CAREER SUCCESS
YOUR GUIDE FOR CAREER SUCCESS 2015-2016

Explore, Envision, Succeed

FAU
CAREER DEVELOPMENT CENTER
Division of Student Affairs
Florida Atlantic University

www.fau.edu/cdc
The Career Development Center, Division of Student Affairs, gratefully acknowledges the support of our donors in the CDC Partner Program.
Career Development Center
Campus Locations

The Career Development Center provides seamless and centralized services across all FAU campuses.

Boca Raton Campus
Career Development Center, SU 220
777 Glades Road
Boca Raton, FL 33431
561.297.3533 ● 561.297.2740 (fax)
Monday - Thursday 8 a.m. - 6 p.m.
Friday 8 a.m. - 5 p.m
career@fau.edu

Davie Campus
Career Development Center, LA 109
3200 College Avenue
Davie, FL 33314
954.236.1214 ● 954.236.1213 (fax)
Monday and Thursday: 8:30 a.m. – 6 p.m.
Tuesday and Wednesday: 8:30 a.m. – 5 p.m.
Friday: 8:30 a.m. – 3 p.m.
career@fau.edu

Jupiter Campus
Career Development Center, SR 225
5353 Parkside Drive
Jupiter, FL 33458
954-236-1214 ● 561.297.2740 (fax)
Monday - Friday 8:30 a.m. - 5 p.m.
By appointment.
career@fau.edu

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Do What Matters

If you’re up for a challenge. Eager to tackle complex problems. Entrepreneurially minded. Driven to make a difference. Open to learning from preeminent leaders in the business. Prepared to offer clarity in an ever-changing world. Searching for a stepping-stone to a bright future. And, above all, if you have confidence in yourself and your abilities, we’re confident you have the potential to succeed at Deloitte.

If interested in campus/undergraduate opportunities, please visit http://mycareerdeloitte.com/undergraduates

We found you.

Now it’s your turn to find out about us at HolmanCareers.com.

We are seeking competitive individuals for our Sales Training Program and our Management Training Program. We also have open positions in our Sales, Service, Parts and Accounting departments.

Apply online or contact our corporate recruiter at flcareers@holmanauto.com.
## 4-Year Career Plan  
*Explore Your Career, at Every Year!*

There are certain steps that you, as a FAU student, should take to help you explore various career options. It takes time, reflection, and different experiences that will help you define what you’d like to do. Remember, deciding on a career is a process, and something that will not happen two weeks before graduation. Start exploring as early as your first year, and we are confident that you will be much more prepared to find a career that suits your passions, values, interests, and goals.

### 1ST YEAR: EXPLORE

<table>
<thead>
<tr>
<th><strong>Complete Major KnOWLedge:</strong></th>
<th>Connect your interests to FAU majors and potential career options. To access Major KnOWLedge, please visit <a href="http://www.fau.edu/cdc/students/majorknowledge/">www.fau.edu/cdc/students/majorknowledge/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career Counseling:</strong></td>
<td>Meet with a career advisor to develop an individual learning plan (ILP) and establish career goals.</td>
</tr>
<tr>
<td><strong>Faculty Mentors:</strong></td>
<td>Talk with faculty members about the career paths of former students and other career options.</td>
</tr>
<tr>
<td><strong>Major Assistance:</strong></td>
<td>Research potential majors by talking with your academic advisor at University Advising Services and attending the Carnival of Majors Fair.</td>
</tr>
</tbody>
</table>

### 2ND YEAR: ENVISION

<table>
<thead>
<tr>
<th><strong>Internships &amp; Co-ops:</strong></th>
<th>Get experience in the world of work by exploring Internships &amp; Co-op opportunities. Attend an Internships &amp; Co-op workshop at the CDC. For more information about Internships &amp; Co-op please contact <a href="mailto:intern@fau.edu">intern@fau.edu</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career Exploration:</strong></td>
<td>Continue to learn more about careers that interest you by using services like What Can I Do With This Major Database (<a href="http://www.fau.edu/cdc/students/majors/index.php">www.fau.edu/cdc/students/majors/index.php</a>).</td>
</tr>
<tr>
<td><strong>Résumé Writing:</strong></td>
<td>Meet with a career advisor to draft or critique your résumé. View the Developing an Effective Résumé workshop online at <a href="http://www.fau.edu/cdc/workshops/workshops.php">www.fau.edu/cdc/workshops/workshops.php</a>.</td>
</tr>
<tr>
<td><strong>Professional Mentor Program:</strong></td>
<td>Contact professionals in your interested field of study to ask questions and gain information about their careers. Complete your profile within OWL CareerLink to view a listing of professional mentors.</td>
</tr>
<tr>
<td><strong>Career Fairs:</strong></td>
<td>Attend the Career Fairs (fall and spring) to meet with employers for networking, Internships &amp; Co-op, part-time and full-time positions.</td>
</tr>
<tr>
<td><strong>Career Guidance:</strong></td>
<td>Talk with faculty about the career paths of former students and other career options.</td>
</tr>
<tr>
<td><strong>Get Involved:</strong></td>
<td>Become involved in a student organization that relates to your interests and career goals. Investigate potential leadership opportunities in organizations of which you are a member.</td>
</tr>
</tbody>
</table>

### 3RD & 4TH YEAR: SUCCEED

<table>
<thead>
<tr>
<th><strong>Develop Leadership Skills:</strong></th>
<th>Connect with the L.E.A.D. office to investigate leadership opportunities that will refine individual and group leadership skills. These programs include the Certified Student Leader Program, Student Leadership Conference, and Elite Owls.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internships &amp; Co-ops:</strong></td>
<td>Get experience in the world of work by exploring Internships &amp; Co-op opportunities. Attend an Internships &amp; Co-op workshop at the CDC. For more information about Internships &amp; Co-op please contact <a href="mailto:intern@fau.edu">intern@fau.edu</a>.</td>
</tr>
<tr>
<td><strong>Job Search Assistance:</strong></td>
<td>Meet with a career advisor to discuss your job search. View these workshops online: Conducting an Effective Job Search and Negotiating Your Compensation Package at <a href="http://www.fau.edu/cdc/workshops/workshops.php">www.fau.edu/cdc/workshops/workshops.php</a>.</td>
</tr>
<tr>
<td><strong>Mock Interview:</strong></td>
<td>Meet with a career advisor to participate in a Mock Interview in order to improve your interviewing skills. View the How to Best Prepare for an Interview workshop online at <a href="http://www.fau.edu/cdc/workshops/workshops.php">www.fau.edu/cdc/workshops/workshops.php</a>.</td>
</tr>
<tr>
<td><strong>Career Fairs:</strong></td>
<td>Attend the Career Fairs (fall and spring) to meet with employers for networking, Co-ops/Internships, part-time and full-time positions.</td>
</tr>
<tr>
<td><strong>On-Campus Interviewing:</strong></td>
<td>Apply to interview with select employers on campus via Owl CareerLink.</td>
</tr>
</tbody>
</table>
What is the Career Development Center (CDC)?

The Career Development Center focuses on every aspect of your career exploration and development process. All currently enrolled degree-seeking FAU students from all majors — and alumni — are served by professionally trained and dedicated career advisors. The Career Development Center also provides employment resources to connect students with employers for part-time, internships/co-ops and full-time professional-level jobs.

We also host on-campus interviews with employers in a wide range of industries, offer a variety of job readiness and career educational workshops, and organize several career events annually.

Visit us on campus. We are located on the 2nd floor of the Student Support Services (220) Building on the Boca Raton campus; 1st floor of the LA (109) Building on the Davie campus and; in the Student Union (SR225) on the Jupiter campus. Or online at www.fau.edu/cdc. You can also call us directly at 561.297.3533.

SERVICES

Same-Day Career Advising

Career advisors are available to answer preliminary questions you may have about choosing a major, résumé and cover letter critiques, job search questions or upcoming career events. Students must first show their FAU Owl Card (student ID) and sign in at the reception area.

(Boca Raton Campus)

Mondays – Thursdays 1 - 4 p.m.; SU220

(Davie Campus)

Wednesdays & Thursdays, 1 - 3 p.m., LA109

Career Assessments

Online career assessments include the Strong Interest Inventory (SII), Florida Choices Planner and MyPlan. If you would like to learn more about your interests, values and skills in relation to choosing a major and/or career paths, you may schedule an appointment with a career advisor.

Major KnOWLedge

Major KnOWLedge is an online resource developed by career counselors at the Career Development Center that helps FAU students identify personal interests and their relationships to FAU majors as well as occupations.

As a FAU student, you will have access to this wonderful resource 24/7. By completing the Major KnOWLedge program you will be one step closer to deciding on a major and/or career! For more information visit: http://www.fau.edu/cdc/students/majorknowledge/.

Professional Mentoring Program

Link with a graduate of FAU or industry professional working in a field of interest to you. Conduct informational interviews, try job shadowing or serve as an extern to learn about careers and build your professional network (you can log into your OWL CareerLink account to start viewing mentors). Also, check out the Career Development Center’s website (www.fau.edu/cdc) for a Professional Mentor/Informational Interview Guide.
OWL CareerLink
OWL CareerLink is FAU’s centralized online job search portal. OWL CareerLink is available to all currently enrolled degree-seeking FAU students and registered alumni and allows you to:
• Search for job postings for full-time, part-time, and internship & co-op opportunities.
• Submit resumes to employers.
• Apply for on-campus interviews.
• Have employers view your resume and profile.
• Stay informed on career events.
• Access the Professional Mentor database. Mentors are professionals representing a variety of industries who have volunteered to share their experience and expertise with our FAU Owls. Take advantage of this incredible opportunity to begin building your network.

FAU’s Perfect Interview™ software
Perfect Interview™ allows you to customize your Mock Interview experience by selecting your level of experience, position sought and the amount and type of questions the virtual interviewer will ask you. Your responses can be recorded using a webcam and emailed to your career advisor at the Career Development Center (CDC) for constructive feedback.

