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

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To view the full list of Career Center liaisons to academic colleges, departments, and programs or to see the organizational structure of The Career Center, visit career.fsu.edu/staff.
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 WHERE 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 www.onetonline.org or www.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 37.

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 these 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 is 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 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 are available for drop-in career advising Monday through Friday from 9 a.m. to 4:30 p.m. They 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/Students/Plan-Your-Career or call 850.644.6431.

TAKE SDS 3340, THE CAREER CLASS
SDS 3340: Introduction to Career Development provides you an opportunity to learn and develop the necessary skills to engage in life and career planning. It is an undergraduate course and can be taken for one, two, or three credit hours.
The course is divided into three units:
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:

Thinking About My Decision Making

Knowing How I Make Decisions

Knowing About Myself

Knowing About My Options

Have any thoughts bothered me lately about making a career decision? (I will never decide...)

What is important to me? What do I enjoy? What do I do well?

What options am I considering? (majors, occupations, employers, graduate schools, etc.)

How do I make decisions?
• Talk to others.
• Decide by myself.
• Research my options.
• Decide based on what I already know.
• Procrastinate.
• Start but can’t finish deciding.
• Hesitate because I can’t choose among my options.

An information 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 prepared and 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 by having 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 database (see page 75).

**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 database”).
- 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**

To: _______ (example@fsu.edu)
Subject: Information Interview Request

Dear Mr./Ms. Last Name:

My name is Steven Seminole, and I am a junior majoring in communications 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 communications. 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
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 28.
• 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 his/her 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?
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 OBJECTIVE (OPTIONAL)**

Including a career objective in your résumé is optional. If you decide to use one, the elements 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.”

**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 ten years. For example:

- “To begin employment in a beverage management position, which provides opportunities for advancement to a policy-making position in the organization.”

HOW DO I CHOOSE ELEMENTS?

- 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

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<th>administer</th>
<th>design</th>
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In a survey conducted by The Career Center in January 2017, employers noted that career objectives are not usually helpful unless concrete skills are indicated. Learn more about what employers say about résumés on page 18.
RÉSUMÉ WRITING
A résumé documents your qualifications and demonstrates your educational and experiential skills. It is a marketing tool and should be unique to each job or position.

STYLE OF A RÉSUMÉ
The format should attract attention and create interest.

• Choose appropriate categories for your information and list them in order of relevance.
• Use capitalization, italics, bold, indentations, white space, and underlining to emphasize important information.
• Two basic formats are reverse chronological (general), which lists and dates the details of each experience separately, and functional, which consists of selections from your total experience.

The length of your résumé depends on the purpose for which you are using it.

• The traditional résumé length is one page.
• Multi-page résumés may be appropriate when applying to graduate school programs, scholarships, or more academically oriented programs.

Résumés follow several formats, but certain elements of the résumé have become standard.

• A résumé MUST present a positive image. Keep in mind that while a résumé is an essential tool in your job search, it is not meant as a substitute for the interview.
• The résumé is a summary, so you can use bullets or incomplete sentences to describe your accomplishments.
• Make sure to research formats for your field! The tone and content of your résumé should be customized according to your career field and prospective employer.

RÉSUMÉ CATEGORIES OF INFORMATION

1. Identification
Your name, address, phone number, and email address.

2. Professional Objective (optional)
Your career objective, stated as concisely as possible. An objective section is not required and it is more common to relay this information in the cover letter (see page 10).

• State clearly whether you are looking for an internship, part-time job, or full-time position.

3. Education
• Most recent degree first (high school optional)
• Full name of degree
• City/state of educational institution
• Graduation month/year
• GPA (if higher than 3.0)

4. Experience
Your contact with specific employers such as internships, co-ops, part-time jobs, volunteer work, summer jobs, special projects, leadership, or military experience.

• List position titles, names of organizations, locations (city and state), start and end dates, duties, and accomplishments.
• Most important and relevant points should be listed first or at the top under each job experience.

Employers are interested in the degree of responsibility you held and the skills you demonstrated. Outline your duties in a way that emphasizes your job experience and at the same time relates it to your professional objective. For example:

Crew Supervisor, Seminole Cafe
Tallahassee, FL, January 2018 - Present

• Manage operations and lead a team of 10 service employees in providing efficient services to guests
• Compile and track inventory data to effectively maintain an effective stock of products
• Interview, hire, and train new employees

Always start with positive action words to identify and document your skills and accomplishments from your past experiences. Use the list on the next page to help you select positive action words for your résumé.
## POSITIVE ACTION WORD LIST

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Fiona Spear

School Address: 123 Learning Way
Tallahassee, FL 32306
Permanent Address: 321 Center St.
Portland, OR 97217

EDUCATION
Florida State University, Tallahassee, FL
Bachelor of Science; Intended Major: Nursing
• Relevant Coursework: Biology, Chemistry, Physics, Statistics

Central High School, Portland, OR
Advanced Studies Diploma
• Activities/Leadership: Relay for Life volunteer, Swim Team, Photography Club

CERTIFICATIONS
EMT-Basic, Portland Community College
Basic Life Support, American Heart Association

EXPERIENCE
City of Portland Community Hospital, Portland, OR
Emergency Medical Technician (EMT) (June 2016 - May 2018)
• Completed 100 hours of direct patient contact performing assessments, first aid, and basic life support in response to emergency and non-emergency calls at the scene and en route to the hospital
• Provided patient care according to clinical protocols, standing orders, and safety requirements
• Educated the public on the role of emergency medical services through monthly demonstrations and supported the coordination of special safety promotions events for the community

Gift Shop Volunteer (June 2016 - May 2017)
• Demonstrated empathy and compassionate communication while delivering treats, flowers, and gifts to more than 50 patients in a day; served two hospital floors with up to 100 patients each
• Maintained inventory of designated gift-shop items to support efficient ordering of stock items

ACTIVITIES/AWARDS
Emergency Medicine Interest Group, Florida State University
National Society of Collegiate Scholars, Florida State University
National Honor Society, President, Central High School
Emergency Management & Fire Club, Member, Central High School

SKILLS
Language: Intermediate Spanish (spoken and written)
Technical: Adobe InDesign, Microsoft Office (Word, Excel, PowerPoint)
GENERAL UNDERGRADUATE RÉSUMÉ EXAMPLE

STEVEN SEMINOLE
1234 Park Ave. Apt. 15, Tallahassee, FL 32303
Home: (850) 555-7000 · Cell: (407) 555-6000
stevenseminole@gmail.com

OBJECTIVE
To obtain a summer internship focused on research and conservation efforts to utilize my knowledge of marine life, animal rehabilitation, and environmental studies

EDUCATION
Florida State University, Tallahassee, FL
Bachelor of Science, Biological Science
Concentration: Marine Biology Minor: Environmental Studies

Study Abroad Experience
FSU International Program, London
FSU International Program, Valencia

EXPERIENCE
Tallahassee Aquarium, Tallahassee, FL
Aquarist Intern
• Present daily educational programs about marine life to groups of 10 to 200 patrons
• Maintain water chemistry and life support systems for salt and freshwater exhibits
• Prepare food for a variety of saltwater animals and present feeding demonstrations to guests

Atlanta Aquarium, Atlanta, GA
Animal Husbandry Intern
• Sustained and nurtured marine aquarium systems and 15 tanks with a team of aquarists
• Conducted field research on the rescue and rehabilitation of loggerhead sea turtles

Center for Marine Life, Tallahassee, FL
Administrative Assistant
• Tested, analyzed, and diagnosed water samples to ensure the care of saltwater animals
• Managed the appearance of 25 saltwater coral tanks within the aquatics specialty store

VOLUNTEER EXPERIENCE
• Tallahassee Animal Service Center: Instructed new volunteers on animal handling
• International Marine-Eco Center: Marine environment outreach and education venture
• Panama City Beach Clean Up: Beach project to protect marine life and beautify the area

INvolvement
Garnet and Gold Scholar Society, Florida State University
Expected Induction August 2020
Florida State Alternative Breaks, Coral Reef Ecosystems
March 2018
ServScript Program, Florida State University (200 hours)
August 2017
Tina Tallahassee  
123 Ocala Rd  
Tallahassee, FL 32304  
(850) 555-4000; tah14@my.fsu.edu  
www.linkedin.com/in/ttallahassee

Professional Summary
Experienced financial services professional with special interest in public operations. Competencies include taxation, asset management, and profit & loss assessment. Proven ability to produce positive results with a record of academic and professional success.

