

2016-2017

# Career Guide



**RESOURCES FOR GRADUATE  
AND UNDERGRADUATE STUDENTS**

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Discover your options. Conquer your future.

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Student Name: \_\_\_\_\_

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# WHY SHOULD I VISIT?



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, a database of alumni and friends of the University.
- Explore options for attending graduate school.

## Get Experience

- Participate in a customized mock interview.
- Attend employability skills workshops.
- Document your work experiences.
- Become a member of the Garnet & Gold Scholar Society.
- Take part in an internship.

## Prepare for the Next Step

- Apply for full-time jobs or mentorship opportunities through SeminoleLink.
- Participate in on-campus interviews.
- Consider graduate school.
- Take the next step toward career success!

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## CONTACT, LOCATION, AND HOURS

The Career Center is located in the Dunlap Success Center (DSC), adjacent to The Den and 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: [www.career.fsu.edu/About-Us/Hours-of-Operation](http://www.career.fsu.edu/About-Us/Hours-of-Operation)

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

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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/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](http://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 (Exploring Your Interests, Values, and Skills; Matching Majors to Jobs; Maximizing Diversity).
- **Library links:** CareerOneStop ([careeronestop.org](http://careeronestop.org)); Career Planning Guides ([career.fsu.edu/Resources/Career-Guides](http://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](http://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](http://nces.ed.gov/collegenavigator)); Virtual Campus Tours ([campustours.com](http://campustours.com)); FSU Undergraduate Academic Program Guide ([www.academic-guide.fsu.edu](http://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](http://career.fsu.edu/Students/Gain-Experience)); Back Door Jobs ([backdoorjobs.com](http://backdoorjobs.com)); SeminoleLink ([career.fsu.edu/SeminoleLink](http://career.fsu.edu/SeminoleLink))

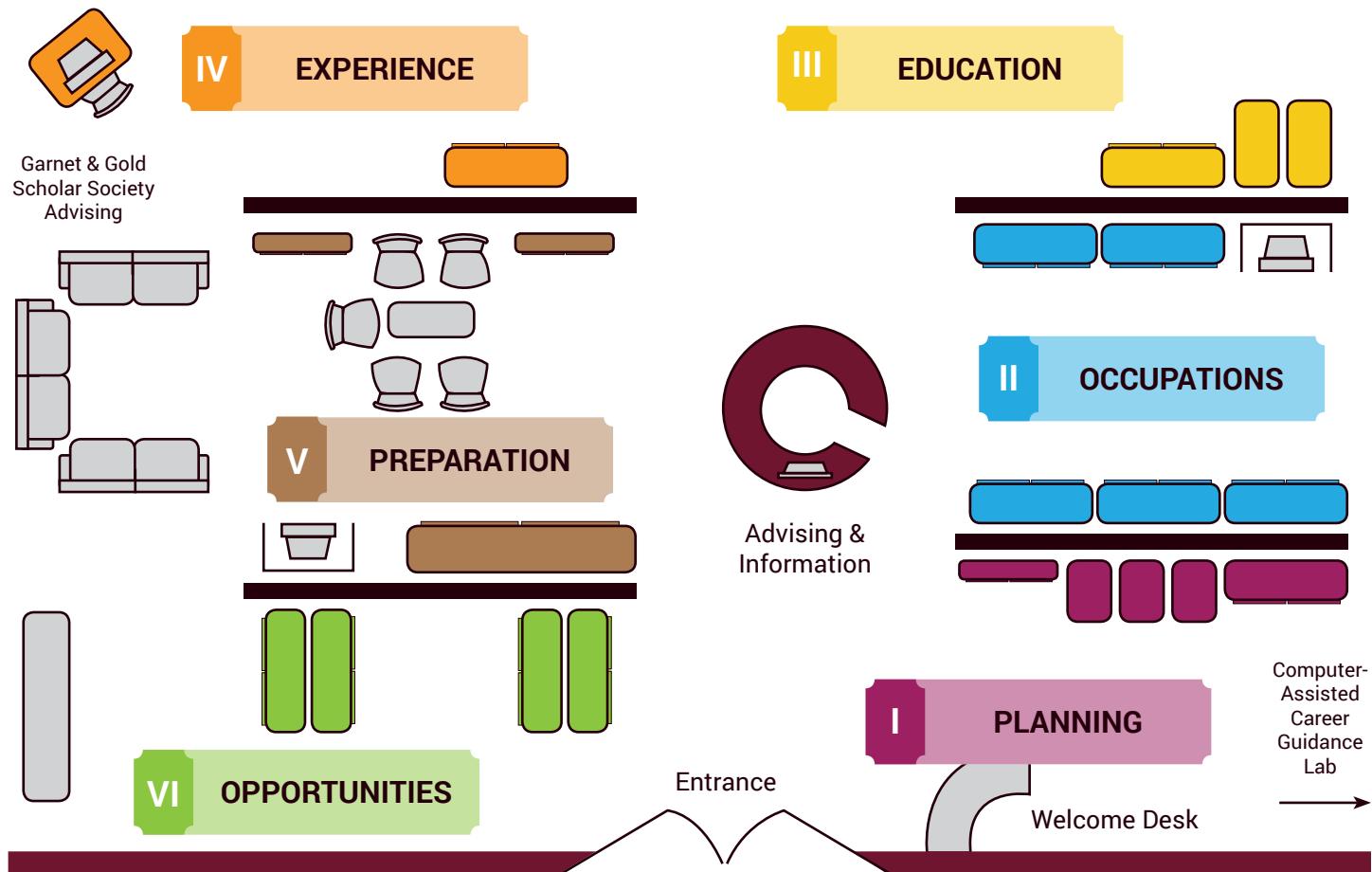
**Section 5: Preparation**— Get advice and examples on writing résumés and cover letters, interviewing, job hunting, and more.

- **Books:** Find a Job on LinkedIn, Facebook, Twitter, and Other Social Networks
- **Library links:** Riley Guide ([rileyguide.com](http://rileyguide.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](http://chamberofcommerce.com))

# CAREER LIBRARY MAP



## GARNET & GOLD SCHOLAR SOCIETY

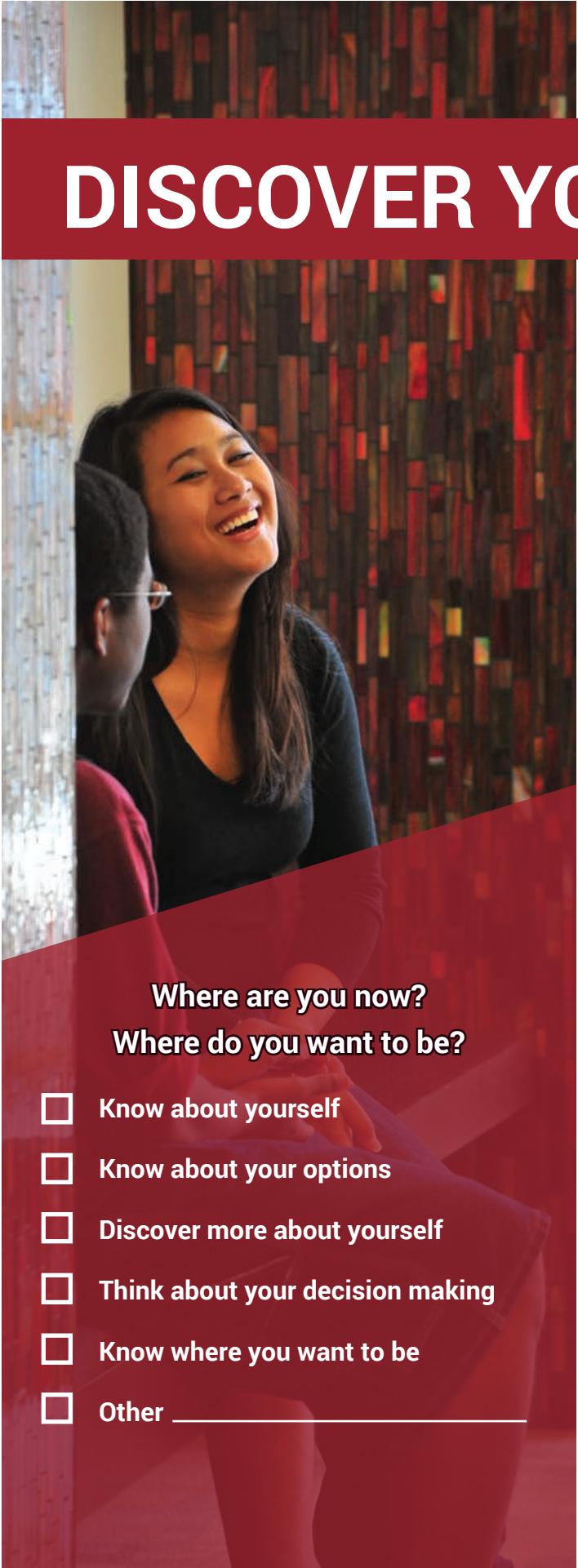


The Garnet & Gold Scholar Society facilitates involvement and recognizes the engaged, well-rounded undergraduate student who excels within and beyond the classroom. Students develop their leadership, citizenship, and/or research skills while building collaborative relationships in the academic, local, or global community.

Find out more at [garnetandgoldscholar.fsu.edu](http://garnetandgoldscholar.fsu.edu).



**Go Beyond.**

A photograph of a young woman with long dark hair, wearing a black top, smiling and laughing. She is looking up and to her right, engaged in conversation with another person whose back is partially visible. They are in front of a wall decorated with a colorful, abstract pattern of vertical rectangles.

# Chapter 1

# DISCOVER YOUR OPTIONS

*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. Whether you are choosing a major, searching for a job, or applying to grad schools, this chapter can help you develop and implement a plan for the future.*

## Know Where You Are

### 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](http://www.onetonline.org) or [www.bls.gov/ooh/](http://www.bls.gov/ooh/) to conduct online research on various occupations.

### Where are you now? Where do you want to be?

- Know about yourself
- Know about your options
- Discover more about yourself
- Think about your decision making
- Know where you want to be
- Other \_\_\_\_\_

## 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.

## Career Center Library

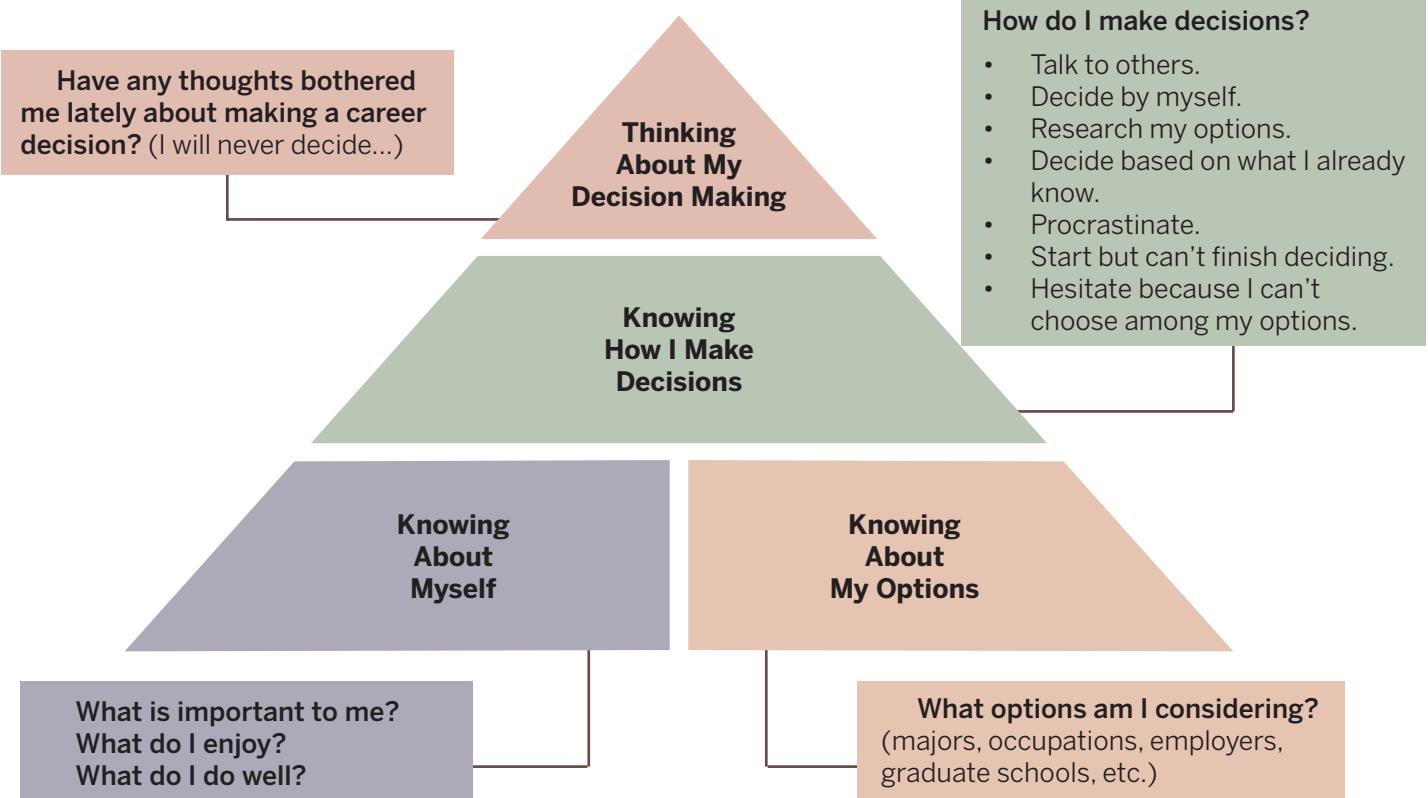
The FSU Career Center Library supports all of The Career Center's services through a comprehensive collection of in-house and online resources. These resources provide information on career and life planning, majors, occupations, educational and experiential opportunities, effective job search strategies, 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](http://career.fsu.edu/Resources/Career-Center-Library).

