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Greetings USF Bulls!

Welcome to the University of South Florida (USF) in Tampa and thanks for picking up a copy of our Student Career Guide! Our team created this guide to help guide you as you explore the many career pathways that are available to you here at USF.

If you’ve just begun your journey at USF as a first-year or transfer student, be sure to check out the information on My Plan + My Pathways to find your best fit major.

If you’ve been here a while and are confident in your choice of major, take a look at the information on internships and Co-op programs. Gaining valuable work experience while in college will help build your resume and boost your confidence.

And if you’re just about ready to graduate, take advantage of the information on job searching, interviewing, and salary negotiation to make sure you get the most out of your hard-earned USF degree!

Many employers are planning to hire college graduates over the next twelve months and that is good news for University of South Florida graduates in December and May. Employers are also looking for students to fill intern and Cooperative Education (Co-op) positions across a wide variety of industries.

Be sure to join us and employers at our career events throughout the year. The events I think are must attends are listed on the next page.

Remember, we’re here to help you grab your future by the horns ... so visit us in the Student Services Building (SVC-2088)! We’re here to help!

Go Bulls!
Check Out Our Career Events

Fall 2017 Calendar of Events

**Fall 2017**
**Signature Events**

Career Kickoff Cookout  
Thursday, August 24  
MLK Plaza & SVC Breezeway  
11 a.m. - 2 p.m.

Part-Time Job Fair  
Thursday, August 31  
MSC Ballroom / 11 a.m. - 2 p.m.

Know Before You Go  
September 11 through September 15

Don Asher: Preparing for Grad School  
Tuesday, October 24  
MSC 2709 / 6:00 p.m. - 7:30 p.m.

Graduate & Professional School Fair  
Thursday, October 26  
MSC Ballroom / 11 a.m. - 2 p.m.

Fall 2017
**Career & Internship Fair Week**

MSC Ballroom  
10 a.m. - 3 p.m.

Accounting & Financial Services Fair  
Monday, September 18

All Majors Fair  
Tuesday, September 19

Science, Technology,  
Engineering, & Math Fair  
Wednesday, September 20

Health Professions  
& Social Services Fair  
Tuesday, September 26

Spring 2018 Calendar of Events

**Spring 2018**
**Signature Events**

Taste of Career Services  
Wednesday, January 10  
MSC Clock Tower  
10:30 a.m. - 1:30 p.m.

Know Before You Go  
January 22 through January 26

Part-Time Job Fair  
Wednesday, March 28  
MSC Ballroom / 11 a.m. - 2 p.m.

National Student Employment Week  
April 8 through April 14

Spring 2018
**Career & Internship Fair Week**

MSC Ballroom  
10 a.m. - 3 p.m.

All Majors Fair  
Wednesday, January 31

Science, Technology,  
Engineering, & Math Fair  
Thursday, February 1

Accounting & Financial Services Fair  
Friday, February 2
Your Journey Begins Here

Like most students, you’re probably here at USF to earn a degree that will allow you to enter the workforce and find an amazing job. That journey starts when you choose your major. But don’t stress out about getting it right on the first try! What you might not know is that 30% of college freshmen change their major within their first year. And that’s okay.

Whether you are confident or a little unsure of your major, or somewhere in between, our Career Planning Team’s job is to help you navigate your journey.

So what exactly is Career Planning? Career Planning is a process that can help you discover your career interests, explore your personality and values, choose a major that allows you to pursue your goals, and start thinking about the skills and experiences you need to have so that you can land that amazing job after graduation.

Beginning the Career Planning process early can not only help you find an amazing job but can also help you enjoy higher levels of career satisfaction. Our Career Planning Team is dedicated to helping you achieve your career goals with a variety of resources to get you started.

Career Consultants
Our Career Consultants work with students in specific majors, colleges, and industries. By setting up a one-on-one appointment with them, you’ll be able to discuss your career planning process and they can help you determine your next steps. You can schedule an appointment by visiting our office (SVC 208B), calling us at (813) 974-2171, or using the online tool in Handshake.

Meet-Ups
Our meet-ups are designed for you to work in a small group of other students led by one of our Career Consultants on a single career-related topic. Meet-ups can be a great introduction for you if the thought of Career Planning seems a little scary. You’ll see that there are other students who are just like you, and you’ll be able to work with them to do things like building the perfect resume or exploring job search strategies for international students. Our latest meet-up topics are always listed in Handshake, so check them out and come meet up!

Assessment Tools
You might be familiar with the My Plan + My Pathways program. This program is one of the career assessments that our Career Consultants use to provide you with valuable insights into who you are and what you might like to do. While these assessments are really good for those who are not confident in their major or career path, they can also be used to determine what type of organization you might work for or the type of workplace environment you prefer.

Gaining Career-Related Experience
When you walk across the stage at graduation, you’ll want to leave with more than a degree. Gaining career-related experience is important while you are in school so that by the time you graduate, you’ll be prepared for your job. Our Career Consultants and our Internships and Career-Readiness Team can help you find part-time jobs, internships, or volunteering positions that will give you career-related experiences.

Because you also build skills in the classroom, we want you to work closely with your Academic Advisor to make sure you take the right classes at the right time so that you can be prepared for your first job after you graduate.

Exploring Graduate & Professional School
If graduate or professional school is in your future, you’ll want to be aware of that need and understand what that means for your undergraduate career early on. Do you need to maintain a certain GPA or take specific classes? Does admission to a graduate level program require an exam score? Our Career Consultants can help you understand admission requirements and make sure that you are on the right track as early as possible.
Meet Your Career Planning Team

Jean Keelan
Director

Alicia Walker
Assistant Director

Jamie Chilton
Career Consultant
Engineering Technology

Emily Fiore
Career Consultant
Arts

Kristen Fowler
Career Consultant
Sciences
Math

Doug Meyn
Career Consultant
Business

Gianna Nicholas
Career Consultant
Health

Harold Shaw
Career Consultant
International Students
My Plan + My Pathways

Figuring out what you want to do with your life does not have to be a scary process. We are here to help! We believe in the success of both linear and non-linear career pathways. A **linear pathway** is a series of sequential steps that lead from a specific area of study to a specific, related career. A **non-linear pathway** is more flexible, as a student’s major may not be directly related to their future career goals. Students pursuing a non-linear pathway rely on the transferable skillsets they develop through their coursework and experiential learning opportunities. Regardless of which pathway you may be on, we can help you navigate it and gain the skills you need to succeed.

