

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

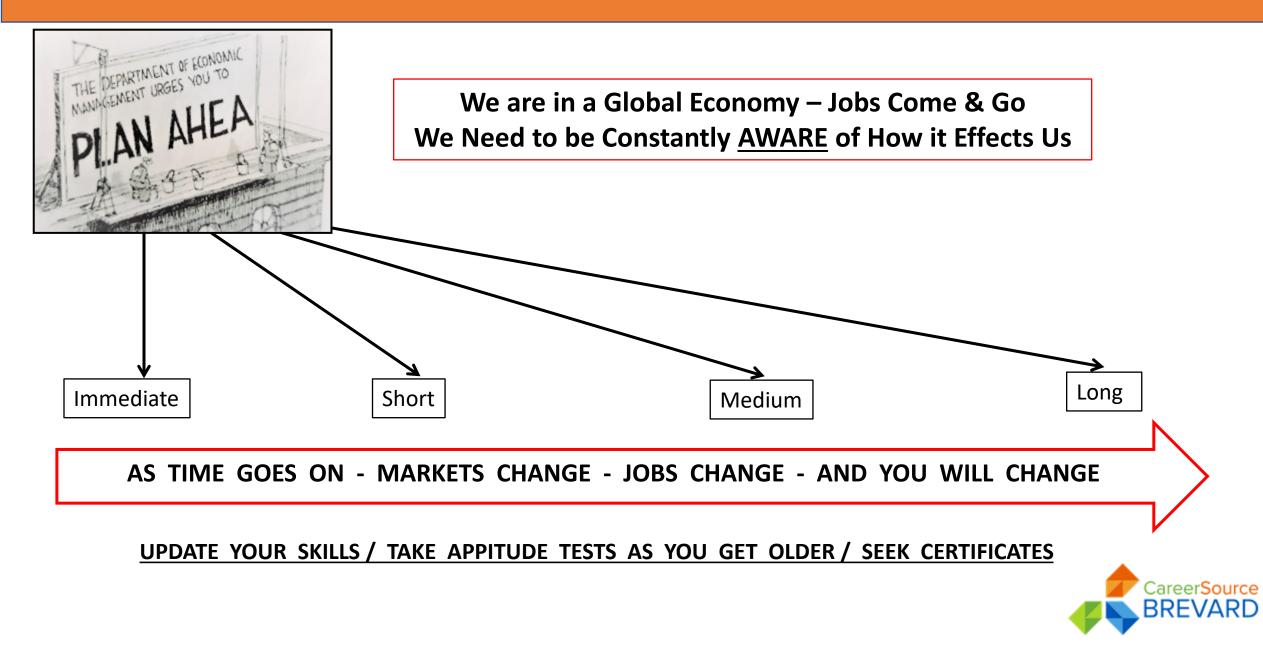
Aerospace & Aviation

Hospitality & Customer Service

2019/2020 Data



THE ECONOMY AND YOUR FUTURE GOALS



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	Restaurants	Hospitality	Administration & Customer Service
High School Diploma/GED **Additional training may be required	Wait Staff, Cook, Bartender, Dishwasher, Cashier, Host & Hostess, Food Prep Worker \$8.84 - \$11.79	Maids & Housekeepers, Hotel Desk Clerks Maintenance & Repair Workers, Janitors \$8.78 - \$19.85	Customer Service Representatives \$10.13 - \$15.89 per hour
Full Certificate or Diploma (1-2 years)	per hour Supervisor of Food Preparation & Service Worker \$10.49 - \$18.17 per hour	per hour Supervisors of Housekeepers & Janitorial Workers \$10.83 - \$18.53 per hour	Secretaries & Administrative Support Workers \$9.94 - \$17.37 per hour Supervisor of Office & Administrative Support Workers \$14.30 - \$26.27 per hour
Associate Degree (2 years)	Chefs/Head Cooks \$15.35 - \$28.85 per hour	Meeting, Convention & Event Planners \$12.85 - \$26.83 per hour	

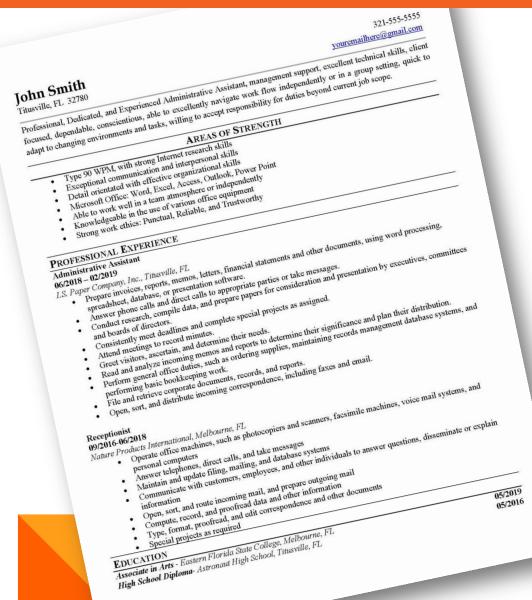
HOW TO THINK ABOUT JOBS / CAREERS / PREFERENCES

- <u>TIME</u> How do I want to spend my HOURS / DAYS / WEEKS
- <u>PEOPLE</u> Who Do I Want to Spend My Time with: Peers / Managers / Subordinates / People Inside – Outside Company
- <u>AUDIENCE</u> Who is Most Responsive to Me : Family / Friends / Co-workers / Teachers / Mentor(s) / Strangers
- <u>PAY</u> 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!



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!





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



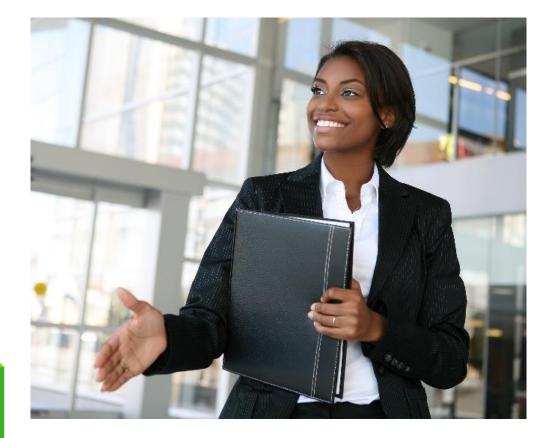
Interview and Tips



- 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.**

For More Information on Colleges and Vocational Schools Click Here



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