## Your Decision-Making Process

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:



Adapted from Sampson, J. P., Jr., Peterson, G. W., Lenz, J. G., & Reardon, R. C. (1992). A cognitive approach to career services: Translating concepts into practice. *Career Development Quarterly*, 41, 67-74.

# Know Where You Want to Be

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](http://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:

1. **Unit I, Career Concepts and Applications**, focuses on self-assessment, occupational experience, and decision making.
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.



# 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 (Chamber of Commerce, Information Management Association, etc.), and review their websites.

## ProfessioNole

Take advantage of The Career Center's ProfessioNole program! ProfessioNole volunteers include alumni, employers, and friends of the University who want to share career information and insight with you. Visit [career.fsu.edu/ProfessioNole](http://career.fsu.edu/ProfessioNole) 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 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 in person at his or her convenience.

- If you would like 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

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### 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 to impress on [page 38](#).
- 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. Eventually 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 to 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?

# DISCOVER YOUR OPTIONS

## What's Your Plan?

*Create your plan to discover your options!*

*Map out your goals, and choose items from the Sample Activities list to begin.*

### Sample Activities

- Speak with a career advisor.
- Learn more about yourself and your major options through a self-assessment activity.
- Explore your career options by taking SDS 3340: Introduction to Career Development.
- Start your Career Portfolio.
- Use Career Center Library resources to research areas in which you are interested.

### SeminoleLink

SeminoleLink, The Career Center's online jobs database, can be used to find experiential and employment options that fit you. View all part- and full-time jobs, internships, and co-ops, through SeminoleLink services ([page 104](#)) or speak with FSU alumni who work in your field of interest through the ProfessioNole database ([page 111](#)).

### Career Portfolio

FSU's online Career Portfolio helps you demonstrate your skills, qualifications, and experiences. Find out how to get started on [page 113](#).

### Goal(s)

- #1 \_\_\_\_\_
- #2 \_\_\_\_\_
- #3 \_\_\_\_\_

### Activity

### Priority

_____	_____
_____	_____
_____	_____
_____	_____

# MAKE A GOOD IMPRESSION

*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!*

## Develop Your Career Objective

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.”

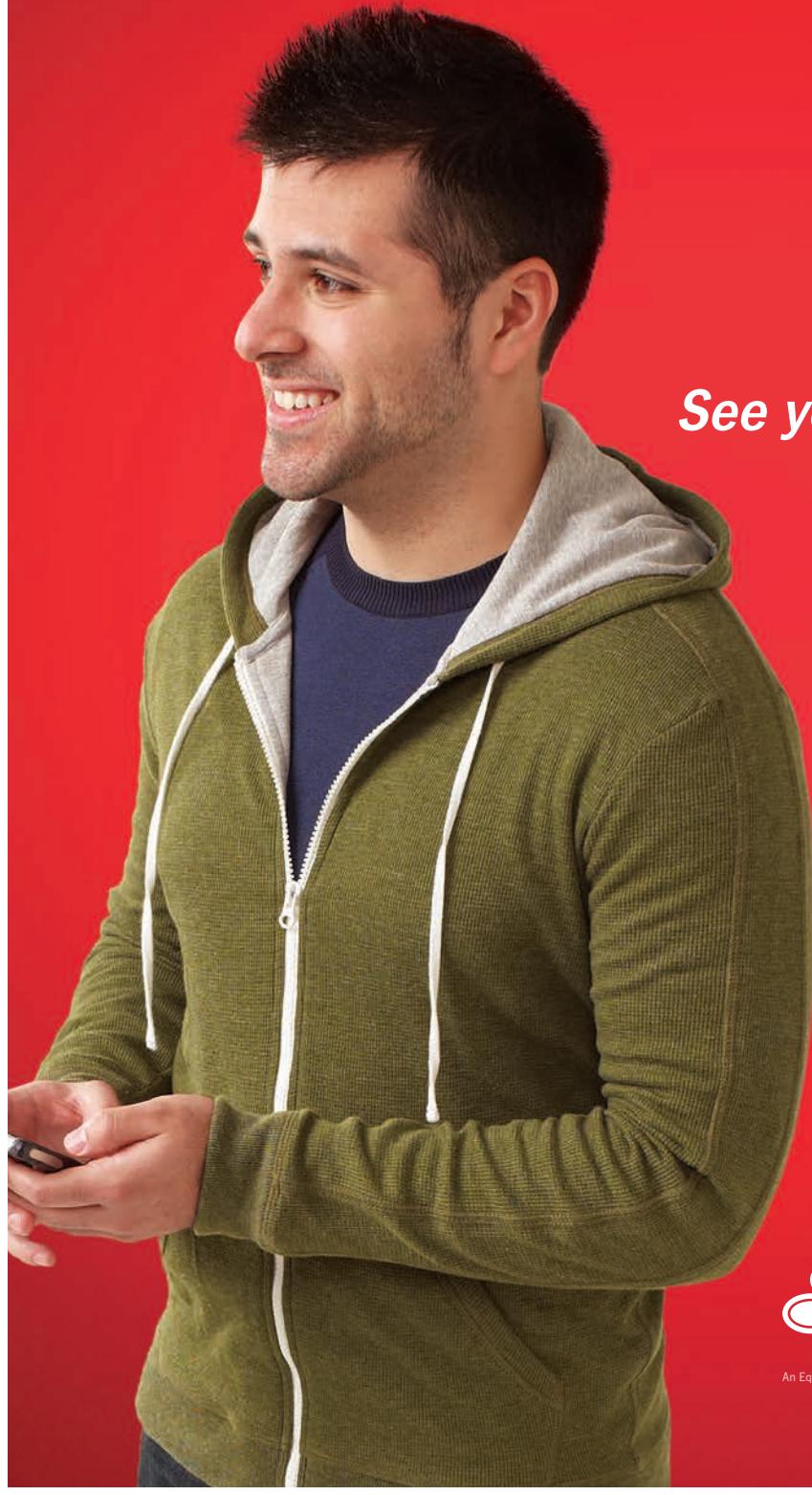
### 2 Populations

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.”

### How can you make a lasting impression?

- Narrow down your career objective**
- Create a résumé or curriculum vitae**
- Write effective cover and thank you letters**
- Dress to impress**
- Ace your first interview**
- Other** \_\_\_\_\_



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## 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.”
- “To research the field of law.”

## 4 Position Title

Position title, occupational title, or job title is the name of a specific position one holds. For example:

- “To obtain the position of accountant with a public accounting firm and eventually become a partner.”
- “To act as a community organizer where I can use my human relations, administrative, and research skills.”

## 5 Organizational Category

Organizational category refers to settings in which you might like to work. For example:

- “To work within the telecommunications industry as a technical advisor.”
- “To secure a position as an editor for a mid-size publishing firm.”

## 6 Functional Area

Functional area refers to the structure of an organization. Most organizations are divided into various departments, each responsible for completion of specific tasks or functions. For example:

- “To work in the government relations area within a Fortune 500 organization.”
- “To obtain a management trainee position within the quality control unit of a production department.”

## 7 Goals

Short-term goals are those you wish to achieve immediately. Identifying short-term goals helps you focus on where to begin your professional career. For example:

- “To obtain an entry-level position as weather observer.”

Long-term goals are those you wish to achieve in five to ten years. For example:

- “To begin employment in a beverage management position, which provides opportunities for advancement to a policy-making position in the organization.”



## Career Advising

A career advisor can help you narrow down your career objective! Career advisors are available for drop-in advising Monday through Friday from 9 a.m. until 4:30 p.m. Career Center liaisons within your specific college are also available to meet with you. Visit [www.career.fsu.edu/About-Us/Hours-of-Operation](http://www.career.fsu.edu/About-Us/Hours-of-Operation) for their advising hours.

## 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!

### Match Major Sheets

For information on sample occupations, work settings, employers, and professional organizations as they relate to specific majors, visit [career.fsu.edu/Resources/Match-Major-Sheets](http://career.fsu.edu/Resources/Match-Major-Sheets). Match Major Sheets include Career Center and online resources, as well as ways for FSU students to document their skills and accomplishments.

## What Skills are Commonly Used in Career Objectives?

account	design	perform
administer	direct	persuade
advertise	engineer	present
advise	establish	promote
analyze	evaluate	propose
budget	facilitate	raise
calculate	guide	research
clarify	implement	sell
communicate	improve	serve
compile	initiate	solve
compose	lead	supervise
coordinate	manage	teach
correct	market	test
counsel	motivate	train
create	negotiate	write
delegate	organize	

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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. Résumés can be used by candidates applying for work, graduate school, or scholarships/fellowships.

## Style of a Résumé

### 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!

### 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.



### 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.

### SeminoleLink Résumé Builder

SeminoleLink offers users an interactive Résumé Builder service that can be accessed with a valid Blackboard (FSU ID) to create an unlimited number of online, customizable résumés and cover letters. Your résumé draft can be submitted for a review online, or stop by The Career Center for a full critique! Get started today at [career.fsu.edu/SeminoleLink](http://career.fsu.edu/SeminoleLink).

# The Two Basic Formats

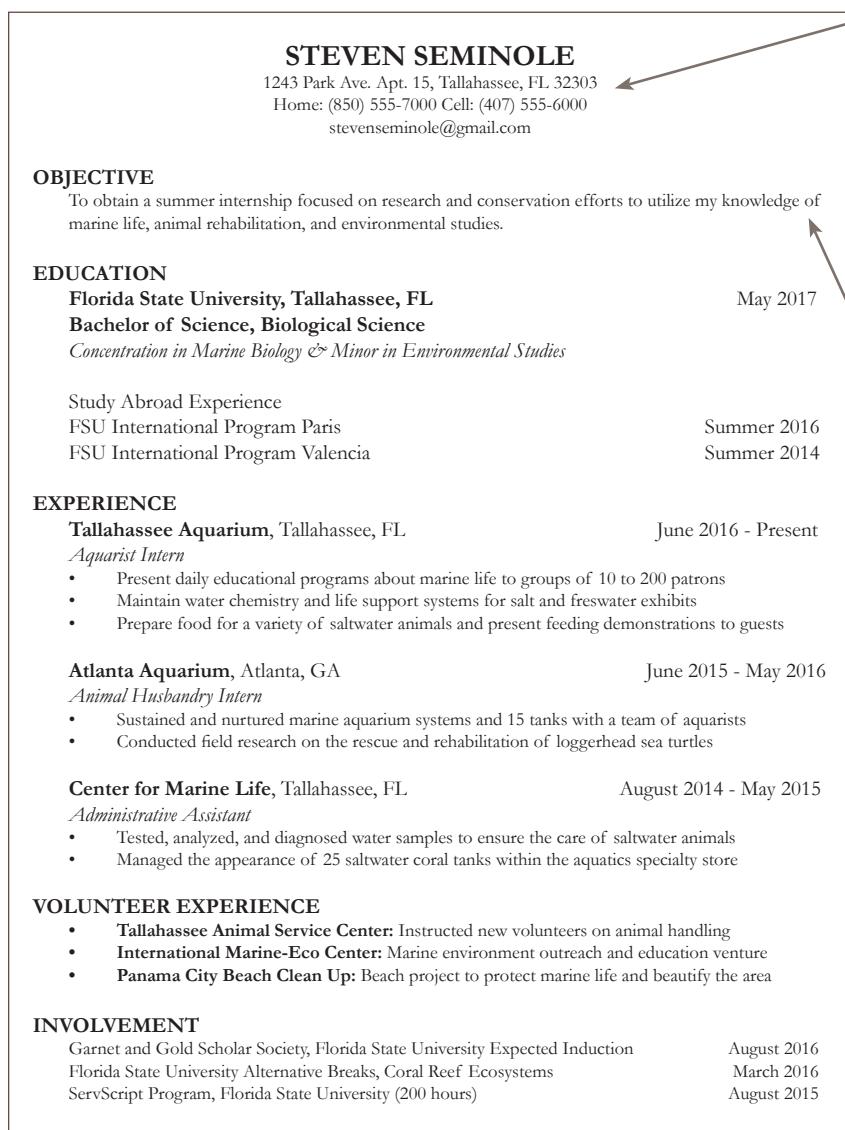
## Chronological (or General)

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.

## Functional

A functional résumé consists of selections from your total experience which relate to the job you seek. Under each category, list qualifications, skills, experiences, etc. that logically support your job objective. This approach is more difficult to construct but may be more effective in documenting the skills or functions you want to perform, especially if your background is varied. Functional résumés are generally NOT appropriate for recent college graduates. However, a combination of these two forms may be appropriate.

## 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.



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working world

### Natalie Nole

158 East Park Avenue  
Tallahassee, FL 32301  
Home: 850-234-5678 Cell: 333-234-6789  
natalienole@my.fsu.edu

#### Education

Florida State University, Tallahassee, FL  
Bachelor of Science in Criminology, August 2017  
Minors: Psychology and Sociology  
Major GPA: 3.5  
Dean's List, 5 semesters

#### Experience

Florida State University, Tallahassee, FL, July 2016 - 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 2014 - May 2016

##### Administrative Assistant

- Created spreadsheets using Microsoft Excel and performed data entry
- Arranged daily appointments and greeted clients for ten attorneys and four paralegals

National Distribution Center, Orlando, FL, May 2013 - August 2014

##### 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 2016

##### 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 2015 - Present
- Participant, Florida State University LeaderShape, March 2015

## Résumé Do's and Don'ts

### Do

- Get multiple résumé critiques.
- Use correct grammar and spelling.
- Be brief, clear, concise, and consistent.
- Be positive.
- Be honest.
- Be neat.
- Proofread.

### Don't

- Use standard résumé templates found in computer software.
- State salary requirements.
- Give reasons for leaving past employers.
- Limit geographical considerations unless necessary.
- Expound on philosophy or values.
- Offer any negative information.

## 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, 1/16 - 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 24](#)) to identify and document your skills and accomplishments from your past experiences.

Remember, any experience in the world of work may be capable of demonstrating 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!

