

“Time is Money”

– Benjamin Franklin



**Your Career
Starts Here.**

Let's Go!



CareerSource Brevard (CSB) is a regional public/private partnership and part of a statewide network of 24 regions, known as CareerSource Florida. Programs and services are free.



Take the First Step

We can help!

Think about this ...

What does career success mean to you?



Choose Your Path to Success

5 questions to ask yourself:

1. What is **important** to you?
2. Who are your **role models**?
3. To whom do you share your **dreams** and **aspirations**?
4. What kind of work would be **meaningful** or **exciting** to you?
5. Where do you see yourself **after high school and beyond**?

You Have Many Career Options

Facts:

- In **Choosing** a career path consider your **interests** and **your strengths** in an industry or field you think you might like.
- The **right path** will lead to a job and a **successful career**.
- Financial security comes as you **gain the skills, education and experience** employers want.

Brevard County's Top 5* Growth Industries

Let's explore a few!

Healthcare

Manufacturing

Information
Technology

Aerospace &
Aviation

Hospitality &
Customer Service

2019/2020 Data



Careers in Healthcare

Education Levels

Education Level 2020 requirements	Direct Patient Care	Diagnostic Therapeutic	Administrative Corporate
Certificate (Short Term)	CNA, EMT/Paramedic, Home Health Aide \$10.30 - \$16.15 per hour	Phlebotomist \$12.13 - \$15.68 per hour	Medical Transcriptionist \$12.67 - \$15.52 per hour
Full certificate or Diploma (1-2 years)	LPN, Medical Assistant \$11.05 - \$22.84 per hour	Dental Assistant, Radiologic Tech, Surgical Tech \$12.23 - \$26.87 per hour	Supervisors of Office & Administrative Support Workers \$14.30 - \$26.27 per hour
Associate Degree (2 years)	RN, Physical Therapist Assistant, OT Assistant \$23.64 - \$34.35 per hour	Medical Lab Technician, Dental Hygienist \$12.38 - \$33.96 per hour	Health Information Technologist \$12.37 - \$18.82 per hour

Careers in Manufacturing

Education levels

Education Level 2020 requirements	Production	Quality Assurance	Maintenance
High School Diploma/GED **Additional training may be required	Operators, Solderers & Brazers \$11.15 - \$20.93 per hour	Inspectors, Testers, Sorters, Samplers, Weighers \$12.50 - \$25.40 per hour	Operators, Solderers & Brazers \$11.15 - \$20.93 per hour
Full Certificate or Diploma (1-2 years)	Welders \$13.59 - \$20.93 per hour	N/A	Industrial Machinery Mechanics, Electricians, Welders \$15.54 - \$25.73 per hour
Associate Degree (2 years)	Computer Numeric Controlled (CNC) Machinists \$16.85 - \$22.50 per hour	Non-Destructive Testing Specialists \$23.02-\$39.63 per hour	Engineering Techs \$23.02 - \$39.63 per hour

Careers in Hospitality & Customer Service

Education levels

Education Level

2020 Requirements

High School Diploma/GED

**Additional training may be required

Full Certificate or Diploma (1-2 years)

Associate Degree (2 years)

Restaurants

Wait Staff, Cook, Bartender, Dishwasher, Cashier, Host & Hostess, Food Prep Worker
\$8.84 - \$11.79
per hour

Supervisor of Food Preparation & Service Worker
\$10.49 - \$18.17
per hour

Chefs/Head Cooks
\$15.35 - \$28.85
per hour

Hospitality

Maids & Housekeepers, Hotel Desk Clerks, Maintenance & Repair Workers, Janitors
\$8.78 - \$19.85
per hour

Supervisors of Housekeepers & Janitorial Workers
\$10.83 - \$18.53
per hour

Meeting, Convention & Event Planners
\$12.85 - \$26.83
per hour

Administration & Customer Service

Customer Service Representatives
\$10.13 - \$15.89
per hour

Secretaries & Administrative Support Workers
\$9.94 - \$17.37
per hour

Supervisor of Office & Administrative Support Workers
\$14.30 - \$26.27
per hour

Time to Build Your Resume

We Can Help!

John Smith
Titusville, FL 32780

321-555-5555

youremailhere@gmail.com

Professional, Dedicated, and Experienced Administrative Assistant, management support, excellent technical skills, client focused, dependable, conscientious, able to excellently navigate work flow independently or in a group setting, quick to adapt to changing environments and tasks, willing to accept responsibility for duties beyond current job scope.

AREAS OF STRENGTH

- Type 90 WPM, with strong Internet research skills
- Exceptional communication and interpersonal skills
- Detail orientated with effective organizational skills
- Microsoft Office: Word, Excel, Access, Outlook, Power Point
- Able to work well in a team atmosphere or independently
- Knowledgeable in the use of various office equipment
- Strong work ethics: Punctual, Reliable, and Trustworthy

PROFESSIONAL EXPERIENCE

Administrative Assistant
06/2018 – 02/2019

I.S. Paper Company, Inc., Titusville, FL

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Consistently meet deadlines and complete special projects as assigned.
- Attend meetings to record minutes.
- Greet visitors, ascertain, and determine their needs.
- Read and analyze incoming memos and reports to determine their significance and plan their distribution.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- File and retrieve corporate documents, records, and reports.
- Open, sort, and distribute incoming correspondence, including faxes and email.