Co-op/Internship Programs
Our co-op/internship programs enable students to integrate classroom study with semester-long periods of paid and unpaid, supervised work experience related to their academic Majors. At FAU, the co-op/internship programs provide a structured learning situation in which students apply concepts learned in the classroom to real-world work environments. Co-ops/ internships are defined as career-related experiences that enhance a student’s marketability upon graduation. They may be full time or part time and offered for elective credit upon receiving departmental faculty approval.

On-Campus Interviewing (OCI)
Through the on-campus interviewing process, graduating students and recent alumni interview for full-time job opportunities with employers at the Career Development Center. Students view the jobs, submit résumés and sign up for interviews through OWL CareerLink. Students are encouraged to attend an on-campus interviewing workshop prior to learn more about the program and register for on-campus interviews.

Career and Life Planning Course - SLS 1301
SLS 1301 is a one-credit elective course offered for students interested in exploring career options, understanding how to make an informed decision about choosing their major, and getting a head start on the right career path. The intended audience for the class is undeclared students. Below is more detailed information about the course. For a full course description please visit FAU's University Catalog.

Students who take this class will:
• Complete online career assessment inventories
• Conduct informational interviews with FAU alumni mentors
• Formulate an action plan for achieving career goals
• Use various information resources to research academic majors and career options
Career Fairs

Every fall and spring semester, this two day event features employers recruiting for part-time, internships, co-op and full-time job opportunities. These events are open to FAU students and alumni only.

Internship and Part-Time Job Fair
Held in the fall semester, the Internship and Part-Time Fair is for students from all FAU majors to meet with FAU Departments and local employers about part-time employment and internships (on and off campus). Internships offer great ways to get experience, explore your area of interest or earn extra money. Ask yourself if you would like to work on or off campus? Do you qualify for federal work study? Can you work part-time around your class schedule? How far are you willing to travel for the opportunity? Polish your resume, come in casual dress as this is an outdoor event.

The employer representatives are available to:
- Share information about specific careers
- Answer career-related questions
- Provide information full time and/or internship opportunities with their company or organization.

If a company indicates a desire to interview you on campus, please note that you must have a completed profile on OWL CareerLink through the Career Development Center prior to interviewing.

Other benefits of attending this event
- Land a full/part-time job, internship or co-op
- Get valuable information from employers about their companies
- Network! Network! Network!
- Increase your comfort level with meeting employers
- Learn about companies and organizations who hire students with your major/degree

How to prepare for a Career Fair
Preparation for Career Fairs will help you maximize your success at the event. This is what we recommend:

- Complete your profile and upload your resume in OWL CareerLink. – OWL CareerLink is FAU’s centralized online job portal that is hosted by the Career Development Center (CDC). For more information about or visit http://www.fau.edu/cdc/OCL_instruction.php

- Have your résumé critiqued at Résumé Mania
Résumé Mania occurs before Career Fair. To reserve an appointment for the Résumé Mania sessions contact the CDC directly at (561) 297-3533. You can also have your résumé critiqued anytime Boca: M-R, 1-4 p.m. (SU220); Davie: W&R, 1-3 p.m. (LA109). And at Jupiter by appointment. To schedule an appointment call 561-297-3533.

- Research Companies – You can access a list of the companies attending as well as their websites from the CDC’s homepage under “Employers Attending” as well as in the “event” tab in OWL Careerlink.
- Career 101 (Visit the CDC’s “Calendar of Events” for date, time and location). Learn tips on how to prepare for Career Fair.
- Attend Career Prep Workshops (Résumé Writing and Interview Skills) – These workshops are available online at http://www.fau.edu/cdc/workshops/workshops.php

What to do on the day of the event
- Arrive early. If you come during the last 30 minutes you limit your number of contacts, as employers may leave early if traveling.
- Sign in at the student registration table.
- View the Career Fair Guide which lists the companies in attendance, what majors they are looking for, and a floor plan.
- Network with employers. Start with employers you are most interested in meeting.
- As you stand in line to speak with employers, respect others’ privacy as they complete their conversations. Approach employers confidently and present your “elevator speech.” To create your “elevator speech,” see the Elevator Speech Guide on page 7.
- Convey professionalism, enthusiasm, and a positive attitude through verbal and non-verbal communication.
- Ask questions to get as much information as possible about employment options. Remember to collect business cards and employment literature from companies that interest you.
- Take a few moments after each meeting to jot down notes about the company, positions that interest you and the conversation you had with the recruiter.
- Some employers may not be actively recruiting or may direct you to apply online. Keep in mind that the Career Fair is an excellent opportunity to network with and meet employers.
- Visit the Career Development Center table before you leave the event.
- Remember to follow-up with employers and the Career Development Center after Career & Technical Fair. Send a thank you e-mail or letter to each employer that you are interested in.

Career Fairs FAQs and Tips
For additional information
Career Advisors can assist you during same-day career advising, Boca: M-R 1 - 4 p.m. (SU220); Davie: W&R 1 - 3 p.m. (LA 109) and Jupiter by appointment (561-297-3533).

Prepare your “Elevator Speech” – Job fairs are generally busy, which means you do not have a lot of time to impress the recruiter. Preparing what you want to tell them in advance, will improve your chances of appearing serious and motivated. The one-minute monologue should include a brief summary of your name, major, graduation date, career interests, work experience, activities and the type of career info you seek.

Elevator Speech Guide
• An elevator speech is your opportunity to make an impression on the employer. It is your commercial!
• Greet employers confidently and professionally
• Establish eye contact, smile, present a firm handshake, and introduce yourself.
• You have a limited time in order to give out your résumé and deliver your elevator speech.
• Hello, my name is …
• I am currently a ______________________ major
• I will be graduating in (list semester & year)…
• My background includes (relevant work and/or school related projects)…
• My key strengths are (work and/or school related, no more than 3)…
• A recent accomplishment that I feel is important to note is (recent accomplishments from résumé)…
• My future career plans are (long term goals and/or short term objective)…
• I researched your company’s (recent job openings; products; current trends)…
• …and I would like to find out more.

What to Bring to Career Fair
• A leather portfolio to place résumés in and to collect recruiters’ business cards, employment literature, and contact info
• At least 20 copies of your résumé, printed on medium to heavy weight résumé paper
• A pen or pencil, and paper to take notes or write down employer contact information
• A great attitude, prepared elevator speech, and the drive to create new networking contacts

Keep in mind that numerous companies will be attending Career Fair, so 20 copies of your résumé may not be enough! The amount of copies depends on the number of companies you are interested in applying to. For information about the list of companies please visit the Career Development Center’s website at www.fau.edu/cdc.
We’re the parent company of Midas, Tire Kingdom and many other brands you know. And get this: Our headquarters are in Palm Beach Gardens.

Accounting • HR • Marketing • Creative Design • IT • more!

Get GLOBAL EXPERIENCE IN PALM BEACH GARDENS.

tbccareers.com
Build your career with a company focused on success. Yours.

At Northwestern Mutual, success is built on our biggest asset: our people. Our internship program has been named one of America’s top ten internships for 19 straight years. Learn more about opportunities to reach your full potential by visiting nminternship.com.

Ashely Krivoy
Executive Director of Recruitment
(561) 948-1762
strianofinancial.com
ashely.krivoy@nm.com
Follow a career path? Or blaze your own.

THE CHOICE IS CLEAR.
After all, the Enterprise Management Training Program is where you’ll unleash your management potential and hone your sales abilities. You’ll learn how to run a successful business and lead a team of professionals. And, since we have locations across the country, you can build your career where you want to build it. There’s a reason why we have repeatedly been recognized as a great place to launch a career.

THIS IS WHERE IT ALL STARTS.
go.enterprise.com
More responsibility, more rewards.

Everything we do at ALDI is about doing more, offering more and delivering more. Our success comes from asking a lot of our staff, and giving a lot back in return. We’re proud that our wages and benefits are among the best in the business. ALDI believes in great responsibility leading to generous compensation, and our District Manager position epitomizes this philosophy. Come to our recruiting events, and hear for yourself how ALDI relies on extraordinary people to do extraordinary things.

Find out more at aldiuscareers.com
Welcome to more.

To apply, please visit http://aldiuscareers.com and submit your resume.

ALDI is an Equal Opportunity Employer.
Experience what you want most in your career.

Experience NCCI

When it comes to experience, NCCI has plenty — more than 80 years, in fact. In that time, we’ve grown to become the nation’s most experienced provider of workers compensation information, tools, and services. And, we’ve learned the importance of supporting people — both our customers and our team members — to succeed.

At NCCI, we know that the experience and the diversity of our people are among our greatest assets. We value their talents and contributions. And we reward them with the superior benefits, learning opportunities and work-life balance you would expect from an industry leader; as well as excellent amenities like on-site fitness and day care.

BEGIN TO EXPERIENCE NCCI BY APPLYING ONLINE NOW.

NCCICAREERS.com

We require a drug screen and background check. EEO/Smoke Free environment.
You have the Talent, We have your Career

City Furniture is the number one and fastest growing furniture retailer in Southeast and Southwest Florida. With over 20 City Furniture and Ashley HomeStore showrooms, as well as a state-of-the-art Distribution Center, City Furniture isn't just a store to help furnish your home. It's a place where you can learn, grow into the career path of your choice, and find a family that will provide you with the care and support you need to be successful. It’s a place you’ll call home.

Please go to http://jobs.cityfurniture.com for more information
Chris C. Chronological
(561) 555-4242 chrischron@fau.edu

Campus Address
13 FAU Boulevard
Boca Raton, FL 33431

Permanent Address
27 Bluebird Drive
Orlando, FL 32801

OBJECTIVE
Seeking a position in the field of Accounting where I can apply my auditing and information systems experience.

