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Welcome!

We’re excited to work with you.

Sincerely,
Career Development Center Staff

Our Office

The Career Development Center at Flagler College created this Career Guide to provide an easily accessible tool to answer your career-related questions. It is our mission to ensure each student is offered individualized support in defining and attaining career objectives. Remember, it is never too early to work with us. Our office can help all students and alumni on the following topics:

- Exploration of Careers
- Resumes and Cover Letters
- Graduate School Search and Applications
- Personal Statements
- Defining Career Goals
- Job and Internship Search
- Networking
- Mock Interviews
- LinkedIn and Social Media
- Job Offers and Negotiation
- Career Expo Prep
Our Services

Individual Career Counseling – Career counselors are available for all students and alumni to meet for one-on-one appointments.

Drop-In Hours – Have a quick question? Throughout the school year, stop in to meet for a short session with a career counselor. No appointment is necessary. Hours will be advertised via emails, social media, and a sign outside of our building.

Mock Interviews – Practice your interviewing skills by meeting with a career counselor to practice job-specific questions and crafting effective responses.

Career Assessments – Learn how your personality, values, skills, and interests can help you choose the right career path. All Flagler students and alumni have access to take a career assessment.

Handshake – An internship and job board for Flagler students and alumni. Begin here when looking for internships and jobs, including part-time, full-time opportunities. Log in at the homepage at flagler.joinhandshake.com.

Employer Visits – Personally meet with various types of employers from a wide-range of industries in different types of settings such as in Coffee Chats, informational sessions, and tables around campus.

Workshops – Learn about career development topics from our staff in interactive and engaging workshop-style presentations at the Career Development Center.

Contact Us

The Career Development Center is located on the second floor of Anderson Cottage, next to the Proctor Library and the Student Center.

48 Sevilla Street, St. Augustine, FL 32084
Make an appointment
Monday – Friday, 8 a.m. – 5:00 p.m.

How to make an appointment?
• Call us at 904-819-6286
• Email careerdevelopment@flagler.edu
• Text us at 904-615-6617
• Handshake at flagler.joinhandshake.com
Four Year Plan

**year 1**
- Meet with the CDC to explore career possibilities and majors, and to learn about resources
- Begin to develop relationships with faculty, advisors, and key administrators
- Complete career assessments to assist in identifying your strengths, weaknesses, skills, values and interests
- Join a student club or organization
- Talk to upperclassmen who majored in what you plan to major in
- Find summer employment related to your career interests
- Take an elective in a major you are considering

**year 2**
- Research and apply for internships, summer jobs, and volunteer positions related to your career field
- Explore companies and shadow professionals in your field of interest
- Begin working on a resume with Career Development Center
- Meet with faculty members and advisor to brainstorm career paths
- Consider whether additional education will be needed for your chosen career path
- Research specific careers and required qualifications
- Solidify your major and begin signing up for electives that will assist you in your career path and personal development
- Begin building a professional wardrobe

**year 3**
- Complete an internship
- Practice interview skills by scheduling a mock interview with the CDC
- Join student chapters affiliated with the professional associations in your field
- Begin building a portfolio for your career path
- Bring your resume to Career Development Center for review
- Determine if there are other “resume builders” for your field, aside from internships
- Improve your desired skills—public speaking, organization, problem solving, writing
- Explore graduate school programs
- Schedule informational interviews with prospective career contacts
- Apply for leadership positions on and off campus
- Register and prepare for graduate school admissions tests

**year 4**
- Plan to apply and interview for jobs and graduate schools 4-6 months before you graduate
- Complete a second internship in order to make your resume stand out
- Plan a strategic job search/finalize your resume and cover letter with the CDC
- Network! Let all of your contacts know that you are looking for entry-level employment
- Compile a list of references; obtain their permission and collect contact information
- For graduate school, complete your personal statement and mail your applications
- Formulate an “Plan B” in case you need to make last minute career adjustments
- Begin branding and marketing yourself as a professional

**EVERY YEAR**
- Set career goals and steps to accomplish those goals
- Keep track of your accomplishments to use on your resume
- Attend CDC events, workshops, etiquette dinners, and fairs to meet job recruiters
- Get in the habit of seeking out opportunities early. Many internships, summer career immersion programs, and job postings have application dates that are well in advance of their start dates
- Cultivate a career network. Keep in touch with former supervisors, faculty, & individuals you meet through family, friends, clubs, and classes.
Career Assessments

Learn how your personality, interests, values, and skills can help you choose the right career. This information is useful for clarifying your thinking and identifying career path options. Students who self-assess often report more satisfaction with their major and career choice. Schedule an appointment with a career counselor at the CDC to review your results together.

To Get Started on FOCUS-2:

First Time Users: Create a new account using the access code: flagler2

In FOCUS-2, you can:
- Map out your career and educational goals, personal development, and training needs.
- Research particular career fields such as job outlook, salary by state, training and education, job duties, work conditions, & contact information.
- Compare two occupations side by side.
- Explore the right major of study that will help you choose and move towards a career goal.

CRITICAL THINKING/PROBLEM SOLVING
Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

DIGITAL TECHNOLOGY
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

CAREER READINESS

Are you career ready? The National Association of Colleges and Employers (NACE) has developed a definition, based on extensive research among employers, and identified seven competencies associated with career readiness.

*Adapted from the NACE Career Readiness Competencies

ORAL/Written COMMUNICATION
Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.

TEAMWORK/COLLABORATION
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.

GLOBAL/INTERCULTURAL FLUENCY
The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.

LEADERSHIP
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.

PROFESSIONALISM/WORK ETHIC
Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image.

CAREER MANAGEMENT
Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.
**Are You Career Ready?**

**Career Competency Self-Assessment Tool**

Take this self-assessment to see what professional competencies you need to develop and practice in order to be career ready and meet your goals.

**Needs Developing = 1 bullet or less applies**  **Currently Developing = 2 bullets apply**  **Exceeding = 3 bullets apply**

<table>
<thead>
<tr>
<th>CRITICAL THINKING/PROBLEM SOLVING</th>
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<tbody>
<tr>
<td>• Brainstorm solutions when faced with an issue</td>
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<tr>
<td>• Develop an action plan with specific steps</td>
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<tr>
<td>• Can identify 3 personal experiences when I lead solution to a problem</td>
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<thead>
<tr>
<th>ORAL/WRITTEN COMMUNICATION</th>
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<tr>
<td>• Confidently deliver presentation to peers and faculty</td>
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<tr>
<td>• Ask clarifying questions when communication is unclear</td>
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<tr>
<td>• Regularly proofread all forms of communication for errors</td>
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<thead>
<tr>
<th>TEAMWORK/COLLABORATION</th>
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<tbody>
<tr>
<td>• Collaborate with others on a class project where responsibility is shared</td>
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<tr>
<td>• Practiced teamwork by participating in a group outside of the classroom</td>
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<tr>
<td>• Can clearly articulate the role that I take on a team with an example</td>
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<tr>
<th>DIGITAL TECHNOLOGY</th>
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<tbody>
<tr>
<td>• Navigate through various platforms of technology</td>
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<tr>
<td>• Manage personal digital and social online brand and image</td>
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<tr>
<td>• Apply a technological skill to my intended profession</td>
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<tr>
<th>LEADERSHIP</th>
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<tbody>
<tr>
<td>• Take on a leadership position in a group or organization</td>
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<tr>
<td>• Demonstrate initiative in a job/internship role</td>
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<tr>
<td>• Motivate others in a group with a positive attitude and their own strengths</td>
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<tr>
<th>PROFESSIONALISM/WORK ETHIC</th>
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<tr>
<td>• Reflect on feedback from a supervisor and identify areas of growth</td>
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<tr>
<td>• Demonstrate consistent punctuality, attitude, and communication</td>
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<tr>
<td>• Manage multiple deadlines and priorities with organization</td>
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<thead>
<tr>
<th>GLOBAL/INTERCULTURAL FLUENCY</th>
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<tr>
<td>• Attend campus event that encourages you to step outside your comfort zone</td>
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<td>• Engage in conversation with individuals with different perspectives than you</td>
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<tr>
<td>• Participate in a study abroad or volunteer experience to broaden horizons</td>
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<tr>
<th>CAREER MANAGEMENT</th>
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<tr>
<td>• Establish short-term and long-term career-related goals</td>
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<td>• Develop important connections within industry or field</td>
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<tr>
<td>• Gain relevant professional experiences related to career goals</td>
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Reflect on competencies still needing to be developed and develop one goal to focus on improving. On areas you are still developing, think of future steps to ensure you maintain and improve this competency.
Goal Setting