Education

Florida State University, Tallahassee, FL  
Master of Accounting in Taxation  
Overall GPA: 3.92  
May 2020

The University of Georgia, Athens, GA  
Bachelor of Science in Accounting  
Overall GPA: 4.00, Summa Cum Laude  
April 2018

Professional Experience

FSU College of Business, Tallahassee, FL, Teaching Assistant (ACG 2021)  
August 2018 - Present  
• Present course content that align with student learning objectives  
• Review course assignments and provide written feedback to approximately 50 students  
• Administer and grade course exams; utilize Canvas to monitor student progress

Leon Co. Commission, District 5, Tallahassee, FL, Campaign Treasurer  
January 2018 - July 2018  
• Supported fundraising efforts, achieving $87,000 in campaign contributions  
• Managed the campaign account utilizing BackOffice and VoterManager software  
• Produced financial reports in accordance with Florida election law

State of Georgia DEP, Tallahassee, FL, Accountant I  
August 2016 - April 2017  
• Reconciled work order accounts, processed checks, and prepared financial statements  
• Assembled vouchers to pay project invoices while remaining within budget constraints

Leadership Experience

Accounting Society, Florida State University, Vice President  
August 2017 - Present  
• Coordinate monthly member meetings in collaboration with other society officers  
• Plan social events allowing members to network with local and national professionals

Honors/Activities

Member of National Society of Collegiate Scholars  
2016 - Present

FSU College of Business Achievement Scholarship  
2018

The University of Georgia Accounting Department – Outstanding Senior  
2017
RÉSUMÉ RESOURCES FOR GRADUATE STUDENTS

The résumé you create as a graduate or professional student will differ from your undergraduate résumé. The following sections provide basic tips for writing a résumé.

1) CAREER OBJECTIVES/PROFESSIONAL SUMMARIES (OPTIONAL)
   - Be clear and concise.
   - Keep your professional summary to no more than three lines, and be prepared to provide concrete examples to support your statements.
   - Focus the objective or summary on the job you want, not on those you have held.

2) EDUCATION
   - Emphasize the degree rather than the school.
   - Include your area of specialization.
   - List degrees in reverse chronological order.
   - Include the date of degree completion, not the span of time in school.
   - Include GPA for graduate degree(s).

3) EXPERIENCE
   - Emphasize skills relevant to the position/field for which you are applying and list them first.
   - Use examples of skills found in the job description of the position for which you are seeking.
   - Focus on accomplishments and results versus duties in your position descriptions (e.g., reduced costs, increased performance, led team, etc.); include promotions and recognitions.
   - Use numbers to describe your accomplishments (e.g., value of transactions, number of people impacted, etc.).
   - Prioritize your skills and knowledge (most important to least important) as they pertain to the position for which you are applying.
   - Do not exaggerate your responsibilities; state the facts. Eliminate unnecessary or “filler” words.

4) FORMAT/STYLE
   - Use industry keywords and phrases from the job description that describe your strengths and competencies.
   - Highlight technical skills, foreign languages, and other skills that are relevant to the job for which you are applying.

   - Use a word processing program to create. Stay away from templates, as search engines and applicant tracking software have difficulty reading templates.
   - Choose a conservative font and résumé style.
   - Use a reverse chronological or combination format.
   - For current positions, use present tense; for past experience, use past tense.
   - Don’t use “I,” “my,” or other personal pronouns.
   - Use bullet text as opposed to paragraphs.
   - Keep your résumé length to one page if possible but no more than two.

5) REVIEW
   - Proofread your résumé for spelling and grammar errors.
   - Have a career advisor critique your résumé.

---

ENHANCE YOUR CAREER PATH

GRADUATE PROGRAMS

DEGREES IN PSYCHOLOGY
- M.S. in Psychology
- Master of Social Work
- School Counseling
- M.S. in Professional Psychology – online and on campus
- Psy.D. in Clinical Psychology
- Concentrations in:
  - Child Psychology
  - Clinical Neuropsychology
  - Forensic Psychology
  - Health Psychology
  - General Practice

DEGREES IN EDUCATION
- M.A. in Exceptional Student Education (ESE)
- M.S. in Teaching English to Speakers of Other Languages (TESOL) – online

DEGREE IN SPEECH AND LANGUAGE PATHOLOGY
- M.S. in Speech and Language Pathology

DEGREE IN HUMAN SERVICES
- Ph.D. in Human Services
- Concentrations in:
  - General
  - Gerontology
  - Conflict Resolution

GRADUATE CERTIFICATE
- Human Services Director
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 January 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.

How important are the format and layout of résumés?

- 61% VERY IMPORTANT
- 37% SOMEWHAUT IMPORTANT
- 2% NOT IMPORTANT

Font Size Preferred

- 38% 11 pt
- 28% 12 pt
- 19% 10 pt

Most important element on résumés in terms of design?

- 50% SIMPLICITY
- 27% TIMES NEW ROMAN
- 12% CALIBRI
- 12% ARIAL
- 12% OTHER

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

- 44% Fit everything on one page with little white space.
- 22% A two page résumé that highlights all experiences.
- 22% Take off some related experiences so it fits on one page

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

- Chronological 53%
- Functional & Chronological 39%
- Functional 6%
- Other 2%

75% of employers prefer to see dates written out: September 2017 - April 2018.
Employers agree that career objectives are not usually helpful UNLESS CONCRETE SKILLS ARE INDICATED.

**URLS TO INCLUDE**

- Personal Website
- LinkedIn
- Portfolio
- Social Media
- Blog

**SHOULD YOU INCLUDE GPA ON A RÉSUMÉ?**

- If above 3.0: 43%
- Always: 40%
- Don’t include: 11%
- Other: 6%

**WHAT SHOULD YOUR EXPERIENCES HIGHLIGHT?**

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

**SHOULD YOU INCLUDE UNRELATED EXPERIENCES?**

- Yes: 19%
- No: 59%
- No preference: 22%

**SHOULD YOU INCLUDE ADDITIONAL CERTIFICATIONS?**

- Yes: 49%
- No: 42%
- No preference: 9%

71% of employers say it is helpful to include a Summary/Profile of Qualifications.

**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

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.

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”
CHICAGO-KENT COLLEGE OF LAW
Future-Focused Legal Education

Academic excellence. Rigorous career preparation. Positive outcomes. At Chicago-Kent, these three priorities guide the way for our future-focused legal education. Our innovative curriculum and programs will prepare you to thrive in today’s work environment.

Chicago-Kent is nationally known for its five-semester legal writing program, in-house teaching law firm, top-ranked advocacy programs and innovative 1L Your Way program, which gives first-year students the chance to explore their career interests through a specialized elective course or unique first-year clinical course during the spring semester.

Visit [www.kentlaw.iit.edu](http://www.kentlaw.iit.edu) to learn more about the future-focused legal education at Chicago-Kent.

Full-time and part-time J.D. programs

Our broad curriculum supports specialized studies through 12 J.D. certificate programs that impart knowledge and skill in concentrated sectors of law for students with specific career agendas.

CERTIFICATE PROGRAMS

- Business Law
- Criminal Litigation
- Environmental and Energy Law
- Financial Markets Compliance
- Intellectual Property Law
- International and Comparative Law
- Labor and Employment Law
- Legal Innovation + Technology
- Litigation and Alternative Dispute Resolution (LADR)
- Praxis Program
- Public Interest Law
- Workplace Litigation and Alternative Dispute Resolution (Workplace LADR)
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 33) 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
COVER LETTER EXAMPLE

105 Seminole Lane, #100
Tallahassee, FL 32304

August 23, 2018

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

Dear Ms. Ross:

I am interested in the Spring 2019 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) 474-7214 or email at abc12d@fsu.edu. Thank you for your time and consideration.

Sincerely,

Joanne Taylor

Joanne Taylor
Write your own success story.

Your background and experiences make you who you are. And, at RSM, they also help you understand the challenges that face many of our middle market clients. Our team values your unique talents and gives you opportunities that will help you move quickly along the learning curve so your potential can thrive.

Experience the power of being understood. Apply today at rsmus.com/careers.
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.

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 to promote your professional online presence. You can also utilize free sites like the Career Portfolio (see page 79), Wix, Weebly, and Wordpress to create online personal portfolios.

MONITOR SOCIAL MEDIA ACCOUNTS

Use search engines to check your social networking profiles to 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, walls for 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-orientated 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. ________, I am a student at Florida State University passionate about 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.

Continued >>
<table>
<thead>
<tr>
<th><strong>EDUCATION:</strong></th>
<th>Starting with college, list all the educational experiences you’ve had - including summer programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VOLUNTEER EXPERIENCE &amp; CAUSES:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>SKILLS &amp; EXPERTISE:</strong></td>
<td>Add at least 5 key skills - and then your connections can endorse you for the things you’re best at.</td>
</tr>
<tr>
<td><strong>HONORS &amp; AWARDS:</strong></td>
<td>If you earned a prize in or out of school, don’t be shy. Let the world know about it!</td>
</tr>
<tr>
<td><strong>COURSES:</strong></td>
<td>List the classes that show off the skills and interests you’re most excited about.</td>
</tr>
<tr>
<td><strong>PROJECTS:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>RECOMMENDATIONS:</strong></td>
<td>Ask managers, professors, or classmates who’ve worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.</td>
</tr>
</tbody>
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### 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

<table>
<thead>
<tr>
<th>Most endorsed for:</th>
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<tbody>
<tr>
<td>12 Economics</td>
</tr>
<tr>
<td>11 Start-ups</td>
</tr>
<tr>
<td>10 Due Diligence</td>
</tr>
<tr>
<td>10 Venture Capital</td>
</tr>
<tr>
<td>10 Management</td>
</tr>
</tbody>
</table>

### 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 (182I)
- 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.

