

# Module 13

## Launching Your Job Campaign

### Objective 1

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1. To help you execute a job search.

#### Activities to Help You Achieve This Objective

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- Attend a Job Search Strategies workshop held by the Career Center. View upcoming events at [career.fsu.edu/calendar](http://career.fsu.edu/calendar).
- Review selected resources catalogued in section V, "Preparation" of the Career Center Library.
- Review current articles in the "Employability Skills: Job Searching" file located in Module 13 of the Mobile Files related to each of the objectives in this Module.
- Browse our job files and employment subscription notebooks for current openings located in Section VI of the Career Library.
- Review the *Searching for A Job* and/or other job search guides located in the Career Center Library or view the guide online at <http://career.fsu.edu/Resources/Career-Guides>.

### Objective 2

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2. To write a resume appropriate for your job objective.

#### Activities to Help You Achieve This Objective

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- View the *Writing a Resume* guide online at <http://career.fsu.edu/Resources/Career-Guides>.
- Examine sample resumes available in the Career Center Library (call numbers: VA F554 BU, VA F557, VC F551)
- Attend a Resume Writing and/or Resume Critiquing workshop. View upcoming events at <http://career.fsu.edu/>.
- Use Career Key ([career.fsu.edu/library](http://career.fsu.edu/library)) to obtain a list of Career Center Library resources on resume writing.
- Meet with a Career Advisor to review your resume and discuss strategies for tailoring your documents to specific positions/organizations.

### Objective 3

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3. To write letters for your job campaign.

#### Activities to Help You Achieve This Objective

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- View the *Writing Effective Letters* guide, at <http://career.fsu.edu/Resources/Career-Guides>.
- Review sample letters in the Career Center Library (VC F551).
- Use Career Key to obtain a list of Career Library resources on writing letters.
- Meet with a Career Advisor to review and revise your letters.

## Objective 4

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2. To become informed about job search services available through the Career Center.

### Activities to Help You Achieve This Objective

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- View the SeminoleLink *Plus!* services overview at [career.fsu.edu/seminolelink](http://career.fsu.edu/seminolelink) to learn about on-campus interviewing and other services available through the Career Center.
- Obtain *The Career Guide*, a collection of guides that provides job hunting assistance and more (available at the Career Center).
- Register for on-campus interviews, attend Employer in Residence Events at the Career Center and make your resume available for referral to prospective employers using SeminoleLink*Plus!*
- Attend any of the Career Center Career Fairs to meet prospective employers. Check online for dates and times at <http://career.fsu.edu/Students/Events>.

## Objective 5

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5. To prepare yourself for your job interview.

### Activities to Help You Achieve This Objective

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- View the *First Job Interview* guide at <http://career.fsu.edu/Resources/Career-Guides>.
- Participate in a mock interview through the Career Center (requires upgrade to *Seminole Link Plus! Services*). See [www.career.fsu.edu/mockinterview](http://www.career.fsu.edu/mockinterview) for more information.
- Use Career Key to obtain a list of resources on interviewing.

