



2021-2022

FLORIDA STATE UNIVERSITY CAREER CENTER

# CAREER GUIDE



FLORIDA STATE UNIVERSITY  
DIVISION OF STUDENT AFFAIRS

THE CAREER CENTER

RESOURCES FOR UNDERGRADUATE & GRADUATE STUDENTS

# CAREER CENTER PARTNERS

A distinguished group of companies who are directly supporting career development and employment assistance programs at Florida State University.

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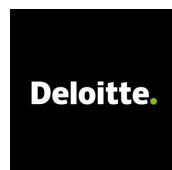
**NORTHROP GRUMMAN**



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## GOLD LEVEL

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Our valued partners and all employers recruiting at Florida State University give assurance that they are equal opportunity employers.



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### Reader's Note

This Career Guide is interactive and filled with clickable  
links to direct you to resources from The Career Center, our  
FSU peers and external partners.

If any text is **underlined and bolded**, it is a clickable link.  
Several images, as well as all ads, throughout the Guide are  
also clickable.

# WHY SHOULD I VISIT?



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

## Explore Your Options

- Explore your values, interests, and skills.
- Discover majors and occupations.
- Create an academic and career planning checklist.

## Manage Your Career

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

## Gain Experience

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

## Prepare for the Next Step

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

## CONTACT

### Meet with a career advisor

Monday - Friday, 9 a.m. - 4:30 p.m.

\*Closed Fridays from 1:30 p.m. to 2:30 p.m.

### Meet with a Career Center liaison

To view a list of liaisons, visit

[career.fsu.edu/liaisons](http://career.fsu.edu/liaisons).

To see hours for drop-in advising, visit

[career.fsu.edu/hours](http://career.fsu.edu/hours).



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

### The FSU Career Center

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



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**Gary Peterson**, Senior Research Associate; Professor Emeritus  
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**Jim Sampson**, Senior Research Associate; Professor Emeritus  
**TBD**, Instructional Specialist

To view the full list of Career Center liaisons for academic colleges, departments, and programs or to see the organizational structure of the Career Center, visit [career.fsu.edu/staff](https://career.fsu.edu/staff).

# PLAN YOUR CAREER



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

## KNOW WHO YOU ARE

### KNOW ABOUT YOURSELF

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

### KNOW ABOUT YOUR OPTIONS

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

Visit [onetonline.org](https://onetonline.org) or [bls.gov/ooh](https://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 38](#).

## KNOW HOW TO MAKE DECISIONS

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

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

## KNOW WHERE YOU WANT TO BE

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



## SPEAK WITH A CAREER ADVISOR

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

These may include:

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

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

For more information, visit [career.fsu.edu/Students/Plan-Your-Career](https://career.fsu.edu/Students/Plan-Your-Career) or call **850.644.6431**.

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

## TAKE SDS 3340, THE CAREER CLASS

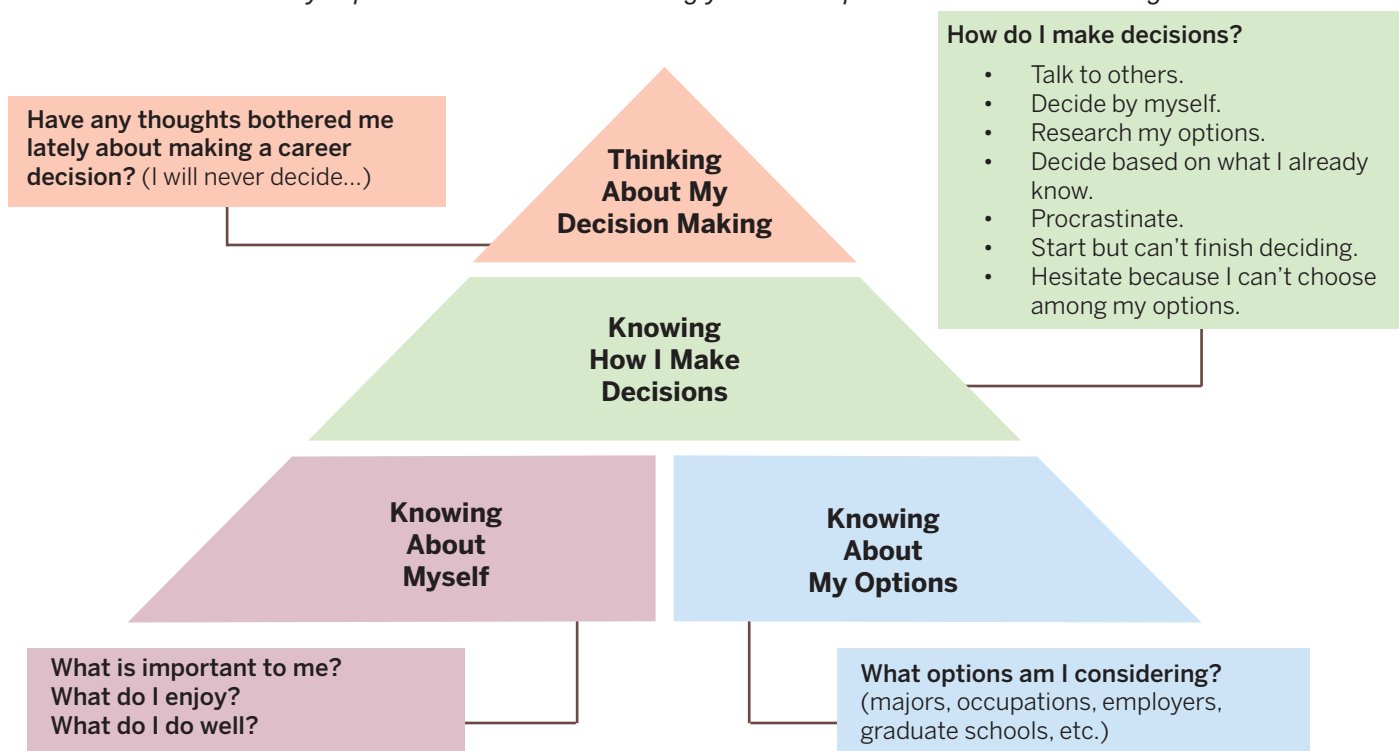
SDS 3340: Introduction to Career Development provides an opportunity to learn and develop the necessary skills to engage in life and career planning. It is a variable credit course and can be taken for one, two, or three credit hours. For more information, visit [career.fsu.edu/students/plan-your-career](https://career.fsu.edu/students/plan-your-career).

The course is divided into three units:

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

## YOUR DECISION-MAKING PROCESS

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



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

# CONDUCT AN INFORMATION INTERVIEW

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

## HOW DO I FIND POTENTIAL CONTACTS?

- Ask friends, family, neighbors, colleagues, former employers, and faculty.
- Attend meetings (local, state, regional) for professional associations in your field(s) of interest.
- Call community service agencies and trade or professional organizations and review their websites.
- Contact faculty, personnel, other University offices, and the Career Center, which has names of many employer contacts.
- Locate FSU alumni through LinkedIn or the ProfessioNole Mentors platform (see [page 79](#)).

## HOW DO I ARRANGE THE INTERVIEW?

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

## SAMPLE INFORMATIONAL INTERVIEW EMAIL

Subject: Information Interview Request

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

My name is Steven Seminole, and I am a junior majoring in communication 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 29](#).
- Get to your appointment a few minutes early, and be courteous to everyone that you meet at the office.
- Take the initiative in conducting the interview—you are the interviewer! Ask open-ended questions, which cannot be answered with a yes or no.
- Once inside the organization, look around. What is the work environment like? Would you want to work there?

## AFTER THE INTERVIEW

Evaluate your experience.

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

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



## SAMPLE INFORMATIONAL INTERVIEW QUESTIONS

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

# MANAGE YOUR CAREER



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

## SKILLS

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

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

## POPULATIONS

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

For example:

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

## CAREER FIELD

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

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

## CAREER COMPETENCIES

Career Readiness is the attainment and demonstration of competencies that prepare you for a successful transition into the workplace. Employers want to hire talented graduates who can demonstrate their skills, talents, and strengths. The nine Professionale Competencies are: critical thinking and problem solving; communication; research and innovation; teamwork and cross-cultural collaboration; leadership; professionalism and ethical responsibility; career management; digital fluency; and global fluency and social responsibility. Read more about these on [page 28](#).

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



## POSITION TITLE

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

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

## ORGANIZATIONAL CATEGORY

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

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

## FUNCTIONAL AREA

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

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

## GOALS

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

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

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

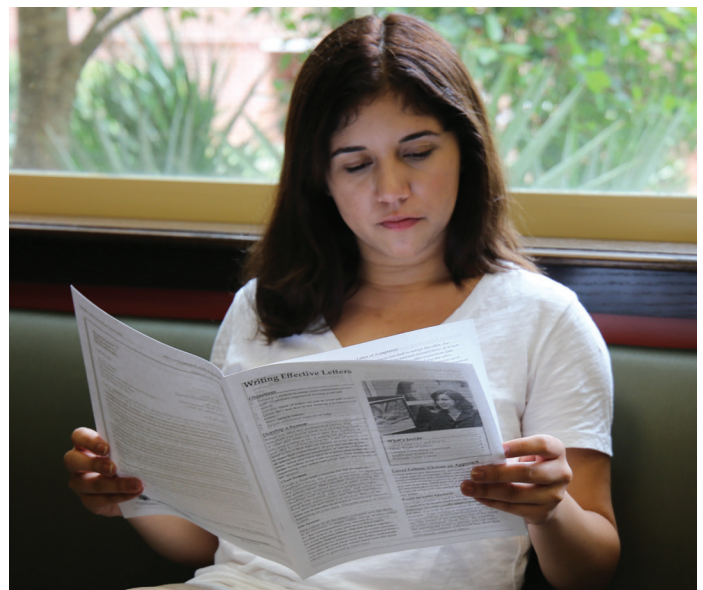
- “To begin employment in a beverage management position, which will provide opportunities for advancement to a policy-making position in the organization.”

## 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

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



In a survey conducted by The Career Center, employers noted that career objectives are not usually helpful unless concrete skills are indicated. Learn more about what employers say on [page 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 11](#)).

- 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.

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

## Constructing effective experience descriptions

Effective bullet point descriptions contain references to transferable skills or describe examples of projects you completed that produced tangible, positive results and accomplishments for an employer. Below is a diagram of two effective bullet-writing strategies. Each bullet point may contain three important elements: an action verb, skill, and tasks that evidence the skill OR an action verb, project, and result produced from the project (accomplishment).