LONG-TERM GOAL: I plan to __________________________ because __________________________.

This goal is your over-arching motivation for your career goals. This particular goal will drive your short-term goals. What is currently your long-term goal at Flagler College? Is it to gain admittance to a graduate program? Is it to enter a certain profession or industry? Whatever it is, include you “because” to serve as a reminder for why you are pursuing this path.

GOAL FOR ACADEMIC SEMESTER:

GOAL FOR ACADEMIC YEAR:

Three ways you want to develop professionally by ___________(date):
1. __________________________
2. __________________________
3. __________________________

Informational Interviews

Have you ever wanted to know what a certain career or company is really like from an insider’s perspective? Are you unsure if a certain path is the right one for you? Informational interviews are an effective tool to gaining the appropriate and accurate information you need to fully understand different pathways.

An informational interview is an informal conversation with a professional in your interested field, industry, career, or company that you reach out to in order to ask them questions for further knowledge and advice.

WHAT KIND OF QUESTIONS DO I ASK?

Background: How did you choose this career? What is your background?

Work environment: What is your company culture? What is your day-to-day like? What is an average week like? What are your responsibilities?

Lifestyle: How would you describe your work-life balance? What are some lifestyle considerations for this field or job?

Success: What kind of characteristics make someone successful in your role? What is the most rewarding part of your job? What are your long-term and short-term goals?

Challenges: What is the most difficult part of your job? Is there anything you wish you could change? How does your role solve problems?

Industry: What trends do you see affecting the field in the next 5 years? How do you see your job changing in the future?

Position Specific: What are common entry level positions? What does moving up in your organization look like? What factors are most important to the hiring decision?

Job Market: What kind of salary range and benefits could an entry-level position expect? How do people obtain jobs in this field?

Professional Development: How do you stay up to date on the news and trends in your field? What do you like to read? What professional associations and organizations should I join?

Tips and Advice: How can I best set myself up for success for this field now? Who else do you recommend I talk to?

WHERE DO I FIND SOMEONE TO CONTACT?

- Ask friends, family members, neighbors, colleagues, and former employers.
- Attend networking events in the local area or sponsored by the Career Development Center.
- Contact the Chamber of Commerce.
- Ask college faculty, staff, or the CDC if they know of any alumni or connections.
- Join campus clubs, organizations, or professional associations relevant to your intended industry.
- Utilize the LinkedIn Alumni Tool.
HOW DO I ARRANGE AN INTERVIEW?

Call or email your intended connection to request an informational interview. Email is most common and effective to request an appointment, especially when you do not personally know the person. See sample email template for reference. LinkedIn is another platform in which you may contact someone.

Sample Informational Interview Request Email

SUBJECT: Informational Interview Request

“Hello, my name is __________. I am a current student/alumni of Flagler College. I was given your name/found your name by __________. I am a (class year) studying __________ and am interested in arranging an informational interview with you. Please let me know if this is possible, as I would love to know more about __________ (include a few topics to give the person an idea of what will be discussed). I am happy to meet with you over the phone or in-person for a half hour conversation whenever is convenient to your schedule. Thank you so much for your time.”

WHAT DO I DO AFTER THE INFORMATIONAL INTERVIEW?

Follow up afterwards with a thank you email or note. You may want to include specific topics you discussed. Let them know you are available for any potential opportunities they hear about. This is not the time to directly ask or request a job opportunity. They invested time and energy into meeting with you, so instead view this time as an opportunity to engage back with them, such as sending relevant industry articles or inviting them to campus events.

WHAT ELSE DO I NEED TO KNOW?

• Always be prepared and professional. Come to the informational interview with research already completed in the industry, on their role and company, and with your questions written down. It is a good idea to take notes during the interview if necessary.
• Be respectful of their time. Do not go over the time that has been specified unless they state a willingness to continue the conversation.
• Remember—you are in charge of the informational interview! Direct the conversation with prepared questions and make sure you leave with the information you wanted to know more about.
• Come early and dress professionally.
Resume Introduction

A résumé is a brief, detailed summary of your accomplishments in particular experiences.

- Keep it to one page unless you have significant experience to warrant two pages.
- Use bullets when possible – they are easier and faster to read.

Every item on the résumé should be self-explanatory in how it relates to the position you are seeking.

- The reader should see the connections clearly.
- An item needing further explanation to make a connection for the reader should be revised or removed.

Quantify your experiences! This provides a frame of reference for the reader allowing them to make the right assumptions about your abilities to be successful in other areas.

- Outline your successes, not simply stating job duties.
- Showcase how you used what you learned more than what you learned.
- See the measurement of your accomplishments.
- Accentuate the difference between you and other candidates who have done the same task but with different results.

Language and style showcases a professional image right from the start.

- Industry expressions show understanding of field.
- Use appropriate jargon for your audience.
- Begin your bullets with action verbs to emphasize strengths and qualifications.

Use academic research and projects to exhibit further application in the field. These include:

- Research assistantships
- Independent studies
- Faculty led research/projects
- Senior seminar papers
- Capstone and group projects
Benjamin Flagler
74 KING STREET, UNIT A
ST. AUGUSTINE, FL 32084

BISHOP@FLAGLER.EDU
(904) 819-6286

EDUCATION
Flagler College, St. Augustine, FL
Bachelor of Arts: Business Administration
Accounting and Marketing Minors

May 2018

KEY PROJECTS
Strategic Management
Researched, analyzed, prepared and presented business strategic plan for Whole Foods Corporation

International Marketing
Developed comprehensive marketing plan for Panera Bread Company to increase profits by 5% yearly

PROFESSIONAL EXPERIENCE
White Accounting Firm, St. Augustine, FL
Tour Management, Coordination and Accounting Intern
• Research future clients through daily marketing resource work, increasing clientele by 10% over a 4 month period
• Explain packages benefits new and existing clients, emphasizing the need for the company’s product/service
• Provide accounting, coordination and production services for 5 venues

Edward, Ballard, Bishop, Law Firm, Greenville, SC
Sales and Marketing/Customer Service Intern
• Responded and resolved to customer inquiries and concerns on products and services and provide consultative services to retain existing customers
• Assessed and accurately update up to 250 customer records utilizing different computer applications, systems and resources
• Executed various ad-hoc reports for both internal and external clients
• Traveled to deliver time sensitive packages to clients within assigned territory
• Completed all client service requests within targeted timelines
• Analyzed and reviewed lines of business to develop recommendations and assist in achieving and maintaining a profitable book of business
• Prepared correspondence, coordinated appointments, and arranged schedules for meetings on behalf of 10 person staff and management