### Recommendations

**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 film 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, I’m managed.
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 make a good first impression.

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

The National Association of Colleges and Employers (NACE) surveyed 457 employers who recruit new college graduates, and an overwhelming 92% believe a candidate’s overall appearance influences their opinion about that candidate.

**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, impeccable grooming, and a well-fitting suit are vital to make a lasting good impression.

- **Hair**
  - Clean & neat

- **Shirt**
  - Conservative neckline

- **Suits**
  - Two-piece matched (Black, Charcoal, or Navy)

- **Shoes**
  - Closed-Toe Dress Shoes (Heels < 2”)

- **Accessories**
  - Minimal & conservative

- **Tie**
  - Solids or subtle patterns

- **Hair**
  - Clean & neat

- **Shirt**
  - Ironed, light colors

- **Suits**
  - Two-piece matched (Black, Charcoal, or Navy)

- **Shoes**
  - Polished, closed-toe dress shoes

- **Accessories**
  - Minimal (5 max)

- **Facial Hair**
  - Neatly trimmed

- **Suit**
  - Two-piece matched (Black, Charcoal, or Navy)

- **Shoes**
  - Polished dress shoes (Match belt color)
PREPARE FOR YOUR INTERVIEW

Preparation can be the difference between a successful and unsuccessful interview candidate. 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 are examples of skills in leadership and responsibility. Be prepared to tell an employer why you are the best fit.

LEARN TO COMMUNICATE EFFECTIVELY

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

- Improve your communications skills by participating in a mock interview at The Career Center. Learn more about mock interviews on page 35.
- Review CareerSpots videos on interviewing at career.fsu.edu/careerspots.
- Set up your FSU Career Portfolio to identify and describe your skills.
- You may be nervous during the interview. 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.

Employers look for certain skills when hiring students and recent graduates for internships and full-time jobs. According to the National Association of Colleges and Employers, these eight career competencies are:

- **Career Management**: Identify and articulate one’s skills, strengths, experiences, and knowledge relevant to a desired position and career goals.
- **Critical Thinking/Problem Solving**: Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
- **Digital Technology**: Utilize appropriate technology to accomplish a given task and apply computing skills to solve problems.
- **Global/Intercultural Fluency**: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.
- **Leadership**: Leverage the strength of others to achieve common goals and use skills to develop others.
- **Professionalism/Work Ethic**: Demonstrate personal accountability and effective work habits.
- **Oral/Written Communications**: Articulate thoughts and ideas clearly and effectively in multiple forms of communication.
- **Teamwork**: Build collaborative relationships with colleagues and customers across diverse perspectives.
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 potentially 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 28.

Anticipate the Interview Format
The interview format can vary depending on the organization, position, resources available, etc. Be sure to ask when you set up for an interview appointment 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.

• **Skype/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.

SAMPLE INTERVIEW QUESTIONS

• What are your short- and long-term goals and objectives?
• What do you see yourself doing five years from now?
• What are the most important rewards you expect in your career?
• What are your greatest strengths and weaknesses?
• How do you think a friend or professor who knows you well would describe you?
• What motivates you to make your greatest effort?
• Why should I hire you?
• 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 those reporting to him or her.
• 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 know about our organization?
• What do you feel is the most pressing issue facing our industry today?
• Describe an example where you worked as part of a team.
• What major problem have you encountered, and how did you deal with it?
• Tell me about a time when you motivated others.
• Describe a situation when you underwent significant stress. How did you cope?
**AFTER 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 “why’s” and “how’s.” 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 79). Improve your communications skills by participating in a mock interview at The Career Center (see page 35).

**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 33 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 60.

**SAMPLE INTERVIEWER QUESTIONS**

- 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 biggest rewards of this job and working for this company?

**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 Handshake routinely throughout the semester to apply for interviews. Get started today at career.fsu.edu/on-campus-interviewing or see page 74.

**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?
SAMPLE THANK YOU EMAIL AND LETTER

To: ____________ (example@fsu.edu)
Subject: Thank you

Dear Mr./Ms. 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, 2019

Name:
Title:
Organization:
Address:

Dear Mr./Ms. 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
FOLLOW-UP INTERVIEWS

Many organizations may have several interview stages in order 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 could be either 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 33.

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 have improved?
PERFECT YOUR SKILLS:  
MOCK INTERVIEWING

One of the best ways to prepare for post-graduate opportunities is to participate in a mock interview. The Career Center offers phone, Skype, in-person, and panel mock interviews for FSU students to practice their interview skills and then receive feedback on their performance.

Mock interviews last about an hour and are recorded, and critiqued immediately afterward by a Mock Interview Mentor. Students will learn how to:

- 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. Many of the questions asked during your mock interview are submitted by employers who participate in on-campus recruiting at FSU. Each mock interview focuses on how well you know yourself, your past experiences, and the industry you hope to enter. Mentors also critique how well you articulate this knowledge.

Mock interviews are offered during the fall and spring semesters throughout the following dates:

- **Fall 2018**: Mock interviews can be scheduled September 10 – December 7 (open sign-up starts September 3).
- **Spring 2019**: Mock interviews can be scheduled January 9 – April 27 (open sign-up starts January 2).

All mock interviews take place at The Career Center, located in the Dunlap Success Center (DSC) on South Woodward Avenue.

To sign up for a mock interview, visit the Appointments section in Handshake. For step-by-step registration information, and more details on the Mock Interview Program, please visit career.fsu.edu/mock-interview.

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850.644.9169
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:

- Clinical Experience
- Fellowships
- Field Work
- Internships
- Job Shadowing
- Leadership
- Part-time Jobs
- Practicums
- Projects
- Service Learning
- Undergraduate Research

**Benefits:**

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

### PART-TIME JOBS

When employers recruit new college graduates, they look beyond a student’s major for a skill set. 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.

### PART-TIME JOB FAIR

**FALL** – August 30, 2018  
**SPRING** – January TBD, 2019  
10 a.m. - 2 p.m.  
Oglesby Union Ballrooms  
career.fsu.edu/fairs
WHY WORK PART-TIME?
Working part-time develops:
• Effective time management skills.
• More effective study habits.
• Self-confidence, self-sufficiency, and a real sense of independence.
• Excellent work record and employment history.

PART-TIME JOBS ON & OFF CAMPUS
On-campus employment often offers flexibility with your academic class schedule and usually aligns with university holiday closure schedules. Additionally, working on campus is a great way to keep your parking space!

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.

Not sure which employers to target? Visit The Career Center during drop-in hours 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. Career Center drop-in career advising is available from 9 a.m. - 4:30 p.m. Monday through Friday.

Search for part-time jobs, both on and off campus, through your Handshake account at career.fsu.edu/handshake.

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 PROGRAM
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 2018-2019 academic year.

WINTER BREAK 2018 SESSION
FSUshadow Dates: December 17, 18, or 19
Applications Open on Handshake: October 15
Deadline to Apply: November 11

SPRING BREAK 2019 SESSION
FSUshadow Dates: March 18, 19, 20, or 21
Applications Open on Handshake: January 28
Deadline to Apply: February 22

SUMMER BREAK 2019 SESSION
FSUshadow Dates: August 5, 6, 7, or 8
Applications Open on Handshake: July 1
Deadline to Apply: July 17

For more information on how to apply, key dates and deadlines, and tips for a successful experience, visit career.fsu.edu/fsushadow.
NYC SUMMER
INTERN HOUSING

Thousands of students like you are building their futures with internships in NYC

See why they choose to live with Educational Housing Services (EHS):

Text STUDENT to 62269 for more information or call 888-466-8056

studenthousing.org
888-466-8056
Internships bring your academic classroom studies to life! Internships are designed to provide exposure to careers matching your academic program or career paths of interest.

**IT PAYS TO INTERN**

Internships position you as a more competitive candidate for full-time jobs or graduate school admission in these four ways:

**Insider Edge**

Many jobs are never advertised externally because organizations find they can recruit from within. As an intern, you will have access to the organization’s internal job advertisements, putting you in the right place at the right time, often with the right experience, to secure a post-graduation full-time position.

**Proof of Your Skills**

Internships provide the opportunity to think critically, communicate effectively, and generate ideas. Even if your internship is not related to your overall career goal, you will develop valuable transferable skills. In future interviews, you will be able to share specific examples of your past accomplishments from your internship.