Your first step on this pathway will be to choose a best fit major. There are generally three steps to choosing a major.

- **Learn about yourself** through a self-assessment process. We offer a free assessment series called MyPlan that will help you determine four keys areas vital to choosing a major. These are interests, skills, values, and personality. Chances are that you already took the assessment series as a part of your orientation before coming to campus, but we encourage you to get your results processed with one of our trained consultants.

- **Conduct career research** through shadowing, informational interviews, and online tools. Online research can give you broad details about different career pathways, but shadowing and informational interviews give you the chance to witness the day-to-day activities of what could be your future career.

- **Choose a best fit major** that will allow you to pursue the exciting career pathway you have chosen! This best fit major may be one that involves a linear pathway, or it may take you down a non-linear pathway. We can guide you through either one.

Learn about your pathway and future career through your major’s curriculum and experiential learning. Experiential learning involves internships and cooperative education opportunities, but you can also gain skillsets from volunteering, part-time employment, participating in student organizations, and shadowing. This will give you great experiences to add to your resume, and will also help you learn more about your major and career choice. If you find that you are unsure of your choice after gaining some experience within the field, that’s okay! Our consultants are able to work with you to figure out what might suit you better.

Start living your pathway! Once you are confident in your major and career, you will need to start living it by beginning the job search process. Because you worked hard to gain the appropriate skillsets, you already have some experience to show your future employer. Now you need to construct a good resume, write cover letters for each position you apply for, become actively involved with employers through our on-campus events, and prepare for your interviews. Our office is ready to help you with all of these steps, and throughout the next several pages you will find information on what our office does to assist in each part of the job search process.

No matter where you are on your pathway, we are here to help you achieve success! We encourage you to reach out to us early on in your journey to start taking firm, confident steps on your pathway!

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**The World of Work Map** is a graphic that shows how occupations relate to each other based on work tasks. The six words in the outer blue ring correspond to interest areas that can be determined by taking the MyPlan assessment. The words in the six green areas represent suggested USF exploratory curriculum majors. The numbers refer to the occupational tasks that each area represents. These tasks and their corresponding numbers are listed in the occupational tasks key.
World of Work Map

Keep track of your MyPlan results!
Scale 0 - 25
Realistic
Investigative
Artistic
Social
Enterprising
Conventional
Extroversion / Introversion
Sensing / Intuitive
Thinking / Feeling
Judging / Perceiving

For an interactive version of the map, go to bit.ly/worldworkmap.

Visit onetonline.org for assistance with Career Exploration.

Review your assessments at myplan.com.

Conduct occupational research through the Bureau of Labor Statistics at bls.gov.

View the eight semester plan for your major online here: ugs.usf.edu/eight-semester-plans.

Just For You

We recognize that some students may have special considerations to think about when applying for jobs, internships, or even volunteer opportunities. In the sections below, you'll see some of the questions or concerns that you might have. Career Services is dedicated to helping you find answers to these questions so that you can navigate your career journey with confidence.

In addition to the resources listed below for each population, on-campus support can be found through student organizations, faculty and staff, and university-backed non-discrimination and benefits policies. Career Services also offers one-on-one assistance to help you understand the potential challenges that you may face throughout your journey.

**LGBTQ+**

Lesbian, gay, bisexual, trans+, and queer (LGBTQ+) students can find support on campus through the Office of Multicultural Affairs. Things to consider include:
- When, how, and if to disclose your sexual or gender identity to a potential employer
- Discussing participation in LGBTQ+ organizations
- Understanding health benefits for you and your family

**Students with Disabilities**

Students with disabilities can find support on campus through Students with Disabilities. Things to consider include:
- When, how, and if to disclose your disability to a potential employer (especially if accommodations are required)
- Understanding health benefits for you and your family
- How to advocate for yourself by being able to explain the impact your disability may have on your work performance

**International Students**

International students can find support on campus through the Office of International Services. Things to consider include:
- Your employment eligibility (including your visa status, if you can work off campus, how long you must wait to work off campus, how many hours you can work, and if you get paid for your work)
- When to disclose your need for sponsorship
- Legal actions required for US employment (including getting a Social Security Card, obtaining specific work permission, going through E-Verify Employment Verification, and paying taxes)
- Length of time that these legal actions may take to process

**Veterans**

Students who have previous military experience or who are actively involved in the military can find support on campus through the Office of Veteran Success. Things to consider include:
- Exploring careers and making career decisions
- Applying military experience to civilian roles
- Understanding how to describe military experience to civilian employers
Considering Graduate School

Graduate or professional school is an advanced program of study focused on a specific academic discipline or profession. It requires original research and/or scholarship, develops intellectual relationships, and requires intense commitment, passion, and drive.

Is graduate school for you? If so, what will you study? Assess yourself to figure out if attending graduate school is the right choice for you. Meet with your Career Consultant to discuss your career and academic goals. Visiting Career Services will also give you access to assessments that can help you determine your interests in relation to fields of study to pursue in graduate school. We can help you research and determine the best route to take to meet your goal.

A few reasons to consider graduate school include:
- The ability to attain your personal goals
- You have a passion for learning or research
- You want to specialize in an area or become an expert and generate new knowledge
- Employers prefer or require an advanced degree in your profession
- The ability to achieve personal growth and advancement

If you have decided graduate school is for you, gather information about several programs. Talk to professors, professionals in your field of interest, current graduate students, and academic advisors about programs and fields of study they would recommend. You can also gather information about programs through professional organizations, research journals, career centers, graduate school guides, university websites, and other online resources.

In addition to comparing costs and locations of various programs, pay special attention to the questions below when gathering information.
- What are the admission and degree requirements?
- Are there a variety of specializations available?
- Are you interested in attending a certain type of school?
- Are you looking for a standardized curriculum or one that’s customizable?
- What type of financial assistance is available?
- What do graduates go on to do professionally and what’s their placement rate?
- Who are the best professors and emerging leaders in your field?
- What projects are they working on?
- At which universities are they employed?
- Where did they get their degree from?
- Which professors and schools do others suggest you consider?
- At which universities do current professionals find their best employees?
- Which graduate programs have the best reputation in your field?

