

# CAREER GUIDE



CAREER CENTER  
**YEARS OF SERVICE**  
1965 - 2025



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# ASSISTANT VICE PRESIDENT'S MESSAGE

Dear Students and Faculty,

Congratulations on taking the first steps toward building a successful future and embracing your career readiness journey with intention and purpose!

This year marks a significant milestone as we proudly celebrate 60 continuous years of service as Florida Atlantic's Career Center. For six decades, we've been dedicated to empowering students and supporting faculty in preparing the next generation of professionals.

Whether you're seeking an internship, full-time employment, admission to graduate school, or exploring new opportunities, know that our nationally recognized, award-winning Career Center is here to support you every step of the way.

This Career Guide, developed by our certified career professionals, is designed to be your comprehensive resource as you transition from student to professional. Inside, you'll find tools and insights to help you make informed decisions about your career path, including:

- Proven strategies for crafting impactful resumes that showcase your unique skills and experiences
- Guidance on writing compelling cover letters
- Tips for refining your interview techniques
- Effective job search strategies to help you stand out in a competitive market

For our faculty partners, this guide also offers practical ways to collaborate with the Career Center and integrate career readiness into your curriculum.

We encourage you to explore this guide as part of the broader suite of services available through the Career Center. Take full advantage of our premium resources, attend our career fairs, and connect with our experienced staff for one-on-one support in developing your personalized career action plan.

Whether you are approaching the culmination of your academic journey, just getting started, or actively applying for critical internships, we are excited to support you in preparing for the opportunities ahead. Embrace this moment with enthusiasm, curiosity, and confidence knowing that your Career Center is here to guide you every step of the way.

Warm regards,



**Brian M. Montalvo, MS, EdS, NCC, CCC**  
**Assistant Vice President, Career Services**



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## VISIT A CAREER COACH ON LOCATION AT THE BOCA RATON CAMPUS



- |  |  |
|--|--|
| <b>1.</b> <b>Center for Teaching and Learning (CTL)</b><br>GS building 2, 2nd floor  | <b>5.</b> <b>Science Building</b><br>SE-42 Room 308  |
| <b>2.</b> <b>Military and Veterans Student Success Center</b><br>CR-31E Room 173B    | <b>6.</b> <b>Schmidt Family Complex for Academic and Athletic Excellence</b><br>SF-107 Room 146E |
| <b>3.</b> <b>Dorothy F. Schmidt College of Arts and Humanities</b><br>AH-52 Room 212 | <b>7.</b> <b>S.E. Wimberly Library</b><br>LY-3 Lobby   |
| <b>4.</b> <b>College of Social Work and Criminal Justice</b><br>SO-44 Room 117       | <b>8.</b> <b>College of Engineering and Computer Science</b><br>EE-96 Room 102H                  |



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# CAREER SERVICES

## BUILD TOWARD YOUR FUTURE

Explore our services and meet with a career coach for help with:



Deciding a major/career



Developing job and internship search strategies



Building resumes, cover letters, and LinkedIn profiles



Connecting and networking with employers through Handshake



Planning and applying for graduate and professional school



Preparing and practicing for interviews



Getting professional headshots and attire

## CAREER FAIRS AND EVENTS

Attend networking events and workshops to gain valuable skills like interviewing techniques, job search best practices, applying to graduate school and more.

Career fairs are held every semester as well as, panels, information sessions, and networking events that provide opportunities for Florida Atlantic students to connect with industry professionals.

Visit <https://www.fau.edu/career/feature/careerfairs.php> or click the events tab in Handshake to stay up to date on current opportunities.



## PREMIUM RESOURCES





# Thank You

Florida Atlantic University  
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Employer Partners

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# Celebrating

# 60

CAREER CENTER  
**YEARS OF SERVICE**  
1965 - 2025

## FLORIDA ATLANTIC CAREER CENTER: 60 YEARS OF PREPARING STUDENTS FOR WHAT'S NEXT

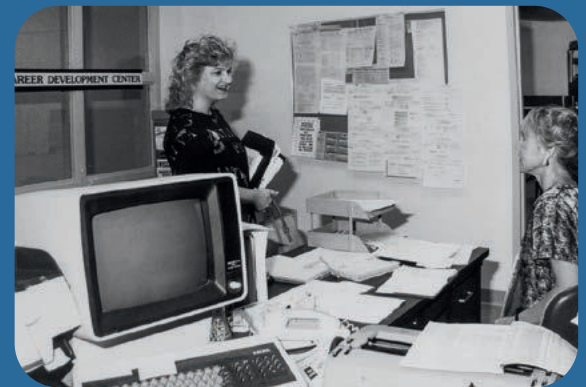
For more than **six decades**, the **Career Center at Florida Atlantic University** has supported students as they prepare to enter the **workforce**. While the nature of work continues to evolve, the Center's mission remains focused: to help students make informed career decisions, gain relevant experience, and connect with opportunities that align with their goals.

Each year, thousands of students and alumni engage with the Career Center through services like **one-on-one coaching**, **career and internship fairs**, **virtual resources**, and **employer events**. The Center also supports a wide range of experiential learning opportunities, helping students secure **thousands of internships annually**. Career readiness is integrated throughout the Florida Atlantic experience. Faculty members from all 10 colleges collaborate with the Career Center to embed career development into coursework, encourage use of available resources, and expose students to potential career paths early in their academic journey.

**Employer engagement** is another key focus. **Thousands of organizations** connect with Florida Atlantic talent each year, participating in events, hosting on-campus interviews, and partnering through programs like the Industry to Campus Lab, which facilitates collaboration between employers and faculty to ensure curriculum and skill development remain aligned with workforce needs.

Looking ahead, the Career Center's **Vision 2030** plan outlines a commitment to expanding access to tools, coaching, and technology that support student success. New spaces like the **Career Lab** and initiatives like **Career 360** will provide even more personalized and data-informed support to prepare students for an evolving job market.