EDUCATION
Bachelor of Business Administration in Accounting
Florida Atlantic University
Overall GPA: 3.5/4.0

CERTIFICATIONS
Eligible for CPA Exam

EXPERIENCE
Junior Accountant
Homanick, Inc.
September 20XX – Present
Boca Raton, FL
• Analyze marketing monthly expenses and sales representatives’ gross receipts for budget preparation and evaluation
• Audit payroll, as well as revise monthly and yearly budgets, to enable efficient company payments and regulate expenditures
• Facilitate the implementation of a new software program, which helped increase department productivity and reduced errors by 15 percent

Accounting Intern
Vander and Associates
May 20XX – August 20XX
Boca Raton, FL
• Reviewed and corrected accounting entries, assisted with financial planning input and analysis, and generated reports
• Maintained paper work before and at the conclusion of audit process and reviewed for accounting corrections
• Generated 12 audit reports that included: internal control recommendations, management letters, loan file review expectations, and financial ratios

Crew Leader
Sherry’s Muffins
May 20XX – April 20XX
Fort Lauderdale, FL
• Supervised a crew of seven workers and managed bakery’s daily operations, while providing superior customer service
• Trained 20+ employees and created schedules for all under-management employees resulting in an effective scheduling procedure
• Responded to customer questions and complaints, and oversaw the sales and baking processes to provide the optimal bakery experience

ACTIVITIES
Accounting Student Association
Alpha Kappa Psi
Beta Alpha Psi

COMPUTER SKILLS
Microsoft Office Suite, ATX Total Accounting Office, Intuit QuickBooks, Sage CPA Client Checkbook
Elizabeth B. Engineer  
10 Park Point  
Boca Raton, FL 33431  
(561) 555-2013  
eengineering@fau.edu

OBJECTIVE  
To apply my knowledge of Computer Engineering principles through co-op employment.

EDUCATION  
FLORIDA ATLANTIC UNIVERSITY  
Boca Raton, FL  
Bachelor of Science in Computer Engineering,  
Expected May 20XX

GPA: 3.5/4.00  
Dean’s List Fall Semesters 20XX, 20XX

Courses:  
Digital Systems  
Assembly Language with Lab  
Hardware Description Language with Lab  
Software Engineering

Engineering Design I  
Engineering Design II  
Intro to VLSI  
Data Communication

SKILLS  
Languages: C++, Java, VHDL, HCS12 Assembly, MIPS Assembly  
Operating Systems: Windows, Unix, Linux  
Software: Eclipse, PSpice, Altera Quartus, ModelSim, Capture CIS  
Hardware: Tektronix Oscilloscope, Digital Multimeter, Function Generator

PROJECTS/LABS  
Digital Systems Lab  
Analyzed various digital logic circuits schematically and then tested on hardware using an Altera hardware board.

Engineering Design I  
Analyzed a basic resistor circuit, inverting op-amp, and RC circuit and then built on prototype boards. Waveforms and voltages were measured and compared to the circuit.

Software Engineering  
Worked in a team with five others developing Pizza Delivery System for a theoretical company using Java.

EXPERIENCE  
Salsarita’s @ FAU  
Boca Raton, FL  
Server  
Spring 20XX  
Maintained high standards of customer service during high-volume, fast-paced operations; Cross-trained and coordinated scheduling with team members to ensure seamless service.

FLORIDA ATLANTIC UNIVERSITY, Career Development Center  
Boca Raton, FL  
Student Assistant  
June 20XX – September 20XX  
Answered phones, scheduled appointments and updated departmental website regularly.

ACTIVITIES  
FAU Society of Women Engineers, President 20XX  
FAU Admissions Ambassador 20XX – Present  
FAU Ultimate Frisbee Team – 20XX

LANGUAGES  
Fluent in the oral and written communication of French, Spanish, and English.
# Tina Technical

2010 Star Ave Apt. 200N • Delray Beach, FL 33444  
nursetina@gmail.com • (314) 555-5223  
www.linkedin.com/in/TinaTechnical

## Education

<table>
<thead>
<tr>
<th>Institution</th>
<th>Major</th>
<th>GPA</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Atlantic University, Boca Raton, FL</td>
<td>Bachelor of Science in Nursing</td>
<td>3.6/4.0</td>
<td>May 20XX</td>
</tr>
<tr>
<td></td>
<td>Minor: Psychology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Licenses/Certifications

<table>
<thead>
<tr>
<th>License/Certification</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Support</td>
<td>May 20XX</td>
</tr>
<tr>
<td>Certified Nurse Assistant</td>
<td>January 20XX</td>
</tr>
</tbody>
</table>

## Clinical Experience

<table>
<thead>
<tr>
<th>Organization</th>
<th>Dates</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| St. Joseph Hospital          | January 20XX - Present | Student Nurse – Medical Floor | • Facilitate patient care by accurately assessing, implementing, and evaluating the individual outcomes of each admission and discharge  
• Interact with different departments regarding patient care and assist physicians in medical decisions regarding proper patient treatments  
• Educate patients/families on healthcare needs, conditions, and options utilizing current available information and patient history  

<table>
<thead>
<tr>
<th>Organization</th>
<th>Dates</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| St. Joseph Hospital          | August 20XX - December 20XX | Student Nurse – Postpartum Floor | • Assisted health care team in delivering overall care to patients to maximize efficiencies of patient to clinician ratios  
• Assessed patient status and notified physicians of any clinical changes to assure proper standard of care is delivered  
• Maintained patient charts and confidential files in compliance with HIPPA requirements  

## Related Experience

<table>
<thead>
<tr>
<th>Organization</th>
<th>Dates</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Lake Worth Community Hospital         | August 20XX - May 20XX | Certified Nursing Assistant | • Administered medications and treatments, such as catheterizations, suppositories, irrigations, and douches, as directed by supervising nurse  
• Explained medical instructions to patients and family members upon discharge to decrease chances of re-admission  
• Maintained inventory by storing, preparing, sterilizing, and issuing supplies to assure organization and adequacy  

## Additional Experience

<table>
<thead>
<tr>
<th>Organization</th>
<th>Dates</th>
<th>Position</th>
<th>Responsibilities</th>
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</thead>
</table>
| Heritage Park Towers (HPT), FAU, Boca Raton, FL | August 20XX - June 20XX | Resident Assistant | • Organized and promoted all programming activities for 75 students  
• Implemented resourceful problem solving capabilities to maintain and dissolve any complex problems  

## Activities

<table>
<thead>
<tr>
<th>Organization</th>
<th>Dates</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Student Nurses Association            | August 20XX - May 20XX | Philanthropy Chair | • Initiated first annual Student Nurses Association Beach Party philanthropy resulting in $3000 raised for cancer research  
• Managed 50 members during numerous philanthropic and community outreach events  

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Pathway Hospice Volunteer</td>
<td>November 20XX - March 20XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLU Make a Difference Day</td>
<td>June 20XX – December 20XX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Languages

Proficiency in English and Spanish
FARAH FUNCTIONAL
(561) 555-4343 • farahfunc@fau.edu
155 FAU Boulevard
Boca Raton, FL 33431

OBJECTIVE
To obtain the child counselor position with Community Behavioral Health Center where I can utilize my community outreach, child development, and administrative experience.

EDUCATION
Master of Arts in Experimental Psychology
Florida Atlantic University
Dec. 20XX

Bachelor of Arts in Business Administration
Florida Atlantic University
May 20XX

Honors: Magna Cum Laude

KEY ACADEMIC COURSEWORK
Personality and Social Development
Cognitive Development
Psychology of Motivation
Biological Bases of Behavior I & II
Personality Theories
Human Perception

PROFESSIONAL SKILLS
Community Outreach Experience
• Advertise psychology research studies on FAU campus and in the greater Boca Raton community thereby increasing participation by 52%
• Provide parents of research subjects and research participants with information about the studies and answer questions pertaining to patient rights in order to follow all policies and procedures
• Developed participant discussion checklist and patient rights contract as a means of verifying that all proper information was disclosed prior to the beginning of the research study

Child Development and Psychological Research Experience
• Assist FAU graduate students in researching the developmental differences in children ranging from one to three years of age and the effects of peers on self-perception
• Record research sessions and transcribe interactions in systematic computer log in order to accurately verify research results
• Discussed study findings with lead researcher to facilitate in the flow of information resulting in a collaborative research paper pertaining to child development

Administration Experience
• Manage walk-in traffic for insurance office through the assessment client needs, answering of preliminary questions, and helping to determine which agent to contact for client assistance
• Produce weekly spreadsheets reporting on insurance sales and client claims as a means of evaluating weekly office progress
• Schedule up to 10 weekly appointments for research participants and prepare testing environments for psychological research projects at FAU

EXPERIENCE
State Farm Insurance
Receptionist
Delray Beach, FL
May 20XX - Present

Florida Atlantic University
Directed Independent Study II
Boca Raton, FL
May 20XX – Aug. 20XX

Directed Independent Study I
Sept. 20XX – Dec. 20XX

PUBLICATIONS
The Terrible Two’s: Toddler Self-Perception and Peer Recognition in the Developmental Years, July 20XX
SARAH TAYLOR
13 Estuary Drive  
Boca Raton, FL 33431
(561) 678-0234  
staylor3@fau.edu

HIGHLIGHT OF QUALIFICATIONS
• Over 5 years of progressive management experience in consumer products including product management, marketing, and vendor relations
• Significant experience in developing internet and catalog marketing campaigns
• Demonstrated track record of improving sales and cost reduction

EDUCATION
Florida Atlantic University  
Boca Raton, FL
Masters of Business Administration  
Expected May 20XX
Areas of Specialization: Operations Management & Marketing
GPA: 3.8/4.0

Bachelor of Business Administration  
Dec. 2000
Overall GPA: 3.9/4.0
Honors: Summa Cum Laude, Dean’s List

BUSINESS OPERATIONS & MARKETING EXPERIENCE
Levenger  
Delray Beach, FL
Product Manager  
Aug. 2002 – Present
• Manage multiple product lines including: leather, lighting, desk accessories and writing instruments
• Oversee production and vendor relationships, pricing, and marketing for all aforementioned product lines
• Increased revenue for desk accessories division over the past 3 years by 30% due to reducing production costs and streamlining distribution channels
• Improved sales for all product lines by 20-30% through new catalog and internet marketing strategies
• Trained three Assistant Product Managers and supervise their daily activities
• Promoted to current position based on strong vendor relationships and prior performance