ACTIVITIES
Society for Advancement in Management, Flagler College
Flagler College Volunteers, Member
Intramurals (softball, flag-football)

2016-Present
2017
2015-2017

OTHER EMPLOYMENT
Publix, Cashier
Barnacle Bill’s, Server

2014-Present
2015-2016
EMILY R. ENGLISH
146 English St., Saint Augustine, FL 32085
321-321-3214
english@flagler.edu

EDUCATION
Bachelor of Arts in English
Sociology Minor
Flagler College, Saint Augustine, FL

Shakespeare Study Abroad (England)

PROFESSIONAL EXPERIENCE
Youth Ministry Leader 20xx-Present
Celebration Church, St. Augustine, FL
• Lead small groups of 4-6 members in discussions and messages to teach faith-based curriculum.
• Establish trust and advising with youth by sharing testimonies and personal experiences that have shaped personal journey with faith.
• Conduct college-aged worship group for 20+ students called, “The Vineyard” that gathers to seek God and His Kingdom through service and fellowship.

Tutor 20xx-20xx
Flagler College Writing Center
• Corrected assignments and assisted over 40 students per semester who struggled in composition, rhetoric, and grammar.
• Created 3 lessons plans to improve students’ writing skills, including activities to develop techniques for brainstorming, outlining, and citing sources for essays and also lessons on grammar.
• Established relationship with teachers to ensure and document student improvement and success.

Teacher Assistant, CAT Program 20xx-20xx
University of Notre Dame
• Advising and fostered students in all aspects of learning in Title I schools
• Developed interactive lesson plans for 2 Title I elementary schools, stimulating progress in math, reading and language arts according to state curriculum
• Established relationships with head teachers and shared pedagogical knowledge to ensure successful progress by meeting weekly to record successes and failures and adjust lessons accordingly

MEMBERSHIPS/AWARDS
Sigma Tau Delta, National English Honor Society 20xx-present
The Vinyard College Ministry Leader 20xx-present
People to People Student Ambassadors 20xx-present
American Cancer Society volunteer 20xx-Present
Flagler College Dean’s List 20xx-20xx
Florida Bright Futures Scholarship Recipient 20xx-20xx
Kristi Flagler

74 King Street
St. Augustine, FL 32084
(904) 819-6286
kflagler@flagler.edu

EDUCATION
Bachelor of Arts, Psychology
Political Science Minor
Flagler College, St. Augustine, FL
3.9 Overall GPA

PROFESSIONAL EXPERIENCE
Case Assistant, Psychology Associates, St. Augustine, FL 2017-Present
• Participate and assist in group therapy sessions for 10-12 attendees
• Manage daily case paperwork for up to 50 clients

Psychology Departmental Assistant, Flagler College 2016-Present
• Participate in the research process, including design, data collection, and analysis for projects on
  o Employee theft
  o University clinic client profiles
  o Undergraduate and graduate curriculum revisions
  o Behavior analysis
• Contribute to website development, grading papers and setting appointments

Vice President of Administration, Phi Alpha Omega Service Sorority, Flagler College 2014-2015
• Monitored and oversaw attendance and dues for 50 members
• Organized annual fundraising event for 200 attendees, totaling $2,000 in donations to Betty Griffin House

• Handled up to $2,000 in transactions daily for 50 customers on average
• Recognized 3 times as “Associate of the Month” for Florida region

HeadStart Community Service Program Volunteer 2013
Mentored 2 8 year old girls

Assistant Manager, The Manor Restaurant, St. Augustine, FL 2013-2014
• Trained and scheduled 15 staff members
• Utilize conflict management skills to address and resolve customer concerns
• Promoted from host to waitress, and again to assistant manager over a 5 month period

ACTIVITIES
Omicron Delta Kappa National Leadership Honor Society 2013-Present

HONORS
BellSouth Marketing Award 2013
Dean’s List 2013-2017
Dean’s Scholarship 2015
Wheat Academic Scholarship 2014
Highest GPA Award, Pi Beta Phi New Member Award 2013
### Resume Action Verbs

<table>
<thead>
<tr>
<th>Creativity</th>
<th>Teaching</th>
<th>Detail</th>
<th>Communication</th>
<th>Organizational</th>
<th>Adaptable/Flexibility</th>
<th>Analytical/Financial</th>
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</thead>
<tbody>
<tr>
<td>Acted</td>
<td>Advised</td>
<td>Arranged</td>
<td>Addressed</td>
<td>Arranged</td>
<td>Assisted</td>
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<td>Allocated</td>
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<td>Articulated</td>
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<td>Examined</td>
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<td>Investigated</td>
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<td>Managed</td>
<td>Connected</td>
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<td>Upheld</td>
<td>Revised</td>
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Cover Letter Checklist

A cover letter is a job application document often accompanied with your resume. It is a letter to the employer designed to showcase your motivations, strengths, experiences, and qualifications for your desired position. Even if an employer does not explicitly ask for a cover letter, it is recommended you still send one.

✓ Format
  • Cover letter and resume have same formatting (matched font type, size, and header)
  • Include Employer address and information
  • 1 page

✓ Employer Address
  • Used their name if known or other title
  • Included company address if found online

✓ Opening: Introduce Yourself
  • Stated the position title and company name for your application
  • Provided educational background
  • Stated motivation or interest in position or company

✓ Middle: Demonstrate Qualification
  • Provided concrete examples to show qualification for position
  • Longest paragraph in cover letter
  • Used confident, positive language (“I am qualified to complete _____ due to my experience as ____________, where I __________.”)

✓ Conclusion: Final Thoughts
  • Thanked them for their time and consideration
  • Stated how you will follow up and asked for an opportunity to interview
  • Provided contact information

✓ Signature
  • Included printed or electronic signature

✓ Match to the Job Description
  • Examples of skills and qualifications match language from job description
  • Used job description as guiding document to demonstrate qualification

✓ Proofread
  • Made an appointment at the CDC for someone to review document
  • Edited for grammatical mistakes and concise language

✓ Save as PDF
  • Converted Word Document to a PDF to upload or email to employer
February 5, 2018

Mr. John Smith
Sciele Pharma, Inc.
5 Oak Street
St. Augustine, FL 32080

Dear Mr. Smith,

I recently became aware of the position listed in the Florida Times Union for a Pharmaceutical Sales Representative posted on Sciele Pharma’s website and wish to express my interest. (OR: After meeting with Jack Black, he suggested I contact you to express my interest in...) Sciele’s commitment to promoting independent research on all its products is quite impressive. As well, Sciele Pharma’s continued growth designates your company as a leader in the field and a company for whom I would like to work.

The combination of my experience and education make me the ideal candidate for the Sales Representative position. As you will see in my resume, my work experience at Hammy’s Restaurant and the Flagler Surf Shop has honed my skills in retail sales and I have been recognized several times for exceeding quarterly sales quotas by 30%. (Alternate: my ability to create add-on sales through my knowledge of our products) My education in Psychology has developed my sense of understanding people’s needs which has been crucial in my success in retail sales. (Alternate: Spanish has developed my ability to work with many people from differing cultures . . .) I look forward to an opportunity to put these skills in practice for Sciele Pharma.

I will contact you within the next two weeks to discuss opportunities with Sciele and schedule a time to meet with you. Should you wish to contact me prior to that time, I can be reached at (555) 555-5555 or Gradstudent@flagler.edu. I look forward to speaking with you soon.

