

The background of the entire page is a photograph of a red brick building, likely a university structure, with several trees in front of it. The trees include a large, leafy green tree on the left and a palm tree on the right. In the foreground, there are colorful flowers, including pink and orange daisies. The sky is clear and blue.

Career Guide

2024-2025



CAREER CENTER
DIVISION OF STUDENT AFFAIRS

Resources for Undergraduate & Graduate Students

Our Partners

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

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Fisher Investments	Nucor Raw Materials	
	Sandia National Laboratories	

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Why Should I Visit?



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

Explore Your Options

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

Manage Your Career

- Meet with a career advisor or Career Center liaison to set career goals, build your résumé, and more.
- Connect with professionals in your field of interest through MentorFSU, an online network of alumni and friends of the university.
- Build your skills and accomplishments through FSU Pathways and Badging and an online Career Portfolio.
- Gain knowledge on the skills employers look for while earning a FSU Career 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 FSU Career Pathways, Global Citizenship Certificate, Experience Recognition Program, or ServScript.

Prepare for the Next Step

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

Connect

Meet with a career advisor or Career Center liaison. To see hours for virtual and in-person drop-in career advising, visit career.fsu.edu/hours. To view a list of liaisons, visit career.fsu.edu

Connect with a Career Center staff member to view our full Staff Directory, visit career.fsu.edu/about-us/staff-directory



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

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

Plan Your Career

1



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

KNOW WHO YOU ARE

KNOW ABOUT YOURSELF

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

KNOW ABOUT YOUR OPTIONS

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

Visit onetonline.org or bls.gov/ooh to conduct online research on various occupations or participate in a job shadow experience to “try out” different careers.

KNOW HOW TO MAKE DECISIONS

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

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

KNOW WHERE YOU WANT TO BE

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

SPEAK WITH A CAREER ADVISOR

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

These may include:

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

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

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

For additional assistance, complete the "Choose Your Path" module of FSU Career Ready: <https://career.fsu.edu/students/FSUCareerReady>

TAKE SDS 3340, INTRO TO CAREER DEVELOPMENT

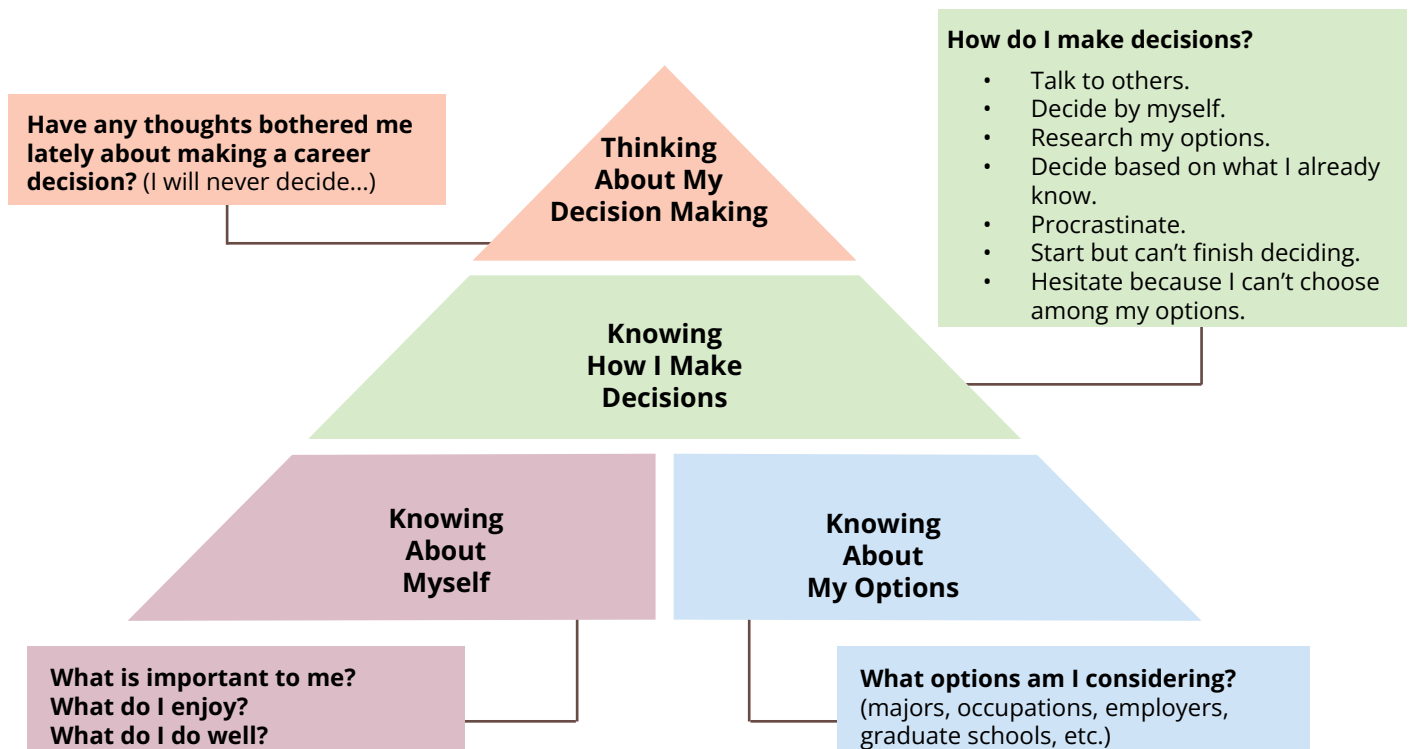
SDS 3340: Introduction to Career Development provides an opportunity to learn and develop the necessary skills to engage in life and career planning. It is a variable credit course, meaning it can be taken for one, two, or three credit hours. For more information, visit career.fsu.edu/undergraduate-students/plan-your-career.

The course is divided into three units:

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

YOUR DECISION-MAKING PROCESS

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



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

CONDUCT AN INFORMATIONAL INTERVIEW

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

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

HOW DO I PREPARE?

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

HOW DO I FIND POTENTIAL CONTACTS?

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

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 MentorFSU platform").
- Explain your request to schedule an appointment for gathering information about their field of work. Indicate clearly that you are not applying for a job at this time.
- If the person you are trying to reach is not in, you can leave a message or ask when you can call back. Try to schedule a 20-30 minute appointment to be conducted by phone or face-to-face at the person's convenience.
- If you want to speak with the individual in person, state that upfront so the phone call does not turn into an actual interview. However, you should be prepared to conduct the interview over the phone.
- If you are able to schedule an on-site visit, remember to ask for directions and parking information.

SAMPLE INFORMATIONAL INTERVIEW EMAIL

Subject: Informational Interview Request

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

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

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

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

Sincerely,

Steven Smith

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 the table of contents for more information on how to dress for success.
- 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? How can my resume be a more effective marketing tool?



Your Recipe for Success in the Food Industry

The food industry in the U.S. alone is valued at over \$1.5 trillion, and with a degree from the department of Health, Nutrition and Food Sciences (HNFS), you can take a bite out of the pie with high-paying jobs in food, food safety, food chemistry, and much more.

cehhs.fsu.edu/food

Average salaries in the field include:

\$119,000 Quality Assurance Manager

\$96,000 Food Engineer

\$91,000 Packaging Manager

\$73,000 Clinical Dietitian

Your Path to Health Professions Begins with Us

Interested in becoming a health professional? The FSU department of Health, Nutrition and Food Sciences (HNFS) offers advanced degrees that prepare you for fantastic careers in the health profession. Many of our hands-on programs provide the practical experience and comprehensive knowledge you need to excel in medical school as well as physician assistant programs, physical therapy, and other clinical professions

cehhs.fsu.edu/health



Manage Your Career

2



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

CAREER OBJECTIVES

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

SKILLS

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

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

POPULATIONS

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

For example:

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

CAREER FIELD

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

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

CAREER COMPETENCIES

Career Readiness is the attainment and demonstration of competencies that prepare you for a successful transition into the workplace. Employers want to hire talented graduates who can demonstrate their skills, talents, and strengths. The nine Professional 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.

- “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."

OBJECTIVE

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

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



RÉSUMÉS

What should you include?

- Name
- Contact Information
- Education (Include any current or previous degrees. If you are graduating within a year, you do not need to include your high school diploma.)
- Experience

Optional Categories to Consider

- Skills
- Relevant Coursework
- Awards and Honors
- Certification and Licenses
- Publications, Presentations, or Research
- Professional Memberships
- Involvement

HOW SHOULD IT LOOK?

Fiona Spear	
Tallahassee, FL 32306 - student@email.com - 555-555-5555 - Portfolio, Website, or LinkedIn	
EDUCATION	
Florida State University <i>Bachelor of Science, Psychology</i> Minor: Spanish	Tallahassee, FL May 2027
RELEVANT EXPERIENCE	
Publix Super Markets, Inc. <i>Cashier</i>	Tallahassee, FL July 2023 - Present
<ul style="list-style-type: none">• Include 2-5 bullet points highlighting skills you have gained. Make sure to highlight results and accomplishments.• Start each bullet with a clear and relevant action verb.• Quantify your experience with numbers, amounts, or percentages wherever possible.	

- Use 10-12 pt font size for the body of your resume.
- Use a larger font size (14-16) for your name.
- You can use margins as low as 0.5 inch on all sides ("narrow" setting) to save space/use space efficiently.
- Use a combination of all caps, bold, italic, and regular type to differentiate headers and subsections.
- Use a consistent format for dates, job titles, and company names.
- Save your document as a PDF with a standardized file name that is easy to distinguish (e.g., "NameResumeMonthYear").