*Seminole FSU Eatery, Tallahassee, FL*  
**Server**

August 2017 - November 2018

- **Provided** quality **customer service** while **managing dining experience for up to 30 customers at once.**  
*action verb* *skill* *tasks that evidence skill*
- **Created new order-taking system** decreasing guest wait-times by an average of two minutes.  
*action verb* *project* *result*

# POSITIVE ACTION WORD LIST

accomplish	contribute	explain	mobilize	repair
account	control	facilitate	model	report
achieve	coordinate	formulate	motivate	research
act	correct	furnish	negotiate	review
administer	counsel	guide	operate	schedule
advertise	create	handle	order	select
advise	dance	hire	originate	sell
aid	delegate	implement	organize	serve
analyze	demonstrate	improve	paint	solve
appraise	decrease	increase	perform	speak
appeal	decide	influence	persuade	staff
arrange	design	initiate	photograph	start
assemble	determine	inspect	plan	structure
assign	develop	install	play	submit
attend	devise	instruct	predict	supervise
audit	diagnose	interpret	prepare	supply
authorize	direct	interview	present	synthesize
budget	discover	invent	preside	talk
build	document	investigate	produce	teach
calculate	draft	judge	program	test
catalogue	draw	landscape	promote	train
chart	edit	lead	propose	translate
clarify	engineer	learn	provide	travel
collect	entertain	listen	publish	tutor
communicate	establish	make	purchase	type
compete	estimate	manage	qualify	understand
complete	evaluate	manufacture	raise	verify
compile	exercise	market	read	write
compose	exhibit	measure	recommend	
conduct	experiment	meet	recruit	



# FIRST YEAR RÉSUMÉ EXAMPLE

## Fiona Westcott

### School Address:

123 Learning Way  
Tallahassee, FL 12345

fwestcott@my.fsu.edu

555-555-5555

### Permanent Address:

321 Center St.  
Portland, OR 54321

### EDUCATION

**Florida State University**, Tallahassee, FL

**May 2022**

Bachelor of Science; Intended Major: Nursing

- Relevant Coursework: Biology, Chemistry, Physics, Statistics

**Central High School**, Portland, OR

**June 2018**

Advanced Studies Diploma

- Activities/Leadership: Relay for Life volunteer, Swim Team, Photography Club

### CERTIFICATIONS

EMT-Basic, Portland Community College

**January 2018 - Present**

Basic Life Support, American Heart Association

**October 2017 - Present**

### EXPERIENCE

**City of Portland Community Hospital**, Portland, OR

**June 2017 - May 2018**

*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

**August 2018 - Present**

**National Society of Collegiate Scholars**, Florida State University

**June 2018**

**National Honor Society**, *President*, Central High School

**July 2016 - May 2018**

**Emergency Management & Fire Club**, *Member*, Central High School

**August 2015 - May 2017**

### 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

(407) 555-6000

stevensemingle@my.fsu.edu

### 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

May 2021

**Bachelor of Science, Biological Science**

*Concentration: Marine Biology Minor: Environmental Studies*

#### Study Abroad Experience

FSU International Program, London

Summer 2019

FSU International Program, Valencia

Summer 2018

### EXPERIENCE

**Tallahassee Aquarium**, Tallahassee, FL

August 2018 - Present

*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

May 2017 - July 2018

*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

August 2015 - May 2017

*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

August 2020

Florida State Alternative Breaks, Coral Reef Ecosystems

March 2018

ServScript Program, Florida State University (200 hours)

August 2017

# GENERAL GRADUATE RÉSUMÉ EXAMPLE

## Tina Tallahassee

123 Ocala Rd  
Tallahassee, FL 32304  
(850) 555-4000; tah14t@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* May 2021  
**Master of Accounting in Taxation**  
Overall GPA: 3.92

*The University of Georgia, Athens, GA* April 2019  
**Bachelor of Science in Accounting**  
Overall GPA: 4.00, Summa Cum Laude

### Professional Experience

*FSU College of Business, Tallahassee, FL, Teaching Assistant (ACG 2021)* August 2020 - Present

- Present course content that aligns 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.


- 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.

## 4) FORMAT/STYLE

- 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 bulleted 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.



FSU College of Criminology  
& Criminal Justice

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# WHAT EMPLOYERS SAY ABOUT RÉSUMÉS

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

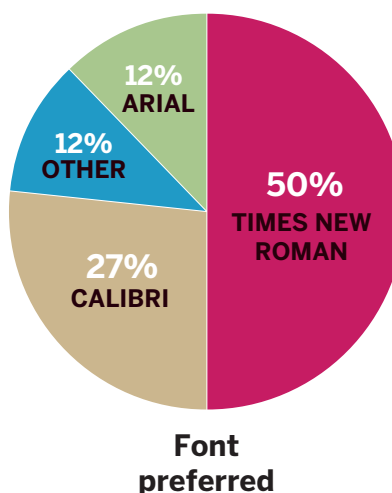
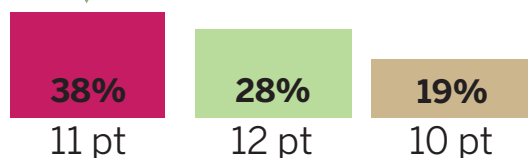
## DESIGN AND LAYOUT



How important are the format and layout of résumés?



**Font size preferred**

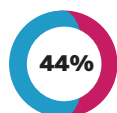


Most important element on résumés in terms of design?

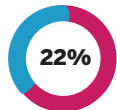
**SIMPLICITY**

## FORMAT

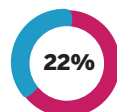
**What would you suggest for students who have many job-relevant experiences on their résumé?**



Fit everything on one page with little white space.



A two page résumé that highlights all experiences.



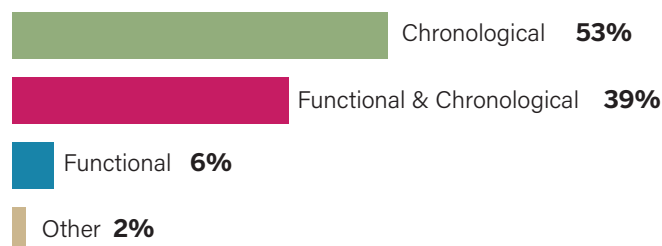
Take off some related experiences so it fits on one page

**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**



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

## SKILLS AND CONTENT

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



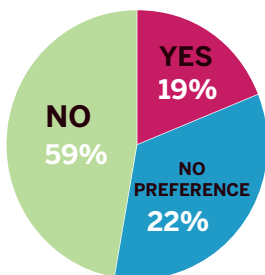
URLS TO INCLUDE

**LinkedIn**



Social media

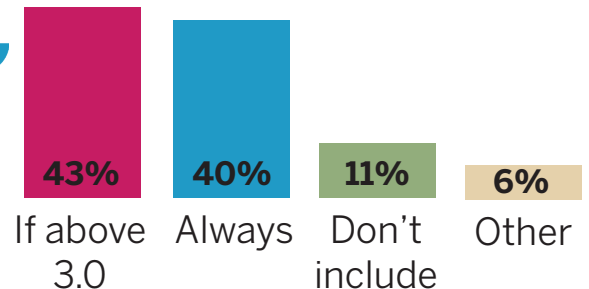
Personal website



SHOULD YOU INCLUDE UNRELATED EXPERIENCES?



SHOULD YOU INCLUDE GPA ON A RÉSUMÉ?

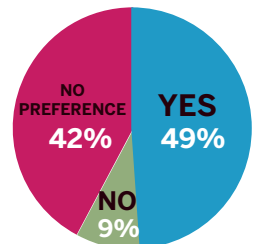


WHAT SHOULD YOUR EXPERIENCES HIGHLIGHT?

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



SHOULD YOU INCLUDE ADDITIONAL CERTIFICATIONS?



**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

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

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

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

Employers advise students to visit **THE CAREER CENTER** for résumé critiques and feedback.  
 Visit [CAREER.FSU.EDU](http://CAREER.FSU.EDU) or call 850.644.6431.





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# WRITE EFFECTIVE LETTERS

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

## TYPES OF LETTERS

### Inquiry Letter/Email

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

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

### Interview Appreciation Letter/Email

Follow up the interview with a thank you note or email (see [page 34](#)) expressing appreciation for the interviewer's time. In your letter:

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

### Letter/Email of Acknowledgment

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

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

### Letter/Email of Declination

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

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

### Letter/Email of Acceptance

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

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

### Cover Letter

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

## COVER LETTER TIPS

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



# COVER LETTER TEMPLATE

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

Today's Date

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

Dear Name/Title:

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

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

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

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

*Your Handwritten Signature*

Your typed name

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



# COVER LETTER EXAMPLE

105 Seminole Lane, #100  
Tallahassee, FL 32304

April 23, 2021

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

Dear Ms. Ross:

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

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

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

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

Sincerely,

*Joanne Taylor*

Joanne Taylor

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

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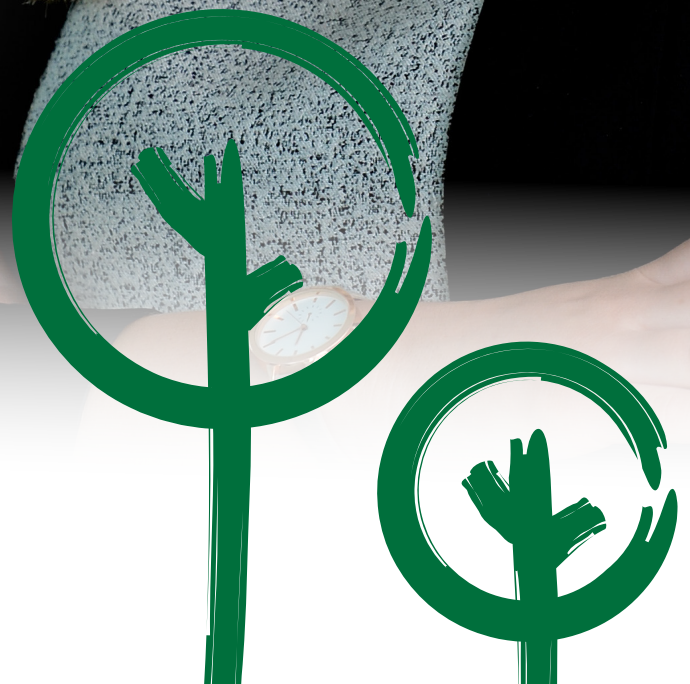
**Dee Swanson**

Talent Acquisition Manager  
[daryl-leigh.swanson@ehi.com](mailto:daryl-leigh.swanson@ehi.com)  
850-969-4106

**Felyce Starr**

Group Talent Acquisition Manager  
[felyce.n.starr@ehi.com](mailto:felyce.n.starr@ehi.com)  
954-354-5118

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# PERSONAL BRANDING

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

## DEFINE

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

## PREPARE

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

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

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

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

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

## IMPLEMENT

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

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

## MANAGE YOUR BRAND

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

# SOCIAL PRESENCE

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

## MONITOR SOCIAL MEDIA ACCOUNTS

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

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

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

## LINKEDIN

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

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

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

Hi Mr./Ms./Dr. \_\_\_\_\_, 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.