**Networking**

In addition to the co-workers you’ll meet, think about the ample opportunities you’ll have to make new connections and expand your professional network through an internship.

**Professional Reference**

Full-time, degree-required jobs and graduate school applications require submission of professional references to set you apart from other candidates. A great internship experience can provide one or more professional references as you make the transition into a full-time career or graduate program.

**10 TIPS FOR FINDING INTERNSHIPS**

1. **Start Your Search Early**

   Begin ideally one to two semesters before you would like to intern.

2. **Develop a Winning Résumé**

   Get help from a Career Advisor in The Career Center or your Career Liaison.

3. **Enhance Your Interview Skills**

   Mock interviews (face-to-face, panel, phone, or Skype) are available through The Career Center during the fall and spring semesters, as well as during the summer on a limited basis.

4. **Utilize Handshake**

   Handshake is The Career Center’s online opportunity database linking students and alumni directly with employers. You can:
   - Search, view, and apply to internships, co-ops, and other job postings. Receive email notifications for jobs that match your qualifications.
   - View and sign-up for on-campus and mock interviews.
   - Upload your résumé and other professional documents for safe-keeping and easy application submission.

   Visit career.fsu.edu/handshake to begin.

5. **Browse Search Engines**

   Search the web for links to experiential learning opportunities or employer sites, and browse professional association pages in your field of interest. You can start your internship search at The Career Center by visiting career.fsu.edu/resources/search-internships.
6. Visit the Career Center Library
Search through available print/online resources to research organizations and experiential learning opportunities. Learn more on page 76.

7. Attend Career Fairs
Connect with employers seeking interns from FSU at one of The Career Center’s 15+ events. Visit career.fsu.edu/fairs for a full listing.

8. Network
Everyone you know knows other people! Use the contacts you have (professors, friends, and relatives) to find leads to a position that’s the right fit for you.

9. Search Professional 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/professional-mentors or on page 75.

10. Send Thank You Letters After an Interview or Networking Contact
Show your appreciation through follow-up. Refer to page 33 for information on thank you letters.

VOLUNTEER & RESEARCH

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

To highlight your volunteer experiences, you can post your service hours to your official academic transcript through participation in the ServScript program. Information about the program and step-by-step instructions can be found at thecenter.fsu.edu/resources/servscript. Frequently asked questions can be answered by visiting thecenter.fsu.edu/resources/servscript-program/servscript-faq. Additional questions about the program can be emailed to servscript@admin.fsu.edu.

The FSU Center for Leadership and Social Change (CLSC) is located in the Dunlap Success Center across from The Career Center. Learn more about CLSC’s approach to transforming the lives of students on FSU’s campus and in their communities. Explore opportunities in Service, Leadership, and Diversity and learn about the various programs, opportunities, events, and services that CLSC has to offer at thecenter.fsu.edu.

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.

- The Undergraduate Research Opportunity Program (UROP) offers an engaging opportunity for first-year, second-year, and transfer students to partner with FSU’s excellent faculty, post-docs, graduate students, and community partners as research assistants.
- FSU’s chapter of FGLSAMP (Florida Georgia Louis Stokes Alliance for Minority Participation) facilitates the entry of FGLSAMP science, technology, engineering, and math (STEM) majors into graduate programs while increasing the participation of minority graduates in STEM disciplines.
- The Global Scholars program helps students secure summer internships at non-profit organizations in developing countries around the world.
- IDEA Grants (summer research awards) provide funding for students to conduct independent research and creative projects under the guidance of a faculty mentor.
- The Tech Fellows program supports the diversification of the tech and start-up industry by embedding CARE students in start-up incubators around Florida.

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.
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 over 800 recognized student organizations, FSU provides you with a variety of ways to get involved on campus. FSU’s Student Activities Center is committed to providing programs, services, and resources to all students and their organizations. Visit studentgroups.fsu.edu/organizations 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 at least one office in a club or organization through college.

STUDY, INTERN, & WORK ABROAD

Spending time in another country can be a rich and rewarding experience. Consider your options carefully, and do your research before going abroad. Once you decide to live abroad, think about what kind of experiences will benefit your career goals. Learn about opportunities for FSU students at global.fsu.edu/goingabroad.

“We encourage our FSU students to become globally engaged, whether on campus or abroad, and take advantage of the myriad of opportunities offered to them.”

PRESIDENT THRASHER

CAREER CENTER INVOLVEMENT

Student Ambassador Program

The Career Center Student Ambassador Program is a volunteer service and leadership 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.

Mock Interview Mentor Internship

The Mock Interview Mentor Internship is a unique and fulfilling internship opportunity offered through The Career Center for undergraduate and graduate students. Mock Interview Mentors facilitate diverse interviews for current students and recent alumni while also connecting with local, regional, and national employers. Mock Interview Mentors facilitate 5-7 interviews per week, conduct research in regards to companies, industries, and organizations, and participate in professional development opportunities through The Career Center.

Mock Interview Mentors must be in good academic standing with the University, participate in either the Experience Recognition Program or an academic internship course, and provide superior customer service to all program participants. Learn more at career.fsu.edu/mock-interview-mentors.
STUDYING ABROAD

Studying in a foreign country can be VERY rewarding! Experiencing another culture may help you grow personally and develop options for your future. Many students report a higher interest in international events, improved academic performance, and increased self-confidence following a study abroad experience.

FSU offers students several options to study abroad through International Programs as well as Global Exchanges. You will want to answer the following questions to help you focus your research about potential programs:

- What time of the year would I like to go?
- How long would I like to be abroad?
- How do I interact in a foreign culture?
- What academic requirements do I wish to meet by participating?
- Do I need to know a foreign language before going?
- If I don’t go on an FSU International Program or through a Global Exchange, will my credits transfer?
- Do I anticipate needing to use financial aid? If so, and I plan to go on a non-FSU program, can I use my financial aid toward the program?

INTERNATIONAL PROGRAMS

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

All courses are taught either by Florida State on-campus faculty who have traveled to teach abroad or local experts who have been vetted and approved by the relevant FSU academic department. Some majors permit students to pursue international internships for academic credit. Interested students may schedule a meeting with the FSU IP Internship Coordinator.

For more information about how to study or intern abroad through FSU International Programs, visit International Programs on the 5th Floor of University Center Building A, online at international.fsu.edu, or pick up a catalogue on the garnet racks around campus.

Financial Aid is available and the Financial Assistance Coordinator at FSU IP is dedicated to helping students through the financial aid application process by conducting financial aid workshops on a regular basis in addition to meeting personally with each student needing assistance.

FSU GLOBAL EXCHANGES

In this era of globalization, your education will benefit from an international experience where you can be fully immersed in the culture and daily life of another country. FSU offers students the opportunity to study at one of 40+ international partner universities as an exchange student in Europe, Asia, South America, the Caribbean, and Australia. Earn FSU GPA credits, pay FSU tuition and use financial aid. Academic credit earned can count toward General Education, Liberal Studies, and Major/Minor requirements.

All participants must be currently enrolled, degree-seeking students in good standing who have attended FSU for at least one semester prior to the exchange. Students participate in a pre-departure orientation, reviewing information on safety and security.

Participating in a Global Exchange program applies towards international requirements for the Garnet & Gold Scholar Society (see page 47). It can also serve as the sustained experience requirement for the Global Citizenship Certificate (cge.fsu.edu/globalcitizen). Global Exchanges students can also enroll in COM3951 and meet one of two Scholarship-in-Practice requirements, a university-wide graduation requirement for undergraduates.

Learn more about exciting opportunities to go abroad by visiting global.fsu.edu/exchanges or visit Global Exchanges on the first floor of The Globe (GME Building).
Stand out from the crowd. Study abroad!

Only 1.5% of students study abroad during their college career. FSU International Programs offers programs and internships during Fall, Spring, and Summer and is committed to making each student’s experience a story worth telling. Enhance your resume, and choose to have an experience of a lifetime.

international.fsu.edu
GAIN RECOGNITION

Global Citizenship Certificate

Through active learning and reflection, the Global Citizenship Certificate (GCC) helps undergraduate students develop invaluable cross-cultural skills and competencies needed to be global-ready graduates. Students take academic courses and participate in cross-cultural engagement opportunities on campus, in the community, and abroad.

Students who enroll in the Certificate take two required courses and two approved electives. Global Perspectives (IFS 2070 or IFS 2052), which must be taken in the first year of the certificate, counts toward E-series, Cross Cultural “X,” State-Mandated Writing “W,” and Social Sciences “SS.” Developing Global Citizens (INS 2912), the second required course, satisfies State-Mandated Writing “W,” Social Sciences “SS,” and Scholarship-in-Practice “SIP.”

