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Contact, Location, Hours

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

Meet with a career advisor
Monday - Friday, 9 a.m. - 4:30 p.m.

Meet with a Career Center liaison
Drop-in advising hours: career.fsu.edu/hours

Stop by The Career Center
Monday - Friday, 8 a.m. - 5 p.m.

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

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Discover your options. Conquer your future.
career.fsu.edu | 850.644.6431
# 2017-2018
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For advertising information, contact 850.644.6434.
Nationally recognized for its comprehensive career services, The Career Center gives you the resources for a successful transition to life after graduation.

Plan Your Career
- Meet with a career advisor or Career Center liaisons and set career goals.
- Create an academic and career planning checklist.
- Build your skills and accomplishments through an online Career Portfolio.

Gain Information
- Explore your values, interests, and skills.
- Find majors and occupations that fit.
- Connect with professionals in your field of interest through ProfessioNole Mentors, a database of alumni and friends of the University.
- Attend career fairs, workshops, and networking events.
- Explore options for attending graduate school.

Get Experience
- Attend employability skills workshops.
- Document your work experiences.
- Become a member of the Garnet & Gold Scholar Society.
- Participate in an internship.

Prepare for the Next Step
- Apply for full-time jobs or mentorship opportunities through SeminoleLink powered by Handshake.
- Participate in a customized mock interview.
- Participate in on-campus interviews.
- Consider graduate school.
- Take the next step toward career success!

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Career Liaisons
The Career Center has career liaisons for every college and several departments across campus. To view the full list of Career Center liaisons for academic colleges, departments, and programs, visit career.fsu.edu/liaisons.
The FSU Career Center Library supports all of The Career Center’s services through a comprehensive collection of in-house and online resources. These resources provide information on career and life planning, majors, occupations, educational/experiential opportunities, effective job search strategies, potential employers, and graduate schools.

The Career Center uses a web-based catalog called Career Key to help you find resources that meet your information needs. Use this tool to generate a printable list of print or media resources and their locations within The Career Center Library. Staff can help you find and use each resource. For information on library services and resources, drop by the library or visit career.fsu.edu/library.

**Career Library Sample Resources**

The Career Center Library is divided into six sections:

**Section 1: Planning**—Whether you are choosing a major or career, books and modules in this section can help you discover your options!

- **Books**: What Color is My Parachute?
- **Modules**: Modules developed by career advisors are guides that direct you to resources within the library (e.g. Exploring Your Interests, Values, and Skills; Matching Majors to Jobs; Maximizing Diversity).
- **Library links**: CareerOneStop (careeronestop.org); Career Planning Guides (career.fsu.edu/Resources/Career-Guides)

**Section 2: Occupations**—Find books on a group of occupations or a specific occupation.

- **Books**: 150 Best Recession Proof Jobs; Great Jobs for Liberal Arts Majors; Dream Jobs in Sports Management and Administration
- **Occupational files**: Occupational files contain information from multiple resources to provide comprehensive descriptions of careers
- **Library links**: Occupational Outlook Handbook (bls.gov/ooh)

**Section 3: Education**—Look for information on specific schools, admissions, financial aid, training programs, and more!

- **Books**: The College Board Book of Majors; Business School Buzz Book, Peterson’s Graduate and Professional Programs: An Overview
- **Education files**: Education files include information on study abroad, graduate programs, and professional degree programs
- **Library links**: College Navigator (nces.ed.gov/collegenavigator); Virtual Campus Tours (campustours.com); FSU Undergraduate Academic Program Guide (www.academic-guide.fsu.edu)

**Section 4: Experience**—Find information that will help you on your way to gaining professional experience.

- **Books**: Disney, Theme Parks & Resorts Professional Internships; How to Live Your Dream of Volunteering Overseas
- **Library links**: FSU Career Center “Gain Experience” options (career.fsu.edu/Students/Gain-Experience); Back Door Jobs (backdoorjobs.com); SeminoleLink powered by Handshake (career.fsu.edu/SeminoleLink)

**Section 5: Preparation**—Get advice and examples on writing résumés and cover letters, interviewing, job hunting, and more.

- **Books**: Find a Job on LinkedIn, Facebook, Twitter, and Other Social Networks
- **Library links**: Chamber of Commerce (chamberofcommerce.com)

**Section 6: Opportunities**—Search for job opportunities and learn about potential employers.

- **Books**: How to Land a Top-Paying Federal Job; Hoover’s Handbook of American Business
- **Employer files**: Employer files contain information on educational institutions, federal/state/local government agencies, non-profit organizations, and more
- **Library links**: Chamber of Commerce (chamberofcommerce.com)
Career Library Map

I. Planning
   - Entrance
   - Welcome Desk

II. Occupations
   - Career Advising & Information

III. Education
   - Garnet & Gold Scholar Society Advising

IV. Experience
   - Computer-Assisted Career Guidance Lab

V. Preparation
   - Career Advising & Information

VI. Opportunities
The first step to solving a career problem is to bridge the gap between where you are and where you want to be. Exploring your values, interests, and skills will help you find a major and career options that match up with your goals.

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. Think of values, interests, and skills as the three legs of a stool. You will sit more comfortably with your decision if each leg is equally strong.

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 help you determine majors, occupations, jobs, and related alternatives that match your values, interests, and skills. Listing your options is only half the battle. It is also important to know what your options mean in the “real world.” If your world mirrored prime time TV, which occupations would you choose? Maybe a lawyer, doctor, detective, or crime scene investigator? The list might be short. Keep in mind that the unexciting duties of some occupations are rarely portrayed on TV. To develop a more accurate picture of your options, do your research! Read reputable sources on fields or occupations of interest and interview people who are working in occupations which interest you. Visit www.onetonline.org or www.bls.gov/ooh/ to conduct online research on various occupations.

Discover More About Yourself

A key aspect of most career choices is knowing about yourself. The Career Center can help you with this self-assessment process. There is NOT a magic test that will tell you what to be, but The Career Center offers a variety of print and computer-based self-assessment activities to help you think about your personal characteristics in relation to the options you are considering.

Think About Your Decision Making

Have you ever had stage fright before a big performance, choked when playing your favorite sport, or experienced butterflies before giving a presentation? These experiences are a natural reaction to stressful events in your environment. Similarly, some people become anxious when thinking about career decisions they must make. If you find yourself having negative thoughts about your current situation, a career advisor can help you learn how to work through these barriers.
The pyramid below is a simple 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:

**Have any thoughts bothered me lately about making a career decision? (I will never decide...)**

**Thinking About My Decision Making**

**Knowing How I Make Decisions**

- Talk to others.
- Decide by myself.
- Research my options.
- Decide based on what I already know.
- Procrastinate.
- Start but can’t finish deciding.
- Hesitate because I can’t choose among my options.

**Knowing About Myself**

- What is important to me?
- What do I enjoy?
- What do I do well?

**Knowing About My Options**

- What options am I considering?
  (majors, occupations, employers, graduate schools, etc.)


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**Career Center Library**

The FSU Career Center Library supports all of The Career Center’s services through a comprehensive collection of in-house and online resources. These resources provide information on career and life planning, majors, occupations, educational and experiential opportunities, effective job search strategies, potential employers, graduate school listings, and more! The Career Center uses a web-based catalog called Career Key to help you find resources that meet your needs.

Read more about The Career Center Library and find samples of various available resources on page 6.

For more information on library services and resources, visit career.fsu.edu/Resources/Career-Center-Library.
Exploring your options early in your college career gives you time to discover and experience many opportunities, but it is up to you how much time and effort you invest. You could spend 30 minutes speaking with a career advisor to a whole semester enrolled in SDS 3340: Introduction to Career Development.

Speak with a Career Advisor

Whether you are a lower-division student, graduating senior, or an advanced degree candidate, you will likely be faced with a number of career choices over your lifetime. Some career choices you may face 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?
- Am I in the right field?

Career advisors are available for drop-in career advising Monday through Friday from 9 a.m. to 4:30 p.m. They 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 BEST fits your career needs and goals!

For more information, visit career.fsu.edu/Students/Plan-Your-Career or call 850.644.6431.

Take SDS 3340, The Career Class

SDS 3340 provides students with an opportunity to learn and develop the necessary skills to engage in life and career planning. It is an undergraduate course and can be taken for one, two, or three credit hours.

The course is divided into three units:

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.

Know How to Make Decisions

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, a career advisor can help you develop decision-making skills.
You bring you to the party

However you look to matter in the world through business, finance, technology, human capital, social engagement, or invention, Deloitte offers opportunities that can help you make it happen.

What impact will you make?
Explore the answer at deloitte.com/careers/students.

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Conduct an Information Interview

Conducting an information interview allows you to examine career fields you are interested in and gives you opportunities to meet and network with industry insiders!

How Do I Prepare?

An information interview is an appointment that you schedule with a particular individual for the purpose of gaining valuable information from an insider’s point of view. 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.

• Be prepared and 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 by having 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.

Where 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.

• Scan articles in online newspapers, magazines, and journals.
• Contact faculty, personnel, other University offices, and The Career Center, which has names of many employer contacts.

ProfessioNole Mentors

Take advantage of The Career Center’s ProfessioNole Mentors program! ProfessioNole Mentors include alumni, employers, and friends of the University who want to share career information and insight with you. See page 109 to learn more.

How Do I Arrange the Interview?

• Phone or email to explain your request and arrange an appointment. Email requests are usually most effective if followed up by phone to confirm an appointment time.
• If possible, introduce yourself through a personal referral (e.g., “I’m Jessica Long, a sophomore at FSU. I found your name in The Career Center’s ProfessioNole Mentors database”).
• 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, attempt to avoid letting your phone call to schedule the appointment 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.

On the Information Interview

What Do I Do During the Interview?
• Do not exceed your requested time, but be prepared to stay longer if the contact indicates a willingness to continue talking.
• Dress as if it is an actual job interview. See how to dress for success on page 41.
• 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?

What Should I Do 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 his/her time and interest. You may want to include your conclusions and decisions resulting from the interview. If appropriate, submit a résumé and an application letter or form. Record the information you obtained, including names, comments, and new referrals for future reference. Consider making appointments with interview referrals.

What Questions Can I Ask?

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

Deciding what to include in a career objective can be difficult! But the elements you choose should accurately and concisely describe your goals.

1. 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. General skills are broad areas, which encompass related specific skills. 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.”

2. 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.”

3. 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.”
How Do I Choose Elements?

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

What are Some Skills Commonly Used in Career Objectives?

- account
- administer
- advertise
- advise
- analyze
- budget
- calculate
- clarify
- communicate
- compile
- compose
- coordinate
- correct
- counsel
- create
- delegate
- design
- direct
- engineer
- establish
- evaluate
- facilitate
- guide
- implement
- improve
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- train
- write
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Road to a Résumé

A résumé documents your qualifications and summarizes your personal, educational, and experiential skills. It is a marketing tool and should be unique in order to highlight your capabilities as they relate to a job or position.

Style of a Résumé

1 Format

The format should attract attention AND create interest!

• Choose appropriate categories for your information and list them in order of relevance to your career objective.
• Once you’ve selected a format, be consistent within categories. The résumé should be easy to follow and pleasing to the eye.
• Use capitalization, italics, bold, indentations, white space, and underlining to emphasize important information. However, do NOT overdo it.
• Make sure to research formats for your field!

2 Length

The length of your résumé depends on the purpose for which you are using it.

• The traditional résumé length is one page.
• Multi-page résumés may be appropriate when applying to graduate school programs, scholarships, or more academically oriented programs.
• Keep in mind the maxim “quality over quantity.” Select ONLY those experiences which strongly support your candidacy for a particular position.
• It may be helpful to keep a multi-page master résumé, which documents all of your experiences, and then save different, one-page versions of your résumé targeted at particular positions.

3 Design

Résumés follow several formats, but certain elements of the résumé have become standard.

• A résumé MUST present a positive image! Keep in mind that while a résumé is an essential tool in your job search, it is not meant as a substitute for the interview.
• The résumé is a summary, so you can use bullets or incomplete sentences to describe your job duties and accomplishments.
• Some people feel the résumé should be action-oriented, reflecting a more assertive and confident job seeker. Others are more comfortable with a neutral tone demonstrating qualifications and experience without much attention to assertiveness or salesmanship. Ultimately, the tone and content of your résumé should be customized according to your career field and prospective employer.

Connect with Employers

SeminoleLink powered by Handshake offers users an interactive system linking students and alumni directly with employers. It can be accessed with a valid FSUID to view full-time jobs, part-time jobs, internships, and more. Before adding your resume, get it reviewed by The Career Center for a full critique. Get started today at fsu.joinhandshake.com.
The Two Basic Formats

Chronological (or General)

A chronological résumé lists and dates the details of each job and educational experience separately. Listings under each category are placed in reverse chronological order, starting with the most recent experience. This method is most appropriate if you have uninterrupted work experience in the area in which you seek employment. It is also the most common approach, so employers should already be familiar with this format.

Résumé Categories of Information

1. Identification

Your name, full address, and phone number(s) with the area code should be the first items on your résumé. If you are living at a temporary address, you can include this in addition to (or in place of) your permanent address, depending on circumstances. It is important to include your email address, but make sure it is professional and doesn’t contain slang or profanity.

2. Professional Objective

This should be your career objective, stated as concisely as possible. An objective section is not required, but many individuals do still choose to include it on a résumé.

- It should be specific enough to give an element of career direction to your résumé.
- Remember to state clearly whether you are looking for an internship, part-time job, or full-time position.
- An alternative is to exclude a career objective from your résumé and relay the information in the cover letter.
- Statements concerning your objective should be continually reinforced throughout your résumé.

*Please note: Résumé images are not to scale.*
Natalie Nole  
158 East Park Avenue  
Tallahassee, FL 32301  
333-234-6789  
natalienole@my.fsu.edu

Education  
Florida State University, Tallahassee, FL  
Bachelor of Science in Criminology, August 2019  
Minors: Psychology and Sociology  
Major GPA: 3.5  
Dean’s List, 5 semesters

Experience  
Florida State University, Tallahassee, FL, July 2017 - Present  
Assistant to Director of Undergraduate Internships  
• Deliver advising services to undergraduate students to help locate internships  
• Collect and analyze reporting data using websites and SPSS  
• Process email communications, prioritize time-sensitive issues, and direct inquiries to appropriate staff

Thomas Smith Law Offices, Tallahassee, FL, October 2016 - May 2017  
Administrative Assistant  
• Created spreadsheets using Microsoft Excel and performed data entry  
• Arranged daily appointments and greeted clients for ten attorneys and four paralegals

Account Representative  
• Increased sales by analyzing client preferences and recommending products to the entire Florida sales territory  
• Kept accurate and current inventory records and accounts receivable ledger  
• Prepared orders and selected individual carriers for distribution

Research Experience  
FSU Center for Excellence Study on School Violence, Tallahassee, FL, Summer 2017  
Undergraduate Researcher  
• Conducted and transcribed interviews, observed participants, and compiled collected data for the primary researcher  
• Presented research findings as a poster session at the annual undergraduate research symposium

Activities  
• Member, Alpha Phi Sigma, National Criminology Honor Society, August 2016 - Present  
• Participant, Florida State University LeaderShape, March 2015

Resume Do’s  
✓ Get multiple resume critiques.  
✓ Use correct grammar and spelling.  
✓ Be brief, clear, concise, and consistent.  
✓ Be positive.  
✓ Be honest.  
✓ Use standard résumé templates.  
✓ State salary requirements.  
✓ Give reasons for leaving past employers.  
✓ Expound on philosophy or values.  
✓ Offer any negative information.  
✓ Limit geographical considerations unless necessary.

Resume Don’ts  
✓ Use standard résumé templates.  
✓ State salary requirements.  
✓ Give reasons for leaving past employers.  
✓ Expound on philosophy or values.  
✓ Offer any negative information.  
✓ Limit geographical considerations unless necessary.

3 Education  
• The highest level achieved (or the degree you are currently seeking) should come first, using reverse chronological order, and continue backward with other schools attended, degrees earned, or training received. You may list the degree earned before university attended when highlighting your field of study.  
• It is NOT necessary to include high school. However, if you are a first year student or if some items in your high school background show high honors or generally reinforce the career objective, then you might consider including that data.  
• List the names of schools, degrees earned, major/minor subjects, and graduation dates.  
• You may include honors, awards, Dean’s list, grade point average (if 3.0 or above), and other items which may enhance your résumé, such as study abroad.  
• Consider listing selected courses you have taken or research projects that demonstrate your abilities.  
• If you have a long list of activities, select only the most relevant. You can include separate categories, such as “Honors/Awards” or “Activities.” Listing all of these items under the Education heading can make your résumé look cluttered.

4 Experience  
This category typically reflects your contact with specific employers. Feel free to include internships, co-ops, part-time jobs, volunteer work, summer jobs, special projects, leadership, or military experience under this category.  
• If you have several experiences related to your objective or job target, you may wish to list those under “Related Experience” and your other experiences under “Other or Additional Experience.”  
• List position titles, names of organizations, locations (city and state), start and end dates, duties, and accomplishments.
Employers are interested in the degree of responsibility you held and the skills you demonstrated. Outline your duties in a way that emphasizes your job experience and at the same time relates it to your professional objective. For example:

**Crew Supervisor, Seminole Cafe**
Tallahassee, FL, 1/17 - Present
- Manage operations and supervise 19 co-workers
- Compile inventory data and maintain stock
- Assist in hiring and training new employees

Always start with positive action words (see page 22) to identify and document your skills and accomplishments from your past experiences.

Remember, any experience in the world of work may help demonstrate your dependability, resourcefulness, and responsibility, including internships, volunteer experience, leadership positions, class projects, part-time work, etc. Choose items that show your qualifications and experience to your best advantage!

**References**
To document your references, list the names, titles, addresses, telephone numbers, and email addresses of at least three people on a separate page, with a 4th and/or 5th reference as back-up. References or the phrase “references available upon request” should NOT be included within the résumé.

Be sure your references can speak about your experience or knowledge of a specific subject matter.

Remember to ask permission before listing an individual as a reference, and make sure to provide your references with a copy of your résumé. Offer this list to the employer only when requested!

