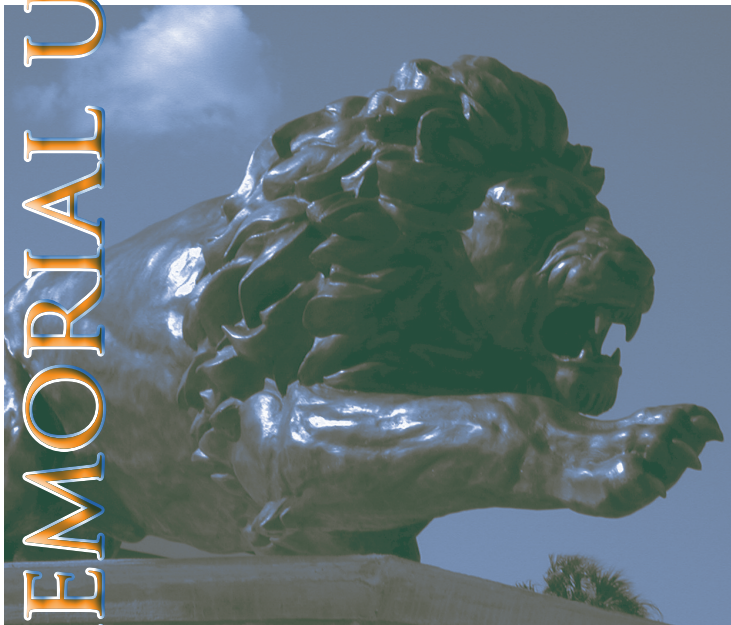

**FLORIDA
MEMORIAL
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A PROMISE. A FUTURE.



CAREER RESOURCE GUIDE

Career Development Center
Student Services Building
Room #114
305-626-3782

FLORIDA MEMORIAL UNIVERSITY



Florida Memorial University Career Resource Guide

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Dear Florida Memorial Student:

Welcome to your Career Development Center at Florida Memorial University.

The Career Development Center at Florida Memorial University has published this Career Resource Guide to assist you in positioning yourself to launch your personal career development strategy.

This guide will assist you in expanding your knowledge, skills, and abilities into a marketable package. The Career Development Center will work with students from their freshman year and beyond graduation utilizing a variety of services from online assessments, career advising, campus recruiting, resume referral and professional development.

This is your life, and your future, the opportunities are endless! Know that the Career Development Center is here for you. We want you to be filled with knowledge, powered by innovation, guided by integrity and truly believe that all things are possible.

Sincerely,



Athena S. Jackson, Director
Career Development Center

The Career Development Center is charged with assisting its students and alumni in becoming global leaders. Note: Students and Alumni must register with the Center prior to receiving services in the Career Center.

Available Services

(For Florida Memorial University students, alumni, faculty, and staff)

Walk-In Advising

Staff members are available to answer any questions pertaining to your career. Also, you may have your resume or cover letter critiqued. This service is available during the hours determined and posted each semester. Appointments are strongly encouraged as walk-ins will be seen on a case by case basis.

Career Advising & Assessment

Sigi Plus, an on-line computerized career assessment inventory is available in the Career Center by appointment. Additionally, the software is available in areas such as: Academic Skills Lab (SBH 115) and the Lehman Computer Lab.

Resume Referral Service

The Career Center will at your request refer your resume to companies throughout the country who are seeking candidates with your background. Additionally, you can post your resume on-line through Monsterrak.com

Internship Program

This service allows students to acquire on-the-job experience related to their academic major. Internships may be either paid or unpaid and are available throughout the year. Students must be a sophomore with an average GPA of 2.8 or higher to participate in the program.

On-Campus Recruiting

There is a high demand for Florida Memorial University students and graduates. Employers interested in hiring visit the campus and conduct on-site interviews. These jobs range from part-time to full-time career positions. To be considered for an interview, students must sign up in advance. Additionally, students must be registered with the Career Planning & Placement Center.

Career Fair

Employers from all over the nation are invited to participate in our annual career fair. This is held during the spring semester, usually in March. Large, medium, and small businesses, school systems, industries, government, and non-profit organizations set up booths in a designated area. They are prepared to disseminate literature, collect resumes, and discuss employment opportunities.