## 5 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!

## 6 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.

## 7 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
- Languages
- Leadership Experience
- Licenses
- Memberships
- Professional Activities/Organizations
- Project Management
- Publications/Presentations
- Recitals/Art Shows
- 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](http://career.fsu.edu) or call 850.644.6431 for more information. Career Center liaisons within your specific college are also available to meet with you. Visit [www.career.fsu.edu/About-Us/Hours-of-Operation](http://www.career.fsu.edu/About-Us/Hours-of-Operation) for their advising hours.

# Positive Action Word List

accomplish	compile	establish	investigate	present	staff
account	compose	estimate	judge	preside	start
achieve	conduct	evaluate	lead	produce	structure
act	contribute	exercise	learn	program	submit
administer	control	exhibit	listen	promote	supervise
advertise	coordinate	experiment	make	propose	supply
advise	correct	explain	manage	provide	synthesize
aid	create	facilitate	manufacture	publish	talk
analyze	delegate	formulate	market	purchase	teach
arrange	demonstrate	furnish	measure	qualify	test
assemble	decrease	guide	meet	raise	train
assign	decide	handle	mobilize	read	translate
attend	design	hire	model	recommend	travel
audit	determine	implement	motivate	recruit	tutor
budget	develop	improve	negotiate	repair	type
build	devise	increase	operate	report	understand
calculate	diagnose	influence	order	research	verify
catalogue	direct	initiate	originate	review	write
chart	discover	inspect	organize	schedule	
clarify	document	install	perform	select	*Use Microsoft
collect	draft	instruct	persuade	sell	Word's
communicate	edit	interpret	plan	serve	Thesaurus
compete	engineer	interview	predict	solve	function for more
complete	entertain	invent	prepare	speak	action words.

# Constructing Effective Experience Descriptions

## 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 2014 - March 2016

## Server

- Provided gracious customer service while managing dining experience 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:

- |   |             |         |        |
|---|-------------|---------|--------|
| • | Action Verb | Skill   | Tasks  |
| • | Action Verb | Project | Result |



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# 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 Grad 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.

- 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.

### 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 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](http://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

<i>Florida State University</i> , Tallahassee, FL	Expected: 4/2018
<b>Master of Accounting in Taxation</b>	
Overall GPA: 3.92	

<i>The University of Georgia</i> , Athens, GA	4/2015
<b>Bachelor of Science in Accounting</b>	
Overall GPA: 4.00, Summa Cum Laude	

## Professional Experience

<i>FSU College of Business</i> , Tallahassee, FL, <b>Teaching Assistant (ACG 2021)</b>	8/2015 - 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	
<i>Leon Co. Commission, District 5</i> , Tallahassee, FL, <b>Campaign Treasurer</b>	6/2015 - 11/2015
• 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	
<i>State of Georgia DEP</i> , Tallahassee, FL, <b>Accountant I</b>	8/2012 - 4/2013
• Reconciled work order accounts, processed checks, and prepared financial statements	
• Assembled vouchers to pay project invoices while remaining within budget constraints	

## Leadership Experience

<i>Accounting Society</i> , Florida State University, <b>Vice President</b>	8/2015 - 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	2010 - Present
FSU College of Business Achievement Scholarship	2016
The University of Georgia Accounting Department - Outstanding Senior	2015

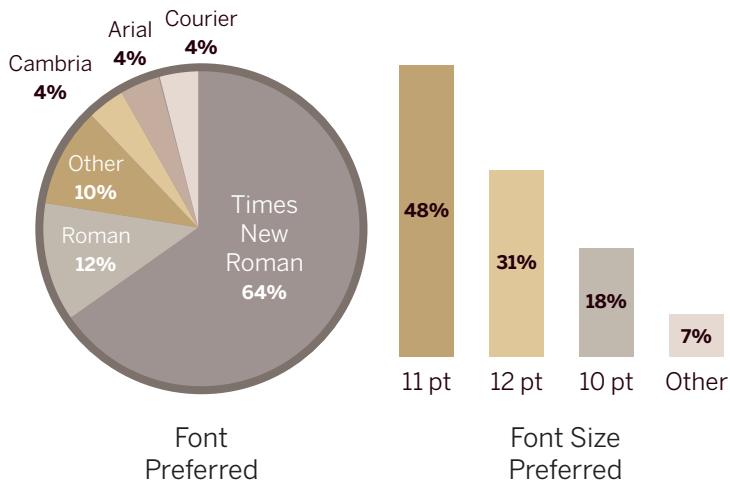
# What Employers Say About Résumés

Employers hire our students, so we went right to the source. In January 2015, The Career Center surveyed employers at Engineering Day and Seminole Futures for feedback about résumés.

- 93 employer responses
- 59% were HR managers and recruiters; the other respondents were project managers/industry professionals

## Design and Layout

98% of employers said the layout and format of a résumé is important. Employers agreed that the most important design element is simplicity.



## Format

61% of employers said they preferred a chronological organizational format, while 34% preferred a combination of chronological and functional, and 3% preferred a functional format.

71% of employers said they preferred to see the dates written out, i.e., September 2016 - April 2017.

## The Most Important Thing to Present on a Résumé

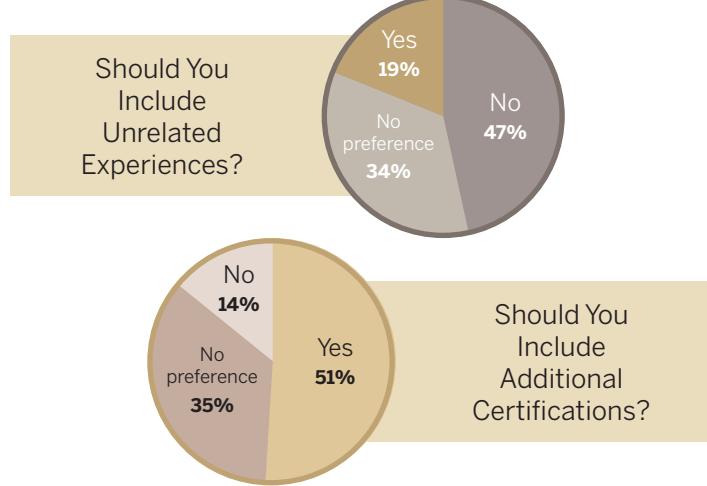
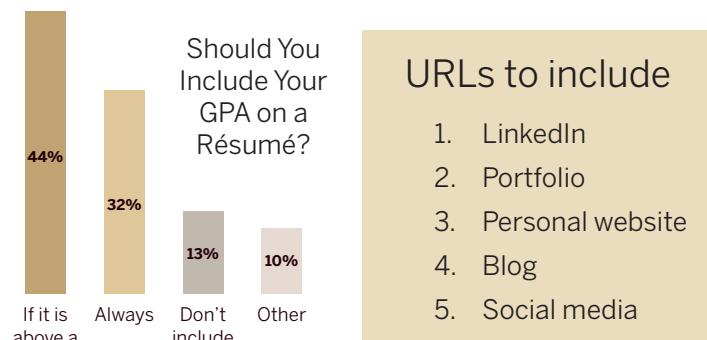
1. Quantifiable information
2. Concrete examples
3. Skills learned/results
4. Words from a job description

## Skills and Content

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



## Review and Delivery

A majority of employers spend 15 to 30 seconds reviewing a résumé.

Top 5 Reasons for Résumé Rejection

1. Misspelled words
2. Unorganized format
3. Lack of identifiable skills
4. No detailed description of positions
5. GPA less than employer requirement

# Resume Rubric

Name: _____	Date: _____	Major: _____	Critiqued By: _____	Have you attended a Career Center resume writing workshop or had your resume critiqued by a Career Advisor? YES NO	Academic Year: _____
<b>Format</b>	<b>1 point</b>	<b>2 points</b>	<b>3 points</b>		
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.	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).	The resume makes good use of space, has consistent formatting throughout, and can be easily scanned.	The resume makes good use of space, has consistent formatting throughout, and can be easily scanned.		
<b>Header</b>				Header information is easy to read and contains necessary information.	
<b>Objective or Professional Qualifications Summary (OPTIONAL)</b>	Objective or professional qualifications summary is not tailored to the position.	Resume includes an objective or professional qualifications summary that is vague or too long and may not be targeted enough toward the position.	Resume includes an objective or qualifications summary that is short, specific, and targeted to the position.		
<b>Education Section</b>	This section needs to be in reverse chronological order. Some information may be missing.	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.	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).		
<b>Experience Section</b>	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.	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.	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).		
<b>Other Sections</b>	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.	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.	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.		
<b>Communication Skills</b>	There are spelling and grammatical errors. Resume does not display attention to details.	There are no spelling or grammatical errors; however, the level of writing is simplistic and could be enhanced.	There are no spelling or grammatical errors. Communication skills are excellent.		
<b>Total Score = _____ /21 points</b>	<b>Resume needs improvement to stand out to employers.</b> <b>6-11 points</b>	<b>Resume is acceptable but improvement could be considered.</b> <b>12-17 points</b>	<b>Resume is strong and targeted to your intended industry/position.</b> <b>18-21 points</b>		

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.

# Write Effective Letters

## 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 current 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.



- The file system can be especially helpful because you can access previous correspondence when composing additional letters. You also can look back over the letters and emails you have sent to determine which ones were generating interviews.

## Choice of Cover Letter Format

### 1 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..."

### 2 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.”

## Types of Letters

### 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 46](#)) 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.



## 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.

## 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.

## 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

### Do

- ✓ 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).

### Don't

- ✓ 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.

## 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 him or her 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

## SAMPLE TARGETED APPROACH COVER LETTER: MODIFIED BLOCK FORMAT

### Include

- Don't forget to include your address and the employer's address at the top of the letter!

### Specify

- Make sure to specify the position you are applying for.
- Tell how you heard of the opening or organization—this is especially important if you were referred by a mutual contact.

### Mention

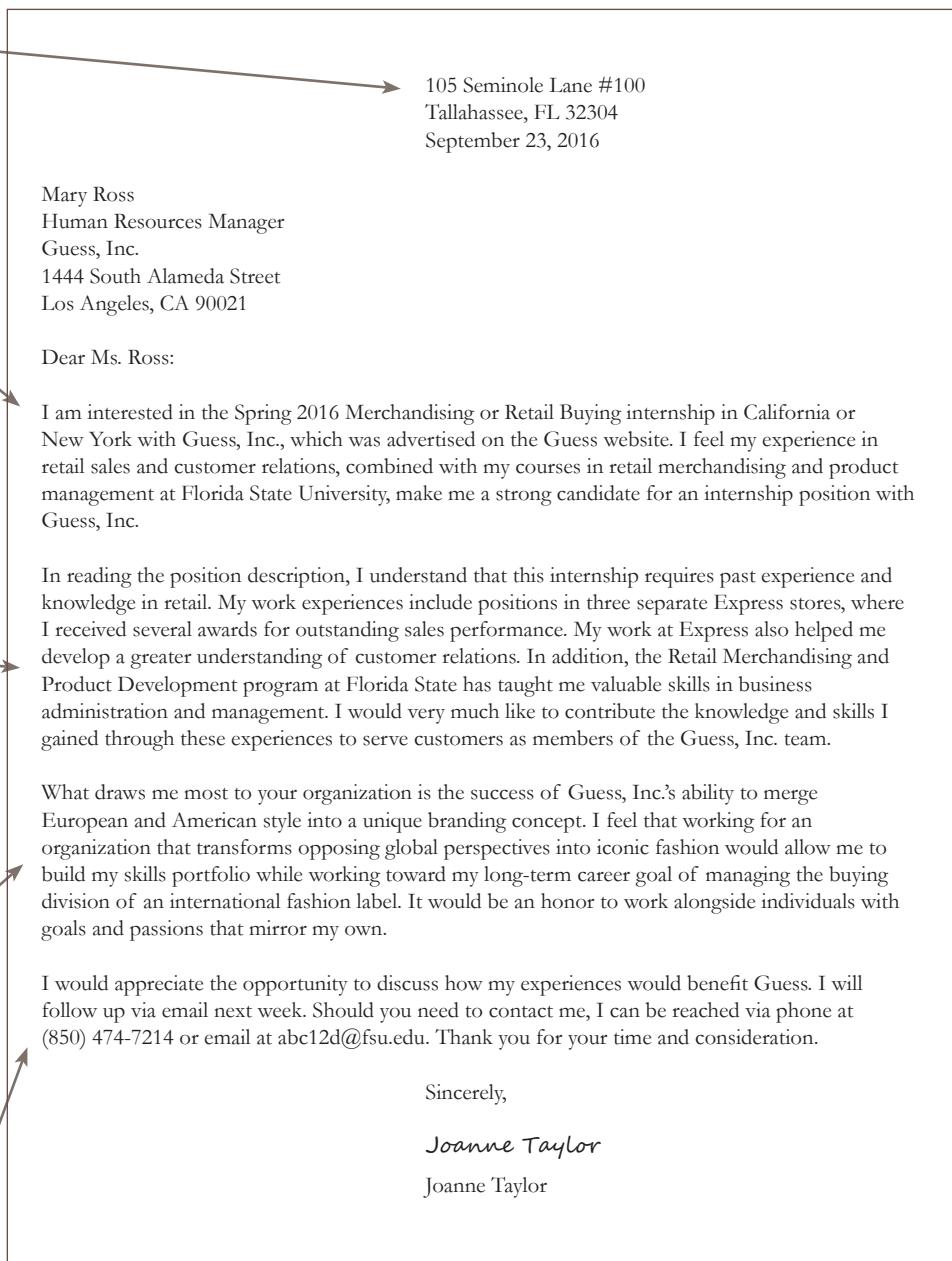
- Mention one or two of your qualifications that you believe will be of greatest interest to the organization.
- Tell why you are particularly interested in the employer, location, or type of work.

### Tailor

- Tailor your skills and experiences to the employer. Consider how you will meet their needs!

### End

- End with your plan of action, and commit to that plan. If you tell the employer you will contact them in a week to discuss the job, make that call!



### 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 advising at The Career Center Monday through Friday from 9 a.m. until 4:30 p.m.

## SAMPLE BROADCAST COVER LETTER: BLOCK FORMAT

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. My name is Jennifer Stevenson, and 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 zyx@fsu.edu. Thank you for your time and consideration.