**David Xiao**  
Econ Major and Aspiring Financial Analyst  
San Francisco Bay Area | Financial Services

Previous Education: Berkeley Ventures, University of California, Berkeley

[Improve your profile](#) [Edit Profile](#) 153 connections

[www.linkedin.com/in/davidxiao/](#) [Contact Info](#)

**Background**

**Summary**

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

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

**Experience**

**Venture Capital Internship** BERKELEY VENTURES  
Berkeley Ventures  
May 2013 – September 2013 (5 months) | Berkeley, CA

Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

**Introduction to Venture Capital**  
A presentation I gave to my classmates, based on what I learned at Berkeley Ventures

**Organizations**

**Berkeley A Capella**  
Lead Singer  
March 2012 – Present

Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

Continued >>

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

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

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

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

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

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

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

## Education

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



## Volunteer Experience & Causes

### Big Buddy

Skyline High School

September 2012 – May 2013 (9 months) | Education

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



## Skills & Expertise

Most endorsed for...

12 Economics

11 Start-ups

10 Due Diligence

10 Venture Capital

10 Management



## Honors & Awards

**The Achievement Award Program**  
UC Berkeley

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



## Courses

**University of California, Berkeley**

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



## Projects

**Venture Capital Financing in India**

May 2013

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

5 team members



**David Xiao**  
Econ Major and Aspiring Financial Anal...



**Paul Smith**  
Student at UC Berkeley

## Recommendations

Received (2) ▾

**Venture Capital Internship**  
Berkeley Ventures



**Tim Lee**  
Partner

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

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

November 13, 2013, Tim managed

Want more LinkedIn tips for students? Check out The Career Center's [Building your LinkedIn Profile resource guide.](#)

# CAREER COMPETENCIES

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



## CRITICAL THINKING & PROBLEM SOLVING

Identifies important problems and questions and gathers, analyzes, evaluates information from a variety of sources before forming a strategy, decision, or opinion.



## RESEARCH & INNOVATION

Accesses and evaluates multiple sources of information, and synthesizes information to solve problems and create new insights to influence or develop new ways of thinking or working.



## COMMUNICATION

Conveys meaning and responds to needs of diverse audiences through writing and speaking coherently and effectively, and develops the expression of ideas through written, oral, and digital mediums.



## TEAMWORK & CROSS-CULTURAL COLLABORATION

Works with and seeks involvement from people with diverse experiences and identities towards a common goal, demonstrating strong interpersonal skills, respect, and dignity for others.



## LEADERSHIP

Takes initiative, demonstrates effective decision-making and informed risk taking, and motivates and encourages participation from others to work towards a shared purpose and vision.



## PROFESSIONAL & ETHICAL RESPONSIBILITY

Demonstrates integrity, honesty, dependability and ethical responsibility and accepts direction and personal accountability.



## CAREER MANAGEMENT

Accesses information and opportunities for career exploration, understands and articulates transferable skills in the job search process, and engages in lifelong learning to network and self-advocate for future opportunities that lead to a fulfilled life.



## DIGITAL FLUENCY

Demonstrates technological literacy and skills, and ethically and effectively uses technology to communicate, problem-solve, and complete tasks.



## GLOBAL FLUENCY & SOCIAL RESPONSIBILITY

Demonstrates an understanding of systemic, complex global and social issues, and how issues and actions have local and global implications for the future; appropriately challenges unfair and unjust behavior to make a positive difference in the community.

## ProfessoNole Pathways

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

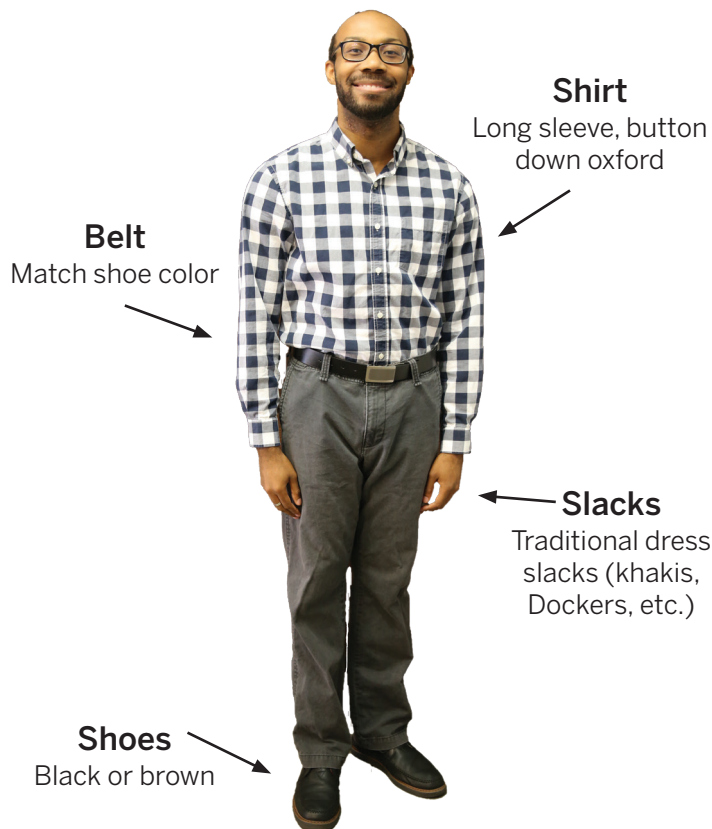
# DRESS TO IMPRESS

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

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

## BUSINESS CASUAL ATTIRE

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





92%

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

*(National Association of  
Colleges and Employers)*

## BUSINESS PROFESSIONAL ATTIRE

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



# PREPARE FOR YOUR INTERVIEW

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

## KNOW THE EMPLOYER

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

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

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

## KNOW YOURSELF

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

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

### FSU Panama City & Distance Students

The Career Center offers many online resources available to assist FSU Panama City and distance learning students with career exploration and planning, including résumé critiques. View services and more at [career.fsu.edu/student/virtual-services](https://career.fsu.edu/student/virtual-services).

## LEARN TO COMMUNICATE EFFECTIVELY

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

- Participate in a mock interview at The Career Center. Learn more about mock interviews on [page 36](#).
- Set up your FSU Career Portfolio to identify and describe your skills.
- Practice and improve your virtual interview skills through Big Interview, the Career Center's newest interviewing resource. See [page 36](#).
- 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.

FSU  
College of  
Criminology  
& Criminal Justice

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# ACE THE INTERVIEW

## BEFORE THE INTERVIEW

### Be On Time

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

### Dress Appropriately

When seeking a professional position, you must look like a professional. For more on business dress, read how to dress to impress on [page 29](#).

### Anticipate the Interview Format

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

Potential interview formats include:

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

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

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

## COMMON INTERVIEW QUESTIONS

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

## ADDITIONAL QUESTIONS

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

## DURING THE INTERVIEW

### Answer the Interviewer's Questions

After the introduction, the interviewer will usually get to the point. While a résumé provides the facts, the interview provides the “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 83](#)). Improve your communications skills by participating in a mock interview at The Career Center (see [page 36](#)).

### 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 34](#) 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 63](#).

## ON-CAMPUS INTERVIEWING

Employers from Fortune 500, local, regional, and national organizations recruit FSU students for internships, part-time jobs, and full-time positions. Search for on-campus recruiters in NoleNetwork routinely throughout the semester to apply for interviews. Get started today at [career.fsu.edu/on-campus-interviewing](http://career.fsu.edu/on-campus-interviewing) or see [page 87](#).

## SAMPLE QUESTIONS TO ASK YOUR INTERVIEWER

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

## AFTER THE INTERVIEW

### Write a Thank-You Letter

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

### Make Each Interview a Learning Experience

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

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



# SAMPLE THANK YOU EMAIL AND LETTER

To: \_\_\_\_\_ (example@fsu.edu)

Subject: Thank you

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

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

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

Sincerely,

Steven Seminole

January 22, 2021

Name:

Title:

Organization:

Address:

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

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

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

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

Thank you for your time and consideration.

Sincerely,

*Steven Seminole*

Steven Seminole

# FOLLOW-UP INTERVIEWS

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

## FOLLOW-UP INTERVIEW TYPES

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

### Structured Interviews

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

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

### Unstructured Interviews

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

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

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

### Panel Interviews

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

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

## FOLLOW-UP INTERVIEW TIPS

### Obtain an Itinerary in Advance

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

### Review Your First Interview

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

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

### Interview Trip Logistics

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

### Day of the Interview

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

## AFTER THE FOLLOW-UP INTERVIEW

### Follow-Up Letter

After the visit, send letters (separate from the expense voucher) to the human resources manager, the person you would work for, the head of the search committee, and anyone else who interviewed you. Reiterate your interest in the job and stress positive qualities that you have to offer the organization. See [page 34](#).

### The Job Offer

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

### No Job Offer

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

# WHEN INTERVIEWING: PRACTICE MAKES PERFECT

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

## Big Interview

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

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

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

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

To register for your free Big Interview account, visit [career.fsu.edu/resources/big-interview](https://career.fsu.edu/resources/big-interview).

## Mock Interviews

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

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

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

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







# Make a Career in Cybersecurity Possible

Are you interested in helping solve some of the world's largest problems in cyber security?

Are you a people-person interested in Sales or a techie interested in getting your hands dirty?

Either way, ReliaQuest can help you kickstart your career in several disciplines where you can make a large impact, advance quickly, and learn a ton!

ReliaQuest is hiring for those interested in entry-level Sales and Security Operations positions in our Tampa, FL, Salt Lake City, UT, and Las Vegas, NV offices.



**The ReliaQuest University** program has full-time opportunities and internships that include comprehensive training to not only start but progress your career, setting you up for success within weeks of joining.

Both full time and internship roles include on-the-job live-action experiences designed to maximize your potential. More information about ReliaQuest University is available at [www.reliaquest.com/careers/rq-university/](https://www.reliaquest.com/careers/rq-university/)

#### **Come visit ReliaQuest at the Seminole Futures Career & Internship Fair**

- Thursday, September 23, 2021
- 9 a.m. – 4 p.m. EDT
- Virtual Meeting Link TBD

#### **Apply Today!**

Go to <https://www.reliaquest.com/careers/> to learn more about ReliaQuest and the available opportunities for college students and recent grads.



# GAIN EXPERIENCE



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

## LEARN BY DOING

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

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

### Benefits:

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

## PART-TIME JOBS

Part-time jobs offer unique benefits including building your résumé and developing new skills and competencies to complement classroom learning. This can be beneficial in future job searches or the graduate school application process. Visit [fla.st/2SKQ9CWP](https://fla.st/2SKQ9CWP) for more information on how the Career Center can help you find part-time opportunities

### Need a Part-Time Job?

There are hundreds of part-time jobs listed for FSU students in **NoleNetwork**.