Receptionist
09/2016-06/2018

Nature Products International, Melbourne, FL

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers
- Answer telephones, direct calls, and take messages
- Maintain and update filing, mailing, and database systems
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information
- Open, sort, and route incoming mail, and prepare outgoing mail
- Compute, record, and proofread data and other information
- Type, format, proofread, and edit correspondence and other documents
- Special projects as required

EDUCATION

Associate in Arts - Eastern Florida State College, Melbourne, FL
High School Diploma- Astronaut High School, Titusville, FL

05/2019
05/2016

Heading

Name, phone number, email address

Summary

1 or 2 sentences about your skills, education and experience

Strengths/Skills

Computer experience, technical skills etc., related to the job you're applying for

Professional Work Experience

Relevant jobs with recent listed first

Accomplishments

Academic, club participation, volunteerism, other

Education

Current and past



Resume Do's and Don'ts

Employers say:

DO

- Include your current email & phone
- State important points first
- Include big achievements
- Make it readable & printable
- Keep it short - one page
- Tailor it to the job you're applying for
- Remove outdated information
- Use action words
- Use easy-to-read, type fonts

DON'T

- Include ANY grammar or spelling errors or typos
- Be generic
- Lie or stretch the truth
- Use an inappropriately-worded email address
- List your home address
- Disclose unnecessary, irrelevant information (hobbies or family status)

Action Words that Work

Be proud of your accomplishments!

Think education, skills, experience and more:

- Accomplished
- Completed
- Created
- Negotiated
- Decreased
- Collaborated
- Acquired
- Improved
- Mastered
- Achieved
- Directed
- Increased
- Reorganized
- Undertook
- Devised

Get Set for the Interview!

We can help with this too!

The interview is **YOUR** opportunity:



- Whether in **person** or **remote**
- To “sell” your **skills & abilities**, **interests** and **career objectives**
- To **ask questions** and **learn more** about the position and career opportunity
- To **prove that YOU** are the most **suitable** candidate for the job

Preparation is Key

Get ready with these 7 steps:



1. **Research** the employer & the job
2. **Make a list of questions** you can ask
3. **Gather the materials** you'll need
4. **Select** and iron **your outfit**
5. **Research** common interview **questions** and **prepare** your **responses**
6. **Practice** a mock **interview** with someone
7. **Know where to go &**
drive time to get there

Dress for Success

Select business professional for interviews or meeting a potential employer!

Business Professional



Business Casual



Not an Option



Business Professional



Business Casual



Not an Option



Wardrobe Do's and Don'ts

Employers say:

DO

- Groom your hair and nails
- Cover body piercings or tattoos
- Wear a black or blue suit, skirt or slacks and blazer
- Wear an ironed shirt with sleeves touching the end of your wrist, or wear a modest blouse
- Wear clean, closed-toe dress shoes
- Carry a simple portfolio or handbag

DON'T

- Have unkempt facial hair or hair covering your eyes
- Wear excessive cologne, perfume, makeup or noisy jewelry
- Wear chipped nail polish
- Wear too tight, too short, or see-through clothing
- Wear your dress shirt untucked and without an undershirt
- Wear a distracting/humorous tie
- Chew gum

Interview and Tips



- **Arrive** 10-15 minutes **early**, (even for a virtual interview!)
- Leave your **phone** in the **car**
- Greet everyone with a **smile & good eye contact** / **Focus on camera if REMOTE**
- Offer a **firm handshake**
- **Don't fold your arms** across your chest
- Exhibit **self confidence** with good **posture**
- **Listen** to what's being said
- **Ask to have a question repeated** (if it wasn't clear to you)
- Lean in to **show** your **interest**
- Maintain **eye contact** and keep **smiling**
- **Ask questions!**

Close the Interview



Before you leave:

- **Get** your interviewers' **business cards**
- **Thank the interviewer** for their time
- **Shake hands** and make eye contact

Within the next 2 days:

Follow-up with a **hand-written thank you note** to demonstrate your professionalism and acknowledgement of their time!

You are on Your Way to Employment!

We can help.

Contact us today about the career building programs and services available to you.

Job Search Assistance
Resume Assistance
Mock Interviews

Career
Planning/Guidance
Mentoring

Workshops &
Online learning

Recruiting Events
Job Fairs

Scholarships toward
training
On-the-Job Training
Work Experience



Ways to Reach Us

...and the employers who are hiring now!

<https://careersourcebrevard.com/career-services>

jobseekersupport@careersourcebrevard.com

(321) 504-7600 and ask for NextGen*

Make sure Brevard Employers can find you!

Register your resume at:

<https://employflorida.com>

CareerSource Brevard (CSB) is a regional public/private partnership and part of a statewide network of 24 regions, known as CareerSource Florida ***The NextGen program serves young adults up through age 24.**

Presentation Updates & Maintenance by P. Traganos