There are several on-campus resources available for you as you consider different programs. The Career Consultants in our office can help you determine what kind of program you need to pursue in order to achieve your career goals. We can also help you with your application materials and preparation for interviews. The Writing Studio is also a good resource for your application, especially if you have to write essays or personal statements. The Office of Graduate Studies can help you understand the admissions process and requirements. You can take required entrance exams through the Testing Services office.

Our Graduate Pathways series, held each October, is a great way to explore your graduate school options.
Building Your Experience

The Internship and Career Readiness Team is here to help you as you navigate our Career Services resources toward securing a career-launching internship, Co-op, or part-time employment opportunity. Career Readiness programming is the foundation of everything we do since it helps students to pull together their knowledge, skills, abilities and disposition in pursuit of a fulfilling career after graduation.

Let us know how we can help and use this to see who might be your best contact on our team! Please use our walk-in services when available to meet with one of our staff who can answer general getting started questions, or make an appointment if you need individual service.

Meet Your Internships & Career Readiness Team

Lynn Chisholm
Director

Christina Ingrassia
Assistant Director

Diane Mellon
Co-op Coordinator

Jennifer Utroska
Student Employment Coordinator
Student Employment

Student employment refers to on-campus and off-campus part-time jobs. Many students choose to work part-time on or off campus while taking classes at USF as a way to help pay for classes or other expenses, or to gain experience for their resume.

In a part-time role, you will typically work 10-20 hours per week which allows for flexibility with your course schedule. In addition to providing flexibility, part-time jobs can offer the following benefits:

- The chance to create items for your portfolio that demonstrate your application of classroom concepts
- Exposure to diverse work functions, professional environments, and career opportunities
- An opportunity to build relationships with professional colleagues and supervisors

Working On Campus

It is important to know what types of positions you are eligible to apply for before you start looking for an on-campus job. At USF, approximately 20% of on-campus positions are available for students with a Federal Work Study (FWS) award. The remaining on-campus positions are available for any student to apply for.

Federal Work Study (FWS)

FWS is a type of financial aid that is awarded to eligible undergraduate students through their Free Application for Federal Financial Aid (FAFSA) application. You can check to see if you have received the FWS award on OASIS within the Financial Aid section. If you have received the FWS award, you must officially accept it in order to apply for FWS positions on campus.

For more information on receiving an FWS award, contact the University Scholarships and Financial Aid Services office or visit: usf.edu/financial-aid/know-this/FWS.

International Students

International students with an F-1 Visa are eligible to work on campus. If you are an international student, you must meet certain eligibility requirements in order to work off campus. Additional restrictions and permissions apply to other visa types. You should clarify any questions you may have about your work eligibility by visiting the International Student Services office or by visiting: global.usf.edu/is. Information can be found under the “Current Students” tab in the “Employment” section.

Working Off Campus

Handshake is the online destination for off-campus employment opportunities, including part-time positions. For more information on accessing Handshake, please refer to page 21.

Have Questions?

If you have further questions about part-time employment, contact Jennifer Utroska, Coordinator of Student Employment, at jenniferu@usf.edu.
Internships are typically one-time work or service experiences related to the student’s major or career goal. The internship plan generally involves students working in professional settings under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid and the student may or may not receive academic credit for the internship.

Not sure what you want to do? We have many internship hosts with internship opportunities that are not major-specific, which means that you qualify based on your interest, your transferable skills, and your disposition.

Career Services provides a broad range of internship options to help fit the many ways in which students may pursue career-related experience. Make use of our services and events to assist you in pursuing the experiential learning option that is right for you!

Need to talk to someone about your interests and options? We have a Career Consultant dedicated to your major and staff who focus on assisting students with internships, Co-op, and student employment.
Cooperative Education is a program administered by Career Services that integrates hands-on, paid, career-related work experience with your academic program and provides you with valuable training in your chosen career field.

Co-op is offered part-time or full-time. Access to the course is by permit only and you must have a Co-op offer from an employer before you receive the permit. The course is documented on your official academic transcripts as a zero credit course and is graded as “Satisfactory” or “Unsatisfactory.” When participating in the Co-op program, it is required that you continue to maintain academic progress toward graduation.

What makes a Co-op different from an Internship? Co-op is always paid and is typically a multi-semester experience with increasing levels of responsibility.

To be eligible for Co-op you must meet the following prerequisites:

- Be officially admitted to USF on a degree-seeking basis AND currently enrolled in classes at USF
- Have a declared major in Banner, or officially accepted into a limited access program/academic program
- Be in good academic standing with a minimum USF AND overall GPA of 2.5 (undergraduate) or 3.0 (graduate)
- Your first semester of Co-op CANNOT be the semester in which you graduate
- Undergraduate students must have completed at least 45 credit hours (60 recommended)
- Transfer students must also have completed at least one semester of coursework (6hrs) at USF
- Graduate students must be enrolled in at least one NON-thesis or dissertation class required for your degree and still have coursework remaining to complete your degree requirements

Don’t Forget!

Co-op is competitive and has important deadlines to consider. Applying for Co-op a full semester in advance can help ensure that you are in the candidate pool when employers begin posting their available positions.

Fall Co-op
Best to apply by the end of May

Spring Co-op
Best to apply by the end of September

Summer Co-op
Best to apply by the end of February

Please visit our website for actual application deadlines.

Ready to Apply?

**STEP ONE**
Activate your Handshake account and make sure your profile and resume are up to date and accurate

**STEP TWO**
Submit a Co-op application on the Handshake resources section or on the Career Services website

**STEP THREE**
If your application is accepted, you will join a Canvas Co-op group to complete the application process and gain access to an exclusive pool of prescreened employers and positions.
Preparing Your Resume

A resume is a job search tool focused on organizing your past experience to help you gain future experience. Use your resume to demonstrate your unique skills and qualifications. Prepare each resume with the specific application in mind. The outline below explains what to do in each section.

Header
You can add a URL for your LinkedIn, e-portfolio, or website.

Alex Zan  
(813) 974-2011 / atoz.usf.edu / Tampa, FL

Education
You do not need to include your high school education. Your GPA is optional, and we only recommend including it if it is above a 3.0.