Explore them and find the right fit for you!

Use the Jobs & Internships tab to search



Off  
Campus  
(filter by location)



Work from  
Home  
(filter by remote)



On  
Campus  
(filter by Tallahassee or Panama City)

## WHY WORK PART-TIME?

Working part-time helps you:

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

## PART-TIME JOBS ON & OFF CAMPUS

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

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

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

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

### Not sure which employers to target?

Visit The Career Center during drop-in hours 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 in person or virtually ([career.fsu.edu/student/virtual-services](https://career.fsu.edu/student/virtual-services)).

## FEDERAL WORK-STUDY

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

For more information on FWS, visit [career.fsu.edu/fws](https://career.fsu.edu/fws).

## AVOID PART-TIME JOB SCAMS

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

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

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

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



### Know the warning signs

Learn how to spot fraudulent job offers and scams. Visit [fla.st/2SKQ9CWP](https://fla.st/2SKQ9CWP) for tips on how to know the warning signs.

# JOB SHADOW

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

## Benefits:

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

# FSUshadow

## ONE DAY TO EXPLORE YOUR FUTURE

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

Students who participate in FSUshadow will gain knowledge and skills related to career decision-making and critical career competencies while in college. FSUshadow is planned during winter, spring, and summer breaks during the 2021-2022 academic year.



“FSUshadow helped me decide on my future career in Applied Behavior Analysis and follow in the footsteps of a fellow Nole!”

- Taylor, Junior Psychology Major

FSUshadow



FLORIDA STATE UNIVERSITY  
DIVISION OF STUDENT AFFAIRS | THE CAREER CENTER

A photograph of a young man with glasses and a white Office DEPOT polo shirt standing behind a counter in a retail store. The background shows the store's interior with shelves and other employees. The photo is framed with a torn-edge effect.

“Getting first hand experience in my job market through FSUshadow has opened my eyes to new career options”  
- Miguel, Sophomore Finance Major

FSUshadow

FLORIDA STATE UNIVERSITY  
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## SESSIONS AND DEADLINES

### WINTER BREAK 2021

FSUshadow dates: December 14, 15, or 16  
Applications open on NoleNetwork: October 14  
Deadline to apply: November 6

### SPRING BREAK 2022

FSUshadow dates: March 14, 15, or 16  
Applications open on NoleNetwork: January 17  
Deadline to apply: February 13

### SUMMER BREAK 2022

FSUshadow dates: August 1, 2, or 3  
Applications open on NoleNetwork: June 6  
Deadline to apply: July 3

For more information on how to apply, key dates and deadlines, and tips for a successful experience, visit [career.fsu.edu/fsushadow](https://career.fsu.edu/fsushadow).





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with Chevron**

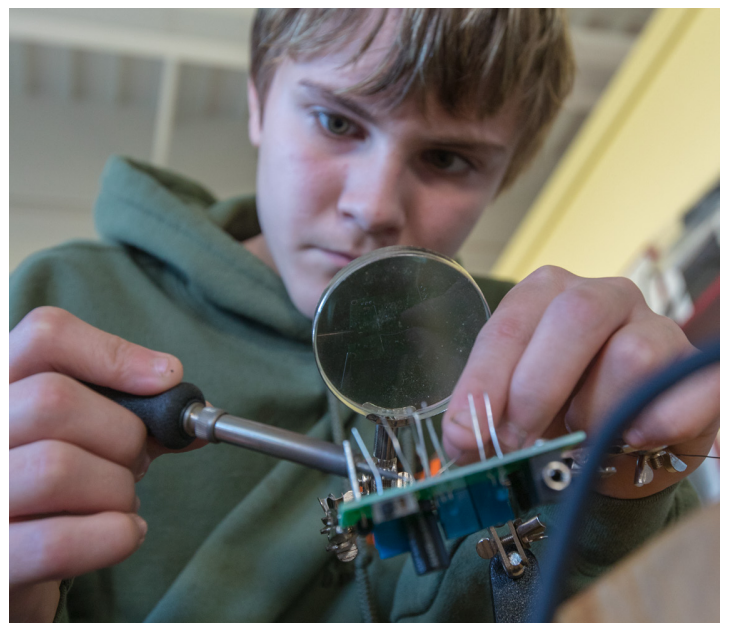


**enabling  
human  
progress**

**We develop the energy that  
improves lives and powers  
the world forward.**

**vision**

**At the heart of The Chevron  
Way is our vision ... to be  
the global energy company  
most admired for its  
people, partnership and  
performance.**





# INTERNSHIPS

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

## 5 REASONS TO DO AN INTERNSHIP

### 1. INTERNSHIPS PROVIDE “REAL-WORLD” EXPERIENCE.

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

### 2. INTERNSHIPS OFFER NETWORKING OUTSIDE THE COLLEGE CAMPUS.

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

### 3. INTERNSHIPS ARE RESUME BUILDERS.

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

### 4. INTERNSHIPS ENHANCE YOUR TIME MANAGEMENT SKILLS.

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



### 5. INTERNSHIPS CAN CONNECT YOU WITH FUTURE OPPORTUNITIES.

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

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

After one year of full-time employment:

**67.7%** of internal interns were retained.

**51.7%** of external interns were retained.

**35.7%** of employees with no internship experience were retained.

*National Association of Colleges and Employers (NACE, 2021)*

## 5 TIPS FOR LANDING AN INTERNSHIP

### 1. Start your search early

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

The Career Center has resources to support your internship search.

- Meet with your Career Liaison to craft your internship search plan! Career Liaisons specialize in career/industry knowledge, resources, employability skills, and internship opportunities related to their academic areas. See a complete list of Career Liaisons: [career.fsu.edu/about-us/career-liaisons](https://career.fsu.edu/about-us/career-liaisons).

- Visit our Search Internships page to broaden your search - [career.fsu.edu/resources/search-internships](https://career.fsu.edu/resources/search-internships)

- Utilize NoleNetwork, The Career Center's online opportunity database linking students and alumni directly with employers.

Within NoleNetwork, you can:

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

Visit [career.fsu.edu/nolenetwork](https://career.fsu.edu/nolenetwork) to begin.

## 2. Develop a winning résumé & cover letter

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

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

## 3. Enhance your interview skills

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

## 4. Network

Use the contacts you have (professors, friends, and relatives) to find leads to a position that's the right fit for you.

The Career facilitates networking opportunities for you year round:

### Career fairs

Connect with employers seeking interns from FSU at one of The Career Center's 15+ events. Visit [career.fsu.edu/fairs](https://career.fsu.edu/fairs) for a full listing.

### Shadow different professionals

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

FSUshadow, The Career Center's matched single-day job shadow program, is a great way to start building connections at a company before you apply for an internship. Visit [career.fsu.edu/FSUshadow](https://career.fsu.edu/FSUshadow) for dates or learn more on [page 40](#).

### Search ProfessionNole Mentors

Find contacts in your field of interest through this network of alumni and friends of the University who want to share career information and insight. Learn more at [career.fsu.edu/professionnole-mentors](https://career.fsu.edu/professionnole-mentors) or on [page 78](#).

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

Show your appreciation through follow-up. Refer to [page 34](#) for information on thank-you letters.

# InternFSU

## PAID ON-CAMPUS OPPORTUNITIES

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



## INTERNFSU PROGRAM DATES

### FALL 2021 SESSION

August 30 - December 3

### SPRING 2022 SESSION

January 10 - April 22

Apply via NoleNetwork October 15 through November 15.

For more information on how to apply, and for key dates and deadlines, visit [career.fsu.edu/internoncampus](https://career.fsu.edu/internoncampus).

# FUND YOUR FUTURE



The Internship Fund aims to reduce financial barriers and support students in pursuit of a wide variety of experiential opportunities in order to gain new skills and experience the world of work.

Any single-semester paid or unpaid career-related formalized experiential learning opportunity can be considered for funding including, but not limited to research, internship, fellowship, sustained creative and scholarly work, field work, practicum, intensive international experience, service learning, student teaching, apprenticeship, significant volunteer work, co-op, clinical, and developmental leadership programs.

For more information on application windows and qualifications visit [career.fsu.edu/ccif](https://career.fsu.edu/ccif).

## FINDING SCHOLARSHIPS FOR YOU (FS4U)



Through the fundraising efforts of the Florida State University Foundation and the generosity of private donors, students can access different scholarships to support academic and professional endeavors. Scholarship award amounts vary and are often awarded based on several factors including, but not limited to, demonstrated academic success, donor-stipulated criteria and financial need.

Log in to [fsu.academicworks.com](https://fsu.academicworks.com) to search for scholarships and support your experiential learning opportunities.

# SERVICE & RESEARCH

## SERVICE

The Center for Leadership & Social Change is located in the Dunlap Success Center. Learn more about the center's approach to transformation through identity development, community service, and leadership learning at [thecenter.fsu.edu](https://thecenter.fsu.edu). The Center's office is focused on community engagement, collaborative service and leadership development, and offers a range of programs requiring just a few hours' commitment, to a weekend, to a year or more.

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

To highlight your service experiences, you can post your service hours to your official academic transcript through ServScript. Information about the program and step-by-step instructions can be found at [thecenter.fsu.edu/servscript](https://thecenter.fsu.edu/servscript).

In addition, the Center's office for student diversity and inclusion programming offers training, cultural celebrations, and other events to help students fully understand their identities and build community with one another.





## 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](http://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.



- 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.



- 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 **Tech Fellows program** supports the diversification of the tech and start-up industry by embedding CARE students in start-up incubators around Florida.
- Undergraduate research for credit, identified as Directed Independent Study (DIS) opportunities, are available in many departments. If such opportunities exist in your department, your academic advisor or Career Liaison will be able to direct you to the list of research labs and application instructions.

As a graduate student, you can be actively involved in research under the direction of one of our distinguished faculty or through jobs and internships. Learn more at [gradschool.fsu.edu/academics-research](http://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 more than 750 recognized student organizations, FSU provides you with a variety of ways to get involved on campus. FSU's Office of Student Organizations & Involvement is committed to providing programs, services, and resources to all students and their organizations. Visit [union.fsu.edu/sac/involvement](http://union.fsu.edu/sac/involvement) for more information. You can also explore memberships in groups related to:

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

### DID YOU KNOW?

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





## CAREER CENTER INVOLVEMENT

### Student Ambassador Program

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



## STUDY, INTERN, & WORK ABROAD

Spending time in another country can be a rich and rewarding experience personally and professionally. Consider your options carefully to determine how your time abroad will benefit your academic and career goals. FSU has several opportunities abroad available to students; visit [global.fsu.edu/goingabroad](https://global.fsu.edu/goingabroad) to learn more.