Assistant Product Manager  
• Supported Product Manager on various product lines including: leather, lighting, desk accessories and writing instruments
• Conducted data analysis on sales in each area and reported on purchases at weekly meetings
• Collected data on manufacturing operations and developed cost comparison reports

Office Depot  
Delray Beach, FL
Marketing Intern, Corporate Sales Division  
• Managed existing corporate customer data – collected information and reported findings at weekly meetings
• Researched potential new clients in South Florida region and prepared reports used for prospecting calls
• Participated in department meetings; drafted and distributed meeting minutes

COMPUTER SKILLS
Microsoft Office (Excel, PowerPoint, Word, Access), Internet Research

ACTIVITIES
MBA Association, FAU, Member (2005 – Present)
American Marketing Association, Member (2000 – Present)
Amy T. Architect  
123 FAU Boulevard, Boca Raton, FL 33431  
(561) 555-1937  
Aarchitect@fau.edu

EDUCATION  
Bachelor of Architecture
Accredited by the National Architectural Accrediting Board (NAAB)
Florida Atlantic University  
Boca Raton, FL  
May 20XX

Architecture Study Abroad Program – Mexico City, Mexico  
Summer 20XX

CERTIFICATION  
Eligible for Architect Registration Exam  
May 20XX

TECHNICAL SKILLS
Rhino, RhinoCAM, AutoCAD, Revit, SketchUp, Adobe Photoshop, Illustrator, InDesign, V-Ray

EXPERIENCE  
Architectural Intern  
DCM Design  
Boca Raton, FL  
August 20XX – May 20XX

• Participated in project coordination meetings and construction site visits
• Utilized Revit to create construction plans for academic and residential projects
• Maintained company project files to ensure that they were up to date and organized
• Assisted supervising architect with drafting and 3D modeling for incoming projects
• Presented assigned projects to design team and made changes based on recommendations

Construction Intern  
Kaufman Lynn Construction  
Boca Raton, FL  
April 20XX – March 20XX

• Managed company documents by tracking materials and updating files based on supervisor and customer requests
• Facilitated verbal and written communication regarding current projects between the management team, subcontractors, and suppliers
• Balanced co-occurring construction deadlines by prioritizing projects set by supervisor
• Set foundation for upcoming projects by assisting supervisor with land surveying and verification of field conditions

Sales Associate  
Bath & Body Works  
Delray Beach, FL  
August 20XX – November 20XX

• Recommend merchandise to customers according to their wants and needs
• Improve customer shopping experience by providing premier customer service
• Utilized corporate display plan to construct aesthetically pleasing exhibits of store merchandise.

PROFESSIONAL ASSOCIATIONS/ACTIVITIES
American Institute of Architecture Students (AIAS)  
20XX – Present
Tau Sigma Delta Honor Society in Architecture and Allied Arts  
20XX – Present
School of Architecture Student Advisory Council  
20XX – Present
Phi Kappa Phi Honor Society, Secretary  
20XX – Present
Association for Women in Architecture and Design  
20XX – Present

PUBLICATIONS
A proposed Cultural Arts Center for Greensboro, North Carolina, March 20XX
Writing Effective Job Task Descriptions for Your Résumé

Going From Good to Better

EXAMPLE A: “GOOD”

- Directed customers to particular item
- Processed weekly payroll
- Acquired oral and written presentation skills

Ask yourself if you have led, managed, participated in, helped with, or contributed to any of the following:

- Increased sales revenue
- Increased profitability
- Penetrated new markets
- Reduced operating costs
- Developed new technology
- Implemented new systems
- Designed new training programs or curricula
- Developed new products or expanded product lines
- Reduced annual costs
- Negotiated contracts
- Improved productivity
- Improved quality of operations or products
- Streamlined operations, functions, or support activities
- Exceeded specific performance expectations
- Simplified business processes
- Realigned staffing to meet business needs
- Structured or negotiated strategic alliance, joint ventures, or partnerships

SENTENCE STRUCTURE FOR JOB TASK BULLETS

<table>
<thead>
<tr>
<th>Supported</th>
<th>administration</th>
<th>through/by</th>
<th>maintaining</th>
<th>office correspondence and databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Verb</td>
<td>What/Who</td>
<td>Preposition</td>
<td>Action Verb</td>
<td>What/Who</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructed</th>
<th>15 to 20 students</th>
<th>through/by</th>
<th>reinforcing</th>
<th>reading, writing, grammar and phonics</th>
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</thead>
<tbody>
<tr>
<td>Action Verb</td>
<td>What/Who</td>
<td>Preposition</td>
<td>Action Verb</td>
<td>What/Who</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Input</th>
<th>tax data</th>
<th>through/by</th>
<th>collating and checking</th>
<th>tax returns and cash receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Verb</td>
<td>What/Who</td>
<td>Preposition</td>
<td>Action Verb</td>
<td>What/Who</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Developed</th>
<th>project management skills</th>
<th>through/by</th>
<th>designing</th>
<th>the electrical system on a UB 2014 Boat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Verb</td>
<td>What/Who</td>
<td>Preposition</td>
<td>Action Verb</td>
<td>What/Who</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintained</th>
<th>high standards of customer service</th>
<th>through/by</th>
<th>resolving</th>
<th>complaints</th>
<th>promptly and professionally</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Verb</td>
<td>What/Who</td>
<td>Preposition</td>
<td>Action Verb</td>
<td>What/Who</td>
<td></td>
</tr>
</tbody>
</table>

EXAMPLE B: “BETTER”

- Developed merchandising strategy by directing customers to higher margin products that increased average daily store revenue by 9% and average sales per customer by 12%
- Processed payroll by using Great Plains accounting software for over 500 employees across three corporate divisions
- Prepared and presented weekly PowerPoint presentation through highlighting interest rate movement in major international markets to traders on Interest Rate Swap desk
Action verbs help to express achievements and/or job tasks in a concise, persuasive manner. Each achievement and/or job task on your résumé must begin with an action verb. Here are several action verbs grouped by the top skills most employers seek.

**Communication/People Skills**
- Addressed
- Advertised
- Arbitrated
- Arranged
- Articulated
- Authorized
- Clarified
- Collaborated
- Communicated
- Composed
- Condensed
- Confirmed
- Consulted
- Contacted
- Conveyed
- Conferred
- Convinced
- Contributed
- Cooperated
- Conferred
- Conceived
- Compiled
- Collected
- Coded
- Charted
- Categorized
- Calculated
- Computerized
- Conserved
- Corrected
- Developed
- Estimated
- Forecasted
- Managed
- Marketed
- Measured
- Netted
- Planned
- Prepared
- Programmed
- Projected
- Qualified
- Reconciled
- Reduced
- Researched
- Retrieved
- Acted
- Adapted
- Began
- Combined
- Composed
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Directed
- Displayed
- Drew
- Entertained
- Established
- Fashioned
- Formulated
- Founded
- Illustrated
- Initiated
- Instituted
- Integrated
- Introduced
- Invented
- Modeled
- Modified
- Originated
- Performed
- Photographed
- Planned
- Revised
- Revitalized
- Shaped
- Solved
- Spoke
- Suggested
- Summarized
- Synthesized
- Translated
- Wrote

**Creative Skills**
- Analyzed
- Assessed
- Assisted
- Clarified
- Coached
- Collaborated
- Contributed
- Cooperated
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Encouraged
- Ensured
- Expedited
- Facilitated
- Familiarized
- Furthered
- Guided
- Helped
- Insured
- Intervened
- Motivated
- Prevented
- Provided
- Referred
- Rehabilitated
- Represented
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

**Helping Skills**
- Adapted
- Advocated
- Aided
- Answered
- Arranged
- Assessed
- Assisted
- Clarified
- Coached
- Collaborated
- Contributed
- Cooperated
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Encouraged
- Ensured
- Expedited
- Facilitated
- Familiarized
- Furthered
- Guided
- Helped
- Insured
- Intervened
- Motivated
- Prevented
- Provided
- Referred
- Rehabilitated
- Represented
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

**Data/Financial Skills**
- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Computerized
- Conserved
- Corrected
- Developed
- Estimated
- Attained
- Authorized
- Chaired
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided
- Delegated
- Developed
- Directed
- Eliminated
- Emphasized
- Enforced
- Enhanced
- Established
- Executed
- Generated
- Handled
- Headed
- Hired
- Hosted
- Improved
- Incorporated
- Increased
- Initiated
- Inspected
- Instituted
- Led
- Managed
- Mergedor
- Motivated
- Navigated
- Organized
- Originated
- Overhauled
- Oversaw
- Planned
- Presided
- Prioritized
- Produced
- Recommended
- Reorganized
- Replaced
- Restored
- Reviewed
- Scheduled
- Secured
- Selected
- Streamlined
- Strengthened
- Supervised
- Terminated

**Organizational Skills**
- Approved
- Arranged
- Catalogued
- Categorized
- Chaired
- Classified
- Coded
- Collected
- Compiled
- Corrected
- Corresponded
- Distributed
- Executed
- Filed
- Generated
- Incorporated
- Inspected
- Logbook
- Maintained
- Monitored
- Obtained
- Operated
- Ordered
- Organized
- Prepared
- Processed
- Provided
- Purchased
- Registered
- Reviewed
- Responded
- Reviewed
- Routined
- Scheduled
- Screened
- Submitted
- Supplied
- Standardized
- Systematized
- Updated
- Validated
- Verified

**Research Skills**
- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- Crucified
- Detected
- Determined
- Diagnosed
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Formulated
- Gathered
- Inspected
- Interviewed
- Invented
- Investigated
- Located
- Measured
- Organized
- Researched
- Reviewed
- Searched
- Solved
- Summarized
- Surveyed
- Systematized
- Tested

**Technical Skills**
- Adapted
- Applied
- Assembled
- Built
- Calculated
- Computed
- Conserved
- Constructed
- Converted
- Debugged
- Designed
- Determined
- Developed
- Engineered
- Fabricated
- Fortified
- Installed
- Maintained
- Operated
- Overhauled
- Printed
- Programmed
- Rectified
- Regulated
- Remodeled
- Repaired
- Replaced
- Restored
- Solved
- Specialized
- Standardized
- Studied
- Upgraded
- Utilized

**Teaching Skills**
- Adapted
- Advised

---

**People Skills**

**Communication/People Skills**
- Addressed
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- Arbitrated
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- Expressed
- Formulated
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- Influenced
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- Observed
- Outlined
- Participated
- Persuaded
- Presented
- Promoted
- Proposed
- Published
- Reconcorded
- Recruited
- Referred
- Reinforced
- Reported
- Resolved
- Responded
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- Solved
- Specialized
- Standardized
- Studied
- Upgraded
- Utilized

**Teaching Skills**
- Adapted
- Advised

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As a Northwestern Mutual Financial Representative you can make a difference in people’s lives and fulfill your potential. Opportunities await.