Graduate School Expo

This event is scheduled for each fall semester. Colleges and universities from across the nation offering graduate degrees in all academic areas visit the campus to showcase their programs and inform students of any scholarships and/or financial assistance available to prospective students.

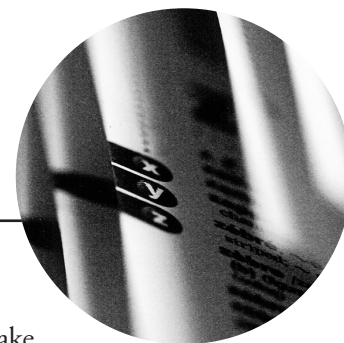
Black Executive Exchange Program

This program, better known as BEEP, is usually sponsored in February in conjunction with the National Urban League. Over 30 key top level black executives representing prestigious corporations visit the campus for a two day seminar. They act as mentors, role models, and networking vehicles in hopes of motivating our students to achieve their personal and professional objectives. Activities such as: workshops, seminars, classroom visitations, forums, and receptions are utilized to carry out the objectives of the program.

Career Seminars and Workshops

This office plans and coordinates workshops geared towards helping students with their resume writing, interview skills and job search techniques. The office also assists them in determining their academic major or minor.

Recruiting experts agree that a very small percentage of jobs are found by combing through classified sections of newspapers. In fact, around 80 percent of jobs are found through networking.



What is Networking?

Networking is simply gathering information from and making contacts through the people you already know. How do you start establishing a network? After you have professional objectives in mind, begin talking to people you know such as:

- Friends and family
- Classmates and professors
- Former employers
- Colleagues from professional, community, and religious groups
- Former teachers and faculty from schools you have attended

The key to creating a network is to obtain the names of at least two additional contacts each time you talk to someone. The types of questions you should ask when obtaining further contacts are:

- What organizations should I investigate?
- Do you know anyone who works in or is associated with my field of interest?
- May I mention your name when contacting other people or organizations?

Develop a Tracking System

Develop a method of keeping track of each conversation, phone call, letter, interview, follow-up and promise. Without a good organizational system, you could become confused.

Be Professional

As you begin to make professional contacts, make sure you dress and act the part. Conduct yourself in a manner that will convince your professional contacts that you can do the job. This will also help you obtain other referrals much more easily.

Return the Favor

Networking is a give-and-take proposition. Send thank you letters after each meeting or helpful phone conversation. Keep in touch with members of your network and give back to it whenever possible.

Informational Interviews

You can collect information on your chosen field via informational interviewing. Informational interviewing is simply asking questions of different members of your network. Remember to ask for the names of at least two more contacts during an informational interview.

Questions you may want to ask during an informational interview are:

- What aspect of your job was the biggest challenge when you first started?
- What qualifications do you seek of new employees?
- What are the things you like or dislike about your job?
- If you could start over again in this field, what would you do differently?
- Should I have a particular certification or achieve a higher-level degree in order to advance in this field?
- What classes and activities in college best helped prepare you to enter this field?
- How can I make myself a more desirable job candidate?
- What kinds of job titles would I probably have in this field?
- What life experiences have most helped you acquire and develop knowledge of this field?
- Are there any professional groups you would recommend I join?
- How do you see this industry changing in the future?
- Who else should I contact within the field?

Action Words

The following list of words is useful when describing your job duties. These words represent skill areas that you may have that would be beneficial to a prospective employer.

References

You can list references as the final major category of the resume or as an attachment page. Check with your career services office for their recommendations.

Optional Items

If any of these items are related to your objective and can help sell you as a job candidate, you may want to consider including them:

- G.P.A. (if 3.0 or above) or major G.P.A.
- Academic awards, honors, or scholarships
- Special projects/research
- Personal skills/computer skills
- Extracurricular activities/community service
- Leadership

ACTION WORDS

accomplished	composed	earned	handled	observed	recruited
accelerated	conducted	edited	implemented	obtained	reduced
achieved	consolidated	eliminated	improved	operated	reinforced
adapted	controlled	established	increased	organized	researched
administered	created	evaluated	initiated	participated	reviewed
analyzed	delegated	examined	instituted	performed	scheduled
appraised	delivered	exhibited	launched	planned	supervised
assisted	demonstrated	expanded	maintained	presented	strengthened
budgeted	developed	expedited	managed	processed	translated
built	diagnosed	explained	mastered	produced	updated
calculated	directed	facilitated	mediated	programmed	wrote
charted	discovered	formulated	motivated	proposed	
compiled	distributed	generated	negotiated	recommended	

Editing Your Resume

Length

Ideally, your resume should be one page. You should make certain all pertinent information is included. If your resume requires more than one page, label the second page with your name and the page number.

