

# Career UPDATE

CAREER DEVELOPMENT CENTER  
DIVISION OF STUDENT AFFAIRS

FALL 2008

FLORIDA ATLANTIC UNIVERSITY

## FAU Career Day and Technical Fair

### CDC BOCA RATON

#### Workshops

#### SEPTEMBER

- 8 Co-op Workshop 1–2 p.m.
- 8 On-Campus Recruiting Workshop 3–4 p.m.
- 9 Career Day 101 Workshop 3–4:30 p.m.
- 12 Interview Skills Workshop 2–3 p.m.
- 16 Navigating the Academic Job Search Workshop 3–4:30 p.m.\*
- 17 CV Writing Workshop 3–4:30 p.m.\*
- 18 Co-op Workshop 2–3 p.m.
- 18 Components of the Academic Application Workshop – 3–4:30 p.m.\*
- 19 Job Search Workshop 2–3 p.m.
- 24 Co-op Workshop 1–2 p.m.
- 26 Salary Negotiations Workshop 2–3 p.m.

#### OCTOBER

- 1 Applying to Graduate School Workshop 1–2 p.m.
- 2 Co-op Workshop 2–3 p.m.
- 2 On-Campus Recruiting 1–2 p.m.
- 3 Résumé Writing Workshop 2–3 p.m.
- 7 Co-op Workshop 1–2 p.m.
- 10 Interview Skills Workshop 2–3 p.m.
- 14 Navigating the Non-Academic Job Search Workshop 3–4:30 p.m.\*
- 15 Academic Interviewing and Salary Negotiations Workshop 3–4:30 p.m.\*
- 16 Co-op Workshop 2–3 p.m.
- 17 Job Search Workshop 2–3 p.m.
- 21 Co-op Workshop 1–2 p.m.
- 22 Choosing a Major Workshop 3–4 p.m.
- 24 Salary Negotiations Workshop 2–3 p.m.
- 30 Co-op Workshop 2–3 p.m.

#### NOVEMBER

- 7 Résumé Writing Workshop 2–3 p.m.
- 14 Interview Skills Workshop 2–3 p.m.
- 21 Job Search Workshop 2–3 p.m.
- 21 Marketing International Experience Workshop 3:30–5 p.m.
- 24 Salary Negotiations Workshop 2–3 p.m.

\* Graduate Student Workshops  
All workshops are held in SU 222



Don't forget to "Make the Connection" at the Fall 2008 Career Day and Technical Fair, Thursday Sept. 11, 10 a.m. to 3 p.m. in the FAU Arena on the Boca Raton campus. Professional dress required! Students can obtain a complete list of companies recruiting at Career Day along with helpful FAQs and tips by visiting [www.cdc.fau.edu](http://www.cdc.fau.edu). Remember to view the online calendar of events and click on the workshop for more information.

### Career Prep Month

In order to help students and alumni gain a competitive edge at the Fall 2008 Career Day on Thursday, Sept. 11, the Career Development Center (CDC) in the Division of Student Affairs will host a number of events during the month of September. Career Prep Month will be held from Wednesday, Aug. 27 through Wednesday, Sept. 10. Students will have a chance to hone their résumés and networking and interview skills before meeting employers by attending specialized workshops. In addition, during the week of Sept. 8 the CDC will

conduct résumé critiques with students prior to the job fair. Additionally on Tuesday, Sept. 9 from 3 to 4:30 p.m. in the Student Union, students can attend Career Day 101, a special seminar on "How to Network and Dress for Success" to better prepare for Career Day.

NOTE: All workshops will be held in the CDC, which is located in the SU Building, room 220. To sign up for a résumé critique or mock interviews, stop by the office.

### Interfase and On-Campus Recruiting

Interfase is a database that gives you the opportunity to create a profile, post your résumé online, view current job listings, submit your résumé to employers, participate in résumé referrals to employers, schedule on-campus interviews with employers, view and submit your résumé to employers attending Career Day and have your own personal calendar online. Additionally, employers can view your résumé and invite you to interview for opportunities.