As the Career Center marks **60 years of service**, its work continues to shape the lives of students while strengthening the broader talent pipeline across Florida and beyond.





# *Handshake* can help build toward your future.



The #1 way college students find jobs and internships.



Search for full- and part-time job opportunities.



Find on and off campus jobs and internships.



Register for career fairs & connect with organizations.



Schedule appointments with a Career Coach.



Claim your account at [FAU.JOINHANDSHAKE.COM](https://www.fau.edu/joinhandshake.com)

# MAJOR KNOWLEDGE

*Major KnOWledge is an early exploration tool that helps Florida Atlantic students identify personal interests and their relationships to career pathways.*

## Realistic

The Doers prefer to work with objects and things, enjoy being physically active, solving mechanical problems, and working outdoors. The doers enjoy working with their hands or using tools and machines.

*Possible Majors: Engineering, Science, Urban and Regional Planning*

## Investigative

The Thinkers have a desire to solve problems, analyze data, and use formulas, graphs, and numbers. They enjoy using computers, thinking abstractly, and prefer to work independently.

*Possible Majors: Sociology, Criminal Justice, Biological Sciences, Psychology*

## Artistic

The Creators enjoy expressing themselves and like to create new things and be innovative. They enjoy using their imagination and typically do not like structure or conformity.

*Possible Majors: English, Studio Art, Philosophy, Multimedia Studies*

## Social

The Helpers enjoy caring for others, volunteering, and meeting new people. They are highly verbal and get along well with others. They are friendly and understanding.

*Possible Majors: Education, Nursing, Social Work, Exercise Science*

## Enterprising

The Persuaders enjoy selling and promoting and giving speeches. They enjoy influencing others and being in a leadership role. They are confident, talkative, and energetic.

*Possible Majors: Business, Political Science, Communication Studies*

## Conventional

The Organizers like when things run efficiently and smoothly. They pay attention to details, enjoy working with numbers, and keeping accurate records of information.

*Possible Majors: Accounting, Finance, Computer Science, Engineering*



For more information, please visit:  
[fau.edu/career/students/majorknowledge/](http://fau.edu/career/students/majorknowledge/)



# Dress to Impress

Make a strong first impression by dressing professionally. Check out guidelines and visit [www.fau.edu/career/students/pcc/](http://www.fau.edu/career/students/pcc/) for additional tips to dress to impress.

## BUSINESS CASUAL ATTIRE

Business casual attire is typically less formal than traditional office style. Generally, clothing should be neat, modest, and comfortable, with some room for personal style. This style allows for comfort while still maintaining a polished appearance.



## BUSINESS PROFESSIONAL ATTIRE

Business professional attire is more formal and conservative, it conveys authority and professionalism. The emphasis is on a polished and authoritative appearance, with clothing that fits well and is appropriate for a formal office setting.



### Tips

Suits are perfect for any occasion. Just make sure your outfit has no wrinkles, stick with solid colors or simple patterns, avoid clothing with letters, and keep accessories minimal.

# BUILD A 6-FIGURE CAREER IN INSURANCE

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**BELONG**

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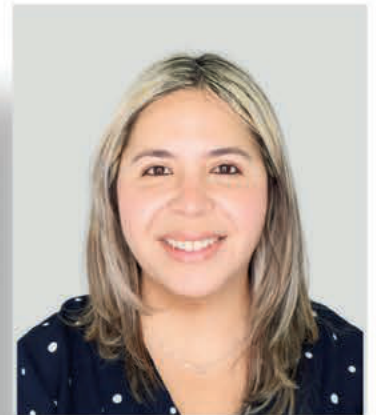
# IRIS AIR PHOTOBOOTH

THE SELF-SERVICE IRIS BOOTH

SUPPORTED BY  Enterprise Mobility™

Elevate your professional image with the Iris Air Photobooth, available exclusively at the **Florida Atlantic Career Center, Boca Raton campus**. Prepare to capture headshots that impress and open doors to exciting opportunities.

- Uses high-quality studio lighting and photography equipment.
- Allows users to approve or retake photos and displays posing tips.
- Allows users to crop photos, touch up blemishes, whiten teeth, or apply filters.
- Instantly delivers digital photos via email.



Location: Career Center SU-80 Room 220

Available for walk-ins from Monday to Friday, 9 a.m. to 5 p.m.

# COVER LETTER

## GUIDE

**BASIC TIP:** Times New Roman or Arial font 11 or 12 pt, single spaced

### Date

Contact's Name, Contact's Title, Organization Name, Street, Address, City, State and Zip Code

Contact's name:

### First Paragraph - "Why Them?"

State the intention of your letter by including the position you are applying for and how you learned about it. If you were referred or have a contact within the company, state that. In a few sentences, tell the employer why you are interested in the position and in their organization. Avoid using exact wording from their website or job posting.

### Second Paragraph - "Why You?"

Describe any relevant skills that you gained throughout your education and professional experience (you can choose to separate this into two paragraphs or keep it as one). Include skills gained through coursework, activities, jobs, etc. Employers want to know how you went above and beyond your primary job responsibilities. This is where you can really highlight yourself. Make sure that the skills and accomplishments you are describing combine the requirements/qualifications on the job posting and your resume.

### Third Paragraph - "Why Together?"

Explain why you and the employer would be a great fit. How do your skills and accomplishments directly tie into what they are looking for? What can you offer them? What can they offer you? What do you hope to accomplish while working there? This paragraph is where you are connecting the dots for the employer on why they should hire you. You can talk about the ways that your experience matches what they are looking for. Make sure to include the ways that the employer can contact you at the end. Close by showing your appreciation and thanking them.