### STUDYING ABROAD

FSU's Office of International Programs (FSU IP) has been providing study abroad programs for over 60 years. They offer over 50 diverse programs in more than 20 different locations around the world, including study centers in London, England; Florence, Italy; Valencia, Spain; and Panama City, the Republic of Panama that operate all

year round. Students may choose among programs and courses that meet major degree, minor, or liberal studies requirements— or in some cases all three!

### INTERN ABROAD

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

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

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

### FSU GLOBAL EXCHANGES



In this global economy, studying abroad will broaden your understanding of the complex issues our nation faces and help you develop invaluable employability skills and a deeper cross-cultural understanding.

FSU offers students the opportunity to study at one of 45+ prestigious international partner universities as an exchange student for a semester or two.

Academic credit earned can count toward general education, liberal studies, and major/minor requirements.

Participating in a Global Exchange program applies towards international requirements for the Garnet & Gold Scholar Society (see [page 51](#)). It can also serve as the sustained experience requirement for the Global Citizenship Certificate ([cge.fsu.edu/global-citizenship-certificate](https://cge.fsu.edu/global-citizenship-certificate)).

Global Exchanges students can also enroll in COM 3951 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](https://global.fsu.edu/exchanges) or visit Global Exchanges on the first floor of The Globe (GME Building).



# IT'S PERSONAL.

RISK MANAGEMENT AND INSURANCE IS ABOUT TAKING CARE OF PEOPLE,  
THEIR FAMILIES, THEIR BUSINESSES AND THEIR LIVES.

We can't predict the future, but we can work boldly, smartly and sharply  
to help ensure there is certainty in an uncertain world.

*We are a top-ranked program armed with the experience and expertise to prepare  
the next generation of risk managers, insurance agents, actuaries, underwriters and  
adjusters and shape an industry that evolves with the world around it.*

## BENEFITS OF THE RMI PROGRAM:

Competitive  
salaries upon  
graduation

Excellent placement rate  
in industry with ability  
to advance quickly

Earn professional and  
university designations  
while in college

More than \$40,000  
in scholarships  
available each year

## AT FLORIDA STATE UNIVERSITY, EVERYTHING WE DO IS PERSONAL.



## FLORIDA STATE UNIVERSITY COLLEGE OF BUSINESS

Dr. William T. Hold/The National Alliance Program  
in Risk Management and Insurance

*[business.fsu.edu/rmi](http://business.fsu.edu/rmi)*

## EARN A CERTIFICATE



**FLORIDA STATE UNIVERSITY**  
*Global Citizenship Certificate*  
Today's students. Tomorrow's global citizens.

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

Students who enroll in the Certificate take one required course and three approved electives. Global Perspectives (IDS 2431 or 2460), 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." Students also take three elective courses with an international focus from a list of 500+ courses.

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 engagement area of the Garnet & Gold Scholar Society (GGSS) requirements. Students may also apply for the Global Citizenship Certificate Scholarship to go on one of 45+ [Global Exchanges](#).

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

## WORK ABROAD

As an FSU student working abroad, you will be seen as a representative of both the United States and 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](http://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

The federal government has positions available overseas that cover a wide spectrum of career paths and duties. All federal government positions are posted and advertised on [usajobs.gov](http://usajobs.gov). The Partnership for Public Service's website [gogovernment.org](http://gogovernment.org) has tips and recommendations for applying for jobs within the federal government.



**U.S. DEPARTMENT of STATE**

★ CAREERS REPRESENTING AMERICA ★

The **U.S. Department of State** is the lead foreign affairs agency responsible for formulating and implementing U.S. foreign policy overseas. The U.S. Department of State offers worldwide career opportunities providing experiences to connect with the global community, conduct diplomacy by communicating U.S. foreign policy, and explore different cultures while living and working overseas. While there are many options within the State Department, most career tracks require the Foreign Service Officer Test. Even the internship program offers the opportunity to live and work overseas while exploring new career possibilities. The State Department offers a variety of internships through the Pathways Internship Experience Program and many professional fellowships.



The U.S. Department of State also offers an opportunity to gain experience virtually. Through the Virtual Student Federal Service (VSFS) program, students can work on projects that advance the work of government on multiple fronts. Projects include: helping counter violent extremism; strengthening human rights monitoring; developing virtual programs; engaging in digital communications; mapping; economic and political reporting; data analysis; graphic design; and app-building. To learn more, visit the following link: [vsfs.state.gov](https://vsfs.state.gov).

For most information on careers with the U.S. Department of State, ask Career Center staff to connect you with the State Department Diplomat in Residence for FSU or check out the following link: [careers.state.gov/work](https://careers.state.gov/work).



**USAID** carries out U.S. foreign policy by promoting broad-scale human progress at the same time it expands stable, free societies; creates markets and trade partners for the United States; and fosters good will abroad. In support of America's foreign policy, the U.S. Agency for International Development leads the U.S. Government's international development and disaster assistance through partnerships and investments that save lives, reduce poverty, strengthen democratic governance, and help people emerge from humanitarian crises and progress beyond assistance. USAID offers paid and unpaid internships and has robust fellowship programs. For more information on USAID Careers, check out the following link: [usaid.gov/careers](https://usaid.gov/careers)



The **Peace Corps** is a U.S. federal government agency dedicated to building and sustaining relationships with global communities through the service of dedicated volunteers. The Peace Corps 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. For more information check out their website: [peacecorps.gov/about/agency-jobs](https://peacecorps.gov/about/agency-jobs).



In the **Department of Defense (DOD)**, nearly 800,000 civilian employees in more than 750 occupations play the important role of providing support to keep our armed services equipped and supplied for their mission. The DOD hires Americans with proper credentials to be employed on military or government bases in foreign countries. These positions cover a wide range of career areas including teachers, doctors, accountants, and many others. The DOD offers full-time and part-time internships for students through the Pathways program. More information on DOD Civilian Careers can be found at the following link: [godefense.cpms.osd.mil/employment.aspx](https://godefense.cpms.osd.mil/employment.aspx).

## 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 in order to determine their current hiring needs.

## 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](https://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](https://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?

Depending on the type of international experience you select (i.e. an internship, volunteering, or completing a service learning project), you may be required to register your travel with FSU. The registration process should be completed at least four weeks before you plan to depart, but we recommend starting/completing it as soon as you know where you would like to go, what you would like to do, and what your dates might be. Detailed instructions on how to register your travel, and what types of travel should be registered with FSU, can be found online here: [global.fsu.edu/travel-policy/student-travel-policy](http://global.fsu.edu/travel-policy/student-travel-policy). If you have any questions, please feel free to contact: [global-travel@fsu.edu](mailto:global-travel@fsu.edu).



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

Visit [career.fsu.edu/students/jobs-internships-experience](http://career.fsu.edu/students/jobs-internships-experience) for more information on gaining experience and how the Career Center can help you find an opportunity that's right for you.



# GAIN RECOGNITION FOR YOUR EXPERIENCE

At FSU, students have several options for earning recognition for their experiential learning opportunity. To register visit: [career.fsu.edu/erp](https://career.fsu.edu/erp).

## Experience Recognition Program



### Experience Matters: Get Yours Recognized

Get recognized for engaging in experiences outside of the classroom!

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

Students earn recognition in 1 of 2 ways:

#### OPTION 1

### Transcript Notation

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

OR

#### OPTION 2

### Certificate

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



Satisfies **Garnet & Gold Scholar Society** Internship Engagement Area

Select the  
best fit for  
you!

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

– Psychology Major



GARNET & GOLD  
SCHOLAR SOCIETY

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](https://garnetandgoldscholar.fsu.edu).

## ProfessioNole Pathways



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





# ProfessioNole Ready



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

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

## 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 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.

## ACADEMIC COURSE CREDIT

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



FLORIDA STATE UNIVERSITY  
JIM MORAN COLLEGE OF ENTREPRENEURSHIP



*Inspiring innovation, instilling compassion, and igniting an entrepreneurial mindset in the next generation of leaders.*

### UNDERGRADUATE PROGRAMS

Commercial Entrepreneurship  
(with an Automotive Franchising track option)  
Retail Entrepreneurship  
STEM Entrepreneurship

### GRADUATE PROGRAMS

Textiles and Apparel Entrepreneurship  
Hospitality Entrepreneurship  
Product Development  
Social and Sustainable Enterprises

and over 8 undergraduate entrepreneurship minors to choose from!

Join the Florida State Jim Moran College team today!

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# PREPARE FOR THE NEXT STEP



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

## SEARCH FOR FULL-TIME WORK

### JOB SEARCH PROCESS

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



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

## WHEN DO I BEGIN TO SEARCH?

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

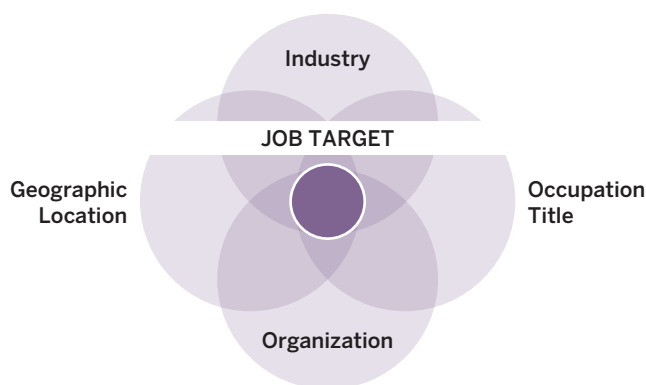
Steps Involved in Hiring	Timeline
Position posted	2-4 weeks (or more)
1st round interviews	2-4 weeks (or more)
2nd round interviews	2-4 weeks (or more)
<b>HIRED!</b>	
Start position	2-4 weeks (or more)
Total Time = 2-4 months minimum	

## DEVELOPING JOB TARGETS

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

For example, you may want to stay in Florida and work in the field of finance. In this situation, your target is to find finance organizations in Florida that you are interested in and 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 helpful, many open positions exist in the hidden job market.

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

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

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

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

## PRIORITIZING OPTIONS

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

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

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

### Prioritize Your Options

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## NETWORKING

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

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

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

One of the best ways to get started networking is to develop a personal elevator speech: a 30-second or less speech you deliver when meeting a contact for the first time. For more information about how to create and use an elevator speech, see [page 57](#).

### Networking Tips

- Introduce yourself and shake hands or follow the employer's lead (see [page 59](#)).
- Mention your referral (if applicable).
- Briefly describe your background and job search objective.
- Clarify that you are not asking for a job but rather seeking information about how to approach the specific industry.
- Talk about your background/type of job you are seeking.
- Provide recruiters with copies of your résumé.
- Discuss tips on how to make yourself stand out in your career field.
- Ask for advice about their work and how they landed a job in their field.
- Ask if they are aware of any related job openings.
- Obtain names of people who may know of openings or are knowledgeable about your career field.
- Ask for a business card.
- Take notes while speaking to them to help you follow up with the employer.
- Be considerate of your contact's time.
- Always send thank you notes or emails to follow up.
- Connect with potential contacts through LinkedIn or Professionle Mentors.