In addition to academic courses, students participate in eight intercultural events on campus, and in either a sustained international experience abroad (at least one week) or an intercultural experience locally (two semesters minimum 75 hours). The certificate fulfills the International & Research engagement areas of the Garnet & Gold Scholars Society (GGSS). Students may also apply for the Global Citizenship Certificate Scholarship to go on one of 40+ Global Exchanges when enrolled in both GCC and GGSS.

Find out more at cge.fsu.edu/globalcitizen.

WORK ABROAD

As an FSU student working abroad, you will be seen as a representative of the United States and of the organization you work for. Your actions may be more closely examined than if you were in a similar situation in the U.S. Familiarize yourself with cultural norms and native customs so you do not unknowingly offend the people you work and live with. Resources in The Career Center can help get you started. Visit career.fsu.edu/Students/Maximizing-Your-Diversity to learn more.

A FOREIGN EMPLOYER

Getting hired by a foreign-based firm can be difficult. Often, employers must prove to the government that none of their fellow nationals are being denied employment because a foreign employee is being hired. As always, changing global economic and political trends can shape the availability of employment for Americans in foreign countries. Permit and visa requirements also vary among countries.

AN AMERICAN EMPLOYER

Employees working in the United States are occasionally sent abroad by their employer. These are usually employees who have been with the company for a while and expressed an interest in working abroad.

If you choose this route for obtaining international employment, remember that you may have to work in the United States before you work abroad. It is always important to gather information regarding international employment possibilities from an organization prior to accepting employment. Be sure to inform your employer early on if you desire to work abroad.

THE U.S. GOVERNMENT

Some United States government departments hire personnel to work abroad. The Foreign Service branch of the Department of State has placements in embassies and consulates worldwide. Applicants must pass one or more exams to be considered for these positions. Learn more at careers.state.gov.

The Department of Defense (DOD) offers many opportunities abroad as well, including employment as a teacher, counselor, or educational specialist. The DOD (dodea.edu) hires Americans with proper credentials to be employed on military or government bases in foreign countries. Language fluency is sometimes less of a concern in these work settings, since Americans are the majority of the population.

The Peace Corps (peacecorps.gov) also provides volunteer opportunities for individuals with a wide variety of interests and geographical preferences. Representatives frequently visit the FSU campus to provide information and recruit participants during the academic year.
NON-GOVERNMENTAL ORGANIZATIONS

International organizations like the United Nations and the Red Cross can be another source of employment abroad. These organizations conduct a multitude of programs, such as UNICEF, the International Monetary Fund, and the World Health Organization. You will probably work in the same professional capacity abroad as you do in the United States. You should directly contact any organization in which you are interested to determine their current hiring needs.

VOLUNTEERING AND INTERNSHIPS

If salary is not a concern, a work camp or service project may be a solution. A wide range of options are available, from building homes and schools to teaching basic community hygiene. You could even consider a traineeship or internship overseas. FSU’s Office of International Programs has information about international internships and more on their website at international.fsu.edu.

TEACH ABROAD

If you are looking for a new experience abroad but are not fluent in a language other than English, you might consider teaching. Many countries seek out recent college graduates to teach English to both children and adults. While some countries require a TESOL certificate (tesol.org), many do not. Contact individuals who have previously or are currently teaching English abroad and ask about their experience. A career advisor can help you begin the process if you are unsure of where to start!

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.

SEARCH ON YOUR OWN

Be sure you are particularly fluent in the native language of a country before striking out on an independent job search. A successful job hunt is more likely to occur in countries with labor shortages, in certain fields, and in developing countries with inadequate employee pools from which to draw. Keeping informed about current events and global economic and political trends will help you in your search.

WHAT DOCUMENTS WILL I NEED?

Many countries require working papers. In some countries, you must have a firm job offer before working papers will be issued. If possible, get your working papers before you leave the United States. The Council on International Educational Exchange (CIEE) can help you get a work permit for a summer job in France or New Zealand or for temporary jobs year-round in England and Ireland. Work in Israel on a kibbutz may also be arranged through the CIEE, ciee.org.

You may also need a residence and/or immigration visa. Check with resources, agencies, and foreign government officials before you leave to make sure you do not become a victim of red tape once you are abroad. Also, keep in mind that governments often put restrictions and lengthy procedures on the employment of foreign nationals to protect jobs for their own citizens. Plan well in advance of your departure date! Prepare for delays and difficulties as they will occur.

GOINGLOBAL: FIND WORK ABROAD

GOINGLOBAL 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 GOINGLOBAL using your FSU ID and password.
Career Opportunities

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- Client/Customer Service
- Compliance
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- Volunteer opportunities
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University of North Florida (UNF)

Master of International Management and Intercultural Communication
Technische Hochschule Köln (TH Köln)

- SCHOLARSHIPS AVAILABLE -

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Applications reviewed January - March
www.globalmba.unf.edu
GAIN RECOGNITION FOR YOUR EXPERIENCE

At FSU, you have several options for earning recognition for your experiential learning opportunity.

EXPERIENCE RECOGNITION PROGRAM (ERP)

Get recognized for engaging in experience outside of the classroom through this Career Center program. Whether you’re participating in an internship, leadership, research, or significant service opportunity, earn recognition for your resume.

You can earn recognition in 1 of 2 ways:

Option 1: Certificate
• Receive a certificate
• Upload certificate to LinkedIn or Career Portfolio
• Enroll by mid-semester deadline

OR

Option 2: Transcript Notation
• Participate in zero (0) credit hour virtual course
• Graded on S/U scale
• Enroll by drop/add deadline

This program also satisfies the Garnet & Gold Scholar Society Internship Engagement Area. For more information, visit career.fsu.edu/erp.

GARNET & GOLD SCHOLAR SOCIETY (GGSS)

The Garnet & Gold Scholar Society facilitates involvement and recognizes the engaged, well-rounded undergraduate student who excels within and beyond the classroom in the areas of Leadership, Internship, Service, International, and Research.

An undergraduate student who meets the criteria in three of the five areas and completes the guided reflections will qualify to graduate as a member of the Garnet & Gold Scholar Society.

Find out more about how to become a member of the Garnet & Gold Scholar Society at garnetandgoldscholar.fsu.edu.

PROFESSIONALE READY CERTIFICATE (PRC)

This certificate program provides you the opportunity to build the skills desired by employers through learning, practice, and application. The activities within each area of PRC will help prepare you for a successful transition into the workplace.

For more information, visit career.fsu.edu/prc.

ACADEMIC COURSE CREDIT

You may be able to earn academic course credit through your academic department or college. Contact your FSU 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 INDEPENDENT STUDY

Academic credit may be earned for an internship or research experience if taken as a Directed Independent Study (DIS). The amount of credit is arranged in consultation with a faculty sponsor or academic advisor. Contact your FSU 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. Therefore, it is possible that this may not be an option available for you.
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 shown on the below.

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.

Notice how the diagram to the left 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.

<table>
<thead>
<tr>
<th>Steps Involved in Hiring</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position posted</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td>1st round interviews</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td>2nd round interviews</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td>HIRED!</td>
<td></td>
</tr>
<tr>
<td>Start position</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td>Total Time</td>
<td>2-4 months minimum</td>
</tr>
</tbody>
</table>
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 which offer a good fit. 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 a 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 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.

<table>
<thead>
<tr>
<th>Job Search Tools</th>
<th>Find Job Opportunity Listings</th>
<th>Identify/Connect with Employers</th>
<th>Find/Use Networking Contacts</th>
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</thead>
<tbody>
<tr>
<td>Handshake</td>
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<tr>
<td>Professional Association Websites</td>
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<td>Organization Websites</td>
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<tr>
<td>Social Networking Websites</td>
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<td>Online Search Engines</td>
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<td>FSU ProfessioNole Mentors</td>
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<td>Personal Networks</td>
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<tr>
<td>Information Interviewing</td>
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<tr>
<td>Attending Career-Related Events</td>
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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 ProfessioNole Mentors, Handshake, and CareerShift via career.fsu.edu.
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 also 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 54.

Networking Tips

• Introduce yourself and shake hands (see page 54).
• 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 Professionole 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/networking contacts. You might consider keeping a spreadsheet, using electronic folders on your computer or use 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 21.
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Interviewing
Preparation for the interview is essential. There are a variety of interview formats (e.g., Skype, 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 30.

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 and if there are 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 backwards or forwards 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.
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Find the role of a lifetime at: grantthornton.com/careers
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.

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. In addition, 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 “fit.” 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 The Career Center’s website (career.fsu.edu) or event app.
• Dress for success. Business professional is the appropriate attire for career fairs. See examples on page 28.
• 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 26 to learn more.
DURING A CAREER FAIR

• Arrive early to avoid long lines.
• Research participating employers on The Career Center’s website or event app.
• 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 includes a firm 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 a “yes” or “no” answer. These kinds of questions are more helpful in starting meaningful conversation 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 page 33 for an example.

CAREER EVENTS

FALL 2018

PART-TIME JOB FAIR: Thursday, August 30
Oglesby Union Ballrooms | 10 a.m. - 2 p.m.