### Cover Letter Example

1 Owl Avenue  
Boca Raton, FL 33431

Your Address

November 27, 20XX

Robert Thomas  
Human Resources Manager  
XYZ Marketing, Inc.  
20100 E. Commercial Blvd, Suite 101  
Ft. Lauderdale, FL 33309

Dear Mr. Thomas:

The purpose of this letter is to express my interest in the Marketing Intern position with XYZ Marketing, Inc. as posted on the FAU *Handshake* database (position #19562). XYZ Marketing, Inc. is an outstanding marketing firm in South Florida with an established record and strong clientele base. Furthermore, you have been a staple in the marketing profession with the most recent accomplishment being named *Florida's Top Advertising & Marketing Companies on the 2014* by INC. Your company has also fostered great relationships within the community through the ability to analyze the culture of the customer and the consumer. This demonstrates the quality and creativity of what XYZ Marketing, Inc. produces and how great of an opportunity it is to be associated with your company.

In my previous position of Public Relations Intern with Northwest Realty Partners, I proofread all news releases and press kit items. I was also the first intern in the company to have their own press releases published. During my time with Northwest Realty Partners, I also took part in professional business meetings and attended corporate networking events. Additionally, over the past year I served as the Website Development Committee Chair for the Young Marketers Club at Florida Atlantic University. I directed a five person committee responsible for the creation and implementation of a website to further increase exposure and the membership of the club. My expertise with marketing theory and Adobe Photoshop has allowed the committee to move forward with the development of a well-designed website in under two months. These positions have given me the chance to use my creative talents in a professional and educational environment.

XYZ Marketing, Inc. is looking for a Marketing Intern that has a willingness to learn and the innovation to help them to reach new populations. As the Marketing Intern, I can bring my creativity and problem solving skills to help accomplish those goals as I have demonstrated in my previous employment. In return, I can further develop my knowledge of the marketing industry while working with creative minds employed with XYZ Marketing, Inc. I have attached my resume for further review, and I look forward to meeting with you in the near future. I am very grateful for this opportunity to be associated with such a distinct company in South Florida. If you have any questions, please contact me at 561.555.5555 or email me at OwsleyOwl@fau.edu.

Thank you for your time and consideration.

(Actual Signature)

Your typed name

# RESUMES

## WHAT TO INCLUDE

### Name, Address, Phone Number, Email

**Education:** List the institution you have graduated from in reverse chronological order.

**Experience:** List the positions that you have held (consider all paid, volunteer, leadership, military, and internship experiences). You don't have to list every job you have ever had, instead prioritizing experiences that are current or relevant to the position you are applying for.

### When writing your bullet points, ask yourself:

- What were my major accomplishments?
- What were my main responsibilities?
- What skills did I learn, improve, or utilize?
- What special knowledge did I gain?

**Activities:** Were you are part of any clubs, Greek Life, non-profit groups, honor societies, or athletic teams? Did you serve in a leadership role in an organization? Did you participate in research, training, presentations, or conferences? Describe your accomplishments.

**Skills:** What skills do you possess? (e.g. language ability, computer skills, technical skills?)

### Chris C. Chronological

13 FAU Boulevard  
Boca Raton, FL 33431  
(561) 555-4242  
chrischron@fau.edu

#### OBJECTIVE

Seeking an internship where I can utilize my skills in communications, public relations, and event planning.

#### EDUCATION

##### Bachelor of Arts in Multimedia Studies

August 20XX

Major: Multimedia Journalism

Florida Atlantic University

Boca Raton, FL

Overall GPA: 3.5/4.0

#### RELEVANT COURSEWORK

Mass Communication	Theory Public Opinion and Modernity	U.S. Journalism
Television Production	Video Production	Photo Journalism
U.S. Telecommunication	Industry Communication & Social Power	Political Communication

#### EXPERIENCE

##### Spring Concert Coordinator

September 20XX – Present

Associated Students, Inc. Productions

Boca Raton, FL

- Allocated a budget of over \$115,000 for the event
- Communicated with various individuals within the company to ensure the participation of local artists
- Created a detailed publicity plan as well as public relations tactics
- Attended weekly contact meetings with the advisor and staff to ensure the success of the event

##### Union and Special Programming Coordinator

May 20XX – August 20XX

Associated Students, Inc. Productions

Boca Raton, FL

- Managed a budget of over \$15,000
- Planned and coordinated three small scale and one large scale event per semester
- Maintained excellent communication with agents and talent
- Attended weekly staff and street team meetings

##### Crew Leader

May 20XX – April 20XX

Sherry's Muffins

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.

#### MEMBERSHIPS

Lambda Pi Eta

20XX – Present

#### COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint)

### 💡 Tips

- Resumes are usually 1-2 pages in length
- Page margins can range from 0.5" to 1.0"
- Standard font is recommended, such as a sans-serif font like Arial or Calibri, with font sizes ranging from 10-12 point, although your name can be larger
- Proper use of verb tense: current jobs = present tense, previous jobs = past tense
- Dates are in reversed chronological order (most recent to least recent) in each section
- Effective use of space: not too little/ too much white space
- Format is clean and consistent, easy to read. Avoid overuse of colors, lines, boxes or borders
- Avoid use of templates when creating your resume and refrain from overusing AI-generated content.

# RESUMES

## CONTACT INFORMATION/ HEADING

- Display your name in bold or a larger font size (14–16 point).
- Include a professional email address and phone number.
- Add your current city and state, and links to your LinkedIn page, website, or online portfolio (optional).

## PROJECTS & RELEVANT COURSEWORK

- Projects, research or field work that relates to the position.
- You can optionally include some of the relevant courses that you are taking as part of your program.
- Top 5–10 courses that relate specifically to the position.
- Avoid use of course numbers. Use course titles instead (Ex: Principals of Marketing instead of MAR 3023).

## EDUCATION

- List the names of each institution you have graduated from, or are currently enrolled at, with the full title of your degree.
- Put your expected graduated date instead of a range (Example: May 2027).
- Include your GPA if it is above 3.0 or requested.

