**Florida Port Community College Career Center**

**Memo**

**DATE:** January 12, 2016

**TO:** Florida Port Community College Students and Graduates

**FROM:** Mary Huelsman-Walker, Director

**SUBJECT:** Using the Career Center

**Tips for Students and Recent Graduates of Florida Port Community College**

It is no surprise that after you leave college, you will be entering one of the most competitive job markets on record. That doesn’t mean it’s impossible to get your dream job. It does, however, mean that it’s critical that you know how to put your best self forward to job interviewers and that you highlight all of your academic, personal, and professional achievements in a way that will help you stand out from the crowd. An Associate degree from Florida Port Community College is just the first step on your journey to getting the professional career that you want.

**Give 100 Percent to Every Job**

Treat every job as a career. Be willing to go beyond your assignment and complete tasks not delegated to you. Take the initiative to see ways to contribute to the company. Be willing to stay if there is unfinished work. You never know who you will meet on any job. Making a positive impression every time will give you a network of people who may help you down the road. Networking is an established means professionals use to further their careers. You can always benefit from networking. You will distinguish yourself from potential competitors if you truly give 100 percent to each job. Always remember these job basics:

|  |  |
| --- | --- |
| Job Item | Tip for Success |
| Time Management | Show up on time and don’t hurry to leave |
| Attire | Dress appropriately for the job |
| Work Area | Keep your work area neat and organized |

**Use the Career Center**

Here at the Career Center and on our website, we offer tips on how to write a stellar resume and a cover letter that puts your hard work up front and center. Have you volunteered somewhere? Have you participated at a club at school? Were you a TA or a tutor? Did you make the Dean’s list or graduate with honors? These are the kinds of achievements interviewers want to see. Meet with your career guidance counselor and together, come up with a plan to find the jobs that you want and get the important interview.