One or Two Pages?

- Certain industries and employers (Fortune 500, journalism) might prefer one page, while others (education, social services) are okay with one or two pages.
- If submitting through an applicant tracking system (ATS), word count is more important
- Strive for readability, clarity, and relevance.
 - Do not put so much on one page that it becomes unclear or unreadable, but at the same time, do not fill a second page with irrelevant information.

Listing Experience

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

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

Unsure if your experience is relevant? Ask the Career Liaison for your College/Major!

Constructing Effective Bullet Points

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

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

Below are 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).

Server

- **Managed** dining experience for up to 30 customers at once through excellent customer service skills.
(Action Verb) (Tasks that evidence skill) (Skill)
- **Created** new order taking system decreasing guest wait times by an average of two minutes.
(Action Verb) (Project) (Result)

Below are more examples of effective descriptions for previous experience:

- Edited social media profile by timing postings according to data reflecting busiest times on platforms, resulting in a 25% increase in likes/followers.
- Organized a new working committee structure for Registered Student Organization enabling project-based teams for specific tasks.
- Trained and mentored a total of eight new waitstaff to orient them to food service, resulting in six of those staff retained after one year.
- Compiled and sorted large Excel sheets of participant data to align with National Institute of Health grant submission deadlines which allowed a faculty member to apply for two additional grants.
- Scheduled new patient appointments using updated software that generated automatic text reminders, reducing missed appointment times by 12%.

Based on the recommendation from ATS 2.0 Webinar from Quinncia, action verbs should be categorized by skill or competency.

Realistic	Shaped	Communication	Communication
Acted	Solved	Formulated	Reported
Adapted	Communication	Furnished	Resolved
Began	Addressed	Incorporated	Responded
Combined	Advertised	Influenced	Solicited
Composed	Arbitrated	Interacted	Suggested
Conceptualized	Arranged	Interpreted	Summarized
Condensed	Articulated	Interviewed	Translated
Created	Authored	Involved	Teaching
Customized	Clarified	Joined	Advised
Designed	Collaborated	Judged	Advertised
Developed	Communicated	Lectured	Arbitrated
Directed	Composed	Listened	Arranged
Displayed	Condensed	Marketed	Articulated
Drew	Conferred	Mediated	Authored
Entertained	Consulted	Moderated	Clarified
Established	Contracted	Negotiated	Coached
Fashioned	Conveyed	Observed	Communicated
Formulated	Convinced	Outlined	Conducted
Founded	Corresponded	Participated	Coordinated
Illustrated	Debated	Persuaded	Critiqued
Initiated	Described	Presented	Developed
Instituted	Developed	Promoted	Enabled
Integrated	Directed	Proposed	Encouraged
Introduced	Discussed	Publicized	Evaluated
Invented	Drafted	Reconciled	Explained
Modeled	Edited	Recruited	Facilitated
Originated	Enlisted	Referred	Focused
Performed	Expressed	Reinforced	Guided
Photographed			Individualized
Planned			Informed
Revised			
Revitalized			

Teaching	Technical	Management	Management
Instilled	Overhauled	Directed	Produced
Instructed	Programmed	Eliminated	Recommended
Motivated	Rectified	Emphasized	Reorganizied
Persuaded	Regulated	Enforced	Replaced
Set goals	Remodeled	Established	Restored
Stimulated	Repaired	Evaluated	Reviewed
Taught	Replaced	Executed	Scheduled
Tested	Solved	Generated	Secured
Trained	Specialized	Handled	Selected
Transmitted	Standardized	Hired	Strengthened
Tutored	Studied	Hosted	Supervised
Upgraded			
Technical	Management	Improved	Helping
Adapted	Administered	Incorporated	Advocated
Applied	Analyzed	Increased	Aided
Assembled	Appointed	Initiated	Answered
Built	Approved	Inspected	Arranged
Calculated	Assigned	Instituted	Assessed
Computed	Attained	Led	Assisted
Conserved	Authorized	Managed	Cared for
Constructed	Chaired	Merged	Clarified
Converted	Considered	Motivated	Coached
Debugged	Consolidated	Organized	Collaborated
Designed	Contracted	Originated	Contributed
Determined	Controlled	Overhauled	Cooperated
Developed	Converted	Oversaw	Demonstrated
Devised	Coordinated	Planned	Diagnosed
Engineered	Decided	Presided	Educated
Fabricated	Delegated	Prioritized	Encouraged
Fortified	Developed		
Installed			
Operated			

Helping	Organizational	Research	Finanical
Expedited	Logged	Compared	Administered
Facilitated	Maintained	Conducted	Adjusted
Familiarized	Monitored	Critiqued	Allocated
Guided	Obtained	Diagnosed	Analyzed
Helped	Operated	Evaluated	Appraised
Insured	Organized	Examined	Arranged
Intervened	Ordered	Experimented	Audited
Motivated	Prepared	Explored	Balanced
Prevented	Processed	Extracted	Budgeted
Referred	Purchased	Formulated	Calculated
Represented	Recorded	Gathered	Computed
Resolved	Registered	Identified	Conserved
Simplified	Reserved	Inspected	Corrected
Supplied	Responded	Interpreted	Determined
Supported	Retrieved	Interviewed	Developed
Organizational	Reviewed	Invented	Estimated
Approved	Routed	Investigated	Forecasted
Arranged	Scheduled	Located	Managed
Catalogued	Screened	Measured	Marketed
Categorized	Specified	Organized	Measured
Charted	Submitted	Researched	Planned
Classified	Supplied	Reviewed	Prepared
Collected	Standardized	Searched	
Compiled	Updated	Summarized	
Corrected	Validated	Surveyed	
Corresponded	Verified	Systematized	
Dispatched	Research		
Executed	Analyzed		
Filed	Clarified		
Generated	Collected		
Implemented			
Inspected			

Objective and Summaries

	OBJECTIVE	SUMMARY
What is it?	A brief statement (1-2 sentences) that explains the position or industry you are seeking and how you would contribute to the employer	A short paragraph (3-4 sentences) that highlights your most impressive accomplishments, skills, and/or experiences
When to use?	When the purpose of your resume is unclear; at career fairs, networking events, informational interviews; when seeking to gain experience with little to none on resume	Professionals with multiple page resumes to showcase key information first; when switching careers after many years of experience to highlight most relevant skills and accomplishments
When not to use?	On a singular job application when submitting a cover letter	On a one-page resume, which already serves as a summary



Skills

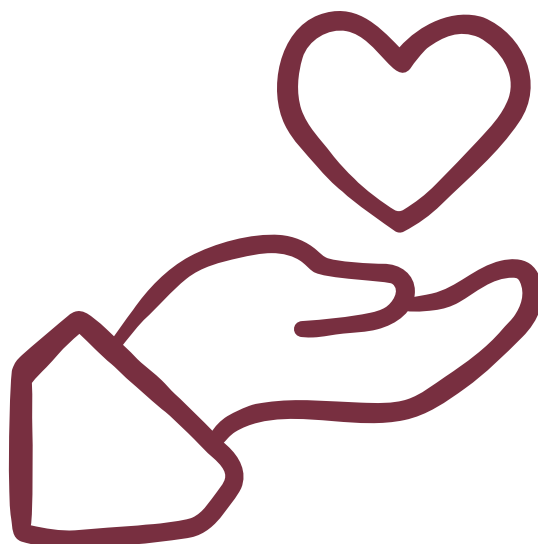
HARD SKILLS

Best to include

- Foreign languages: define fluency and/or skill level, e.g. Spanish (Beginner Conversational), Mandarin (Native Speaker)
- Computer software proficiency: Photoshop, Dreamweaver, Excel
- Technical Skills: Coding languages, photography, data analysis
- Other relevant skills not included in your experiences

How to Showcase:

- Define your level of fluency and use.
- Be specific (e.g. Instagram aesthetic design vs "Social media").



SOFT SKILLS

Refrain From Including:

- Interpersonal skills: Teamwork, leadership
- Professional competencies: Attention to detail, critical thinking, time management, self-motivated
- Hobbies and interests: Kayaking, hiking, knitting

How to showcase:

- Write strong descriptions (in an Experience section) to demonstrate how you developed and utilized these skills to accomplish responsibilities.
- These skills can also better be highlighted through a well-written cover letter.

What Not to Do Checklist

In general, there are certain things that we don't recommend for resumes.

- ✗ Templates
- ✗ Columns; instead use a standard left-to-right, top-to-bottom page structure
- ✗ Pictures/Headshot (except performing arts)
- ✗ Color (except graphic design)
- ✗ References (separate document)
- ✗ Experience prior to high school
- ? Experience from high school
- ? Hobbies and interests



Never or Rarely



Maybe! Ask your Career Liaison

Writing an ATS-Friendly Resume

What is an ATS?

An applicant tracking system (ATS) is a type of resume scanning software used by employers and recruiters to manage the hiring process. An ATS uses algorithms to sort, analyze, and rank applicants' resumes. Because a computer, not a person, is reviewing your document, it is important to follow specific formatting and style guidelines:

Tips on making an ATS-Friendly Resume:

- Create your resume in Microsoft Word. To submit, save your Word document as a PDF.
- Use standard section titles: Work Experience, Education, Projects, Skills.
- Do not include templates, graphics, photos, charts, tables, or columns.
- Experience
 - Use full company name (e.g., "Publix Super Markets, Inc." instead of "Publix").
 - Use only past tense verbs.
 - Use keywords (skills, experience) from the job description.
- Aim for 475-600 words (page length does not matter).
- Do not include content in the header or footer.