## LEADERSHIP & INVOLVEMENT

- Were you are part of any clubs, Greek Life, non-profit groups, honor societies, or athletic teams?
- Did you serve in a leadership role in an organization?
- Did you participate in research, training, presentations, or conferences?
- Describe your accomplishments.

## ADDITIONAL SECTION EXAMPLES

- Study abroad and intercultural experiences.
- Professional memberships and activities.
- Licenses and certifications.
- Military service and training.

## EXPERIENCE

- List the positions that you have held (consider all paid, volunteer, leadership, military, and internship experiences) in reverse chronological order.
- You don't have to list every job you have ever had, instead prioritizing experiences that are current or relevant to the position you are applying for.

## SKILLS/LANGUAGES

- What tangible skills do you possess?
- Avoid listing soft skills.
- Examples include:
  - Language Ability
  - Computer Skills
  - Certifications
  - Other Technical Skills

**Francesca Freshman**  
(407) 555-2323  
ffreshman20XX@fau.edu

---

**Residence Hall Address**  
13 FAU Boulevard  
Boca Raton, FL 33431

**Permanent Address**  
123 Rivergate Drive  
Orlando, FL 32801

---

**EDUCATION**  
**Florida Atlantic University, Boca Raton, FL**  
*Bachelor of Arts in Psychology*  
Expected May 20XX

**Olympia High School, Orlando, FL**  
*High School Diploma*  
June 20XX  
• National Honor Society Inductee, *Olympia High School*

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**RELATED EXPERIENCE**  
**Camp Walluki, Ocala, FL**  
*Camp Counselor*  
May 20XX – August 20XX  
• Supervised children ages 7–15 years old including group management of activities and supervised overnight campers in their cabins  
• Programmed and coordinated activities campus wide to appeal to over 150 camp participants  
• Evaluated and critiqued Counselors in Training to potentially become a counselor

**Boys & Girls Club, Orlando, FL**  
*After School Care Volunteer*  
August 20XX – May 20XX  
• Supervised children in after school educational programs and assisted them in any activities offered  
• Tutored students in need of assistance with their school work in various subjects  
• Designed and supervised or officiated activities, such as organized sports and arts & crafts, for participants

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**RELATED SKILLS**  
• **Languages:** Bilingual – Conversational Spanish  
• **Computer:** Microsoft Word, PowerPoint, Excel, Publisher  
• **Social Media:** Twitter, Instagram, Facebook, LinkedIn

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**CAMPUS AND COMMUNITY INVOLVEMENT**  
*Volunteer – Relay for Life (American Cancer Society), Orlando, FL*  
20XX – Present  
*Student Council Member – Olympia High School*  
20XX – Present  
*Volunteer of the Year – Olympia High School*  
20XX

**Alex Athlete**  
20 FAU Boulevard  
Boca Raton, FL 33431  
(561) 555-4242  
studentathlete@fau.edu

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**EDUCATION**  
**Bachelor of Arts in Exercise Science and Health Promotion**  
*Florida Atlantic University*  
August 20XX  
Boca Raton, FL  
Overall GPA: 3.4/4.0

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**RELEVANT COURSEWORK**  
Nutrition in Health and Exercise  
Exercise Leadership I & II  
Perspectives in Health and Wellness  
Exercise Physiology  
Weight Management  
Substance Abuse  
Health Promotion  
Stress Management  
Management Principles

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**EXPERIENCE**  
**Student Athlete**  
**Florida Atlantic University Football**  
August 20XX – Present  
Boca Raton, FL  
• Develop communication between team members in order to improve output on the field  
• Learn and memorize new plays on a weekly basis in order to effectively execute plays during games  
• Participate in meetings with members of the coaching staff in order to address areas that need improvement  
• Implement a workout plan that incorporated proper form and dietary techniques in order to achieve top physical shape  
• Commit over forty hours a week to athletic responsibilities while maintaining an appropriate GPA

**Camp Facilitator**  
**Florida Atlantic University Football Camps**  
April 20XX – July 20XX  
Boca Raton, FL  
• Supervised and coached over 100 student campers who participated in the football camp  
• Instructed campers on how to use proper form when tackling players of the opposing team in order to prevent injuries  
• Encouraged student campers to work with each other in order to reach their full potential

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**MEMBERSHIPS**  
*Delta Tau Delta, Florida Atlantic University*  
August 20XX – Present  
*Best Buddies, Florida Atlantic University*  
August 20XX – Present

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**COMPUTER SKILLS**  
Microsoft Office (Word, Excel, PowerPoint), Social Media (Facebook, Twitter, Instagram), Prezi

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**LANGUAGES**  
Fluent in English and proficient in French



For more information on resumes, please visit  
[fau.edu/career/students/resume/](http://fau.edu/career/students/resume/).

# Action Verbs

Use these verbs to showcase your skills and help your resume stand out with strong and confident language

## People Skills

Arranged  
Articulated  
Clarified  
Collaborated  
Composed  
Conferred  
Consulted  
Contacted  
Conveyed  
Convinced  
Debated  
Defined  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Enlisted  
Explained  
Expressed  
Formulated  
Incorporated  
Influenced  
Interacted  
Interpreted  
Interviewed  
Involved  
Joined  
Lectured  
Listened  
Marketed  
Mediated  
Moderated  
Negotiated  
Observed  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Recruited

## Creative Skills

Acted  
Adapted  
Began  
Combined  
Composed  
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  
Shaped  
Solved

## Data Skills

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Netted  
Planned  
Programmed  
Projected  
Qualified  
Reconciled  
Reduced  
Researched  
Retrieved

## Helping Skills

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

## Leadership Skills

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Considered  
Consolidated  
Contracted  
Controlled  
Converted  
Decided  
Delegated  
Directed  
Eliminated  
Emphasized  
Enforced  
Established  
Executed  
Generated  
Handled  
Hired  
Hosted  
Improved  
Incorporated  
Increased  
Initiated  
Inspected  
Led  
Managed  
Merged  
Motivated  
Navigated  
Oversaw  
Prioritized  
Presided  
Prioritized  
Produced  
Reorganized