Appearance

The body of the resume should be an eleven or twelve point standard font of no color other than black. Fonts such as Arial, Helvetica, or Times New Roman are always a safe bet when constructing a resume that has a professional appearance. Spacing and

size of the page are key elements to ensure optimum readability. Print your resume on quality 8½" x 11" paper in white or conservative colors.

Accuracy

Proofread carefully for spelling and grammar and ask someone else to proofread your resume. Accuracy is essential; nothing stands out like spelling or grammatical errors!



CHRONOLOGICAL RESUME

SAMPLE

Richard Resume
1111 Main Street
Anytown, US 22222
(555) 555-5555
rresume@email.com

Objective A programmer position in the software development and engineering field.

Education **ABC University**, Anytown, US
Bachelor of Science, Computer Science, Business minor, 4/20__

**Languages/
Software**

▪ Access	▪ Assembly	▪ C++
▪ MODULA-2	▪ SQL	▪ JAVA
▪ Oracle	▪ C	▪ Visual Basic
▪ .NET	▪ SAS	▪ FOCUS

Hardware

- IBM PC/AT/IT/Ps-w's and compatible
- Ethernet networks using Novell or Windows NT servers
- Cisco 2500, 4000, and 7000 series routers
- AS 400 and 4380 IBM Mainframes

**Employment
Experience** **Programmer/Analyst** 8/20__-present
Anytown Bowling and Billiards, Anytown, US

- Developed and performed maintenance on applications in an IBM Mainframe environment. Produced user requested reports in SAS.

Programmer 6/20__-4/20__
ABC University Bookstore, Anytown, US

- Developed and implemented inventory system in Access using Visual Basic and C. Responsible for the overall technical and maintenance support of the system.

Computer Lab Assistant 8/20__-4/20__
ABC University, Anytown, US

- Provided technical assistance on operations and use of lab equipment. Provided tutorial help on class projects.

Honors Technical Achievement Scholarship, 20__-present

**Other
Activities** Member, Association of Computer Machinery, 20__-present
Volunteer Host ABC University Career Day, 20__
U.S. Army, Sergeant/E-5, March 97-present
Volunteer, ABC Basic Programming Contest, 20__
Anytown Festival Staff, 19__-20__

References available upon request

Virginia Lewis**CAMPUS:**

15800 N.W. 42nd Ave.
Miami, FL 33054
Virginia.graduate@fmuniv.edu

PERMANENT:

123 Main Street
Miami, FL 33123
777-888-9999

OBJECTIVE: Chemist position in the pharmaceutical industry.

SUMMARY:

- Chemistry internship with Eli Lilly and Company.
- Magna Cum Laude graduate with BS in Chemistry.
- Proficient with MS Office, Windows XP and the Internet.

EDUCATION: **Bachelor of Science in Chemistry, May 2008**
Illinois State University, Normal, Illinois
Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken included:

Chemical Composites	Polymer Chemistry
Materials Engineering	Chemical Technology Practicum
Advanced Organic Chemistry	Advanced Inorganic Chemistry
Chemical Analysis	Chemical Instrumentation

EXPERIENCE: **Chemistry Internship, May 2007 to August 2007**

Eli Lilly and Company, Indianapolis, Indiana

- Research assistant to Eli Lilly Pharmaceutical Scientists.
- Prepared multiple compounds for use in laboratory situations.
- Developed improved method for chemical preparation and storage.
- Implemented logging database for chemical interactions, allowing scientists to verify compound volatility at any stage of research cycle.

Chemistry Assistant, August 2007 to Present

Chemistry Department, Illinois State University, Normal, Illinois

- Assisted professors in preparation of lab materials and chemical storage.
- Developed semester tests and final exams for Chemistry 201.
- Graded lab experiments, term papers, tests and exams on an as-needed basis.