Through Interfase, you can schedule on-campus interviews with an employer. To participate in On-Campus Recruiting, you must be a currently enrolled, degree-seeking student, graduating in December 2008, May

2009, August 2009 or be an FAU graduate (one year post graduation). For undergraduate transfer students: You must have completed 12 credits at FAU. For graduate students: You must have completed at least 9 credits at FAU. After registering with Interfase you will have the opportunity to view jobs and employer schedules and submit your résumé for consideration. The employer will be able to view your qualifications and request an interview with you on-campus. If selected to interview, you can log into Interfase and schedule an appointment online with that employer. Have you signed up with Interfase? If not, go to [www.cdc.fau.edu](http://www.cdc.fau.edu) and sign-up today!

#### Fall 2008 Professional/Graduate School Information Day

#### October 8

Boca Raton Campus	Breezeway	10 a.m. – 3 p.m.
Davie Campus	Heritage Hall	4 – 7 p.m.

# FAU's Co-operative Education and Internship Program

Are you ready to start 2009 with new opportunities? Begin building your work experience this spring by participating in FAU's co-operative education and internship program. Secure a position related to your major, get paid, learn valuable skills and earn credit towards your degree (pending department approval).

Co-op is a great way to explore different interests and work environments while building a professional network at the same time.

In order to be eligible for co-op, you must be a full-time FAU undergraduate or graduate student and have a FAU cumulative GPA of 2.3 (undergraduate) or 3.0 (graduate). Plan on attending a co-op workshop this fall for a spring 2009 co-op position. During the workshop you will learn the requirements to be able to participate in co-op as well as how to submit an application and upload your résumé to Interfase (CDC's on-line database).

Applications are available at the co-op workshops and online. Visit [www.co-op.cdc.fau](http://www.co-op.cdc.fau) for further information about co-op along with dates/times of workshops.

*"The State Farm HR Summer Internship Program has been an incredibly rewarding experience for me as a marketing student. Various factors such as the structure of my job, the nature of what it entails and the people I work with have contributed greatly to providing me with a great company experience."*

*Eldia Luzardo*

## CDC's Farley S. Leiriao winner of the Division of Student Affairs' Student-of-the-Year Award

This past spring, Farley S. Leiriao, a Career Development Center (CDC) career advisor, was awarded the Division of Student Affairs' Student-of-the-Year Award for his commitment to students, innovative program ideas and service delivery. Farley devoted more than two years to helping students and alumni with their career planning and goals. As a career advisor, he held over

400 appointments; presented more than 150 workshops to numerous campus organizations, classes, and Greek Life groups and attended just about every orientation — individually reaching over 2,000 students.

All CDC career advisors are professionally trained on career development topics; decision-making, career assessments and

occupational exploration. Students can meet with a career advisor during the same day advising every Monday – Wednesday from 1–3 p.m. with no appointment. Career advisors are also available for 50-minute individual appointments. To make an appointment with a career advisor, contact the CDC at 561-297-3533.

## OPTIMAL RÉSUMÉ

The Career Development Center (CDC) has an exciting new tool for students and alumni. Introducing Optimal Resume™. The tool has been customized by the CDC staff specifically for currently enrolled degree seeking students and/or alumni. Optimal Resume™ will help students and alumni:

- Design high-impact résumés based on their major and/or career goal(s)
- Easily create résumés in several formats, including Word-compatible, plain text, PDF and HTML
- Manage up to five unique résumés
- Include their résumés in their own professional website, which they can update, deactivate and view from anywhere with their own unique website address

Optimal Resume™ can benefit all students, including freshmen! Students and alumni can easily access Optimal Resume™ through our website at [www.cdc.fau.edu](http://www.cdc.fau.edu).