## Organization Skills

Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified  
Coded  
Collected  
Compiled  
Corrected  
Distributed  
Executed  
Filed  
Generated  
Incorporated  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Ordered  
Prepared  
Processed  
Provided  
Recorded  
Registered  
Reserved  
Responded  
Reviewed  
Routed  
Scheduled  
Screened  
Submitted  
Supplied  
Standardized  
Updated  
Validated  
Verified

# Action Verbs

## Research Skills

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Critiqued  
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

## Teaching Skills

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Critiqued  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused  
Guided  
Individualized  
Informed  
Instilled  
Instructed  
Motivated  
Persuaded  
Simulated  
Stimulated  
Taught  
Tested  
Trained  
Transmitted  
Tutored

## 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  
Remodelled  
Repaired  
Replaced  
Restored  
Solved  
Specialized  
Standardized  
Studied  
Upgraded  
Utilized

## Achievements

Attained  
Completed  
Demonstrated  
Exceeded  
Finished  
Outperformed  
Overcame  
Reached  
Showcased  
Soared  
Succeeded  
Surpassed  
Targeted

## Changed/Improved

Centralized  
Converted  
Digitized  
Integrated  
Merged  
Modernized  
Modified  
Redesigned  
Refined  
Refocused  
Rehabilitated  
Remodelled  
Reorganized  
Replaced  
Restructured  
Revamped  
Revitalized  
Simplified  
Standardized  
Transformed  
Upgraded



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- Support Staff
- And More!



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**CCAEagles.org/Jobs**



# Join Our Team!

Are you a recent graduate or considering a career change? Looking for a rewarding work experience or building your resume? The Florida Department of Elder Affairs is seeking individuals in search of careers in health, social service, federal, and state programs as well as public policy.

To learn more about our job opportunities visit us online at [elderaffairs.org/join-our-team](https://elderaffairs.org/join-our-team), follow us on social media, or scan this QR code.



**Elder Affairs**  
FLORIDA

**1-800-96-ELDER**  
(1-800-963-5337)

[elderaffairs.org](https://elderaffairs.org)



# CHATGPT

## CHATGPT OVERVIEW

- ✔ Use ChatGPT as a first draft for your documents and then visit the Career Center for help editing and revising.
- ✔ ChatGPT is a great tool to check documents for grammar and spelling. It can also help you sound more professional.
- ✔ When creating resumes and cover letters, be sure to write them in your own style.
- ✔ Be familiar with everything written on your resume and cover letter.
- ⚠ Using ChatGPT could violate copyright laws.
- ⚠ Some companies have ways to check if you have used AI to create your documents.
- ⚠ Be sure not to include any personal information when using ChatGPT.
- ⚠ Remember ChatGPT is not 100% accurate.

Use the Florida Atlantic Career Center for recommendations and support (resume review, LinkedIn profile review, personal statement review, and exploring majors and careers).

## CHATGPT PROMPT EXAMPLES

Create 5 (add position) interview questions. ➤

Develop 10 questions for an informational interview with a (position). ➤

Critique the following resume and provide me with 10 suggestions based on this job description (add resume) (add job description). ➤

List 10 career paths that fit my interests in (add interests). ➤

Create 5 questions to ask at the end of an interview for (add position). ➤

Help me create a cover letter for (position) based on my resume (add resume). ➤



Reminder

Avoid overuse of ChatGPT or other AI software as it can result in lack of personal authenticity and misrepresentation of your true skills or abilities.

# INTERVIEW PREP 101

## RESEARCH THE EMPLOYER

- Find out basic information about the employer before the interview.
- Be prepared to ask questions that will impress the interviewer.
- Follow the organization's social media accounts to keep you informed.

## KNOW YOURSELF

- Assess your strengths and how they benefit the employer.
- Match your experiences, skills, interests and abilities to the job.
- Practice linking experiences and give examples why you are the ideal candidate.

## BE PREPARED

- Arrive early and professionally dressed.
- Bring multiple copies of your documents and portfolio if applicable.
- Prepare questions to ask at the end of an interview.



## COMMON INTERVIEW Q'S

- Tell me about yourself.
  - What are your greatest strengths? Weaknesses?
  - Did you like your previous employer and position?
  - What attracts you to this industry?
  - Where do you see yourself five years from now?
1. Give me an example of a time where you were working as a team and someone disagreed with your ideas.

Did you know that you can do a practice interview tailored to your area of interest?



# Join WM Today For A Sustainable Tomorrow®



## WHY JOIN WM?

When graduates join the WM team, they are empowered to make an impact from day one. We invest in you by providing industry-leading benefits – 100% tuition paid for employees and eligible dependents for 135+ HS, College, and Certificate programs, health coverage, lucrative 401k, stock purchase plan, dependent day care, and more.

Join us, and together, we'll work proud for our communities.



Ready to start your tomorrow, today?  
Visit [wm.com/Careers](http://wm.com/Careers) or scan the QR code to apply. #WeAreWM



*Imagine What's Possible*  
**THE NEXT  
CHAPTER OF  
COMMUNITY  
IMPACT.**



**READY TO LEAD?**

**APPLY NOW.**

Gain real-world experience by completing meaningful projects with local nonprofits.



# Smokey Bear is within us all.

For wildfire prevention tips, visit  
[SmokeyBear.com](http://SmokeyBear.com)



# Think that's scary?

Sharks can be terrifying.  
But what's really scary,  
and even deadly,  
is distracted driving.

**Eyes forward.  
Don't drive distracted.**



# NETWORKING TIPS



## CRAFTING YOUR INTRO.

1 State your name and current role.

2 What are your strengths and successes?

3 Who is your target audience?

4 Create a call to action.



Follow-up with a call, thank you e-mail or add the person you met on LinkedIn.

