

***“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



# THE ECONOMY AND YOUR FUTURE GOALS



**We are in a Global Economy – Jobs Come & Go  
We Need to be Constantly AWARE of How it Effects Us**

Immediate

Short

Medium

Long

**AS TIME GOES ON - MARKETS CHANGE - JOBS CHANGE - AND YOU WILL CHANGE**

**UPDATE YOUR SKILLS / TAKE APPITUDE TESTS AS YOU GET OLDER / SEEK CERTIFICATES**

# Careers in Healthcare

## Education Levels

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

# Careers in Manufacturing

## Education levels

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

# HOW TO THINK ABOUT JOBS / CAREERS / PREFERENCES

- TIME - How do I want to spend my HOURS / DAYS / WEEKS
- PEOPLE - Who Do I Want to Spend My Time with:  
Peers / Managers / Subordinates / People Inside – Outside Company
- AUDIENCE - Who is Most Responsive to Me :  
Family / Friends / Co-workers / Teachers / Mentor(s) / Strangers
- PAY - How Much Do I Need to Live Like I Want – Will additional Education, Certificates, or Increased Responsibilities Help – When Do I Get a Raise

# Time to Build Your Resume

We Can Help!

**John Smith**

Titusville, FL 32780

321-555-5555

[youremailhere@gmail.com](mailto: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)

# 12 MOST TRANSFERABLE SKILLS

This list was comprised with input from Executives & Human Resource Managers

- Communications
- Working with Others
- Problem Solving
- Analyzing / Assessing
- Planning / Layout
- Timeliness
- Organizing
- Managing Others
- Decision-Making
- Teamwork
- Positive Work Attitude
- Passion

# Action Words that Work

## Be proud of your accomplishments!

Think education, skills, experience and more:

- Accomplished
- Negotiated
- Acquired
- Achieved
- Reorganized
- Completed
- Decreased
- Improved
- Directed
- Undertook
- Created
- Collaborated
- Mastered
- Increased
- 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](mailto:jobseekersupport@careersourcebrevard.com)

(321) 504-7600 and ask for NextGen\*

**Make sure Brevard Employers can find you!**  
**Register your resume at:**

<https://employflorida.com>

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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.**

[For More Information on Colleges and Vocational Schools .....](#) **Click Here**

“Presentation Updates & Maintenance Coordinated with CareerSource Brevard by P. Traganos”