Education
Bachelors of Art in Psychology  
University of South Florida  
• GPA 3.55

Experience
Experience can be anything! It can be paid or unpaid, or can be time as a volunteer or an intern. As long as you are gaining skills, you are gaining experience that you can apply to a future position. Include bullet points for each experience you have had. Start the bullets with an action verb, and use present tense for current experiences or past tense for previous experiences.

Experience
Customer Relations Intern  
Barnes & Noble Bookstore  
• Greet each customer and assess their needs to recommend appropriate products  
• Collect and interpret customer satisfaction survey results, presented monthly to supervisor  
• Propose a list of new merchandise based on customer requests, resulting in increased sales

Food Pantry Volunteer  
Metropolitan Ministries  
• Delivered boxes of food on a weekly basis to community families in need  
• Developed new recipes to assist in meal planning for families of 8-10 people  
• Conducted biannual food drives and collected over 200 lbs of food
Leadership Experience
A leadership experience section is another way that you can demonstrate your skills. Leadership experience can be gained in many places. You might have a leadership position in your student organization, fraternity, or sorority; you could be a leader within the classroom; or you might lead a portion of a worship service. Use the same formatting style for your leadership experience as you use for all other experience.

Leadership Experience
Vice President May 2017 - Aug 2017
Undergraduate Psychology Student Association, Tampa, FL
• Organized four general body meetings per semester to allow over 50 students to network and receive updates from organization
• Collaborated with team members to raise over $5000 for local homeless shelter by engaging in fund-raisers such as sponsored walks and silent auctions
• Distributed weekly email communication to students

Peer Leader Jan 2017 - May 2017
USF Chemistry Department, Tampa, FL
• Tracked attendance levels of a group of 30 students throughout the semester
• Assisted students with problems related to a wide variety of chemistry topics and maintained a group average of 87% correct responses

Skills
You should include any skills relevant to what you are applying for, but try to avoid soft skills such as teamwork or communication. These skills should instead be demonstrated in your bullet points or in your cover letter.

Skills
Computer: Adobe, Microsoft Office
Language: Fluent in ASL

Optional Components
Depending on your experiences, you can include sections on your awards, research, or publications.

Awards
Intern of the Month March 2017

For more examples, visit our website. Stop by our walk-in service, Career Express, for a review of your resume.
# List of Action Verbs

## Leadership Skills
- Administered
- Assigned
- Chaired
- Consolidated
- Coordinated
- Developed
- Directed
- Established
- Generated
- Headed
- Improved
- Led
- Managed
- Merged
- Originated
- Oversaw
- Reviewed
- Streamlined
- Strengthened
- Supervised

## Research Skills
- Analyzed
- Collected
- Compared
- Conducted
- Detected
- Determined
- Diagnosed
- Evaluated
- Experimented
- Formulated
- Gathered
- Identified
- Interpreted
- Investigated
- Measured
- Researched
- Surveyed
- Tested

## Technical Skills
- Assembled
- Built
- Calculated
- Constructive
- Converted
- Designed
- Engineered
- Installed
- Maintained
- Operated
- Programmed
- Remodeled
- Repaired
- Replaced
- Restored
- Upgraded

## Communication Skills
- Advertised
- Authored
- Collaborated
- Condensed
- Consulted
- Contacted
- Corresponded
- Defined
- Described
- Discussed
- Drafted
- Edited
- Influenced
- Interviewed
- Lectured
- Marketed
- Moderated
- Negotiated
- Presented
- Proposed
- Publicized
- Translated

## Guided
- Individualized
- Instilled
- Instructed
- Motivated
- Set goals
- Taught
- Tested
- Tutored

## Assisted
- Cared for
- Counseled
- Diagnosed
- Provided
- Rehabilitated
- Supported
- Volunteered

## Data Skills
- Adjusted
- Allocated
- Appraised
- Assessed
- Audited
- Balanced
- Calculated
- Computed
- Estimated
- Forecasted
- Measured
- Projected
- Reduced

## Organizational Skills
- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Coded
- Compiled
- Filed
- Generated
- Logged
- Maintained
- Monitored
- Organized
- Processed
- Recorded
- Reviewed
- Routed
- Standardized
- Systematized
- Updated

## Creative Skills
- Acted
- Conceptualized
- Created
- Customized
- Designed
- Drew
- Entertained
- Fashioned
- Illustrated
- Invented
- Modeled
- Originated
- Performed
- Photographed
- Wrote

## Other Verbs
- Achieved
- Completed
- Expanded
- Exceeded
- Improved
- Pioneered
- Reduced
- Resolved
- Restored
- Spearheaded
- Succeeded
- Transformed
- Won

## Teaching Skills
- Advised
- Clarified
- Coached
- Encouraged
- Evaluated
- Facilitated

## Helping Skills
- Advocated
- Aided
A cover letter is an introduction to your resume. Each cover letter should be tailored to the position you are applying for. The sample below explains what to do in each paragraph. You can get your cover letter reviewed at Career Express.

Rocky D. Bull  
(813) 974-2011  
rockydbull@mail.usf.edu  
4202 E. Fowler Ave.  
Tampa, FL 33620  

August 1, 2016  

Mr. / Ms. Employer's Name  
Title  
Organization  
Street Address  
City, State Zip Code  

Dear Mr. / Ms. Name (or Dear Hiring Manager),

In your initial paragraph, state the reason for the letter, name the specific position, and indicate from which resource (job posting, career center, media, friend, current employee, etc.) you learned of the opening. Your last sentence should lead into the rest of your cover letter to keep the hiring manager interested and set you apart from other candidates.

Indicate why you are interested in the position, organization, its products or services, and what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information that the reader will find in the resume, but refer the reader to your resume, which summarizes your qualifications, training, and experiences.

Talk a little bit about the company and why you want to work for them. Research current news about the company, the company's mission statement, and general information about the company's reputation (social service, sustainability measures, etc.) and explain why this news is relevant to you and the position you are applying for. You want this paragraph to demonstrate that you have invested time getting to know the company so that they will be more likely to invest time in you.

In the last paragraph, indicate your desire for an interview. Repeat your telephone number and email. State that you will follow up concerning your application, or that you look forward to hearing from them.

Sincerely,

(your signature)

Your First and Last Name
Career Express

While you’re here at USF, you might find that you need answers to some quick career-related questions, and you may not have time to wait for an appointment with a Career Consultant. In those times, our team of Career Peer Advisors is here to help you!