## PRACTICE YOUR PITCH

Hi my name is \_\_\_\_\_  
I'll be graduating in (month and year) with a major in \_\_\_\_\_  
My background includes (relevant course work, projects, or employment history)  
Something I'm very proud of is (accomplishment from resume)  
My strengths are \_\_\_\_\_  
My future plans include \_\_\_\_\_  
I researched your company and saw the open position as \_\_\_\_\_ and I'd like to find out more!

## DURING A CAREER FAIR

1. Arrive early, bring multiple copies of your resume.
2. Establish eye contact, smile and present a firm handshake while introducing yourself.
3. Display confidence, enthusiasm, and highlight 2- 3 selling points that make you qualified, such as your major and experience.
4. Thank the employers for their time and ask for a business card for future contact.
5. Schedule an appointment for a practice interview to start preparing for the next step in your interview process.

# LinkedIn Profile Checklist

LinkedIn is a great way to build your professional identity, grow your network, and maintain connections with classmates, alumni, colleagues, and other professionals. It can also be a useful tool for discovering potential opportunities, staying current with trends in your field, and showcasing your experiences.



## HEADER

**Profile photo:** Upload a recent, professional-looking, close-up photo. If you need a professional headshot, stop by the FAU Career Center during drop-in hours to utilize our professional headshot photo booth IRIS! Need Professional Clothing? Stop by the Owl Professional Clothes Closet during business hours to earn FREE professional clothes!

**Headline:** Edit this headline to attract readers and help them understand the role, industry, or interests you are pursuing. For example, "Accounting student seeking internship opportunities. Skilled in Microsoft Excel." You may include the following:

- Major
- School year
- Career objectives
- Industry-specific skills (if they apply to you)

**Background Photo:** This is your opportunity to personalize the header image on your profile page. Think about what image represents you, your brand, and/or your professional interests.



## ABOUT

**Summary:** This is an introduction to your LinkedIn profile. Showcase who you are and what you hope to do next. Identify key skills you have developed, including important accomplishments, contributions, and values.



## EXPERIENCE

**Previous Roles:** Include *all* your positions. Consider all the roles you have held, including past and current jobs, internships, extracurricular and volunteer activities.

**Descriptions:** Include descriptions so that the reader can have a better understanding of what you did in each position.



## EDUCATION

**Schools:** Show off your education. Add your college information including the month and year of graduation (include study abroad experiences, if applicable).



## SKILLS

**Relevant Keywords:** Include keywords and phrases that recruiters in your field would search for (if applicable). Take skills assessments to assist when filtering matched skills.



## ADDITIONAL SECTIONS TO ADD (Optional)

- Courses
- Volunteer Experiences
- Projects
- Honors & Awards
- Languages
- Organizations
- Recommendations
- Publications

# What is LinkedIn Learning?

Kick-start your career development by exploring career paths and building the right skills aligned to your goals—with insights, expertise, and high-quality content from the world's largest professional network.



## SET A CAREER GOAL

Whether you want to grow in your current role or try something new, discover recommended content and resources based on your career goal. Set your goal on the homepage or in My Learning.



## EXPLORE CAREER PATHS WITH ROLE GUIDES

Learn about the skills needed for different roles, and find relevant content, communities, pre-certifications, and more to inspire your next step. Find Role Guides in Browse.



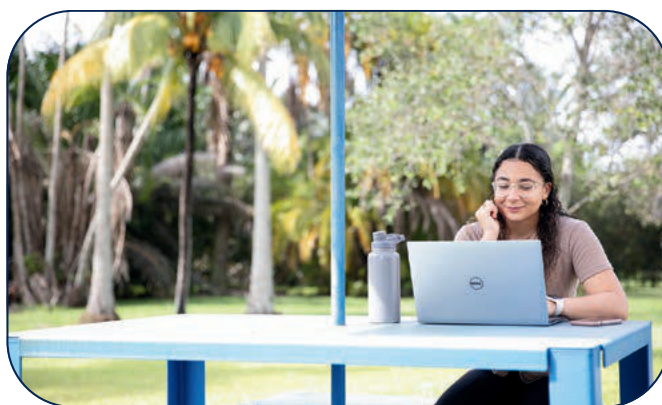
## GUIDE YOUR LEARNING WITH SKILL EVALUATIONS

Understand your proficiency across more than 40+ different skill sets to personalize learning to your level. Discover by browsing or searching for skills.



## SHOWCASE SKILLS WITH PROFESSIONAL CERTIFICATES

Build in-demand skills with curated learning & assessments developed in partnership with industry leaders, then showcase your skill proficiency to your network with a credential. Explore Professional Certificates in Browse.





# Suitable

## What is Suitable?

**Suitable** is one of the **free premium resources** available to Florida Atlantic students to help you prepare for life after college. This easy-to-use platform lets you track your career readiness, see your progress, and discover ways to grow professionally.

Offered in partnership with the National Association of Colleges and Employers (NACE), Suitable is available for you to explore anytime on your own schedule.