Sincerely,

*Jennifer Stevenson*  
Jennifer Stevenson

### 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.

# 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 can't stand 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 Boozeers).
- Keep in mind that even if an employer does not view your site, potential colleagues or clients might!

# Build Your Positive Online Presence

## 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. \_\_\_\_\_ 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.
- Blend in personal commentary, but save overly personal tweets or posts for friends. Instead, write or retweet about current events in your industry.

- Blog, tweet, or post about things people would enjoy reading about.
- Make sure your writing is free of grammar and spelling mistakes.
- Include images or videos related to your posts to maintain visual interest.
- Update your blog or page at least weekly, so it doesn't seem abandoned.

## 4 Buy a Blog Domain Name

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

- godaddy.com
- register.com
- wordpress.com



## Sources

- [CareerBuilder.com](#)
- [Not Just Your Space: The College Student's Guide to Managing Online Reputation](#) by Tom Drugan
- [StudentBranding.com](#)

# Dress to Impress

## The Secrets of Proper Attire

### Learn the Employer's Dress Style

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

- Research the culture of the employer. 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 brochures, website, and employees of the organization 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, sky-high stilettos, and miniskirts 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 an employer 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 can be helpful to remember to always dress for the job you want.

### 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.

### 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.

# Standard Interview Attire

## The Suit

- Choose a classic, neutral suit in charcoal, black, navy, or gray. 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.
- The fabric of the suit should be gabardine or wool. Blended material is acceptable, but avoid cotton blends as they wrinkle.
- Make sure the suit flatters your figure 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.
- Socks/stockings should match the color of your suit and cover your calves.
- Belts should be in good condition and match the color of your shoes.

# Business Casual

## Feminine Considerations

- Pantsuits are a wise choice for a business casual event (information session, facility tour, etc.).
- A classic sheath paired with a cardigan or a blazer in the same fabric and color is a good choice.
- Crisp cotton shirts in white, chambray, and chartreuse paired with dress pants, khakis, or skirts make an appropriate casual outfit.
- Cardigan twin sets are also an easy way to dress more casually while still looking professional.
- Jewelry, scarves, and other accessories will add polish to any outfit, but remember that less is more.
- Shoes should still be well-made and close-toed. Flats are appropriate.
- Hose are not essential for business casual but are recommended for shorter skirts. Wear trouser socks with pants.
- Skirts should still fall near the knee.

## Masculine Considerations

- A sports coat creates a pulled together look in a business casual environment and eliminates the need for a tie. Pair the sports coat with khakis or dark slacks.
- Traditional dress slacks (khakis, Dockers, corduroys, wool, and linen) are appropriate with or without a blazer. Be sure to press them beforehand.
- Casual, button-down oxford shirts are a great alternative to dress shirts, with or without a tie. Choose basic white, chambray, or pinstripe.
- Oxfords and loafers in brown or black are a good match for khakis and corduroys.

# Considerations for Interview Attire



## Variations of the Suit

- If wearing a skirt suit, hemlines should be knee length or longer. Miniskirts are inappropriate.
- Choose a quality fabric such as wool or gabardine.
- Jacket sleeves should fall half an inch below your wrist.

## The Blouse

- If wearing a blouse instead of a dress shirt, it should be neat and ironed, neither low-cut nor revealing.
- Do not wear a camisole or sheer blouse.

## Accessories

- Jewelry should be minimal and conservative. Remove all facial piercing except earrings.
- Wear a maximum of five accessories. Earrings count as two and a watch is the third, allowing two additional accessories. Do not over-accessorize.

## Makeup and Grooming

- Makeup should be natural and conservative. Avoid overly dark or bright eyeshadow and lipstick.
- Nails should be clean and manicured. Avoid very long nails, nail art, or trendy and bright nail polish.
- Hair should be clean and neat.
- Avoid perfumes or scented lotions.
- It is best to try to cover visible tattoos.

## The Necktie

- Wear a conservative tie with subtle patterns or solid colors.
- Ties should be of good quality and generally darker than your shirt.
- The tie should fall to the middle of your belt.

## Accessories

- Limit accessories/jewelry to three pieces.
- Masculine accessories may include a watch, ring, handkerchief/pocket square, lapel pins, cuff links (count as 2), and tie tacks. If wearing a watch, it should be a dress watch — avoid athletic styles.
- Avoid bracelets, necklaces, and visible piercings.



## Grooming

- Facial hair should be neatly trimmed (mustache, sideburns).
- Hair should be neat and conservative, not touching the collar of your shirt.
- Heavy cologne should be avoided.
- Nails should be clean and manicured.
- It is best to try to cover visible tattoos.



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# 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 officers, administrators, 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](http://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.

# 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 45](#). 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 113](#).
- 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 2016: Mock interviews can be scheduled September 6 - November 18 (open sign-up starts August 29).**
- **Spring 2017: Mock interviews can be scheduled January 19 - April 21 (open sign-up starts January 9).**

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 services.

For step-by-step registration information and more details on the Mock Interview Program, please visit [career.fsu.edu/MockInterview](http://career.fsu.edu/MockInterview).

# Attend the Interview

## 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 38](#).

## 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 appointment 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 (telephone or computer with webcam)

### 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 can be performed 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, however.

## 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, [pages 104-110](#), routinely throughout the semester to apply for interviews. Get started today at [career.fsu.edu/SeminoleLink](http://career.fsu.edu/SeminoleLink).

## During the Interview

### Answer the Interviewer's Questions

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 the interviewer 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 113](#).

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.

## 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.

## Ask the Interviewer Your Questions

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

- How do you measure the success of a trainee?
- What is the normal progression of a trainee 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.

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 on 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 47](#)).



## 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 118](#) 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 98](#).

## After the Interview

### 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?

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

November 15, 2016

Name:  
Title:  
Organization:  
Address:

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.

# 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 the interviewer's 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](http://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 the organization has 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 the 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 94](#) 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 98](#) 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 46](#).

### 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?

# MAKE A GOOD IMPRESSION

## What's Your Plan?

*Create your plan to discover your options!  
Map out your goals, and choose items from the Sample Activities list to begin.*

### Sample Activities

- Use Career Center Library resources.
- Create a career objective, and write a résumé or cover letter.
- Receive a résumé/cover letter critique.
- Practice interviewing with a mock interview, and answer sample interview questions.
- Build a positive online presence.

### ProfessioNole

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? Make contacts with FSU alumni and friends through the ProfessioNole database in SeminoleLink. ProfessioNole volunteers want to share career information and insight with you. Find out more details on [page 111](#).

### Career Portfolio

Impress employers or graduate school admissions committees by using FSU's online Career Portfolio to document and showcase your skills, qualifications, experiences, and accomplishments! Find out how to get started on [page 113](#).

### Goal(s)

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

### Activity

### Priority

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## GAIN EXPERIENCE



### How would you like to gain experience?

- Obtain a part-time job
- Volunteer
- Conduct research
- Join a student organization
- Land an internship
- Study, intern, or work abroad
- Other \_\_\_\_\_

*When employers or graduate schools evaluate college graduates, they 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. Additionally, experiential learning allows you to "try on" various work environments within your projected career field.*

### 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

### 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.

# Experiential Learning Readiness Checklist

This worksheet is a simple, step-by-step strategic outline designed to assist you in looking at where you are and where you want to go. The basic purpose is to help you assess your readiness before beginning your search.

## Step 1

### Identify Your Motivation

- Think first about why you want this experience. Knowing why you want something will give you more staying power.

### Evaluate Your Readiness— Timing is Everything! Ask Yourself:

- Which type of experiential learning position is best for me and how many should I or can I do?
- What tools do I need to land the best experience?
- What resources are available to assist me?
- What types of employers hire interns with my major or in my career field of interest?
- Can I or will I take an unpaid position?
- When should I start looking?
- What do I have to offer (skills, knowledge, and abilities)?

### Assess the Benefits to Your Future

- Identify specific benefits or outcomes for participating in an experiential learning opportunity.
- How will it complement my academic studies or future career goals?

## Step 2

### Define Your Short-Term Goal(s)

Goals provide direction and give shape to your dreams and aspirations. They also help set priorities and allow you to work well within a time frame.

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## Step 3

### Create an Action Plan With Steps to Reach Your Goal!

- If you fail to plan, then you plan to fail. Be proactive about reaching your goal.
- How will you reach your goal(s)?
- What will you do to make it happen?
- What resources (print, online, or individuals) will you use in your search?

## Step 4

### Track Your Progress

- How are you doing so far?
- Can you see the end in sight?
- Do you need to revisit your goal or re-adjust your plan of action?

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### Need Assistance?

Come meet with us! Career advisors are available Monday - Friday from 9 a.m. - 4:30 p.m. Career Center liaisons within your specific college are also available to meet with you. Visit [www.career.fsu.edu/About-Us/Hours-of-Operation](http://www.career.fsu.edu/About-Us/Hours-of-Operation) for specific advising hours.

# Obtain a Part-Time Job

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.

## Part-Time Jobs On 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!

- **Office of Human Resources** — The Florida State University Office of Human Resources advertises most available on-campus part-time jobs campus-wide within the different colleges, schools, departments, institutes, and administrative units. Visit [hr.fsu.edu](http://hr.fsu.edu), select “Job Opportunities,” then “OPS or Temporary.”
- **Academic Center for Excellence (ACE)** — ACE hires peer tutors to support FSU students who are looking for additional help with course material, as well as organizational and time management skills. Visit [ace.fsu.edu/Tutoring/Peer-Tutoring-Employment-Opportunities](http://ace.fsu.edu/Tutoring/Peer-Tutoring-Employment-Opportunities).
- **Seminole Dining** — Campus Dish hires employees that work in all Seminole Dining locations and Catering Services across campus for everything from student managers to dish-washing staff. Visit [seminoledining.campusdish.com/Careers](http://seminoledining.campusdish.com/Careers).
- **Campus Recreation** — Campus Recreation employs 700+ students in various program areas throughout the school year, including RecSports, Fitness & Wellness, Facilities, and Outdoor Adventures. Visit [campusrec.fsu.edu/staff/jobs](http://campusrec.fsu.edu/staff/jobs).
- **University Libraries** — Did you know there are over eight libraries across campus?! University Libraries searches for student employees to provide customer service, technology support, reference assistance, security, data entry, and more. Visit [lib.fsu.edu/employment/ops-fws](http://lib.fsu.edu/employment/ops-fws).
- **Oglesby Union** — The Union employs around 300 students in a wide variety of positions at the Oglesby Union Complex, Student Activities Center, Askew Student Life Center, Student Services Building, and FSU Flying High Circus. The Oglesby Union hires FSU students in April, July, and November of every year to serve in a number of support roles. Visit [union.fsu.edu/about-us/jobs](http://union.fsu.edu/about-us/jobs).

- **The Phone Center** — The Phone Center employs nearly 70 students who work year-round providing information to the thousands of members of the Florida State University community while offering them an opportunity to support the university’s academic future. Visit [foundation.fsu.edu/about/phone-center](http://foundation.fsu.edu/about/phone-center).
- **University Housing** — University Housing has many employment opportunities for students offered throughout the year. Some jobs are time-sensitive, while others have rolling applications throughout the year, including receptionist, night staff, conference assistant, and resident assistant. Visit [housing.fsu.edu/employment](http://housing.fsu.edu/employment).

## Part-Time Job Fair

FALL — September 1, 2016

SPRING — January 12, 2017

Oglesby Union Ballrooms | 10 a.m. - 2 p.m.  
[career.fsu.edu/Students/Events](http://career.fsu.edu/Students/Events)

## SeminoleLink

Search for part-time jobs, both on and off campus, through your SeminoleLink account at [career.fsu.edu/SeminoleLink](http://career.fsu.edu/SeminoleLink).

## Student Employment Listings

Visit [career.fsu.edu](http://career.fsu.edu); click “Find a Part-Time Job”





## Why work Part-time?

### Benefits of part-time employment:

- Working part-time develops effective time management skills. Maintaining a job requires you to balance class schedules, study time, leisure time, and the demands of a work schedule.
- National statistics indicate that students who work an average of 10-20 hours per week develop more effective study habits and perform better academically.
- Working can develop your self-confidence, self-sufficiency, and a real sense of independence. These are invaluable skills necessary for the professional world.
- Students who work through a series of jobs while attending college can establish an excellent work record and employment history. A solid work history can benefit you as you begin seeking permanent employment.

## Part-Time Jobs in the Greater Tallahassee Area

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, 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. to 4:30 p.m. Monday through Friday.

The classifieds section of our local newspapers include job posting from various employers. For example:

- Tallahassee Democrat Classifieds  
[www.tallahassee.com](http://www.tallahassee.com)
- FSView Classifieds  
[www.fsunews.com](http://www.fsunews.com)

Government agencies employ workers across many functions, including parks and recreation, after-school programs, business services, libraries, law enforcement, health, and social services.

- Leon County Government  
<http://cms.leoncountyfl.gov/HR/jobs/joblist.asp>
- State of Florida  
<http://jobs.myflorida.com/index.html>
- City of Tallahassee  
[www.talgov.com/hr](http://www.talgov.com/hr)

Staffing agencies are recruiters seeking part-time, temporary workers on behalf of other companies. You may want to consider registering with multiple temporary staffing agencies in order to get your foot in the door with local companies.

Doing a great job as a temporary employee can often lead to longer-term employment. Completing multiple temporary assignments can provide you with exposure to many different work settings.

- Adecco  
[www.adecco-tlh.net](http://www.adecco-tlh.net)
- Kelly Services  
[www.kellyservices.com](http://www.kellyservices.com)
- Manpower  
[www.manpower.com](http://www.manpower.com)
- Remedy Intelligent Staffing  
[www.remedystaff.com](http://www.remedystaff.com)
- Spherion  
[www.spherion.com](http://www.spherion.com)



## Volunteer

Volunteering is an excellent way to gain work experience and explore career options! The FSU Center for Leadership and Social Change 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](http://www.thecenter.fsu.edu/Get-Involved). You can also request to meet with a service advisor by submitting a form online at <http://www.thecenter.fsu.edu/Get-Involved/Advising-Request-Form>

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/ServScript-Program](http://www.thecenter.fsu.edu/ServScript-Program). Questions about the program can be emailed to [servscript@admin.fsu.edu](mailto:servscript@admin.fsu.edu).