SEMINOLE SUIT-UP: Sunday, September 16
JCPenney Governor’s Square | 6:30 - 9:30 p.m.

STEM RÉSUMÉ CAFÉ: Thursday, September 18
FAMU-FSU College of Engineering | 10:30 a.m. - 3 p.m.

RÉSUMÉ CAFÉ: Monday, September 24
Dunlap Success Center | 9 a.m. - 4:30 p.m.

STEM CAREER & INTERNSHIP FAIR:
Tuesday, September 25
FAMU-FSU College of Engineering | 9 a.m. - 3 p.m.

VETERANS CONNECTION: Wednesday, September 26
Donald L. Tucker Civic Center | 4 - 5:30 p.m.

SEMINOLE FUTURES ALL MAJORS CAREER & INTERNSHIP FAIR: Thursday, September 27
Donald Tucker Civic Center | 9 a.m. - 12 p.m. & 1 - 4 p.m.

LAW SCHOOL FAIR: Monday, October 22
Oglesby Union Ballrooms | 10 a.m. - 2 p.m.

GRADUATE & PROFESSIONAL SCHOOL FAIR:
Tuesday, October 23
Oglesby Union Ballrooms | 10 a.m. - 2 p.m.

GRADUATE & PROFESSIONAL SCHOOL FAIR (FSU Departments ONLY): Thursday, October 25
Oglesby Union Ballrooms | 12 - 4 p.m.

SPRING 2019

PART-TIME JOB FAIR: January TBD
Oglesby Union Ballrooms | 10 a.m. - 2 p.m.

STEM RÉSUMÉ CAFÉ: January TBD
FAMU-FSU College of Engineering | 10:30 a.m. - 3 p.m.

RÉSUMÉ CAFÉ: Monday, January 14
Dunlap Success Center | 9 a.m. - 4:30 p.m.

STEM CAREER & INTERNSHIP FAIR:
Tuesday, January 15
FAMU-FSU College of Engineering | 9 a.m. - 3 p.m.

SEMINOLE SUCCESS NIGHT: Wednesday, January 16
Donald L. Tucker Civic Center | 4 - 5:30 p.m.

SEMINOLE FUTURES ALL MAJORS CAREER & INTERNSHIP FAIR: Thursday, January 17
Donald Tucker Civic Center | 9 a.m. - 12 p.m. & 1 - 4 p.m.

HEALTH PROFESSIONS FAIR: February TBD
Oglesby Union Ballrooms | 12:30 - 3 p.m.

GOVERNMENT & SOCIAL SERVICES CAREER FAIR:
March TBD
Oglesby Union Ballrooms | 12 - 4 p.m.

EDUCATION & LIBRARY CAREER FAIR: TBD
Oglesby Union Ballrooms | 12 - 2:30 p.m.
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. The "boss" is your superior and maintains final judgment and/or approval of work decisions. Employees are expected to defer to the “boss” 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 made a contribution 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. Using effective handshakes, maintaining eye contact, and making the proper introductions show good business etiquette.

**Handshakes are vital in social situations.**

- Develop a comfortable handshake and keep it consistent.
- Handshakes should be firm but not aggressive not be forceful or limp.
- Make a solid connection with the web of skin between the thumb and the forefinger.
- The host or person with the most authority usually initiates the handshake.

**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.

**Proper introductions help establish a connection when meeting people.**

- Authority defines 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.”
- Introduce people in the following order: younger to older, non-official to official, junior executive to senior executive, colleague to customer.
- 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.

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.
- Never spit a piece of food into your napkin. Remove the food from your mouth using the same utensil it went in with. Place the offending piece of food on the edge of your plate. Fish bones or seeds may be removed with your fingers.
**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 33.
- Whether a handwritten note or formal letter, always follow guidelines for writing effective business letters. See page 21.
- 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 alternate means of contacting you (email, phone, and fax numbers are useful).
- Use active words.
- Use proper sentence structure.
- Avoid long sentences; be concise and to the point.

**Phone Etiquette**

When speaking on the telephone, 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 back to for valuable information.
- Active listening is essential, whether in person or on the phone.

**Office Etiquette**

When at work, your personal cell phone can have a negative impact on how you are viewed. By following some simple rules of cell phone etiquette, 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 (not at your desk) if you work in an open area.
- Inform others when you are expecting a very important call that you will need to take prior to a meeting.

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58 The Career Guide 2018-2019
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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 “star struck” 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 which are in high demand. 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 with regard to your family?
- Is the geographical location conducive to you and your family’s hobbies, community activities, and social support groups?

**Career Goals**
- Is 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 21). 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
• See page 87 for some average starting salaries data
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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 current career path/industry.

CONSIDERATIONS

• How does this degree lead you towards 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 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/GradChannel

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 the 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:
  - The Gourman Reports (several volumes that review programs in different graduate areas)
  - National Research Council Research—Doctorate Program Rankings
  - U.S. News & World Report Graduate School Rankings

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 an 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 only 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:
Learn from industry leaders. Study with renowned scholars. Stay at the University you love.

Start your search for a graduate school program right here at FSU. Florida State University’s graduate and professional programs are on the rise, according to U.S. News & World Report’s 2019 edition of “Best Graduate Schools”. Visit our website today to learn about the application process and to find a program that’s right for you!

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LETTERS OF RECOMMENDATION

Most graduate and professional programs require you to submit letters of recommendation from people in a position 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
• Federal Student Aid Information Center: 800.433.3243
• FSU Financial Aid: financialaid.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 programs 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 2-3 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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- Integrated Marketing Communication
- Media Communication Studies
- Public Interest Media Communication

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- Information Technology Online
- Information Online & ALA Accredited

COMMUNICATION
SCIENCE & DISORDERS
- Speech Language Pathology
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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.
We Are Hiring!
• Leadership Development Program
• Internship
• Operations Management Trainee
• Sales Trainee

Who We Are

Trademark Metals Recycling (TMR) is a full-service scrap metal recycling company. TMR is Florida’s largest scrap metal recycler with 21 recycling facilities located throughout the state. We are a wholly-owned subsidiary of The David J. Joseph Company (DJJ).

DJJ is one of the largest and oldest scrap metal recycling and brokerage companies in the U.S. The David J. Joseph Company has nearly 60 recycling facilities and 12 brokerage offices.

DJJ is part of Nucor Corporation’s family of companies. Nucor is a Fortune 150 company operating 20 steel mills and is the largest recycler of ferrous scrap in North America.

Proud. Passionate. Team Players

Working here creates a sense of loyalty. Maybe it’s because we know we’re making a real difference in the world...in our communities...for our customers...and for the environment. We’re passionate about our business and about building relationships that stand the test of time. We’re hands-on self-starters who thrive on opportunities, challenges and have a strong work ethic. And of course, we’re competitive. Yet first and foremost, we’re team players.

TMR offers many challenging opportunities for both men and women seeking a career in recycling, commodity sales, management or transportation.

TMR is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

www.TMRecycling.com
GRADUATE SCHOOL RESOURCES

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

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. You can visit The Career Center to speak with a career advisor 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 to be at? 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.

Preparing Future Faculty (PFF) Program

Interested in becoming faculty? The Preparing Future Faculty (PFF) program helps you prepare for future faculty positions through participation in coursework, workshops, and/or online training, and mentoring. PFF Fellows gain an increased understanding of faculty expectations and build readiness for the demands of future faculty life.

For additional information about PFF, visit the Preparing Future Faculty section of the Graduate School’s website at gradschool.fsu.edu or contact Dr. Judith Devine at jdevine@fsu.edu.

Preparing Future Professionals (PFP) Program

Interested in developing your professional skills? The Preparing Future Professionals (PFP) program is a graduate certificate focuses on enhancing skills needed for the workplace outside of academia. Attend professional development workshops, participate in internships/practicum, and build your resume or your portfolio to receive credit.

For additional information about PFP, visit the Preparing Future Faculty section of the Graduate School’s website at gradschool.fsu.edu or contact Dr. Judith Devine at jdevine@fsu.edu.

Develop Your Skills:

☐ Networking  ☐ Leadership  ☐ Presenting
☐ Interviewing  ☐ Negotiating  ☐ Technology

Learn more about these and other key skills by watching career-focused videos: career.fsu.edu/career-spots.
OPPORTUNITIES
Graduate students with advanced degrees looking for jobs outside of the academy can find positions using these additional resources:

- **VersatilePhD**: This online resource is designed to help find and succeed in non-academic careers. Learn more at [gradschool.fsu.edu/professional-development/versatile-phd](http://gradschool.fsu.edu/professional-development/versatile-phd).

- **Handshake**: 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. Learn more on page 86 and visit [career.fsu.edu/handshake](http://career.fsu.edu/handshake).

Questions about Financial Aid? See page 67 and visit [gradschool.fsu.edu/funding-awards](http://gradschool.fsu.edu/funding-awards).