Current Student Resume

This format works for most industries and is a great starting point for those with minimal experience as they build their resume. After your first year, consider removing high school from your resume.

JANE SMITH

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

EDUCATION

Bachelor of Arts in English (Editing, Writing, and Media)

Expected May 2026

Florida State University, Tallahassee, FL

3.8 GPA

High School Diploma

June 2022

Tampa High School, Tampa, FL

3.9 GPA

EXPERIENCE

Receptionist & Library Assistant

January 2023 – Present

Florida State University Libraries, Tallahassee, FL

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

Nanny/Caregiver

June 2021 - Present

Self-Employed, Tallahassee, FL & Tampa, FL

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

Lifeguard

June – July 2020, June - August 2022

Tampa Swim Camp, Tampa, FL

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

MEMBERSHIPS

Vice Membership Chair

August 2023 – Present

FSU Askew Student Life Center Film Committee, Tallahassee, FL

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

RESEARCH

Honors in the Major Thesis, Advisor: Dr. Eloise Harper

March 2023 - Present

Digitizing the Rare: Special Collections Digitization Increases Access for Research

CERTIFICATIONS

Lifeguard Certification | 2022

CPR Certification, American Red Cross | 2022

Creative Resume

**This format could be used in media, entertainment, and creative industries.
We caution use for other industries – check with your Career Liaison for more information.**

	ARTHUR ARTES Tallahassee, FL • student@email.com • 850-123-4567
Dec 2023	EDUCATION <i>Florida State University, Tallahassee, FL</i> Bachelor of Arts in Studio Art and Advertising Concentration in Digital Media & Moving Image Minor in Innovation
Jan 2022 - Present	MARKETING EXPERIENCE Digital Marketing Assistant <i>Florida State University Athletics, Tallahassee, FL</i> <ul style="list-style-type: none">• Develop concepts and designs for digital and print graphics for web, social media, etc.• Create advertising assets emphasizing brand standards and overall marketing objectives• Increase social media engagement by 110% through strategic content and partnerships
Dec 2020 - Present	Graphic Designer <i>Freelance, Tallahassee, FL & Remote</i> <ul style="list-style-type: none">• Consult with clients on original designs for logos, branding, and digital graphics• Coordinate small- and large-scale creative projects for both new entrepreneurs and established brands utilizing research and careful analysis of client goals
Apr 2022 - Mar 2023	Social Media Vice Chair <i>Florida State University Art Club, Tallahassee, FL</i> <ul style="list-style-type: none">• Design monthly event flyers in InDesign for printing and digital distribution• Photographed members and events and to maintain active social media engagement
May 2021 - Present	CUSTOMER SERVICE EXPERIENCE Server <i>Outback Steakhouse, Tallahassee, FL</i> <ul style="list-style-type: none">• Greeted and served up to 50 tables during busy dinner shifts, discussing daily specials, monitoring allergies and substitutions, and utilizing POS system to process payments• Communicated with kitchen staff, hosts, and fellow servers to ensure a positive experience for customers and safe environment for colleagues
Apr 2022	AWARDS Arrowhead Advertising – Survey Research Team 1 st Place – American Advertising Federation, National Student Advertising Competition
	MEMBERSHIPS Member , <i>Florida State University Advertising Club, Tallahassee, FL</i> Survey Researcher , <i>Arrowhead Advertising, Tallahassee, FL</i> Member , <i>Florida State University Art Club, Tallahassee, FL</i>
	SKILLS Adobe Illustrator, InDesign, Photoshop, Acrobat Microsoft Office Suite, Outlook, & Google Workspace Lightroom, Blender HTML & CSS

IT/Computer Science Resume

A sample for use with computer science, data science, IT, and tech industries.

Renata Renegade

123.456.7890 • student@email.com
LinkedInProfile

TECHNICAL SKILLS

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

EDUCATION

Florida State University, Tallahassee, FL

December 2024

Bachelor of Science in Information Technology

Minor in Entrepreneurship

GPA: 3.57

PROJECTS

Senior Design Calculator Project, Project Manager and Webmaster

January 2024 – May 2024

Course: Advanced Web Applications Development

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

EXPERIENCE

Florida State University Information Technology Help Desk, Tallahassee, FL
Technician

December 2022 – Present

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

Yogurt Mountain LLC, Jacksonville, FL

May 2019 – September 2021

Senior Team Member

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

MEMBERSHIPS & AWARDS

Awarded, Best in Class Online Portfolio

May 2024

Member, Association of Information Technology Professionals

December 2022 – Present

Member, Intramural Soccer

August 2021 – June 2022

Awarded, Fred Segal Education Scholarship

2020 & 2021

Graduate Student Resume

This format is best for graduate students and early career professionals.

Tina Tallahassee

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

EDUCATION

Florida State University, Tallahassee, FL

Master of Public Administration

May 2024

GPA: 3.92

Florida State University, Tallahassee, FL

Bachelor of Science, Political Science

May 2022

PROFESSIONAL EXPERIENCE

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

Governmental Analyst

May 2022 – Present

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

Children's Campaign, Inc., Tallahassee, FL

Public Policy Apprentice

January 2022 – May 2022

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

Florida House of Representatives, Tallahassee, FL

Intern

August 2021 – December 2021

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

LEADERSHIP EXPERIENCE

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

Vice Chair

April 2021 – April 2022

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

Leadership Chair

April 2020 – April 2021

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

PeaceJam, Tallahassee, FL

April 2018 – April 2019

Coach

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

SKILLS

Technical: Microsoft Excel, Microsoft Word, Qualtrics, ConstantContact

Languages: American Sign Language (Intermediate)

Pre-Health Resume

This format demonstrates grouping experiences by type, featuring clinical and research opportunities.

Cordelia Studentson

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

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

EDUCATION

Florida State University, Tallahassee, FL

Bachelor of Science Biological Science, Expected Graduation May 2024

Minor in Humanities (Women's Studies)

CLINICAL EXPERIENCE

Tallahassee Memorial HealthCare, Tallahassee, FL

Patient Care Assistant, September 2022 -Present

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

RESEARCH EXPERIENCE

Directed Individual Study, FSU Biological Sciences, Tallahassee, FL

Student Research Assistant, September 2020 – April 2021

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

WORK EXPERIENCE

Beef O' Brady's, Crawfordville, FL

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

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

VOLUNTEER EXPERIENCE

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

Student Volunteer, February 2021 – Present

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

Tallahassee Memorial HealthCare, Tallahassee, FL

Gift Shop Volunteer, June 2019 – March 2020

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

CERTIFICATES

Clinical Medical Assisting, CCMA

Stop the Bleed

July 2022 – August 2024

May 2022

Whiting-Turner is one of the fastest-growing construction firms in the nation. Our growth is organic and derived from the pride our people take in applying ethics and talent to the opportunities presented, as well as their unwavering dedication to our primary mission — delighting our customers. Learn more about the **Whiting-Turner difference** and opportunities by scanning the QR code.



Congratulations, Graduates!



FDACS
CAREERS

Charting New Career Paths Together
(Opportunities available statewide.)



fdacs.gov/careers

COVER LETTERS & MORE

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 expressing appreciation for the interviewer's time. In your letter:

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

Letter/Email of Acknowledgment

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

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

Letter/Email of Declination

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

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

Letter/Email of Acceptance

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

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

Cover Letter

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

COVER LETTER TIPS

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

COVER LETTER TEMPLATE

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

Today's Date

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

Dear Name/Title:

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

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

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

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

Your Handwritten Signature

Your typed name

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

COVER LETTER EXAMPLE

105 Seminole Lane, #100
Tallahassee, FL 32304

April 23, 2024

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

Dear Ms. Ross:

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

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

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

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

Sincerely,

Joanne Taylor

Joanne Taylor

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

WHO WE ARE

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



RECRUITER

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



Scan to connect with
Talent Acquisition Manager,
CARLY BLYTHE-FUHRMANN

ACCOUNT MANAGER

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

INTERNSHIP

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



PERSONAL BRANDING

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

DEFINE

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

PREPARE

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

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

Objectives

1. Create LinkedIn profile highlighting transferable skills using language that evokes my brand.
2. Create an FSU Career Portfolio tailored to my brand.
3. 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.

SOCIAL PRESENCE

MANAGE YOUR BRAND

Branding is an on-going process that is constantly

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](#) or [Career Portfolio](#), Wix, and Weebly 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 (rude, explicit, unprofessional, 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.

CAREER COMPETENCIES

Employers look for certain skills when hiring students and recent graduates for internships and full-time jobs. FSU developed nine Professional 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.



PROFESSIONALISM & ETHICAL RESPONSIBILITY

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



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



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.



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.



DIGITAL FLUENCY

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



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.



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.



