

GRADUATE STUDENTS

Your Road Map to CAREER SUCCESS



The Career Center
linking futures

QUICK GUIDE TO SUCCESS

Visit The Career Center to explore post-graduate options and receive support for career goals

Connect with The Career Center on social media

Attend Career Fairs, professional development workshops/events, and Networking Nights

Check Out SeminoleLink and ProfessioNole Mentors

Revise Your curriculum vita, teaching philosophy, résumé, and cover letter

Get involved in student organizations and professional associations related to your field

Interview for Employment in academic or industry positions

Graduate to a Successful Future

Florida State University Career Center

Our Mission

- Provide comprehensive career services
- Train career service practitioners
- Conduct life/career development research
- Disseminate information about life/career services and issues to the University community, the nation, and the world
- Collaborate effectively with students and other University constituents

Our Location

The Career Center is located in the Dunlap Success Center at 100 South Woodward Avenue, next to the Student Life Building and near The Den.

Our Hours

The Career Center is open for drop-in advising Monday through Friday from 9 a.m. to 4:30 p.m.



The Dunlap Success Center
100 South Woodward Avenue
Tallahassee, Florida 32306-4162
850-644-6431
career.fsu.edu

Alternative format available.

Your Tools for Success

ProfessioNole Mentors
Connect with professionals throughout the country and the world to learn about careers and opportunities.



Internships

Gain experience related to career goals and apply what you learn in class.



Career Advising

Develop a plan to reach your career goals by meeting with a Career Advisor.



Professional Development Workshops
(Offered by the Career Center and the Graduate School)

Attend employability skills workshops, such as résumé writing, interviewing, etc.



Individual Development Plan (IDP)

Create a personal plan for your time in graduate school to improve core competencies: communication, teaching, scholarly development, professionalism, and career development



1

Plan Your Career

- Visit The Career Center to find resources on various majors/occupations and post-graduate employment options.
- Identify personal values, interests, and skills.
- Find occupations, books, professional organizations, and resources using Match Major Sheets.
- Get connected with The Career Center's social media pages.
- Start your online Career Portfolio.
- Complete the Individual Development Plan (IDP) for graduate students (available at gradschool.fsu.edu) to help you set professional development goals and measure progress throughout your time at FSU.

2

Gain Information

- Review graduate student-related Career Center guides such as "Considering Employment in a Faculty Position" and "Finding and Using Graduate Student Resources".
- Meet with a career advisor, your college's Career Liaison, or the Career Center Liaison for Graduate Students to identify resources specific to your career goals.
- Visit the Career Center Library to identify and review print and online resources relevant to your employment campaign process.
- Connect with professionals in your field of interest using the ProfessioNole Mentors database (located within the SeminoleLink powered by Handshake online platform) to gain inside information related to the field(s), organization(s), and/or occupation(s) of choice.

3

Identify Occupations

- Explore more than 3,000 resources in The Career Center library to help you research occupations and post-graduate employment options.
- Use the Career Center website's "Resources" tab to locate job boards, occupational information, links to career information and databases, and more (career.fsu.edu/library).
- Search for books and other resources about your occupational options using Career Key.
- Use a computer-assisted career guidance system to explore occupations related to your personal interests.

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Find Opportunities

- Visit The Career Center library to investigate and research potential employers.
- Review job search resources at www.career.fsu.edu/Students/Graduate-Students
- Attend various career fairs to identify employment opportunities and network with employers.
- View and apply to job listings and create job search agents in SeminoleLink powered by Handshake.
- Participate in employer information sessions and networking receptions.
- Engage in on-campus interviewing.
- Attend Seminole Success Night, Veterans Networking Night, and other networking events to make connections.
- Explore job opportunities through professional associations related to your field of interest.
- Refer potential employers to your Career Portfolio.

4

Get Experience

- Log into SeminoleLink powered by Handshake to view job/internship listings.
- Use the Career Center to find part-time jobs on or off campus.
- Update your Career Portfolio to connect your experience with skills employers want.
- Identify and join student organizations related to your career goals.
- Participate in a job shadowing opportunity.
- Explore research opportunities and identify internship experiences related to your program of study or career field.
- Join professional associations related to your field.
- Attend/present at national conferences relevant to your field.
- Seek opportunities to submit research and/or relevant papers for publication in periodicals related to your field.

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Prepare for the Next Step

- Revise your application materials (Curriculum Vitae, teaching philosophy résumé and cover letter and have them critiqued by a Career Advisor).
- Sign up for a mock interview using SeminoleLink powered by Handshake to practice interviewing.
- Attend professional development workshops through the Graduate School's Professional Development Workshop Series (gradschool.fsu.edu).
- Create your own LinkedIn profile and join The Career Center's LinkedIn group.
- Use the Career Platform to view helpful tutorials on employability skills (elearning.thecareerplatform.com/fsucareercenter/Account).
- Speak with a career advisor, your college Career Liaison, and/or the Career Center Liaison for Graduate Students to plan your job search.
- Continue to use ProfessioNole Mentors to grow your professional network and connect with potential employment opportunities.

Your Tools for Success

SeminoleLink powered by Handshake

Use this online resource to connect with employers, view job listings, and access a network of professionals.



Career Portfolio

Prepare for the future through planning, reflection, skill development, and portfolio documentation.



Mock Interviews

Prepare for real-life interviews by learning important skills.



On-Campus Interviewing

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



myFSU App

Receive tailored job recommendations, view FSU alumni profiles, and identify organizations of interest