**Personal (Optional)**
Personal information about age, gender, marital status, and ethnicity is typically NOT included on a résumé in the U.S. Exceptions to this guideline exist for certain occupations (e.g., acting or modeling) when physical appearance is a factor in the hiring decision. It is also important to note that this information may be necessary when writing a résumé for use abroad.

**Other Categories**
The previous categories are a foundation for a résumé, but there are many other options. Some possibilities include, but are not limited to:
- Activities
- Background
- Campus Involvement
- Certifications
- Community Involvement
- Computer Skills
- Honors/Awards
- Job-Related Skills
- Languages
- Leadership Experience
- Licenses
- Memberships
- Professional Activities/Organizations
- Project Management
- Publications/Presentations
- Recitals/Art Shows
- Relevant Coursework
- Research Experience
- Seminars/Workshops
- Service/Volunteer
- Special Skills
- Teaching Experience

If you have information that you feel is important but does not fit any of the above categories, create sections to encompass this information and/or requirements of specific job targets.

You may also have categories unique to your field of study (for example, clinical nursing experience). The key is creating categories that best fit the position(s) you are seeking!

---

**Get Your Résumé/ Cover Letter Critiqued**

Bring your documents in for a critique to ensure they communicate a powerful image of your goals, experiences, and skills. Career advisors are available from 9 a.m. - 4:30 p.m., Monday through Friday. Visit career.fsu.edu for more information. Career Center liaisons within your specific college are also available to meet with you. Visit www.career.fsu.edu/hours for their career advising hours.
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Talent Acquisition Manager, South Florida
terianne.brennan@ehi.com
954-354-5118

DEE SWANSON
Talent Acquisition Manager, Florida Panhandle
daryl-leigh.swanson@ehi.com
850-969-4106

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**EXERCISE**

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

**Seminole FSU Eatery**, Tallahassee, FL  
March 2015 – March 2017

**Server**

- **Provided** quality **customer service** while **managing dining experiences for up to 30 customers at once**.
  (Action Verb) (Skill) (Tasks that Evidence Skill)

- **Created** new **order-taking system which decreased guest wait-times by an average of 2 minutes**.
  (Action Verb) (Project) (Result)

In the space below, try writing your own bullet point in each of the two formats:

1. ____________  ____________  ____________
   - Action Verb  Skill  Tasks

2. ____________  ____________  ____________
   - Action Verb  Project  Result
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To learn more, visit studenthousing.org or explore #StudentLivingEHS
Have you attended a Career Center resume writing workshop or had your resume critiqued by a Career Advisor? **YES** **NO**

<table>
<thead>
<tr>
<th><strong>1 point</strong></th>
<th><strong>2 points</strong></th>
<th><strong>3 points</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format</strong></td>
<td>The font and spacing of the resume is difficult to read. Information such as dates, location, position name, and company are missing, or some information is inconsistent (dates, bolding, underlining).</td>
<td>The resume makes good use of space, has consistent formatting throughout, and can be easily scanned.</td>
</tr>
<tr>
<td>The resume is not an appropriate length (typically 1-2 pages). The font is too big or may be hard to read. There is too much white space.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Header</strong></td>
<td>Your name and header information may be difficult to read or may not stand out on the page. Phone numbers may not be clearly labeled, some information may be missing, or there may be extra commas, spaces, or other characters misplaced.</td>
<td>Header information is easy to read and contains necessary information.</td>
</tr>
<tr>
<td>The header is hard to read and is missing information. Email address may be inappropriate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Objective or Professional Summary (OPTIONAL)</strong></td>
<td>Resume includes an objective or professional qualifications summary that is vague or too long and may not be targeted enough toward the position.</td>
<td>Resume includes an objective or qualifications summary not tailored to the position.</td>
</tr>
<tr>
<td>Objective or professional qualifications summary is not tailored to the position.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Education Section</strong></td>
<td>This section needs to be in reverse chronological order. Some information may be missing.</td>
<td>This section is missing some crucial information, i.e., graduation date, major, and name of degree are not listed or the institution is listed without a location.</td>
</tr>
<tr>
<td>This section needs to be in reverse chronological order. Some information may be missing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Experience Section</strong></td>
<td>Descriptions are not in the form of concise statements beginning with action verbs. Descriptions may not be detailed and targeted to the employer. Positions, dates, locations, or titles may be missing.</td>
<td>Places of work, location, titles, and dates are included for each position. Descriptions are detailed and tailored to the targeted employer with proper use of action verbs. If applicable, this section could include multiple categories (experience, volunteer, and additional experience).</td>
</tr>
<tr>
<td>Positions need to be listed in reverse chronological order (within each section). Descriptions are not detailed and offer little illustration of what was done. No locations and dates of employment/experience are listed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Sections</strong></td>
<td>This section is missing key information such as positions held, affiliations/organizations, or dates of involvement. Section may contain acronyms. Leadership, teamwork, and other transferable skills are not apparent through the use of these sections.</td>
<td>These sections are well-organized and easy to understand. They relate directly to the position for which one is applying. Leadership, teamwork, and other transferable skills are apparent through the use of these sections.</td>
</tr>
<tr>
<td>There are no additional sections such as honors/awards, activities, campus involvement, professional organizations/associations, leadership, and other transferable skills such as computer and language skills.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication Skills</strong></td>
<td>There are no spelling or grammatical errors; however, the level of writing is simplistic and could be enhanced.</td>
<td>There are no spelling or grammatical errors. Communication skills are excellent.</td>
</tr>
<tr>
<td>There are spelling and grammatical errors. Resume does not display attention to details.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Score =</strong>  <strong>________/21 points</strong></td>
<td>Resume needs improvement to stand out to employers.</td>
<td>Resume is acceptable but improvement could be considered.</td>
</tr>
<tr>
<td>6-11 points</td>
<td>12-17 points</td>
<td>18-21 points</td>
</tr>
</tbody>
</table>

Note: Save your document in a widely used format (e.g., PDF or Word) when sending electronically; you may also choose to use high quality paper when printing.
Résumé
Resources for Graduate Students

The résumé you create as a graduate or professional student will differ from your undergraduate résumé. The following sections provide basic tips for writing a résumé.

Résumé Tips for Graduate Students

1. Career Objectives/Professional Summaries
   - Be clear and concise.
   - Keep your professional summary to no more than three lines, and be prepared to provide concrete examples to support your statements.
   - Focus the objective or summary on the job you want, not on those you have held.

2. Experience
   - Emphasize skills relevant to the position/field for which you are applying.
   - Use examples of skills found in the position for which you are seeking.
   - Focus on accomplishments and results versus duties in your position descriptions (e.g., reduced costs, increased performance, led team, etc.); include promotions and recognitions.
   - Use numbers to describe your accomplishments (e.g., value of transactions, number of people impacted, etc.).
   - Prioritize your skills and knowledge (most important to least important) as they pertain to the position for which you are applying.
   - Do not exaggerate your responsibilities; state the facts. Eliminate unnecessary or “filler” words.

3. Education
   - Emphasize the degree rather than the school.
   - Include your area of specialization.
   - List degrees in reverse chronological order.
   - Include the date of degree completion, not the span of time in school.
   - Include GPA for graduate degree(s).

4. Format/Style
   - Use industry keywords that describe your strengths and competencies.
   - Highlight technical skills, foreign languages, and other skills that are relevant to the job for which you are applying.
   - Use a chronological or combination format.
   - Choose a conservative font and résumé style.
   - Keep your résumé length to one page if possible but no more than two.
   - Don’t use “I,” “my,” or other personal pronouns.
   - Use bulleted text as opposed to paragraphs.

5. Review
   - Proofread your résumé for spelling and grammar errors.
   - Have a career advisor critique your résumé.
Tina Tallahassee
123 Ocala Road
Tallahassee, FL 32304
(850) 555-4000; tah14@my.fsu.edu
www.linkedin.com/in/ttallahassee

Professional Profile
Experienced financial services professional with special interest in public operations. Competencies include taxation, asset management, and profit & loss assessment. Proven ability to produce positive results with a record of academic and professional success.

Education

**Florida State University**, Tallahassee, FL
**Master of Accounting in Taxation**
Overall GPA: 3.92

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

Professional Experience

**FSU College of Business**, Tallahassee, FL, **Teaching Assistant (ACG 2021)**
August 2017 - Present
- Review course assignments and provide feedback to approximately 50 students
- Present course material by explaining concepts and staying after class as needed
- Administer and grade course exams, including multiple choice and written responses

**Leon Co. Commission, District 5**, Tallahassee, FL, **Campaign Treasurer**
June 2017 - November 2017
- Supported fundraising efforts, achieving $87,000 in campaign contributions
- Managed the campaign account utilizing BackOffice and VoterManager software
- Produced financial reports in accordance with Florida election law

**State of Florida DEP**, Tallahassee, FL, **Accountant I**
August 2014 - April 2015
- Reconciled work order accounts, processed checks, and prepared financial statements
- Assembled vouchers to pay project invoices while remaining within budget constraints

Leadership Experience

**Accounting Society**, Florida State University, **Vice President**
August 2017 - Present
- Coordinate monthly member meetings in collaboration with other society officers
- Plan social events allowing members to network with local and national professionals

Honors/Activities

- Member of the National Society of Collegiate Scholars 2012 - Present
- FSU College of Business Achievement Scholarship 2017
- The University of Georgia Accounting Department - Outstanding Senior 2015
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What Employers Say About Résumés

Employers are the ones with hiring power, so how about going right to the source? It seems that everyone has something different to say about résumés. In January 2017, The Career Center surveyed employers at Seminole Futures and Engineering Day career fairs to get their feedback about résumés. **113 employers completed the survey**

**DESIGN AND LAYOUT**

**How important are the format and layout of résumés?**

- **61%** VERY IMPORTANT
- **37%** SOMewhat IMPORTANT
- **2%** NOT IMPORTANT

**Font Size Preferred**

- 38% 11 pt
- 28% 12 pt
- 19% 10 pt

**Most important element on résumés in terms of design?**

- 50% TIMES NEW ROMAN
- 27% CALIBRI
- 12% ARIAL
- 12% OTHER

**FORMAT**

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

- 44% Fit everything on one page with little white space.
- 22% A two page résumé that highlights all experiences.
- 22% Take off some related experiences so it fits on one page.

**The Most Important Thing on a Résumé**

1. Words from a job description
2. Skills Learned
3. Concrete examples
4. Quantifiable
5. Information/Results

**Preferred Organizational Format**

- **Chronological** 53%
- **Functional & Chronological** 39%
- **Functional** 6%
- **Other** 2%

75% of employers prefer to see dates written out: **September 2017 - April 2018.**
Employers agree that career objectives are not usually helpful. **UNLESS CONCRETE SKILLS ARE INDICATED.**

***WHAT SHOULD YOUR EXPERIENCES HIGHLIGHT?***

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

***SHOULD YOU INCLUDE GPA ON A RÉSUMÉ?***

- If above 3.0: 43%
- Always: 40%
- Don’t include: 11%
- Other: 6%

***SHOULD YOU INCLUDE UNRELATED EXPERIENCES?***

- Yes: 19%
- No: 59%
- No Preference: 22%

***SHOULD YOU INCLUDE ADDITIONAL CERTIFICATIONS?***

- Yes: 49%
- No Preference: 42%
- No: 9%

71% of employers say it is helpful to include a Summary/Profile of Qualifications.

---

**REVIEW AND DELIVERY**

A majority of employers spend **15 TO 30 SECONDS REVIEWING A RÉSUMÉ.**

***REASONS FOR RÉSUMÉ REJECTION***

1. Misspelled words
2. Unorganized format
3. Lack of identifiable skills
4. Dates are missing
5. No detailed description of positions

Keep in mind.

S4 Method: **Simple, Smart, Specific, Skillful.**

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

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

Employers advise students to visit **THE CAREER CENTER** for résumé critiques and feedback. Visit CAREER.FSU.EDU or call 850.644.6431.
Write Effective Letters

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

Develop a System

Before you send any professional letters, it is important to devise some way of keeping track of what you have sent. For example, if you send out a letter to Mr. Smith asking for an interview and offer to call him during the week of June 6, you need to have that date on record so you can be sure to meet that commitment.

If you are sending out 40 letters to various employers, it can be critical to know what you have said in a particular letter in order to follow up with them. Two methods of organizing your letter campaign are to use a chart or file system. The format should attract attention AND create interest.

Chart System

• Create a chart with columns for the prospective employer’s name, the person contacted, the date sent, any commitments you made in the letter, and follow-up action taken.
• Make another chart for responses you receive from each letter. Include column headings, such as the prospective employer’s name, person who replied, date of reply, and action taken.
• Keep these charts up-to-date and file the letters you receive.

File System

• Save copies of all letters you send out and file them in an electronic or paper folder. Set up another folder for the correspondence you receive that requires further action on your part and a third folder for your rejection letters.

Choice of Cover Letter Format

1 Targeted Approach

The targeted approach is used to investigate a specific job lead. You may be answering an ad or investigating a suggestion offered by The Career Center, a relative, friend, or faculty member.

Tailor your letter to the job description specified in the ad. Some reading between the lines may be necessary so you can customize your response. Be sure to:

• Answer the ad as soon as possible after it appears, allowing yourself enough time to prepare your response.
• Be innovative! Make sure your letter stands out.
• Be straightforward, professional, and businesslike, and stick to the facts.
• Try to determine which accomplishments and skills would be most attractive to a particular employer.
• Answer all questions, with the exception of responding to the request for salary requirements. In this case, it is advisable to simply indicate that it is open and negotiable.
Remember that the primary purpose of the letter is to get you in the door for the interview—make sure it has impact. Examples:

- “My academic background, together with my work experience, has prepared me to function especially well as a technology specialist for IBM.”
- “My teaching experience and research skills are directly related to the department’s core program activities.”

### Broadcast Letter

This type of letter is used to broadcast your availability to many employers in your field without writing a separate letter for each one. Although it is not usually used to pursue a specific job lead, it is wise to personalize it. Examples:

- “I am writing to highlight my qualifications for a position as an account executive at...”
- “I am very aware of the changing role of the nurse in today’s hospital and clinic settings...”

### Inquiry Letter

First, prepare a list of organizations which complement your interests, qualifications, and the position(s) you are seeking. Then, write a letter of inquiry to employers requesting employment information. It is important to research the organization as much as possible to give credibility to your contact letter. In your letter:

- Write to a specific person within the organization. As a general rule, send the letter to the employment, recruitment, or personnel manager in the personnel or human resources department. Or, you can direct your letter to the key executive or manager in the department to which you are applying.
- 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 as specific as possible about the type of position you are seeking and tie this to your knowledge of the organization and its products, services, business, or core mission.

- 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

Follow up the interview with a thank you note or email (find a sample on page 50) expressing appreciation for the interviewer’s time. Not only is this a courtesy, but your letter can also refresh your session in the interviewer’s mind. The thank you note should be sent within 48 hours of the interview. In your letter:

- Express appreciation for the interviewer’s consideration.
- State the date of the interview and the name of the employer.
- Reiterate your interest in the employer by mentioning new points or assets you may have forgotten to address in the original interview.
- Ask any questions you may have which were not answered in the original interview.
- Express your anticipation to receive word regarding a decision.
3 Letter of Acknowledgment

Once you have received an offer from an organization, it is important to respond as soon as possible. While an immediate “yes” or “no” is not essential, acknowledgment of the offer is expected.

- Acknowledge the receipt of the offer.
- Express your appreciation for the offer.
- Tell the employer when you expect to make a decision.
- Respond to the offer within 48-60 hours with your decision.

4 Letter 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.

5 Letter of Acceptance

Once you have decided to accept the offer, the employer should be notified immediately. Employers will appreciate your promptness as it will allow them to assess the status of their personnel selection process. 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.

Letter Writing Do’s and Don’ts

Letter Writing Do’s

- Spell, punctuate, and format correctly.
- Write in your own words and use conversational language.
- When possible, address your letter to an individual using his/her correct title.
- Slant letter toward what you can offer employers, not what they should be offering you.
- Be brief, concise, and to the point.
- Take advantage of any link to the employer that can give you an edge over the competition (mentioning the name of someone you know in the organization or a mutual contact).
- If including an attachment with an email to the employer, make sure the document can be easily opened (e.g., a PDF or Word file).
- Thank the employer for considering you as an applicant.
- Close with a direct request for some sort of action (phone call, initial meeting).

Letter Writing Don’ts

- Use overly formal language or phrasing.
- Use gimmicks in an attempt to be original or clever.
- Lead sentences with the constant use of “I.”
- Be arrogant or say that the employer would be lucky to hire you.
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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 the employer 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 submitting yourself as a candidate. 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 in the position. 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 the employer for considering your application materials.

Complimentary Close (such as “Sincerely” or “Best Regards”),

Your Handwritten Signature

Your Typed Name
Jennifer Stevenson  
222 Ocala Drive  
Tallahassee, FL 32306  

April 5th, 2017  

Mr. Alex Johnson  
Vice President  
Johnson & Johnson, Medical Products Division  
One Johnson & Johnson Plaza  
New Brunswick, NJ 08993  

Dear Mr. Johnson:  

Greetings, and I hope this finds you well. I am currently a senior at Florida State University graduating with honors this spring with a degree in Biology. My goal is to pursue a position as a medical sales representative upon graduation in May. I would like to present myself as a candidate for any open positions you may have at this time. I believe I am a strong fit for the Johnson & Johnson company culture, and I would love to contribute my qualifications to a professional environment of committed employees.  

While attending Florida State University, I have held many leadership positions, which required organization, discipline, and commitment. These experiences have provided the opportunity for me to obtain wisdom and understanding in guiding a group of individuals. Through my academic achievements, I have gained acceptance to several honor societies, including Phi Beta Kappa, and university-wide recognition for dedication to leadership in the form of the Golden Key Leadership Award. My academic achievements, combined with my sales and marketing experience, will enable me to play a strong role as an employee with Johnson & Johnson.  