M Kevin Lawhon CLU®
Managing Partner
(954) 717-5718
ftlauderdale.nm.com
November 27, 20XX
Robert Thomas
XYZ Marketing, Inc.
2100 E. Commercial Blvd, Suite 101
Ft. Lauderdale, FL 33309

Dear Mr. Thomas:

The purpose of this letter is to apply for the position of Marketing Intern with XYZ Marketing, Inc. as posted on the FAU OWL CareerLink database (Position #19562). An excellent candidate for this internship would have strong written and verbal communications skills, solid computer abilities, and a creative personality. Additionally, the right candidate should have the desire to work on challenging new projects, display an exemplary level of professionalism in the work environment, and a willingness to learn the marketing industry. I believe that my résumé will show a proven history of utilizing these various skills through numerous professional and educational experiences. Furthermore, I am driven to advance myself in the field of marketing and to put my creative talents to work for XYZ Marketing, Inc.

In my previous position of Public Relations Intern with Northwest Realty Partners, I proofread all news releases and press kit items, as well as researched appropriate media contacts for press releases. During my time with Northwest Realty Partners, I took part in professional business meetings and attended corporate networking events. Over the past year, I served as the Website Development Committee Chair for the Young Marketers Club at Florida Atlantic University. In this position, I directed a five-person committee responsible for the creation and implementation of a website to further increase exposure and membership for the club. My expertise with marketing theory and Adobe Photoshop allowed the committee to move forward with the development of a well-designed website in under three months.

XYZ Marketing, Inc. is an outstanding marketing firm in south Florida with an established record and strong clientele base. I believe that as a Marketing Intern, I could bring a diverse set of skills to your company, and in return, I can further develop my knowledge of the marketing industry while working with many of the creative professionals employed with XYZ Marketing, Inc. I have attached my résumé for further review, and I look forward to meeting with you to discuss this internship opportunity. I will contact you within the next two weeks to discuss the possibility of an interview for this position. If you have any questions, please contact me at 561.555.5555 or e-mail me at AOwl@fau.edu.

Thank you for your time and consideration.

Sincerely,

Albert E. Owl
Writing Personal Statements

Writing Personal Statements for Graduate / Professional School Applications

Types of personal statements:

1. The general, comprehensive personal statement: This allows you maximum freedom in terms of what you write and is the type of statement often prepared for standard medical or law school application forms.

2. The response to very specific questions: Often, graduate school applications ask specific questions, and your statement should respond specifically to the question being asked. Some applications favor multiple essays, typically asking for responses to three or more questions.

Questions to ask yourself before you write:

**Career Field**

- When did you become interested in this field and what have you learned about it (and about yourself) that has further stimulated your interest and reinforced your conviction that you are well suited to this field? What insights have you gained?
- How have you learned about this field—through classes, readings, seminars, work or other experiences, or conversations with people already in the field?
- What are your career goals?

**Personal**

- What’s special, unique, distinctive, and/or impressive about you or your life story?
- What details of your life (history, people or events that have shaped you or influenced your goals) might help the committee better understand you or help set you apart from other applicants?
- What personal characteristics (for example, integrity, compassion, and/or persistence) do you possess that would improve your prospects for success in the field or profession? Is there a way to demonstrate or document that you have these characteristics?

**Skills Experiences**

- If you have worked a lot during your college years, what have you learned (leadership or managerial skills, for example), and how has that work contributed to your growth?
- What skills (for example, leadership, communicative, analytical) do you possess?

**Special Circumstances**

- Are there any gaps or discrepancies in your academic record that you should explain (great grades but mediocre test scores, for example, or a distinct upward pattern to your GPA if it was only average in the beginning)?
- Have you had to overcome any unusual obstacles or hardships (for example, economic, familial, or physical) in your life?

General Tips

**Tailor the statement**- Don’t be tempted to use the same statement for all applications, read each application and be sure your answer fits the question being asked.

**Tell a story**- Think in terms of showing or demonstrating through concrete experience. If your statement is fresh, lively, and different, you’ll be putting yourself ahead of the pack. If you distinguish yourself through your story, you will make yourself memorable.

**Concentrate on your opening paragraph**- The lead or opening paragraph is generally the most important. It is here that you grab the reader’s attention or lose it. This paragraph becomes the framework for the rest of the statement.

**Provide examples**- The middle section of your essay details your interest and experience in your particular field, as well as some of your knowledge of the field. Refer to experiences (work, research, etc.), classes, conversations with people in the field, books you’ve read, seminars you’ve attended, or any other source of specific information about the career you want and why you’re suited to it.

**Do your research**- If a school wants to know why you’re applying to it rather than another school, do research to find out what sets your choice apart from other programs. If the school provides an important distinction, this might be a factor to mention.

**Proofread**- Be meticulous. Type and proofread your essay very carefully. Many admissions officers say that good written skills and command of correct use of language are important to them as they read these statements. Express yourself clearly and concisely. Adhere to stated word limits or page counts. Have multiple people proofread it for you, consider going to the Writing Center or asking a trusted faculty member.

Maximizing Your Internships & Co-ops

You have applied, interviewed, and secured your internship and/or co-op; the hard part seems to be over. But what do you do once the internship and/or co-op begins? This may be your first time working in a professional setting, and that can be alarming. How should you act? What should you wear? How do you make yourself stand out? These are all common questions and concerns to have before starting an internship and/or co-op. As a new professional, it is important to maximize your experience. In addition to simply filling space on a résumé, internships and co-ops are an excellent source for networking and gaining practical experience. However, the question still remains, how do you take full advantage of this opportunity?

Your First Day

This can be the most important day since you will be making your first impression on not only your supervisor, but also the rest of the company. Here are three things to remember:

1. **First Impressions:** It is always better to be over-dressed than under-dressed. So on your first day, dress professionally. You can always adjust your outfit accordingly on day two after you see how the other employees dress. Always dress for the job you want, not the job you have. Typically, on your first day, you will meet many people. It is important to develop relationships with individuals that have experience and knowledge in your field of interest. These individuals can later become mentors. Mentors are your guiding light: Use them wisely!

2. **Absorb Information:** On your first day, you will be given a lot of information about policies, procedures, names of people and their roles, as well as your new duties and responsibilities. Absorb information like a newborn, even the information you may perceive to be meaningless. You never know when it will come in handy.

3. **Challenge Your Comfort Zone:** Be confident! When you walk into your internship and/or co-op, it can be intimidating and overwhelming. Remember that they hired you, so be proud to be there and confident that you belong. It may seem uncomfortable or awkward at first, but the point of an internship and/or co-op is to expand and develop your capabilities.

Not Just Making Coffee

Many times students feel that an internship and/or co-op revolves around running mindless errands and completing administrative tasks. This does not have to be the case. Here are three ways to capitalize on your internship and/or co-op.

1. **Put Yourself Out There:** There is a fine line between being assertive and being aggressive. It is important to take initiative at your internship and/or co-op by asking to shadow associates, attend conferences or meetings, and help colleagues with certain assignments. It cannot hurt to ask to participate and become more involved — the worst that can happen is that they say “no.” The risk is worth the reward — there are some exciting experiences you can be a part of if you extend yourself. However, if an employee does ask you to file some paperwork or make copies, put on a smile and do it graciously.

2. **Ask Questions:** Employees love to talk about themselves and share what they do, so ask questions; it is a great way to foster a relationship with someone. Asking questions will also be the best way for you to learn about the company and for other employees to see your genuine interest in the field. Remember that your colleagues will be busy, so find an appropriate time to ask your questions.

3. **Create Projects:** Don’t be afraid to initiate an “improvement project.” If you see something that could be worked on or improved, offer it as a suggestion to your supervisor and propose a way to make the changes. Oftentimes, there are problem areas that a company just has not had the time or staff to fix. This could be a great opportunity for you to highlight your skills and help them to make an improvement. By successfully completing a project, you also will leave a lasting impression on the company after you finish.