## 7 NACE Competencies

1. Career & Self Development
2. Communication
3. Critical Thinking
4. Leadership
5. Professionalism
6. Teamwork
7. Technology

**Access it at: [suitable.fau.edu](https://suitable.fau.edu)**

Sign in with your Florida Atlantic email to get started

### Career Readiness Student Assessment

Students rate their own proficiency

### Career Readiness Observer Assessment

Observers (supervisors) rate their student's proficiency

### Career Readiness Report

Students are able to see their overall and individual score

# CAREER CENTER COURSES

	<b>SLS 1301</b>	<b>SLS 4342</b>	<b>IDS 3949</b>
<b>Course Description</b>	Provides an overview of career development theories, decision-making skills, self-assessment, major selection, career path exploration, action plan development and skills for future careers.	Provides career planning including self-assessment, occupational exploration and decision making. Learn about organizational changes affecting careers, employability skills and strategies for implementing career development plans.	Provides students with real-world experience and supervised internships related to their major or career interests, integrating classroom theories through direct involvement in on/off campus internship opportunities.
<b>Credits</b>	<b>1 Credit</b>	<b>3 Credits</b>	<b>0 - 4 Credits</b>
<b>Format</b>	<b>In-person</b>	<b>Online Learning</b>	<b>Online Learning</b>
<b>Target Audience</b>	Undecided students (First and Second Year)	Students wanting to create a career plan	Students with one semester completed
<b>When it's Offered</b>	<b>Fall and Spring First Half</b>	<b>Fall and Spring Full Term</b>	Fall, Spring, or Summer (Full Term and Second Half Term)

*All courses are taught by nationally Certified Career Coaches*



Questions about the courses?  
Contact your academic advisor.

# INTERN TODAY!

## INTERNSHIP BENEFITS

- ✓ Build and enhance new skills.
- ✓ Network and build relationships.
- ✓ Apply and test what you are learning.
- ✓ Gain feedback and learn new opportunities.



## OWLS-ON-THE-JOB

### JOB SHADOW PROGRAM

Explore a career field of interest by participating in a job shadow program, a short-term opportunity to learn about an organization and network with hiring employers.



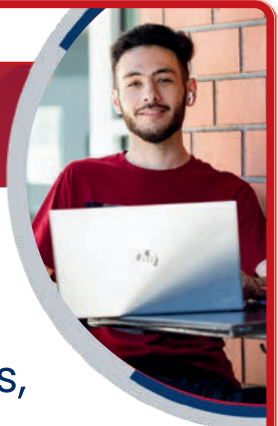
# EARN COLLEGE CREDIT FOR YOUR INTERNSHIP!

IDS 3949 is a 0-4 credit course that offers students the opportunity to gain "real-world" exposure and supervised experience related to their major/field of interest.



# MICRO-INTERNSHIPS

- ✓ Short-term paid opportunities.
- ✓ Professional projects.
- ✓ An opportunity for you to demonstrate your skills, explore career paths, and build your network.





**Talk it out.  
It's not always easy,  
but it helps.**

**Love,**  
*Your Mind*

P.S. Find mental health resources  
**LoveYourMindToday.org**



# FIVE TIPS TO SUCCEED AT YOUR INTERNSHIP

## 1. Understand Expectations

Review the job description and goals, research the company, follow them on social media, and connect with your manager. Also, refresh your skills with common workplace technologies and get first-day/week instructions.

## 2. Communicate Effectively

Initiate regular 1:1 meetings with your supervisor and your team to discuss internship goals, career aspirations, and openly communicate progress, challenges, and potential solutions.

## 3. Document Your Journey

Document all tasks you handle, track your progress, review your achievements with your supervisor, and reflect on your experiences to shape your ideal career path.

## 4. Embrace Feedback

Feedback, whether positive or negative, shows that colleagues and supervisors care and notice your work, so graciously accept and clarify constructive criticism, learn from mistakes, and demonstrate growth by turning feedback into action.

## 5. Take Charge of Your Experience

Complete assigned tasks well, but also volunteer for additional projects and assist team members to stand out, share insights and engage in meaningful conversations, while ensuring you've mastered your current responsibilities before taking on more.

## Intern Today!

# Faculty Services



# EXAMPLES OF TOUCHPOINTS



# CAREER CENTER CANVAS ASSIGNMENTS

## Career Integration into the Curriculum

**Faculty are encouraged to extend learning beyond the classroom by involving students in career readiness activities created by the Career Center.**

**These are pre-made assignments that can be easily imported into your own Canvas course.**

### **Assignment Topics:**

- **Explore careers using Major KnOWLedge**
- **Design resume and cover letter**
- **Engage in practice interviews**
- **Participate in career fairs**
- **Learn about in demand career skills**
- **Negotiate offer packages**



*Questions?*

*Email [career@fau.edu](mailto:career@fau.edu) to set up a consultation with the Director of Faculty Engagement*

# FLORIDA ATLANTIC CAREER FAIRS

<b>The Florida Atlantic Career Fair</b>	<b>Explore job opportunities across all industries, including full-time, part-time, and internships.</b>
<b>Internship &amp; Part-Time Job Fair</b>	<b>Explore internships and part-time jobs in all industries.</b>
<b>Accounting, Finance &amp; Economics Career Fair</b>	<b>Explore job and internship opportunities in accounting, finance, or economics.</b>
<b>Careers In Technology &amp; Engineering Career Fair</b>	<b>Explore job and internship opportunities in science, engineering, computer science, and technical fields.</b>
<b>Christine E. Lynn College of Nursing Career Fair</b>	<b>Explore internship, externship and full-time job opportunities in nursing and healthcare.</b>
<b>Graduate &amp; Professional School Fair</b>	<b>Meet with representatives for the latest on admissions, programs, and fellowships.</b>
<b>Virtual Career Fair</b>	<b>Explore job and internship opportunities virtually across a range of industries.</b>