ACTIVITIES:

- Secretary, Chemists of America, Student Chapter, 2007-2008
- Member, Chemists of America, Student Chapter, 2005-2008

EDUCATION RESUME

SAMPLE

Linda P. Teacher
Linda.Teacher@fmuniv.edu

CAMPUS:
15800 N.W. 42nd Ave.
Miami, FL 33054

PERMANENT:
123 Bleu Street
Atlanta, GA 70600

OBJECTIVE: Teaching position in elementary education in the Baltimore, MD area.

SUMMARY:

- Teacher certification for Elementary Education.
- Magna Cum Laude graduate with BA in Elementary Education.
- Completed Student Teaching with Baltimore Public School System.

EDUCATION: **Bachelor of Arts in Elementary Education, May 2008**
Florida Memorial University, Miami Gardens, FL
Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken included:

Student Teaching Practicum	Psychology of Early Childhood
Early Childhood Education	Parent and Community Relations
Elementary Computer Literacy	Discipline and Classroom Management
The Multicultural Classroom	Multiethnic Teaching Techniques

EXPERIENCE: **Student Teaching, August 2007 to December 2007**
Baltimore Public School System, Baltimore, Maryland

- Served as Teacher Assistant for Grades 2 and 3 at Rockport Elementary School.
- Co-taught the Language Arts classes for Grade 2.
- Awarded “Student Teacher of the Year Award” for 2007.

Tutor, August 2006 to August 2007
Center for Teacher Education, Normal, Illinois

- Worked in partnership with area elementary schools to provide tutoring to special needs students on an as-needed basis.
- Provided written feedback to teachers and parents on progress of students.

ACTIVITIES:

- Student Exchange Program, Edinburgh University, Scotland, 2005-2006
- Dorm Resident Assistant, 2006-2008

SKILLS: Language: Fluent in Spanish, French and Creole

KENNETH J. MOORE

592 Ontario Way
Lawrenceville, NJ 08648

(609) 555-3216
Kjmoore@rider.edu

- OBJECTIVE** To obtain a position teaching business education at the high school level. Qualified and interested in coaching basketball and track.
- EDUCATION** Rider University, Lawrenceville, NJ
Graduate Level Teacher Certification Program, December 2010
GPA: 3.96
- Temple University, Philadelphia, PA
Bachelor of Science in Business Administration, May 2006
Major: **Business Administration** Minor: **Computer Science**
Honors: GPA: 3.25 Dean's List, five semesters
- CERTIFICATION** NJ Business Education Teacher Certificate of Eligibility with Advanced Standing
- TEACHING EXPERIENCE** Hopewell Valley Regional High School, Hopewell, NJ
Student Teaching Experience – Grade 9-11 Fall 2010
- Created and taught business education curriculum to three levels of students, including classes in general business, keyboarding, and basic accounting
 - Gained invaluable experience in classroom management
 - Participated in parent-teacher conferences, PTA meetings and in-services
 - Co-advised the Future Business Leaders Association and assisted in formulation of organizational goals for the year
 - Assisted basketball team with practices and preparation for tournaments
- RELEVANT SKILLS**
- Leadership**
- Vice-president of Lawrence High School PTO.
 - Instrumental in establishing first teacher-parent liaison program.
 - As Boy Scout Troup Leader, organized yearly activities for boys ages 13-18.
 - Instituted local Town Watch program, recruiting over 25 community volunteers.
- Coaching**
Coached inner-city basketball summer camp for three consecutive years.
First in county championships every year. Track coach for Special Olympics.
- EMPLOYMENT HISTORY** SmithKline Beecham Corporation, Philadelphia PA
Director of Training and Development/Job Analyst 2001-Present
- MEMBERSHIPS** New Jersey Education Association (NJEA)
National Education Association (NEA)
National Business Education Association (NBEA)
- COMPUTER SKILLS** Microsoft Word, Excel, PowerPoint, Access, HTML, JAVA, Quark
- INTERESTS** Basketball, track, computer technology, chess