What You Can Take Away

**Ending Your Internship and/or Co-op:** As your internship and/or co-op comes to a close, there are a few things to keep in mind, regardless of your perception of the experience. First, make sure to say goodbye to everyone you interacted with and exchange contact information. It is important to secure your contacts from this company for future networking. Also, thank your supervisor for his/her help and ask him/her if it would be okay for you to use him/her as a reference. Lastly, make sure to write down all the tasks, projects, and experiences you had at this internship and/or co-op in order to record them on your résumé and effectively portray the new skills and knowledge you now possess.
## Internships & Co-ops and Student Skill Development

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<td>• Increase Professionalism/ Emotional Maturity</td>
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Source: National Association of Colleges and Employers (NACE) Co-op & Internship Survey
## Strategies Examples Benefits Challenges Tips

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<td><strong>CDC RESOURCES</strong></td>
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<tr>
<td>Career Fairs</td>
<td>The CDC hosts a Career Fairs every fall and spring semester in January/February and September/October. Also, a state wide career fair is hosted every summer in May.</td>
<td>Career fairs are an opportunity to meet with a number of employers in person and in one location. They also provide an opportunity to network.</td>
<td>Not all fields of study are equally represented at general career fairs. Students seeking specific career goals or employers may benefit from field-specific fairs.</td>
<td>Research companies attending the fair in advance. Dress professionally, bring multiple copies of your résumé, prepare your Elevator Speech, and attend Career Fair 101.</td>
</tr>
<tr>
<td>On-Campus Interviewing</td>
<td>OCI is hosted every semester, usually after the Career Fairs.</td>
<td>Employers are specifically looking to hire FAU students and interviews are easily accessible.</td>
<td>Not all industries conduct OCI as a recruitment practice.</td>
<td>Check job postings in OWL CareerLink on a weekly basis and pay close attention to deadlines.</td>
</tr>
<tr>
<td>OWL CareerLink</td>
<td><a href="http://www.myinterface.com/fau/student/">www.myinterface.com/fau/student/</a> Co-ops/internships, and the Professional Mentor program are all available through OWL CareerLink.</td>
<td>Access to a wide variety of jobs posted by employers who may conduct on-campus interviews. Listings are available to FAU students and alumni only.</td>
<td>Not all fields of study are equally represented.</td>
<td>Check job postings regularly as new jobs are posted daily. Make sure that your résumé and academic information are updated.</td>
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<tr>
<td>Networking</td>
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</tr>
<tr>
<td>Professional Associations/Organizations</td>
<td>Research professional associations related to your career interests.</td>
<td>Sources for networking with professionals in your field and many websites provide a “Career” section.</td>
<td>Entry level positions through “Career” sections may be limited. Some associations require you to pay a member fee to use services.</td>
<td>Ask faculty members about associations that are worth joining, and research organizations online.</td>
</tr>
<tr>
<td>FAU Alumni Association</td>
<td>faualumni.org Marleen and Harold Forkas Alumni Center Building FA 94</td>
<td>Opportunity to utilize a network of individuals with whom you share a common background. They may be able to provide job leads or advice.</td>
<td>It may take time to develop a relationship with individuals in the Alumni Association in order to ask for job leads.</td>
<td>Attend alumni events hosted by the FAU Alumni Association. Develop professional relationships before asking for job advice, leads, or referrals.</td>
</tr>
<tr>
<td>Professors</td>
<td>Research professors in your department who may have similar interests to your own. Visit these professors’ office hours and take their classes.</td>
<td>Professors have spent time developing an expertise in their field and may have insight into strategies or job opportunities.</td>
<td>Not all professors have prior professional experience or contacts. Some professors may not have the time to serve in this capacity.</td>
<td>Become involved in research outside of the classroom and discuss professional opportunities for advancement.</td>
</tr>
<tr>
<td>Social Networking Tools</td>
<td><a href="http://www.LinkedIn.com">www.LinkedIn.com</a> Tools, such as LinkedIn, help to keep contact with individuals who may have insight into potential job opportunities in the future.</td>
<td>Not all contacts, both professional and personal, have accounts on networking sites. Takes time and effort to build your network.</td>
<td>Use social networking sites regularly to keep up with contacts and promote your skills. Do not post inappropriate content, pictures, or messages.</td>
<td></td>
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</table>
### Strategies

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<th>General Public</th>
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<th>Tips</th>
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<td><strong>Internet Job Search Websites</strong></td>
<td>Scan job openings on various job search websites by identifying a career field and geographic area.</td>
<td>MonsterTrack.com, CareerRookie.com, AfterCollege.com, Experience.com</td>
<td>May help you identify the types of job positions available or companies that are currently hiring.</td>
<td>Overwhelming number of sites and positions listed. You may never receive a response from the employer.</td>
</tr>
<tr>
<td><strong>Government Employment Websites</strong></td>
<td>Use state and federal government employment websites to identify positions available and agencies currently hiring.</td>
<td>USAJobs.gov</td>
<td>Most federal jobs are listed in USAJobs.gov. Many state and local agencies have similar websites for posting positions.</td>
<td>Government positions are limited and many times receive a large number of applicants for only a few available jobs.</td>
</tr>
<tr>
<td><strong>Employment Agencies</strong></td>
<td>Research agencies and inquire if they offer opportunities in your area.</td>
<td>Manpower Inc., Workforce One</td>
<td>Helpful in identifying employment opportunities and may provide temporary or permanent assignments.</td>
<td>May have fees associated with the employment services (legitimate agencies will charge employers, not job seekers).</td>
</tr>
</tbody>
</table>

### Statistics

4 percent of people have success with using the internet as their sole job searching technique.
12 percent of people who network with professors or alumni have success finding a job.
47 percent of people who go to an employer’s office and submit their résumé, whether or not there is an opening, are successful.
52 percent of students who used their career center secured full time employment.

*Source: The National Association of College and Employers (NACE)*
The job search process should occur during your entire college experience, but it will become most important during your third year. There are a number of techniques, tools and resources available to you as you take this important step in starting your post-academic career. Considering certain factors can help you clearly identify a specific career field, areas of specialization, relevant skills and knowledge, and the type of employer you prefer. An effective job search involves applying for positions that appear to be a good fit for both you and the prospective employer. The **What, Where and Who** of job searching are three important factors you should consider before and during the search.

The **What** of job searching includes identifying transferable skills that you have obtained throughout your academics and employment up to this point in time. The **Where** of job searching is the process by which you decide where you would like to utilize both your knowledge and skills, in what environment you feel you will thrive and where you do your most effective work. Finally, the **Who** of job searching is about finding out the names of jobs you would be most interested in, identifying organizations that hire for those positions and contacting the individuals who actually have the power to hire.

The **What, Where and Who** of job searching are meant to help you find an enjoyable job in which you can use your skills most effectively. People who enjoy their job generally work somewhere that puts them in a position to succeed and perform to the best of their ability. According to NACE, one-third of the work force is unhappy in their current job. Therefore it is important to seek out organizations that have jobs which fit your interests, values, skills, and personality.

There are a number of effective methods and resources available to help you during your job search. Some of the most effective strategies include:

- **Utilizing the Career Development Center**
- **Networking**
- **Conducting a general public job search**

When conducting a job search the most successful plan is one in which a variety of methods, techniques, and search strategies are employed. In preparing for the job search, it is helpful to understand that the job market constantly fluctuates. You should be aware of the current job market and trends in employment. In a competitive market it is especially important to use all of the resources available to you. Approximately 80 percent of jobs are filled through the hidden job market. These openings are typically not published in job search websites, newspapers, or employment services.

The **Career Development Center** offers opportunities to meet employers face-to-face at Career Fairs and during networking events. OWL CareerLink provides a job search portal that connects students with local employers who are looking for to hire students and alumni from Florida Atlantic University, and these employers often times conduct on campus interviews. Additionally, the Career Advisors in the Career Development Center can provide students with resources to find volunteer opportunities while at FAU and conduct targeted job searches. The strategies available to students using the Career Development Center resources allow students to break into the hidden job market by bringing the employers closer to the prospective job candidates.

It is also important to begin **networking** early, not just when you begin conducting a job search. The goal of networking is to exchange information and obtain opportunities through a long-term professional relationship. A great way to obtain jobs in the hidden market is by utilizing your professional network. Professional networks can include individuals in professional associations and alumni associations, employers you have met during Career Fairs or networking events, and even professors. The Internet gives you the opportunity to keep in contact with your professional network in ways that were not available in the past.

Conducting a **general public job search** in the open job market includes applying to positions that are posted on Internet job search websites; the federal, state, and local government websites; and employment agencies. This method has the lowest success rate for finding employment because it is the most common strategy employed by job searchers. This means that Internet job search websites are being flooded with job applicants all applying for the same visible jobs.

When conducting a job search, many students hunt for positions in the exact opposite way in which companies tend to search for candidates to fill their vacancies. Students often begin their job search by sending their résumé to companies who have not posted any available positions. Although sending unsolicited résumés can be a successful job search strategy, you need to target your search at those companies that match your interests. Also a targeted search includes using proof of expertise and skills, and should consist of follow-ups to each position for which you apply.

Companies searching to fill vacancies tend to begin their hunt by promoting proven candidates from within their own company. This may mean promoting a part-time employee or intern to a full-time position, or giving a “temp” or consultant the opportunity to gain consistent employment within the company. This means that
students need to find internships or part-time employment with those organizations that fit their interests while they are in school. These positions can often become full-time, or at least provide further evidence of expertise in a given field when conducting a targeted search. The resources offered by the Career Development Center can help students looking for employment to begin their job search in a manner that reflects how companies are searching for employees. Students can gain opportunities to network with employers, discuss employment opportunities in a one-on-one setting while using proof of expertise during the Career Fair, and learn strategies to conduct targeted job searches. Also, career advisors can guide students on building their professional network, and educate students as to how this network can become a catalyst to further their careers. These strategies allow students to tap into the hidden job market and create a comprehensive approach to job searching.
Gain Experience While at FAU

Do you want to start your career a step ahead?

Workplace experience helps you gain the skills employers are seeking in entry-level new employees.

Students in the class of 2015 who had a Co-op and/or internship experience received an average salary of $40,698, while their classmates who did not have these experiences received an average salary of $37,277.

-National Association of College & Employers

OWL CareerLink

Through the OWL CareerLink online job portal, students and alumni can research information on employers, as well as upload résumés, apply for part-time and full-time job opportunities, and schedule on-campus interviews. Access this database on our website: www.fau.edu/cdc

Other ways to gain experience at FAU
• Volunteer with FAU through Weppner Center for Service-Learning & Civic Responsibility
• Academic Service Learning
• Co-operative Education/Internships
• Study Abroad through International Programs
• Student Clubs and Organizations
• Undergraduate Research

More information: http://www.fau.edu/cdc/experiential-learning-opportunities/home.php

TOP 5 WAYS TO GET THE MOST OUT OF YOUR EXPERIENCES

1. Be proactive and ask to participate on committees and special projects
2. Take initiative, ask questions and take advantage of mentoring opportunities
3. Develop the best possible relationship with your site supervisor
4. Observe the organization’s culture, political climate, communication models and dress code
5. Strive for perfect attendance and be punctual

TIP: Don’t wait to find yourself — create yourself by refining your skills at every opportunity.