Career Express is our walk-in service, available to current USF students and alumni for up to one year after graduation. Our Career Peer Advisors can help you find out more about what we do, how we do it, and ways you can become engaged with our office. Think of this service as your first stop in your journey with Career Services!

Some things you can work on during Career Express include:
- Learning how to articulate your experiences to employers
- Building your first resume
- Preparing a cover letter
- Developing your Handshake profile
- Going over basic interview questions

You can get a resume or cover letter review any time during the Career Express hours. While we recommend bringing in a copy of your past experience, even if it isn’t formatted as a resume, a Career Peer Advisor can show you how to create your first resume or cover letter from scratch. Just be sure to bring a printed copy with you!

Career Express is offered in two locations:
- Student Services Building (SVC 2088)
- Job Shop (located in the Library)

For this semester’s hours, please visit our website or contact us at (813) 974-2171.

Suit-A-Bull

If you have an interview or another formal event, the last thing you need to worry about is what to wear. With a variety of professional clothing options for both men and women, Suit-A-Bull has you covered! Brought to you by the partnership between Enactus and Career Services, Suit-A-Bull is a free service available to currently enrolled students with a valid USF ID.

Suit-A-Bull is located in SVC 2060 and is open throughout the year. Please visit our website for hours.

Interested in volunteering? We are always looking for volunteers! Contact a Suit-A-Bull representative for more information.

Contact Suit-A-Bull: (813) 974-1407 / EnactusUSF@gmail.com / EnactusUSF.wordpress.com/suit-a-bull
What is Handshake?
Handshake is the online career management system for students and alumni of the University of South Florida.

In addition to being the place where you can search and apply for internships, Co-op, part-time, and full-time jobs, you can also use Handshake to:

- Upload a resume and complete your online career profile
- Allow your online career profile and resume to be viewable by employers
- Keep track of your appointments with Career Services in one location
- Learn which employers are attending upcoming Career & Internship Fairs
- View upcoming local and on-campus career events
- Research contact information for local and national employers
- Search for and apply to open positions

Who is Eligible for a Handshake Account?
Only current USF Tampa students and alumni can access Handshake. USF students from the St. Petersburg and Sarasota-Manatee campuses must gain access to Handshake via their home campus.

USF Tampa Students
All active USF Tampa students have an account created for them at the start of their first semester at the Tampa campus. To access your account for the first time, log into MyUSF and under the My Resources tab, choose the option to “Find A Job (Handshake).” This will log you into Handshake automatically.

If you have difficulty accessing your account, do NOT attempt to create your own as it will not sync to the university and you will be unable to view jobs or events. Please contact our office at (813) 974-2171, and we will give you instructions.

USF Alumni
All USF Tampa graduates have free, lifetime access to Handshake. Additional services are available to alumni and some may have a nominal fee associated with them. Please visit the Alumni section of our website for more details.

I’ve Accessed My Account. Now What?
How you use Handshake once you’ve set up your profile and added a resume is up to you. You may want to use it to look for part-time jobs, see what on-campus events we have coming up, or add experience to your profile.

One of the coolest things about Handshake is that it is a machine learning system. That means that it learns as you use it, so as you interact with Handshake, it will be able to help you in your job search! For example, if you view a lot of part-time business internships, Handshake will take that information and begin referring other part-time business internships to you!

Because Handshake learns as you interact with it, it’s important to make sure that your profile is up-to-date and accurate. Once you’ve uploaded a resume, Handshake will ask you if you want to use it to update your profile. You’ll be able to double-check the output before any changes are made! Consider making your profile, and the resume you use to build it, public so that employers can view it and contact you if they think you’d fit in well at their organization.

Have questions? We have answers! Come see us during our Career Express hours and we’ll help you figure out how to use the system in a way that works best for you!
Conducting Employer Research

Conducting quality employer research is important no matter where you are on your pathway. Whether you are looking at career options, starting to network, or applying for positions, familiarizing yourself with the companies within an industry should be one of your first steps. Even if you’re just beginning your career exploration process, start researching companies now so that you know what kind of experience you will need to succeed. Our research team has surveyed employers at our events and asked them what they think USF students should know before they interview. These are the top eight things to know about a company.

- The company’s primary product or service and its history. (30% of respondents)
- The specific details of the job you are interviewing for. (21% of respondents)
- The company’s typical clients or customers. (18% of respondents)
- The company’s corporate or organizational culture. (12% of respondents)
- The emerging issues that may affect the industry or company. (9% of respondents)
- The company’s efforts at promoting a sustainable workplace. (9% of respondents)
- The company’s major competitors. (6% of respondents)
- The company’s mission statement. (6% of respondents)

Meet Your Employer Relations Team

Mike McCay
Director

Devan Lane
Assistant Director

Amanda Marshall
Coordinator

Praman Parsanlal
Assistant

Helena Brown
IT Specialist
Career Fairs and Events

Employer Spotlight
Each week we host employers across campus in one of four locations: the College of Business, the College of Engineering, the College of Public Health, and the Library. Stop by the employer’s table and chat with them about their company and the positions for which they are currently hiring.

Careers & Coffee
Careers & Coffee is held biweekly in the Marshall Student Center near Einstein’s. Similar to Employer Spotlight, an employer will have a table set up to speak about their company and open positions, but at this event you can talk with them while enjoying a free cup of coffee.

Careers & Internship Fairs
We hold several career fairs throughout the fall and spring semesters. These events are great opportunities for you to interact with a variety of employers in a professional setting. If you need help getting ready, we hold our Know Before You Go events prior to our career fairs.

On-Campus Interviews
Held after the Fall and Spring Career & Internship Fair Weeks, On-Campus Interviews (OCIs) take place in our many interview suites until the end of the semester. OCI sign-ups vary, so be sure that you know what steps you need to take to secure your spot!

Career Kickoff Cookout
Our annual fall event, the Career Kickoff Cookout, invites you to mingle with our team and with companies that participate in our Strategic Sponsor Program. Thanks to our Presenting Sponsor, Aramark, we'll be serving hot dogs, hamburgers, and side items on the MLK Lawn.

