

# Career UPDATE

CAREER DEVELOPMENT CENTER • BOCA RATON CAMPUS  
DIVISION OF STUDENT AFFAIRS FALL 2006

## Calendar of events

### AUGUST

- 25 On-Campus Recruiting Workshop, 1–2 p.m.
- 29 On-Campus Recruiting Workshop, 2–3 p.m.
- 31 Resume Writing Workshop, 4–5 p.m.

### SEPTEMBER

- 6 On-Campus Recruiting Workshop, 1–2 p.m.
- 7 Resume Writing Workshop, 3–4 p.m.
- 8 Spring '07 Co-op Workshop, 1–2 p.m.
- 11 Spring '07 Co-op Workshop, 2–3 p.m.  
On-Campus Recruiting Workshop, 4–5 p.m.
- 12 On-Campus Recruiting Workshop, 1–2 p.m.
- 13 Resume Writing Workshop, 2–3 p.m.
- 18 Interview Skills Workshop, 1–2 p.m.
- 19 Resume Writing Workshop, 3–4 p.m.
- 20 On-Campus Recruiting Workshop, 2–3 p.m.
- 21 Spring '07 Co-op Workshop, 4–5 p.m.
- 22 On-Campus Recruiting Workshop, 1–2 p.m.
- 25 Resume Critiques\*, 10 a.m.–noon and 1–3 p.m.
- 26 Resume Critiques\*, 10 a.m.–noon and 1–3 p.m.
- 27 Resume Critiques\*, 10 a.m.–noon and 1–3 p.m.
- 28 On-Campus Recruiting Workshop, 4–5 p.m.

### OCTOBER

- 2 Resume Writing Workshop, 3–4 p.m.
- 3 Get Connected/Networking at Career Day, noon–1:30 p.m.  
Spring '07 Co-op Workshop, 3–4 p.m.
- 4 Interview Skills Workshop, 1–2 p.m.
- 6 Spring '07 Co-op Workshop, noon–1 p.m.
- 11 Spring '07 Co-op Workshop, 1–2 p.m.
- 12 **Career Day, Boca Campus Gym, 10 a.m.–3 p.m.**
- 16 Interview Skills Workshop, 4–5 p.m.
- 17 On-Campus Recruiting Workshop, 1–2 p.m.  
Spring '07 Co-op Workshop, 2–3 p.m.
- 18 Applying to Graduate School Workshop, noon–1 p.m.
- 19 Job Search Workshop, 2–3 p.m.
- 23 Spring '07 Co-op Workshop, 1–2 p.m.
- 25 **Professional/Graduate School Information Day,  
Boca Raton Campus Breezeway, 10 a.m.–3 p.m.**
- 30 Choosing a Major, noon–1 p.m.

### NOVEMBER

- 1 Job Search Workshop, 1–2 p.m.
- 2 Interview Skills Workshop, 2–3 p.m.
- 6 Salary Negotiation Workshop, 3–4 p.m.
- 7 Choosing a Major, 2–3 p.m.

\*Sign-up required for resume critiques. Register at the CDC in the SU building, rm. 220 or by calling 561-297-3533.

All workshops are held in the CDC, SU building, rm. 220. To register for the workshops, visit [www.cdc.fau.edu](http://www.cdc.fau.edu) and click on the Calendar of Events and then the workshop of interest.

## Make the Connection

*It's time to pursue your career goals!*

Beginning in August, the Career Development Center (CDC) will be hosting 10 workshops designed to help you market your skills and expertise effectively.

Resume workshops will provide tips on crafting the perfect document to highlight your experience and to attract your target companies. Interview workshops will prepare you to handle many types of interview scenarios including one-on-one and group interviews, behavior based interview questions, and your response to the dreaded question, "tell me about yourself." On Tuesday, Oct. 3, the CDC will be offering an essential workshop to prepare you for networking events—including the fall Career Day. Get Connected/Networking at Career Day, presented by Enterprise Rent-A-Car, will teach you how to professionally and successfully navigate large career events. You don't want to miss this workshop!

All workshops will be held in the CDC, SU building, rm. 220. You can register on-line for these workshops by visiting [www.cdc.fau.edu](http://www.cdc.fau.edu) and clicking on the Calendar of Events and then the workshop of interest.



In addition to workshops, the CDC is offering resume critiques on Sept. 25–27. Space is limited, so sign up today (you must register either in person or over the phone for resume critiques).

Don't forget to Make the Connection at the Fall 2006 Career Day, Thursday, Oct. 12 from 10 a.m. – 3 p.m. in the FAU Arena (formerly the gym) on the Boca Raton Campus. Please wear professional dress and remember to bring multiple copies of your resume. To view a list of registered companies visit [www.cdc.fau.edu](http://www.cdc.fau.edu). We'll see you there!

## SENIORS: Are You Ready to Interview?

*On-Campus Recruiting: Oct. 13 – Nov. 22*

The CDC, Boca Raton Campus, offers an On-Campus Recruiting (OCR) program which brings local, regional and national employers to campus to interview FAU students. To qualify for this program you must be a currently enrolled, degree-seeking student, graduating in Dec. 2006, May 2007, or Aug. 2007 or an alumni (up to one year post graduation). If you transferred to FAU, as an undergraduate student you must have at least 12 credits at FAU and as a graduate student you must have at least nine credits at FAU.