## APPLYING AND INTERVIEWING

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

### Get Organized

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

### Application Materials

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

Have your materials critiqued! Stop by The Career Center to have a Career Advisor review your application materials. For more information on writing effective letters, see [page 21](#).





## Interviewing

Preparation for the interview is essential. There are a variety of interview formats (e.g. Zoom, panel, group, etc.) and questioning styles used by employers that are helpful to review prior to your interview. Learn how to prepare for the interview on [page 36](#).

## Follow Up!

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

## Managing Rejection

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

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

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

# REFLECTING ON AND EVALUATING THE PROCESS

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

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

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

# JOB SEARCHING AS AN INTERNATIONAL STUDENT

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

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

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

Learn more at [cge.fsu.edu](http://cge.fsu.edu).

# ATTEND CAREER FAIRS

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

Information for navigating virtual career fairs will be shared on our website: [career.fsu.edu](https://career.fsu.edu)

## BEFORE A CAREER FAIR

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

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

All classifications of students (including freshmen, sophomores, juniors, seniors, and graduate students) can benefit from attending a career fair. 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 candidate. This is also a great way to start a conversation with an employer. Your elevator speech may include:

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

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



## TIPS FOR PREPARING

- **Create a strong résumé.** Visit The Career Center to have your résumé reviewed and be sure to have multiple copies (minimum of 20) printed on professional résumé paper before the career fair. Decide if you need more than one version of your résumé, depending on your job target(s).
- **Develop and practice an elevator speech.**
- **Research employers.** Identify which employers you want to talk to BEFORE the event by researching the organizations attending on The Career Center's website ([career.fsu.edu](https://career.fsu.edu)) or event app.
- **Dress for success.** Business professional is the appropriate attire for career fairs. See examples on [page 30](#).
- **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 NoleNetwork.
- **Familiarize yourself with the fair's layout** and location of organizations before entering the event.
- **Be positive and confident!** First impressions strongly impact networking interactions. This 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 sample on [page 34](#).

## CAREER EVENTS

Please visit [career.fsu.edu/fairs](https://career.fsu.edu/fairs) for more information on each fair and updates on virtual/in-person plans.

Virtual events listed in blue; In-person events listed in garnet

### FALL 2021

**Part-Time Job Fair:** Thursday, Aug. 26

**STEM Résumé Café:** Monday, Sept. 13

**All Majors Résumé Café:** Wednesday, Sept. 15

**STEM Career & Internship Fair:** Tuesday, Sept. 21

**Seminole Futures All Majors Career & Internship Fair:** Thursday, Sept. 23

**Law School Fair (in-person):** Monday, Oct. 18

**Graduate & Professional School Fair (in-person):** Tuesday, Oct. 19

**Graduate, Professional & Law School Fair:** Wednesday, Oct. 20

**FSU Departments Graduate & Professional School Fair (in-person):** Thursday, Oct. 21

### SPRING 2022

**Part-Time Job Fair (in-person):** Thursday, Jan. 6

**STEM Résumé Café (in-person):** Tuesday, Jan. 18

**All Majors Résumé Café (in-person):** Thursday, Jan. 19

**All Majors Résumé Café:** Friday, Jan. 20

**STEM Career & Internship Fair (in-person):** Tuesday, Jan. 25

**STEM Career & Internship Fair:** Wednesday, Jan. 26

**Seminole Futures All Majors Career & Internship Fair (in-person):** Thursday, Jan. 27

**Seminole Futures All Majors Career & Internship Fair:** Friday, Jan. 28

**Health Professions Career Fair (in-person):** Thursday, Feb. 24

**Government & Social Services Career Fair (in-person):** TBD

**SEC & ACC Virtual Career Fair:** April (Date TBD)

**Education & Library Career Fair (in-person):** April (Date TBD)



# 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 contributed to a project or event.
- **Do not differentiate** people by position or standing in an organization.



## SOCIAL ETIQUETTE

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

**Handshakes are common in social situations.**

- Develop a comfortable handshake and keep it consistent.
- Many employers will initiate a handshake, but others may not. Follow the employer's lead. If they do initiate a handshake, 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.

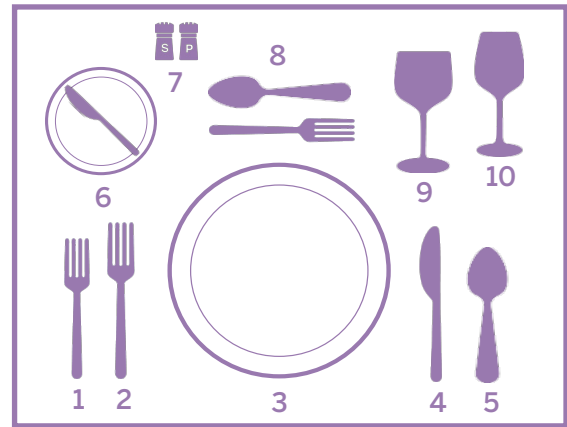
**Proper introductions help establish a connection when meeting people.**

- 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.



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

## 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.

- Write a follow-up/thank you letter within 48 hours. See [page 34](#).
- 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.

## Thank You Etiquette

- Write a follow-up/thank you letter within 48 hours. See [page 34](#).
- 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 your email and phone number.
- Use active words. Use proper sentence structure. Avoid long sentences; be concise and to-the-point.

## Phone Etiquette

When using the phone, proper etiquette is just as important as when you meet someone in person. Like face-to-face interactions, how you behave on the phone tells others much about you.

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

## Office Etiquette

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

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





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# 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

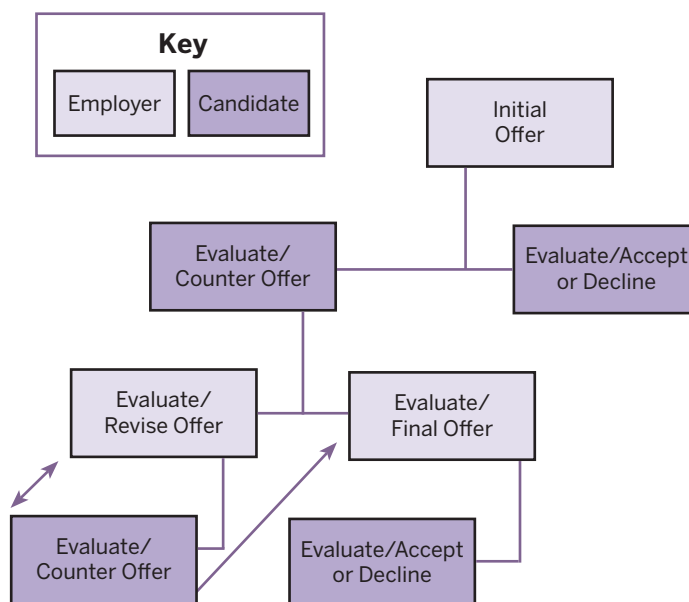
Sometimes you will have skills to offer employers which are in high demand. Negotiation will be easier in this situation. At other times, your offer is one of many with other candidates waiting in the wings if you do not accept the offer. The economy and labor market may determine whether your offer 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 regarding 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](https://career.fsu.edu/stats)
- Occupational Outlook Handbook: [bls.gov/ooh](https://bls.gov/ooh)
- [salary.com](https://www.salary.com)
- NACE Salary Resources [naceweb.org/job-market/compensation](https://naceweb.org/job-market/compensation)

## ProfessioNole Ready

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

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

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





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Global Club Management  
& Leadership

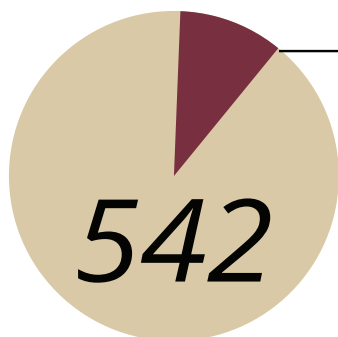


*Bachelor of Science*  
Recreation & Tourism  
Management



*Master of Science*  
Hospitality  
Entrepreneurship

*Named a top hospitality and tourism program by the 2021 Academic Ranking of World Universities, **ranking 7th in the U.S. and 14th internationally.***



### Graduate

The MSE in Hospitality Entrepreneurship degree is the college's first graduate program, and started in the fall of 2020.

### Undergraduate

The majority of undergraduate students are formally admitted their sophomore or junior year.



Female 63%

Male 37%

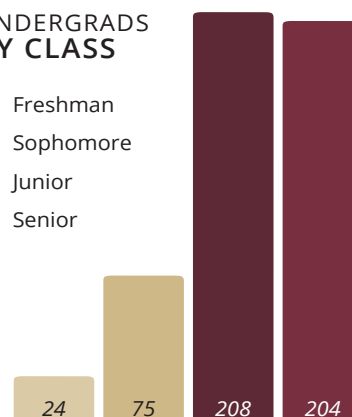


The number of declared majors increased 17% from 2018 to 2020.

The college offers two undergraduate certificate programs in **Special Events** and **Beverage Management**.

### UNDERGRADS BY CLASS

- Freshman
- Sophomore
- Junior
- Senior



*In November 2020, Dedman officially became the 18th - and newest - college at Florida State University.*

### RESIDENCY



### TOP STATES

1. Florida
2. Georgia
3. North Carolina
4. New Jersey
5. Illinois

### INDUSTRY RELATIONS

A career and internship expo is held twice a year. Students are given the opportunity to network and connect with the industry's top companies.



Dedman graduates find careers with a variety of companies, including:



### GLOBAL EXPERIENCES

#### Study Abroad Programs

- ▶ Leysin Switzerland
- ▶ Krems Austria
- ▶ London England
- ▶ Florence Italy



#### International Internships

Scotland • Dubai • England  
New Zealand • Australia  
Ireland • Wales • Bermuda  
*and more!*

Learn more at [dedman.fsu.edu](http://dedman.fsu.edu)

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

## DEGREE OPTIONS

### Master's Degree

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

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



### Specialist and Advanced Master's Degree

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

- Entail studying beyond the master's degree but 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](https://gradschools.com)
- [GraduateGuide.com](https://graduateguide.com)
- [Petersons.com](https://petersons.com)

Make sure to:

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

### Determine Accreditation

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

Accreditation can be linked to many issues, such as obtaining financial aid, professional credibility, and certifications or licenses. Visit the Council for Higher Education Accreditation at [chea.org](https://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 — Doctorate Program Rankings
  - U.S. News & World Report Graduate School Rankings

## GRADUATE/PROFESSIONAL SCHOOL EVENTS

**GRAD SCHOOL BOOT CAMP**  
October 12-15, 2021

**LAW SCHOOL FAIR (IN-PERSON)**  
Monday, October 18, 2021

**GRADUATE & PROFESSIONAL SCHOOL FAIR (IN-PERSON)**  
Tuesday, October 19, 2021

**GRADUATE, PROFESSIONAL & LAW SCHOOL FAIR (VIRTUAL)**  
Wednesday, October 20, 2021

More info on graduate fairs including any status updates on in-person/virtual events can be found at [career.fsu.edu/students/events](https://career.fsu.edu/students/events).