Taste of Career Services
Our annual spring event, Taste of Career Services, gives you the opportunity to connect with our team of Career Consultants in the Marshall Student Center. We’ll be handing out sweet treats while we chat with you about your career goals.

Want to learn more about these and other upcoming events? Check out the “Events” and “Fairs” sections of Handshake, visit our website, or stop by our office for a printed calendar.
Getting Connected

Networking

Networking is the art of building and maintaining mutually beneficial relationships. During your college career and throughout your work life, you will have opportunities to attend professional and social events where guests “network.” Many people assume incorrectly that networking is only about finding jobs. While attending a networking event rarely lands you a job, it could help you create relationships that eventually leads to a job. If you make one valuable contact at a networking event, it’s worth the time you invested to attend.

People often expect an immediate pay-off from networking. However, creating meaningful, lasting connections with people takes time. Building a powerful network also requires you to help others as much as they help you. As you meet new contacts, listen for ways you can help them. Over time, your generosity will be rewarded. In this modern era, you have the added benefit of being able to use social media to also build and maintain your network.

Social Media

It is important to keep your social media profiles somewhat professional. Employers research their potential hires, often before the initial interview. If you have material on your profiles that do not correspond with an organization’s values, you may lower your chances of getting invited to interview.

This does not mean that you should keep your profiles extremely private, however. While you have a right to your privacy, your profiles humanize you. Researching a potential candidate has become an integral part of a company’s hiring process. Your resume tells the employer all they need to know about your professional background, but your social media tells them about the kind of person you are.

The ability to use social media has become a skill that some employers require from their employees. Depending on your career interests, developing a proficient knowledge of some social media platforms may help make you a more desirable candidate for a position.

LinkedIn is a professional social media platform designed specifically to build and maintain professional networks. You can use LinkedIn to get in touch with alumni working within an industry you are interested in to begin developing your network. You can also use it to research organizations you’re interested in working for.

Our office can work with you to develop a professional social media presence, and can teach you how to use sites like LinkedIn to begin developing your network.
How to Ace Your Interview

No matter how many times you've interviewed before, you might still be nervous and unsure of what to expect. The more you practice answering common interview questions, the more prepared and confident you will feel going into an interview.

Before you interview, it's important to do four things:
- Research the company (see page 22).
- Practice questions you may be asked and prepare questions to ask your interviewer (see page 26).
- Review your online image (see page 24).
- Know the logistics (location and time of the interview, dress code, interviewer's name, etc.).

When you meet your interviewer, firmly shake their hand and introduce yourself if you have not previously met. Throughout the interview, maintain eye contact. If you're interviewing with more than one individual, make a special effort to make eye contact with everyone throughout the interview. This will show that you are engaging with each individual throughout the room. Most importantly, don't forget to smile!

Most interviewers ask similar, generic questions to get a better understanding of who you are. It is important to prepare for these questions. While every interview is different, some variation of the following questions are normally asked.
- Tell me about yourself. (Your response to this question should be similar to an elevator speech.)
- How would your friends describe you?
- Describe three things that motivate you.
- What is your greatest weakness?
- Why are you the best person for this job?
- What experiences have prepared you for this position?

Interviewers like to gauge your potential reaction to situations that may arise in your position. To get a better understanding of this, the interviewer may ask behavioral interview questions, such as:
- Tell me about a time when you resolved a conflict within a team.
- Tell me about a time when you dealt with an angry customer or client.
- Describe a situation in which you demonstrated your analytical skills.
- Tell me about a time when you had to work under pressure.
- Tell me about a difficult decision you had to make.

Practice your answers to these kinds of questions. In general, you should answer each question in 1-2 minutes. Practice being concise and not too chatty, but also make sure you are answering all parts of the question and providing enough information. Have a couple of situations prepared for behavioral interview questions and use the STAR-L method to answer them. STAR stands for Situation, Task, Action you took, Result you achieved, and what you Learned. Use the word “I” when describing your action, rather than “we.” Even if you worked on a team, focus on your actions.

Always give yourself a time buffer of at least 30 minutes before your interview. Ideally you should walk into the building 15 minutes early. This will show you are prompt without making the interviewer feel rushed.
Interviewing Your Interviewer

Do you have any questions for me? The question is inevitable. It’s likely the last question your interviewer will ask you, but it isn’t a freebie. They want you to say yes! Asking your interviewer follow-up questions shows that you are engaged, interested in the company and position, and care about what they have to think. Plus, it gives you an opportunity to explore the company culture you might be joining.

1. What is your (or your future boss’) leadership style?
2. What is your (or your future boss’) hiring philosophy? Do you tend to hire for personality or expertise?
3. How did you get your start in this industry? Why do you stay?
4. How does the company (or your future boss) do performance reviews? How do I make the most of the performance review process to ensure that I’m doing the best I can for the company?
5. What are the key accomplishments you’d like to see in this role over the next year?
6. What type of skill-based experience and background are you looking for in the person who will fill this position? What would the “perfect” candidate look like? How do you assess my experience in comparison? What gaps do you see?
7. Which type of employee is successful here? Which type of employee struggles?
8. What is the rhythm to the work flow in the office? Are there certain crunch times, or is the work flow fairly consistent?
9. What will we need to do over the next few months to set ourselves up for success next year? How will this position help achieve those goals?
10. What’s the biggest change your group has gone through in the last year? Does your group feel like things are getting better in the economy and for your business?
11. What kind of information about the company is shared with the employees? How do I get access to the information I need to be successful in this job?
12. About which competitor are you most worried? Why? How does this position interact with the competition?
13. What is one thing that’s key to this company’s success that someone from outside the company wouldn’t know about?
14. What are your group’s best and worst working relationships with other groups in the company?
15. What’s the time line for making a decision on this position? When should I get back in touch with you?
Preparing for Interviews

Phone and Skype Interviews

When you are interviewing for a position that is out-of-town, you may be asked to interview via phone or Skype. You should prepare for a phone or Skype interview just as you would a regular interview. Be prepared for the call or Skype well in advance of the scheduled time, and have your application materials nearby. What you wear may not seem important, since you won’t be meeting the interviewer in-person, but it is just as important to dress professionally for a phone or Skype interview as it is for an in-person interview. Your attire affects your confidence level and the level of professionalism that you associate with your interview. Also, be very aware of your tone. Interviewers cannot see your facial gestures, so the message you are portraying through the tone of your voice becomes incredibly important.