I have enclosed my résumé for your review and would appreciate an opportunity to discuss my qualifications and potential employment with Johnson & Johnson. I can be reached at (850) 555-5544 or via email at jvs12m@fsu.edu. Thank you for your time and consideration.  

Sincerely,  

Jennifer Stevenson  
Jennifer Stevenson  

---  

**SAMPLE BROADCAST COVER LETTER: BLOCK FORMAT**  

**Personalize**  
- Even when writing a broadcast letter, it is advisable to personalize the salutation if you can find the appropriate contact.  

**Tailor**  
- If you do not have a specific position description, tailor your skills to a general position description found in the Occupational Outlook Handbook, O*NET OnLine, or Sigi (found in The Career Center Library or online at [career.fsu.edu](http://career.fsu.edu)).  

**Thank**  
- Thank the employer for taking the time to read your letter.  
- Be sure to include your contact information in the closing paragraph to help the employer follow up.  
- Refer the reader to the enclosed application form and résumé.  

---  

**Need Help with Effective Letter Writing?**  

A career advisor can help you write or critique drafts of your cover, thank you, and graduate school letters! They are available for drop-in career advising at The Career Center Monday through Friday from 9 a.m. until 4:30 p.m.
Mary Ross  
Human Resources Manager  
Guess, Inc.  
1444 South Alameda Street  
Los Angeles, CA 90021

Dear Ms. Ross:

I am interested in the Spring 2018 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 Development program at Florida State has 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 members 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 next week. Should you need to contact me, I can be reached via phone at (850) 474-7214 or email at abc12d@fsu.edu. Thank you for your time and consideration.

Sincerely,

Joanne Taylor

Joanne Taylor
Bankers Life is dedicated to developing talent to move our organization and the sales profession forward. Through our full-time insurance sales agent position, Graduate Agent Program and nationally recognized training, we aim to empower students to achieve personal and professional growth!

Learn why Bankers Life is right for you and apply today.  
https://careers.bankerslife.com
Inspect Your Online Identity

Have you researched and cleaned up your online identity? Check your social networking profiles to 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. Here are some ways to help ensure your online identity is clean:

1 Investigate

Use search engines to explore your online identity. Search:

- With your name in quotation marks.
- Your name and your school name, middle name/initial, hometown, fraternity/sorority, organizations, major, etc.

2 Ask for Help

Your editorial might have been published on your school newspaper’s website, you might have added a comment to a blog or article, or someone might have posted information about you. If any of this information is damaging, you might want to ask the website owner or editor to remove the information. If you are unable to have the information removed, be prepared to speak to an employer about your actions by turning the negative situation into a positive one.

3 Check Social Media Accounts

If you choose not to remove questionable material (politically incorrect, rude, explicit, etc.) on social media, then change the privacy settings to restrict availability to only confirmed friends you trust. By doing so, recruiters and employers will not have access to your account.

Keep in mind that even if your profile is private, walls for your friends, groups, and pages may still be public. A good way to clean up your online presence is to remove negative pictures and entries from your social media pages.

When you are about to post new content online or you are reviewing what “digital dirt” to delete from your social media past, ask yourself the following questions:

- Would I be willing to have the information viewed by the public?
- Could I justify the information to others if they question it?

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.

- Be selective about whom you accept as a friend or connection.
- Avoid naming employers or individuals with whom you had negative experiences/encounters (e.g., complaining on a Facebook status or in your blog after having a bad job interview).
- Consider what the names of any online groups you are affiliated with convey about you (e.g., FSU Boozers).
- Keep in mind that even if an employer does not view your site, potential colleagues or clients might!
1. Connect with Professionals and Industry Peers

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

- Hi Mr./Ms./Dr. ___________________________
  I am a student at Florida State University passionate about multicultural marketing and was impressed with your company’s efforts at creating campaigns targeting U.S. Hispanics! Hoping to learn and interact with you, please accept my request.

2. Become Your Own Online Agent

Consider the "about me" space in your social media profiles as an elevator speech. Post content that conveys you positively! Brand yourself, be creative, and tell us in a couple of sentences who you are, what makes you different, and why we should follow you! For example:

Advertising major looking for an internship in Miami: Branding/Social Media Marketing/Ethnic Cuisine

- Post professional content to "smother" less professional posts.
- Make your posts useful and relatable to your career field.
- Avoid joining online groups that could restrict your opportunities.
- Beware of others with your same name.

3. Take Advantage of Social Networking Sites

You can use them to:

- Search for recruiters and job boards by typing the words “recruiter” followed by your job industry.
- Follow industry experts or publications and engage in meaningful conversations with your contacts.

4. Buy a Blog Domain Name

You can determine if your domain name is available by visiting this list of reputable domain name registrars:

- wordpress.com
- wix.com
- weebly.com
- godaddy.com
- squarespace.com

Sources

- CareerBuilder.com
- Not Just Your Space: The College Student’s Guide to Managing Online Reputation by Tom Drugan
- StudentBranding.com
At GM, we’ve charged ourselves with one mission: to design, build and sell the world’s best vehicles. And to achieve our goals, we’re currently undergoing one of the largest Information Technology transformations in the history of the automotive industry.

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- Seminole Futures

Opportunities available in Atlanta; Austin; Detroit/Warren; Phoenix
Dress to Impress

Recognizing the importance of proper dress as it relates to interviewing and business situations is paramount when seeking employment. This section will help you understand the guidelines for proper attire.

The Secrets of Proper Attire

Learn the Employer’s Dress Style

Looking the part can help you make a good first impression.

- Research the organization’s culture. A more conservative employer (accounting, finance, law, etc.) will require more conservative dress. A more creative employer (retail, advertising, etc.) might offer more flexibility.
- Look at the organization’s brochures, website, and employees to guide your dress. What style of clothes is being worn by the people who work there?
- Trust your instincts when selecting interview attire. If you have to ask “Can I wear this?” then the answer should always be “No.” Err on the conservative side when in doubt about what to wear.
- Avoid extremes. Low-cut blouses, high stilettos, miniskirts, perfumes, etc. are inappropriate.
- Purchase a quality suit. One good suit is better than several inexpensive suits.
- Always try on your entire outfit prior to the interview day. Don’t forget to look at the back of your outfit to ensure you have a polished look coming and going.
- ASK! It is okay to ask employers what their organization’s dress code looks like.

The Importance of Proper Attire

Even though we would like to think that our skills and abilities get us the job, appearance does count. First impressions are made within five minutes of meeting someone and help shape all future impressions, so it is important to dress professionally.

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

When meeting potential employers, dress appropriately. It is helpful to dress for the job you want.

Business Casual Attire

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. Whether it is casual Fridays, shirts with the organization’s logo, or a guide for acceptable dress, the casual dress code is becoming more defined.

Business Professional Attire

Business attire suggests formal, conservative dress style. It is expected when interviewing with an employer, unless stated otherwise. Attention to detail, impeccable grooming, and a well-fitting suit are vital to make a lasting good impression.
The Suit

- Choose a classic, neutral suit in charcoal, black, or navy. Avoid suits that conform to trends. Skirt suits are appropriate feminine attire as long as the skirt hits or covers the knee and there are no large slits at the side, front, or back.
- The pant leg should touch the front of the shoe and fall just above the heel in the back. Pants can be cuffed or uncuffed.
- Make sure the suit flatters your body type and fits well, not too tight or loose.

The Dress Shirt

- Choose shirts in a pale, subtle color (i.e., blue, white, ecru).
- Long sleeved, button-up shirts are most appropriate. Your shirt sleeve should extend beyond the suit jacket sleeves by half an inch.
- Pointed collars give a more professional image than button-down collars, yet both are acceptable.
- Avoid shirts with insignias.
- Wearing a crew-neck undershirt or camisole under your dress shirt is advisable to preserve modesty and add finish to the look.

Shoes/Belt

- Shoes that match your suit or are slightly darker are the best choice in colors, such as brown, black, tan, or navy. The shoe should have a real sole (no sneakers, sandals, or street shoes) and a closed toe. Avoid platforms and heels higher than 2 inches.
- Shoes should be polished and in good condition.
- Be sure to wear socks that cover your calves.
- Belts should be in good condition and match the color of your shoes.

Find the balance between showing your personality and dressing according to what is appropriate for the job.

Masculine Considerations for Attire

### Business Casual

- **Hair**: Clean & neat
- **Shirt**: Long sleeve, button down oxford
- **Slacks**: Traditional dress slacks (khakis, Dockers, etc.)
- **Shoes**: Black or brown
- **Belt**: Match shoe color

### Business Professional

- **Facial Hair**: Neatly trimmed
- **Hair**: Clean & neat
- **Tie**: Solids or subtle patterns
- **Suit**: Two-piece matched (Black, Charcoal, or Navy)
- **Shoes**: Polished dress shoes (Match belt color)
- **Socks**: Should be worn

Find the balance between showing your personality and dressing according to what is appropriate for the job.
Feminine Considerations for Attire

Business Casual

- **Shirt:** Conservative neckline
- **Makeup:** Natural & conservative
- **Skirt:** Knee length or longer
- **Accessories:** Adds polish (5 max)
- **Shoes:** Closed-Toe Dress Shoes (Heels < 2”)

Business Professional

- **Hair:** Clean & neat
- **Suit:** Two-piece matched (Black, Charcoal, or Navy)
- **Shirt:** Conservative
- **Makeup:** Natural & conservative
- **Accessories:** Minimal & conservative
- **Shoes:** Closed-Toe Dress Shoes (Heels < 2”)

Gender Neutral Considerations for Attire

Business Casual

- **Blazer:** Dark color
- **Belt:** Match shoe color
- **Shirt:** Long sleeve, button down oxford
- **Slacks:** Traditional dress slacks (khakis, Dockers, etc.)
- **Shoes:** Black or brown

Business Professional

- **Hair:** Clean & neat
- **Wear Shirt:** Ironed, light colors
- **Dress Shirt:** Ironed, light colors
- **Suit:** Two-piece matched (Black, Charcoal, or Navy)
- **Makeup:** Natural & conservative
- **Accessories:** Minimal (5 max)
- **Shoes:** Polished, closed-toe dress shoes
Ace Your First Interview

Often, it is the degree of preparation that makes the difference between a successful and unsuccessful interview candidate. The following information will guide you through your first interview and provide you the groundwork for your future success!

Prepare for the Interview

Know the Employer

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

- What does the organization make or what service does it provide?
- What is the size of the organization? What is its organizational structure? How much potential for advancement is there within this structure?
- Who are the organization’s leaders or key stakeholders?

Find out how the position you are applying for relates to the whole organization. Attempt to narrow down some challenges, opportunities, policies, or philosophies of the organization, and plan to focus on these during the interview.

This research will not only increase your self-confidence, but it will also impress the interviewer. For additional information, read the “Researching Potential Employers” guide in The Career Center or online at career.fsu.edu/Resources/Career-Guides.

Know Yourself

Before your interview, know what you have to offer the potential employer. Evaluate yourself in terms of your strengths and how you can translate these strengths into skills your prospective employer can use. It is also helpful to know your weaknesses. If you are asked to state a weakness, do not elaborate on it! Instead, state steps you are taking to improve upon your weakness.

Be ready to talk about your career objective, your short- and long-term goals, and your interests. Study your résumé and be familiar with your education and experience. Practice illustrating how your extracurricular activities are examples of skills in leadership and responsibility.

The most important point to remember when preparing for an interview is that the prospective employer is primarily concerned with hiring someone who will make a valuable contribution to the organization. Be prepared to tell an employer why you should be hired.
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careers@patlive.com
Learn to Communicate Effectively

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

• The best way to improve your communication skills is to practice role-playing before the interview. Consider participating in a mock interview at The Career Center or ask a friend to help you simulate an interview. Make sure you are critiqued on your voice tone, body language, and eye contact.

• Study the sample questions on page 49. Another suggestion for role-playing might be to get together with people who also are preparing for interviews. You can learn a lot by critiquing different approaches.

• Avoid memorizing what you want to say! If you come across like you have a speech prepared, your interview may be less effective.

• Set up your FSU Career Portfolio to identify and describe your skills. Refer to the Career Portfolio User’s Guide on page 110.

• You may be nervous during the interview. Concentrate on what is being asked and respond appropriately. Many people make their voices more monotone to sound professional. Avoid doing this! Speak as you normally would in conversation.

• Pay close attention to the interviewer’s questions. Don’t get distracted or daydream. Remember to take a moment after each question is asked to prepare a thoughtful, thorough answer.

Perfect Your Skills With a Mock Interview

The Mock Interview Program provides FSU students with the opportunity to practice their interview skills in mock face-to-face, telephone, panel, and Skype interviews and then receive feedback on their performance.

Mock interviews last about an hour and are recorded, replayed, and critiqued immediately afterward by a Mock Interview Mentor. Students can:

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

You will get the most from your mock interview if you treat it like an actual interview. In fact, many of the questions asked during your mock interview are questions submitted by employers who participate in on-campus recruiting at FSU. Each mock interview focuses on how well you know yourself, your past experiences, and the industry you hope to enter. Mentors also critique how well you articulate this knowledge.

Mock interviews are offered by The Career Center during the fall and spring semesters throughout the following dates:

• Fall 2017: Mock interviews can be scheduled September 6 – December 1 (open sign-up starts September 1).

• Spring 2018: Mock interviews can be scheduled January 16 – April 20 (open sign-up starts January 12).

All mock interviews take place at The Career Center, located in the Dunlap Success Center (DSC) on South Woodward Avenue.

To sign up for a mock interview, you must be authorized for SeminoleLink powered by Handshake.

For step-by-step registration information and more details on the Mock Interview Program, please visit career.fsu.edu/MockInterview.
Be On Time
It is better to be a few minutes early than one minute late for your interview. If you are late, you will potentially make a bad initial impression.

Dress Appropriately
When seeking a professional position, you must look like a professional! A good guideline to follow is to dress as others do in the same occupation. Remember, the first impression is a lasting one, and you want it to be great. For more on business dress, read how to dress to impress on page 41.

Anticipate the Interview Format
The interview format can vary depending on the organization, position, resources available, etc. Be sure to ask when you set up for an interview which format will be used and, if possible, who will be present (names, position titles, departments represented). Below are descriptions of potential interview formats.

**One-on-One**
One interviewer, one candidate for one interview.

**Panel Interview**
A group of interviewers take turns asking questions to one candidate.

**Group Interview**
Several candidates interview at the same time with one or more interviewers.

**Skype/Telephone Interview**
An interview in any of the above formats but held using technology (computer with webcam or telephone).

**Performance Interview**
Candidate performs specified tasks related to the potential job in a limited timeframe.

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

Break the Ice
Interviews are unpredictable, and no two interviews are alike. Much depends upon the interviewer’s personality and experience. Remember that your interviewer is in control, and your responses should reflect this dynamic.

Interviewers usually try to make you as comfortable as possible once the interview begins. Often, they start with basic questions from your résumé. Since this information is familiar to you, the interview will become less tense. Be ready when the interviewer starts to concentrate on specific facts.

On-Campus Interviewing
Employers from Fortune 500, local, regional, and national organizations recruit FSU students for internships, part-time jobs, and full-time positions. Search for on-campus recruiters in SeminoleLink powered by Handshake routinely throughout the semester to apply for interviews. Get started today at career.fsu.edu/on-campus-interviewing or see page 106.

During the Interview
After the introduction, the interviewer will usually get to the point. The interviewer will attempt to assess your motivations, as well as the way you operate. While a résumé provides the facts, the interview provides the "why’s" and "how’s."

During the interview, the most important thing to remember is to be honest! Telling interviewers what they want to hear is not the purpose of the interview. If you are deceitful and interviewers sense this, the chance of being invited for a second interview is slim.

Be prepared to back up what you say! If you state that you have certain skills and abilities, cite specific examples where you have demonstrated them. The FSU Career Portfolio is a good way to document your skills and accomplishments. See page 110.

Some interviews might include stress questions which usually involve problem solving and have no right or wrong answers. The purpose of this type of questioning is to see how you think and react under pressure. Visit The Career Center Library for sample stress questions.
KPMG works hard to find the very best talent to join our firm and lead us into an exciting future. We look for young men and women who are smart, creative, confident and globally minded – like you! Introduce yourself to one of our campus recruiters soon. Because we think you may be the one.

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Ask the Interviewer Your Questions

During your pre-interview research, you should prepare some relevant questions to ask your interviewer. Examples include:

- How do you measure a trainee’s success?
- What is a trainee’s normal progression over the first few years?
- How much travel is required?
- Do you encourage continuing education?
- What are your goals for this position?

NEVER ask about vacation time or retirement! These are not work-related activities. You must talk opportunity, not security; although, you can ask for more information regarding benefits later in the process.

During the interview, you should be sensitive to signs that it has run its course. Campus interviews are usually scheduled for 20 or 30 minutes. Interviews end in different ways. Some interviewers might look at their watch, which is a cue for you that the interview is nearing an end; some interviewers are blunt by holding out their hand and thanking you for coming. Most employer representatives, however, expect you to sense the proper time to leave based on subtle indications.

When the interview is over, thank the interviewer for taking time to talk with you. Re-emphasize your interest in the position and your appreciation for being considered. This is important, since many candidates mistakenly assume that interviewers sense their interest.

If the interviewer does not offer you a job (this is rarely done in the first interview) or indicate when you might receive word, ask when you might hear about a second interview or an actual offer.

Interviewers are less likely to keep you waiting if they specify a deadline date. If the interviewer is impressed with your performance, you will probably be invited to visit the organization, meet other personnel, and go through more extensive screening. The main purpose of an initial interview is to qualify you for a follow-up. It is usually after the second interview that a job offer is given (page 51).

Sample Interview Questions

- What are your short- and long-term goals and objectives?
- What do you see yourself doing five years from now?
- What are the most important rewards you expect in your career?
- What are your greatest strengths and weaknesses?
- How would you describe yourself?
- How do you think a friend or professor who knows you well would describe you?
- What motivates you to make your greatest effort?
- Why should I hire you?
- What qualifications do you have that will enable you to be successful in this field?
- How do you determine or evaluate success?
- In what ways do you think you can make a contribution to our organization?
- Describe the relationship that should exist between a supervisor and those reporting to him or her.
- What two or three accomplishments have given you the most satisfaction?
- What have you learned from your previous jobs or extracurricular activities?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- Why did you decide to seek a position with this organization?
- What do you know about our organization?
- What do you feel is the most pressing issue facing our industry today?
- Describe an example where you worked as part of a team.
- What major problem have you encountered, and how did you deal with it?
- Tell me about a time when you motivated others.
- Describe a situation when you underwent significant stress. How did you cope?