Sincerely,

A.Great Candidate

TIP: Press Enter 4 times after Sincerely, type your name and then sign.
Dress For Success

Dressing appropriately for all professional situations is important. Whether you are going to an interview, attending a Career Expo, or networking at an event, you want to make a good first impression with your appearance. Here are some tips for different professional situations. If you are not sure, always err on the side of business professional.

**Business Professional**
- Wear a conservative dark-colored, two-piece matching business suit; long pants/knee length skirt.
- A pressed, lighter-colored professional button-down shirt/blouse under jacket.
- If you choose to wear a tie, the pattern should be conservative and end at mid-belt.
- Shoe choices: Polished loafers or closed-toe/low heel pumps.
- If appropriate, wear calf length socks to match your suit, or neutral pantyhose.
- Leather belts should match the color of your shoes.
- No visible tattoos or piercings.
- Keep jewelry conservative and minimal.
- Hair should be away from your face and neatly cut and styled, including facial hair.
- Wear natural-looking makeup.
- Nails should be subtle, clean, and manicured.
- Perfume/cologne should be avoided.
- Bring a padfolio, briefcase, or business bag.

**Business Casual**
Business Casual depends on the environment, but usually means “not a suit.” Here are some differences from dressing professional. Remember: it is always better to be dressed-up than dressed-down.

- Along with long pants/knee-length skirts, crop or khaki pants are acceptable.
- Knit sweaters, cardigans and sport coats are appropriate.
- More casual loafers and flats are acceptable. Athletic shoes are inappropriate.
- Keep hair and makeup simple and natural.
- Wear black or khaki pants, neatly pressed, and a pressed long-sleeved button-down shirt.
- Ties are generally not necessary for business casual, but if in doubt, you can wear a tie.
- More trendy fashion decisions are generally acceptable.
Job and Internship Search

WHERE CAN I SEARCH FOR A JOB?

• **Handshake**
  Only Flagler students and alumni have access to part-time, full-time, and internship/job opportunities. Handshake is a career management platform where you create a profile, search and apply for opportunities, and find upcoming events from the Career Development Center and employers.

• **CareerShift**
  Search and apply to job and internship opportunities across the country. You can create a profile and keep track of your applications and interested positions.

• **LinkedIn Jobs**
  LinkedIn offers a job search feature for all users. You can search by location, employer, position type, experience level, industry, and even through your network.

• **Career Expo**
  Use this opportunity to meet several employers at one time and make connections with recruiters for potential employment opportunities.

• **Employer Visits and Networking**
  Check the Career Development Center events to see when organizations are visiting campus in order to network and learn more about different types of industries and companies.

• **Targeted Search**
  Visit the Career Development Center website under Job Search Resources to find a list of job board links by specific field.

• **Professional Groups and Organizations**
  This job search strategy is a way to find opportunities unique to your specific field. Many professional groups and organizations post jobs under a “Careers” or “Jobs” tab on their website.

WHERE SHOULD I START?

BEGINNING YOUR JOB SEARCH? CHECKLIST

Have you...

- Created an Excel document to keep track and organize your applications?
- Researched the company and position?
- Tailored your resume and cover letter to match the job description?
- Gotten your resume and cover letter reviewed by the Career Development Center?
- Checked for spelling, grammar, and the correct company/job title on every application document?
- Is your contact information correct and updated?
- Is your email address professional?
- Asked references if you can put them down for an application?
- Reviewed the application instructions?
- Followed up on your job applications?
Handshake is Flagler’s job and internship platform specifically designed with students and alumni in mind. Connecting with various types of jobs and employers from all industries and majors, making appointments at the Career Development Center, networking with employers, and attending professional development events is easily accessible by visiting flagler.joinhandshake.com.

**CREATE AND UPDATE A PROFILE**

The first page you will see after logging in is your newsfeed. In the upper right corner, click on your name and then “My Profile” in order to access and edit your own information. This page serves as a virtual resume for employers to see if you decide to make your profile public. By clicking on your name again, and then “Documents”, you can upload resumes and cover letters to store and submit to opportunities.

**EMPLOYERS ACTIVE ON CAMPUS**

You can search through employers interested in Flagler students and listed through the Handshake platform. Clicking on the “Jobs” tab and then “Employers” will allow you to search through various employers by their size, industry, location, or key words. Find contacts, jobs, and contact information for each employer approved by the CDC staff.

**FIND A JOB OR INTERNSHIP**

Selecting the “Jobs” tab will take you to the job search function. You can search the type of job opportunity by selecting either full-time, part-time, internship, or on-campus. Advanced search options are available, such as major, employer, industry, location, and job function by selecting “Filters” on the right. You can click on the far right star icon to save the job to “My Favorite Jobs” section. Additionally, you can create a new Search Alert, which is located on the far right, in order to receive notifications of new jobs matching your saved requirements.

**EVENTS**

The “Events” tab on the top of the page will display all upcoming events approved by the Career Development Center. These events include expos, employer networking events, employer information tables, and professional development workshops. You may register for the event on this page.

**MAKE AN APPOINTMENT**

To schedule an appointment with a career counselor, select “Career Center” at the top menu bar, then “Appointments”. Then click on “Schedule A New Appointment” in order to select your type of appointment. Be sure to select “Career Counseling” and then the best day and time for your appointment.
Tips for International Students

1. Should I list my visa status on my resume?
Your visa status should not be included on your resume. Your educational background and work history will display you are an international student. Hiring managers will ask the appropriate questions during the recruitment process. You should never lie about your visa status, but given the reservations employers have about hiring an international student, it is not to your advantage to draw attention to it.

2. What questions are illegal?
An employer MAY NOT ask:
• What is your visa type, nationality, place of birth? or, Of which country are you a citizen?
• What is your native language? or, What language do you most often speak?

An employer MAY ask:
• Are you legally authorized to work in the United States? or, Will you now or in the future require sponsorship for an employment visa?
• Which languages do you read, speak or write? (provided that foreign language skills are job related)

3. How do I answer when I am asked by an employer about my work authorization? (F-1 student)
Start by explaining you have the legal right to work in the U.S. for twelve months (after your practical training is authorized, of course, or you at least have a confirmation with receipt number), which requires absolutely no work on their part. Then share that your work authorization can be renewed for another three to six more years with an H-1B work visa. Avoid saying the word “sponsor” when talking about the H-1B application process, instead use the phrase “petition.”

Other additional questions you may want to ask to help address a specific concern:
• Has your business ever applied for a work visa? What was the outcome?
• Are you familiar with the immigration processes? Would it be helpful if I explained the process?
• Is there anyone else we can include in this meeting to discuss my immigration process?

4. Doesn’t an employer have to prove international students are not taking jobs from a qualified American?
No. American employers are not required to document that a citizen of another country took a job from a qualified American if that person is working under an F-1, J-1 or H-1B visa. Employers must document they did not turn down a qualified American applicant for the position only when they wish to hire foreign citizens on a permanent basis and sponsor them for permanent resident status (“green card”).

5. When in the hiring process do I reveal that I’m an international student?
This is a very sensitive question to assess on a case-by-case basis. While some employers adhere to strict policies against hiring foreign nationals, others may prefer to hire U.S. citizens but can be otherwise convinced. Therefore, it should be your goal to get past the initial screening measures to the interview. On the other hand, you should probably broach the subject before the employer has spent a significant amount of time and money trying to recruit you. It is usually recommended students address the issue of their work status during the first or second interview, but no later than the time of the job offer.