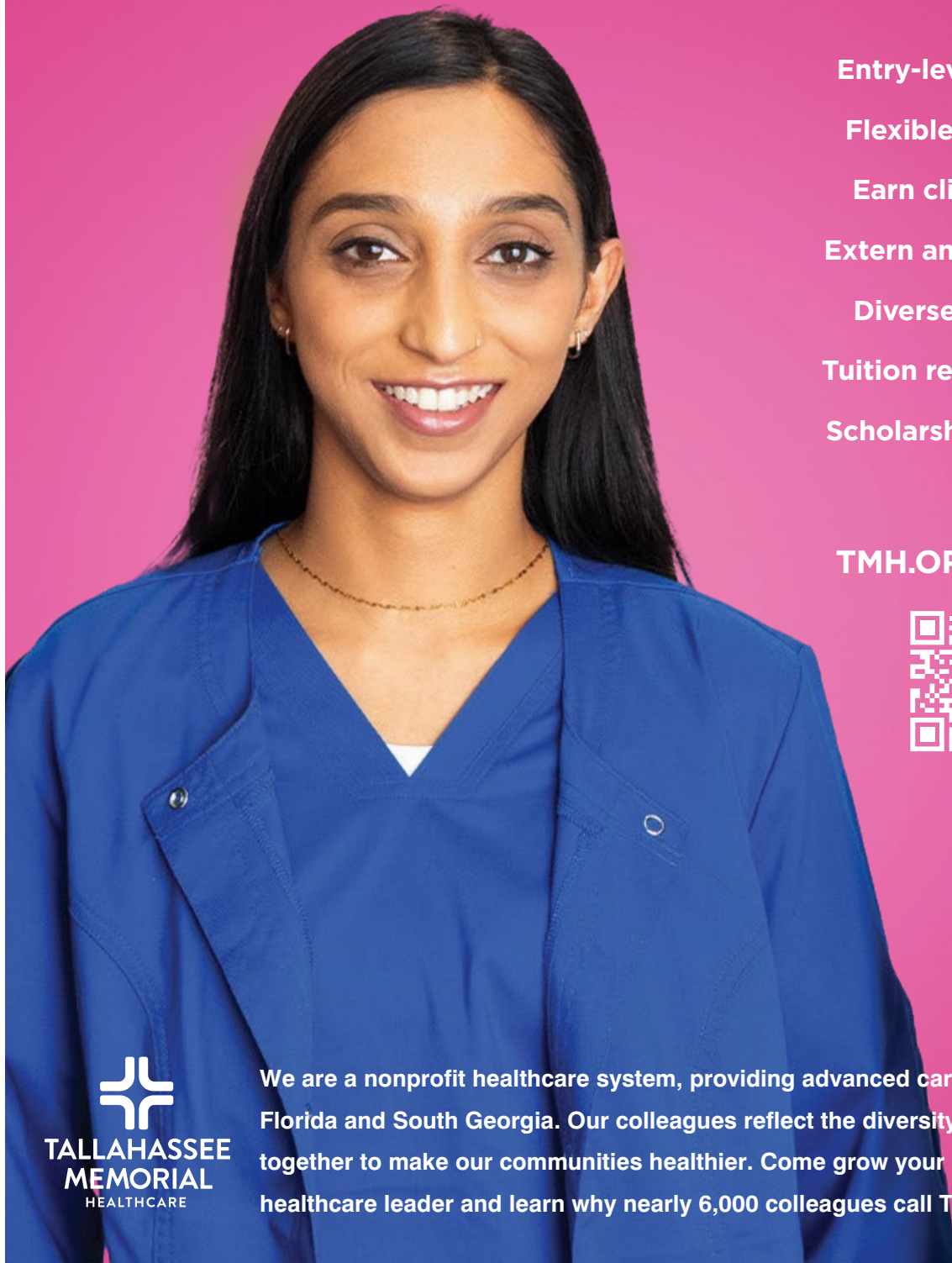
LEADERSHIP

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.



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

“HEALTHCARE CHOSE ME,
AND I CHOSE TMH.”



Entry-level positions

Flexible scheduling

Earn clinical hours

Extern and internships

Diverse workforce

Tuition reimbursement

Scholarships available

[TMH.ORG/Careers](https://tmh.org/careers)



We are a nonprofit healthcare system, providing advanced care to 21 counties in North Florida and South Georgia. Our colleagues reflect the diversity of our region and work together to make our communities healthier. Come grow your career with the region's healthcare leader and learn why nearly 6,000 colleagues call TMH their hospital for life.


Is Your Career On The Rise



A photograph of four diverse professionals (two women and two men) dressed as residential elevator installers. They are posing in a modern home setting, standing and kneeling in front of a stainless steel elevator. The woman on the left wears a white hard hat and blue overalls, pointing towards the elevator. The woman on the right wears a blue hard hat, an orange safety vest, and blue pants, giving a thumbs up. The man on the left wears an orange hard hat and orange overalls, also giving a thumbs up. The man on the right wears an orange hard hat, a yellow safety vest, and blue pants, giving a thumbs up. A pair of yellow headphones lies on the floor near the man on the right.

**RESIDENTIAL
ELEVATORS**

Elevating Your Standard of Living



OUR SERVICES

Audit
Tax
"Emerging Manager
Solution"

ABOUT US

Serving the Financial Securities Industry
Ranked TOP 10 Fund Auditors for the Past 10 years
Global Presence in Alternative Investments
In-depth, New Hire Training Program
Competitive Salary, Savings, Health and Wellness
Hybrid Schedule - 3 days Office | 2 days Remote

OUR CLIENTS

Hedge Funds
Private Equity
Real Estate Funds
Commodity Pools
Broker Dealers

DENVER, CO
SJ Headquarters
PALM BEACH GARDENS, FL

www.spicerjeffries.com

Summer Student Opportunities!

Learn more about our student opportunities

- Summer Leadership Program (SLP)
- 12-Week Divided Internship (Audit AND Tax)
- 10-Week Concentrated Internship (Audit OR Tax)



SCAN ME

**Thomas Howell
Ferguson P.A.**
Certified Public Accountants



CONTACT:

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

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.

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.

- Jacket, blouse, cardigan, or conservative top with pants or a knee-length skirt.
- Simple, knee-length dress.
- Collared button up shirt with a white undershirt underneath or a collared knit polo shirt.
- Dark pants or khakis.
- Closed-toed shoes (no flip flops).
- Subtle make-up and avoid perfumes/body sprays.

Avoid the following attire:

- Jeans or casual sundresses, clothing with holes or rips, or athletic clothing or sneakers.
- Clothing too tight or revealing.
- Clothing with holes or rips, wrinkled or inappropriate images or athletic clothing or sneakers.



When meeting potential employers, dress appropriately. It is helpful to dress for the job you want. Looking the part can help you make a good first impression in an interview or professional work environment.



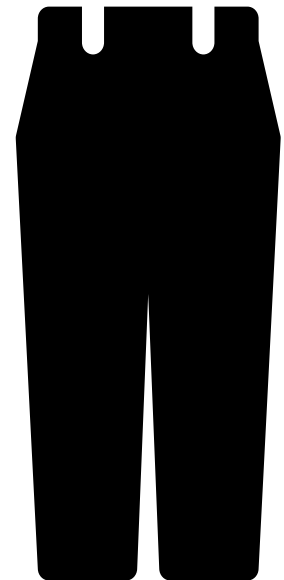
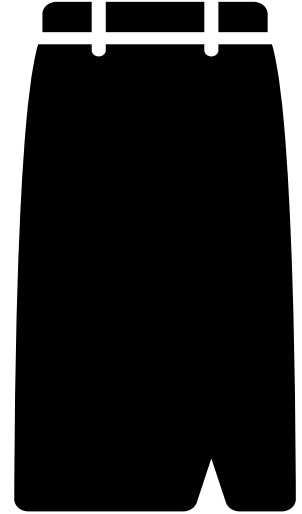
PROFESSIONAL CLOTHING CLOSET

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

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.

- Skirt suit (preferably a dark color), which includes knee-length skirt, tailored jacket, and solid (or subtle patterned) blouse/top.
- Pant suit (preferably a dark color), which includes tailored pants and a jacket.
- Two-piece, single-breasted suit (preferably a dark color and solid and/or conservative pinstripes).
- White dress shirt with a white undershirt underneath and a conservative tie.
- Solid (or subtle-patterned) blouse or top.
- Dark, polished shoes and matching socks.
- Closed-toed shoes with no more than 1-2 inch heels.
- Conservative and minimal jewelry.
- Small to medium size purse.
- Subtle make-up.
- Conservative, clean haircut and style.
- Trimmed facial hair.
- Avoid colognes, perfumes, and body sprays.
- Bring your portfolio, pen, and extra copies of your résumé.



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

Interview Guide

01

Prepare for an interview

Prepare for an interview by doing your research on the organization, salaries, recent organization news, and how policies on diversity and inclusion align with your values.

02

Plan for your interview

What type of interview are you having? Will it be by phone, video, or in-person? What should you do and expect before, during and after the interview?

03

Sample interview questions

Practice answering different types of questions - general, behavior-based questions, emotional intelligence questions, stress/case questions, and atypical questions.

04

The S.T.A.R. Method; and reflecting on your interview

You can use the S.T.A.R. Method to answer behavior-based questions. Make each interview a learning experience by evaluating your performance.

05

Case and technical interviews

Learn what to expect during case- and technical-based interviews and how to prepare.



[Big Interview](#) is a free online platform that helps you practice and improve your interview technique and build your confidence.

Prepare for an Interview

Know the organization

- Know what service or product it provides.
- Familiarize yourself with the mission, vision, and values.
- Research the size of the organization and organizational structure
- How much potential for advancement is there?
- Who are the organization's officers, administrators, etc.? Review their background and recent achievements.

Know yourself

- Be able to talk about your short and long-term goals.
- Know your strengths and weaknesses.
- Be able to demonstrate skills and knowledge you've gained from academic work and experience.
- Be able to talk about how you deal with challenges, conflicts or failure.
- Understand the type of work environment you thrive in.
- Know what qualities you're looking for in an employer.

Communicate effectively

- Anticipate typical questions and prepare answers.
- Be able to discuss your resumé, experiences and accomplishments.
- Use specific examples when answering questions.
- Consider signing up for a mock interview to practice your interview skills out loud.
- Use Big Interview to record yourself answering interview questions.