## CHOOSE WHERE TO APPLY

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

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

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

Some things to consider when researching schools or programs:

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



# ADVANCE YOUR CAREER

WITH AN ONLINE DEGREE PROGRAM FROM FSU PANAMA CITY

Undergraduate and graduate level programs integrate practical, real-world exercises with theoretical principles to provide students with the knowledge, skills and abilities to advance their career or launch a new one. Our faculty has what it takes to get you where you want to go. Distance learning programs include:

- **ABET Accredited Bachelor of Science in Computer Science**
- **Bachelor of Science in Public Safety and Security**
- **Master of Science in Organizational Management and Communication**
- **Master of Science or Graduate Certificate in Law Enforcement Intelligence**



**faculty with  
real-world experience**



**active learning  
techniques**



**online programs  
(distance learning)**



FLORIDA STATE UNIVERSITY  
PANAMA CITY

[pc.fsu.edu](http://pc.fsu.edu)

## 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](http://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](http://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](http://prelaw.fsu.edu)
- Pre-Health Advising: [med.fsu.edu](http://med.fsu.edu)
- Graduate School: [career.fsu.edu/students/consider-graduate-school&gradschool.fsu.edu](http://career.fsu.edu/students/consider-graduate-school&gradschool.fsu.edu)
- Federal Student Aid Information Center: **800.433.3243**
- FSU Financial Success: [financialsuccess.fsu.edu](http://financialsuccess.fsu.edu)
- Student Loans: [estudentloan.com](http://estudentloan.com)
- FinAid: [finaid.org](http://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](http://ada.org/dat.aspx)
- **GRE** (Graduate Record Examination); Most other graduate programs and some law schools [ets.org/gre](http://ets.org/gre)
- **GMAT** (Graduate Management Admission Test); Most graduate programs in business [mba.com](http://mba.com)
- **LSAT** (Law School Admission Test); Law schools [lsac.org](http://lsac.org)
- **MCAT** (Medical College Admission Test); Most medical schools [aamc.org/students/applying/mcat](http://aamc.org/students/applying/mcat)
- **MAT** (Miller Analogies Test); Used by some graduate schools [milleranalogies.com](http://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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Learn more: [careers.aldi.us](https://careers.aldi.us)

Welcome to **MORE.**

ALDI IS AN EQUAL OPPORTUNITY EMPLOYER.

# 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.



### Sample

*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.





# THE NEXT GREAT IDEA IS YOURS

**Creativity, ingenuity and inclusivity fuel innovation at L3Harris.  
In a world where technology moves as fast as imagination takes it,  
we move forward faster.**

L3Harris recruits and develops diverse, high-performing talent. Our inclusive, engaging environment empowers employees and promotes work-life success. If you're passionate about your career L3Harris has a mission for you.

## **Career Opportunity Areas:**

Engineering • IT • Operations • Business

[L3HARRIS.COM/CAREERS](https://www.l3harris.com/careers)



L3 Harris Technologies is proud to be an Affirmative  
Action/Equal Opportunity Employer.

# GRADUATE SCHOOL RESOURCES

Discover 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. Visit The Career Center or schedule an appointment with the Graduate Career Liaison ([career.fsu.edu/liaisons](http://career.fsu.edu/liaisons)) for additional assistance with preparing these materials.

## ACADEMIC JOB SEARCH

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

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

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



## PREPARE

### 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](http://gradschool.fsu.edu) or contact Dr. Judith Devine at [jdevine@fsu.edu](mailto: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 PFF, visit the Preparing Future Faculty section of the Graduate School's website at [gradschool.fsu.edu](http://gradschool.fsu.edu) or contact Dr. Judith Devine at [jdevine@fsu.edu](mailto:jdevine@fsu.edu).

Questions about Financial Aid? See [page 70](#) and visit [gradschool.fsu.edu/funding-awards](http://gradschool.fsu.edu/funding-awards).

### Develop Your Skills:

- ☐ Networking
- ☐ Interviewing

- ☐ Leadership
- ☐ Negotiating

- ☐ Presenting
- ☐ Technology

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



## INDUSTRY OPPORTUNITIES

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



- **NoleNetwork:** View and apply to jobs and internships, schedule mock interviews to hone your skills, sign up for on-campus interviews with employers, view career events, and more through The Career Center's online database. Learn more on [page 89](#) and visit [career.fsu.edu/nolenetwork](http://career.fsu.edu/nolenetwork).

Access career planning resources for graduate students at [career.fsu.edu/students/graduate-students](http://career.fsu.edu/students/graduate-students).

## 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:

- The Ph.D. handbook for the academic job search
- Making the right moves: a practical guide to scientific management for postdocs and new faculty
- The Academic Job Search Handbook
- The Professor Is In: The essential guide to turning your Ph.D. into a job

See [page 78](#) for more information.

## UNIVERSITY RESOURCES

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





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**HANDS-ON TRAINING THAT  
WILL PREPARE YOU FOR A  
CAREER IN HEAVY  
INDUSTRIAL PROCESSING  
AND COMMODITIES TRAINING**

**Benefits:** Relocation Plan,  
Vehicle (*for sales roles*),  
Tuition Reimbursement,  
Medical & Dental  
Insurance, and many  
more!



**BASE SALARY AND  
ANNUAL BONUS  
STRUCTURE**

[www.TMRecycling.com](http://www.TMRecycling.com)

# CAREER CENTER RESOURCES



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

**-Myrna Hoover, Career Center Director**

## **PROFESSIONOLE PATHWAYS**

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

## **CAREER CENTER LIBRARY**

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

## **ON-CAMPUS INTERVIEWS**

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

## **PROFESSIONOLE MENTORS**

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

## **CAREER PORTFOLIO**

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

## **NOLENETWORK**

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



# ProfessioNole Ready



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

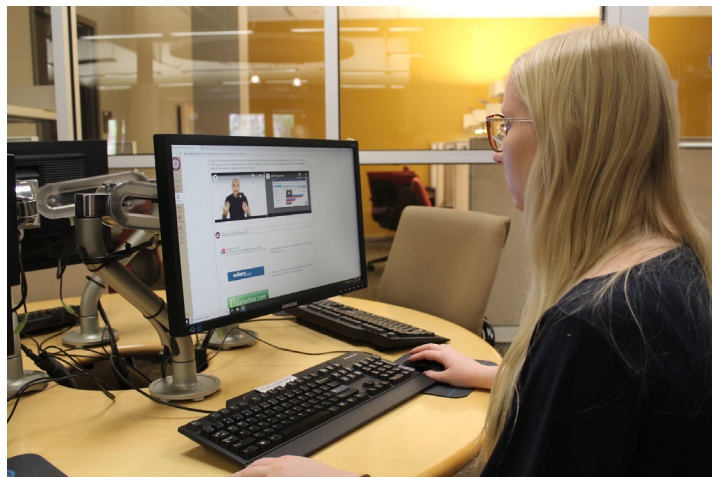
## WHAT IS IT?

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

## HOW IT CAN HELP

ProfessioNole Ready can assist in developing the skills and competencies employers desire in employees such as: career management, critical thinking, digital technology, global/intercultural fluency, leadership, professionalism, communication skills, and teamwork.

Through this program you can earn a ProfessioNole Ready badge to display in your portfolio and LinkedIn profile.



### Start Earning Badges Today!

Visit [career.fsu.edu/students/professionoleready](https://career.fsu.edu/students/professionoleready) to start earning badges related to the skills employers want.



### Find Your Mentor Today

Visit [career.fsu.edu/professionole-mentors](https://career.fsu.edu/professionole-mentors) to start connecting with mentors! We suggest searching by industry and expertise first.

## ProfessioNole Mentors

Connecting students with professionals for career advice since 1988.

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

## WHAT IS IT?

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

## HOW IT CAN HELP

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



# CAREER CENTER LIBRARY

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

The Career Center uses 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 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](http://career.fsu.edu/library).

The Career Center Library is organized into six stages of career development:

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

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

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

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

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



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

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

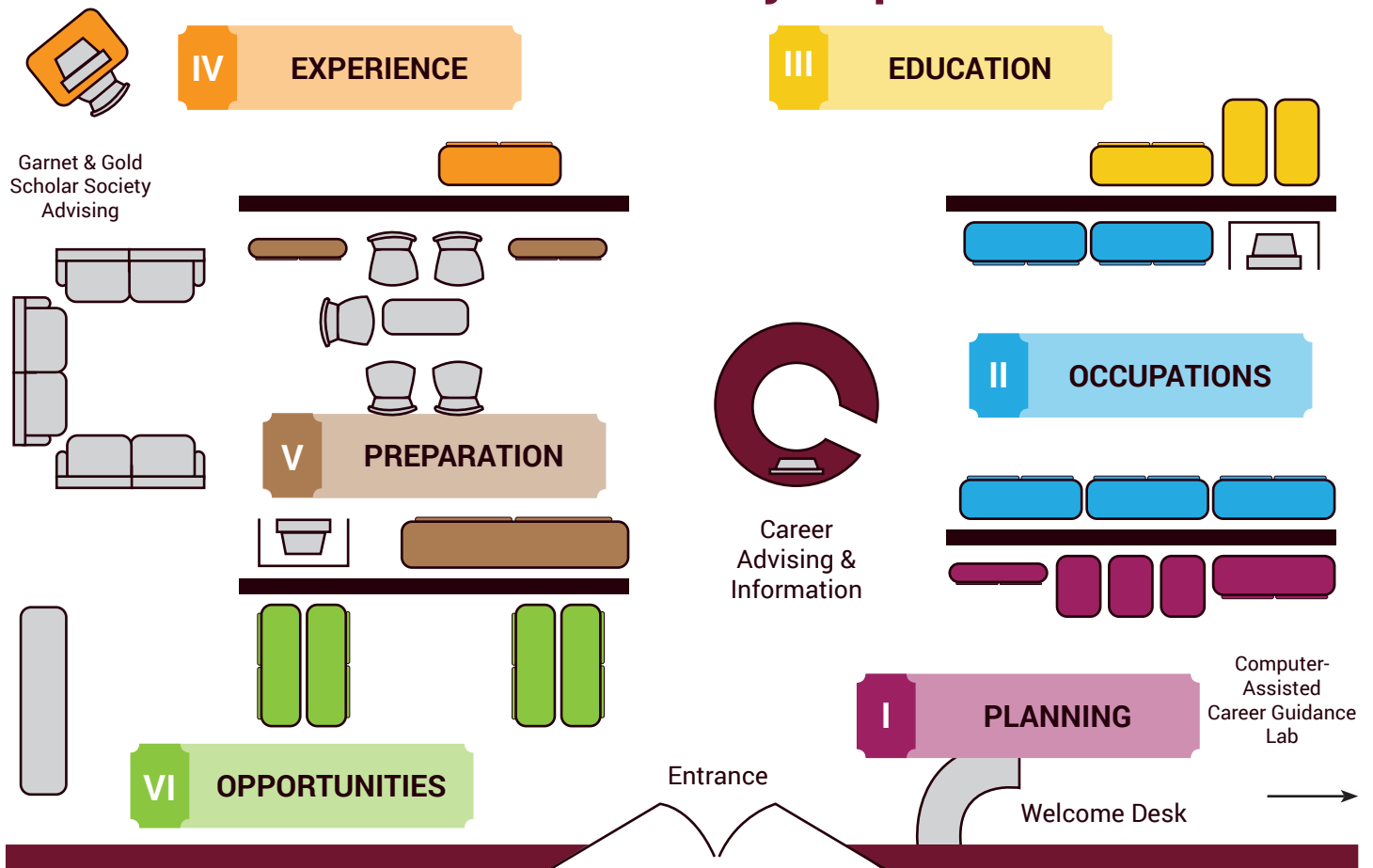
**Preparation**— Get advice and examples on writing résumés and cover letters, interviewing, job hunting, networking and more.