Kiera Doan
Soprano

PERFORMANCES

OPERA

L’Italiana in Algeri (cover/youth perf.)	Elvira	Central City Opera	2009
The Face on the Barroom Floor	Isabel/Madeline	Central City Opera	2009
Cosi fan tutte	Despina	Westminster Opera Theater	2008
A Midsummer Night’s Dream	Tytania	Westminster Opera Theater	2007
Manon Lescaut	Featured Soloist	Spoletto Festival USA	2007
The Tender Land (Act 1)	Laurie	Westminster Opera Theater	2006
La Clemenza di Tito	Chorus	Westminster Opera Theater	2005
Il Tabarro	Seamstress Chorus	Spoletto Festival USA	2005
Die Burgschaft	Kleine Chorus	Spoletto Festival USA	2005

COMPETITIONS

Finalist	Marian Anderson Awards	2008
Regional Finalist	MacAllister Awards	2008
Encouragement Award	Metropolitan Opera National Council New Jersey District	2008
Semi-Finalist	Heida Hermanns International Voice Competition	2007
1st Place New	Jersey NATS-Senior Division 2006	
1st Place	Westminster Choir College Voice Awards	2006
2nd Place	New Jersey NATS-Junior Division	2005

CHORAL

Westminster Choir: select touring and recording choir of 30 voices under the direction of Joseph Flummerfelt. Performances with Berlin Philharmonic, New York Philharmonic, Orchestra of St. Luke’s.

Westminster Symphonic Choir: recording choir of 105+ voices under the direction of Joseph Flummerfelt. Performances with New Jersey Symphony, Philadelphia Orchestra, New York Philharmonic.

TRAINING

APPRENTICE EXPERIENCE

Central City Opera/Bonfils-Stanton Foundation Training Program-Apprentice Level Summer 2009

TEACHERS AND COACHES

Laura Brooks Rice (primary teacher), Julian Rodescu, J.J. Penna, Dalton Baldwin, Rich Cordova, Allison Voth, Deborah Scurto-Davis

EDUCATION

Westminster Choir College of Rider University, **Master of Music**, May 2009
Westminster Choir College of Rider University, **Bachelor of Music**, May 2007 Summa Cum Laude

ADDITIONAL SKILLS

Proficient in French, Italian, German, winner of the Priscilla Silz Award for Excellence in the study of German; 14 years of piano study; training in acting and dance.

101 Walnut Lane, Princeton, NJ 08540-3899. Phone: (609) 123-4560 Email: kdoan@rider.edu

JANE SMITH

Present Address: 1111 Main Street, Anytown, US 22222, 555-555-5555

E-mail address: jsmith@email.com

Permanent Address: 1234 Main Street, Anytown, US 22222

EDUCATION

ABC University, Anytown, US

Bachelor of Arts in Communications, May 2010

Overall GPA 3.4; Major GPA 3.6

Relevant Courses: Interpersonal Communication, Marketing, Psychology

Relevant Projects: Developed Marketing Strategy for local chapter of PRSSA

EXPERIENCE

Associate Manager, My Store, Anytown, US, June 2009 – present

Supervised staff of 10 part-time employees. Increased sales 25% in 6 months. Utilized team-building, goal setting, and business knowledge to improve employees' skills.

Maintained company web site. Opened and closed store in absence of owner. Created window and in-store displays.

President, College Honor Society, ABC University, Anytown, US, August 2009 – present.

Utilized leadership skills to increase membership and encourage active participation in the organization.

Planned and conducted monthly meetings. Contacted guest speakers and organized fundraisers.

Salesperson, Smith County Fast Food, Anytown, US, January 2009 - June 2009.

Interacted with customers and utilized suggestive selling techniques. Increased sales by 15%. Salesperson of the month twice. Created product displays. Conducted inventory.

Assisted in training new sales staff.

SKILLS, HONORS, AND ACTIVITIES

American Marketing Association, Treasurer: Managed \$16,000 budget, 2008-2009 Alpha Phi Omega

National Service Fraternity, Membership Chair, 2009-present

Graduated top 10% of high school class with 3.8 GPA; Senior Class President

80% self supporting in college; work 25 hours per week as full-time student

Big Brothers/Big Sisters Volunteer

PRSSA – Attended National Conference, 2008, 2009

Computer Skills: Windows Vista, Microsoft Office 2007, Dreamweaver, Photoshop, Visual Basic

Speak Fluent Spanish

Phillip Miles
3434 James Street
Hollywood, Florida 33025
754-777-7777
Philip.Miles@gmail.com

Date

Mr. David Smith
Director of Human Resources
United Management Corporation
528 N. Gentry Parkway
Miami, FL 33077

Dear Mr. Smith:

In response to the opening advertised in the Miami Herald on Dec. 1, 2009, for a Labor Relations Manager, I am enclosing my resume for your review. I fully believe that my qualifications will meet or exceed your ideal candidate standards.