If you need a space to interview, or you need technology for a Skype or phone interview, contact our office at least 48 hours before your scheduled interview for accommodations. We have dedicated space for interviews that you can reserve based on its availability.

Interviewing Practice

We know interviews can be intimidating. That’s why we’ve designed a three-step mock interview program to help you prepare for your interview. You can visit Career Express at any time for interview tips, or use OptimalInterview online to help you prepare. Our three-step program is as follows:

1. Visit Career Express for interview tips. They’ll go over the basics and show you some things you can do on your own to prepare.

2. Make an appointment with your Career Consultant to review your upcoming interview and discuss some questions you can expect.

3. Make an appointment with your Career Consultant for a mock interview. Come prepared to this appointment as if you were interviewing with the company.
Cost of Living

When you begin the job search, you need to be aware of your cost of living. Cost of living can change depending on geographic location, so it is important to research this as you apply for jobs to make sure that you will be working and living somewhere that you can afford.

The cost of living is the composite cost of groceries, housing, utilities, transportation, health care, clothing, and entertainment within a city. The Council for Community and Economic Research (C2ER, www.c2er.org) compiles an accurate and reliable quarterly cost of living analysis for urban areas across the United States, but you have to pay for each comparison you make.

There are some free online services you can use to estimate your cost of living, but they may not be as reliable as C2ER.
- Salary.com
- Homefair.com
- BankRate.com

The Bull Bull Financial Education program at USF has some useful information about general financial wellness. They also provide loan counseling to help minimize loan debt upon graduation. Visit their office in SVC 2054.

Negotiating Your Job Offer

You have a job offer, and you know your budget. Now it's time to negotiate your offer! When you negotiate, you are not just negotiating your salary. The employer is providing you with benefits that can also be negotiated. These can include insurance, bonuses, retirement/401K, moving expenses, professional development, paying for additional education, loan forgiveness, vacation, and car allowance.

Companies fall into one of three negotiation categories:
1. Fixed Offer: non-negotiable offer
2. Pay Grade System: a potentially negotiable salary amount is chosen from a fixed range based off the qualifications of the candidate
3. Negotiable: the employer can grant higher pay or extra benefits at their discretion

If an offer is below average but you're interested in the position, negotiate for an early performance review with a salary adjustment at that time. Justify additional money and benefits you request and focus on the employer's needs, not your own. This can make the employer more likely to consider your request.

Do your research before negotiating an offer to make sure you are getting a competitive salary compared to your experience, peers, and location. You can find a lot of information about industry standards online using resources like the Occupational Outlook Handbook (OOH), LinkedIn, Glassdoor, Salary.com, and ONET Online. Our Career Consultants can also work with you to determine whether you are receiving a competitive salary or if you should negotiate.
2016-2017 Recruiting Employers

Accounting
Advocate Consulting Legal Group, PLLC
Bashor & Legendre, LLP
BDO USA LLP
Carr, Riggs & Ingram, LLC
CBIZ & Mayer Hoffman McCann P.C.
Cherry Bekaert LLP
CliftonLarsonAllen, LLP
Concannon, Miller & Co., P.C.
Crippen & Co.
Crowe Horwath LLP
CS&L CPAs
Deloitte
Dixon Hughes Goodman LLP
EY
Florida Auditor General
Frazier & Deeter, LLC
Grant Thornton
Hacker, Johnson & Smith PA
James Moore & Co., CPAs
Kerkering, Barberio & Co.
KPMG LLP
Lacher McDonald & Company CPAs
PDR Certified Public Accountants
Peck Jenkins Kershner CPAs PA
Purvis, Gray and Company, LLP
PwC
Rivero Gordimer & Company, P.A.
RSM US LLP
Shinn & Co.
Skoda Minotti
Thomas Howell Ferguson P.A., CPAs
True Partners Consulting LLC
Warren Averett
WithumSmith+Brown

Advertising, PR, & Marketing
AMP Security
Apex Energy Solutions
Arias Agencies
Homes.com
ION Media Networks
PostcardMania
Universal Financial Consultants

Aerospace
CAE USA
Chromalloy
Lockheed Martin

Architecture & Planning
BCC Engineering, Inc
RS&H
Wantman Group, Inc. (WGI)

Automotive
General Motors

Civil Engineering
American Consulting Engineers of Florida, LLC
Ayres Associates
Bohler Engineering
Burns & McDonnell
CB&I LLC
Chastain-Skillman, Inc.
Dewberry
Eriksson Technologies Inc
Grindley Williams Engineering
Hardesty & Hanover
Prince Contracting LLC
Sprinkle Consulting
SRD Engineers
Superior Construction
Tetra Tech, Inc.
TRC Worldwide Engineering, Inc.

Commercial Banking & Credit
Fifth Third Bank
Grow Financial Federal Credit Union
Mariner Finance
Universal American Mortgage Company

Computer Networking
DataComm Networks, Inc.
ReliaQuest
Think Anew

Construction
ARCO
Ceco Concrete Construction
Certus Builders
Cladding Systems, Inc.
D.R. Horton, Inc.
DPR Construction
FINROCK
Garney Construction
Gilbane Building Company
Gosalia Concrete Constructors, Inc
Granite Construction Company
Harper Limbach, LLC
Hensel Phelps
Herzog Contracting Corp.
Hubbard Construction Company
Manhattan Construction (Florida), Inc.
Heritage Homes
Middlesex Corporation
North American Roofing
Phillips and Jordan, Inc.
Preferred Materials
Rummel, Klepper, and Kahl, LLP
Synergy Rents
The Walsh Group
The Whiting-Turner Contracting Company
thyssenkrupp Elevator Corporation
United Rentals, Inc.
VCC, LLC

Consumer Packaged Goods
Sherwin-Williams

Defense
AF STEM - Robins AFB
CACI
Defense Intelligence Agency
Harris Corporation
Marine Officer Selection Station Orlando
National Geospatial-Intelligence Agency
NAVair
Raytheon Company
Technology Service Corporation
U.S. Navy Recruiting District Miami