6. If a company says they do not hire international students, should I even apply?
A lot of times when employers say they do not hire international students it means they have not hired any international students yet. In order to convince these prospective employers, it is your responsibility to educate them about the process of hiring a foreign national. Be mindful they still may not hire you, and this can be frustrating. It is recommended you first target organizations with a history of hiring employees on a work visa.

7. What can I do to make myself a more attractive candidate?
• Get your resume and cover letters reviewed by the CDC.
• Become thoroughly familiar with immigration regulations and benefits attached to your visa status.
• Research the employers and the positions in which you are interested.
• Participate in a mock interview (offered by CDC).
• Practice speaking confidently about your skills, interests and career goals.
• Improve your English skills by speaking up in class, making presentations and expanding your circle of native English-speaking friends.
• Find employers, i.e. GoingGlobal, myvisajobs.com.
STUDENT ATHLETE BULLET EXAMPLES

Student athletes must often juggle multiple priorities while still being a student. Below are examples of effective resume bullets for common student athlete experiences, skills, and activities to demonstrate professional development to employers.

Summer Camps
- Coached an 8th grade team of 12 players
- Organized games and drills for 40 players
- Facilitated daily team building activities for 30 2nd-5th grade campers
- Registered 200 campers upon arrival
- Received positive feedback from campers and their parents

Recruiting
- Provided tours of campus and athletic facilities to prospective student-athletes and their parents
- Promoted athletic program by hosting prospective student-athletes for a weekend
- Answered questions of parents of prospective student-athletes
- Gave feedback to coaches about prospective student-athletes

Scholarship
- Earned 50% academic scholarship
- Dean’s List/President’s List
- Honors Societies (Alpha Chi, Kappa Delta Pi, Sigma Beta Delta, Omicron Delta Kappa, etc)
- Academic Organizations (Phi Alpha Delta, Public Relations Society, SAM, Enactus, etc)

Fundraising/Charity
- Participated in fundraising events to increase athletic budget
- Fundraised over $5,000 for cancer awareness
- Connected with Saints Club members by phone/mail to accumulate $300 in donations

Collaboration
- Served on Student Athlete Advisory Committee
- Acted as a liaison between coaches and referees
- Collaborated with student clubs to enhance attendance at athletic events by 12%

Achievements
- Earned 60% athletic scholarship
- Most Valuable Player Award
- Player of the Week/Month
- Academic All-Peach Belt Team
- All-Southeast Region Team
- NCAA (or AVCA) Division II All-American

Leadership/Management
- Elected captain by coaches and teammates
- Addressed issues by meeting with coaching staff on a regular basis
- Assisted coaches with teammates’ stretching, conditioning, and nutrition guidance
- Learned and executed policies and procedures governed by the NCAA
- Utilized conflict management skills to successfully resolve intra-team conflicts

SAAC
- Served as a communication link between student-athletes, coaches, athletics administration and College administration
- Promoted campus attendance at home contests in all sports through 3 social media outlets
- Developed poster campaign to promote campus and community drug/alcohol awareness
- Represented Flagler College at the NCAA Leadership Conference
- Communicated NCAA proposed legislation and new legislation to team members
Henry Flagler
74 King St, St. Augustine, FL 32084
(904) 123-4567 hflagler@flagler.edu

Education:
Bachelor of Arts in Psychology  
Bachelor of Arts in Criminology  
Sociology Minor  
Flagler College, St. Augustine, FL  

Academic Research and Independent Studies

Presentations

Professional Experience
Big Brothers Big Sister, St. Augustine, FL  
Mentor/Volunteer  
- Big Brother to 7-year-old male  
- Encouraged mentee in learning good citizenship as well as self-respect through role modeling and character building  

Flagler College Baseball Camp, St. Augustine, FL  
Coach  
- Facilitated drills for 40 youth, ages 13-17  
- Developed general baseball knowledge  
- Registered 200 campers upon arrival  

95 Cordova, St. Augustine, FL  
Server  
- Handled $2,000 in cash and credit card transactions daily  
- Managed opening and closing operations  
- Served approximately 15 customers per hour  

Intercollegiate Athletics
Division II Varsity Baseball, Flagler College  
- 70% tuition scholarship for athletic excellence  
- Devoted 35 hours per week to training, practice, and competition  
- Provided tours of campus and athletic facilities to prospective student-athletes and their parents  
- Academic All-Peach Belt Team 2014, 2015  

Activities/Honors
Student Athlete Advisory Committee, Flagler College  
Dean’s List, Flagler College  
Habitat for Humanity, Volunteer  
President’s List, Flagler College  

Skills
Computer: Proficient with Microsoft Office Suite, Adobe, InDesign  
Language: Fluent in Spanish
FEDERAL RESUMES

vs. Traditional Resumes

When applying to the federal government, your resume is still a marketing tool, but it is not a summary. Instead, it proves in great detail your qualifications for the position.

Federal Resume vs. Traditional Resume:

• Federal resume will be longer in length, ranging anywhere from 2-4 pages due to the level of detail and required information needed.
• Federal resumes require additional information not typically found on the traditional resume. This includes details such as names of your previous supervisors, their contact information, your previous wages and salary, and number of hours worked per week.
• Your federal resume’s language should exactly match the federal job announcement.

Things to Include:

JOB INFORMATION: Announcement number, title, series, and grade of the job for which you are applying (a grade is the federal government’s system of classification)

PERSONAL INFORMATION: Full name, mailing address, zip code, phone numbers, social security number, country of citizenship, veteran’s preference

EDUCATION: Every institution attended from high school to higher education

WORK EXPERIENCE: Job title, duties and accomplishments, employer’s name and address, supervisor’s name and contact information, start and end dates, hours worked, salary, and indicate if supervisor may be contacted

OTHER QUALIFICATIONS: List any job-related training courses, skills, certificates and licenses, honors or awards, publications, memberships in professional organizations, and leadership

Your federal resume should include experience AND accomplishments, not just responsibilities.

Before:
Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.

After:
Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.

IMPORTANT LINKS
• For searching federal jobs: USAJobs.gov
• For finding fit in federal jobs: gogovernment.org

TIPS
• The Federal Government does not require a standard job application. Your résumé is your application.
• Use plain language and avoid using acronyms, so your résumé is easily understood.
• Experience and accomplishments can be written in either bullet or paragraph format.
FEDERAL RESUME TEMPLATE

First and Last Name
Address
Town, State and Zip code
Email address
Phone Number

Position Title & Grade: (Indicate what you are applying for)
Social Security #: (Remove from resume when attending public networking events or job fairs)
Citizenship: (Indicate USA)
Veterans Preference: (Indicate if you are a veteran by putting yes and the branch or no by putting N/A)
Federal Civilian Status: (This refers to if you currently hold a Federal position outside of the military. Indicate Yes with current position and department or N/A)

Objective: To obtain a full time position in public service with (Indicate the Federal Agency and Department) as a (Indicate the position including the announcement or vacancy number if available).

Below are a variety of sections that you should seek to include in your resume with Employment History and Education being required.