## Job Shadowing

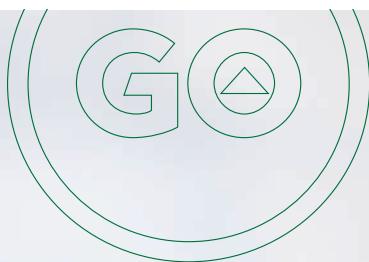
Job Shadowing is a type of experiential learning opportunity that involves observing a working professional throughout their typical workday or workweek. Through direct observation, you may learn important information that can help you make career decisions like choosing a major, occupation, or industry. Job shadowing can be done in person or virtually and is sometimes called an externship.

Job shadowing at a specific organization can also aid in the development of professional networking contacts that may make finding and acquiring future internships or full-time opportunities easier. A great way to identify possible contacts to job shadow is through the ProfessioNole database on SeminoleLink ([www.career.fsu.edu/ProfessioNole](http://www.career.fsu.edu/ProfessioNole)). Speak with a Career Advisor or Career Liaison to help you learn other ways to find and acquire job shadowing experiences. Students wishing to gain recognition for their job shadowing experience can apply for the Job Shadow Recognition Program. More information can be found at [career.fsu.edu/Students/Gain-Experience/Gain-Recognition-for-your-Experience/Job-Shadow-Recognition-Program](http://career.fsu.edu/Students/Gain-Experience/Gain-Recognition-for-your-Experience/Job-Shadow-Recognition-Program).

## 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 research at FSU by visiting the **Office of Research**'s website at [research.fsu.edu](http://research.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 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](http://cre.fsu.edu).
- As a graduate student, you can be actively involved in research under the direction of one of our distinguished faculty or through jobs and internships. Learn more at [gradschool.fsu.edu/academics-research](http://gradschool.fsu.edu/academics-research).



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954-354-5118

### DEE DEVINCINZO

Talent Acquisition Manager, Florida Panhandle  
[daryl-leigh.devincinzo@ehi.com](mailto:daryl-leigh.devincinzo@ehi.com)  
850-969-4106



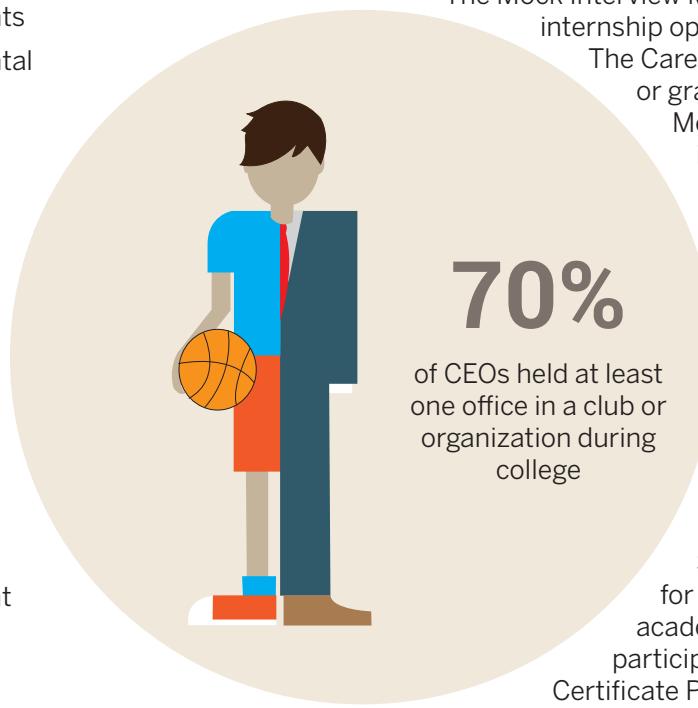
Equal Opportunity Employer - Minorities/Women/Disabled/Veterans

## 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](http://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



## Career Center Involvement

### Student Ambassador Program

The Career Center Student Ambassador Program is a service and leadership experience sponsored by **TARGET** that provides students the opportunity to serve as representatives of The Career Center. Ambassadors participate in variety of activities including marketing and staffing Career Center events, hosting employer visits, and presenting at Orientation. 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 Program 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.

### 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](http://garnetandgoldscholar.fsu.edu).



# 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 companies find they can recruit from within. As an intern, you will have access to the company'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 easily be able to recount 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.



full-time offers made by employers to their interns

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

national average hourly wage for interns at the bachelor degree level

national average hourly wage for interns at the master degree level

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

*According to the National Association of Colleges and Employers (NACE) Internship & Co-op Survey 2015*

# 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

SeminoleLink is The Career Center's online opportunity database linking students and alumni directly with employers. With SeminoleLink, 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, FSU's alumni/community database.
- Report your previous and future experiences. (Click "Report Your Seminole Success Story" under the "Profile" tab).

Visit [career.fsu.edu/SeminoleLink](http://career.fsu.edu/SeminoleLink) 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.

## 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/Students/Events](http://career.fsu.edu/Students/Events) 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

Find contacts in your field of interest (accessible through SeminoleLink or MyFSU). Learn more at [career.fsu.edu/ProfessioNole](http://career.fsu.edu/ProfessioNole).

## 10 Send Thank You Letters After an Interview or Networking Contact

Show your appreciation through follow-up. Refer to page 46 for information on thank you letters.



# Make the Most of Your Experience

Many make the mistake of assuming that all they have to do is show up for an internship, sit back, and relax. It's not a real job, right?

No. 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.

You have heard the old saying, "You only get out of it what you put into it," so make the most of your internship.

- **Dress professionally and appropriately for the position**— Remember, you are representing your university and your internship site.
- **Be on time**— Try to arrive a few minutes early.
- **Set realistic personal and professional goals**— Think about what you want to gain out of this experience.
- **Fully understand tasks**— Ask questions! Remember, is okay to ask for clarification!
- **Pay attention to detail**— Follow through on all projects and assignments.
- **Take initiative**— Find something to do if there is "nothing" to do. Volunteer to help with a project that interests you.
- **Observe the office culture and exercise basic office etiquette.**
- **Be positive, friendly, enthusiastic, supportive, considerate, and respectful of others.**

- **Work hard and efficiently.**
- **Use social media to learn from other professionals.**
- **Have regular meetings with your supervisor**— Give progress reports, ask questions, ask for feedback, and define/clarify job expectations.
- **Accept and take feedback into account**— This is how you grow professionally.
- **Be accountable for your actions.**
- **Build your portfolio**— Get permission from your supervisor to collect any relevant projects, assignments, etc. in which you were involved to become part of your Career Portfolio. Visit [portfolio.fsu.edu](http://portfolio.fsu.edu) to begin.
- **Learn as much as you can about the industry or organization.**
- **Network, network, network!**— Focus on the quality rather than quantity of people you meet, conduct informational interviews, and find a mentor.
- **Leave on a positive note**— Meet with your supervisor and thank them for the opportunity to be a part of the organization, discuss any pending projects you were assigned that need additional attention, and return any company property on your last day. Do not slack off or skip out early. After you have finished your internship, be sure to send a thank you letter.
- **Enjoy yourself!**





## Gain Recognition For Your Experience

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

### 1 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.

### 2 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.

### 3 Experiential Recognition Program

The Experiential Recognition Program (ERP) is a virtual non-credit (-0-) course that facilitates all FSU degree-seeking students the opportunity to earn transcript notation for engaging in experiential learning opportunities. FSU students must register for the ERP course during open registration windows. The ERP course is graded on the S/U system through Blackboard. Visit [career.fsu.edu/erp](http://career.fsu.edu/erp).

### 4 Experiential Certificate Program

The Experiential Certificate Program (ECP) gives all FSU degree-seeking students the opportunity to earn recognition for engaging in experiential learning opportunities. Students must participate in ECP in the same semester they complete an experiential learning engagement (internship, research, leadership, or significant community engagement). Students must enroll in ECP prior to the close of the official Drop/Add period for the semester they are completing experiential learning opportunity. Please note: For summer semesters, this recognition program runs concurrently with summer session A. Visit [career.fsu.edu/ecp](http://career.fsu.edu/ecp).

### 5 Garnet & Gold Scholar Society

Document your experiences by participating in the Garnet & Gold Scholar Society! 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, which has been providing study abroad programs for over 60 years, offers 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](http://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.

# STUDY ABROAD. ENHANCE YOUR RESUME.

FSU International Programs is ranked 12<sup>th</sup> in the nation for the number of students sent abroad. We offer programs and internships during Fall, Spring, and Summer and are committed to making each student's experience a story worth telling. Choose to have an experience of a lifetime.

The world is your campus. Go Noles!

FLORIDA STATE UNIVERSITY  
**INTERNATIONAL PROGRAMS**  
CELEBRATING 60 YEARS IN STUDY ABROAD!



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## FSU International Exchanges

In this era of globalization, your education may benefit from more cultural exposure than is available only on FSU's campus. The Center for Global Engagement helps develop and support international agreements between FSU and universities abroad. A large number of FSU colleges already have agreements for a reciprocal exchange with universities in Europe, Asia, South America, the Caribbean, and Australia. If you have already experienced international education or if you want more cultural immersion programs than is available through a traditional study abroad program, participating in an international exchange program can be your next step! These exchanges can apply towards international requirements for the Garnet & Gold Scholar Society ([garnetandgoldscholar.fsu.edu](http://garnetandgoldscholar.fsu.edu)). It can also serve as the cornerstone for those working toward the Global Pathways Certificate ([global.fsu.edu/students/certificate/certificate.htm](http://global.fsu.edu/students/certificate/certificate.htm)).

Students who go on these exchanges enroll and pay FSU tuition and fees, which are waived at the host university. 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. Learn more about exciting opportunities to go abroad by visiting [global.fsu.edu/currentInternationalExchanges.htm](http://global.fsu.edu/currentInternationalExchanges.htm).

## 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.

## A Foreign Employer

With some exceptions, your chances of being hired by a foreign-based firm are slim. Often, the employer 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.

## An American Employer

Employees working in the United States sent abroad by their firm 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 a company 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](http://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](http://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](http://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.



## 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](http://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](http://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](http://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! Use your FSU ID and password to access Going Global as a secure application through MyFSU or through SeminoleLink.

## Global Citizenship Certificate

The Global Citizenship Certificate 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 take two required and two elective academic courses and participate in international and/or cross-cultural experiences and events on campus. 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](http://cge.fsu.edu/globalcitizen).

# GAIN EXPERIENCE

## What's Your Plan?

*Create your plan to discover your options!*

*Map out your goals, and choose items from the Sample Activities list to begin.*

### Sample Activities

- Explore opportunities with a career advisor at The Career Center.
- Get a part-time job to build your experience and skill set.
- Explore community engagement opportunities with the Center for Leadership & Social Change.
- Build your résumé by getting involved with a student organization or participating in a university research project.
- Land an internship to explore career fields and occupations.
- Participate in a study abroad or international exchange program.

### Goal(s)

- 
- #1 \_\_\_\_\_
  - #2 \_\_\_\_\_
  - #3 \_\_\_\_\_

### Activity

### Priority

_____	_____
_____	_____
_____	_____
_____	_____

# Chapter 4

# CONQUER YOUR FUTURE



**How will you  
conquer your future?**

- Seek full-time work
- Go to graduate school
- Prepare for a second interview
- Use proper etiquette during the interview and at work
- Negotiate job offers
- Other \_\_\_\_\_

*Graduation is just around the corner, and it's time to look ahead! 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. It's time to start your transition into the world beyond Florida State!*

## Search for Full-Time Work

### 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 five general steps:



Notice how the diagram above depicts the job search process as a cycle. Movement through these steps does not always follow the same linear order, and it is possible that steps will overlap at times. Use this model as a framework to help you understand the important elements of a job search process, but know that your job searching experience is likely to be as unique as you are.

## 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. Below are some thoughts and feelings you may notice that could indicate it is time to begin searching for a job:



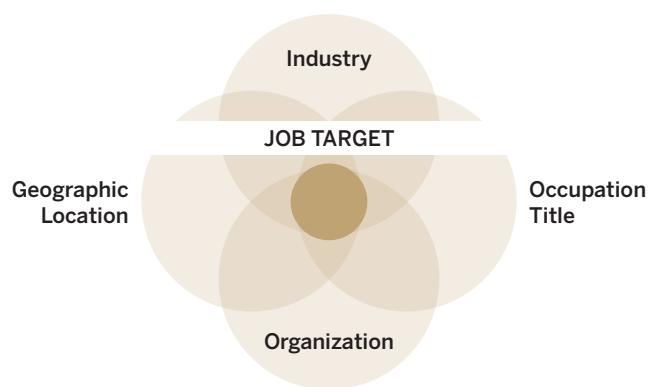
There really is no right or wrong time to start searching for positions. However, there are several steps involved in preparing for and executing a job search. It could easily be two to four months (or more) from the time you apply to when you are hired and begin your job. Below is a sample hiring timeline from an employer's perspective to highlight how time consuming the hiring process alone can be.

Steps Involved in Hiring	Timeline
Position posted	2-4 weeks (or more)
1st round interviews	2-4 weeks (or more)
2nd round interviews	2-4 weeks (or more)
HIRED!	
Start position	2-4 weeks (or more)
<b>Total Time = 8-16 weeks!</b>	

## 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 below. The job target is the intersection of an individual's most important factors.



You can have multiple job targets to expand your job search, but the purpose of a job target is to focus a search for better use of time and energy, so it is best to be intentional and specific. Consider narrowing your job targets enough so you can focus energy on finding the positions in which you are most interested. For additional help developing job targets, visit The Career Center or ask a career advisor for a copy of the "Guide to Good Decision Making Exercise."

## 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 will 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.

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.