Do Your Research

The interview is an opportunity for you to demonstrate your interest and knowledge of the organization to an employer. It is also an opportunity for you to learn whether your values align with that employer or institution.

Learn about the organization

- The organization's website & social media: Gain knowledge on the corporate divisions, brand, and locations
- [Vault Top Ranked](#): Top 100 organizations by industry available in the Vault database on the Career Center website
- Current news: Check news sites for stories about the organization and industry, or use Google Alerts to notify you when they are in the news
- [GoinGlobal](#): Worldwide job and internships for more than 120 locations with H-1B visa search engine.
- [Glassdoor.com](#): View employee reviews as well as sample interview questions, salaries, etc.

How does this organization align with your values?

- [Corporate Equality Index](#): National benchmarking tool on corporate policies, practices and benefits pertinent to lesbian, gay, bisexual, transgender and queer (LGBTQ+) employees.
- <https://career.fsu.edu/students/Maximizing-Your-Diversity/multicultural-identities> Job Search & Career Decision Making Resources.

Researching salary

Research salary ranges by position, job level, and location.

- [NACE Salary Calculator](#)
- [OnetOnline Wages & Employment Trends](#)
- [Occupational Employment and Wage Estimages \(by geographic area\)](#)
- [Salary.com](#)
- [CareerOneStop Salary Finder](#)

Access the virtual guide for links to resources:



Plan For Your Interview

Types of interviews



Pre-recorded/timed video

These vary depending on the platform used, but you will be recording your answers to interview questions. It may be timed, or you could be given the opportunity to re-do your answer. Regardless, you should practice



Phone

Since the interviewer can't see your face, it's important to convey enthusiasm, sincerity and friendliness through your voice. Remember to speak clearly, and dressing professionally will boost your confidence.



Video

Use a laptop, tablet or desktop, not cell phone. Make sure your camera angle is looking straight at you. Maintain eye contact with the interviewer and keep your hands in your lap to keep them still.



In-person

Confirm the location in advance. Bring extra copies of your résumé in a padded portfolio.



Presentation or performance

In some 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

Before the interview

- Know the type of interview, and plan accordingly.
- Arrive on time or a little early, dressed appropriately in business professional for the industry.
- Know the types of questions that are common for the industry you're interviewing for and prepare to answer them.
- Prepare thoughtful questions to ask the interviewer. Make sure to not ask questions that can be easily searched online.
- Make sure all technology is working properly, and choose an appropriate location if interview is virtual or by phone.
- If traveling for an interview, confirm logistics regarding interview itinerary and travel costs. Pack light, and use carry-on luggage for interview outfit essentials.

During the interview

- Make sure your cell phone is on silent and you've brought any requested documents.
- Answer the questions completely but don't become long-winded.
- Avoid discussing salary and benefits unless the employer brings it up.
- Smile and be authentic when answering questions.
- Make note of who you spoke with.

After the interview

- Thank the interviewers for the interview opportunity.
- Send thank-you notes or emails to each interviewer, if possible, within 24 hours of the interview.
- Evaluate your interview. What did you do well? What could you improve upon? Did you like the organization? See page 4 for more.
- Keep a record of next steps.
- Follow up as necessary and stay positive!

Sample interview questions

Practice answering different types of questions out loud in front of a mirror, with a friend or family member, on a video recording, or utilizing a platform like [Big Interview](#).

If availability permits, you can schedule a mock interview with your Career Liaison or other trained Career Center staff, tailored to your individual occupational area, industry, or graduate school interview. Access [NoleNetwork](#) to search for available mock interview appointments or contact your Career Liaison.

General questions

- What specific goals, other than those related to your occupation, have you established for yourself for the next 10 years?
- What do you see yourself doing five years from now?
- What do you really want to do in life?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your career?

Behavior-based questions (assess ability to problem solve and produce results)

- Describe an example where you worked as part of a team.
- Tell me about a time when you stepped up and took a leadership position without being asked.
- Describe a time when you utilized organization tools to keep yourself on-task.
- Tell me about a time when you motivated others.
- Describe a situation where you included others in a task that would have been easier to do by yourself.

Emotional Intelligence (assess ability to handle stress or regulate emotions or expressions)

- Tell me about a time when you felt unfairly criticized by your superior.
- Tell me about a time when you tried and failed.
- Describe a situation when you underwent significant stress. How did you cope?
- Tell me about a time when you had a conflict with a co-worker or team member. What did you do?
- Describe a situation when something was better left unsaid. How did you make that determination?

Stress/Case Questions (assess technical knowledge and how well you perform under pressure or in stressful situations)





- How many VW Bugs would fit inside a 747 aircraft carrier?
- You own a large chain of banks. You are tasked with determining whether or not it would be best to continue supplying personnel to staff each banking location or to employ an ATM option for your customers. What do you decide to do?
- You are the leader of a seven-person team on a project with a deadline fast approaching. You have noticed the productivity of your team members declining over the past week and suspect that morale is dropping. What do you do?

Atypical Questions (assess and observe your personality and thought process)

- What college subjects did you like best? Like least? Why?
- If you were an animal, what would you be and why?
- Fork, knife, or spoon. Which do you pick?
- You are lost in the forest close to nightfall. The temperature is rapidly dropping. You know there is a town close by, but you are unsure of the actual distance. You have a compass, a flashlight, a canvas tarp, a lighter, and a canteen of water. You only have the strength to carry two of these items with you as you attempt to find civilization before the temperature drops too low for survival. Which do you take?

The S.T.A.R. Method

The S.T.A.R. Method is a simple formula to use when answering behavior-based questions.

SITUATION	TASK	ACTION	RESULT
Give context: who, what, where, when, why, how.  →	What had to get done? What was your goal? What obstacles were in the way?  →	What steps did you take and why? How did you execute a plan?  →	What was the outcome? Was it what you wanted/expected? What would you change next time? 

Using the S.T.A.R. Method: Describe a time when you showed initiative on the job.

Situation: “My supervisor was given the task to plan and present a team building workshop for our entire staff.

Task: “I began researching team building workshops online and found some great ideas that I thought would

Action: “Using what I learned in my research and speaking with my colleague, I created an agenda with activities for

Result: “My supervisor was so impressed that she used my exact agenda and activities without making any changes.”

Reflecting On Your Interview

Make each interview a learning experience. As soon as possible after the interview, reflect and write down what you have learned. Ask yourself:

- Was I well prepared and able to integrate my research into my responses?
- Did I speak clearly and articulately, demonstrate enthusiasm and avoid verbal fillers?
- Did I sit in an upright and natural manner and use appropriate eye contact, and hand gestures?
- Did I connect my background and skill sets including transferable skills, to the position and/or industry?
- Did I prepare appropriate follow-up questions for the employer?
- Which questions were most challenging and why?
- What did I do well?
- How can I improve for my next interview?

Evaluating your interview performance is also a way to keep track of important information about each interview such as who interviewed you, and any items that may come up in a second interview.

Case and Technical Interviews

Case interviews

A case interview is an interactive way for an employer to test a candidate's knowledge on industrial trends, logical but creative solutions, and ways to implement change. This is most common in the business and information technology industries. Although there is generally no correct answer, you are expected to ask the interviewer logical questions regarding the case, then make a thorough recommendation to solve the problem.

The characteristics of case interviews include:

- Situation-based interview questions
- No right or wrong answer
- Assessing logical and creative-based critical thinking skills

These questions can include real-world problems that the company is working/has worked on. For example: You may be asked to analyze a decline in profits for a particular service or resource, identifying why that would be the case, and offering recommendations and implementations on addressing this issue.

Technical interviews

Companies utilize the technical interview to assess specific technical knowledge required for the occupation and the organization. This type of interview assesses a candidate's problem solving skills, reasoning abilities, and technological skill level. Interview components can include at-home challenges, phone screenings, in-person questions and assessments that can include puzzles, writing exercises, pair-programming, and coding problems.

A critical part of understanding the technical interview process involves inventorying your skill set and experiences. Consider:

- What technical-based courses (i.e. Data Structures and Algorithms) have I taken?
- What relevant class projects or certificates did I complete?
- What transferrable skills did I develop through my experiential learning opportunities (i.e. internships, shadowing, part-time jobs) that can translate to this position?
- How do I articulate my competencies built through personal projects or other work?



PROFESSIONAL
CLOTHING CLOSET

The **ProfessioNole Clothing Closet** provides FSU students a way to access free professional attire appropriate for career fairs, interviews, and the workplace.

career.fsu.edu/clothingcloset

9th

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Program: law.fsu.edu/JMOnline

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GAIN EXPERIENCE 3



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

LEARN BY DOING

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

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

Benefits:

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

PART-TIME JOBS

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

Need a Part-Time Job?

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

Use the Jobs & Internships tab to search

Off Campus
(filter by location)

Work from Home
(filter by remote)

On Campus
(filter by Tallahassee or Panama City)

BENEFITS TO WORKING 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 Seminole Dining (on-campus dining), the FSU Bookstore, UPS, and many more that love to hire students.



Not sure which employers to target?

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

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

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.
- Communication with the company is poorly written, vague, and unprofessional.
- You cannot find information about the company when researching them.

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

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



JOB SHADOW

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

Benefits:

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

FSUshadow

ONE DAY TO EXPLORE YOUR FUTURE

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

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



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.

3 REASONS TO COMPLETE AN INTERNSHIP

1. INTERNSHIPS PROVIDE “REAL-WORLD” EXPERIENCE.

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

2. INTERNSHIPS CAN CONNECT YOU WITH FUTURE OPPORTUNITIES.

By interacting with professionals, you gain new connections and learn how to communicate in a professional environment. As an intern, you get your foot in the door with a company. You obtain access to the organization's leadership, team, and challenging projects. Internships can provide you with a professional mentor before you graduate. You can stay connected with the individuals you meet via LinkedIn, or you can request your managers/coworkers give you a professional or graduate school reference.

