

Career Opportunities (current as of October 14, 2024)

CareerSource Capital Region

If you are interested in one of the positions listed below, visit [EmployFlorida.com](https://www.employflorida.com) for job referrals or leads, don't hesitate to contact a Career Advisor at CareerSource Capital Region. Call (850) 922-0023 or www.CareerSourceCapitalRegion.com

CURRENT JOB VACANCIES posted in [Employ Florida](https://www.employflorida.com) in the capital area: 1,665

CWR Contracting, Inc.

Asphalt Plant Maintenance Tech
Asphalt Plant Operator
Construction Engineer/Civil Estimator
(Entry Level)
Field Engineer Intern
Quality Control Road Technician
Senior Civil Estimator
Staff Accountant

Florida State University

Administrative Specialist
Facilities HR Specialist
Program Manager, Learning
Senior Administrative Specialist
Systems Administrator
(Medicine Info
Technology-Medicine)

North Florida Women's Care Center

Advanced Practice
Registered Nurse
Certified Medical Assistant
Licensed Practical Nurse
Physician Assistant
Registered Medical Assistant
Registered Nurse

Tips for Success at a Career Fair

Resumes

- Create the ideal resume – it should be short, sharp, and digestible in one minute's reading by an employer.
- Make sure yours is memorable but professional.
- Forget pictures, graphics, and colored paper– they don't leave a positive impression and aren't scannable. Most major employers today will scan your resume into an automated applicant tracking system that can mean quicker retrieval for current or future interviews. Bring lots of resumes to the fair, at least one for each company of interest. If you have multiple interests or job objectives, bring enough of each version of your resume.

Take the Event Seriously

It is an interview. You are making that all-important first impression.

- Only a small percentage of hundreds of interviewees will stand out at the end of the event. Ensure that you are one of them.
- Practice your best handshake, favorable smile, and make eye contact!

Ask Questions Directly, Politely, and Concisely

Your goal is to get a second interview, “in-house” this time, so you don't have to play all your cards in the first round.

- If you are genuinely interested, let them know. “I am quite excited about the possibilities your company offers, and I think I have the talent to help you achieve your goals...What do I need to do to arrange a second interview?”
- Ask them how they rate your credentials and “fit” compared to other candidates they are seeing. Asking for an honest appraisal is one of the best ways to raise it a notch!

Follow-Up

Follow-up is very important! This will give you an edge over the many others who do not.

- Email a thank you note and attach your resume the next day to the email address on the recruiter's business card. In the email, thank the recruiter for his/her time, restate your interest and qualifications for the position; reiterate your interest in a second interview, and make a promise to follow up the letter with a phone call (and then make sure you do in fact call).

For more information about job applications and resumes that get you the interview and the job, contact CareerSource Capital Region at (850) 922-0023 or visit www.careersourcecapitalregion.com