Job Search Tools	Find Job Opportunity Listings	Identify/Connect with Employers	Find/Use Networking Contacts
FSU SeminoleLink	✓	✓	✓
Professional Association Websites	✓	✓	✓
Organization Websites	✓	✓	✓
Social Networking Websites	✓	✓	✓
Online Search Engines	✓		
FSU ProfessioNole		✓	✓
Personal Networks		✓	✓
Information Interviewing		✓	✓
Attending Career-Related Events		✓	✓

## 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 ProfessioNole, SeminoleLink, 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](http://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](http://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	<b>YES!</b>

## 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.

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- Increase your hiring potential upon graduation

**Visit [criminology.fsu.edu/careers/](http://criminology.fsu.edu/careers/)  
or call 850.644.7367**

# Networking Guide and 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 for a few minutes on the phone.

## Tips on What to Say/Do

- Talk about your background/type of job you are seeking.
- Provide the recruiter 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.



## 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](http://career.fsu.edu/Resources/Career-Guides).

### SeminoleLink

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.

# 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 74](#).
- **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/students/events](http://career.fsu.edu/students/events)).
- **Dress for success.** Wear a two-piece suit, in a darker color if possible. Wear simple accessories and closed-toed shoes. Avoid cologne, perfume, and scented lotions. See "Considerations for Interview Attire" on [page 40](#).
- **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 36](#) 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.

- **Leave your cell phone and any other items that may cause distraction in your car.**
- **Arrive early to avoid long lines.**
- **Familiarize yourself with the fair's layout** and location of organizations before entering the career fair event. (A program 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 on-campus interviews in the two days 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 help you 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 the employer 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 46](#) or visit [career.fsu.edu/Resources/Career-Guides](http://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 fair 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.

## Fall 2016

- **PART-TIME JOB FAIR**  
Thursday, September 1, 2016  
Oglesby Union Ballrooms  
10 a.m. - 2 p.m.
- **ENGINEERING DAY**  
Tuesday, September 27, 2016  
FAMU-FSU College of Engineering  
9 a.m. - 3 p.m.
- **VETERANS NETWORKING NIGHT**  
Wednesday, September 28, 2016  
Alumni Center Grand Ballroom  
4 p.m. - 5:30 p.m.
- **SEMINOLE FUTURES (All Majors Fair)**  
Thursday, September 29, 2016  
Donald L. Tucker Civic Center  
9 a.m. - 12 p.m. and 1 - 4 p.m.
- **LAW SCHOOL FAIR**  
Monday, October 17, 2016  
Oglesby Union Courtyard  
10 a.m. - 2 p.m.
- **GRADUATE & PROFESSIONAL SCHOOL FAIR**  
Tuesday, October 18, 2016  
Oglesby Union Courtyard  
10 a.m. - 2 p.m.
- **CRIMINOLOGY INTERNSHIP FAIR**  
Wednesday, October 26, 2016  
Dunlap Success Center Rooms 2201 & 2202  
2 - 4 p.m.

## Spring 2017

- **PART-TIME JOB FAIR**  
Thursday, January 12, 2017  
Oglesby Union Ballrooms  
10 a.m. - 2 p.m.
- **ENGINEERING DAY**  
Tuesday, January 24, 2017  
FAMU-FSU College of Engineering  
9 a.m. - 3 p.m.
- **SEMINOLE SUCCESS NIGHT**  
Wednesday, January 25, 2017  
Alumni Center Grand Ballroom  
7 - 8:30 p.m.
- **SEMINOLE FUTURES (All Majors Fair)**  
Thursday, January 26, 2017  
Donald L. Tucker Civic Center  
9 a.m. - 12 p.m. and 1 - 4 p.m.
- **HEALTH PROFESSIONS FAIR**  
Thursday, February 23, 2017  
FSU College of Nursing (Duxbury Hall)  
12:30 - 3:00 p.m.
- **GOVERNMENT & SOCIAL SERVICES FAIR**  
March 30, 2017  
Oglesby Union Ballrooms  
12 - 4 p.m.
- **SECACC Virtual Career Fair**  
April 4-5, 2017
- **EDUCATION & LIBRARY CAREER FAIR**  
May 3, 2017  
Oglesby Union Ballrooms  
12 - 2:30 p.m.



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Send Inquiries & Resumés to [NowHiring@AshleyHomeStore.com](mailto:NowHiring@AshleyHomeStore.com)

# Go to Graduate School

## 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:** A student is required to 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 the student to demonstrate proficiency to graduate.

### Specialist and Advanced Master's Degree

(Ed.S., Adv.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

Noteworthy websites to check include:

- [GradSchools.com](#)
- [GraduateGuide.com](#)
- [Petersons.com/GradChannel](#)

Make sure to:

- Contact departments directly for materials describing the department, programs, and courses in detail.
- Get copies of the university bulletins/catalogs.
- Check with your department or academic advisor.
- Review institutional and departmental webpages.

## 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

### Law School Fair

**Monday, October 17, 2016**  
Oglesby Union Courtyard | 10 a.m. - 2 p.m.

### Graduate & Professional School Fair

**Tuesday, October 18, 2016**  
Oglesby Union Courtyard | 10 a.m. - 2 p.m.



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# Choose Where to Apply

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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 a 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.

## 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.
- When and how you became interested in the field.
- What you have learned from experiences related to the field (employment, volunteer activities, research).
- Your career goals.
- 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.

For additional information, see "Write Your Personal Statement" on [page 90](#).

## Admission Exams

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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](http://ada.org/dat.aspx)
- **GMAT** (Graduate Management Admission Test); Most graduate programs in business [mba.com](http://mba.com)
- **LSAT** (Law School Admission Test); Law schools [lsac.org](http://lsac.org)
- **MCAT** (Medical College Admission Test); Most medical schools [aamc.org/students/applying/mcat](http://aamc.org/students/applying/mcat)
- **GRE** (Graduate Record Examination); Most other programs [ets.org/gre](http://ets.org/gre)
- **MAT** (Miller Analogies Test); Used by some graduate schools [milleranalogies.com](http://milleranalogies.com)

Plan to take these exams early! Scores generally stay current for five years.

# 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 two 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 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](http://onf.fsu.edu).
- **Assistantships:** Paid, part-time employment that may include full or partial tuition waiver (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](http://prelaw.fsu.edu).
- Learn about Pre-Health Advising at [med.fsu.edu](http://med.fsu.edu).
- View the Applying to Graduate School Timeline at [career.fsu.edu](http://career.fsu.edu).

### For More Information

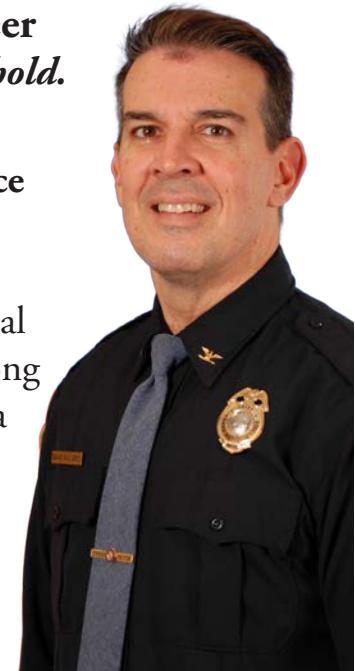
- Call the Federal Student Aid Information Center at 800.433.3243.
- Check the financial aid section of Career Key in The Career Center Library.
- Visit the FSU Graduate School's website at [gradschool.fsu.edu](http://gradschool.fsu.edu).
- FSU Financial Aid: [financialaid.fsu.edu](http://financialaid.fsu.edu)
- Student Loans: [estudentloan.com](http://estudentloan.com)
- FinAid: [finaid.org](http://finaid.org)

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# Finding and Using 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.

## 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](http://www.insidehighered.com): Academic career advice and higher education job postings
- [www.academic360.com](http://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 91](#).

## 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](http://www.nationalpostdoc.org): National Postdoctoral Association
- [www.postdocjobs.com](http://www.postdocjobs.com): Postdoctoral position postings
- [www.phds.org](http://www.phds.org): Links to postdoctoral job postings

## 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.rileyguide.com](http://www.rileyguide.com): Links to websites with job postings across a variety of industries
- [www.versatilephd.com](http://www.versatilephd.com): Informational site about academic employment realities and non-academic career options. Go to [gradschool.fsu.edu](http://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](http://www.careerchangeforacademics.com): Advice and resources for academics wishing to leave the ivory tower

## 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](http://www.gradshare.com): Graduate student online community containing expert advice and helpful information
- [www.phdData.org](http://www.phdData.org): Dissertation database and meeting place for researchers
- [www.gradresources.org](http://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](http://gradschool.fsu.edu) for more information.

## 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](http://career.fsu.edu/Resources/Career-Guides).

## 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](http://www.asgs.org): Association for the Support of Graduate Students
- [www.gwis.org](http://www.gwis.org): Graduate Women in Science
- [www.theleadershipalliance.org](http://www.theleadershipalliance.org): Academic consortium dedicated to the development of leaders in academia, business, and the public sector
- [www.nagps.org](http://www.nagps.org): National Association of Graduate and Professional Students
- [www.nbgsa.org](http://www.nbgsa.org): National Black Graduate Student Association
- [www.nationalpostdoc.org](http://www.nationalpostdoc.org): National Postdoctoral Association

You can also find relevant professional associations in the Gale Directory Library database available through the FSU library website: [www.lib.fsu.edu](http://www.lib.fsu.edu).

# Financial Aid Resources

The FSU Graduate School has information on funding, awards, and grants for students. See [gradschool.fsu.edu/funding-awards](http://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, including the value of pursuing an advanced degree, loan repayment, and navigating the transition from student to career professional
- [www.gradschools.com](http://www.gradschools.com): Provides information on financial aid, resource providers, assistantships, fellowships, scholarships, and more

Additional information is available through the Office of Graduate Fellowships and Awards and Gradspace, both found under the "Organizations" tab in Blackboard.

## Marketing Your Skills

Developing a portfolio is an excellent way to document and emphasize your skills. A portfolio may include your résumé, 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](http://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](http://career.fsu.edu).

## 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 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](http://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](http://gradschool.fsu.edu) or contact Dr. Judith Devine by phone at 644-3501 or email at [jdevine@fsu.edu](mailto: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](http://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](http://www.sga.fsu.edu/cogs), or call (850) 644-7166.



# International Graduate Students and Relocators

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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 645-1424 or visit [www.cge.fsu.edu](http://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](http://career.fsu.edu/Resources/Career-Guides).

Another helpful resource is **GOINGLOBAL**, 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.

**GOINGLOBAL** is available through Secure Apps on Blackboard. 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

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- 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

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- Academic Preparation
- Academic and Professional Service
- Career Objective (See how to create a career objective on [page 14](#)).
- Memberships/Affiliations
- Professional Certification(s)
- Presentations or Publications
- Research Projects
- Teaching Interests
- Thesis

### 5 Length

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- 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

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- 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.

# CV Rubric

Name _____	Date: _____	Major: _____	Critiqued By: _____	Have you attended a vita writing workshop, viewed an online vita workshop, or had your vita critiqued by a Career Advisor	YES	NO	Academic Year: _____
<b>Format</b>	<b>1 point</b>	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.	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).	<b>2 points</b>	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).	<b>3 points</b>	The vita makes good use of space, has consistent formatting throughout, and can be easily scanned.
<b>Header</b>		The header is hard to read and missing information. Email address may be inappropriate.	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.		Header information is easy to read and contains necessary information.		Header information is easy to read and contains necessary information.
<b>Objective or Professional Summary (OPTIONAL)</b>		Objective or professional qualifications summary is not tailored to the position.	Vita includes an objective or professional qualifications summary that is vague or too long and/or may not be targeted enough toward the position.		Vita includes an objective or qualifications summary that is short, specific, and targeted to the position.		Vita includes an objective or qualifications summary that is short, specific, and targeted to the position.
<b>Education Section</b>		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.	This section is missing some crucial information, i.e., institution listed without a location, graduation date, major and name of degree are not listed.		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).		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).
<b>Experience Section</b>		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.	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.		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.		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.
<b>Other Sections</b>		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.	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.		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.		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.
<b>Communication Skills</b>		There are spelling and grammatical errors. Vita does not display attention to details.	There are no spelling or grammatical errors, however the level of writing is simplistic, vague and/or too jargon--could be enhanced.		Vita is acceptable but improvement could be considered.		Vita is strong and targeted to your intended field/position.
<b>Total Score =</b>	<b>21 points</b>	<b>Vita needs improvement to stand out to employers.</b>	<b>6-11 points</b>	<b>12-18 points</b>	<b>Vita is acceptable but improvement could be considered.</b>	<b>12-18 points</b>	<b>Vita is strong and targeted to your intended field/position.</b>

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

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# Write Your Personal Statement

## Purpose

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.

## 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.

## 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?
- Are there any gaps in your academic record that you want to explain?
- What are the most compelling reasons for the admissions committee to be interested in you?
- 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?

## Formatting Tips

Read the application carefully, follow the directions, and adhere to word or page limits! Most personal statements are 2-3 pages.

- 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.



## Do's and Don'ts for Writing Personal Statements

### Do:

- FOLLOW DIRECTIONS OF THE PROMPT!
- Aim for depth, not breadth.
- Write why an event is significant to you and what you learned from it.
- Use readable fonts, conventional spacing, and margins.
- Focus on one or two specific themes and discuss related experiences.
- Concentrate on capturing the reader's interest in the opening paragraph.
- If the prompt contains no specific instructions for content, you may mention specific faculty with whom you would like to work with and/or specific reasons for applying to each program.
- Strive to make the essay unique by using concrete examples from your life experience. This allows you to stand out from other applicants.
- Select people whom you trust to read and provide feedback on your personal statement, especially if English is not your primary language.
- Create a conclusion that refers back to your introduction and ties your points together.
- Connect life experiences to your professional goals and career motivation. Articulate short- and long-term career goals clearly.
- Comment (briefly) on irregular grade trends, discrepancies on transcripts, or circumstances that affected test scores.