Questions adapted from The Endicott Report: Trends in Employment of College and University Graduates in Business and Industry by Frank S. Endicott.
Be Prepared to Talk Salary (But Don’t Bring It Up First)

One question you should be ready to address is expected salary. On your résumé, it is not proper to mention salaries, but in an interview, you might be asked to state a figure. Research salary information in The Career Center Library, including the National Association of Colleges and Employers Salary Survey. Refer to page 114 for some national starting salary averages. There are also several websites that provide salary information, such as salary.com.

By knowing the rate beforehand, you can be realistic in your terms. Candidates whose rates are too high might price themselves right out of the job. If you are too low, the interviewer might not be given further consideration.

One way to handle salary questions is to give a range. Be prepared to back up your salary request with specific information about your experience! Generally, it is recommended that candidates allow employers to address salary. For more information, read about how to negotiate job offers on page 99.

Write a Thank You Letter

Ask for the interviewer’s business card and write a letter of appreciation either as an email or a handwritten note. Previous communication with the organization will give you an idea of the best format to use.

Make the letter more than just a plain thank you note. Tell the interviewer you are still interested in the position and review some of your qualifications so that his/her memory will be refreshed.

Make Each Interview a Learning Experience

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

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

After the Interview

John Flenderson
321 Pensacola Street
Tallahassee, FL 32021
(850) 555-1234
example@my.fsu.edu

November 15, 2017

Dear Mr./Ms. Last Name:

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

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

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

Thank you for your time and consideration.

Sincerely,

John Flenderson
John Flenderson
Prepare for Your Second Interview

The second interview is a chance for you and your potential employer to determine how you will fit in the organization. Read on for tips to ensure that you put your best foot forward!

Characteristics of a Second Interview

Purpose

The second or on-site interview is usually the final step in the interview process and the final step in obtaining a job offer.

- **Employer’s Goals**: To identify your unique qualities. During the first interview, employers try to identify many general qualities important to their organization. In the second interview, employers try to determine if you have specific qualities they want in a new employee. Employers also want to see how others in the organization respond to you and if you are a good fit in their culture.

- **Your Goal**: To decide if you want to work with this organization. The second interview provides you with the opportunity to view the facilities, meet employees of the organization, possibly see the community, and determine whether or not you want to work for this organization.

A Typical Interview Day

Some interview visits begin with a dinner or reception the night prior to the actual interview. Interviews usually begin the following morning at 8:30 or 9 a.m., although some may begin with breakfast as early as 7:30. Most interview visits end at 5 p.m.

Organizations typically pick up candidates before 8 a.m. and deliver them to the airport in the evening. Little, if any, free time can be expected, as even lunch may be reserved for interviews. If offered breaks to freshen up, take advantage of this time to go to the restroom, if for no other reason than to take a break from this intensive process.

Upon arrival, you will usually meet with someone from the human resources department, or in some settings, a person on the search committee. They will likely outline the day’s activities and answer any questions you have about the organization and what will occur during your visit. Throughout the day, they may discuss salary and benefits, employment guidelines, and reimbursement of expenses.

You may have private interviews with four or more individuals, including managers, executives, department heads, alumni from your school, and new trainees. The employer will probably give you a tour of the facilities. If a tour is not scheduled, try to ask for one if time permits.
ReliaQuest is a leading provider of IT security solutions for large enterprise organizations across the Fortune 1000. Through a focus on development and innovation, ReliaQuest helps customers better understand security threats to stay ahead of the curve.

We are looking for both technical and non-technical professionals with great attitude, energy and effort for positions including Security Analysts, Security Engineers, Threat Research Analysts, Business Intelligence Analysts and Inside Sales Representatives. ReliaQuest employees benefit from continuous training, cross-functional collaboration opportunities, and an emphasis on promoting from within. The company’s culture has become a point of distinction across the industry. Come join our fast-paced team, made up of many fellow FSU alums, including ReliaQuest’s CEO and members of the company’s top leadership team.

Find out more at www.reliaquest.com/careers or by emailing recruiting@reliaquest.com today.
Types of Second Interviews

There are several types, but most will usually fall under these categories:

1 Structured Interviews

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

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

2 Unstructured Interviews

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

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

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

3 Panel Interviews

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

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

Prepare for the Second Interview

It is important that you are fully prepared when you attend an interview.

Research the Employer

Candidates who are prepared for the upcoming schedule, know what to expect, and have knowledge of the organization and its industry stand a greater chance of success than candidates who do not do the necessary, relevant research.

• Ask the first round interviewers to send you any additional information that you should know about the job, the organization, the department you would work for, and anything else they think is important to review before your visit.

• Check the web for timely articles or information about the organization or industry. Several FSU Library databases, including ABI/Inform, Business Index, Business NewsBank, Investext Plus, Lexis-Nexis, Standard & Poor’s Net Advantage, and Wilson’s Business Abstracts can help you identify articles and other employer information from varied sources. They can be found at lib.fsu.edu/find-database.

• Use articles and other information to review the organization’s operations, products or services, and management structure.

Prepare Questions to Ask Your Interviewers

Questions show enthusiasm about working for the employer. This is the time to learn more about the organization. Remember, you also are interviewing to see if this position is right for you. The list below suggests topics to cover:

• Request a complete job description.

• Find out who will supervise you.

• Ask what you will be expected to accomplish in the first six months.

• Ask about support for professional development and training.

• Ask about the organization’s philosophy and management style.

• Find out about employee turnover and/or how economic conditions have affected the organization.

• Ask about the timeline for filling the position.
Obtain an Itinerary in Advance

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

Review Your First Interview

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

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

Interview Trip Logistics

Travel Arrangements

You may be asked to make your own arrangements, or the organization may coordinate it for you.

Car Rental

If you rent a car, you will need your driver’s license and a major credit card. Some agencies require you be at least 21; others set the minimum age at 25. Call in advance to obtain this information.

Lodging

If you arrive the day before your interview, ask if the organization will be making arrangements for your lodging. Check which expenses are prepaid and which will be reimbursed. If you are driving to the interview, make sure you have enough time and confirm parking options.

Miscellaneous Expenses

Use a credit card to handle unexpected expenses and cash for incidentals (tips, cab, etc.).

Reimbursement for Expenses

If organizations have not stated they will pay expenses, ask them in advance so you know what to expect. On your trip, maintain an accurate record and keep receipts for all expenses.

Day of the Interview

• Arrive 10-15 minutes early, and always allow for extra time for your first visit to the employer site.
• Dress professionally.
• Be enthusiastic at the interview.
• Remember to take notes when appropriate and write down names and titles of people you speak with, recording important points.
• Ask for interviewers’ business cards to refer to when writing thank you notes.
• Demonstrate good dining etiquette and conversational skills if meals and social events are part of the interview. Employers view this as an opportunity to see how well you fit with their current mix of employees. See page 95 for tips on business etiquette.
• Observe the work environment. Take the time to get a feel for the corporate culture so you can decide whether it is the type of environment in which you would feel comfortable working.
• Clarify the next step in the employer’s decision-making process. If you receive a verbal offer, ask for a written offer as well. While you want to thank the employer, never accept a verbal offer on the spot. Instead, be prepared to give them a date by which you will inform them of your decision. See page 99 for tips on negotiating job offers.

After the Interview

Follow-Up Letter

After the visit, send letters, separate from the expense voucher, to the human resources manager, the person you would work for, the head of the search committee, and anyone else who interviewed you. Reiterate your interest in the job, and stress positive qualities that you have to offer the organization. See page 50.

The Job Offer

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

No Job Offer

If you don’t receive a job offer, stay positive! Reflect on your interview experience. What did you do right? What areas could you have improved?
the university of

you

Join as a Student.
Graduate as a Consultant.

If you have a passion for helping others, the ability to problem-solve, and a drive to challenge the status quo, then you might make a great Tribridge consultant. Tribridge Academy is an innovative career development program designed to prepare college students and recent graduates with a detailed foundation and path to career growth.

We want to meet you. Visit us at Seminole Futures Career Expo.

Tribridge is a national IT services and business consultancy.

www.tribridge.com/academy
careers@tribridge.com
877-744-1360
Employers or graduate schools look beyond a student’s major and academic record for a skill set built and tested through real-world experiences. Experiential learning plays a key part in developing your interests, values, and skills outside of the classroom while allowing you to “try on” various work environments within your projected career field.

Benefits of Experiential Learning

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

When employers recruit new college graduates, they look beyond a student’s major for a skillset. 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.

**Learn by Doing**

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

- ✓ Part-time jobs
- ✓ Internships
- ✓ Service learning
- ✓ Undergraduate research
- ✓ Leadership
- ✓ Job Shadowing
- ✓ Field work
- ✓ Projects
- ✓ Fellowships
- ✓ Clinical experience
- ✓ Practicums

**Obtain a Part-Time Job**

When employers recruit new college graduates, they look beyond a student’s major for a skillset. 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.

**FALL – August 31, 2017**
**SPRING – January 11, 2018**
10 a.m. - 2 p.m.
Oglesby Union Ballrooms
[career.fsu.edu/fairs](http://career.fsu.edu/fairs)
Why Work Part-Time?

Working part-time develops:

- Effective time management skills
- More effective study habits
- Self-confidence, self-sufficiency, and a real sense of independence
- Excellent work record and employment history

Part-Time Jobs On & Off Campus

On-campus employment often offers flexibility with your academic class schedule and usually aligns with university holiday closure schedules. Additionally, working on campus is a great way to keep your parking space!

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.

Not sure which employers to target? Visit The Career Center during drop-in hours to meet with a Career Advisor or your Career Liaison, as they can help you identify potential part-time employers that match your intended career path. Career Center drop-in advising is available from 9 a.m. - 4:30 p.m. Monday through Friday.

Student Employment Listings

Search for part-time jobs, both on and off campus, through your SeminoleLink powered by Handshake account at fsu.joinhandshake.com.

For resources to help you with your part-time job search on and off campus, visit career.fsu.edu/landing-a-part-time-job.

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.

Why Job Shadow?

Participation in job shadowing can:

- Help clarify career aspirations and professional goals
- Connect classroom learning to real-world application
- Allow for exploration of different occupations and workplace cultures
- Develop professional networking contacts that may make finding and acquiring future internships or full-time opportunities easier

FSUshadow Program

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 for both winter and spring break during the 2017-2018 academic year.

**Winter Break 2017 Session**
December 18, 19, 20, or 21
Applications open October 1, 2017 on SeminoleLink powered by Handshake
Deadline to apply: November 19, 2017

**Spring Break 2018 Session**
March 12, 13, 14, or 15
Applications open January 10, 2018 on SeminoleLink powered by Handshake
Deadline to apply: February 16, 2018

For more information on how to apply, key dates and deadlines, and tips for a successful shadowing experience, visit career.fsu.edu/fsushadow.
Research

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.

- The Undergraduate Research Opportunity Program (UROP) offers an engaging opportunity for first-year, second-year, and transfer students to partner with FSU’s excellent faculty, post-docs, graduate students, and community partners as research assistants.
- FSU’s chapter of FGLSAMP (Florida Georgia Louis Stokes Alliance for Minority Participation) facilitates the entry of FGLSAMP science, technology, engineering, and math (STEM) majors into graduate programs while increasing the participation of minority graduates in STEM disciplines.
- The FSU Global Scholars program helps students secure summer internships at non-profit organizations in developing countries around the world.
- IDEA Grants (Summer Research Awards) provide funding for students to conduct independent research and creative projects under the guidance of a faculty mentor.
- CRE’s Social Entrepreneur-in-Residence helps students research, develop, and launch social enterprises. For more information on research opportunities, visit cre.fsu.edu.

Volunteer

Volunteering is an excellent way to gain work experience and explore career options! The FSU Center for Leadership and Social Change (CLSC) is located in the Dunlap Success Center across from The Career Center. To seek volunteer opportunities, you are encouraged to browse the “Get Involved” section of the Center’s website at www.thecenter.fsu.edu/get-involved. You can also request to meet with a service advisor by submitting a form online at www.thecenter.fsu.edu/get-involved/advising-services.

To highlight your volunteer experiences, you can post your service hours to your official academic transcript through participation in the ServScript program. Information about the program and step-by-step instructions can be found at www.thecenter.fsu.edu/resources/servscript. Questions about the program can be emailed to servscript@admin.fsu.edu.

Learn more about CLSC’s approach to transforming the lives of students on Florida State’s campus and in their communities. Explore opportunities in Service, Leadership, and Diversity and learn about the various programs, opportunities, events, and services that CLSC has to offer at www.thecenter.fsu.edu.
More responsibility, more rewards.

Everything we do at ALDI is about doing more, offering more and delivering more. Our success comes from asking a lot from our staff, and giving a lot back in return. District Managers start out with a salary of $80K, a fully-expensed Audi A3 and a 50+ week onboarding program. We’re proud that our wages, benefits and training are among the best in the business. ALDI believes in great responsibility leading to generous compensation, and our District Manager position epitomizes this philosophy. Come to our recruiting events, and hear for yourself how ALDI relies on extraordinary people to do extraordinary things.

Find out more at careers.aldi.us/district

Welcome to more.®

ALDI is an Equal Opportunity Employer.
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 over 800 recognized student organizations, FSU provides you with a variety of ways to get involved on campus. FSU’s Student Activities Center is committed to providing programs, services, and resources to all students and their organizations. Visit studentgroups.fsu.edu/organizations for more information. You can also explore memberships in groups related to:

- Academic/Honorary
- Community Service
- Campus Departments
- Campus Departmental Affiliate
- Graduate Level Organizations
- Greek-Letter Organizations
- Health/Wellness
- Multicultural
- Performance
- Political
- Professional
- Recreational/Sport
- Religious/Spiritual
- Student Government Association Affiliate
- Social Interest
- Special Interest
- Sports Clubs
- Student Academic Program

70% of CEOs held at least one office in a club or organization during college

Garnet & Gold Scholar Society

The Garnet & Gold Scholar Society facilitates involvement and recognizes the engaged, well-rounded undergraduate student who excels within and beyond the classroom in the areas of Leadership, Internship, Service, International, and Research. An undergraduate student who meets the criteria in three of the five areas and completes the guided reflections will qualify to graduate as a member of the Garnet & Gold Scholar Society.

Find out more about how to become a member of the Garnet & Gold Scholar Society at garnetandgoldscholar.fsu.edu.

Career Center Involvement

Student Ambassador Program

The Career Center Student Ambassador Program is a volunteer service and leadership 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.

Mock Interview Mentor Internship

The Mock Interview Mentor Internship is a unique internship opportunity that is offered through The Career Center for any undergraduate or graduate student. Mock Interview Mentors facilitate all types of interviews for current students and recent alumni. As a requirement of the internship, mentors execute 5-7 interviews per week, conduct specific research in regards to companies, industries, and organizations, and participate in monthly supervision and professional development opportunities through The Career Center.

Students who are selected for the internship must be in good academic standing with the University, participate in either the Experiential Certificate Program or an academic internship course, and facilitate superior customer service for all program participants.
Land an Internship

*Internships bring your academic classroom studies to life! Internships are designed to provide exposure to careers matching your academic program or career paths of interest.*

It Pays to Intern

Internships position you as a more competitive candidate for full-time jobs or graduate school admission in these four ways:

1. **Insider Edge**
   
   Many jobs are never advertised externally because organizations find they can recruit from within. As an intern, you will have access to the organization’s internal job advertisements, putting you in the right place at the right time, often with the right experience, to secure a post-graduation full-time position.

2. **Proof of Your Skills**
   
   Internships provide the opportunity to think critically, communicate effectively, and generate ideas. Even if your internship is not related to your overall career goal, you will develop valuable transferable skills. In future interviews, you will be able to share specific examples of your past accomplishments from your internship.

3. **Networking**

   In addition to the co-workers you’ll meet, think about the ample opportunities you’ll have to make new connections and expand your professional network through an internship.

4. **Professional Reference**

   Full-time, degree-required jobs and graduate school applications require submission of professional references to set you apart from other candidates. A great internship experience can provide one or more professional references as you make the transition into a full-time career or graduate program.

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According to the National Association of Colleges and Employers (NACE) Internship & Co-op Survey 2016

- **72.7%**
  - full-time offers made by employers to their interns

- **85.2%**
  - interns who accepted a full-time job offer with their internship employer

- **$17.69**
  - national average hourly wage for interns at the bachelor degree level

Career fairs and on-campus recruiting are rated highest in effectiveness for employers hiring college student interns and co-ops
10 Tips for Finding an Internship

1. Start Your Search Early
Begin ideally one to two semesters before you would like to intern.

2. Develop a Winning Résumé
Get help from a Career Advisor in the Career Center or your Career Liaison.

3. Enhance Your Interview Skills
Mock interviews (face-to-face, panel, phone, or Skype) are available through The Career Center during the fall and spring semesters, as well as during the summer on a limited basis.

4. Utilize SeminoleLink powered by Handshake
SeminoleLink powered by Handshake is The Career Center’s online opportunity database linking students and alumni directly with employers. You can:
   - Search, view, and apply to internships, co-ops, and other job postings. Receive email notifications for jobs that match your qualifications.
   - View and sign-up for on-campus and mock interviews.
   - Upload your résumé and other professional documents for safe-keeping and easy application submission.
   - Connect with professionals in your field and through ProfessioNole Mentors, FSU’s alumni/community database.

Visit fsu.joinhandshake.com to begin.

5. Browse Search Engines
Search the web for links to experiential learning opportunities or employer sites, and browse professional association pages in your field of interest. You can start your internship search at the Career Center by visiting career.fsu.edu/resources/search-internships.