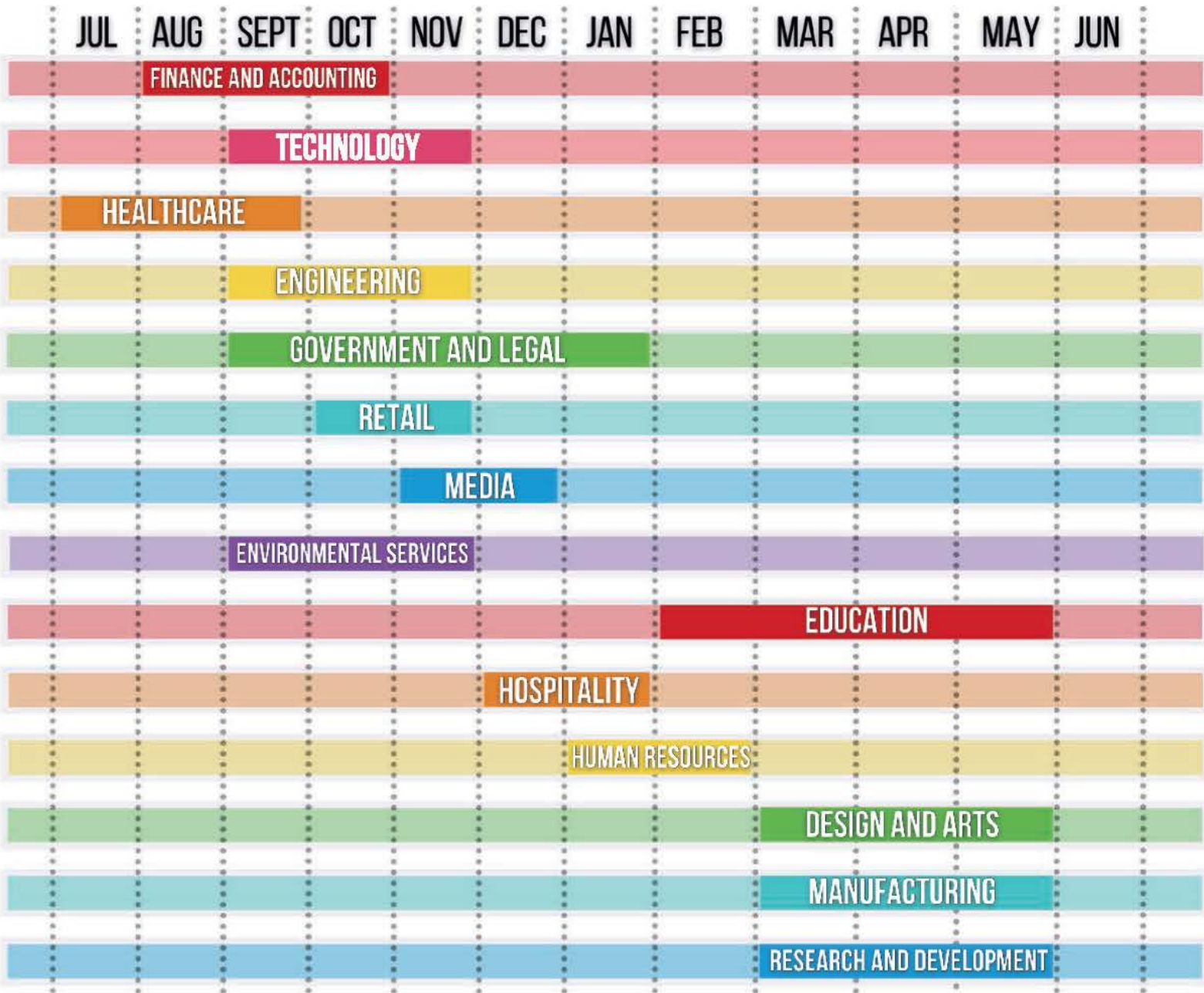
## *Career Fair Tip*

Visit [www.fau.edu/career/careerfairs/](http://www.fau.edu/career/careerfairs/)  
to learn about our upcoming dates and more information.

# INDUSTRY RECRUITING TIMELINE

Below is a general guideline for the recruiting periods for internships and full-time positions throughout the year, offering insights into various industries' hiring strategies. Stay informed about hiring cycles by regularly checking Handshake for new job postings.

## DATES TO APPLY AND INTERVIEW:



**ON-CAMPUS  
INTERVIEWS**

Employers from all over come to Florida Atlantic University to interview students of all majors for available jobs and internships. Visit [www.fau.joinhandshake.com/](http://www.fau.joinhandshake.com/) for more information.

# Florida Atlantic Alumni

---

As a Florida Atlantic alumni, Career Center services are provided at no cost for one year post-graduation.

**1:1 Career Coaching**

**Apply to Graduate Schools**

**Job Searching Assistance**

**Interviewing Preparation**

*Florida Atlantic alumni continue to have unlimited access to Handshake job postings and Career Fairs after graduation.*



Questions about our Alumni Services?  
Visit [fau.edu/career/alumni/](http://fau.edu/career/alumni/) for more information.

# Connect With Us

01

Login and claim your Handshake account at [FAU.JOINHANDSHAKE.COM](http://FAU.JOINHANDSHAKE.COM)

H

02

Click on "**Career Center**" on the left navigation menu.



03

Click "**Appointments**" located under Florida Atlantic University.

Appointments →

Schedule time to meet with experts and build your career

04

Choose the blue "**Schedule a New Appointment**" button in the upper left of the page.

Schedule A New Appointment

05

Choose your **college**, an **appointment type**, appointment medium (**in-person or virtual**), and **date** and **time**.



**Career Center, Student Support Services (SU-80) Room 220**

[FAU.EDU/CAREER](http://FAU.EDU/CAREER) | 561-297-3353 | [CAREER@FAU.EDU](mailto:CAREER@FAU.EDU)



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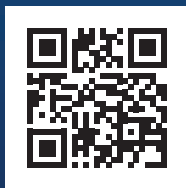
# Educators Wanted!

## Why Team Palm Beach?

- Starting teacher salaries are among the highest in Florida
- Additional teacher supplement for Glades-area full-time employees
- Mentorship through New Educator Support Programs (ESP) and Teacher Ambassador Programs
- Excellent opportunities for career growth
- Advanced degree supplement

## Who Are We?

- A-rated urban school district
- 10th-largest school district in the nation
- 5th-largest school district in Florida
- Largest employer in Palm Beach County
- 182 District-operated schools
- 38 Dual Language Programs at District-operated Schools



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