



The
Career Center

QUICK GUIDE TO SUCCESS

- Visit** The Career Center to Explore Majors and Careers
- Enroll** in SDS 3340: Introduction to Career Development
- Connect** with The Career Center on Social Media
- Join** the Garnet & Gold Scholar Society
- Check Out** Handshake and ProfessioNole Mentors
- Attend** Career Fairs, Workshops, and Networking Nights
- Revise** Your Résumé and Cover Letter
- Intern** to Gain Experience
- Interview** for Employment or Graduate Programs
- X 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 the Health and Wellness Center.

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

Your Tools for Success

ProfessioNole Mentors

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

3 4 5 6

Internships

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

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Career Advising

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

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Career-Related Workshops

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

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SDS 3340: Intro to Career Development

Learn and develop the necessary skills to successfully choose a major, decide on an occupation, learn to write a résumé, interview effectively, and develop a job search strategy.

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1

Plan Your Career

- Visit The Career Center to find resources on various majors/occupations.
- Identify personal values, interests, and skills.

- Visit faculty and departments for information on majors.
- Attend a Pizza & a Major workshop, co-sponsored with Advising First.
- Find occupations, books, professional organizations, and resources by using Match Major Sheets.
- Get connected with The Career Center's social media pages.
- Start your online Career Portfolio.
- Review The Career Center's modules, such as Making a Career Decision.

2

Gain Information

- Select a major using Career Center resources and the FSU academic program guide.
- Meet with your Academic Advisor to review your plan to complete liberal studies and prerequisite requirements for your major.
- Attend the Student Success Conference, co-sponsored with Advising First.
- Enroll in SDS 3340: Introduction to Career Development.
- Explore your career options by attending a Career Panel, co-sponsored with Advising First.
- Enhance employability skills through CareerSpots' expert-guided videos.

3

Identify Occupations

- Explore more than 3,000 information resources in The Career Center library to help you research majors or related occupations.
- Search for books, videos, and other resources about your major in Career Key.
- Conduct an informational interview to learn more about professions.
- Connect with professionals in your area of interest and expand your network by accessing ProfessioNole Mentors.
- 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.
- Attend various career fairs to identify employment opportunities and network with employers.
- View and apply to job listings and create job search agents in Handshake.
- Participate in employer information sessions and networking receptions.
- Engage in on-campus interviewing.
- Attend Seminole Success Night and Veterans Networking Night.
- Refer potential employers to your Career Portfolio.

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Get Experience

- Use The Career Center to find part-time jobs on or off campus.
- Update your Career Portfolio to connect your experiences to skills employers want.
- Identify and join student organizations related to your career goals.
- Participate in a job shadowing opportunity through FSUshadow.
- Research volunteer opportunities related to your career field.
- Attend a workshop on how to find an internship.
- Explore internship or cooperative education experiences related to your major or career field.
- Join the Garnet & Gold Scholar Society.
- Gain work experience under the mentorship of FSU faculty or staff through InternFSU.

5

Prepare for the Next Step

- Revise your résumé and cover letter and have it critiqued by a Career Advisor.
- Update your résumé in Handshake to access internship search services.
- Connect to professional organizations related to your career field.
- Sign up for a mock interview using Handshake to practice interviewing.
- Attend The Career Center's employability workshops on résumé writing, career fair preparation, and more.
- Create your own LinkedIn profile and join The Career Center's LinkedIn page.
- View online Career Center workshops to learn job search skills.
- Speak with a Career Advisor to plan your job or graduate school search.
- Get your professional statement for graduate school critiqued by a Career Advisor.
- Attend the Graduate and Professional School Fair.

Your Tools for Success

Handshake

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

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Career Portfolio

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

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Mock Interviews

Prepare for real-life interviews by learning important skills.

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On-Campus Interviewing

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

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Garnet & Gold Scholar Society

Participate in this program, which recognizes students who excel within and beyond the classroom in the areas of Leadership, Internship, Service, International, and Research.

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