6. Visit The Career Center Library
Search through available print/online resources to research organizations and experiential learning opportunities.

7. Attend Career Fairs
Connect with employers seeking interns from FSU at one of The Career Center’s 15+ events. Visit career.fsu.edu/fairs for a full listing.

8. Network
Everyone you know knows other people! Use the contacts you have (professors, friends, and relatives) to find leads to a position that’s the right fit for you.

9. Search ProfessioNole Mentors
Find contacts in your field of interest (accessible through SeminoleLink powered by Handshake or MyFSU). Learn more at career.fsu.edu/ProfessioNoleMentors.

10. Send Thank You Letters After an Interview or Networking Contact
Show your appreciation through follow-up. Refer to page 50 for information on thank you letters.
Your presence at work is more important to employers than you might think. They look forward to your arrival! As an intern, this is your opportunity to absorb as much as possible from this experience. Here is some advice to make the most out of your experience backed by our ProfessioNole Mentors, FSU alumni and friends who want to share career insights with you.

Accept and take feedback into account—This is how you grow professionally.

“Have the ability to take, and always pursue, feedback. Seek as much knowledge as possible!”

-Lorrane Blastick, Bay District Schools

Work hard and efficiently, fully understand tasks, and be accountable for your actions.

“There is no substitution for hard work. Make mistakes and learn from all of them. First, seek to understand, then seek to be understood.”

-Luigi Damasceno, Brooks International

Observe the office culture and exercise basic office etiquette.

“Begin working somewhere to teach you how working for someone else really works – as well as dealing with fellow employees.”

-Cindy Robinson, Courtview Justice Solutions

Have regular meetings with your supervisor.

“Give progress reports, ask questions, ask for feedback, and define/clarify job expectations.”

-Sara Sowerby, Florida State University

Dress professionally and appropriately for the position but be yourself.

“Try always to be your most authentic self. In other words, don’t try to be what you think other people think you should be.”

-David C. Miller, Insurance Brightway

Take initiative and become a lifelong learner.

“Be a problem solver, not a problem creator. The more you are willing to learn new things, the more employable you are.”

-Maria Hayes, BMO Harris Bank

Build Your Portfolio

Use FSU’s online Career Portfolio to document your experiential learning opportunities showcasing your transferable skills and relevant experiences for easy reference during interviews. Get permission from your supervisor to collect any relevant projects, assignments, etc. in which you were involved to become part of your Career Portfolio. To get started, follow the step-by-step User’s Guide on page 110 and visit portfolio.fsu.edu.
Gain Recognition through the FSU Career Center

**CERTIFICATE RECOGNITION**

- Receive a Certificate of Completion for a major or goal-related experience.
- Obtain recognition for your experience even if you are not receiving academic credit.
- Open to all FSU students of any major!

Visit [career.fsu.edu/Gain-Recognition](http://career.fsu.edu/Gain-Recognition) for more information or to apply.

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**Gain Recognition for Your Experience**

At FSU, you have several options for earning recognition for your experiential learning opportunity:

**Academic Course Credit**

You may be able to earn academic course credit through your academic department or college. Contact your FSU 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.

- The Center for Leadership & Social Change offers academic credit through their Non-Profit Internship Program. Visit [thecenter.fsu.edu/Programs/NonProfit-Internship-Program](http://thecenter.fsu.edu/Programs/NonProfit-Internship-Program) for more information.

**Directed Independent Study**

Academic credit may be earned for an internship or research experience if taken as a Directed Independent Study (DIS). The amount of credit is arranged in consultation with a faculty sponsor or academic advisor. Contact your FSU academic advisor to determine if academic credit through a DIS is available for your academic program. Please note: Academic credit is granted at the discretion of individual academic departments. Therefore, it is possible that this may not be an option available for you.

**Garnet & Gold Scholar Society**

Document your experiences by participating in the Garnet & Gold Scholar Society! See page 60 and learn more at [garnetandgoldscholar.fsu.edu](http://garnetandgoldscholar.fsu.edu).
Study, Intern, and Work Abroad

Spending time in another country can be a rich and rewarding experience, especially when you are prepared! Consider your options carefully, and do your research before going abroad. Once you decide to live abroad, think about what kind of experiences will benefit your career goals.

Study Abroad

For many people, studying in a foreign country can be VERY rewarding! Experiencing another culture may help you grow personally and develop options for your future. Many students report a higher interest in international events, improved academic performance, and increased self-confidence following a study abroad experience.

Several options exist for FSU students to study abroad. You will want to answer the following questions to help you focus your research about potential programs:

• What time of the year would I like to go?
• How long would I like to be abroad?
• How do I behave in a foreign culture?
• What academic requirements do I wish to meet by participating?
• Do I need to know a foreign language before going?
• If I don’t go on an FSU International Program, will my credits transfer?
• Do I anticipate needing to use financial aid? If so, and I plan to go on a non-FSU program, can I use my financial aid toward the program?

FSU International Programs

FSU’s Office of International Programs has been providing study abroad programs for over 60 years. They offer over 60 diverse programs in more than 20 different locations around the world, including year-round study centers in London, England; Florence, Italy; Valencia, Spain; and Panama City, Republic of Panama. Students may choose among programs and courses that meet major degree, minor, or liberal studies requirements— or in some cases all three! All courses are taught either by Florida State on-campus faculty who have traveled to teach abroad or local experts who have been vetted and approved by the relevant FSU academic department.

Students may also pursue international internships for which they may receive academic credit. International Programs has offerings in a number of locations. Interested students may schedule a meeting with the International Programs Internship Coordinator.

For more information about how to study or intern abroad through FSU International Programs, visit International Programs on the 5th Floor of University Center Building A or online at international.fsu.edu to learn about specific programs and locations.

Financial Aid is available and the Financial Assistance Coordinator at International Programs (IP) is dedicated to helping students through the financial aid application process by conducting financial aid workshops on a regular basis in addition to meeting personally with each student needing assistance.
Stand out from the crowd. Study abroad!

Only 1.5% of students study abroad during their college career. FSU International Programs offers programs and internships during Fall, Spring, and Summer and is committed to making each student’s experience a story worth telling. Enhance your resume, and choose to have an experience of a lifetime.

international.fsu.edu
FSU International Exchanges

In this era of globalization, your education will benefit from an international experience where you can be fully immersed in the culture and daily life of another country. The Center for Global Engagement develops and supports international agreements between FSU and universities abroad. A large number of FSU colleges offer exchange opportunities with universities in Europe, Asia, South America, the Caribbean, and Australia. There are also a number of exchange programs offered to all majors that provide a variety of courses in different subject areas.

Students who participate in an exchange program pay FSU tuition and fees, which are waived at the host university, and FSU students can use their existing financial aid. All participants must be currently enrolled, degree-seeking students in good standing who have attended FSU for at least one semester prior to the exchange. The academic credit earned at the host institution will be counted toward the student’s degree at FSU. Students receive pre-departure orientation, including information on safety and security.

Participating in a global exchange program applies towards international requirements for the Garnet & Gold Scholar Society (garnetandgoldscholar.fsu.edu). It can also serve as the international experience requirement for the Global Citizenship Certificate (cge.fsu.edu/globalcitizen). Learn more about exciting opportunities to go abroad by visiting global.fsu.edu/exchange-programs.

An American Employer

Employees working in the United States sent abroad by their organization are usually employees who have been with the company and proven their desire. If you choose this route for obtaining international employment, remember that you may have to work in the United States before you work abroad. It is always important to gather information regarding international employment possibilities from an organization prior to accepting employment. Be sure to inform your employer early on if you desire to work abroad.

The U.S. Government

Some United States government departments hire personnel to work abroad. The Foreign Service branch of the Department of State has placements in embassies and consulates worldwide. Applicants must pass one or more exams to be considered for these positions. Learn more at careers.state.gov. The Department of Defense (DOD) offers many opportunities abroad as well, including employment as a teacher, counselor, or educational specialist. The DOD (dodea.edu) hires Americans with proper credentials to be employed on military or government bases in foreign countries. Language fluency is sometimes less of a concern in these work settings, since Americans are the majority of the population.

The Peace Corps (peacecorps.gov) also provides volunteer opportunities for individuals with a wide variety of interests and geographical preferences. Representatives frequently visit the FSU campus to provide information and recruit participants during the academic year.

A Foreign Employer

With some exceptions, your chances of being hired by a foreign-based firm are slim. Often, employers must prove to the government that none of their fellow nationals are being denied employment because a foreign employee is being hired. As always, changing global economic and political trends can shape the availability of employment for Americans in foreign countries. Permit and visa requirements also vary among countries.

Work Abroad

As a FSU student working abroad, you will be seen as a representative of the United States and of the organization you work for. Your actions may be more closely scrutinized than if you were in a similar situation in the U.S. Familiarize yourself with cultural norms and native customs so you do not unknowingly offend the people you work and live with. Resources in The Career Center can help get you started.

FSU International Exchanges

In this era of globalization, your education will benefit from an international experience where you can be fully immersed in the culture and daily life of another country. The Center for Global Engagement develops and supports international agreements between FSU and universities abroad. A large number of FSU colleges offer exchange opportunities with universities in Europe, Asia, South America, the Caribbean, and Australia. There are also a number of exchange programs offered to all majors that provide a variety of courses in different subject areas.

Students who participate in an exchange program pay FSU tuition and fees, which are waived at the host university, and FSU students can use their existing financial aid. All participants must be currently enrolled, degree-seeking students in good standing who have attended FSU for at least one semester prior to the exchange. The academic credit earned at the host institution will be counted toward the student’s degree at FSU. Students receive pre-departure orientation, including information on safety and security.

Participating in a global exchange program applies towards international requirements for the Garnet & Gold Scholar Society (garnetandgoldscholar.fsu.edu). It can also serve as the international experience requirement for the Global Citizenship Certificate (cge.fsu.edu/globalcitizen). Learn more about exciting opportunities to go abroad by visiting global.fsu.edu/exchange-programs.

An American Employer

Employees working in the United States sent abroad by their organization are usually employees who have been with the company and proven their desire. If you choose this route for obtaining international employment, remember that you may have to work in the United States before you work abroad. It is always important to gather information regarding international employment possibilities from an organization prior to accepting employment. Be sure to inform your employer early on if you desire to work abroad.

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Non-Governmental Organizations

International organizations like the United Nations and the Red Cross can be another source of employment abroad. These organizations conduct a multitude of programs, such as UNICEF, the International Monetary Fund, and the World Health Organization. You will probably work in the same professional capacity abroad as you do in the United States. You should directly contact any organization in which you are interested to determine their current hiring needs.

Volunteering and Internships

If salary is not a concern, a work camp or service project may be a solution. A wide range of options are available, from building homes and schools to teaching basic community hygiene. You could even consider a traineeship or internship overseas. FSU’s Office of International Programs has information about international internships and more on their website at international.fsu.edu.

Teach Abroad

If you are looking for a new experience abroad but are not fluent in a language other than English, you might consider teaching. Many countries seek out recent college graduates to teach English to both children and adults. While some countries require a TESOL certificate (tesol.org), many do not. Contact someone who has previously or is currently teaching English abroad and ask about his or her experience. A career advisor can help you begin the process if you are unsure of where to start!

Search On Your Own

Be sure you are particularly fluent in the native language of a country before striking out on an independent job search. A successful job hunt is more likely to occur in countries with labor shortages, in certain fields, and in developing countries with inadequate employee pools from which to draw. Keeping informed about current events and global economic and political trends will help you in your search.

What Documents Will I Need?

Many countries require working papers. In some countries, you must have a firm job offer before working papers will be issued. If possible, get your working papers before you leave the United States. The Council on International Educational Exchange (CIEE) can help you get a work permit for a summer job in France or New Zealand or for temporary jobs year-round in England and Ireland. Work in Israel on a kibbutz may also be arranged through the CIEE, ciee.org.

You may also need a residence and/or immigration visa. Check with resources, agencies, and foreign government officials before you leave to make sure you do not become a victim of red tape once you are abroad. Also, keep in mind that governments often put restrictions and lengthy procedures on the employment of foreign nationals to protect jobs for their own citizens. Plan well in advance of your departure date! Prepare for delays and difficulties as they will occur.

Going Global: Find Work Abroad!

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

Global Citizenship Certificate

This Certificate enhances student preparation for today’s careers and society by encouraging and recognizing global and intercultural engagement. It is designed to help undergraduate students maximize the diverse academic and co-curricular learning experiences available to them on campus, in the community, and abroad that will prepare them to succeed in a globalized world. Students who enroll in the Certificate take two required courses (IFS 2070 and IFS 3125 - both count towards FSU Liberal Studies X, E-series and writing requirement) and two electives. In addition, students participate in eight intercultural events on campus, and in either a sustained international experience abroad (at least one week) or an intercultural experience locally (two semesters). Such active learning and reflection, together with cross-cultural interaction and dialogue, help provide the invaluable cross-cultural skills and competencies needed to be a global-ready graduate. Find out more at cge.fsu.edu/globalcitizen.
Establish deep and lasting connections with international peers while discovering business practices worldwide.

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University of North Florida (UNF)

Master of International Management
and Intercultural Communication
Technische Hochschule Köln (TH Köln)

• SCHOLARSHIPS AVAILABLE •

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www.globalmba.unf.edu
Graduation is just around the corner, and it’s time to start your transition into the world beyond Florida State! Are you off to graduate school? Do you plan to search for full-time employment? No matter your choice, it’s important to start deciding early so you can find a school or employer that fits.

The 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, the nature of the employment market at the time of the search, economic conditions, and several other factors. However, to understand the important elements of executing a job search, it can be helpful to break the process up into the five general steps shown on the left.

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. The thought bubbles on the next page indicates thoughts and feelings you may notice that could indicate it is time to begin searching for a job.
There really is no right or wrong time to start searching for positions. However, there are several steps involved in preparing for and executing a job search. It could easily be two to four months (or more) from the time you apply to when you are hired and begin your job. Below is a sample hiring timeline from an employer’s perspective to highlight how time consuming the hiring process alone can be.

<table>
<thead>
<tr>
<th>Steps Involved in Hiring</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position posted</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td>1st round interviews</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td>2nd round interviews</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td>HIRED!</td>
<td></td>
</tr>
<tr>
<td>Start position</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td><strong>Total Time</strong></td>
<td><strong>2-4 months minimum</strong></td>
</tr>
</tbody>
</table>

Organizing Your Search

When you have identified your job targets, you may have more focused ideas for the kinds of employment options you would like to pursue. Now it is time to begin thinking about organizing your search.

**Job Search Methods**

Job seekers need to utilize multiple methods to locate available positions for optimal results. While Internet job searching is a common and helpful way to locate certain available job openings, many open positions are located in what is called the hidden job market and may not show up in an Internet search.

The hidden job market refers to positions that are rarely advertised online, in newspapers, or anywhere else 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.

Developing Job Targets

As you get started, it can be helpful to develop job targets to guide your search. Keep your values, interests, and skills in mind as you create your targets. You might find it useful to write down the factors that are most critical to you in potential jobs. 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 which you are interested in and which offer a good fit. Consider the sample on the right. The job target is the intersection of an individual’s most important factors.
Below is a table highlighting 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. If you require assistance in organizing your search methods, visit The Career Center and speak to a career advisor.

<table>
<thead>
<tr>
<th>Job Search Tools</th>
<th>Find Job Opportunity Listings</th>
<th>Identify/Connect with Employers</th>
<th>Find/Use Networking Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSU SeminoleLink</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>powered by Handshake</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Association Websites</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Organization Websites</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Social Networking Websites</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Search Engines</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSU Professional Mentors</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Networks</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Information Interviewing</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Attending Career-Related Events</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Networking

The term network, when used in a professional context, 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. Networking can involve interactions with others in-person and/or online through professional social media applications (such as LinkedIn.com). When searching for a job in a hidden job market, networking is the primary way opportunities are found and secured. One of the best ways to get started networking is to develop a personal elevator speech: a 30-second or less speech you deliver when meeting a contact for the first time. For more information about how to create and use an elevator speech, see the “Preparing for a Career Fair” guide at career.fsu.edu/Resources/Career-Guides. For help developing your networking skills and strategies, visit The Career Center and speak to a career advisor.

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 Professional Mentors, SeminoleLink powered by Handshake, and CareerShift via career.fsu.edu.

Prioritize Your Options

1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________

Applying and Interviewing

Now that you understand aspects of the job search, it is important to explore tips and tools for presenting yourself effectively during the application and interviewing process. 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. For information about finding and making initial contact with employers, review the “Researching Potential Employers” guide at career.fsu.edu/Resources/Career-Guides.

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/networking contacts. One example might be to keep file folders labeled with organization names. You could then place sub-folders into the organization files for each position you apply to at that organization. There is no one system that is better than another. Just choose a method that will work best for you.
Application Materials

The job search involves many moving pieces, but some view application materials as one of the most critical components of a successful job search. 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).

Most importantly, have your materials critiqued! Stop by The Career Center to have a career advisor provide you with feedback on your application materials. For more information, review the “Writing a Résumé,” “Writing Effective Cover Letters,” or other related guides at career.fsu.edu/Resources/Career-Guides.

Interviewing

Once you have developed your application materials and applied to opportunities, you might receive an invitation (or several!) to interview. Preparation for the interview is essential. There are a variety of interview formats (e.g., Skype, panel, group, etc.) and questioning styles used by employers that are helpful to review prior to your interview. Practice your interviewing skills through The Career Center’s Mock Interview Program or review the guides on interview preparation at career.fsu.edu/Resources/Career-Guides.

Follow Up!

Many employers are extremely 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 to discuss strategies on following up effectively.

Be Persistent

Remaining persistent in the face of rejection is an important component in the process. It is possible that you will not be offered the first position to which you apply, but keep going! Rejection is a learning opportunity that makes you stronger and better for your next experience.

Don’t let several NO’s keep you from your YES!

| No | No | No | No |
| No | No | No | No |
| No | No | No | YES! |

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 backwards or forwards 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.
Networking Guide & Tips

Purpose of Networking

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

New Contacts

• Introduce yourself and shake hands.
• 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.
• If not possible to arrange a meeting, request a few minutes on the phone.