According to a survey conducted by the National Association of Colleges and Employers (NACE), the top skills and behaviors employers seek include:
• Communication skills
• Honesty/Integrity
• Interpersonal skills
• Motivation/Initiative
• Strong work ethic
• Teamwork skills
• Computer skills
• Analytical skills
• Flexibility/Adaptability
• Detail-oriented
• Organizational skills
• Leadership skills
• Self-confidence
• Friendly/Outgoing personality
• Tactfulness
• Well-mannered/Polite
• Creativity
How Companies Hire Students vs. How Students Search for Jobs

From Within: Companies prefer to promote full-time/part-time employees, interns, or former consultants or “temps.” Employer’s thoughts: “I want to hire someone whose work I have already seen.”
Implication for students: Attempt to obtain an internship or part-time job with a company you have chosen and aim for a full-time position with the company later.

Using Proof: Companies will hire students who bring proof of their expertise, with regards to skills needed to fill the vacancy, which they obtained in their courses and internships.
Implication for students: Career Fairs and Targeted Searches will allow students to find companies looking for their expertise, and they can bring portfolios of their work.

Using a Personal Contact or Business Colleague: Companies will hire someone whose work a friend or business colleague has seen.
Implication for students: Find someone who has a contact, such as the person who has the power to hire, within chosen organizations, and ask to be introduced to his/her contacts.

Using an Employment Agency: Companies use private recruiters or search firms to find and check out students.
Implications for students: Research Employment Agencies before using them. Legitimate agencies will charge employers, not job seekers.

Using an Ad or Job Posting: Companies will post vacancies in online databases, newspapers, or on their website.
Implication for students: Job Search websites can help identify open positions and companies.

Using a Résumé: Companies will accept unsolicited résumés.

The way typical companies prefer to fill vacancies

The way typical students prefer to fill vacancies

Adapted From: Bolles, N.R. What color is your parachute. Ten Speed Press. Berkeley, CA.
As a lesbian, gay, bisexual, transgender, or questioning (LGBTQ) student or alumnae/alumnus preparing for entry into the workforce, you may find yourself faced with additional career planning challenges related to your sexual orientation. The workplace can be quite different, in terms of the openess of and support for LGBTQ employees. The following resources are designed to offer a starting point in considering issues faced by LGBTQ people in the workplace. There are no hard and fast rules, so you should feel free to address questions on coming out at work and during the job search to career counselors at FAU's Career Development Center.

Frequently Asked Questions:

How out do you want to be in the workplace?
Coming out is a personal decision. It is up to you to determine how important it is to be out and under what circumstances. For many people, their sexual orientation is such an integral part of their identity that to remain closeted in the workplace would seem false. Others, however, might prefer to maintain separation between their personal and professional lives. The bottom line is that for now, you must decide what is best for you.

Resume writing- how much to include?
Should LGBTQ-related activities be included on the resume? Consider your audience and determine ahead of time how out you want to be. To help evaluate the policies and climates of various organizations and industries, conduct a bit of research prior to writing your resume. As with any potentially controversial group affiliation, such as political or religious activities, you will want to weigh the pros and cons of including such information. One strategy is the use of a "functional" resume, one that groups accomplishments in student organizations together according to functions/skills rather than by organization name. If you do choose to include LGBTQ-related information on your resume, be certain to put the emphasis on accomplishments that are relevant to employers. Highlight leadership, budgeting, event planning, public speaking and organizational skills.

Interview strategies- what to say?
Depending on the strategies you have used to present LGBTQ-related activities on your resume, you might have already given the interviewer some indications that you are bisexual, gay, or lesbian. If that is the case, you should be prepared to talk about how your experiences have developed desirable leadership, communication, and interpersonal skills. If you have chosen not to come out yet, you may want to refer to it as an anti-discrimination organization and then focus on the achievements as a result of your work. You could "test the waters" with an interviewer by asking about the organization's diversity initiatives - does the recruiter’s reply include mention of issues pertaining to sexual orientation? To be more direct, you might ask, "Can you tell me more about diversity in the workplace and related policies, as they might deal with race, ethnicity, sexual orientation and the like?" These should not be your first questions during an interview. Focus on the job and your capabilities first.

Coming out on the job- what is the best way?
Coming out to a potential supervisor and coworkers might seem even more intimidating than coming out during the interview process; after all, you will have to spend a majority of your time with your coworkers. Look for clues around the office – do you see any same-gender pictures or information on employee bulletin boards that might hint at the office culture? Is the work group diverse in other ways? In general, it may be best at first to focus on the job, learning more about expectations for your performance, and establishing yourself as a professional. Many people believe that when you are coming out to anyone, in any situation, you should just use your best judgment and comfort level.

Job Search Resources:

LGBTQ Careerlink- http://outandequal.org/lgbtcareerlink/
The website provides a job search database, as well as a resource library with tools for those students on the job hunt; sponsored by “Out & Equal Workplace Advocates” at outandequal.org.

Out Professionals- http://www.outprofessionals.org/
A job bank and news resource for LGBTQ job seekers.

A job search database for LGBTQ job seekers

A web site of transgenderist issues that includes a section on transitioning and employment.

Out and Equal- http://www.outandequal.org/
Non-profit organization based in San Francisco that discusses LGBTQ workplace issues.

A LGBTQ-friendly job search

Source: Adapted from University of Pennsylvania LGBTQ Career Resources and the Career Center at Illinois LGBTQ Career & Educational Resources
Veteran's Career Services

For those who have worked in or with the Armed Services, obtaining employment in the civilian world may be challenging at times. The resources and activities in this guide are designed to help ease this transition.

The FAU Career Development Center’s comprehensive range of services is available to enrolled degree seeking undergraduate and graduate Veterans. As a veteran you bring a host of exceptional and sought-after skills that prospective employers and graduate schools seek. Veterans Today, the Military & Foreign Affairs Journal listed out the top reasons to hire veterans: http://www.veteranstoday.com/2010/01/25/10-top-reasons-to-hire-veterans/. You will find several more reason within the Florida Department of Veteran's Affairs website: http://floridavets.org/.

Employers of FAU graduates recognize those skills that are unique to our veterans, including leadership, teamwork, diversity, overseas experience, and training in the latest technology! The FAU Career Development Center’s professionally trained and nationally certified career advisors and career counselors will assist you in exploring career options, help you gain career related experience through internships and Co-ops, develop your job search skills, help you craft your résumé, or conduct mock interviews to help prepare you every step of the way. Upon meeting with a career advisor, you may take an online career assessment to help you clarify your interests, values and skills in relation to choosing a major and or career path.

We encourage veterans to begin networking early in their career with employers by attending Career Fairs, Employer Information Sessions, On-campus Interviews and participating in the Professional Mentor Program. The Career Development Center also offers targeted career events and online job and internship postings through OWL CareerLink.

Where to Start?

Identify Transferable Skills

People learn transferable skills in a variety of environments. Identifying the right terms allows you to demonstrate how activities and skills developed during your time in the military have prepared you to excel in civilian occupations. To begin, list activities that you completed during your time in the military and then define them using transferable skill terminology. When explaining these responsibilities/activities use action verbs to begin each statement.

Action Verb Examples:

Leadership/Management Skills

- Administered
- Directed
- Enforced
- Established
- Coordinated
- Supervised
- Secured
- Led
- Oversaw
- Incorporated
- Increased
- Planned

Organizational/Time Management

- Arranged
- Collected
- Compiled
- Generated
- Recorded
- Responded
- Reviewed
- Scheduled
- Validated
- Verified

Helping/Teamwork/Motivational Skills

- Assisted
- Contributed
- Counseled
- Encouraged
- Facilitated
- Guided
- Prevented
- Supported

Computer/Technical Skills

- Adapted
- Applied
- Assembled
- Built
- Converted
- Engineered
- Installed
- Operated
- Maintained
- Resolved
Veteran's Career Services cont.

Military.com has many additional resources. Among them, Military.com’s skills translator (http://www.military.com/veteran-jobs/skills-translator/) allows Veterans to translate military positions (MOS, Rate, AFSC or designator) into civilian job titles, required civilian training for the job and salaries.

**Other useful websites for Veterans' Career Development:**
- http://www.fau.edu/veterans
- http://www.servicelocator.org/

**Locate Civilian Occupations**

Use tools such as the O*NET Military Crosswalk Search to help you translate your military occupation to a civilian occupation. Then, link to the civilian occupation using tools like O*NET and the Occupational Outlook Handbook, to see what people in that occupation do. For federal jobs, check out the website www.fedshirevets.gov. Civilian companies like Enterprise Holdings, Citibank, Target and Sodexho also aggressively recruit military veterans. Another good site to find veteran-friendly employers is http://vetcentral.us.jobs/veteransmembers.asp

**Describe Military Experience in Civilian Terms**

Think broadly about what you have accomplished. For instance, while you may have typed a monthly “duty roster” while in the military, you actually produced a work schedule that coordinated 30-plus people in order to ensure 24-hour-a-day, seven-days-a-week coverage for essential ongoing operations. Former veterans may be tempted to over-simplify or downplay their accomplishments. While you may be an outstanding team player, don’t fall into the trap of failing to take credit for your accomplishments. The job search is one of the times when taking full credit for what you have done is strongly encouraged. Get input from a career advisor about how to best describe your experiences.

**Next Steps:**

- Visit the Career Development Center early on so we can get you going in the right direction.
- Upload your résumé into OWL CareerLink.
- Drop in during same day career advising hours to get quick answers to your initial questions. Have a career advisor review your résumé.
- Pick up our bookmark which details all of our upcoming workshops and events.
- Attend Career Development Center events such as Career Fair 101, Career Fairs, and Graduate School Fairs.
- Meet with a career advisor for assessments, internships, and to apply for graduate and professional schools, or full time jobs.
- Refine your job interview skills by participating in a mock interview.
Preparation is Vital! Know yourself and the company. Employers are most interested in how what you've done qualifies you for the job for which you are applying. The interview will often take a behavioral approach where you will be expected to discuss specific situations you have experienced, and the outcomes of those situations. Be prepared to discuss your academic and work background, career interests and personal goals, strengths and weaknesses, special skills or talents, accomplishments, and leadership. Employers will evaluate your motivation for work, ability to learn, judgment, planning and organizing, career ambition, and initiative.