To participate, you must have an active account in the CDC's Interfase system – an on-line job search database for FAU students and alumni. Attend an OCR workshop to learn how to search for and apply to companies and how to schedule your interviews. To sign up for OCR workshops and to view a list of participating companies, visit [www.cdc.fau.edu](http://www.cdc.fau.edu). Don't miss your chance to interview on campus.



## ANNOUNCING The First Career Destination Survey

This fall the CDC, Boca Raton Campus, released FAU's first Career Destination Survey. This on-line survey provides students and recent alumni with an opportunity to report their post-graduation plans as well as offer feedback on CDC programming and services. All responses will be kept confidential, and the data collected will be aggregated, enabling the CDC to report on a variety of topics including: employment statistics, graduate and professional school attendance, and salary statistics.

Respondents can access this survey by visiting our web site at [www.cdc.fau.edu](http://www.cdc.fau.edu). All students and alumni that complete the survey in its entirety will be entered into a prize drawing to win an iPod.

We are excited to launch this survey and eagerly await our ability to share the collected information with the FAU community. If you would like to assist the CDC in promoting this survey and/or are interested in the results, please contact the Career Development Center.

## Do you have a Career Mentor? Check out the Professional Mentoring Program

Are you looking for some guidance on choosing a major or a career? Would you like to get advice from someone who has graduated from FAU and is now pursuing his or her own career goals? The Professional Mentoring Program is designed to assist you in making choices regarding your academic and professional interests by matching you up with a mentor. Mentors are successful FAU alumni and work in a variety of different fields.

As part of the program, you first meet with a CDC counselor to learn about informational interviewing. Then you apply to be matched with a mentor. Once a match is made, you and your mentor will establish a correspondence schedule and begin to communicate either in person or via e-mail, telephone or instant messenger. Through these interactions you will gain more information to help you in determining the career path that is right for you! For more information about the program and to view current alumni mentor profiles, visit [www.cdc.fau.edu](http://www.cdc.fau.edu) and click on Professional Mentoring Program.

## The CDC Welcomes a New Assistant Director – Brian Montalvo

Brian Montalvo joins the CDC with an extensive background in career counseling. Over the past few years he was a Career Advisor at Florida State University's Career Center assisting students, alumni and community members with a variety of concerns including choosing a major, writing resumes and cover letters, determining job and internship search strategies, locating occupational information and researching educational opportunities. Additionally he co-taught a career development course.

He is excited to use his expertise to assist FAU students and alumni as they explore their career possibilities. When asked what most excites him about working with the FAU community, Brian stated, "FAU students have a great reputation for being self-motivated, hardworking, bright individuals. I really look forward to working very closely with each student on his or her personal career development."

Brian manages the CDC's assessment program which includes the Myers-Briggs Type Indicator, Strong Interest Inventory, and the Self-Directed Search. These assessments prove very valuable as students

contemplate career and life choices. If you are interested in taking an assessment, please contact the CDC to schedule an appointment. Additionally, Brian will be coordinating the Explore FAU Living Learning Community activities for first-year students and the Carnival of Majors Fair as well as implementing a new and exciting "Choosing a Major" workshop.

Brian received his master of science and educational specialist degrees from Florida State University's Career Counseling program and is a Nationally Certified Counselor (NCC).

### Spring 2007 Co-operative Education Opportunities

It's time to start putting your degree to work for you! Learn how by attending a workshop.

Visit [www.cdc.fau.edu](http://www.cdc.fau.edu) and view the Calendar of Events to register.

Application Deadline: Thursday, Oct. 26

## CDC's James Watson, Jr.

### Winner of the FCPA's Brownlee Leadership Award

This summer, James Watson, Jr., the CDC's coordinator for employer relations, was awarded the Brownlee Leadership Award for his numerous contributions to career development in Florida by the Florida Career Professionals Association (FCPA). This award is in honor of John Brownlee, a dedicated and enthusiastic career professional who exhibited exceptionally high personal and professional standards and was a leader in the career development community.

James has devoted his career to serving students and employers in a variety of capacities. He has worked at FAU for over 30 years in many roles, including, financial aid counselor, career counselor and coordinator for employer relations. As a career development professional he has presented at annual conferences held by FCPA and the Florida Career Consortium (FCC), contributed to and chaired numerous committees, served as a board member of FCPA and

supported many career-related activities. His passion for assisting students is demonstrated in all of his activities. Currently James coordinates the CDC's Career Days, Career Prep Activities, On-Campus Recruiting Program and many other recruiting operations. Additionally, he advises students on attaining career goals and job search strategies and guides employers in developing successful recruiting efforts. Congratulations James!

## Get Ready for these Exciting Spring Programs

**SLS 1301 - Career and Life Planning Course** – Designed to help freshmen and sophomores learn how to approach making career decisions and teaches skills on researching careers.

**Third Annual Carnival of Majors Fair** – Meet with faculty, college representatives and counselors to get the information you need on academic majors and degree options at FAU.

**Etiquette Dinner** – Mark your calendar for this dining event – learn the nuances of business dining and making the right impression.

For more information, – contact the CDC.