If you have any questions about Optimal Resume™, contact the CDC at your campus: Boca Raton, (561) 297-3533; Broward, (954) 236-1214; Jupiter, (561) 799-8010; and Treasure Coast, (772) 873-3305.

## Career Development Center Launches MyPlan.com

The Career Development Center (CDC) will soon launch a new exciting on-line resource tool to help all FAU students with their career planning. Students face many challenges when choosing college majors and/or careers, but access to information shouldn't be one of them!

*MyPlan.com* will help FAU students plan more fulfilling lives by making well-informed decisions about their education and careers. Whether FAU students are deciding on what to major in, and/or planning ahead for their first career, *MyPlan.com* can help them explore options, in addition to bringing clarity and insight into figuring out what's right for them. *MyPlan.com* gives students detailed information about colleges, careers and majors.

*MyPlan.com's* research and data is the most comprehensive FAU students will find anywhere on the subject. With dozens of easy-to-use tools, accessing information is convenient, simple and fun. There are over 150,000 pages of content, including articles, statistics, images and videos. Home to over 3,000 forums (and counting), *MyPlan.com* is also home to the largest educational and/or career planning discussion board on the web. *MyPlan.com* is the most extensive guide to colleges, careers and majors FAU students will find anywhere — online or offline!

## THE PROFESSIONAL MENTOR PROGRAM

The Career Development Center and the FAU National Alumni Association present the Professional Mentor Program. The Professional Mentor Program is an electronic database within Interfase consisting of FAU alumnus and industry representatives. This database provides students the opportunity to be mentored by industry representatives who share similar academic and/or professional interests. This program was established to provide students access to valuable resources that cannot be found in textbooks. To access the listing of mentors, visit [www.cdc.fau.edu](http://www.cdc.fau.edu) to create an Interfase account.

## FAU JUPITER

### NEW STAFF

The FAU Jupiter Career Center welcomes new Program Assistant Lindsay Slattery. Slattery brings her considerable skills to the Career Center after achieving her BA in history from FAU this year. She will provide students with career information in a number of areas, including resumé writing, career resources, skills assessment and internship opportunities. We are very pleased to welcome her to the Career Center where she will be an extremely valuable addition to our staff. She can be reached at 561-799-8010 or [lslatter@fau.edu](mailto:lslatter@fau.edu).



### FAU JUPITER

#### John D. MacArthur Campus Career Development Center

#### FALL 2008 STUDENT WORKSHOPS CALENDAR

##### Cooperative Education Workshop

- 9/10 4-5 p.m.
- 9/17 1-2 p.m.
- 10/2 3-4 p.m.
- 10/07 1-2 p.m.

##### Career Skills Workshops

- 9/9 1-2 p.m. Resume Writing
- 9/25 3-4 p.m. Careers in the Sciences
- 9/30 1-2 p.m. Career Planning
- 10/16 3-4 p.m. Graduate School Information
- 10/21 1-2 p.m. Job Search Skills
- 10/29 1-2 p.m. Salary Negotiation
- 11/6 3-4 p.m. Graduate School Information
- 11/11 1-2 p.m. Interview Attire
- 11/19 1-2 p.m. Cover Letter/Resume Writing

Workshops require an R.S.V.P.

561-799-8010 • [careeraction@fau.edu](mailto:careeraction@fau.edu)  
or stop by SR 110 to reserve your space.

## STUDENT SPOTLIGHT Ricardo Pasos, Recent Graduate of the Bachelor of Public Management Program



### 1) Education

*On May 2, 2008, I graduated with a bachelor's degree in public management. Public management is best summarized with one word: "administration." Public management has helped me understand how public-sector organizations are administered and managed. I took eight core courses in public management: budgeting and finance, organizational behavior and administrative*

*communication, personnel and supervisory practices, administrative processes and ethics, quantitative inquiry, research methods, management policies, and public management and administration. In addition, I took many other public management courses as electives: labor relations, state and local government, computers in public administration and program evaluation in public management.*