Employment History: (Required)
Name of Employer
Location
Position & Title, Salary or Hourly pay and Hours per week
Supervisor Contact Information

Education: (Required)

Relevant Coursework:

Relevant Experience:

Accomplishments:

Skills: (Based off of key words in job description)

Certifications:

Additional Training:

Honors and Awards:

Volunteer Work and Community Involvement:

Activities:

Professional Associations:
Interviews

PREPARING FOR THE INTERVIEW

The first step to preparing for your interview is to thoroughly research the employer, the industry field, and the position. Be sure to ask yourself the following questions and have those answers prepared before stepping into the interview:

- What kind of service(s) does the organization provide? What is their mission and what are their espoused values?
- Who are its largest competitors?
- What is the size of the organization? Where are their offices located? What is the organizational structure?
- Who are the organization’s key leaders and stakeholders?
- Have any recent significant events occurred at the organization?

PLACES TO RESEARCH

- LinkedIn
- Businessweek
- Employer websites
- Google
- Glassdoor.com
- CareerShift
- Employer social media
- Professional journals
- Informational interviews

PREPARING YOUR QUESTIONS

Traditionally, the employer will give you an opportunity to ask questions for them. It is expected you will have prepared a few questions to ask in order to gain a better understanding and feeling of the organization. Remember, it is important to determine if you believe they are a good fit for your career aspirations and priorities.

Examples of questions to ask:

- What type of responsibilities should I expect for the first year of employment?
- What skills and characteristics make someone successful in this position?
- What is the company culture like?
- What do you like most about working here? What is difficult?
- What challenges do you foresee the department facing in the next year?
- What professional development opportunities are there for this position?

Ask anything else specific to the organization you want to know more about! The information gathered during these questions may help determine whether or not you will want to accept the potential offer.

Do NOT ask about salary, benefits, or paid time off at this stage.

IDENTIFYING YOUR QUALIFICATIONS

- What are your top 3-5 qualifications for the position? Think through common interview questions and how you can communicate these skills in your answers. Utilizing the job description is another strategy to identify important and relevant qualifications.
- Determine your weaknesses as they relate to the position. Create a plan for how you will address and minimize your areas of growth in the interview.
- What is your unique selling point making you different from other candidates who may have similar skills and qualifications?
- Prepare a professional portfolio showcasing samples of your work—this is relevant to all industries!
- Identify why you want this job with this organization. How does it fit with your career goals?
ARRIVING TO THE INTERVIEW

The first moments of the interview are often the most important because it is the first impression the employer will have of you. Consider the following to ensure the best possible impression:

• Arrive for your interview 10 minutes early.
• Treat all staff members with respect and kindness.
• Greet the receptionist and give them your name, appointment time, and the interviewer’s name.

When the interviewer comes to greet you, be sure to:

• Stand up and smile to show respect, enthusiasm, and to demonstrate self-assurance.
• Make eye contact to show confidence (if it is culturally appropriate for you to do so).
• Shake the person’s hand in a firm and poised manner if able to do so. *
• Introduce yourself giving both your first and last name, and repeat their name as well to help you remember.

*Note: If you cannot shake hands with the employer, simply plan ahead for this situation. A response might be: “I am sorry, I am not able to shake your hand, but thank you for offering; it’s a pleasure to meet you.”

NON-VERBAL & VERBAL COMMUNICATION

Studies have shown that in the first moments of an interview 55% of the impression you make is on appearance, 38% on voice quality, and only 7% on the content of what you want to say. Be sure to follow the below tips:

• Sit up straight.
• Smile and look happy—your face may look too serious when nervous.
• Avoid fidgeting with hair, jewelry, or pens.
• Make eye contact with the interviewer(s) if culturally appropriate.
• Speak loud enough to be heard and enunciate your words.
• Avoid verbal fillers such as “um” or “like”.
• Keep both of your feet on the ground.
• Don’t raise your voice at the end of the sentence, this can give the impression you are unsure.
• Finish your thoughts with conviction versus trailing off.
CLOSING THE INTERVIEW

Once your questions have been answered, it is also ideal to have a closing statement thanking them for their time, re-highlighting your key qualifications, and stating your interest in the position.

Example: “Thank you so much interviewing me today; I enjoyed learning more about your company. I know my writing experience and graphic design skills make me a great fit for the position. I am excited about your company and want to reiterate my strong interest in the position.”

Before you leave, it is appropriate to ask for the next steps and timeline for the hiring process if they have not already shared information. It is also advised to ask for a business card of anyone who interviewed you.

AFTER THE INTERVIEW

• Send a thank you note within 24-48 hours of the job interview.
• Write down questions you were asked in the interview as a tool for future interview preparation.
• Reflect on how you felt regarding your performance, the company culture and fit, and your overall impression of the organization.
• Once the appropriate amount of time passed call or email to check in about the states of their decision.

THANK YOU CARDS VS. EMAILS

After an interview, should you send a thank you card or an email to thank the employer? It depends entirely on the employer. A card may easily get lost in a fast-paced hiring process or large organization. Consider the industry field culture as well—email would be more appropriate for a tech-focused company. However, a thank you card could be an impactful gesture in a smaller organization that has the time to receive the card in the mail before making hiring decisions.
Do:

- Listen carefully to the question asked and be sure to answer the question directly—there is nothing wrong with asking the interviewer to repeat the question or to ask, “Did that answer your question?”
- Pause to organize your thoughts before you begin to answer a question.
- Project confidence, but try not to come across as arrogant or over-confident.
- Be yourself—show your genuine personality!
- Turn off your cell phone during an interview.

Don’t:

- Be late—ever!
- Speak badly about a previous employer or co-workers—this reflects badly on you and you never know who is connected.
- Bring up controversial topics such as religion, politics, or personal issues.
- Use absolute phrases or minimizing phrases such as, “I only…” “I always…” “I never…”.
- Use the word “um” or “like” or “kind of” as they sound less professional.
- Smoke before the interview or chew gum during it.
- Answer questions with only “yes” or “no”—always provide an explanation or example.
STAR Method for Interviewing

The STAR Method is an effective technique to answering behavioral-based questions in an interview. This method ensures you are giving a complete and well-rounded response demonstrating enough context and your qualifications.

**SITUATION:** Open with a brief description of the Situation and context of the success story (who, what, where, when, how).

**TASK:** Explain the Task you had to complete, highlighting any specific challenges or constraint (eg deadlines, costs, other issues).

**ACTION:** Describe the specific Actions you took to complete the task. These should highlight desirable traits without needing to state them (initiative, intelligence, dedication, leadership, understanding, etc.)

**RESULT:** Close with the result of your efforts. Include figures to quantify the result if possible.

**EXAMPLE**

A few years back I was working as a Service Advisor at car dealership. One morning in our department staff meeting, the Service Manager announced we had been receiving an unacceptable amount of negative reviews for the service we had been providing our customers. His solution was to create a committee to analyze the situation and put forth actionable improvements, and for this he asked for volunteers. (Situation)

I had been looking for an opportunity to show I was capable of taking on more responsibility, and being a person who enjoys working in group situations, I was the first to volunteer. My Service Manager was quick to make me the leader of the committee, which put me in the position of the leader of a group of 4 other people who were tasked to come up with a solution. (Task)

Over the next three weeks, we analyzed each of the customer services reports and discovered the vast majority of negative reviews were a result of lengthy wait times for customers. Knowing that we had to come up with a solution to decrease the amount of time our customers were left waiting, I lead brainstorming sessions to find a way to fix the problem. We zoned in on changing the way our mechanics worked on each work order. (Action)

After implementing my suggestion, mechanics were able to focus mainly on their specializations, which meant they worked faster and more efficiently, translating to wait times dropping by 18%. This was a situation requiring me to manage 4 people and find a solution to create a positive outcome and solve a critical issue. (Result)

**You should spend roughly the same amount of time on each section. Be careful not to overemphasize one section over the other, as you risk losing important information from each part.**
Sample Interview Questions

Tell Us About Yourself
- Tell me about yourself.
- What is your greatest weakness?
- What is your greatest strength?
- How do you handle stress and pressure?
- What motivates you?
- What are your salary expectations?
- What do people most often criticize about you?
- When was the last time you were angry? What happened?
- If the people who know you were asked why you should be hired, what would they say?
- Please provide some examples of when you demonstrated strong teamwork.
- What type of work environment do you prefer?
- How do you evaluate success?
- Describe a difficult work situation / project and how you overcame it.