My undergraduate studies have provided me the opportunity to study and analyze key concepts, principles, and practices in labor relations. Subsequently, I have demonstrated in-depth knowledge of environmental issues and problem solving strategies through my work in upper level assignments.

In addition, my background prepares me to counsel on strategic directives and advise on highly specific issues. I am an effective mediator who can see all sides of an issue and patiently work out agreements for the good of the organization.

Thank you for your consideration. I look forward to discussing in detail with you the ways in which I can make a significant contribution to your company.

Sincerely,

Phillip Miles

Enclosure

Your Address
City, State, and Zip Code
Date

Name of Interviewer
Title of Interviewer
Company Name
Address
City, State, and Zip Code

Dear Mr./Ms. (Last Name of Interviewer):

In the first paragraph, state when and where you had your interview. Thank the interviewer for his or her time, and reaffirm your interest in the organization.

In the second paragraph, mention something that particularly appeals to you about the prospect of working for them. Also, reinforce a point or two in support of your application.

If after the interview you thought of something you wish you had said, the third paragraph of the letter is a good place to bring that up. You can also restate your understanding of the next steps in the hiring process.

In the last paragraph, thank the employer for considering your application and ask for further communication.

Sincerely,

Your Handwritten Signature

Your Typed Name

INTERVIEW PREPARATION

Interviews allow employers to assess you as a complete person, rather than just your qualifications on the printed page. Employers want to gauge whether or not you would be a good “fit” for their organization. This is also an opportunity for you to find out the same thing about the employer. Most employers consider the interview to be the most important part of the hiring decision.

What Employers Look for in a Candidate

- Self-confidence/ability to communicate
- Work ethic: teamwork, leadership, initiative, flexibility, ability to handle conflict
- Intelligence, critical thinking
- General personality: poise, enthusiasm, creativity, high energy level, interpersonal skills
- Personal management, self-knowledge
- Qualifications-Can you relate your academic program, skills, and/or prior work or internship experience to the needs of an employer?



Key Points to Remember:

Do:

- Arrive 10-15 minutes early
- Maintain good eye contact with the interviewer
- Use a firm, professional handshake
- Listen carefully to the interviewer’s questions
- Be aware of your body language; maintain good posture, appear relaxed and not fidgety
- Show enthusiasm, confidence, courtesy, and honesty
- Keep a positive attitude about former employers, supervisors, and co-workers; be tactful and do not criticize former employers even if discussing an unpleasant situation
- Maintain a professional image-don’t let the employer’s casual approach fool you
- Always present the best of your background and qualifications
- At the close of the interview, establish a date for your next communication
- Always remember to thank the interviewer for his/her time

Don’t:

- Give terse or rambling answers to questions; find a balance
- Be too casual with language or use non-words (“thinking words” like “um...” “uh...”)
- Address the interviewer by his/her first name unless invited to do so
- Dominate the interview or appear arrogant; do not interrupt the interviewer when he/she is speaking
- Criticize yourself or your former employers
- Discuss your personal problems

What to Bring:

- Directions to the interview site
- Name(s) and title(s) of interviewer(s)
- Extra copies of your resume
- Reference lists
- Portfolio of work samples, if applicable
- Good quality pen and pencil
- Leather folder (black or dark color) or briefcase



Practice Answers to Questions Before the Interview

You will generally be asked two types of questions during an interview: traditional and behavioral.

Traditional Questions

Traditional questions are designed to pinpoint aspects of your basic personality, work ethic, history, attitude, etc. When practicing answers to traditional interview questions, try to develop answers that illustrate how your education and life experience can benefit the employer. If you have done a thorough self-assessment and know why you want to work for this employer and in this field, you will be able to answer traditional questions easily.

- What are the two or three things most important to you in your job?
- What is your philosophy of life?
- Tell me about yourself.
- What are your short-term and long-term career goals? How do you plan to achieve them?
- What do you consider to be your greatest strengths and weaknesses?
- In what ways do you think you can make a contribution to our organization? / Why should we hire you?
- What do you know about our organization?
- What did you learn from co-op, internship, or part-time job experiences?
- Why did you choose this career?
- Why would you like to work for this company?

