

Steps to Employability

Postdoctoral Symposium



The
Career Center
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Steps in the Job Search

- Identify Goals/ Objectives
- Develop Job Targets
- Prepare/Submit Letters & Resumes
- Interview with employers
- Select and negotiate job offers

Determine your Goals & Establish a Job Target

Identify:

*Field

- Academia, Industry or Government
 - Private, Non-Profit, Healthcare, Education, Law etc.

*Location - Tallahassee

- Proximity: Thomasville, Quincy, Crawfordville, Panama City

*Size

- Small, Medium or Large?

*Brand Recognition

- Well-known vs less known or new to industry

RESUME

OBJECTIVE: Obtain a position within the exciting field of accounts payable.

EDUCATION: Bachelor of Arts in Accounting (April 2000)
Certificate in Financial Planning (1999)

EXPERIENCE: Accounts Recreable Club
June 2000 - Present

Duties include processing outstanding debts, including invoicing of overdue accounts, sale of debit bills to third party collection agencies, and weekly interest write.

April 1999 - June 2000

Assistant Accountant

This position required me to process all accounts payable and receivable and coordinate payments and deposits to departmental bank accounts. I was responsible for the processing of all invoices and bills. I was also responsible for the processing of all invoices and bills. I was also responsible for the processing of all invoices and bills.

May 2000 - June 2000

Accounts Recreable Club

Accounts Recreable Club is a leading provider of accounts payable and receivable services. I was responsible for the processing of all invoices and bills. I was also responsible for the processing of all invoices and bills. I was also responsible for the processing of all invoices and bills.

Resumes & CVs

Document Options:

- Resume
 - Industry
- CV
 - Academic
 - Industry
- Federal Resume
 - Federal Gov't

Highlight your relevant experiences

- Avoid assuming that an employer knows about your experiences — define your skills!
 - Field work
 - Internships
 - Research
 - Teaching
 - Publications
 - Volunteering

Anatomy of a Bullet Point

Assisted in

human detection
algorithms

using thermal camera

Action Verb

Skill

Tasks

Developed

a mentorship program
for high school
freshmen

which increased new student
involvement by 20%.

Action Verb

Project

Result

Focus on results, goals/objectives, skills and examples

Cover Letter and References

- Business letter format
 - 3-4 paragraphs
 - Overview of your experience that makes you right for the position
 - Highlight *your* specific duties and successes
 - Your competition may list the similar leadership and academic credentials on their resume – STAND OUT!
- Have your references ready
 - Professional
 - Academic

Where to Look



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Job Search Resources

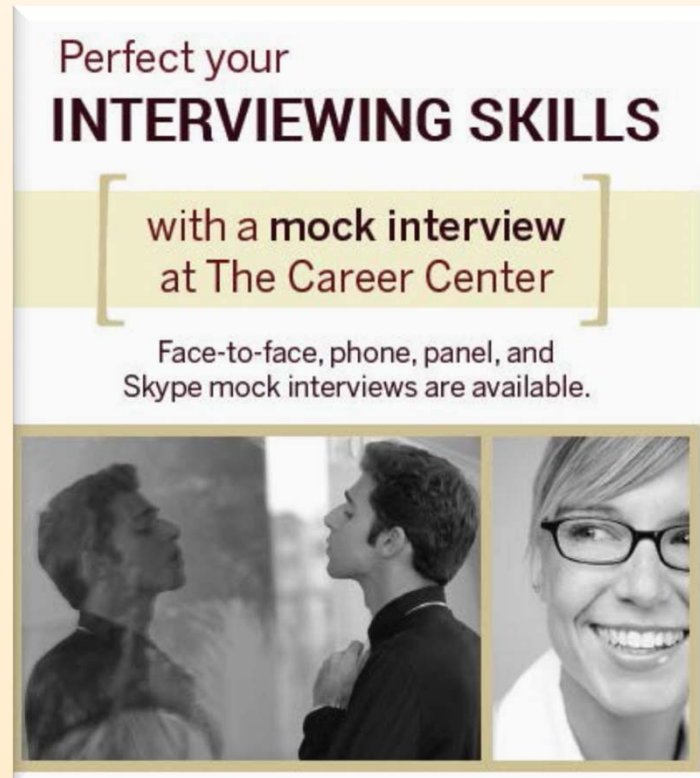
- Academic
 - [HigherEdJobs](#)
 - [Inside Higher Ed](#)
- Industry
 - [Versatile PhD](#)
 - LinkedIn, Company websites
 - Career Center Resources - [Opportunities](#)
 - [ChronicleVitae](#)
- Government
 - USAJobs.gov
- [Handshake](#)
- People
 - Professional associations, Networking, Chamber of Commerce

Interview Preparation

Why are you
the best
person for
this role?

What are your
strengths/
weaknesses?

Tell me about
yourself



Why do you
want to work
here?

How would
your
colleagues/
supervisor
describe you?

**Be prepared for the “Common 5” interview
questions!**

Networking & Elevator Pitch

Elevator Pitch

30-60 seconds

- Who you are?
- What you're good at?
- Why you'll be a good fit?

Networking & Elevator Pitch

Creating an Elevator Speech Exercise

Your elevator speech may include:

- Your name and present status/situation (year in school, current position, major, etc.)
- Brief overview of your unique experiences, skills, and qualifications
- A connection between what you can offer and what you know about them
- Pertinent questions that the employer can respond to

Answer the questions below to help you begin constructing your elevator speech.

1. **Who am I?** Include your full name, current status as an FSU student, and major/minor.
2. **What do I have to offer?** Include unique experiences here — previous work experience, student organization involvement, volunteer work, internships, etc.
3. **Why am I interested in your organization (or this industry)?** Use this as an opportunity to demonstrate that you have researched the organization.
4. **What do I have to offer and how am I a good fit with your organization?** Use this as a summary statement.
5. **Questions I have for the employer.** It is best to end with an open-ended question — see page 3 for examples.

GRADUATE CAREER ADVISING

- Connect academic studies with career options (academic and non-academic)
- Prepare documents: resumes, cover letters, and CVs, teaching philosophies, LinkedIn profile
- Build professional skills (networking, interviewing, negotiating)

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Graduate School Liaison

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- Career Fairs
- Interviews
- Internships
- The workplace



View hours of operation at
career.fsu.edu/ClothingCloset

Drop-In Career Advising

Monday – Friday, 9 a.m. - 4:30 p.m.

Extended Tuesday hours, 9 a.m. - 8 p.m.

(Fall and Spring semesters only)

Closed Fridays, 1:30 - 2:30 p.m.



The Career Center

Located in the Dunlap Success Center at the corner of Learning Way and Woodward Avenue.



100 South Woodward Avenue, Tallahassee, FL 32306