Your Work History
- What were your expectations for the job and to what extent were they met?
- What were your starting and final levels of compensation?
- What were your responsibilities?
- What major challenges and problems did you face? How did you handle them?
- Which was most / least rewarding aspect of your previous job?
- What was the biggest accomplishment / failure in this position?
- What was it like working for your supervisor? What were their strengths and shortcomings?
- Who was your best boss and who was the worst?
- What have you been doing since your last job?
- Why were you fired/why did you leave?

What Do You Know About the Job and the Company
- What interests you about this job?
- Why do you want this job?
- What applicable attributes / experience do you have to this position?
- Are you overqualified for this job?
- Why should we hire you?
- What do you know about this company?
- Why do you want to work here?
- What challenges are you looking for?
- What can you contribute to this company?
- Are you willing to travel?

Plans for the Future
- What are you looking for in your next job? What is important to you?
- What are your goals for the next five years / ten years?
- How do you plan to achieve those goals?
- What will you do if you don’t get this position?

Questions to Ask During the Interview
- How would you describe a typical week/day in this position?
- What is the company’s management style?
- Who does this position report to? If I am offered the position, can I meet him/her?
- What are the prospects for growth and advancement?
- How does one advance in the company? Examples?
- What do you like about working here? What don’t you like about working here and what would you change?
- When can I expect to hear from you?
- Are there any other questions I can answer for you?
Networking

Many acquired jobs are never even posted online. In fact, they are acquired through a connection. Networking is an important strategy for cultivating connections in regard to career development. It can take on many forms, such as meeting professionals in a formal setting, or through informational interviews, or even by connecting online.

WHO IS IN YOUR NETWORK?

ALUMNI

FACULTY

PEERS

WHO IS IN YOUR NETWORK?

CURRENT AND PAST SUPERVISORS

EMPLOYERS

FAMILY AND FRIENDS

WHERE CAN YOU NETWORK?

• Career expos
• Employer information sessions
• Campus and community events
• Clubs, organizations, and professional associations
• Online (LinkedIn, Facebook, Twitter, etc.)
• Every day and everywhere!

NETWORKING WITH ALUMNI

LinkedIn offers an effective tool for networking with Flagler alumni. After making an account, you can access the alumni search tool at:

https://www.linkedin.com/school/flagler-college/alumni/

Find potential networking connections by an interested location, industry, major, or employer. See page 8 for guidance on reaching out for an informational interview.
Elevator Pitch

What is an elevator pitch? It is a quick personal selling/request statement. It could be used if you happened to find yourself riding an elevator with the CEO of a top company, however, there are many more likely uses such as in cover letters, email introductions, interviews, networking events, and career expos. The elevator pitch is important because it is your first impression, perhaps even before the resume. An elevator pitch could be the first step leading to an interview, and then hopefully a job offer.

<table>
<thead>
<tr>
<th>NAME</th>
<th>OBJECTIVE</th>
<th>EXPERIENCE</th>
<th>CLOSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who are you? What other background information do they need to know?</td>
<td>What kind of job or industry are you interested in? Do you have a brand in your field?</td>
<td>What skills and attributes make you stand out in this field?</td>
<td>What are your action items? How will you engage with the other person in follow up?</td>
</tr>
<tr>
<td>Hello! My name is Skyler Johnson and I am a junior studying graphic design at Flagler College.</td>
<td>I am a designer passionate about digital media. My goal is to work in the non-profit sector so I can combine my values with my skillset.</td>
<td>I recently completed an internship for a local non-profit where I spearheaded the organization’s total brand re-design, improving its digital presence by 30%.</td>
<td>Could we connect on LinkedIn? I would love the opportunity to hear more about your background in design and your company when you have time.</td>
</tr>
</tbody>
</table>

Navigating the Career Fair

GENERAL ETIQUETTE
- Smile and show enthusiasm when you meet an employer
- Wait your turn to speak with someone
- Don’t interrupt the employer
- Turn your cellphone on silent and keep it out of site
- Be professional and confident
- Carry a padfolio or professional-looking folder if possible
- Dress in neat professional clothes (see page 18)
- Place your nametag on the right-hand side

RESUMES
- Bring several copies of your resume (1 page in length)
- Review effective resume tips on page 10

APPROACHING AN EMPLOYER
- Firm handshake
- Smile
- Introduce yourself and provide your pitch
- Ask questions
- Try to have a conversation while sharing your qualifications and learning more about the employer and position
APPROPRIATE VS. INAPPROPRIATE QUESTIONS TO ASK

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Inappropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>• What are the characteristics of an ideal candidate?</td>
<td>• What is the salary for this position?</td>
</tr>
<tr>
<td>• What type of training do you provide a first-year employee?</td>
<td>• What benefits do you offer?</td>
</tr>
<tr>
<td>• What is the company culture like?</td>
<td>• How big is your company? Organization?</td>
</tr>
<tr>
<td>• What do you enjoy most about working here?</td>
<td>• What jobs or internships are you offering?</td>
</tr>
<tr>
<td>• May I contact you with further questions?</td>
<td>• Can I have an interview?</td>
</tr>
<tr>
<td>• What do I need to know about the application process?</td>
<td></td>
</tr>
<tr>
<td>• What is a typical entry-level position for university graduates at your company?</td>
<td></td>
</tr>
</tbody>
</table>

CLOSING THE DEAL

• Collect business cards and take notes. If you want, you can connect on LinkedIn.
• Complete any necessary application processes.
• Determine follow-up and know the next step.
• Say thank you!
• Send thank you emails.
• Within 24 hours if possible.
• Remind contact of your conversation, who you are, and what you are interested in learning more about.

Negotiating Job Offers

Receiving a job offer is an exciting opportunity, yet the process of negotiating salaries can be difficult and uncomfortable if the offer does not match your expectations or your value.

IMPORTANT: Before initiating the conversation, be sure to diligently research the salary range for the position. Be prepared to cite your sources, and/or other pending offers, when making the case for an increase in salary.

HOW TO ASK

“Where would you expect candidates like me to fall within your expected salary range?”

“Are there other compensation variables available in addition to base salary available to negotiate?” (Signing bonuses, incentives, relocation packages, Paid Time Off days, etc.)

“I am pleased to see the initial salary for this position is $45,000. However, according to my market research, the average salary for this position in this region is $50,000. I am bringing expertise and knowledge in the following areas _______ to the team, and I am very interested in this position and company. Is there any room for negotiation regarding this initial salary?”

I want to say thank you again for extending the offer to join the [company name] team. I am extremely pleased to have the opportunity to work with you and this organization. However, I would like to discuss compensation, as it is less than I expected.
CONSIDERATIONS BEFORE NEGOTIATION:

1. Is your expected salary realistic?
2. Do you know what the minimum salary and benefits you are willing to work for are?
3. Have you found concrete evidence that the same position in comparable companies has higher salaries before beginning the negotiation process?
4. Are you able to articulate your value and worth?

