



Career Preparation Program (CPP)

The Career Services Office is introducing a Career Preparation Program that encompasses the major areas of skill within career preparation such as mastering the Resume, Job Search Strategies, Networking, Interviewing, and Career Exploration. Upon completion of this program, you will receive a completion Certificate in Career Preparation that demonstrates your commitment to your professional growth. The completion of this program will be a great addition to your resume and documents your conscientious efforts in career planning.*

While the program must be completed prior to graduation, you can earn this Certificate within a two-year span. The requirements are simple and can be completed in any order, although we recommend that you begin with Registering with Career Services and visiting the Career Service Office for your resume review.

Since the Certificate has been designed to demonstrate an extensive understanding of the career planning/job search process, each requirement must be fulfilled by the listed events or tasks. Completing multiple activities in one category, attending other Career Service or Florida Tech events, while valuable to your career education, will not fulfill the requirements of the Certificate.

**Note that this is a non-credit bearing certificate that will not be included on your transcript.*

Requirements for Completion

- Register with Career Services (College Central Network) and print the Career Preparation Program Checklist
- Produce a Career Services approved Resume & upload to College Central Network
- Attend 4 of the Career Workshops (offered regularly throughout the semester)
- Complete and submit an Informational Interview of a professional in the field
- Attend the Career Fair or Employer Day
- Attend a Company Information Session
- Complete a mock interview with a Career Advisor

| Name: | Date of Appointment with Advisor: | |
|--|--|-------------------|
| Program Checklist | | |
| Requirement | Date | CS Representative |
| Registered with Career Services <input type="checkbox"/> | Date: | |
| Approved Resume <input type="checkbox"/> | Date: | |
| Effective Resume Workshop <input type="checkbox"/> | Date: | |
| Interviewing Workshop <input type="checkbox"/> | Date: | |
| Prepare for the Fair Workshop <input type="checkbox"/> | Date: | |
| The Job Search Workshop <input type="checkbox"/> | Date: | |
| Graduate School Workshop <input type="checkbox"/> | Date: | |
| Career Fair/Employer Day <input type="checkbox"/> | Date: | |
| Informational Interview <input type="checkbox"/> | Date: | |
| Company Information Session <input type="checkbox"/> | Date: | |
| Mock Interview <input type="checkbox"/> | Date: | |

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Requirement Description

Registering with Career Services

The office of Career Services currently uses College Central Network (www.collegecentral.com/fit/) as the career management system. Please register with this system and schedule a meeting with the Career Services Office to meet with an advisor to better understand your career goals and gain details on the program.

Approved Resume

Once you have met an advisor, and registered with the office, you will need to complete a resume. There are several options:

- Using Optimal Resume (<https://fit.optimalresume.com/>)
- Attending a Resume Workshop
- Meeting one-on-one with an advisor

When your resume is complete, you may upload to College Central Network to be approved by an advisor.

Career Workshops

Attend at least 4 different Career Workshops to gain information on several career development topics. Check our Calendar of Events (<http://www.fit.edu/career/SP2005Calendar.html>) for scheduled dates and location for the current semester. Make sure to sign in at the workshops and have a Career Service Representative sign off on the checklist.

Career Fair/Employer Day

Attend at least one of the Fairs to network with employers and develop an understanding on how to approach representatives of an organization. Check our Calendar of Events:

<http://www.fit.edu/career/SP2005Calendar.html>

Informational Interview

Conduct an interview with a professional within your desired industry or occupation. This will assist you to better understand the industry, skills, and career paths it takes to succeed in your field. Please check out our resources in our Career Resource Center, both the Informational Interview and Career Investigation:

www.fit.edu/career/resumecenter/home.html

To complete this requirement, please submit a 1-2 page typed report on the interview. Please Include:

- Professionals background and current position information
- Topics Covered
- A summary of the learning outcomes from the interview

**Please contact our office for assistance and tips on identifying professionals in your career field.*

Company Information Sessions

Attend at least one of the Company Information Sessions to network with representatives and better understand employer opportunities. Check our Calendar of Events frequently:

<http://www.fit.edu/career/SP2005Calendar.html>

Mock Interview

Schedule and attend a mock interview with a Career Service Advisor. This will allow you to practice a professional interview, and receive feedback to coach you through improvement. This requires preparation and professional dress to simulate an interview scenario as closely as possible. Please contact the Office of Career Services to schedule with the appropriate advisor.