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](http://www.nationalpostdoc.org)
- **Postdoctoral position postings**: [www.postdocjobs.com](http://www.postdocjobs.com)
- **Postdoctoral job postings**: [www.phds.org](http://www.phds.org)

CAREER CENTER LIBRARY RESOURCES
Want a deeper dive into your job search? Visit The Career Center Library for books on job searching with an advanced degree:

- **Aspiring Academics: A Resource Book for Graduate Students and Early Career Faculty**
- **Outside the Ivory Tower: A Guide for Academics Considering Alternative Careers**
- **Guide to Working With Executive Recruiters**
- **Jobs and Careers Abroad**

See page 76 for more information.

PROFESSIONAL ASSOCIATIONS
- Association for the Support of Graduate Students
  [www.asgs.org](http://www.asgs.org)
- National Association of Graduate and Professional Students
  [www.nagps.org](http://www.nagps.org)
- The Leadership Alliance
  [theleadershipalliance.org](http://theleadershipalliance.org)

UNIVERSITY RESOURCES
- 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](http://sga.fsu.edu/cogs.shtml)
- **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](http://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](http://gradschool.fsu.edu/professional-development/gradshare)
- **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/staff](http://career.fsu.edu/staff)
“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.”

-Myrna Hoover, FSU Career Center Director

CAREERSPOTS
Enhance your career readiness and employability skills through short career advice videos from employers and professionals.

PROFESSIONAL MENTORS
Connect with professionals throughout the country and the world to learn about careers and opportunities from alumni and friends of FSU.

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.

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

ON-CAMPUS INTERVIEWS
Interview for internships, co-ops, and full-time and part-time positions with various employers in Handshake.

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

Got 3 minutes? Get prepared for your career and job/internship search with short videos from professionals and employers.

WHAT IS IT
CareerSpots delivers concise, compelling career readiness videos to help you learn and develop the competencies and job search skills needed to achieve career success as you transition to life after college.

HOW CAN IT HELP ME
Enhance your career readiness and employability skills through short career advice videos from employers and professionals. These short, expert-guided videos will help prepare you for your future.

Looking to gain insight into your internship, career, or graduate school? CareerSpots offers a full library of career advice videos including the job/internship search, interviewing, networking, social media, résumé and cover letter writing, and much more.

PROFESSIONOLE MENTORS

Search the ProfessioNole Mentors database to access over 2,000 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 ME
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.

Get Started Today
Visit career.fsu.edu/careerspots to access over 75 expert-guided videos to enhance your employability skills.

Get Started Today
Visit career.fsu.edu/professionole-mentors to start connecting with mentors! We suggest searching by industry and expertise first.
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, and graduate schools.

The Career Center uses a web-based catalog called Career Key to help you find resources that meet your information needs. Use this tool to generate a printable list of print or media 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/library.

The Career Center Library is divided into six sections:

Section I: Planning—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?
- **Modules**: Modules developed by career advisors are guides that direct you to resources within the library (e.g., Exploring Your Interests, Values, and Skills; Matching Majors to Jobs; Maximizing Diversity).
- **Library links**: CareerOneStop (careeronestop.org); Career Planning Guides (career.fsu.edu/Resources/Career-Guides)

Section II: Occupations—Find books on a group of occupations or a specific occupation.

- **Books**: 150 Best Recession Proof Jobs; Great Jobs for Liberal Arts Majors; Dream Jobs in Sports Management and Administration
- **Occupational files**: Occupational files contain information from multiple resources to provide comprehensive descriptions of careers
- **Library links**: Occupational Outlook Handbook (bls.gov/ooh)

Section III: Education—Look for information on specific schools, admissions, financial aid, training programs, and more!

- **Books**: The College Board Book of Majors; Business School Buzz Book, Peterson’s Graduate and Professional Programs: An Overview
- **Education files**: Education files include information on study abroad, graduate programs, and professional degree programs

Section IV: Experience—Find information that will help you on your way to gaining professional experience.

- **Books**: Disney, Theme Parks & Resorts Professional Internships; How to Live Your Dream of Volunteering Overseas
- **Library links**: FSU Career Center “Gain Experience” options (career.fsu.edu/Students/Gain-Experience); Back Door Jobs (backdoorjobs.com); Handshake (career.fsu.edu/handshake)

Section V: Preparation—Get advice and examples on writing résumés and cover letters, interviewing, job hunting, and more.

- **Books**: Find a Job on LinkedIn, Facebook, Twitter, and Other Social Networks

Section VI: Opportunities—Search for job opportunities and learn about potential employers.

- **Books**: How to Land a Top-Paying Federal Job; Hoover’s Handbook of American Business
- **Employer files**: Employer files contain information on educational institutions, federal/state/local government agencies, non-profit organizations, and more
- **Library links**: Chamber of Commerce (chamberofcommerce.com)
Career Library Map

I. PLANNING
- Entrance
- Welcome Desk
- Computer-Assisted Career Guidance Lab

II. OCCUPATIONS
- Career Advising & Information

III. EDUCATION
- Garnet & Gold Scholar Society Advising

IV. EXPERIENCE
- Career Library Map

V. PREPARATION
- OPPORTUNITIES
- Entrance

VI. OPPORTUNITIES
IN CHARGE.
That’s something you’ll be in the Enterprise Management Training Program – in charge of a team of ambitious people like you, in charge of your own million-dollar business and in charge of choosing exactly where you start your career. Get ready to make real decisions every single day as part of an organization that has repeatedly been recognized as a great place to launch a career.

THIS IS WHERE IT ALL STARTS.
go.enterprise.com

TERI-ANNE BRENnan
Talent Acquisition Manager, South Florida
terianne.brennan@ehi.com
954-354-5118

DEE SWANSON
Talent Acquisition Manager, Florida Panhandle
daryl-leigh.swanson@ehi.com
850-969-4106

Equal Opportunity Employer/Disability/Veterans
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 ME

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.

1. Build Your Portfolio: Create your profile and skills matrix, then upload your résumé/CV, references, artifacts, and examples

2. Manage Your Portfolio: Name, customize, view, and share your portfolio.

3. Continue to Learn and Grow: Learn and develop skills employers value most and find opportunities for continued academic and professional growth to add to your portfolio.

HOW DO I BEGIN

1. Access the Career Portfolio at portfolio.fsu.edu or log in through myFSU.

2. Explore the Resources and Tutorials under Menu for a comprehensive overview.

3. Start building your portfolio!

BUILD YOUR PORTFOLIO

1. Profile

Your profile is the first area referred users, such as employers, will see when entering your Career Portfolio. The profile section gives you the opportunity to make a strong first impression. You can highlight items, such as your background and goals, or write a cover letter directed at an individual viewer. The profile can be personalized to fit your needs, allowing you to summarize your strengths and qualifications. Suggested profile headings might include “Education,” “Background,” or “Research Interests.”

Click “Add a New Profile” in the Profile section of the portfolio to begin!
2. Résumé or CV

Your résumé or CV is an important piece of your Career Portfolio because it documents your qualifications for a position. Speak to a career advisor for more information on how to write a résumé or and CV.

Your résumé/CV is critical to your future success, so make sure you have it reviewed by a career advisor, friend, or professor for suggestions and to check for any possible mistakes. Remember that your résumé/CV is a marketing tool and should present a positive image of your experiences and abilities.

Click “Add a New Résumé/CV” under the Résumé/CV section of the portfolio to name and upload your résumé/CV document.

NOTE: You can include more than 1 version of your CV.

3. Skills Matrix

Embedded in the Career Portfolio is a list of career and life skills. These are skills that employers who hire FSU students and alumni value and look for in potential candidates. They include:

- Communication
- Creativity
- Critical Thinking
- Leadership
- Life Management
- Research and Project Development
- Social Responsibility
- Teamwork
- Technical/Scientific

You can add additional skill categories to emphasize areas of importance in your job search. To make a good impression, it is up to you to prove that you have developed these general skills, as well as specific skills needed in your career field.

Through the skills matrix in the Career Portfolio, you can reflect on how you have developed specific skills through a variety of experiences including jobs/internships, courses, service/volunteer work, membership/activities, and other interest or life experiences.

Documenting your skills provides evidence of the learning obtained in your academic program and also enables you to articulate your skills more effectively during an interview. You should continue to update your skills matrix each semester with any new skills obtain or enhanced through additional experience.

Click “Add a New Skill” in the Skills section of the portfolio to begin documenting your skills and experiences.

4. References

References are an important part of your Career Portfolio. References may include faculty, advisors, employers, and others in your life who can speak to your qualifications. For undergraduate students, these are people you have developed relationships with who can speak about your skills, abilities, and/or background in a positive light. For graduate students, these are often those with whom you have worked most closely in your academic studies: your major professor, supervisory committee members, your lab director, your teaching supervisor, and/or other well-known scholars/professionals who are highly familiar with your work.