Tips on What to Say/Do

• 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.
• Ask for introductions to such people or for permission to use their name when contacting these people.
• Obtain names of people who may know of openings or are knowledgeable about your career field.

Pointers

• 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.
• Nurture your contact list to maintain the contacts you made.
• Connect with potential contacts through LinkedIn or ProfessioNole Mentors.

Job Searching as an International Student

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

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

More information can be found in the “Searching for a Job as an International Student” guide at career.fsu.edu/Resources/Career-Guides.

SeminoleLink powered by Handshake

Search for internships and part-time or full-time jobs, and schedule on-campus and off-campus interviews with a variety of employers.

See page 104 for more information.
JOIN HARRIS

REAL PEOPLE

BE PART OF SOMETHING BIGGER

REAL TECHNOLOGY

CHANGE THE WORLD

REAL SOLUTIONS

www.harris.com/careers/students-new-grads
Attend Career Fairs

The purpose of a career fair is to enhance one’s network, develop meaningful relationships, and learn more about organizations.

Preparing for a Career Fair

A career fair is an event that gives students and employers a chance to meet one another, establish professional relationships, and discuss potential job and/or internship opportunities.

Benefits of Attending a Career Fair

- 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
- Possibly receive an invitation for an on-campus interview

What to Expect at a Career Fair

Employers attend career fair events in order to meet and recruit excellent candidates. In many cases at FSU career fairs, recruiters are actual Florida State graduates and are excited to come back and recruit students from their alma mater.

Who Can Attend a Career Fair?

There is a common misconception that only juniors and seniors should attend a career fair. However, all classifications of students (including freshmen, sophomores, juniors, and seniors) can benefit from attending a career fair. In addition, students from all majors can attend any FSU career fair.

How to Prepare for a Career Fair

- **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.** Prepare an elevator speech before the day’s event, and practice it with a career advisor at The Career Center. Learn more on page 77.
- **Research employers.** Identify which employers you want to talk to BEFORE the event by researching the organizations attending. The Career Center keeps an updated list of attendees on its website (career.fsu.edu/fairs).
- **Dress for success.** Wear a black, charcoal, or navy two-piece suit if possible. Wear simple accessories and closed-toed shoes. Avoid cologne, perfume, and scented lotions. See “Dress to Impress” on page 41.
- **Consider purchasing a professional business portfolio** 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. You may want to do a web search of your name to see what information is available to the public. Consider updating or creating a LinkedIn profile. See “Inspect Your Online Identity” on page 38 to learn more.
During a Career Fair

Being intentional when attending career fairs can be a great way to explore your future options, learn about employers and opportunities of interest, and make meaningful connections with important industry professionals.

- **Arrive early to avoid long lines.**
- **Research participating businesses on The Career Center’s website beforehand.**
- **Familiarize yourself with the fair’s layout and location of organizations before entering the career fair event. (A guide will usually be provided upon arrival.)**
- **Be positive and confident!** First impressions strongly impact networking interactions. This includes a firm handshake, eye contact, nodding your head, and most importantly — SMILING!
- **Make a game plan for visiting organizations.** It may be helpful to visit with your favorite employer after you have had some time to practice interacting with employers. Speak with other employers on your list first to practice and become more comfortable in introducing yourself before approaching your top choices.
- **Ask thoughtful, open-ended questions.** Open-ended questions are those that require more than a “yes” or “no” answer. These kinds of questions are more helpful in starting meaningful conversation with a networking contact.
- **Leave your résumé/business card with each representative you speak with, if you can.** Some organizations are not permitted to accept hard copies of résumés at career fairs. Rather, these employers may encourage you to apply online. Do this! They are interested in your application.
- **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 the day 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 or follow up after the fair.
- **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.

Creating an Elevator Speech

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? When introducing yourself to a potential employer, it is helpful to be able to quickly describe your career goals, core strengths, and relevant experiences. 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 “fit.” Use the exercise below to help you get started.

Creating an Elevator Speech Exercise

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

**TIP:** Practice delivering your elevator speech before attending a career fair. The more you practice, the more comfortable you will feel. Meet with a career advisor at The Career Center to receive feedback on your elevator speech.
Tips for Following Up After a Fair

Follow-up is a critical part of attending a career fair event. Here are a few suggestions for following up with an employer:

- **Review and organize your notes.** When following up, it is important to remember the details of your interactions with specific employers. You can mention topics you discussed, answer any questions the employer had for you, or refer to any other pertinent information when reaching out. To do this effectively, you must keep yourself organized. You do not want to accidentally refer to something discussed with an employer other than the one with which you are following up.

- **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.

- **Complete the online application process** if required.

- **Send a thank you letter**, preferably within 24 hours of meeting the employer. See “Write a Thank You Letter” on page 50 or visit career.fsu.edu/Resources/Career-Guides for tips on writing follow-up letters.

FSU Career Center Fairs

Each year, The Career Center hosts a variety of career events listed on the right. Explore career opportunities in a variety of industries, connect with local and national employers, and chart your path to success at one of our many career events.

CAREER EVENTS

Fall 2017

- **PART-TIME JOB FAIR**
  Thursday, August 31, 2017
  Oglesby Union Ballrooms | 10 a.m. - 2 p.m.

- **ENGINEERING DAY (Technical Career Fair)**
  Tuesday, September 26, 2017
  FAMU-FSU College of Engineering | 9 a.m. - 3 p.m.

- **VETERANS NETWORKING NIGHT**
  Wednesday, September 27, 2017
  Alumni Center Grand Ballroom | 4 p.m. - 5:30 p.m.

- **SEMINOLE FUTURES (All Majors Career Fair)**
  Thursday, September 28, 2017
  Donald L. Tucker Civic Center | 9 a.m. - 12 p.m. & 1 - 4 p.m.

- **GRAD SCHOOL BOOT CAMP**
  Wednesday, October 4, 2017
  Dunlap Success Center 2201 | 11:30 a.m. - 3:30 p.m.

- **CRIMINOLOGY INTERNSHIP FAIR**
  Thursday, October 5, 2017
  Dunlap Success Center 2201/2202 | 12 - 2 p.m.

- **LAW SCHOOL FAIR**
  Monday, October 9, 2017
  Oglesby Union Courtyard | 10 a.m. - 2 p.m.

- **GRADUATE & PROFESSIONAL SCHOOL FAIR**
  Tuesday, October 10, 2017
  Oglesby Union Courtyard | 10 a.m. - 2 p.m.

- **GRADUATE & PROFESSIONAL SCHOOL FAIR (FSU Departments ONLY)**
  Thursday, October 12, 2017
  Oglesby Union Courtyard | 12 - 4 p.m.

Spring 2018

- **PART-TIME JOB FAIR**
  Thursday, January 11, 2018
  Oglesby Union Ballrooms | 10 a.m. - 2 p.m.

- **ENGINEERING DAY (Technical Career Fair)**
  Tuesday, January 23, 2018
  FAMU-FSU College of Engineering | 9 a.m. - 3 p.m.

- **SEMINOLE SUCCESS NIGHT**
  Wednesday, January 24, 2018
  Alumni Center Grand Ballroom | 7 - 8:30 p.m.

- **SEMINOLE FUTURES (All Majors Career Fair)**
  Thursday, January 25, 2018
  Donald L. Tucker Civic Center | 9 a.m. - 12 p.m. & 1 - 4 p.m.

- **HEALTH PROFESSIONS FAIR**
  Thursday, February 22, 2018
  FSU College of Nursing (Duxbury Hall) | 12:30 - 3 p.m.

- **GOVERNMENT & SOCIAL SERVICES FAIR**
  March TBD
  Oglesby Union Ballrooms | 12 - 4 p.m.

- **SECACC Virtual Career Fair**
  April 3-4

- **EDUCATION & LIBRARY CAREER FAIR**
  May TBD
  Oglesby Union Ballrooms | 12 - 2:30 p.m.
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Go to Graduate School

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

Why Go to Graduate or Professional School

Attending graduate or professional school may be different from your experience as an undergraduate student. It is recommended that you thoughtfully consider your reasons for wanting to attend graduate school, just as you would when deciding on an undergraduate degree or program. Some common reasons for pursuing graduate education include:

- Satisfying intellectual curiosity
- Seeking employment in the academic environment
- Preparing/positioning for career advancement
- Specializing in a particular area of interest
- Adding depth to academic background

Things to consider while making the decision:

- Are you confident enough in your decision to make the necessary commitment in time, effort, and resources?
- Will this advanced degree lead you to where you want to be professionally or personally?
- How will attending graduate school affect your family or relationships?
- How will you finance it?
- Do the programs require or recommend related experience before entry?
- What is your timeline for attending? Have you reviewed program deadlines for entry?

What Degrees are Available?

Master’s Degree
(M.S., M.A., M.Ed., M.B.A., M.M., M.F.A., M.S.W., etc.)

- **Course-type program**: Students complete a required program of study.
- **Comprehensive exam program**: Students are required 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.)

- Entail studying beyond the master’s degree but less extensive than the doctoral degree. They are most often offered in education.
Professional Degree
(J.D., M.D., D.V.M., Pharm.D., D.D.S., D.M.D., etc.)

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

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

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

Post Doctorate

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

How Do I Choose My School or Program?

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

Research Possible Programs

Identify programs in your chosen field. There are helpful resources available in The Career Center Library, including reference books such as:

- Peterson’s Guides to Graduate and Professional Study
- The Official GRE/CGS Directory of Graduate Programs
- Edition XII Worldwide Directories of Postgraduate Studies

Helpful websites to check include:

- GradSchools.com
- GraduateGuide.com
- Petersons.com/GradChannel

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 the 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.
- Consult resources that review and evaluate programs. Some you might want to consult include:
  
  - The Gourman Reports (several volumes that review programs in different graduate areas)
  - National Research Council Research—Doctorate Program Rankings
  - U.S. News & World Report Graduate School Rankings

Graduate & Professional School Fairs

<table>
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<tr>
<td>Tuesday, October 10, 2017</td>
<td>10 a.m. - 2 p.m.</td>
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<td>FSU Departments ONLY</td>
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<tr>
<td>Thursday, October 12, 2017</td>
<td>12 - 4 p.m.</td>
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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 an 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 only way to see if the program is the right fit. Ask yourself:

- **What is the cost of the degree?** What forms of assistance are available? Are there assistantships, fellowships, scholarships, or other forms of institutional awards available that would help meet your expenses?
- **What is the quality of the program?** To determine this, you will need to know if the department is accredited by an appropriate entity, if faculty are publishing in your area of interest, if any faculty have been recognized with honors in their field, and how recent graduates are employed.
- **What other features of the program are important?** This will depend a lot on your situation but may include program length, time classes are offered, entering and actual class size, and program requirements (comprehensive exam or thesis/dissertation).
- **What is the culture of the program?** Is it research- or application-centered? Are the faculty members active in their field and do they involve students in their professional endeavors? How do faculty, staff, and students get along with one another? The best way to answer these questions is to visit the program, speak with faculty and students, sit in on classes, and observe.
- **How do you compare to those admitted?** In other words, how do you stack up against the competition? What are your chances?
- **Will the program lead to a license or certification?** If you are entering a field where licensure or certification is required, will the completion of the program meet the necessary requirements?

How Should I Apply

Call the department office or check the program’s website for necessary application materials prior to or early in the year before you plan to complete your graduate studies.

Complete the application forms exactly as instructed. Referring the recipient to your résumé or CV is not normally appreciated.

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Write Your Personal Statement

A personal statement, also known as a “statement of purpose,” demonstrates your unique qualifications to an admissions committee. It also illustrates your writing ability, creativity, and career goals. Admissions committee members look for interesting, insightful, and non-generic personal statements that provide concrete evidence of your competence and motivation. Most personal statements are 2-3 pages.

### What Should Be In My Personal Statement

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).
- Explanations of gaps/oddities.
- If you have overcome any unusual obstacles.
- 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 unusual 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.
Formatting Tips

Read the application carefully, follow the directions, and adhere to word or page limits! Be sure to answer the question/topic(s) posed in the application.

- Choose a font style and size that can be easily read by your audience.
- Write in first person.
- Proofread for typos and grammatical errors.

Common Mistakes

Sloppiness. Avoid spelling, punctuation, formatting, and grammatical errors. Be sure to leave yourself adequate time to edit and revise your essay. You do not want to send your first draft to the admissions committee.

Writing one statement for all schools. Learn about each school’s program, including research interests and publications of faculty. Clearly state reasons for pursuing a degree from that school. Be sure to mention faculty members with whom you would like to study when necessary.

Boring content. Have a positive tone, vary length and structure of sentences, and avoid clichés. Use active voice.

Sounding like everyone else. Identify your strengths and clearly articulate what sets you apart from other applicants. Do not simply state that this is your passion.

 Dwelling on crisis. If you discuss a personal crisis, it should relate to the purpose of your essay. Mention how it affected your personal goals, perspective, or academic performance.

Failing to evaluate your statement. Evaluating your personal statement is an important part of the writing process. Ask at least one person whose opinion you value (e.g., friend, teacher, family member) to review and evaluate your personal statement.

Helpful Questions to Ask Yourself

What is special, distinctive, unique, or impressive about you or your life story?

How did you learn about the field? What stimulated your interest in this field?

What characteristics and skills do you possess that enhance your prospects for success?

Have you overcome any unusual obstacles or hardships?

What are your short- and long-term goals?

What is the most important thing for an admissions committee to know about you?

Why do you want to apply to this program?

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?
Letters of Recommendation

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

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

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

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

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

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

How Can I Finance My 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.
- **Grants and Scholarships**: As gifts of money, they do not require work or repayment but occasionally are designated for a specific purpose. For instance, science organizations may award a grant for a specific student research project.

Important Tools

- Learn about Pre-Law Advising at prelaw.fsu.edu.
- Learn about Pre-Health Advising at med.fsu.edu.
- View the Applying to Graduate School Timeline at career.fsu.edu/students/consider-graduate-school.

For More Information

- Call the Federal Student Aid Information Center at 800.433.3243.
- Check the financial aid section of Career Key in The Career Center Library.
- Visit the FSU Graduate School’s website at gradschool.fsu.edu.
- FSU Financial Aid: financialaid.fsu.edu
- Student Loans: estudentloan.com
- 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 programs 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.
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sgu.edu/md

*Data as of May 2017

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at sgu.edu/consumer-disclosures.
Graduate Student Resources

Uncover 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 professional materials is a critical component of any job search strategy. You may need to prepare a curriculum vitae (CV), convert an existing CV to a résumé, write cover letters, develop research or teaching statements, or prepare a dossier of your credentials.

Visit The Career Center to speak with a career advisor if you would like assistance with preparing these materials.

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:

- www.nationalpostdoc.org: National Postdoctoral Association
- www.postdocjobs.com: Postdoctoral position postings
- www.phds.org: Links to postdoctoral job postings

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? Where are academic positions posted?

One way to begin acquiring this information is to begin networking with people in your department and field. You may also want to refer to your professional association’s website. 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
- www.academic360.com: Collection of resources gathered for the academic job hunter

If you are considering employment in a faculty position, learn more on page 93.

Life Changes and Transitions

The Career Center also offers a variety of resources that pertain to life changes and career transitions which you might find valuable during the transition to or from graduate school. Speak with a career advisor at The Career Center if you have questions about this transition or would like to make an action plan for navigating the change effectively.
Jobs Outside of Academia

Some students graduating with upper-level degrees choose to work outside the “ivory tower” of academia. Maybe you desire to work within the government, nonprofit, public, or private sector. The following websites contain helpful information and links to job postings outside of academia:

- www.versatilephd.com: Informational site about academic employment realities and non-academic career options. Go to gradschool.fsu.edu, click on the “Professional Development” drop-down, and select “Versatile PhD.” You will need to verify your identity to access the information.
- www.careerchangeforacademics.com: Advice and resources for academics wishing to leave the ivory tower.

Interviewing and Negotiating

Whether you are planning a career within or outside of academia, learning to interview and negotiate job offers effectively will be a crucial step to securing the position you want. Once invited to interview, it is important to know what to expect in terms of the length, agenda, travel arrangements, and technology available. Be prepared to give a presentation or seminar on your research or teaching philosophy.

Once you have been offered a position, it will be time to negotiate the details, and knowing how to do so effectively will be beneficial. To learn more about these processes, review The Career Center’s guides on “Interviewing for a Faculty Position,” “The First Job Interview,” and “Negotiating Job Offers” available at career.fsu.edu/Resources/Career-Guides.

Networking

Connecting with fellow graduate students and experts is another important step in the career development of any professional, especially for those pursuing advanced degrees. Building a network of colleagues will allow you to find the answers to many difficult questions and will add support to your navigation of graduate school and beyond.

The following resources will help you connect with other graduate students around the country and obtain expert advice from mentors online:

- www.gradshare.com: Graduate student online community containing expert advice and helpful information.
- www.phdData.org: Dissertation database and meeting place for researchers.
- www.gradresources.org: Survival tips, crisis line, and online mentors for graduate students.

Various academic departments have graduate student organizations that provide information and resources relevant to your particular field of study. Academic departments may also have advisory groups and may schedule workshops or tutorials on preparing for presentations or writing for publication. See gradschool.fsu.edu for more information.

Search the ProfsioNole Mentors database in SeminoleLink powered by Handshake to access over 1,200 professionals waiting to answer your questions. Learn more on page 104.

Professional Associations

Joining professional associations is a great way to network and get involved as a graduate student and as a professional in your field. Some professional associations specifically designed to help graduate students include:

- www.asgs.org: Association for the Support of Graduate Students.

You can also find relevant professional associations in the Gale Directory Library database available through the FSU library website: www.lib.fsu.edu.
The FSU Graduate School has information on funding, awards, and grants for students. See gradschool.fsu.edu/funding-awards, and click on the “Graduate School Fellowships” link for a list of fellowship opportunities. Other online resources:

- [www.cgsnet.org](http://www.cgsnet.org): Council of Graduate Schools; find fellowship opportunities under “Resources for Students” tab
- [www.gradsense.org](http://www.gradsense.org): Provides students with interactive tools and information relevant to financial issues in higher education
- [www.gradschools.com](http://www.gradschools.com): Provides information on financial aid, resource providers, assistantships, fellowships, scholarships, and more
- [onf.fsu.edu](http://onf.fsu.edu): Helps students to pursue opportunities for enrichment by providing information and support through the fellowship application process

Additional information is available through the Office of Graduate Fellowships and Awards at ogfa.fsu.edu.