Behavioral Questions

Behavioral questions are designed to examine how you have responded to specific situations in the past as an indicator of how you may behave in the future. When practicing answers to behavioral questions, think about how you have dealt with specific problems in the past. Consider how your qualifications and attributes enabled you to demonstrate leadership, initiative, and problem-solving ability.

- How have you demonstrated initiative?
- How have you motivated yourself to complete an assignment or task that you did not want to do?
- Tell me about the riskiest decision that you have made.
- Can you tell me about an occasion where you needed to work with a group to get a job done?
- What was the greatest challenge you ever faced, and how did you approach it?
- What did you do in your last job to effectively plan and organize?
- Tell me about a time on any job when stressful situations or problems tested your coping skills. How did you handle it?
- What leadership positions have you held? Describe your leadership style.
- Tell me about a time when you failed at something. If you could do it again, what would you do differently?
- Describe your involvement in a team situation in which you were not in a leadership role.
- In your opinion, what are the key ingredients in building and maintaining successful business relationships? Provide examples of how you've made these work for you.
- Describe the system you utilized for keeping track of multiple projects. How did you track your progress to meet the deadlines?
- Give me a specific example of a time when you sold your supervisor or co-workers on an idea or concept. How did you proceed? What was the result?

Numerous benefits and opportunities are available to you when you attend a career fair, regardless of your chosen major or your future goals. However, simply attending a career fair is not enough; you need to make your participation count. If you understand what to expect at a career fair and take the proper steps to prepare beforehand, you will receive the maximum benefit from the event and increase your chances of obtaining interviews.

Benefits of Attending a Career Fair

- Increase your chances of receiving an interview with an employer
- Expand your network of contacts and receive job search advice from experienced recruiters
- Investigate positions, occupations and /or career fields you could pursue with your specific major and background
- Learn more about employers and available co-op, internship or permanent career opportunities

What to Expect at a Career Fair

- Employers expect students to be prepared. Ask thoughtful questions and have a polished resume.
- Employers expect to interact with students seeking employment as well as those simply researching careers and employers.
- Most recruiters are not authorized to hire candidates on the day of the fair. Your goal should be to land an interview, not a job offer.
- Employers' goals are to be exposed to as many job candidates as possible. You will have a relatively short amount of time to sell yourself and make a positive impact on the employer.

Before the Career Fair

Target your top five companies

If possible, obtain a list of the employers who will be attending the career fair, and select the top five organizations you would most like to visit. Make sure that at a minimum you research these organizations before you attend the career fair. (Refer to the "Researching an Employer" section of this guide for researching tips.) The more you can show an employer that you know about their organization, the more likely you are to leave a positive impression.

Prepare a resume

A well-written, error free resume is a must. Make sure you have multiple copies of your resume and a list of references to distribute at the career fair. Refer to the "Your Resume" section of your Career Guide for information on resume writing.

Create a list of questions to ask employers

By asking meaningful questions to employers you show that you have an interest in their company and that you have good listening and communication skills. Be sure to prepare a short list of questions to ask employers. Refer to "Questions to Ask An Interviewer" in the "Interview Preparation" section of this guide for a list of possible questions you may wish to ask.

Prepare to answer questions

You may not sit down to a formal interview, but employers are likely to ask you questions that would be asked during an interview. Review and practice answers to the traditional and behavioral questions that interviewers may ask in the "Interview Preparation" section of this guide.

Sell yourself

Be prepared to introduce yourself to each employer with your name, a firm handshake, a copy of your resume, and your objective. (Why are you attending a career fair and what type of career are you seeking?) Practice this introduction before the career fair so you will be comfortable interacting with employers at the career fair.

Be professional

Present a professional appearance and dress as if you were attending a job interview. If you are in doubt about what to wear at a career fair, refer to "What to Wear" in the "Interview Preparation" section of this Career Guide.

Arrive early

In order to avoid long lines you should plan to arrive at career fairs early. You will spend less time waiting in lines and more time visiting with employers.



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Florida Memorial University
Career Development Center
Student Services Building, Room #114
15800 NW 42nd Avenue
Miami Gardens, FL 33054
305-626-3782
305-626-3781 fax