.
- c. Review current articles in the “Employability Skills: Job Searching” file located in Module 13 of the Mobile Files related to each of the objectives in this Module.
- d. View *Creating a Career Objective* at career.fsu.edu/employment/career-objective-guide.html.
- e. Browse our job files and employment subscription notebooks for current openings.
- f. Review the *Internet Job Search* guide located in the Career Center Library or view the guide online at career.fsu.edu/IMAGES/PDFS/Guides/InternetJobSearch.pdf.

Objective 2

2. To write a resume appropriate for your job objective.

Below Are Activities to Help You Achieve This Objective

- a. View the *Writing a Resume* guide online at career.fsu.edu/IMAGES/PDFS/Guides/WritingAResume.pdf.
- b. Examine sample resumes available in the Career Center Library.
- c. Attend a Resume Writing and/or Resume Critiquing workshop. View upcoming events at career.fsu.edu/calendar.
- d. View the online resume writing workshop at career.fsu.edu/workshops/#resumewriting.
- e. Use Career Key to obtain a list of Career Center Library resources on resume writing. Choose “Job Hunting” then choose “Resume Writing/Interviewing/Letter Writing” from the menu.
- f. Use the “Resume Builder” section in Choices Planner to learn about sections of a resume, view samples, and create your own resume. “Jump In” or “Create a New Portfolio” to get started.

Objective 3

3. To write letters for your job campaign.

Below Are Activities to Help You Achieve This Objective

- a. View *Writing Effective Letters*, at career.fsu.edu/IMAGES/PDFS/Guides/WritingEffectiveLetters.pdf.
 - Review sample letters in the Career Center Library.

- b. Use Career Key to obtain a list of Career Library resources on writing letters. Choose “Job Hunting” then “Letter Writing” from the menu.
- c. Use the cover letter section of “Getting Ready to Work” in Choices Planner to learn about letters used in the job search, view samples, and create your own.

Objective 4

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- 4. To become informed about job search services available through the Career Center.

Below Are Activities to Help You Achieve This Objective

- e. View the SeminoleLink *Plus!* services overview at **career.fsu.edu/seminolelink** to learn about on-campus interviewing and other services available through the Career Center.
- f. Obtain *The Career Guide*, a collection of guides that provides job hunting assistance and more (**career.fsu.edu/pubs/2012-13CareerGuide.pdf**).
- g. Register for on-campus interviews and make your resume available for referral to prospective employers using SeminoleLink*Plus!*
- h. Attend any of the Career Center Career Fairs to meet prospective employers. Check online for dates and times at **career.fsu.edu/expos**. View dates and times of additional career fairs around the region and country in the Career Center or at **career.fsu.edu**.

Objective 5

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- 5. To prepare yourself for your job interview.

Below Are Activities to Help You Achieve This Objective

- a. View the *First Job Interview* guide at **career.fsu.edu/IMAGES/PDFS/Guides/TheFirstJobInterview.pdf**.
- b. Participate in a mock interview through the Career Center (requires upgrade to *Seminole Link Plus!* Services). See **www.career.fsu.edu/mockinterview** for more information.
- c. View selected Career Center videotapes or CD-Roms on Interviewing. For example, see Adams CD-Rom.
- d. View a Career Center Interviewing workshop at **career.fsu.edu/workshops/#interviewing**.
- e. Use Career Key to obtain a list of resources on interviewing. Choose “Job Hunting” then “Interviewing” from the menu.