3. INTERNSHIPS ARE RESUME BUILDERS.

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

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



5 TIPS FOR LANDING AN INTERNSHIP

1. Start your search early

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

The Career Center has resources to support your internship search.

- Meet with your Career Liaison to craft your internship search plan! Career Liaisons specialize in career/industry knowledge, resources, employability skills, and internship opportunities related to their academic areas. See a complete list of Career Liaisons:

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

- Visit our Search Internships page to broaden your search: career.fsu.edu/resources/search-internships
- Utilize NoleNetwork, the Career Center's online opportunity database linking students and alumni directly with employers.

Within NoleNetwork, you can:

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

Visit career.fsu.edu/nolenetwork to begin.

2. Develop a winning résumé & cover letter

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

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

3. Enhance your interview skills

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

4. Network

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

The Career Center facilitates networking opportunities for you year round:

Career fairs and events

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

Shadow different professionals

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

FSUshadow, the Career Center's single-day job shadow program, is a great way to start building connections at a company before you apply for an internship. Visit career.fsu.edu/FSUshadow for dates.

MentorFSU

Search MentorFSU

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 <https://career.fsu.edu/mentorfsu>.

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

Show your appreciation through a follow-up message.



InternFSU

PAID ON-CAMPUS OPPORTUNITIES

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

INTERNSHIP FUNDING

FINDING SCHOLARSHIPS FOR YOU (FS4U)

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

GET CONNECTED TO RESOURCES

SERVICE

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

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

RESEARCH

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

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

GET INVOLVED

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

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

- Academic/honorary
- Community service
- Campus departments
- 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

DID YOU KNOW?

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

CAREER CENTER INVOLVEMENT

Student Ambassador Program

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



STUDY & INTERN ABROAD

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



INTERNATIONAL PROGRAMS

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

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

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

TEACH ABROAD

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

GOINGGLOBAL is an expert resource that allows you to search for work abroad with an online database; find culture-specific tips on résumés, interviews, and employment trends; and view profiles for key employers in 42 countries! Visit <https://career.fsu.edu/resources/online-resources> and sign in to GOINGGLOBAL using your FSU ID and password.



FSU GLOBAL EXCHANGES



FSU Global Exchange programs offer an affordable way to have a once-in-a-lifetime international experience. Study at one of 45+ prestigious international partner universities as an exchange student for one semester,

academic year, or summer. Students pay FSU tuition and fees and can use financial aid, including Bright Futures and Florida Pre-Paid. All academic credit earned at the host institution transferred back to meet FSU degree requirements.

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

Learn more at globalexchanges.fsu.edu.

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

EARN A CERTIFICATE



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

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

Recognition for Your Internship

At FSU, students have several options for earning recognition for their experiential learning opportunities.

To register visit: career.fsu.edu/erp.

Experience Recognition Program



Experience Matters: Get Yours Recognized

Get recognized for engaging in experiences outside of the classroom!

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

Students earn recognition in 1 of 2 ways:

OPTION 1

Transcript Notation

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

OR

OPTION 2

Certificate

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

Select the
best fit for
you!

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

– Psychology Major

DOCUMENT YOUR SERVICE HOURS



ServScript
PROGRAM

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

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

ServScript Program Criteria:

To qualify for the ServScript Program, service hours:

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

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

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

BUILD YOUR COMPETENCIES

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

FSU Career Pathways & Badging offers guided badging paths that nest and stack onto other badging pathways to help you build skills in all of the professional competencies. Get recognized for your involvement and gain skills to complement your major and career choices. To learn more, visit <https://career.fsu.edu/FSUCareerPathways>



FSU CAREER READY CAREER CENTER

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

ACADEMIC COURSE CREDIT

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

LINKEDIN LEARNING



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

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



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- Dentistry
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- Health Care Sciences
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NSU Florida

PREPARE FOR THE NEXT STEP

4



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

SEARCH FOR FULL-TIME WORK

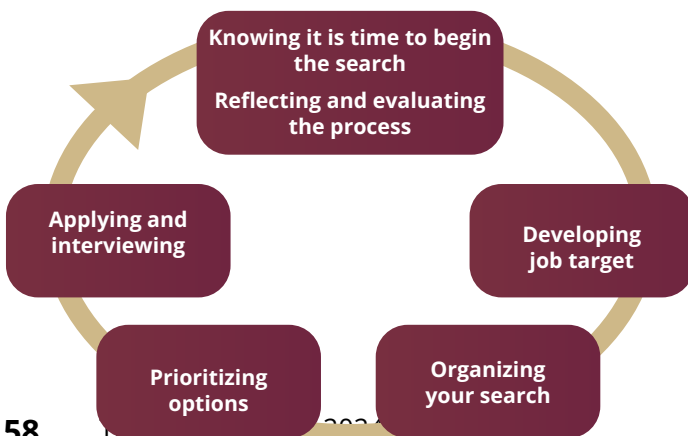
JOB SEARCH PROCESS

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

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

WHEN DO I BEGIN TO SEARCH?

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



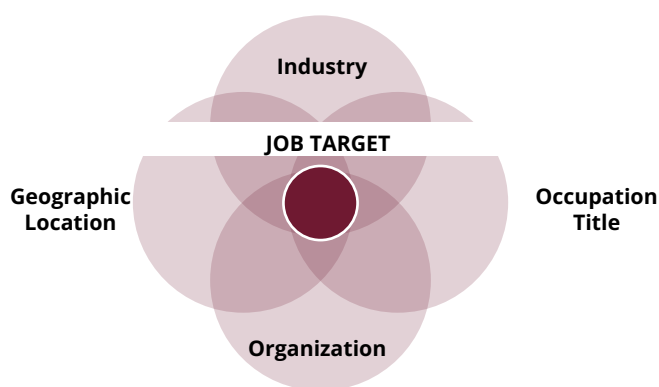
Steps Involved in Hiring	Timeline
Position posted	2-4 weeks (or more)
1st round interviews	2-4 weeks (or more)
2nd round interviews	2-4 weeks (or more)
HIRED!	

DEVELOPING JOB TARGETS

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

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

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



ORGANIZING YOUR SEARCH

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

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

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

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

Job Search Tools	Find Job Opportunity Listings	Identify/Connect with Employers	Find/Use Networking Contacts
NoleNetwork	X	X	X
Professional Association Websites	X	X	X
Organization Websites	X	X	X
Social Networking Websites	X		
Online Search Engines		X	X
MentorFSU		X	X
Personal Networks		X	X
Information Interviewing		X	X
Attending Career-Related Events		X	X

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 MentorFSU, NoleNetwork, and CareerShift via career.fsu.edu.

Prioritize Your Options

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

NETWORKING

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

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

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

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

Networking Tips

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



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 platform 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 application materials critiqued! Stop by the Career Center to have a Career Advisor review your application materials. For more information on writing cover letters.



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. See the table of contents of this guide to learn how to prepare for the interview.

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, databases of employers who have previously hired international students, and services such as résumé critiques and mock interviews.

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

Learn more at cge.fsu.edu.

ATTEND CAREER FAIRS

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

Information for navigating virtual career fairs will be shared on our website: [Workshops & Events](#)

BEFORE A CAREER FAIR

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

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

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

Creating an Elevator Speech

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

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

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



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

TIPS FOR PREPARING

- **Create a strong résumé.** Visit the Career Center to have your résumé reviewed and be sure to have multiple copies (minimum of 20) printed on professional résumé paper before the career fair. Decide if you need more than one version of your résumé, depending on your job target(s).
- **Develop and practice an elevator speech.**
- **Research employers.** Identify which employers you want to talk to BEFORE the event by researching the organizations attending on NoleNetwork.
- **Dress for success.** Business professional is the appropriate attire for career fairs.
- **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.

DURING A CAREER FAIR

- **Arrive early** to avoid long lines.
- **Research participating employers** on the Career Center's website or NoleNetwork.
- **Be positive and confident!** First impressions strongly impact networking interactions. This often includes a handshake, eye contact, nodding your head, and a friendly smile.
- **Make a game plan for visiting organizations.** It may be helpful to visit with your favorite employer after you have had some time to practice interacting with other employers. Become more comfortable introducing yourself before approaching your top choices.
- **Ask thoughtful, open-ended questions.** Open-ended questions are those that require more than "yes" or "no" answers. These kinds of questions are more helpful in starting meaningful conversations with a networking contact.
- **Leave your résumé with each representative.** 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.