### Don't:

- Submit the exact same essay to multiple schools.
- Write a clichéd introduction or conclusion (e.g., "my passion...").
- Preach to the reader.
- Repeat information listed elsewhere in your application.
- Discuss money as a motivating factor.
- Cram too much information into the essay.
- Exceed word and/or page limits.
- Exaggerate your qualifications or experience.
- Discuss potentially controversial topics (e.g., politics or religion).
- Include extraneous materials (e.g., addendums to applications, videotapes, or audiotapes) unless specifically asked.
- Remind the school of its ranking or tell them "how good they are."

# 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?

## 4 Office Support

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- 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?

## 5 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?

## 6 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?

## 7 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?

## 8 Salary/Benefits

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- 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?

## 9 Other Factors

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- 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?

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# 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 a manager 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 a company.

# 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.

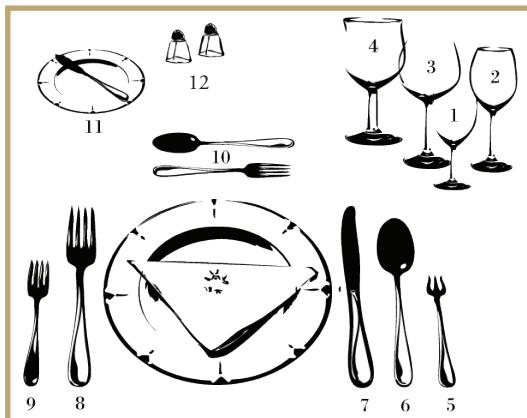
- Develop a comfortable handshake and keep it consistent.
- Handshakes should not be forceful or limp.
- Make a solid connection with the web of skin between the thumb and the forefinger.
- The host or person with the most authority usually initiates the handshake.

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 at the dinner table. 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 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     | 5. Seafood Fork | 9. Salad Fork               |
| 2. White Wine Glass | 6. Soup Spoon   | 10. Dessert Fork            |
| 3. Red Wine Glass   | 7. Dinner Knife | 11. Butter Plate and Knife  |
| 4. Water Goblet     | 8. Dinner Fork  | 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.

## Correspondence Etiquette

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 46](#).
- 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.
- Do NOT answer your phone while meeting with someone or take your phone to a meeting.
- Let calls go to voicemail, unless expected and important.
- Return voicemails and use your personal phone in a private place (not at your desk).
- Inform others when you are expecting a very important call that you will need to take prior to a meeting.

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# 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 can 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:

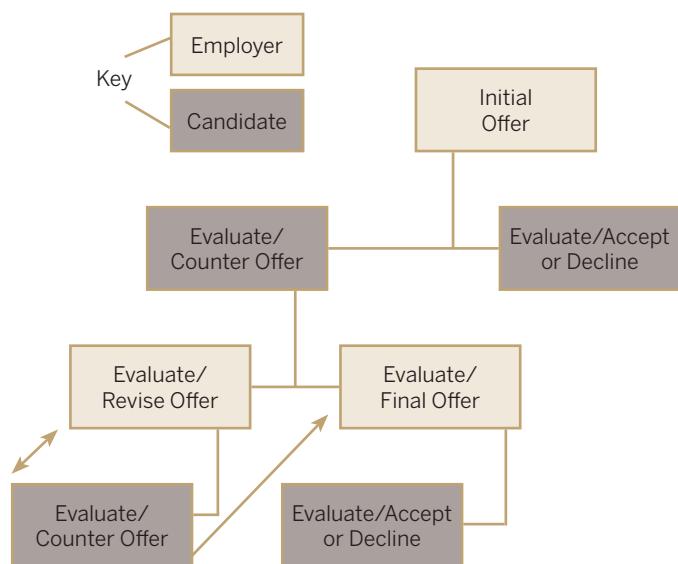
- Salary
- Benefits
- Location
- Reporting date
- Relocation expenses offered
- Signing bonus (if any)
- When they need your answer

### 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, the candidate 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.



## Put It In Writing

### 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](http://career.fsu.edu/stats)
- Occupational Outlook Handbook: [bls.gov/ooh](http://bls.gov/ooh)
- [rileyguide.com/salguides.html](http://rileyguide.com/salguides.html)
- [salary.com](http://salary.com)
- See page 118 for average starting salaries

# CONQUER YOUR FUTURE

## What's Your Plan?

*Create your plan to discover your options!  
Map out your goals, and choose items from the Sample Activities list to begin.*

### Sample Activities

- Develop a job or graduate school search strategy with a career advisor.
- Research employers, salaries, and graduate programs in The Career Center Library.
- Receive feedback on your interviewing skills.
- Network with potential employers at career fairs and events.
- Evaluate and decide on a job offer.

### SeminoleLink

Search for jobs using SeminoleLink. Upload your résumé, apply for jobs, and register for on-campus interviews! See [page 104](#) for a User's Guide with instructions.

### Career Portfolio

Organize and showcase your experiences by building a Career Portfolio! FSU's online Career Portfolio helps you document and display your skills and experiences for employers or graduate school admissions committees. See [page 113](#) for steps and guidelines to create yours!

### Goal(s)

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

### Activity

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### Priority

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...awaits those who bring their **whole** selves to work.

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# User's Guide

## SEMINOLELINK

### What is SeminoleLink?

SeminoleLink is The Career Center's online system that you can use to make a lasting impression, gain experience, and conquer your future!

### Who Can Use SeminoleLink?

All FSU students and alumni have access to SeminoleLink services.

### How Long Can I Use SeminoleLink?

Your SeminoleLink 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 alum, 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 109](#).

### Can Alumni Use SeminoleLink?

Alumni can use SeminoleLink to access full-time job listings, employ job search agents, which send job notifications via email, and have résumés referred to employers and included in résumé books.

*Find and apply for experiential learning opportunities, part-time, and full-time employment; network with FSU alumni and friends of the University; and upload your résumé using SeminoleLink, The Career Center's online jobs database. Get started today with this step-by-step User's Guide! To view this guide online, visit [career.fsu.edu/Resources/Career-Guides](http://career.fsu.edu/Resources/Career-Guides).*

### Benefits

- Identify and network with alumni and friends of FSU using the ProfessioNole database (details on [page 111](#)).
- 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.
- Sign up to interview on-campus for experiential learning opportunities and full-time positions.

The screenshot shows the SeminoleLink homepage. At the top left is the 'The Career Center' logo with the tagline 'linking futures'. A navigation bar on the left includes links for Home, Jobs, Profile, Documents, Events, Interviews, Employers, ProfessioNole, Surveys, Resources, Calendar, and My Account. The main content area features a user profile for 'Samuel F Seminole' (Senior, Graduating Apr 2016, Biological Science, Mathematics) with a 'Create your resume now' button. Below this is a 'News Feed' section with an announcement from Florida State University about '#NolesAtWork'. A central banner asks 'How are you spending your summer?'. At the bottom, there's a call to action: 'Tweet a photo of your experience using #NolesAtWork'. The right sidebar contains sections for 'Getting Started' (with a checklist of account creation steps), 'Shortcuts' (links to Create a Resume, Pending Campus Interviews, Scheduled Campus Interviews, ProfessioNole, Become a Garnet & Gold Scholar, Resume Builder, and Career Explorer), and a 'Chat with an Advisor' link.

# Access SeminoleLink

**1** Go to [career.fsu.edu](http://career.fsu.edu). Click on “SeminoleLink” and then “Student Login.”

**2** Log in with your Blackboard (FSU ID) and password.



**3** Check and update your academic and personal information under the “Profile” tab.

**4** 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 OR
- Career Center Liaisons offer Drop-In Advising hours: [www.career.fsu.edu/About-Us/Hours-of-Operation](http://www.career.fsu.edu/About-Us/Hours-of-Operation) OR
- Receive feedback via email by completing the Resume Review Form in the SeminoleLink Survey section

**5** Upload your résumé under the “Documents” tab.

# Find Internships, Part-Time and Full-Time Jobs

SeminoleLink offers two basic methods to search for these opportunities. You may apply for jobs with employers who conduct their interviews off campus but post their jobs in SeminoleLink or search for employers who interview students through On-Campus Recruiting (OCR) at FSU. To search for opportunities in SeminoleLink:

**1** Log in to SeminoleLink.

**2** Click on the “Jobs” tab.

Select “SeminoleLink Opportunities” from the roll-over menu for on-campus recruiting, mock interviewing, and job postings. Or, select “NACElink Network” to view additional job listings from nationally represented employers.

The screenshot shows the SeminoleLink homepage. At the top, there's a navigation bar with links for Home, Jobs, Profile, Documents, Events, Interviews, Employers, ProfessionalNote, Surveys, Resources, and Calendar. A search bar is located at the top right. The main content area features a user profile for "Samuel F Seminole" with a graduation date of April 2016 and majors in Biological Science and Mathematics. Below the profile, there are sections for "Create your resume now" and "News Feed". A prominent banner in the center says "How are you spending your summer?" with a call to action to "Tweet a photo of your experience using #NotesAtWork". To the right, there's a sidebar titled "Getting Started" with a checklist of account creation steps and a "Shortcuts" section listing various career services like Create a Resume, Pending Campus Interviews, and Professional Note. The footer contains links for "About Us", "Hours of Operation", "Contact Us", and "Feedback".

**3** Search by multiple criteria from the drop-down lists.

You can search by position type (e.g., “Internship,” “Co-op,” “Part-Time,” or “Full-time”), job function (e.g., “Healthcare,” “Engineering,” etc.), or by industry type (e.g., “Arts & Entertainment,” “Accounting,” etc.). Remember, the broader your search criteria, the more opportunities you will find that match your career goals!

The screenshot shows the SeminoleLink job search results page. The left sidebar includes a "Jobs" section with a dropdown for "SeminoleLink Opportunities (On-Campus & Mock Interviews, Part & Full-time Opportunities)". The main search interface has tabs for JOBS, MY FAVORITES, APPLICATIONS, and EXPIRED JOBS. It also includes filters for ALL POSITION TYPES, FSU MOCK (PRACTICE) INTERVIEW PROGRAM, and INTERNSHIP. A search bar at the top allows users to search by job title, company, location, and more. Below the search bar, there are buttons for "Show Me: All Jobs & Interviews" and "Clear All". The results list shows items 1-20 of 1777, with a "Sort By" dropdown set to "Date Posted" and a "Show" dropdown set to "20 per page". Each result includes a thumbnail, the job title, employer name, and a "View Job" button. The results are organized into three columns. The first column includes a job for "to follow" with titles like "Internship" and "Swiss RE". The second column includes a job for "various titles" with "Caterer Interviewer" and "Swiss RE - Armonk, NY". The third column includes a job for "W" with "2017 - Financial Analyst Program-Commercial Real Estate" and "Wells Fargo". The last row shows a job for "Account Manager" with "Caterer Interviewer" and "Full Time" at "Gehring Group - Palm Beach Gardens, FL".

# 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, from contacts, and through the thousands of job listings in SeminoleLink. Through SeminoleLink, you may search for internships, co-ops, summer jobs, volunteer opportunities, and part-time or full-time positions. Employers may be local, regional, national, or international and represent various types of businesses ranging from Fortune 500 companies to non-profit and government organizations.

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

- 1** Log in to SeminoleLink.
- 2** Click on the “Jobs” tab and “SeminoleLink Opportunities.” Then click on “Advanced Search.”
- 3** Select “All Interviews” from the “Show Me” drop-down box.
- 4** Click on the job title to read position descriptions.

Review the description and requested qualifications. Only submit a résumé if you have a sincere interest and believe you have the skills needed for the position!

- 5** Submit a résumé electronically via SeminoleLink prior to the résumé submission end date specified by each employer.

Employers then review résumés and select candidates from among the students/alumni who submitted their résumés via SeminoleLink. Authorized students may submit a résumé regardless of their qualifications. Occasionally, employers will choose students who did not formally submit a résumé through SeminoleLink but instead provided their résumé via a career fair or résumé book. Check all schedules for opportunities.

- 6** Choose “Interviews” and check for invitations as a preselected candidate.

Go to the “Scheduled Interviews” tab on the appropriate dates.

The screenshot shows the 'Scheduled Interviews' section of the SeminoleLink interface. At the top, there is a note about the 'No Show Policy'. Below it, there is a search bar with a placeholder 'Keywords' and buttons for 'APPLY SEARCH' and 'CLEAR'. Under the search bar, there are two sections: 'Requested Interviews' and 'Scheduled Interviews'. Both sections contain a message stating 'You have no [requested/scheduled] interviews at this time.' and a note about how to schedule them once approved.

## 7 Sign up for an interview!

Visit SeminoleLink during the preselect sign-up period to determine if you are invited to sign up for a preselect or an alternate interview. If you are invited, select an interview time. If you are not invited and meet the employer's qualifications, try to find a free time during the open sign-up period or attend an employer-sponsored information session.

The screenshot shows the SeminoleLink application interface. On the left is a sidebar with various tabs like Home, Jobs, Profile, Documents, Events, Interviews, Employers, etc. The main area is titled 'Mock Interview 07/26/16'. It has sections for 'Position Type' (FSU Mock (Practice) Interview Program), 'Application Status' (with a note about resume submission), 'Description' (about the mock interview program), 'How to Request a Phone, Panel or Skype Mock Interview' (instructions), 'Key Mock Interview Program Policies' (with bullet points), and 'Interview Time' (a dropdown menu showing 'Jul 26, 2016'). To the right, there are sections for 'Interview Date(s)', 'OCR Interview Location', 'Schedule Details', 'Contact Information', and an 'Information Session' section listing three events: 'Executive Office of the Governor', 'Auto-Owners Insurance Company', and 'Deutsche Bank'.

## 8 To sign up for an open interview, submit your résumé and then choose the time you would like to interview. (You must meet the qualifications).

\*BE AWARE: Not all employers offer open sign-up opportunities.

## 9 Review scheduled interviews.

Go to the "Interviews" tab to cancel or change your interview time. You have until the end of the sign-up period (two days before the interview).

## 10 Choose "Events" and select "Information Sessions."

Employer presentations are often used to screen candidates for preselection and also to provide important information. Check often for events! Information sessions are a great way to network with employers.