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

**Opportunities**— Search for job opportunities and learn about career competencies most desired by employers .

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

# Career Library Map





## INSIGHT GLOBAL ISN'T JUST A STAFFING COMPANY.

We're a company that cares for others. It might sound lofty, but it's the idea that gets us up every day, determined to make it true.

Insight Global is an industry leading talent solutions firm known for staffing and managed services based in Atlanta, Georgia. With 60 field offices across the US and Canada, we put over 50,000 Consultants to work annually. Whether it's finding the right candidate for a job or seamlessly managing a project end to end, our conviction and commitment to our consultants and clients runs deep. We believe together, anything is possible.



### ACCOUNT MANAGER POSITION

Account Managers are the face of the organization and leaders within our offices. They are responsible for building relationships with hiring managers at Fortune 1000 firms with the goal of making Insight Global their sole talent solutions provider. Their goal is to develop a true understanding of the client's hiring needs to provide the best possible candidates. We believe that the key to creating a lasting business partnership is through a strong relationship built on trust and unparalleled customer service.

### RECRUITER POSITION

To build the foundation for a successful sales career, every person in our company starts their career as a Recruiter. While recruiting, you will learn the fundamentals that will prepare you for your promotion into sales. Recruiting is the backbone of our company and you must understand the business before you can sell it. A Recruiter's main responsibility is finding the right candidates for our clients' staffing needs.

Contact Carly Blythe at [Carly.Blythe@insightglobal.com](mailto:Carly.Blythe@insightglobal.com) for more information!



# 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 IT CAN HELP

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

- 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](http://portfolio.fsu.edu) or log in through myFSU.
2. Explore resources 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!

**myFSU** Florida State University

Career Portfolio

### Welcome to FSU Career Portfolio

The Career Portfolio is a tool created by The Career Center to present your skills, experiences, and accomplishments to prospective employers, graduate schools, and other organizations. You can reflect on your experiences in a variety of areas, such as jobs/internships, courses, service/volunteer work, membership/activities, and other interests or life experiences.

*Preparing students and alumni for the future through planning, reflection, skill development, and portfolio documentation.*



Create Portfolio

## 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 and/or 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 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 one 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:

- Career & Life Management
- Communication
- Creativity
- Critical Thinking
- Global/Intercultural Fluency
- Leadership
- Professionalism/Work Ethic
- Research and Project Development
- Social Responsibility
- Teamwork
- Technical/Scientific

You can add additional skill categories to emphasize areas of importance in your job search.

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, 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. This enables you to articulate your skills more effectively during an interview.

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.

## 5. Artifacts

Using the Career Portfolio, you can upload digital artifacts to provide evidence of your work and to support your skills and experiences. Artifacts can help you stand out from other candidates and may take the form of:

- Research or thesis papers
- Audio or video recordings of a lecture, performance or composition
- Teaching philosophy
- PowerPoint presentations
- Projects
- Sample syllabi
- Databases
- Scans of artwork or photography

Click “Add a New Artifact” in the *Artifacts* section of the portfolio to add examples of your experiences.

The screenshot shows the 'Add Artifact' form within the Career Portfolio interface. The form includes fields for 'Title', 'Software Requirements' (with an example of 'e.g. Adobe Photoshop'), and a section to 'Describe this artifact.' with a rich text editor. Below this is a section to 'Explain how this artifact supports your goals and/or demonstrates particular skills.' also with a rich text editor. At the bottom, there are 'Cancel' and 'Add' buttons. A 'View Artifact Example' link is also visible.

- 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 was used. It shows the date, time, and number of times each access key was 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!

The screenshot shows two sections of the Career Portfolio interface. The top section, 'Share Your Career Portfolio', includes a notification 'Access key successfully added: NEW' and a form to 'Create an Access Password/Key (e.g., accounting)' with an 'Enter new access key' field and a 'Save' button. The bottom section, 'Send Portfolio & View Access Details', shows a table of access keys.

Send Portfolio & View Access Details			
In this section you can see which Access Keys have been used and when referred users have accessed your portfolio			
NEW	✉ send access key	🔗 get shareable link	👁 0 views
Leslie	✉ inactive	🔗 get shareable link	👁 4 views

## 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.



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Recruiter contact:

**Hannah Joy**

[hannah.joy@rsmus.com](mailto:hannah.joy@rsmus.com)

614-448-7224

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- Be your authentic self and be a part of a team that encourages inclusion and supports diversity
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- Collaborate with colleagues from around the world

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Let's talk



# ON-CAMPUS INTERVIEWS

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

## WHAT IS IT?

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

## HOW IT CAN HELP

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 OR via virtual platforms.

## HOW DO I BEGIN?

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

## SCHEDULE TYPES & DEADLINES

### Preselect Sign-Up

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

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



### Alternate Sign-Up

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

### Open Sign-Up

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

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

## Make the most of On-Campus Recruiting

- **Interview**— Arrive early and prepared at the correct location. Recruiters will come to the waiting area and call your name when they are ready to interview you for in-person interviews
- **Follow up**— Follow up with the recruiter after the interview by writing a letter of appreciation (sample letter on [page 34](#)).
- **Accept an offer**— After you accept an offer, cancel all future interviews and do not schedule additional interviews. See [page 65](#) for more advice.

## RECRUITING DATES

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

### Fall 2021 Career Fair Interviews

STEM Career & Internship Fair  
Day After Interviews

September 22<sup>nd</sup>

Seminole Futures All Majors Career & Internship Fair Day After Interviews

September 24<sup>th</sup>

### Spring 2022 Career Fair Interviews

STEM Career & Internship Fair  
Day After Interviews

January 26<sup>th</sup>

Seminole Futures All Majors Career & Internship Fair Day After Interviews

January 28<sup>th</sup>

## POLICIES & PROCEDURES

### Canceling an Interview

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

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

**No-shows**— Students who fail to keep an interview appointment or have a late cancellation are considered “no-shows.” If you fail to show up for an appointment, your on-campus interviewing privileges 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](mailto: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 NoleNetwork ([career.fsu.edu/nolenetwork](http://career.fsu.edu/nolenetwork)). Learn more about NoleNetwork on the next page.



# NoleNetwork

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

## WHO CAN USE IT?

All FSU students and alumni can access NoleNetwork.

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

## BENEFITS

- Access more than 5,000 jobs and internships throughout the nation including full-time jobs, part-time jobs, and internships.
- Apply for internships, part-time, and full-time positions.
- View career fairs, workshops, employer information sessions, and more.
- Receive email notifications from our office regarding career programs and services.
- Identify employers participating in career fairs, information sessions, and receptions.
- Upload your résumé to be added in online résumé books and for referral to potential employers.
- Sign up for mock interviews to hone your skills.
- Register for on-campus interviews with employers recruiting FSU students (see [page 87](#)).

### 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 Monday - Friday; 9 a.m. to 4:30 p.m. on the first floor of the Dunlap Success Center.

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

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



## GET STARTED TODAY

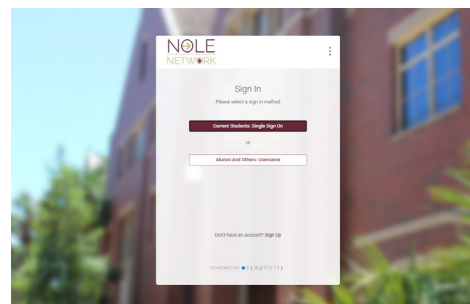
### STEP 1

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



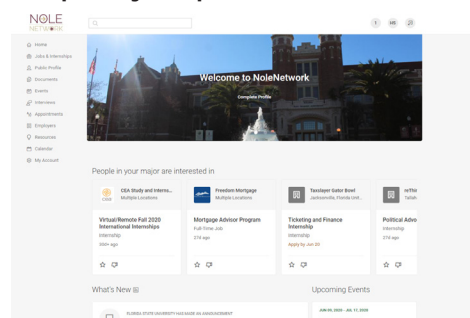
### STEP 2

Sign in using your FSU ID and password.



### STEP 3

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



# PRACTICAL INFORMATION FOR YOUR FUTURE DECISIONS

Graduating seniors were asked to complete an online survey regarding their post-graduate plans. 7,973 graduating seniors from summer 2019, fall 2019, and spring 2020 completed the survey, which represents over 92.1% of all graduates. Also included in these findings are the results of a six-month follow-up survey.

## Employment Status

Seeking employment	62%
Have one or more job offers	73%

## Top Employment Industries

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

## Education Status

Applying to Graduate/Professional School	31%
Admitted to Graduate/Professional School	74%

## Top 5 Graduate/Professional Schools

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

## Primary Plan

Employment	62%
Education	33%
Other	5%

## How Seniors Found Employment

FSU Career Center services	44%
Family/friends	27%
Internship	15%
Internet	15%
Professional Contacts	10%
Previous Work	7%

## Classification of Employed Students

Full-time employment	85%
Employment related directly to major	75%
Employment requiring a college degree	70%
Employed in Florida	80%
Employed out of state	21%
Self-employed	3%



## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## NOTES

[illegible]



FLORIDA STATE UNIVERSITY  
DIVISION OF STUDENT AFFAIRS  

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