CAREER EVENTS

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

Part-Time Job & Internship Fair

STEM Résumé Café

All Majors Résumé Café (virtual)

All Majors Résumé Café (in-person)

STEM Career & Internship Fair

Seminole Futures All Majors Career & Internship Fair

Graduate & Law School Fair

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

FSU Panama City Campus Career Fair

SEC/ACC Career Fair (virtual)

Final Spring Career Fair

Statewide Job Fair

CORRESPONDENCE ETIQUETTE

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

Thank You Etiquette

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

Email Etiquette

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

Phone Etiquette

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

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

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

Office Etiquette

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

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





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NEGOTIATE JOB OFFERS

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

CONSIDERATIONS

Timing is Key

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

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

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

Clarify the Offer

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

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

Impressions Still Count

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

Every Negotiation is Unique

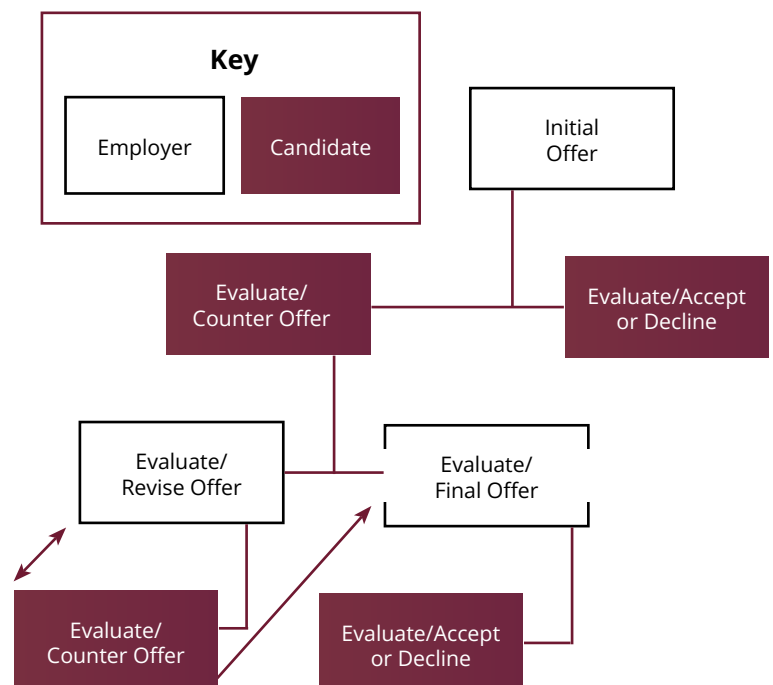
Sometimes you will have skills to offer employers that are highly valued. Negotiation will be easier in this situation. At other times, your offer is one of many with other candidates waiting in the wings if you do not accept the offer. The economy and labor market may determine whether your offer is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



THE NEGOTIATION PROCESS

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

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



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

Salary (To Certain Limits)

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

Location of Position

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

Reporting Date

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

Appraisal Reviews

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

Relocation Expenses and Signing Bonuses

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

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

MAKING THE BEST DECISION

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

Individual Needs and Goals

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

Family Goals

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

Career Goals

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



NEGOTIATE THE OFFER

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

Decide the Conditions

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

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

Negotiate with One Organization

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

Call Early

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

Maintain Professionalism

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

Negotiate from a Point of Power

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

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

Make a Decision

Be prepared to make a decision once the organization

has stated its final offer. It is not appropriate to try to hold out for more time or another offer.

Commit Fully

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

Be sure to put your decision in writing through a declination letter or an acceptance letter (see [page 27](#)). Declining an offer should be done in writing and as soon as you accept another position. This is an important step because you may need this contact later on, so never burn your bridges.

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

Salary Resources

- FSU Salary and Hiring Data: career.fsu.edu/stats
- Occupational Outlook Handbook: bls.gov/ooh
- [salary.com](https://www.salary.com)
- NACE Salary Resources naceweb.org/job-market/compensation



FSU Career 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, the badge includes an interactive module on job and salary negotiation. It is available through Canvas so you can get help any time, anywhere! Visit career.fsu.edu/



CONSIDERING GRADUATE/ PROFESSIONAL SCHOOL

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



Common reasons for pursuing graduate education include:

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

CONSIDERATIONS

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

DEGREE OPTIONS

Master's Degree

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

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

Specialist and Advanced Master's Degree

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

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

Professional Degree

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

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

Doctoral Degree

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

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

Post Doctorate

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

CHOOSING A PROGRAM

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

Research Possible Programs

Identify programs in your chosen field. There are helpful resources available on the Career Center's website, including test prep materials for the GRE, LSAT and MCAT exams.

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 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.

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:**

GRADUATE/PROFESSIONAL SCHOOL EVENTS

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

CHOOSE WHERE TO APPLY

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

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

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





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About Sihle Insurance Group

Founded in 1974, Sihle Insurance Group has established its position as a distinguished leader in the insurance industry, guided by core values that include integrity, respect, superior customer service, and a people-first mentality. Sihle Insurance stands as one of Florida's largest privately held agencies with an expansive presence that includes our headquarters located in Altamonte Springs along with 7 additional offices across Florida. Committed to upholding its heritage as a family-owned and professionally managed agency.



Departments and Positions

Commercial Lines
Personal Lines
Benefits
Bonds

www.Sihle.com

Producer / Sales
Account Manager
Assist. Account Manager
Internship Program

LETTERS OF RECOMMENDATION

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

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

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

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

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

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

HOW TO FINANCE A DEGREE

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

Types of Assistance

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

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

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

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

ADDITIONAL RESOURCES

- Pre-Law Advising: prelaw.fsu.edu
- Pre-Health Advising: med.fsu.edu
- Graduate School: career.fsu.edu/students/consider-graduate-school&gradschool.fsu.edu
- Federal Student Aid Information Center: **800.433.3243**
- FSU Financial Success: financialsuccess.fsu.edu
- Student Loans: <https://studentaid.gov/understand-aid/types/loans>
- FinAid: finaid.org

ADMISSION EXAMS

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

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

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



WRITE YOUR PERSONAL STATEMENT

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

CONTENT

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

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

PREPARE TO WRITE

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

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



Helpful Questions

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

Tips

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

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 2024
Dissertation Topic: Cognition in Children
GPA: 3.8

University of Michigan, Ann Arbor, MI
Bachelor of Science in Psychology, April 2019
Minor: Education
GPA: 3.7

Experience

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



Research Assistant, Tallahassee, FL
Florida Department of Health, January 2023 - 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.

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. Graduate students now have access to the online career management platforms Beyond Grad School (Masters' and Specialist degrees) and Beyond the Professoriate (doctoral students and post-docs). These platforms are designed to help graduate students explore career options, make informed career decisions, and learn job search strategies. You can also visit the Career Center or schedule an appointment with the Graduate Career Liaison (<https://career.fsu.edu/about-us/career-liaisons>) for additional assistance with preparing these materials.

INDUSTRY OPPORTUNITIES

Graduate students with advanced degrees looking for jobs outside of academia 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. Visit career.fsu.edu/nolenetwork for more information.
- **Backstage:** Backstage continues to work toward building the best online casting experience for our 100,000+ members across the globe. Members represent a network of entertainment professionals, spanning a variety of mediums, including film, television, theater, commercials, fashion, web series, social media, and more.
- **Artsearch:** a great source for a career in the arts. Whether you are looking for a job (full-time or part-time, seasonal, or year-round, paid or volunteer) or hiring a new employee, ARTSEARCH® makes it easy.

- **GoinGlobal**
- **Candid Career:** View thousands of career videos! Industry professionals share their job descriptions, backgrounds and preparation advice. Explore occupations and industries and prepare your job search. Has modern video player style, similar to YouTube and Spotify.
- **Vault:** Offers advice on resumes, cover letters, interviews, networking, and more. Geared toward everyone from students and recent grads to experienced professionals and business owners. In addition, they offer detailed information on more than 840 professions and nearly 5,000 companies in more than 120 industries.
- **Big Interview:** Provides interactive digital practice with mock interviews tailored to your specific major or area of interest.
- **Career Shift:** CareerShift was founded in 2007 to help job seekers access the 70% of jobs that are never published on public job boards. Recognizing that who you know is critical and many job seekers have limited networks, CareerShift's mission is to level the job playing field and provide equitable access to job opportunities.

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

ACADEMIC JOB SEARCH

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

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

- **www.insidehighered.com:** Academic career advice and higher education job postings
- **<https://www.highered360.com>:** Collection of resources gathered for the academic job hunter
- **www.higheredjobs.com/faculty:** Higher education faculty job postings
- **career.fsu.edu/students/graduate-students:** Career planning resources for graduate students

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

POSTDOCTORAL POSITIONS

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

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

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

- ☐ Networking
- ☐ Interviewing
- ☐ Presenting
- ☐ Technology

- ☐ Leadership
- ☐ Negotiating

To learn more about these and other key skills by watching career-focused videos, visit <https://fsu.candidcareer.com>.

Questions about Financial Aid? Visit [gradschool.fsu.edu/funding-awards](https://fsu.edu/funding-awards).



UNIVERSITY RESOURCES

- **Graduate Career Liaison:** The Career Center's liaison to the Graduate School can provide help with career exploration, discovering options, document and personal branding preparation, job searching, and more. career.fsu.edu/career-liaisons
- **Doctoral Resume & Interview Mastery:** teaches doctoral students and post-docs about the professional skills valued by employers in the workforce, graduate or professional school programs, and other post-graduation plans. Participants learn from self-reflective modules in Beyond the Professoriate 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. Participants will also be required to complete a mock interview with the Doctoral Career Coordinator.

- **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. <https://sga.fsu.edu/student-government/congress-graduate-students>
- **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
- **Center for Advancement of Teaching (CAT):** CAT offers training for any graduate students who act as teaching assistants. More in-depth, optional training is available for those looking to pursue teaching as a career. Workshops discussing crafting of teaching statements and portfolios, how to give constructive feedback to students, and learning the science of learning with reading groups are offered throughout the academic year. Learn more at <https://teaching.fsu.edu/> and <https://teaching.fsu.edu/teaching-development-program/>
- **GradWorld FSU:** is a revolutionary new website which displays a variety of personalized videos from a number of departments/colleges on campus for the purpose of showcasing graduate education and achievements at FSU. This is an extraordinary opportunity for everyone around the world to see your passion, interests, research goals and learn more about our wonderful university. <https://gradschool.fsu.edu/current-students/creating-video-gradworld-fsu>
- **Graduate Student Resource Center (GSRC):** This office provides support for all students by connecting them with career readiness, data skills workshops, and research/creativity grants. The GSRC website serves as a central hub to support all aspects of the demands of graduate school. Learn more at <https://gsrc.fsu.edu/>

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





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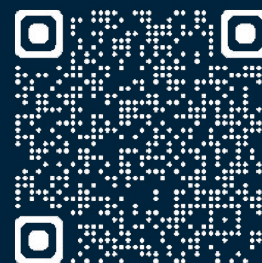
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Alumni go on to have careers in

- Integrated Marketing Communication
- Media/Communication Studies
- Digital Media Production
- Marketing Research
- Public Interest and Media Communication
- And much more!