Financial Aid Resources

Developing a portfolio is an excellent way to document and emphasize your skills. A portfolio may include your résumé/CV, transcripts, licenses or certifications, letters of reference, and work samples. Depending on your profession and graduate program, specific items can be added to provide an accurate representation of your knowledge and abilities.

The FSU Career Portfolio system at portfolio.fsu.edu is an online tool to assist you in building your portfolio. To learn more about developing your online portfolio, review the “Career Portfolio User’s Guide” and “Using Career Portfolio in an Academic Job Search” guides at career.fsu.edu/Resources/Career-Guides.

Marketing Your Skills

Developing a portfolio is an excellent way to document and emphasize your skills. A portfolio may include your résumé/CV, transcripts, licenses or certifications, letters of reference, and work samples. Depending on your profession and graduate program, specific items can be added to provide an accurate representation of your knowledge and abilities.

The FSU Career Portfolio system at portfolio.fsu.edu is an online tool to assist you in building your portfolio. To learn more about developing your online portfolio, review the “Career Portfolio User’s Guide” and “Using Career Portfolio in an Academic Job Search” guides at career.fsu.edu/Resources/Career-Guides.

University-Wide Resources

Florida State University provides a number of resources and programs to assist current/prospective graduate students with their career development.

Gradspace

The Graduate School hosts a Blackboard/Canvas site specifically designed to assist graduate students, which is located under the “Organizations” tab. Information and resources are offered on topics related to: funding and awards, policies and procedures, theses and dissertations, professional development, scheduled events and workshops, and graduate student life.

The Program for Instructional Excellence (PIE)

PIE offers many resources for graduate students who act as teaching assistants in their respective academic departments. Some of the opportunities that PIE provides include teaching conferences, workshops, a teaching associate program, individual consultation, observation, and an online resource center. For more information, call (850) 644-8004 or visit www.pie.fsu.edu.

Preparing Future Faculty (PFF)

PFF helps students prepare for future faculty positions. PFF fellows increase their awareness of expectations for faculty performance and resources available to aid in scholarly careers. For additional information about PFF, visit the Preparing Future Faculty section of the Graduate School’s website at gradschool.fsu.edu or contact Dr. Judith Devine by phone at 644-3501 or email at jdevine@fsu.edu.

Professional Development Workshop Series

The FSU Graduate School offers a series of workshops on a variety of topics for graduate students. For a list of scheduled workshops, visit the Professional Development section of the Graduate School’s website at gradschool.fsu.edu.

The Congress of Graduate Students (COGS)

COGS is the student government organization for graduate students. They provide funding and support for participation in academic conferences, dissertation research, childcare, and graduate student organizations. The office is located in Room 245 of the Student Life Building. For more information, visit their website www.sga.fsu.edu/cogs, or call (850) 644-7166.
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health.usf.edu/pharmacy/graduate-programs
International Graduate Students and Relocators

The Florida State University Center for Global Engagement, located at 110 South Woodward Avenue, offers an array of services, including F1, J1, and H1-B Visa information, a scholar exchange program, relocation information, conversation clubs, and a variety of events and workshops. Call 850-645-1424 or visit www.cge.fsu.edu for more information.

As an international graduate student at FSU, you might want to review The Career Center’s guide on “Searching for a Job as an International Student” at career.fsu.edu/Resources/Career-Guides.

Another helpful resource is Going Global, a website hosted by The Career Center that contains job and internship postings abroad. Also included is an international employer directory, career guides specific to different countries, and H1-B Visa information. Going Global is available through myFSU and can be accessed via career.fsu.edu/fsu-databases. If you are planning to relocate, learning about the geographic areas you are considering for employment possibilities will assist you in making a well-informed decision.

Write Your Curriculum Vitae (CV)

The curriculum vitae, also called an academic résumé or CV for short, is a summary of one’s personal history and professional qualifications submitted as part of a job, graduate school, or internship application process.

CVs are similar to résumés; however, they do not have page limits and often include additional categories with more in-depth information. CVs are most commonly requested for academic positions and graduate school applications; 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.

1 Identification
   • Your name, full 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.

2 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.

3 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.

4 Other Optional Categories
   • Academic Preparation
   • Academic and Professional Service
   • Career Objective (See how to create a career objective on page 14).
   • Memberships/Affiliations
   • Professional Certification(s)
   • Presentations/Publications
   • Research Projects
   • Teaching Interests

5 Length
   • The length of your CV will vary depending on your unique experiences.
   • Keep in mind that the relevance of the information contained in your CV is MORE important than the number of pages filled!

6 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.
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<th>3 points</th>
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</thead>
<tbody>
<tr>
<td><strong>Format</strong></td>
<td>Vita is not an appropriate length (vitas may be several pages long; make sure vita is not too short). The font is too big or may be hard to read. There is too much white space.</td>
<td>The font and spacing of the vita is somewhat hard to read. Information such as dates, location, position name, organization, etc., are missing or some information is inconsistent (e.g., dates, bolding, underlining).</td>
<td>The vita makes good use of space, has consistent formatting throughout, and can be easily scanned.</td>
</tr>
<tr>
<td><strong>Header</strong></td>
<td>The header is hard to read and missing information. Email address may be inappropriate.</td>
<td>Your name and header information is not easy to read or may not stand out on the page. Phone numbers may not be clearly labeled, some information may be missing. There may be extra spaces or other characters misplaced.</td>
<td>Header information is easy to read and contains necessary information.</td>
</tr>
<tr>
<td><strong>Objective or Professional Summary (OPTIONAL)</strong></td>
<td>Objective or professional qualifications summary is not tailored to the position.</td>
<td>Vita includes an objective or professional qualifications summary that is vague or too long and/or may not be targeted enough toward the position.</td>
<td>Vita includes an objective or qualifications summary that is short, specific, and targeted to the position.</td>
</tr>
<tr>
<td><strong>Education Section</strong></td>
<td>This section needs to be in reverse chronological order, starting with the most recent degree, even if the graduate date is in the future. Some information may be missing.</td>
<td>This section is missing some crucial information, i.e., institution listed without a location, graduation date, major and name of degree are not listed.</td>
<td>This section is organized, clear, and well defined. It highlights the most pertinent information. This section may include relevant coursework or honors and achievements (if applicable).</td>
</tr>
<tr>
<td><strong>Experience Section</strong></td>
<td>Positions need to be listed in reverse chronological order (within each section). Descriptions are not detailed and offer little illustration of what was done. No locations and dates of employment/experience are listed.</td>
<td>Descriptions are not in the form of concise statements beginning with action verbs. Descriptions may not be detailed and targeted to the employer. Positions, dates, locations or titles may be missing.</td>
<td>Places of work, location, titles, and dates are included for each position. Descriptions are detailed and tailored to the employer with proper use of action verbs. This section could include multiple categories (experience, teaching, research, and additional categories) as appropriate to the position announcement.</td>
</tr>
<tr>
<td><strong>Other Sections</strong></td>
<td>There are no additional sections such as: publications, presentations, research, honors/awards, professional activities/associations, service involvement, transferable skills such as computer and language skills.</td>
<td>This section is missing key information such as positions held, affiliations/organizations, or dates of involvement. Relevance of items included not apparent. Section may contain acronyms. Transferable skills are not apparent through the examples provided.</td>
<td>These sections are well organized and easy to understand. They relate directly to the position for which one is applying. Transferable skills are apparent through the examples provided.</td>
</tr>
<tr>
<td><strong>Communication Skills</strong></td>
<td>There are spelling and grammatical errors. Vita does not display attention to details.</td>
<td>There are no spelling or grammatical errors, however the level of writing is simplistic, vague and/or too jargony--could be enhanced.</td>
<td>There are no spelling or grammatical errors. Does an excellent job of communicating applicant’s qualifications.</td>
</tr>
<tr>
<td><strong>Total Score =</strong></td>
<td>Vita needs improvement to stand out to employers. 6-11 points</td>
<td>Vita is acceptable but improvement could be considered. 12-18 points</td>
<td>Vita is strong and targeted to your intended field/position. 19-21 points</td>
</tr>
</tbody>
</table>

Note: Save your document in a widely used format (e.g., PDF or Word) when sending electronically; you may also choose to use high quality paper when printing.
Searching for a Job in Academia

The process of searching for a faculty or research position within academia shares many commonalities with a general job search. Candidates may find it helpful to evaluate their values, interests, and skills related to potential positions; identify and research employment options; create a list of desirable options, and make a plan to execute the job search.

Application Materials

- **Curriculum Vitae (CV):** A longer version of the traditional résumé. Unlike a résumé, there is no page limit and individuals are encouraged to include detailed information about a wide range of experiences spanning their entire career. See page 91 for information on how to write a CV.

- **Research Statement:** An essay, usually one to two pages long, that describes your previous research experience as well as your intended trajectory and goals for future research.

- **Teaching Philosophy/Statement:** A one to two page essay that describes your approach to teaching used to help institutions understand what kind of instructor you will be and how your methods align with their teaching practices.

- **Teaching Portfolio:** Many individuals choose to create a portfolio with artifacts from their teaching experiences to show in an interview.

- **Other Materials:** As with any application process, some institutions may have unique application requests. Read the application requirements very carefully and inquire further if you are unsure of what you are being asked to provide.

Academic and non-academic job searches have a great deal in common, but items like timing and planning, types of application materials, and interviewing/negotiation considerations may differ. Be sure to consult with faculty advisors and professionals in your field in addition to using Career Center resources to help you navigate this process.

For more information on the academic job search, visit career.fsu.edu/Students/Graduate-Students.

Considering Employment in a Faculty Position

When seeking employment as a faculty member in an educational institution, there are special factors to review and consider in the decision-making process. Below are some questions to help you learn about and explore these special factors:

1. **General**
   - How are faculty members’ responsibilities divided among the different areas of teaching, research, and service? Are these valued differently outside the department or college?
   - How are the expectations for teaching, research, and service different for faculty at different ranks?
   - What are the indicators of successful performance in these areas? How are they evaluated or measured?

2. **Instruction**
   - What courses will you be expected to teach? How many new course preparations, if any, will you need to make in the first year or two?
   - Is there a minimum class size in the department? What are you expected to do if a class doesn’t meet? Are you given some other assignment?
   - Is there support available for instruction? What is the availability of institutional consultation and mentoring regarding instruction?
   - Which courses are taught in the summer? Can you offer a special course? How is that handled?
   - How much emphasis is there on distance education or online course delivery?
   - Is overload available for extra teaching assignments? How is pay handled for this?
   - What are the expectations regarding office hours?

3. **Research**
   - What support is available for research activities? What is the nature of that support (e.g., help with data analysis and finding subjects, budget preparation and management)? Are there funds for summer research appointments?
   - Is the higher priority for submission of grant proposals or refereed publications?
   - Do current faculty members help new faculty members get started?
Office Support

• What is the nature of technical support in the office or for working from remote locations, e.g., from home?
• What is the availability of student assistants and graduate assistants to support faculty? How are graduate assistants assigned?
• What is the level of funding available to purchase office supplies and equipment?
• What type of clerical support is available?

Departmental Administration

• How is the day-to-day business of the department handled? How are these decisions made?
• What is the availability of discretionary money for faculty projects? How is it distributed?
• What is the governance structure of the unit? Are there departmental committees? What types? How do they function? Can they make decisions or do they simply make recommendations?
• What departmental service requirements exist, e.g., number of committees, attending graduation, etc.?
• Are there course releases for administrative duties, e.g., program coordination?

Professional Development

• What kinds of faculty development resources and programs exist? What is the recent history of faculty participation?
• Are there special programs for new faculty (e.g., summer research grants)?
• What is the availability of travel money for presentations and attending professional meetings?

Promotion and Tenure

• Are the criteria for promotion different from the criteria for tenure?
• Is there a third-year review for new faculty?
• What is the department’s recent history in this area? What kind of “evidence” is required to support one’s case? What criteria are used for promotion and tenure? What have past faculty folders looked like for those who have been successful in this process?
• Is there an annual review to see if you’re on target with respect to progress towards promotion and tenure? Who does this? How is it conducted?
• What is the main hurdle (if any) for promotion and tenure at all levels? Do criteria vary by level? Where do people tend to get stalled in the process?

Salary/Benefits

• What are the procedures for salary review? What performance characteristics or metrics are associated with favorable salary reviews?
• What has the annual percentage salary increase (if any) been in past years? How many faculty get the average? How many get above or below the average?
• What is the nature and financial value of the benefits program? How flexible is it? Does it meet your needs?

Other Factors

• What are the procedures for filling this position? Timelines? Persons involved? If an offer is extended, what roles will the search committee chair, department head, dean, provost, or other administrators play?
• What is the level of involvement of faculty in activities outside the department and elsewhere in the institution, e.g., committees, faculty?
• Where are other faculty in terms of their career progression? Is there a range — some senior faculty, some mid-career, some new?
• Do faculty members socialize outside the department?
• Is there a faculty union? What areas are governed by faculty contract? Is there a bargaining agreement, and how does that affect the assignment of faculty duties?
• How is this department/college viewed by other segments of the institution? Is it viewed as a priority program for the institution?
• Are there rules about how much outside employment and consulting is allowed?
• How diverse is the faculty? What is the availability of support groups and/or mentoring for diverse faculty members?
Use Proper Etiquette

Good business etiquette is essential at every phase in your career. Keep this advice in mind to make a great impression during the interview process, in the workplace, and as you advance in your field.

What is Etiquette?

Etiquette is respect, good manners, and good behavior. It is not just each of these things, but it is all of these things rolled into one. More and more, proper business etiquette is viewed as an important part of making a good impression. These visible signals are essential to your professional success. We will focus on five elements of business etiquette: work, social, dining, correspondence, and telephone.

Work Etiquette

The following principles can be utilized by office employees to show proper etiquette.

- Be timely. Arrive to work and meetings on time. Complete work assignments on time.
- Be polite, pleasant, and courteous.
- Learn office politics. Pay attention to the way things are done and appropriate office behavior.
- Appear professional and well-groomed. Dress for your next promotion or job.

- Understand the chain of command and demonstrate respect for management. To help with this, consider these four common expectations:
  1. The “boss” is your superior and maintains final judgment and/or approval of work decisions. Employees are expected to defer to the “boss” or management.
  2. Keep management informed. Transparent communication allows you to be sure you are taking the correct actions in your work. Do not overstep boundaries.
  3. Observe a chain of command and how information is expected to move through the organization. Employees should avoid “going over the head” of managers without informing them as this can cause both social and professional rifts.
  4. Remember that what you do and say reflects upon your manager. Employees are expected to work and behave in such a way that their managers are reflected upon positively.

- Adopt a can-do attitude. Those who accept challenges and display creativity are valuable.
- Be flexible. By remaining flexible and implementing change, you gain a reputation as a cooperative employee.
- Give credit to everyone who made a contribution to a project or event.
- Do not differentiate people by position or standing in an organization.
Social Etiquette

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

Handshakes are vital in social situations.

- Develop a comfortable handshake and keep it consistent.
- Handshakes should not be forceful or limp.
- Make a solid connection with the web of skin between the thumb and the forefinger.
- The host or person with the most authority usually initiates the handshake.

Eye contact is critical when meeting people.

- Eye contact increases trust, shows respect for the person and business situation, and shows confidence and good interpersonal skills.

Proper introductions help establish a connection when meeting people.

- Authority defines whose name is said first. Say the name of the most important person first and then the name of the person being introduced. “Ms. Client, I’d like you to meet Mr. Colleague” or “Mr. Boss, I’d like you to meet my husband, John.”
- Introduce people in the following order: younger to older, non-official to official, junior executive to senior executive, colleague to customer.
- Keep the introduction basic.
- Remember names for future reference.
- Provide some information about the people you are introducing to clarify your relationship with that person.
- Always carry business cards.
- Keep written notes on people in order to follow up, both personally and professionally.

Dining Etiquette

In today’s world, business is often conducted over a meal. Whether at home or in a restaurant, it is important to have complete understanding of how to conduct yourself. You can reduce dining anxiety by following these simple guidelines:

- When possible, let the host take the lead.
- Ask for suggestions if you are unsure of what to do.
- Do not order the most or least expensive menu items.
- Avoid sloppy or hard-to-eat foods.
- Avoid alcohol, even if others drink.
- Always pass to the right. It is acceptable to pass to your immediate left if you are the closest to the item requested.
- Always pass the salt and pepper together.
- Choose the correct silverware. Knowing the formal table setting allows you to focus on the conversation, rather than which utensil to use.

Napkin Etiquette

- Place the napkin in your lap immediately after being seated.
- Do not shake it open. Place the fold of a large napkin toward your waist.
- If you must leave the table during the meal, put the napkin on your chair or to the left of your plate.
- When finished, place the napkin to the right of the plate.

The Basic Table Setting

- Eating utensils are used from the outside in. Dessert forks/spoons are placed at the top of the plate.
- Everything to the right you drink, to the left you eat.
- When you don’t know what to do, watch your host.
- When finished, leave your plate where it is. Do not push it away from you. Lay your fork and knife diagonally across the plate and side-by-side, placing them as if pointing to the numbers 10 and 4 on a clock face. Place the sharp edge of the knife facing you.