The most important attributes employers will evaluate include overall oral communication skills, enthusiasm, and motivation.

6 Steps to Prepare for Your Interview

1. Research the Organization
   Find out some basic information about the organization before you go for the interview. You will be better positioned to ask intelligent questions and you will impress the interviewer with your knowledge of the organization.
   Research companies using recruiting literature, annual reports, and national publications. These sources can include directories, indexes, industrial guides, and periodicals including the Wall Street Journal, Business Week, and Fortune Magazine. Information on many organizations is readily available in the CDC library, other campus and local libraries, and via the Internet.

2. Research the Job
   Employers often list more qualifications in the job posting than can realistically be met by most potential candidates. Frequently, this is done as a pre-screening device in order to reduce the number of applicants for the position by setting up artificial barriers. You should not allow this to discourage you or prevent you from pursuing the position.
   Just as you are looking for the job, employers are looking for the ideal employee. Analyze the job description and match your experience, skills, interest, and abilities to the job. You may find that some of the qualifications are less essential than others. Emphasizing your strong points may minimize the effect of possible limited experience.

3. Prepare and Anticipate Questions
   Anticipate questions that may be asked of you in an interview. Prepare answers beforehand to some of the more difficult questions. This does not mean memorizing responses or writing a script. It does mean planning the points you want to make. Also, prepare questions you would like to ask the employer. For example, “How do you evaluate job performance?”
   Practice in a mock interview with another person or in front of a mirror. Check for quality of information in your answers, and the positive, non-verbal reinforcement of your words. By speaking out loud you can hear your answers to ensure you cover the topic well.

4. Dress Appropriately
   Dress professionally for the interview. Remember that you don’t get a second chance to make a first impression. Your appearance should be neat and clean. Conservative business attire is appropriate for most settings.

5. Be Punctual
   Be on time for the interview! Get a good night’s sleep before your interview. Arrive 15 minutes early to allow yourself time to collect your thoughts. Take the opportunity to observe the working environment. Keep your eyes and ears open. Be friendly with everyone. Introduce yourself with a warm smile and friendly hello.
   Check in with the interviewer or the secretary about five to ten minutes prior to your scheduled appointment. Use your waiting time to check your appearance, review the questions and answers you prepared, and read any company literature that may be on display. Take advantage of this time to get a feel for the work environment by observing the surroundings and interactions among staff.
   **While waiting in the reception area, always be pleasant and keep a positive attitude (even if your interviewer is late).**

6. Practice Good Communication Skills
   It is important that you use good communication skills during the interview. Practice with a friend, with a career counselor, or by videotaping a mock interview. Work on the following communication skills:
   • Presenting yourself in a positive and confident manner
   • Offering a firm handshake
   • Speaking clearly and effectively
   • Listening attentively and maintaining eye contact
   • Avoiding the use of unnecessary verbal and non-verbal distractions

7 Deadly Sins of Interviewing
   1. A lack of enthusiasm
   2. Unprofessional behavior
   3. Poor research prior to the interview
   4. Misrepresenting yourself and/or your credentials to employers
   5. A lack of direction in your career
   6. Weak communication skills
   7. Failure to market yourself and your qualifications
8 Interview Questions to Prepare For and Brief Advice on How to Answer

1. Tell me about yourself!
   Try to get the interviewer to describe the position and duties to you early in the interview, so that you can relate your background and skills to the particular position.

2. What are your greatest strengths? Weaknesses?
   When the interviewer asks about your weaknesses, choose something work-related, but not so serious as to disqualify you. Briefly mention one weakness, and then show what you have learned from the experience or what you are doing to change. If pressed for more than one weakness, have another one or two ready to discuss.

3. Did you like your previous employer and position?
   If you are asked about any negative employment experience (e.g., being fired, trouble with a supervisor), don’t criticize past employers. Briefly acknowledge any difficulty and say what you have learned or discuss the positive outcome of the situation.

4. What attracts you to this industry?

5. What accomplishments are you most proud of?

6. Where do you see yourself five years from now?

7. Give me an example of a time when you were working as a team and someone disagreed with your ideas.

8. Describe a leadership situation that you would handle differently if you had to do it over again.
   Give descriptive examples of proof whenever you can throughout the interview. The true stories you tell about yourself will differentiate you from the other applicants.

   Watch the interviewer for clues on how the interview is progressing. Is the interviewer’s face or body language telling you that your answers are too long, not detailed enough, too boring, etc.? If in doubt, ask the interviewer if more or fewer details are needed.

   Listen carefully to the question and the way it is phrased. If it can be interpreted in more than one way, and if you are unsure what the interviewer really wants you to discuss, ask for clarification.

9 Questions to Ask Employers

1. Upon what criteria will my performance be evaluated? How and when is this done and by whom?

2. Describe the kind of people who thrive in your company.

3. What are the key competencies of a successful employee?

4. How would you describe the management style of the person who would be supervising me?

5. What are the major issues this organization currently faces in this industry?

6. What are the opportunities for increased responsibility within the organization? Is there a commitment to promote from within?

7. How does this job and department fit into the organization as a whole?

8. How would you describe the corporate culture?

9. What opportunities exist for professional development and continuing education/training?

Don’t inquire about salary, bonuses, or benefits during the initial interview. If you are pressed to give a salary expectation, turn it around to the interviewer and ask what the organization would ordinarily pay a person with your credentials. If you are still pressed, know what salary range would apply to that type of job in that geographic location. Try to obtain this information by speaking to people in the field prior to your interview or go to the internet site www.salary.com.

KEY ITEMS TO REMEMBER:
Dress appropriately, be on time, and remember, the keys to a successful interview are to BE PREPARED, BE PROFESSIONAL, AND MARKET YOURSELF EFFECTIVELY!

What to Do After the Interview

• As soon as possible, make notes about what was discussed in the interview.

• Respond promptly to any employer requests, including transcripts or references.

• Follow up immediately with a thank-you letter thanking the employer for his/her time and consideration, also reemphasizing your interest in the company and position. If the interviewer indicates a preference for email communication, utilize email instead of *mailed* correspondence.

• If you do not receive a job offer (especially if you felt the “fit” was very good), you may want to contact the interviewer to get feedback on your performance. It could be they hired someone with better qualifications, or you didn’t adequately present your qualifications, thereby causing an incorrect assessment of your capability.
Disability Resources

In collaboration with the Office for Students with Disabilities, the Career Development Center (CDC) assists currently enrolled degree-seeking FAU students and registered alumni who have disabilities by providing career planning services and guidance pertaining to their specific disability-related issues.

Services Provided

- Major and career exploration through assessment tools
- Career counseling and career advising
- Job-seeking skills
- Interview prep for self-disclosure skill development
- Interview techniques and preparation
- Information regarding rights, responsibilities and options for reasonable accommodation in the workplace
- Prepare students for the Workforce Recruitment Program (WRP)

Workforce Recruitment Program (WRP)

The CDC assists FAU students in preparing their résumés, and conducting mock interviews with all WRP applicants.

The WRP is a recruitment and referral program that connects federal and private sector employers nationwide with highly motivated FAU students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. The program is managed by the U.S. Department of Labor’s Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense’s Office of Diversity Management & Equal Opportunity (ODMEO). Since the program’s expansion in 1995, more than 6,000 students and recent graduates have received temporary and permanent employment opportunities through the WRP (source: wrp.gov).

In addition, the Career Development Center provides updated information and job links for Students with Disabilities on our website under “Disability Resources.”

International FAU Students

In collaboration with the International Student and Scholar Services (ISSS) office, the Career Development Center assists international students with all career preparatory aspects including resume writing, internship/job search strategies, and interview skills. Many international students take advantage of programs offered through the Career Development Center including internships and co-ops, career fairs, and On-Campus Interviewing. Additionally, the Career Development Center has been a featured speaker at ISSS orientations, coffee hours, and other sponsored events.

For additional information on Curricular Practical Training (CPT) for F-1 Students, please visit www.fau.edu/isss/current/CPT.php
Opportunity!

Are you looking to join a great company and start a career that can provide financial independence, the freedom to set your own schedule and the opportunity to help others? Are you interested in career advancement and receiving professional training by industry veterans?

Talk to us!

We are looking for entrepreneurial individuals who like to learn and grow; individuals who are motivated by a desire to improve their lives and the lives of those in their community. We want leaders who like to teach and inspire others to take action.

Our full-time employees are eligible for a comprehensive benefit program including health, dental, vision, life and disability insurance and a 401(k) plan with company matching. Sagicor Career Agents may also qualify for a Marketing Allowance to take advantage of our Marketing Programs. Participating in our Marketing Programs will help new Agents launch their careers in the insurance industry. There are also performance based travel incentives.

You can be part of a company that appreciates and rewards you for your efforts and success.

For more information, please contact:

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Career Development Manager
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Plantation, Florida 33324
(954) 332-9560 Ext. 6410
jonathan_london@sagicor.com

SagicorLifeUSA.com
“I couldn’t have asked for better experiences with all of my Co-op opportunities. I highly recommend all students of the FAU community to engage in the Co-op opportunities that they have available to them through the Career Development Center.”

Jill B.
Major: Communications
Cooperative Education (Co-op) Program
Job offer from Miami Dolphins

“I went to the FAU Career Day & Technical Fair without really thinking I would land any job offer the first time I attended. Turns out, I got an internship position offer which gave me a lot of confidence that there are spots and places for us, young students, out there.”

Andrew L.
Major: Computer Science
Career Day & Technical Fair
Job offer from Red Prairie

“Choosing a major and career path can be overwhelming, and they [The Career Development Center] honestly helped me with all of my fears and decisions I needed to make to achieve my career goals.”

Rachel B.
Major: Sociology
One-on-One Career Counseling & Career Assessment
Accepted to a Graduate program at the University of North Carolina Wilmington

www.fau.edu/cdc
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