Alumni go on to have careers in

- Library Science
- Information Technology
- Information Management
- Data Science
- Government Services
- And much more!

Communication Science & Disorders

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Cherry Bekaert

Your Guide Forward

Veteran / Military Students:

Draw attention to your service on the FSU Career Center job board – NoleNetwork

Whether you're seeking a fulltime or part-time job, internship, co-op position, or externship, be sure to identify yourself as an active or former service member.

- Many employers have a preference for hiring veterans
- NoleNetwork allows you to:
 - Filter your search to find employers with veteran-preference policies
 - Alert the job-board filter as to your status as a veteran/military student
 - Easily connect with employers that use the NoleNetwork filter to identify candidates who served
- To get started visit <https://career.fsu.edu/nolenetwork>

For more information contact the:

Student Veterans Center

850-644-9562 • veterans.fsu.edu
veteran@admin.fsu.edu



Make Sure Your Resume includes the Attributes You Acquired through Your Military Service, including:

- Leadership
- Discipline
- Collaboration
- Maturity

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

CAREER PATHWAYS & BADGING

Enhance your career readiness and employability skills through badging pathways including the nationally recognized FSU Career Ready Program. Proudly display badges 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 INTERVIEW

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

MENTORFSU

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 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, alumni, and more.

WHAT IS IT?

Design and navigate your experience at FSU with custom, stackable badges that become pathways. Display and demonstrate the skills you have to potential employers. FSU Career Pathways & Badging powered by Folio is your roadmap for acquiring new skills and competencies. With FSU Career Pathways & Badging, you can see both big-picture objectives and real-time progress as you earn badges to display your skills and accomplishments.

HOW CAN IT HELP?

Enhance your employability skills and display your badges on your resume, LinkedIn account and online portfolio. Stand out in the competitive job market by demonstrating to employers your commitment to continuous learning and skill development. As you hit milestones along a FSU Career Pathway, the badges you earn are auto deposited into your Folio, immediately providing proof of your accomplishments, and demonstrating your FSU Career Competencies.



Start Earning Badges Today!

Visit <https://career.fsu.edu/students/FSUCareerReady> to start earning badges related to the skills employers want.



MentorFSU

WHAT IS IT?

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

HOW CAN IT HELP?

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

Find Your Mentor Today

Visit <https://career.fsu.edu/mentorfsu> to start connecting with mentors! We suggest searching by industry and expertise first.

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.

Search the Career Center's online catalog to find books on the topics you need. Staff can help you find and use the books and guides to plan your career. For information on library services and resources, drop by the library or visit career.fsu.edu/resources/online-resources.

Examples of books, quick guides, and websites you can find in the Career Center library are listed below.

Learn about yourself— Whether you are choosing a major or career, books and resources 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 (<https://www.careeronestop.org/>); Career Planning Guides (<https://career.fsu.edu/resources/career-guides>)

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

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

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

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



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

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

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

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

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

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

ONLINE TOOLS

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

Visit <https://career.fsu.edu/resources/online-resources> for more information.



BACKSTAGE



careershift
a division of Student Playbook 



THE ESSENTIAL SOURCE
FOR A CAREER IN THE ARTS
ARTSEARCH
ADMINISTRATION ARTISTIC PRODUCTION CAREER DEVELOPMENT EDUCATION

 **biginterview**





WHAT IS THE IMPORTANCE?

LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career. You can access LinkedIn from a desktop, LinkedIn mobile app, or mobile web experience. A complete LinkedIn profile can help you connect with opportunities by showcasing your unique professional story through experience, skills, and education. You can also use LinkedIn to organize offline events, join groups, write articles, post photos and videos, and more.

Quick Setup Guide

Profile Photo: Your photo should be a current headshot, with your face clearly visible. Be in attire appropriate for your field. Stay away from filters and noisy backgrounds.

Background Photo: Your profile background makes your profile stand out, so it's up to you! It could be a group photo, career-related, or aesthetic art. LinkedIn also provides a small selection of backgrounds that you can utilize.

Headline: This can be your current job title and company. However, you can also use this to highlight your values, skills, or passions and description of what you do.

Education: List your degrees or educational accomplishments and the institutions you attended.

Location: City, State, Country is the most common listing. However, you can list your location as something like "Greater ____ Area" instead of a specific city. (Ex. Greater New York Area instead of New Jersey)

Industry: Keep your industry current so that other people can more easily find you or your page. This will help you connect with relevant opportunities, connections, and contacts.

Profile Summary: This is your chance to tell your story, why the skills you have matter, and the difference they can make in your workplace. Here you can go beyond your career history by showcasing your character, passions, or life outside work and how you got to where you are, or where you want to go.

Experience Section: Similar to a resume, this is where you list your various roles and the accomplishments you achieved during your time in that position. Focus on the highlights and be sure to tag companies.

Licenses & Certifications: List any licenses or certifications you have.

Skills: Here you can list your skills and attribute them to different professional roles or education you received. Others can also endorse your skills for you.

Recommendations: You can send recommendation requests to people you're connected with on LinkedIn.

Profile Tips:

- consider setting up name pronunciation
- verify your profile through the mobile app
- add your pronouns to your profile
- keep your industry and location current

ON-CAMPUS INTERVIEWS

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

WHAT IS IT?

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

HOW DO I BEGIN?

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

SCHEDULE TYPES & DEADLINES

Preselect Sign-Up

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

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

Alternate Sign-Up

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



Open Sign-Up

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

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

Day After Interviews

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

Make the most of On-Campus Recruiting

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

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



Opportunities with Employers that Do Not Interview on Campus

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

POLICIES & PROCEDURES

Canceling an Interview

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

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

No-shows— If you fail to show up for an appointment, your on-campus interviewing privileges may be suspended until you have written a letter of apology to the employer. The letter must be provided to the Career Center via email at HireANole@fsu.edu. We will send your letter of apology for you and reauthorize your account. A second “no-show” or late cancellation will result in your privileges being permanently revoked.

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



NoleNetwork

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

WHO CAN USE IT?

All FSU students and alumni can access NoleNetwork.

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

BENEFITS

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

Get a Résumé Critique Prior to Uploading!

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

If you can't make it to the Career Center, Visit <https://career.fsu.edu/career-liasons-new> to find your liaison's Career Docs. for a virtual document review.

Visit career.fsu.edu/hours to confirm hours of operation.



GET STARTED TODAY

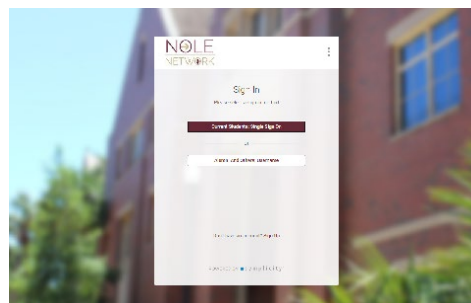
STEP 1

Visit career.fsu.edu/nolenetwork and click "Student Login."



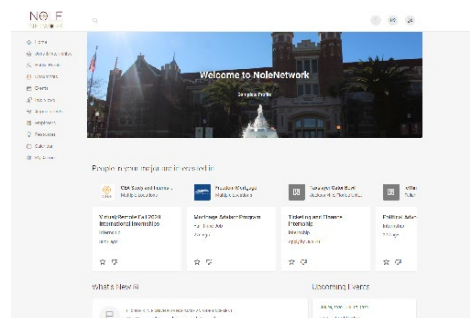
STEP 2

Sign in using your FSU ID and password.



STEP 3

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



PRACTICAL INFORMATION FOR YOUR FUTURE DECISIONS

Graduating seniors from summer 2022, fall 2022, and spring 2023 completed a survey about their post-graduation plans. **Data represents over 96% of all graduates.** Also included in these findings are the results of a three-month follow-up survey and additional knowledge collected via strategic LinkedIn searches and the National Student Clearinghouse.

Employment Status

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

How Seniors Found Employment

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

Top Employment Industries

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

Top 5 Graduate/Professional Degrees

Education Status

Applied to Graduate/Professional School	32%
Admitted to Graduate/Professional School	84%

1. Masters	4. Doctorates
2. Law	5. Certificate
3. Medical & Bachelors	





Learn How To Make Learning Better

FSU's nationally recognized program in Instructional Systems & Learning Technologies offers online and on-campus options at the master's and doctoral levels, as well as three graduate certificates.



Master in-demand skills to create learning and training materials, utilize the latest technologies, and implement system change.



Network with industry professionals and renowned faculty, including some of the most prominent scholars and practitioners alive.



Unlock careers in corporate training, education settings, the military, Fortune 500 companies, and many more.

Shape the future of learning. Visit cehhs.fsu.edu/islt

CHECK OUT OUR LINKTREE FOR MORE INFO & UPCOMING EVENTS



Connect @FSUCareerCenter



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