

The Career Resource Center & Career Showcase



CRC Knowledge

- How many of you have VISITED the Career Resource Center?
- Where is the CRC, anyway?
- What, if anything, do you already know about the CRC?

CRC Services & Resources

- Career Planning
 - Resume writing, Job/Internship Search Strategies, Choosing/Changing Majors, Graduate School Information, Interview Preparation
- Career Courses
 - SLS 2301 & 2302
- Employment Connections
 - On-campus recruitment, career fairs, employer information sessions, Employer2Student Education Workshops

Major CRC Programs/Services

- **Career Showcase**: September 24 & 25 , O'Connell Center
- **B.R.I.D.G.E.**: Local internship partnership with Gainesville Area Chamber of Commerce
- **Mock Interviews**: Ongoing each semester – sign up on our website (www.crc.ufl.edu)
- **Gator CareerLink**: Career communication tool, www.crc.ufl.edu

Career Showcase

- Research, research, research!
- Attend workshops prior to prepare
- Create your resume & have it critiqued
- Network before, during & after the event
- Develop & practice your 2-minute commercial
- Follow up after the event

Career Showcase Preparation Events

- Career Fair Bootcamp
 - January 19, 5:10 PM
- Job Search Employer Panel, Jan. 31
 - Writing a Winning Resume & Cover letter; 12:50 pm
 - Interviewing Do's & Dont's; 1:55 pm
 - Marketing Yourself & Networking; 3 pm
- Employer Mock Interviews
 - January 30, 10 AM-4 PM

Career Showcase Preparation Events

- Extreme Resume Makeover
 - Jan. 19-20, 9 AM-3 PM
- Employer Resume Critiques
 - Jan. 23, 10 AM-3 PM
- Employer Mock Interviews
 - Jan. 30, 10 AM-4 PM

Basic Resume Headings

- Main Heading: Contact Information – make it easy to find you!
- Objective: Yes, use one. Make it clear, concise & consistent with your capabilities.
- Education: Yes, show your GPA.
- Experience: The more relevant, the better.
- Activities: Especially leadership/communication
- Skills: Computer & language
- References: Goes on another sheet of paper.

Additional Job Search Strategy

- Prepare yourself
- Establish your search process
- Be proactive & persistent

We Can Help...

- **Talk to us: Career Planning Hours**
 - Mon-Fri: 9am-4pm *Drop-ins*
 - Schedule Appointments via *Gator CareerLink*
- **Gator CareerLink**
 - Internship, co-op, part- and full-time job postings
 - Mock & Virtual Interviews
- **Web Resources**
 - Career Search
 - C.H.O.M.P.
 - MyPlan

THANK YOU!!

- Questions?
- Visit the Career Resource Center
Reitz Union, 1st Floor
www.crc.ufl.edu