The screenshot shows the SeminoleLink application interface under the 'Events' tab. The sidebar includes 'Information Sessions'. The main area is titled 'events' and has a message about resume reviews. Below is a search bar with filters for 'CAREER FAIRS', 'INFORMATION SESSIONS' (which is selected), and 'WORKSHOPS'. It includes fields for 'Keywords' and 'Information Session Type', and buttons for 'APPLY SEARCH', 'CLEAR', and 'MORE FILTERS'. The results list shows three items: 'Executive Office of the Governor' (July 21, 2016, 5:30 pm - 6:30 pm at Student Services Building (SSB) 201), 'Auto-Owners Insurance Company' (September 21, 2016, 1:00 pm - 4:00 pm at Dunlap Success Center, 3rd Floor Student Lounge), and 'Deutsche Bank' (September 21, 2016, 4:00 pm - 5:30 pm at Oglesby Student Union Room 312-313). On the right, there are columns for 'Information Session Start Date/Time', 'Employer Name', 'Residence', and 'Information Session'.

# Understand On-Campus Recruiting Schedule Types and Deadlines

## Preselect Sign-Up

After students submit their résumés for positions, the employer reviews résumés and invites selected candidates for interviews.

If you are invited to interview, you may select an interview time in SeminoleLink 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 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. Find preselect, alternate, and open sign-up dates on [page 110](#). Remember, you must submit your résumé to be considered for a preselect spot. The time period for open sign-up begins approximately one week prior to the employer's visit and continues until two days prior to the interview.

Please keep in mind that not all employers participate in open sign-up. Open sign-up occurs on a first-come, first-served basis! Occasionally, employers do not preselect students as their schedules are filled only through open sign-up.

## Make the Most of On-Campus Recruiting

- **Interview**— Arrive early and prepared at the correct location. The recruiter will come to the waiting area and call your name when he or she is ready to interview you.
- **Follow up**— Follow up with the recruiter after the interview by writing a letter of appreciation (sample letter on [page 46](#)).

- **Accept an offer**— After you accept an offer, cancel all future interviews and do not schedule additional interviews. See [page 98](#) for more advice.
- **Report an offer**— You will help students at FSU and nationwide if you add a placement record in SeminoleLink to report your offer. Your offer information will help others make decisions about majors, occupations, and jobs!

## On-Campus Recruiting Policies and Procedures

### 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 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 staff member at The Career Center. 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](mailto:mockinterview@admin.fsu.edu)

# On-Campus Recruiting Deadline Dates

**Fall 2016 Career Fairs:** Engineering Day— September 27, Seminole Futures— September 29

Employers Interviewing	Résumé Submission Deadline	Preselection Sign-Up Begins	Alternate Sign-Up Begins	Open Sign-Up Begins
September 28	ENGINEERING DAY	FOLLOW-UP	INTERVIEWS	
September 30	SEMINOLE FUTURES	FOLLOW-UP	INTERVIEWS	
October 3-7	OPEN SIGN-UP WEEK ONLY			
October 10-14	October 2	October 5	October 6	October 7
October 17-21	October 3	October 10	October 11	October 12
October 24-28	October 10	October 17	October 18	October 19
October 31-November 4	October 17	October 24	October 25	October 26
November 7-11	October 24	October 31	November 1	November 2
November 14-18	October 31	November 7	November 8	November 9

**Spring 2017 Career Fairs:** Engineering Day— January 24, Seminole Futures— January 26

Employers Interviewing	Résumé Submission Deadline	Preselection Sign-Up Begins	Alternate Sign-Up Begins	Open Sign-Up Begins
January 25	ENGINEERING DAY	FOLLOW-UP	INTERVIEWS	
January 27	SEMINOLE FUTURES	FOLLOW-UP	INTERVIEWS	
January 30-February 3	OPEN SIGN-UP WEEK ONLY			January 23
February 6-10	January 29	February 1	February 2	February 3
February 13-17	January 30	February 6	February 7	February 8
February 20-24	February 6	February 13	February 14	February 15
Feb. 27 - March 3	February 13	February 20	February 21	February 22
March 6-10	February 20	February 27	February 28	March 1
March 13-17	S P R I N G B R E A K			
March 20-24	February 27	March 6	March 7	March 8
March 27-31	March 6	March 20	March 21	March 22
April 3-7	March 20	March 27	March 28	March 29

# Speak With Experts Using ProfessioNole

Search the ProfessioNole database in SeminoleLink to access over 1,200 professionals waiting to answer your questions. To contact a ProfessioNole, please follow these steps:

- 1** Go to [career.fsu.edu/SeminoleLink](http://career.fsu.edu/SeminoleLink).
- 2** Log in to SeminoleLink with your Blackboard (FSU ID) and password.

The screenshot shows the SeminoleLink homepage. At the top, there are two prominent buttons: "STUDENT LOGIN" and "EMPLOYER LOGIN". Below these, a section titled "Students and Alumni" is displayed, featuring a brief description and several links related to job search and networking.

**Students and Alumni**  
Looking for relevant experience? Preparing for life after graduation?  
Log in to SeminoleLink with your FSU ID and password to:  
View full-time jobs, part-time jobs, and internships  
Schedule a mock interview to hone your skills  
View registered employers for Career Center events  
Connect with alumni and friends of the University through [ProfessioNole](#)

- 3** Click the “ProfessioNole” tab.

The screenshot shows the SeminoleLink dashboard for user "Samuel F Seminole". The left sidebar is a navigation menu with various tabs, one of which, "ProfessioNole", is highlighted with a red box. The main content area displays a profile summary for Samuel F Seminole, a news feed, and a "How are you spending your summer?" section.

- 4** Select an employer from the drop-down list, browse by name, or fill in “Key words” to identify employers by multiple criteria.

The screenshot shows the search results for the ProfessioNole database. The search bar at the top contains the placeholder "Key words". Below the search bar, there are buttons for "APPLY SEARCH", "CLEAR", and "MORE FILTERS". The search results list two employers: Bryan Aaron and Glenn D Aaronson, each with a small profile picture and their names and titles.



# You're the one

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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# User's Guide

# CAREER PORTFOLIO

## How Can the Career Portfolio Help Me?

Your Career Portfolio can help you organize and describe your accomplishments at FSU. If you consistently use the portfolio, you may be a stronger candidate for jobs or grad school because you can more easily answer interview questions based on your experiences. Furthermore, recruiters can see actual evidence of your work!

### Build Your Portfolio

- Create your profile and skills matrix, then upload your résumé/CV, references, artifacts, and examples.

### Manage Your Portfolio

- Name, customize, view, and share your portfolio.

### Continue to Learn and Grow

- Learn and develop skills employers value most and find opportunities for continued academic and professional growth.

*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. Build your portfolio today by following these steps!*

## What is the Career Portfolio?

The Career Portfolio is a tool created by The 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](http://portfolio.fsu.edu) or log in through Secure Apps of myFSU.
- 2 Explore the Resources and Tutorials for a comprehensive overview.
- 3 Start building your portfolio!

The screenshot shows the myFSU secure app interface. At the top, there is a header with the myFSU logo and the text "FLORIDA STATE UNIVERSITY". Below the header, there is a navigation bar with a home icon. The main content area has a light gray background. At the top of this area, there is a section titled "Welcome to FSU Career Portfolio" with a sub-section "Preparing students and alumni for the future through planning, reflection, skill development, and portfolio documentation." Below this, there is a "Create Portfolio" button. A table follows, showing two portfolio entries:

Portfolios	Created	Last Modified	Shared
Career Portfolio Demo	April 1, 2015	April 21, 2015	Y
Career Portfolio Demo 2	April 7, 2015	April 21, 2015	Y

# Build Your Career Portfolio

## 1 Profile

Your profile is the first area referred users, such as employers, will see when entering your Career Portfolio. The profile section gives you the opportunity to make a strong impression right from the start. You can highlight items, such as your background and goals, or even write a cover letter directed at an individual viewer. The profile can be personalized to fit your needs, allowing you to summarize your strengths and qualifications.

Click "Add a New Profile" in the Profile section of the portfolio to begin!

## 2 Skills Matrix

Embedded in the Career Portfolio is a list of career and life skills. These are skills that employers who hire FSU students value and look for in potential candidates. They are:

- Communication
- Creativity
- Critical thinking
- Leadership
- Life management
- Research and project development
- Social responsibility
- Teamwork
- Technical/scientific

To make a good impression, it's up to you to prove that you have developed these general skills, as well as specific skills needed in your career field. Through the skills matrix in the Career Portfolio, you can document how you have developed your skills! You can reflect on your experiences in a variety of areas, such as jobs/internships, courses, service/volunteer work, membership/activities, and other interests or life experiences.

Developing and documenting these skills better prepares you to market yourself when writing your résumé, during an interview, or when writing a personal statement. Update your skills matrix every semester, and you'll have a wealth of information to help market yourself!

Click "Add a New Skill" in the Skills section of the portfolio to begin documenting your skills.

## 3 Résumé/CV

Your résumé or CV is an important piece of your Career Portfolio because it documents your qualifications for a position. Refer to [page 19 and 86](#) or speak to a career advisor for more information on how to write a résumé or and CV.

Your résumé/CV is critical to your future success, so make sure you have it reviewed by a career advisor, friend, or professor for suggestions and to check for any possible mistakes. Remember that your résumé/CV is a marketing tool and should present a positive image of your experiences and abilities.

Click "Add a New Résumé/CV" under the Résumé/CV section of the portfolio to name and upload your résumé/CV document.

NOTE: Remember that you can include more than one version of your résumé and/or CV!

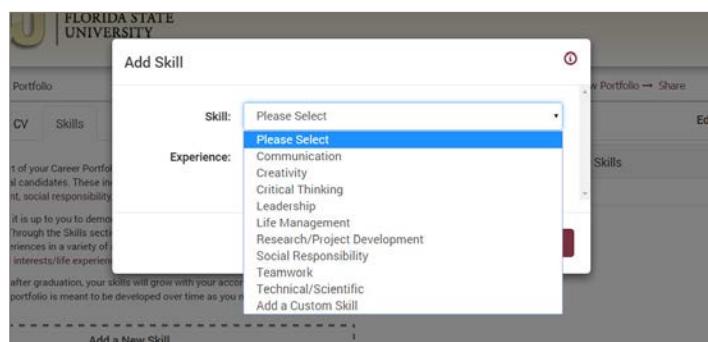
## 4 References

References are an important part of your Career Portfolio. References can include faculty, advisors, employers, and others in your life you've made a connection with. These are people you have developed relationships with and who would be willing to provide a positive reference for you. Start developing your references early!

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.



## 5 Artifacts and Examples

An artifact is a physical example demonstrating your work. Using the Career Portfolio, you can upload your digital artifacts to provide evidence of your experience. Artifact examples include:

- Research or thesis papers
- Audio or video of a performance or composition
- Speeches
- PowerPoint presentations
- Spreadsheets
- Databases
- Scans of artwork or photography
- Class assignments converted to digital format

You can show potential internship sponsors, employers, and grad schools that you have experience by adding artifacts and examples to your Career Portfolio. This section will allow you to show off actual samples of your work on the web, including class projects, research papers, course assignments, etc. Whether you upload photographs you have taken or a PowerPoint presentation you have created, your artifacts and examples will help you stand out from other candidates.

Click “Add a New Artifact” in the Artifacts section of the portfolio to add examples of your experiences. Showcasing samples of the work you’ve accomplished will help your Career Portfolio stand out when presenting yourself to employers and other referred users!

## Market Yourself

### Create a “Showcase Portfolio”

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 finished “showcase portfolio.” When you have entered in your information through the Create and/or Edit sections, you can use the Options section to choose which information is viewable to others and how they see it.

## 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. Be sure it appears correctly 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**, or 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.
- **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. For example, 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!

The screenshot shows a user interface for sharing a career portfolio. At the top, there's a field labeled "Create an Access Password/Key (e.g., accounting)" with a "NEW" button and a "Save" button. Below this is a section titled "Send Portfolio & View Access Details" with a note: "In this section you can see which Access Keys have been used and when referred users have accessed your portfolio". Under this section, there's a table with one row containing the name "Leslie", status "inactive", a "get shareable link" button, and "4 views".

# Technology ignites our business

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Check Career Center for upcoming dates

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Location: Donald L. Tucker Civic Center

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# 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 90% of graduating seniors from summer 2014, fall 2014, and spring 2015 completed the survey. Also included in these findings are the results of a six-month follow-up survey.

### Employment Status

Seeking employment	63.1%
Have one or more job offers	70.8%

### Top 5 Graduate/Professional Schools

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

### Top 5 Employment Industries

1. Marketing	4. Nonprofit
2. Education	5. Social Services
3. Government	

## Classification of Employed Students

Full-time employment	84.7%
Employment related directly to major	72.9%
Employment requires a college degree	67.2%
Employed in Florida	69.7%
Employed out of state	26.5%
Self-employed	2.1%

## How Seniors Found Employment

FSU Career Center services	36.4%
Family/friends	32.2%
Internship	16.3%
Professional contacts	11.6%
Internet	9.8%

## Annual Salary Ranges

Less than \$20,000	10%
\$20,000 - \$24,999	8%
\$25,000 - \$29,999	8%
\$30,000 - \$39,999	31%
\$40,000 - \$49,999	19%
\$50,000 - \$59,999	12%
\$60,000 - \$69,999	8%
\$70,000 or more	4%

# 2016 Universum Student Survey Data

The following information was pulled from the undergraduate edition of the 2016 Universum Student Survey. The data tracks on Florida State University students with a median age of 21.4 and an average GPA of 3.4. Of the respondents, 68% were female and 32% were male.

## Statements Students Identify 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 the greater good
4. To be competitively or intellectually challenged
5. To be a leader or manager

## Drivers of Employer Attractiveness

1. Inspiring purpose
2. Secure employment
3. Creative and dynamic work environment
4. Clear path of advancement
5. Respect for its people

## Median Expected Annual Salary

\$50,000



# CAREER CENTER PARTNERS

*A distinguished group of companies who are directly supporting career development and employment assistance programs at Florida State University.*

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## Garnet Level

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



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Alternative Format Available.

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