1. Sherry Glass
2. White Wine Glass
3. Red Wine Glass
4. Water Goblet
5. Seafood Fork
6. Soup Spoon
7. Dinner Knife
8. Dinner Fork
9. Salad Fork
10. Dessert Fork/Spoon
11. Butter Plate and Knife
12. Salt and Pepper Shakers
Eat Properly

- Begin eating only after everyone has been served.
- Bread and rolls should be broken into small pieces. Butter only one or two bites at a time. Butter should be taken from the butter dish and placed on the bread plate, not directly on the bread.
- Bring food to your mouth, not your mouth to the food.
- Chew with your mouth closed.
- Do not talk with your mouth full.
- Take small bites so you can carry on a conversation without long delays for chewing or swallowing.
- Cut food one piece at a time.
- Always scoop soup away from you.
- Do not leave your spoon in the cup. Use the saucer or plate instead.
- Taste before seasoning.
- Do not use a toothpick or apply makeup at the table.
- If food spills off your plate, pick it up with your silverware and place it on the edge of your plate.
- Never spit a piece of food into your napkin. Remove the food from your mouth using the same utensil it went in with. Place the offending piece of food on the edge of your plate. Fish bones or seeds may be removed with your fingers.

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. See page 50.
- Whether a handwritten note or formal letter, always follow guidelines for writing effective business letters. See page 30.
- 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 alternate means of contacting you (email, phone, and fax numbers are useful).
- Use active words.
- Use proper sentence structure.
- Avoid long sentences; be concise and to the point.

Telephone Etiquette

When speaking on the telephone, 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 back to for valuable information.
- Active listening is essential, whether in person or on the phone.

Cell Phone Etiquette at Work

When at work, your personal cell phone can have a negative impact on how you are viewed. By following some simple rules of cell phone etiquette, 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 (not at your desk) if you work in an open area.
- Inform others when you are expecting a very important call that you will need to take prior to a meeting.
Wanted: builders of a better working world

At EY, questions are at the heart of what we do. We ask better questions that unlock deeper insights and innovation for our clients, helping them operate more efficiently, manage risk, foster growth and inspire confidence.

We have an ambition to build a better working world, and the question is, will it begin with you? #LegacyBuilders

Learn more: exceptionalEY.com
Negotiate Job Offers

Once you have received a job offer, you have more “power” than at any other time in the interviewing process. Aside from the main goal of making the right decision, much can be gained or lost from the way you negotiate your offer.

Characteristics of Receiving a Job Offer

Time

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.

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 that you got the job! On the other hand, do not make a negative impression with employers by telling them how many other offers you have received.

Recognize the Uniqueness of Each Negotiation

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

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

Negotiate Time of Decision

Do NOT accept the job offer on the spot. Although you may have been considering the possible offer, you need time to evaluate all the factors of this decision. Remember not to be “star struck” by the excitement of the offer. Determine a reasonable length of time for you to make your decision (a few days to a week), and be ready to give the employer this time frame when you receive an offer. Employers know you are interviewing with other organizations and will appreciate you being honest and careful about your decision.
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.

Factors That May Be Negotiated

Remember, you have nothing to negotiate until you have an offer! Once you receive one, it is important that you consider all possible factors:

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.
Desired Division or Department

In general, not all jobs are created equal within an organization. Find out as much as possible about your options before you accept an offer. If you decide that certain divisions appeal to you more than others, let it be known before you sign. Your specific work assignment might be a factor that can be negotiated.

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. Visit The Career Center to learn more about effective decision-making. At the very least, you should look at job offers as they relate to your individual, family, and career goals.

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 with regard to your family?
- Is the geographical location conducive to you and your family’s hobbies, community activities, and social support groups?

Career Goals

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

Negotiate the Offer

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

Decide the Conditions

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

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

Negotiate With One Organization

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

Call Early

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

Maintain Professionalism

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

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

Or, 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. Just 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.

Declination Letters

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

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
- See page 114 for some average starting salaries data

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

-Myrna Hoover, FSU Career Center Director

SeminoleLink powered by Handshake

Use this online resource to connect with employers, view job listings, and apply for part-time, full-time, and internship positions.

On-Campus Interviews

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

ProfessioNole Mentors

Connect with professionals throughout the country and the world to learn about careers and opportunities from alumni and friends of Florida State University.

Career Portfolio

Prepare for the future through planning, reflection, skill development, and portfolio documentation.
SeminoleLink powered by Handshake

View and apply for part-time jobs, internships, and full-time jobs; schedule a mock interview to hone your skills; sign up for on-campus interviews with employers; view career fairs, workshops, employer information sessions, and more using SeminoleLink powered by Handshake.

What is SeminoleLink powered by Handshake?

SeminoleLink powered by Handshake is The Career Center’s online jobs database that you can use to make a lasting impression, gain experience, and conquer your future! Looking for relevant experience? Preparing for life after graduation? Log in to SeminoleLink powered by Handshake at fsu.joinhandshake.com with your FSU ID and password to get started today!

Who Can Use It?

All FSU students and alumni have access to SeminoleLink powered by Handshake services.

How Long Can I Use It?

Your SeminoleLink powered by Handshake account is good for life! On-campus interviewing privileges end one year after graduation. Your account may be disabled if you misrepresent your status as an FSU student or alumni, provide false information during registration, or are a “no show” by missing a mock or on-campus interview appointment. See the on-campus “no show” interviewing policies on page 107.

Can Alumni Use It?

Alumni can use SeminoleLink powered by Handshake to access full-time job listings, employ job search agents, which send job notifications via email, and have résumés referred to employers.

Benefits

- View full-time jobs, part-time jobs, and internships.
- Identify and network with alumni and friends of FSU using the ProfessioNole Mentors database (details on page 109).
- Receive email notifications from our office regarding career programs and services.
- Identify employers participating in career fairs, information sessions, and receptions.
- Search for internships, part-time jobs, and full-time jobs.
- Receive job notifications via email that match your profile.
- 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.
- Sign up to interview on-campus for experiential learning opportunities and full-time positions.
- Register for on-campus interviews with employers recruiting FSU students (details on page 106).

Get a Résumé Critique Prior to Uploading!

Be sure to have your resume reviewed prior to uploading. The Career Center offers Drop-In Advising hours Monday - Friday 9 a.m. - 4:30 p.m. on the 1st floor of the Dunlap Success Center. Visit career.fsu.edu/hours to confirm hours of operation.
## Access SeminoleLink powered by Handshake

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| 1 | **LOG IN**
Visit [fsu.joinhandshake.com](http://fsu.joinhandshake.com) and sign in using your FSUID and password. |
| 2 | **BUILD**
Assemble your profile and track your career goals and interests. |
| 3 | **DISCOVER**
Search job and internship opportunities, professionals, and events related to your interests. |
| 4 | **CONNECT**
Engage with on-campus resources including career fairs, career advising, mock interviews, and more. |
| 5 | **GRADUATE**
Graduate to a successful future and start your transition into the world beyond Florida State! |

Questions? Contact seminolelink@admin.fsu.edu
On-Campus Interviews

Apply for interviews through On-Campus Recruiting (OCR). 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.

Participate in On-Campus Recruiting

Search for on-campus recruiters in SeminoleLink powered by Handshake routinely throughout the semester. To participate in on-campus interviewing:

1. Visit career.fsu.edu/SeminoleLink
2. Log in to SeminoleLink powered by Handshake with your FSUID and password.
3. Click on the “On-campus interviews” tab on the side bar.
4. Search by Industry, Employer, Job, or Interview Type.
5. Submit résumés for consideration.
6. Sign up for an interview!

On-Campus Recruiting Schedule Types & Deadlines

Preselect Sign-Up

After students submit their résumés for positions, the employer reviews résumés and invites selected candidates for interviews. Students are notified by email.

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

Alternate Sign-Up

On the preselect schedule, the employer may also choose a small number of alternate candidates. Alternates are not guaranteed an interview but can sign up for an interview using SeminoleLink powered by Handshake 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.
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 SeminoleLink powered by Handshake no later than two full working days prior to the interview.

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

No shows— Students who fail to keep an interview appointment or have a late cancellation are considered “no shows.” If you fail to show up for an appointment, your on-campus interviewing privileges will be suspended until you have written a letter of apology to the employer. The letter and a copy with a stamped, addressed envelope must be provided to The Career Center. We will mail your letter for you and reauthorize your account. A second “no show” or late cancellation will result in your privileges being permanently revoked.

Mock interview no show policy— Any student that does not show up or cancel a mock interview in advance will be blocked from participating in any on-campus interviewing activities until a letter of apology to the Mock Interview Mentor is mailed or emailed to the Mock Interview Program Coordinator. Two no shows or late cancellations within the same semester will result in permanent loss of ALL on-campus interviewing privileges.

Business-style letters of apology should be addressed as follows:

Mock Interview Mentor
c/o Mock Interview Program Coordinator
The FSU Career Center
100 South Woodward Avenue
PO Box 3064162
Tallahassee, FL 32306-4162
Email: mockinterview@admin.fsu.edu

Opportunities with Employers That Do Not Interview On Campus

Many students conduct a targeted job search by identifying employers through research and information found at The Career Center, in databases, and through the thousands of job listings in SeminoleLink powered by Handshake.
Find an employer who respects your perspective and style. State Farm® has an inclusive culture that’s always learning and growing. Choose a job that lets you be you. Take your work to a better state.

Visit statefarm.com/careers today.

See yourself working here.
ProfessioNole Mentors

Search the ProfessioNole Mentors database in SeminoleLink powered by Handshake to access over 1,800 professionals waiting to answer your career questions.

What is the ProfessioNole Mentors Program?

The ProfessioNole Mentors program offers students the chance to reach out to professionals throughout the community, country, and world and learn more about their field’s industry demands, career expectations, job outlook, and employment opportunities.

Who Can Use It?

Both alumni and friends of the University participate in ProfessioNole Mentors, making themselves available for student inquiries.

What Is It For?

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

Access ProfessioNole Mentors

To contact a ProfessioNole Mentor, please follow these steps:

1. Visit career.fsu.edu/ProfessioNole-Mentors
2. Log in to SeminoleLink powered by Handshake with your FSUID and password.
3. Click the “Mentoring” tab on the side bar.
4. Click the “Find Mentors” tab.
5. Search by industry to view mentors, or fill in “Key words” to identify employers by multiple criteria.
6. Request Mentorship.

ProfessioNole Advice

ProfessioNole Mentors are Florida State alumni and friends who want to share career insight with you. Take a look at the professional advice a few of our mentors offer to current students on page 63.
Career Portfolio

Use the Career Portfolio to compile information documenting the skills and experiences you gain every semester at FSU. Recording these details as they occur will allow you to quickly and easily access facts about your accomplishments to share with professors, employers, and graduate school admissions committees.

What is the Career Portfolio?

The Career Portfolio is an online tool created by the Florida State University Career Center to present your skills and experiences to prospective employers, graduate schools, and other organizations. You can use the Career Portfolio to learn about skills that employers and graduate schools value most, build a personal profile using the skills matrix, post your résumé, and list positive references from people who know you well. Then, upload examples of your best work (called “artifacts”) and share your portfolio with potential employers or graduate schools.

How Do I Begin?

You can begin your Career Portfolio at any time, but the sooner the better! To get started:

1. Access the Career Portfolio at portfolio.fsu.edu or log in through myFSU.
2. Explore the Resources and Tutorials under Menu for a comprehensive overview.
3. Start building your portfolio!

How Can the Career Portfolio Help Me?

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

1. Build Your Portfolio
   Create your profile and skills matrix, then upload your résumé/CV, references, artifacts, and examples.

2. Manage Your Portfolio
   Name, customize, view, and share your portfolio.

3. Continue to Learn and Grow
   Learn and develop skills employers value most and find opportunities for continued academic and professional growth to add to your portfolio.
You can add additional skill categories to emphasize areas of importance in your academic job search.

Through the skills matrix in the Career Portfolio, you can reflect on how you have developed specific skills through a variety of experiences including jobs/internships, courses, service/volunteer work, membership/activities, and other interest or life experiences.

Documenting your skills provides evidence of the learning obtained in your graduate program and also enables you to articulate your skills more effectively during an interview. You should continue to update your skills matrix each semester with any new skills obtained or enhanced through additional experience.

Click “Add a New Skill” in the Skills section of the portfolio to begin documenting your skills and experiences.

References

References are an important part of your Career Portfolio. References may include faculty, advisors, employers, and others in your life who can speak to your qualifications. The persons listed as references are often those with whom you have worked most closely in your academic studies: your major professor, supervisory committee members, your lab director, your teaching supervisor, and/or other well-known scholars/professionals who are highly familiar with your work.

Remember to always verify the accuracy and appropriateness of the reference information with each of your references. Also, make sure your references are willing to have their information available online.

Keep your references informed about your goals and activities when you are actively pursuing career options and provide them with your résumé. This helps them to provide a better recommendation for you when asked.

Click “Add a New Reference” in the Reference section of the portfolio to add contact information for people who know you well.
Artifacts

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

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

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

Market Yourself

Your portfolio is a way to market your professional and academic qualifications to graduate schools and employers. The Career Portfolio allows you to have unlimited different versions of a “showcase portfolio,” so you may choose to have separate portfolios.

1. Name Your Portfolio

The Options section allows you to name your Career Portfolio. Example portfolio names can include “Job Search Portfolio” or “Grad School Portfolio.” The names you choose should reflect the information you include in each portfolio.

2. Customize Your Portfolio

The Options section is also where you will select the items you want to make viewable for this particular showcase portfolio. Other items you can make viewable are your unofficial academic transcript, unofficial service transcript, confidentiality statement, and an email address.

3. View Your Portfolio

The Preview section lets you view your portfolio the way it will appear to referred users. You can also download your portfolio as a PDF document. Documents such as your CV and Artifacts are not included in the downloaded PDF. Be sure your portfolio is free of spelling and grammar errors before you give others access!

4. Share Your Portfolio

The Share section allows you to share the portfolio with others by creating access keys, sending your portfolio, getting a shareable link, and viewing access details.

- Create access keys (passwords), which grant access to a particular showcase portfolio. You can create as many access keys as you wish for each of your portfolios. You may want to create different access keys for each person to whom you will be granting access. For example, if you are applying for a faculty position at three different universities, you may want to have a different access key for each.
- The Send Portfolio feature allows you to email a referred user (anyone you choose) with instructions on how to view your portfolio.
- The Get Shareable Link feature generates a link directly to your particular showcase portfolio. You can post this link directly on your résumé or on your LinkedIn profile!
- View Access Details provides information about when each access key is used. It shows the date, time, and number of times each access key is used for a specific portfolio. This is a great way to see if the person you referred to view your portfolio has actually viewed it, but only if you give each potential viewer a unique access key!
WHERE DO NOLES GO?

Practical Information for Your Future Decisions

Florida State University Graduating Senior Survey

General Information for All Colleges

The Career Center, in conjunction with the Division of Student Affairs and Institutional Research, has administered a survey to graduating seniors for over a decade, asking students about their post-college plans and their overall FSU experience. Over 93% of graduating seniors from summer 2015, fall 2015, and spring 2016 completed the survey. Also included in these findings are the results of a six-month follow-up survey.

Employment Status

<table>
<thead>
<tr>
<th>Seeking employment</th>
<th>61.3%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have one or more job offers</td>
<td>70.6%</td>
</tr>
</tbody>
</table>

Top 5 Graduate/Professional Schools

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

Top 5 Employment Industries

| 2. Education                | 5. Financial Services         |
| 3. Media                    |                                |
Classification of Employed Students

<table>
<thead>
<tr>
<th>Employment Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time employment</td>
<td>86%</td>
</tr>
<tr>
<td>Employment related directly to major</td>
<td>73.1%</td>
</tr>
<tr>
<td>Employment requires a college degree</td>
<td>68.7%</td>
</tr>
<tr>
<td>Employed in Florida</td>
<td>71.1%</td>
</tr>
<tr>
<td>Employed out of state</td>
<td>25.4%</td>
</tr>
<tr>
<td>Self-employed</td>
<td>1.5%</td>
</tr>
</tbody>
</table>

How Seniors Found Employment

<table>
<thead>
<tr>
<th>Method</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSU Career Center services</td>
<td>39.4%</td>
</tr>
<tr>
<td>Family/friends</td>
<td>29.8%</td>
</tr>
<tr>
<td>Internship</td>
<td>15.2%</td>
</tr>
<tr>
<td>Professional contacts</td>
<td>9.7%</td>
</tr>
<tr>
<td>Internet</td>
<td>8.6%</td>
</tr>
</tbody>
</table>

Annual Salary Ranges

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $20,000</td>
<td>9%</td>
</tr>
<tr>
<td>$20,000 - $24,999</td>
<td>10%</td>
</tr>
<tr>
<td>$25,000 - $29,999</td>
<td>9%</td>
</tr>
<tr>
<td>$30,000 - $39,999</td>
<td>28%</td>
</tr>
<tr>
<td>$40,000 - $49,999</td>
<td>19%</td>
</tr>
<tr>
<td>$50,000 - $59,999</td>
<td>14%</td>
</tr>
<tr>
<td>$60,000 - $69,999</td>
<td>7%</td>
</tr>
<tr>
<td>$70,000 or more</td>
<td>5%</td>
</tr>
</tbody>
</table>

2017 Universum Student Survey Data

1,613 Total Students

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average GPA</td>
<td>7.9</td>
</tr>
<tr>
<td>Median Expected Annual Salary</td>
<td>$50,554</td>
</tr>
</tbody>
</table>

Statements students identify themselves with

1. Future-oriented
2. Seeing the bigger picture
3. Taking time to think

Top 5 Career Goals

1. To have work/life balance
2. To be secure or stable in my job
3. To be dedicated to a cause or to feel that I am serving a great good
4. To be competitively or intellectually challenged
5. To be entrepreneurial or creative/innovative

Drivers of Employer Attractiveness

1. Secure employment
2. Creative and dynamic work environment
3. Clear path for advancement
4. High future earnings
5. Inspiring people
A distinguished group of companies who are directly supporting career development and employment assistance programs at Florida State University.

Gold Level

A-LIGN
AgileThought
American Traveler
Amica Mutual Insurance Company
Auto-Owners Insurance Company
City Furniture
Cummins Inc.
E&J Gallo Winery
Ferguson Enterprises, Inc.

Gartner, Inc.
HSN - Home Shopping Network
IBM, Global Business Services
Insight Global Inc.
Lanigan & Associates P.C.
Macy’s
Mass Mutual South Florida
Otis Elevator Company
VR Systems, Inc.

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