Start developing your references early! Remember to always verify the accuracy and appropriateness of the reference information with each of your references. Also, make sure your references are willing to have their information available online.

Keep your references informed about your goals and activities when you are actively pursuing career options and provide them with your résumé. This helps them to provide a better recommendation for you when asked.

Click “Add a New Reference” in the Reference section of the portfolio to add contact information for people who know you well.
MARKET YOURSELF

Your portfolio is a way to market your professional and academic qualifications to graduate schools and employers. The Career Portfolio allows you to have unlimited different versions of a “showcase portfolio,” so you may choose to have separate portfolios.

1. **Name Your Portfolio:** The *Options* section allows you to name your Career Portfolio. Example portfolio names can include “Job Search Portfolio” or “Grad School Portfolio.” The names you choose should reflect the information you include in each portfolio.

2. **Customize Your Portfolio:** The *Options* section is also where you will select the items you want to make viewable for this particular showcase portfolio. Other items you can make viewable are your unofficial academic transcript, unofficial service transcript, confidentiality statement, and an email address.

3. **View Your Portfolio:** The *Preview* section lets you view your portfolio the way it will appear to referred users. You can also download your portfolio as a PDF document. Documents such as your CV and Artifacts are not included in the downloaded PDF. Be sure your portfolio is free of spelling and grammar errors before you give others access!

**SHARE YOUR PORTFOLIO**

The *Share* section allows you to share the portfolio with others by creating access keys, sending your portfolio, getting a shareable link, and viewing access details.

- **Create access keys** (passwords), which grant access to a particular showcase portfolio. You can create as many access keys as you wish for each of your portfolios. You may want to create different access keys for each person to whom you will be granting access. For example, if you are a graduate student applying for a faculty position at three different universities, you may want to have a different access key for each.

- **The Send Portfolio** feature allows you to email a referred user (anyone you choose) with instructions on how to view your portfolio.

- **The Get Shareable Link** feature generates a link directly to your particular showcase portfolio. You can post this link directly on your résumé or on your LinkedIn profile!

- **View Access Details** provides information about when each access key is used. It shows the date, time, and number of times each access key is used for a specific portfolio. This is a great way to see if the person you referred to view your portfolio has actually viewed it, but only if you give each potential viewer a unique access key!
More responsibility, more rewards.

As the nation’s low-cost grocery leader, we believe in providing the best value and quality in everything we do. For our employees, that means industry-leading wages, a great work environment and terrific benefits including:

- Competitive Salaries - Starting at $80K
- Fully Expensed Audi A3
- $5K Signing Bonus
- Award-Winning Training
- Career Advancement

ALDI believes in great responsibility leading to generous compensation, and our District Manager position epitomizes this philosophy.

Find out more at careers.aldi.us/district

Welcome to more.®

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**Fall Career Fair**
Date: Thursday, September 27, 2018
Time: 9:00am - 4:00pm
Location: Donald Tucker Civic Center

**1st Interviews***
Date: Thursday, October 11, 2018
Time: 8:30am - 4:15pm
Location: Career Center (Dunlap Success Center)

**Salary Breakdown**
Year 2 - $90K
Year 3 - $95K
Year 4 - $100K
Year 5 - $110K

*Candidates selected to interview on October 11th must attend the ALDI Pre-Night Presentation on Wednesday, October 10th from 7:00pm - 9:00pm in the Dunlap Center. Dinner will be served. This is an invitation only event. Please submit your resume for the District Manager / District Manager Intern positions on Handshake. The deadline to submit is 11:59 pm on Monday, October 1, 2018.

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ALDI is an Equal Opportunity Employer.
Redefining whole industries is one of the ways you can put your degree to work at PwC. You’ll work with people from diverse backgrounds and industries to solve important problems. Are you ready to make an impact?

pwc.com/careers

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ON-CAMPUS INTERVIEWS

Apply for interviews through On-Campus Recruiting (OCR) in Handshake! 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.

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 CAN IT HELP ME

Apply to interview for full-time positions, internships, part-time jobs, and co-ops with top employers through our On-Campus Interviewing program. All interviews take place in the state-of-the-art Dunlap Success Center.

HOW DO I BEGIN

1. Visit career.fsu.edu/handshake.
2. Log in to Handshake with your FSUID and password.
3. Click on the “Jobs” tab at the top, then “On-Campus Interviews” on the sub-tab.
4. Search by 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 Handshake 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 Handshake 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.

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.
• **Follow up**— Follow up with the recruiter after the interview by writing a letter of appreciation (sample letter on page 33).

• **Accept an offer**— After you accept an offer, cancel all future interviews and do not schedule additional interviews. See page 60 for more advice.

## 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 Handshake 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 will 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.

**Mock interview no show policy**— Any student that does not show up or cancel a mock interview in advance will be blocked from participating in any on-campus interviewing activities until a letter of apology to the Mock Interview Mentor is mailed or emailed to the Mock Interview Program Coordinator. Two no shows or late cancellations within the same semester will result in permanent loss of ALL on-campus interviewing privileges.

Business-style letters of apology should be addressed as follows:

Mock Interview Mentor  
c/o Mock Interview Program Coordinator  
The FSU Career Center  
100 South Woodward Avenue  
PO Box 3064162  
Tallahassee, FL 32306-4162  
Email: mockinterview@admin.fsu.edu

### 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, in databases, and through the thousands of job listings in Handshake (career.fsu.edu/handshake). Learn more about Handshake on page 86.
**HANDSHAKE**

Handshake 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 interviews with employers, viewing career events, and more.

**WHO CAN USE IT**

All FSU students and alumni have access can access Handshake.

Your account has no expiration but on-campus interviewing privileges, including mock interviews, end one year after graduation. Your account may be disabled if you misrepresent your status as an FSU student or alumni, provide false information during registration, or are a “no show” by missing a mock or on-campus interview appointment.

**BENEFITS**

- Access over 5,000 jobs and internships throughout the nation, 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 84).

**GET STARTED TODAY**

**STEP 1**

Visit [career.fsu.edu/handshake](http://career.fsu.edu/handshake) 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.

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 hours Monday - Friday 9 a.m. - 4:30 p.m. on the 1st floor of the Dunlap Success Center. Visit [career.fsu.edu/hours](http://career.fsu.edu/hours) to confirm hours of operation.
Graduating seniors were asked to complete an online survey regarding their post-graduate plans during April 2016. 7,875 graduating seniors from summer 2016, fall 2016, and spring 2017 completed the survey, which represents over 91% of all graduates. Also included in these findings are the results of a six-month follow-up survey.

### Employment Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeking employment</td>
<td>63.3%</td>
</tr>
<tr>
<td>Have one or more job offers</td>
<td>70.9%</td>
</tr>
</tbody>
</table>

### Top 5 Graduate/Professional Schools

1. Florida State University
2. University of Florida
3. University of South Florida
4. University of Central Florida
5. Nova Southeastern University

### Top Employment Industries

1. Education
2. Technology
3. Retail
4. Financial
5. Health
6. Marketing

### How Seniors Found Employment

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>FSU Career Center services</td>
<td>42%</td>
</tr>
<tr>
<td>Family/friends</td>
<td>28%</td>
</tr>
<tr>
<td>Internship</td>
<td>13%</td>
</tr>
<tr>
<td>Internet</td>
<td>12%</td>
</tr>
<tr>
<td>Volunteering</td>
<td>11%</td>
</tr>
<tr>
<td>Professional Contacts</td>
<td>10%</td>
</tr>
</tbody>
</table>

### Annual Salary Ranges

<table>
<thead>
<tr>
<th>Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $20,000</td>
<td>8%</td>
</tr>
<tr>
<td>$20,000 - $24,999</td>
<td>9%</td>
</tr>
<tr>
<td>$25,000 - $29,999</td>
<td>8%</td>
</tr>
<tr>
<td>$30,000 - $39,999</td>
<td>28%</td>
</tr>
<tr>
<td>$40,000 - $49,999</td>
<td>20%</td>
</tr>
<tr>
<td>$50,000 - $59,999</td>
<td>14%</td>
</tr>
<tr>
<td>$60,000 - $69,999</td>
<td>7%</td>
</tr>
<tr>
<td>$70,000 or more</td>
<td>6%</td>
</tr>
</tbody>
</table>

### Classification of Employed Students

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time employment</td>
<td>87%</td>
</tr>
<tr>
<td>Employment related directly to major</td>
<td>74%</td>
</tr>
<tr>
<td>Employment requires a college degree</td>
<td>69.8%</td>
</tr>
<tr>
<td>Employed in Florida</td>
<td>70%</td>
</tr>
<tr>
<td>Employed out of state</td>
<td>30%</td>
</tr>
<tr>
<td>Self-employed</td>
<td>1.8%</td>
</tr>
</tbody>
</table>