NOTE: There is always a level of risk when negotiating. While unlikely, it is possible they may fail and lead to a decline of the offer. It is possible you may accept an offer and then receive a better one, however, do not forget it is unethical to renge (to go back on) an offer. If you accept an offer, you should stop your job search by cancelling other interviews or letting other potential job hiring processes know you are no longer available. If you would like to continue your search in hopes of a higher salary or improved benefits, you should decline the offer and then proceed with the search.

BENEFITS TO NEGOTIATE BEYOND JUST SALARY:

- Health insurance
- Dental insurance
- Vision plan
- Life insurance
- Retirement plan/401k
- Profit sharing
- Sick leave
- Short and long term disability
- Annual Leave
- Employee assistance programs
- Credit union
- Relocation coverage
- Tuition assistance
- Additional education coverage
- Company car
- Paid parking
- Gym memberships
- Telecommuting/Flex time
- Work phone, laptop, or tablet
- Free subscriptions
- Professional development funding
**Applying to Graduate School**

**GRADUATE SCHOOL APPLICATION CHECKLIST**

- ✓ Set-up an Organizational System
- ✓ Reviewed the Application Instructions
- ✓ Created an Application Account
- ✓ Completed Online Application
- ✓ Submitted Necessary Transcripts to Schools
- ✓ Arranged for Test Scores to Be Sent to Applicant Schools
- ✓ Completed Personal Statement(s)
- ✓ Completed Any Additional Essays
- ✓ Submitted a Current Resume or CV
- ✓ Submitted Required Letters of Recommendation
- ✓ Proofread Application(s)
- ✓ Submitted Completed Application By School’s Deadline

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**Personal Statements**

A personal statement is a document often required by graduate programs in their application process. It is an essay addressing your academic and professional experiences, goals, and motivation for applying to that specific graduate program. It includes relevant information on your personal self while also reflecting on goals and experiences related to your field of interest. In other words, it adds a human element to your application.

**WHAT SHOULD I INCLUDE IN MY PERSONAL STATEMENT?**

**MOTIVATION**

- Why do you want to pursue this career?
- Initial aspiration
- Ongoing preparation

**FIT**

- How do you know this is the right career for you?
- Values and personal qualities

**CAPACITY**

- How do you know you will be successful in this field?
- Skills, strengths, weaknesses

**VISION**

- Goals in profession
- How do you want to impact the field?

---

**TIPS:**

- Your essay should convey your growth
- Your story
- Convey why this and this program
- Why should they take you?
- How will this program help you?
- Specific details, events, and experiences relevant to the field

Many graduate applications will have specific prompts—be sure to follow them closely and to answer the prompts they outline.

Also be sure to follow instructions on word or character limits.
# Curriculum Vitae

A curriculum vitae (CV) is a document used in academia to outline accomplishments, research, experiences, publications, and information relevant to your career or field of interest. In many other countries, a “CV” is the equivalent to a resume in the United States. Be sure to know exactly what kind of document the employer is looking for in the application.

## CV vs. RESUME

<table>
<thead>
<tr>
<th>Purpose and Use of Document</th>
<th>Curriculum Vitae (CV)</th>
<th>Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typically used when applying to positions in an academic, educational, or research-focused fields.</td>
<td>Typically used when applying to industry jobs or internships. A resume should be tailored to fit the intended position requirements while outlining skills, experiences, and education directly related to a specific field.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format</th>
<th>12 point font 1.0” top, bottom, left, and right margins</th>
<th>10-12 point font .5” – 1.0” top, bottom, left, and right margins</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Length</th>
<th>2-3 pages, but can be longer depending on depth of career</th>
<th>One page is traditionally the expected length. You may consider adding another page if you completed another degree.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Content</th>
<th>Includes all accomplishments in academia, such as academic background, teaching/research experience, publications, presentations, awards and honors, professional affiliations, grants, and other scholarly accolades.</th>
<th>Include any relevant experience that pertains to the position, such as education, employment history, leadership experience, and skills.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name/ Contact Information</th>
<th>Place name at top and make sure to center it.</th>
<th>Place name at the top. Right, left and center justified are all acceptable.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th>List education as the first category in the CV and also include dissertation and thesis title.</th>
<th>It is traditionally expected that you list education first unless you have prominent experience that you want to display first.</th>
</tr>
</thead>
</table>

**ACADEMIC HIGHLIGHTS:** What have you done academically to be included on your CV?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
SCIENCE STUDENT

Address 1, St. Augustine FL 32080 | 599-422-3388 | student@flagler.edu

Education
Flagler College – St. Augustine, FL
Bachelor of Arts degree in Coastal Environmental Science
Biology minor
- 3.59 GPA
- Science Club
- Relevant coursework - Oceanography, Marine Biology, Microbiology, Science Communication, Genetics, Ecology, Coastal Zoology

St. Johns River State College – St. Augustine, FL
Associate of Arts

Research Experience
Molecular Biology Research Assistantship
Flagler College
2017-present
- Long term collaborative project between Flagler College and the Bermuda Department of Environment and Natural Resources.
- This project strives to assess population genetics among the members and identify where the population originated from.
- Methodologies include DNA extraction, amplification, running gel electrophoresis and gel extraction of 77 Bermudian Diamondback Terrapin samples.

Fisheries Research Assistant
Flagler College
2017-present
- Participated in the capture of fish and crab species residing in salt marshes and mangroves around St. Augustine to have stable isotope analysis performed to determine trophic levels of the organisms in different habitats.
  - Performed DNA extraction and purification of 12 local estuarine fish and crab species to genetically identify the species that stable isotopes were analyzed.
- Assisted in the collection, species identification, and measuring of estuarine fish and crab species.
  - The goal is to illuminate spatial and temporal trends of species found in the Intracoastal Waterway of Northeast Florida.
- Involved in an observational study that photo identified and catalogued 8 green sea turtles spotted in the St. Augustine Marina.
  - Intent of determining a population count in the St. Augustine area.

Animal Husbandry
Flagler College
2017-present
- Conducting an observational behavioral study on the diamondback terrapin that resides at Flagler College.

Continued on page 39
Duties involves daily care and feeding of the terrapin along with taking measureme

Diamondback Terrapin Research Trip
Flagler College/Armstrong State University 2017
- Aided the TERPS head starting program at Armstrong State University
- Assisted with constructing a habitat for captive terrapins, behavior analysis of diamondback terrapin hatchings and releasing 15 diamondback terrapin hatchings into a suitable environment

Estuary Conservation Volunteer Internship
Horn Point Environmental Lab in Cambridge, MD 2017
- Developed and implemented a study that analyzed Spartina alterniflora seedling success.
- Recorded growth rates of the seeds in specified plots along 3 transects located on Poplar Island in the Chesapeake Bay.

Estuary Health Monitoring Volunteer
Guana Tolomato Matanzas National Estuarine Research Reserve, St. Augustine, FL 2017
- Aided with the GTMNEER research projects including red tide sampling and local estuarine phytoplankton monitoring

Honors
Flagler College
Presidents List Spring 2017, Fall 2018
President Merit Scholarship 2017-2018
Palm Beach State College
Cum Laude

Skills
- Proficient in Excel
- Laboratory equipment and skills – Centrifuge Eppendorf 5424 R, VWR Mini Vortexer, PCR Biorad T100 Thermal Cycler, Pipet, VWR Digital Heatblock, Making Agarose Gels, Electrophoreses Chamber, High Performance Ultraviolet Transilluminator
- Water quality equipment – Refractometer, YSI, Secchi Disk, CTD

Presentations