### 2) Why did I choose this degree?

*I wanted to understand how governments are managed. Looking back, though, I can't believe I pursued a degree in government since I've never really been very interested in governments. However, every time I read a newspaper, a magazine or watch a television show, a story on government mismanagement was in the headlines. As a result, I became very intrigued about how governments function. I started asking many questions. Are governments really that hard to manage? Are the right people working in government? So, I decided to find out, and that's why I choose this degree.*

### 3) Where do you currently work?

*Currently, I work for FAU. I hold a position as a library technical assistant on the Jupiter campus library.*

### 4) What's cool about your job?

*My job is very rewarding; it requires me to constantly learn new things. Furthermore, it allows me to keep up with new information and technology. Probably the coolest aspect of my job is that I get to play with computers all day long, since one of my duties at the library is keeping the library's computers working properly.*

### 5) About me

*Currently—because my time is mostly spent going to school, parenting three kids and spending time with my wife—my hobbies are on hold. Nevertheless, my likes and interests are very diverse: web design, photography, computers, reef aquariums, cooking, diving and reading articles about sociology, psychology, economics, government and business. My favorite leisure activity is drinking coffee—I'm an addict. The three most important things to me are my personal relationship with God, spending quality time with my family and furthering my education.*

### 6) What's next?

*I hope to attend graduate school. I want to complete a master's degree in library science. I'm also planning to take some courses in web development. I'm very interested in web design.*

### 7) Tips for being successful in school

*In today's information driven world, regardless if you are in school or not, information overload is very possible. Some practices that help me whenever I applied them were preparation and review. The following tips always helped: fast-reading (skimming) chapters, articles and books; pre-reading the table of contents; pre-reading chapter and article headings; reviewing chapter questions and reference sections; memorizing key terms.*

# Partner Campuses



## FAU DAVIE

### BROWARD CAMPUSES

#### September Workshops

Thursday, Aug. 28	Major Anxiety: Getting What You Want from Your Major and Career Noon–1 p.m. (Lunch will be provided) First come, first serve basis
Monday, Sept. 8	Résumé Writing, 11 a.m.–noon Résumé Writing, 3–4 p.m.
Tuesday, Sept. 9	Interview Skills, 11 a.m.–noon Interview Skills 3– 4 p.m.
Wednesday, Sept. 10	Job Search Strategies (Interfase), 3– 4 p.m.
Tuesday, Sept. 16	Interview Skills, 11a.m.–noon
Wednesday, Sept. 17	Résumé Writing, 3–4 p.m.
Thursday, Sept. 18	Job Search Strategies (Interfase) 5:30–6:30 p.m.
Monday, Sept. 22	Résumé Writing, 5:30–6:30 p.m.
Thursday, Sept. 25	Interview Skills, 5:30–6:30 p.m.

### Staff changes at the Broward Campuses Career Development Center

After two great years at FAU, Roger Nielsen has transitioned to a new professional role outside of the University. In Roger's place we welcome a new career coordinator, Jennifer Ruiz.

Ruiz graduated with a B.A. in psychology from the University of Alaska, Anchorage in 2004. While an undergrad she worked as a TA and developed her love of working within a University setting. After graduation and working in the social services field, Ruiz decided to go back to graduate school to obtain a master's degree in college

student affairs. She is currently starting her second year in the CSA program at Nova Southeastern University and will be graduating with an M.S. in June 2009. For the past year, she has been the coordinator for employer relations in NSU's office of career development. Ruiz looks forward to her new position at FAU. Go Owls!



## FAU DAVIE

### CO-OP WORKSHOPS

Wednesday	September 10	1-2 p.m.	Mod G
Wednesday	September 17	12-1 p.m.	Mod G
Tuesday	October 7	2-3 p.m.	Mod G
Friday	October 15	1-2 p.m.	Mod G
Wednesday	October 22	2-3 p.m.	Mod G
Thursday	October 30	1-2 p.m.	Mod G