Design
Kimley-Horn

Electronic & Computer Hardware
CDW
Howard Industries
Vology

Environmental Services
Johnson Controls
SCS Engineers

Farming, Ranching, and Fishing
Yara North America

Food & Beverage
Breakthru Beverage Group
Coca-Cola Refreshments
Mondelez International
Republic National Distributing Company
The Hershey Company
# 2016–2017 Recruiting Employers

## Government - Local, State, & Federal
- Federal Bureau of Investigation (FBI)
- Florida Department of Children and Families
- Mil Corp
- National Oceanic and Atmospheric Administration
- Office of the Comptroller of the Currency
- Pragmatic
- Sarasota County
- Southwest Florida Water Management District
- UCHC

## Hotels & Accommodation
- Aramark
- Towne Park

## Human Resources
- American Traveler
- Brooksource
- Medix
- Robert Half
- TriNet

## Insurance
- Allstate Insurance Co.
- AmeriLife
- Arlo Henderson Agency, State Farm
- Auto-Owners Insurance Company
- Baldwin Krystyn Sherman Partners
- Benefit Advisors
- Esurance
- Florida Blue
- GEICO
- Homeowners Choice Property & Casualty Insurance
- Northwestern Mutual
- Progressive Insurance
- Transamerica
- Travelers
- Universal North America
- USAA

## International Affairs
- U.S. Department of State

## Internet & Software
- Abacode Cybersecurity
-ABILITY Network
-Accusoft
- Amazon
- Boson Software, LLC
-CapTel Service Specialists
-Ceridian
-ConnectWise
-DSS, Inc.
-Electronic Data Inc. (EDI)
-Ellucian
-FairWarning
-GPS Industries
-Greenway Health
-International Systems Technologies Inc
-Mindshare Technology
-Mindtree
-Miva, Inc.
-Revature LLC
-RPI Consultants
-SCC Soft Computer
-Sogeti USA
-SunGard Public Sector
-Tallan
-Tata Consultancy Services
-Yuram Inc

## Investment/Portfolio Management
- Accurate Advisory Group Inc.
- AXA Advisors LLC., Central Florida
- Ditech Financial LLC
- DTCC
- Foresters Financial Services, Inc.
- Prudential Advisors
- Raymond James
- Sage Point Financial, Inc
- T. Rowe Price

## Investment Banking
- Bank of America Merrill Lynch
- Citi
- FIS
- Franklin Templeton Investments
- GTE Financial
- JPMorgan Chase & Co.
- Morgan Stanley Mass Affluent, Tampa

## Journalism, Media, & Publishing
- AccentHealth

## K-12 Education
- Academica
- City Year
- Classical Preparatory School
- Greenville County Schools
- Marion County Public Schools
- New Beginnings High School
- Orange County Public Schools
- Urban Teachers

## Legal & Law Enforcement
- Collier County Sheriff’s Office
- Drug Enforcement Administration
- Drug Enforcement Administration - Miami Field Division
- Hillsborough County Sheriff’s Office
- Manatee County Sheriff’s Office
- Orange County Sheriff’s Office
- Polk County Sheriff’s Office
- Stewart
- Valrico
- Wimauma
- Winter Springs
2016–2017 Recruiting Employers

Management Consulting
DeLoitte Consulting
Focal Point Data Risk LLC
Galatea Associates
Insight Global
McKinsey & Company
Protiviti

Manufacturing
Argos USA
Buckeye International, Inc.
General Electric
Hydro-Dyne Engineering
Jabil
KHS, USA, Inc.
Mettler-Toledo
Pall Corporation
PGT Industries
Pierce Manufacturing Inc
PPG
Qorvo
Ravago
Rehrig Pacific Company
Techtronic Industries, NA (TTI)
Wynright

Medical Devices
Arthrex
Siemens Healthineers

Movies, TV, Music
WFTS-ABC News

Non-Profit
AMIkids
Florida Sheriffs Youth Ranches
Pasco County Sheriff’s Office

Oil & Gas
The Mosaic Company

Other Education
Becker Professional Education
Florida Virtual School
Kelly Educational Staffing
Roger CPA Review
SHOO-IN, LLC
University of South Florida

Other Industries
4 Corner Resources
Alan Environmental Products, Inc.

BST Global
Delta Engineering & Inspection, Inc.
Gulf Controls Company, Inc.
Honeywell
Leadoctor.com
Levin Financial Group
Oxford Global Resources, Inc.
Trademark Metals Recycling

Real Estate
Camden Property Trust
Cortland Partners
Greystar Real Estate Partners
Mattamy Homes
NVR, Inc. / Ryan Homes
Picerne Real Estate Group
Value Tech Realty Services
Washington Intern Student Housing

Restaurants & Food Service
Waffle House, Inc

Retail Stores
Ashley Homestore
Buckle
City Furniture
Dillard’s Inc
International Diamond Center
Rooms To Go
Ross Stores, Inc.
RV One Superstores
Speedway LLC
Target Corporation
Walgreens

Scientific & Technical Consulting
C.E.M. Solutions, Inc.
Convergence Consulting Group
Covance Inc
Marlabs Inc
Nielsen

Sports & Leisure
Ladies Professional Golf Association (LPGA)

Telecommunications
LGS Innovations
Verizon

Transportation & Logistics
BlueGrace Logistics
C.H. Robinson
Choctank Transport
Enterprise Holdings
Florida Department of Transportation
FreightCenter, Inc
Hogan Transportation
Marten Transport Ltd
PLS Logistics Services
R+L Global Logistics
ReedTMS Logistics
Sixt rent a car
Tampa Hillsborough Expressway Authority
Total Quality Logistics
United Airlines

Utilities & Renewable Energy
Duke Energy
ENERCON
HDR, Inc.
JEAC
Lee County Electric Cooperative
NextEra Energy
SECO Energy, Inc
TAW

Wholesale Trade
Consolidated Electrical Distributors, Inc
Ferguson Enterprises Inc
Graybar Electric Company, Inc
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Tampa International Forest Products LLC
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WestCMR, LLC
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- Alexander Kirillov, Senior Associate Director

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- Sam Keegan, Senior Associate Director

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WHO ARE WE?
We pave the roads and bridges you drive on, cover the roofs over your homes, provide the glass encasing the buildings you work in and the stadiums you visit. Our extensive line of products includes everything from precast utility vaults to architectural glass to roof tile. From concrete to asphalt, glass to pavers, we have a hand in it all.

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