SHOWCASE YOU

January 30 & 31 | 9 a.m. - 3 p.m.
Exactech Arena at the Stephen C. O’Connell Center
# TABLE OF CONTENTS

5 65 Years of Career Services  
6 Partner Recognition  
7 Employer Directory  
18 Map  
19 Floor Map  
20 Gate 1/ Concourse Map  
21 Practice Basketball Courts Map  
24 Post Showcase Interviews Form  
31 2016 – 2017 Top Employers  
33 Professional Headshots  
36 Career Conversations  
37 Life After the Swamp  
38 6 LinkedIn Profile Must-Haves
Harris provides advanced, technology-based solutions that solve government and commercial customers' mission critical challenges. The company has approximately $8 billion in annual revenue and about 23,000 employees - including 9,000 engineers and scientists - supporting customers in more than 125 countries.

The Home Depot is an Equal Opportunity/M/F/Vet/Disabled Employer. Available positions may vary by location. Bilingual candidates are encouraged to apply.

Did you know that our office has been providing career services to University of Florida Students for 65 years?

Here are some fun facts!

- We started as the Placement Service Office in 1953 in a one room office in Tigert Hall.
- Our first director was Maurice Mayberry, who was a graduate from UF's College of Business Administration.
- The first employer database consisted of more than 500 3x5 index cards which were hand typed with the recruiter's information on it (today, we have more than 10,000 employer connections in Gator CareerLink).
- In the late 1960s, 2,500 square feet was dedicated to career services in the Reitz Union. In 1996, our office space expanded to approximately 15,700 square feet.
- In 1972, we were known as the Career Planning and Placement Center, and in 1975 our name changed to the Career Resource Center.
- In 2003, Gator CareerLink was introduced to the campus community where over 8,300 jobs were posted in the system for UF students and alumni.
- In 2010, and in 2012, we were named #1 in Career Services by the Princeton Review.
- In Spring 2013, over 8,600 students and alumni attended Career Showcase, the highest recorded attendance for the event.
- In 2016, the CRC started a renovation and expansion facility project that will house career services in more than 28,000 square feet.

For more information visit, [crc.ufl.edu/nextlevel](http://crc.ufl.edu/nextlevel)
Thank you to our CRC Partners
for your support of career education
at the University of Florida
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**POSITION TYPES**

1. Accounting & Finance 24
2. Administrative & Support Services 25
3. Advertising, Marketing & Public Relations 26
4. Agricultural & Natural Resources 27
5. Animal Sciences/Veterinary 28
6. Applied & Fine Arts 29
7. Architecture & Design 30
8. Business Management 31
9. Commercial & Food Services 32
10. Communication Media & Telecom 33
11. Computers Hardware 34
13. Computers Software 36
14. Construction & Trade 37
15. Consulting Management 38
16. Consulting Technical 39
17. Customer Service 40
18. Digital Arts: Graphics & Commercial 41
19. Education 42
20. Engineering: Chemical 43
21. Engineering: Civil 44
22. Engineering: Computer 45
23. Engineering: Electrical 46
24. Environmental Engineering 47
25. Engineering: Industrial 48
26. Engineering: Material Sciences 49
27. Engineering: Mechanical 50
28. Engineering: Other 51
29. Event Services 52
30. Healthcare & Medical 53
31. Hotel & Restaurant Management 54
32. Human Resources & Labor Relations 55
33. Human Sciences 56
34. Information Technology 57
35. Information Security 58
36. Insurance 59
37. Interdisciplinary 60
38. IT & Cybersecurity 61
39. Life Sciences 62
40. Life & Physical Sciences 63
41. Management & Leadership 64
42. Marketing & Sales 65
43. Medical 66
44. Non-Profit, Community & Social Services 67
45. Non-Profit, Community & Social Services 68
46. Packaging Science 69
47. Parks & Recreation 70
48. Purchasing, Operations & Logistics 71
49. Research & Library 72
50. Sales 73
51. Supply Chain Management 74
52. Transportation 75
53. Web Development 76
54. Writing 77

**WORK AUTHORIZATION**

A. Currently authorized to work in the United States with no restrictions
B. Currently authorized to work in the United States, but will require sponsorship in the future
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**OTHER**

*Green Companies
Bolded CRC Partners
*Advanced Degrees Company

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### Position Types

1. Accounting & Finance
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3. Advertising, Marketing & Public Relations
4. Agricultural & Natural Resources
5. Animal Sciences/Veterinary
6. Applied & Fine Arts
7. Architecture & Design
8. Business Management
9. Commercial & Food Services
10. Communication: Media & Telecom
11. Computers: Hardware
12. Computers: Information Systems
13. Computers: Software
14. Construction & Trade
15. Consulting: Management
17. Customer Service
18. Digital Arts: Graphics & Commercial
19. Education
20. Engineering: Chemical
21. Engineering: Civil
22. Engineering: Computer
23. Engineering: Electrical
24. Engineering: Environmental
25. Engineering: Industrial
26. Engineering: Material Sciences
27. Engineering: Mechanical
28. Engineering: Other
29. Event Services
30. Healthcare & Medical
31. Hotel & Restaurant Management
32. Human Resources & Labor Relations
33. Law
34. Law Enforcement & Security
35. Life & Physical Sciences
36. Non-Profit, Community & Social Services
37. Other
38. Packaging Science
39. Parks & Recreation
40. Pharmacy
41. Purchasing, Operations & Logistics
42. Research & Library
43. Retail
44. Sales
45. Warehouse & Delivery
46. *Green Companies
47. Bolded CRC Partners
48. * Advanced Degrees Company

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- 2. Administrative & Support Services
- 3. Advertising, Marketing & Public Relations
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- 5. Animal Sciences/Veterinary
- 6. Applied & Fine Arts
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- 8. Business Management
- 9. Commercial & Food Services
- 10. Communication: Media & Telecom
- 11. Computers: Hardware
- 12. Computers: Information Systems
- 13. Computers: Software
- 14. Construction & Trade
- 16. Consulting: Technical
- 17. Customer Service
- 18. Digital Arts: Graphics & Commercial
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<td>Kimley-Horn and Associates, Inc.*</td>
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<td>Macy’s*</td>
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**Position Types**

1. Accounting & Finance
2. Administrative & Support Services
3. Advertising, Marketing & Public Relations
4. Agricultural & Natural Resources
5. Animal Sciences/Veterinary
6. Applied & Fine Arts
7. Architecture & Design
8. Business Management
9. Commercial & Food Services
10. Communication: Media & Telecom
11. Computers: Hardware
12. Computers: Information Systems
13. Computers: Software
14. Construction & Trade
15. Consulting: Management
17. Customer Service
18. Digital Arts: Graphics & Commercial
19. Education
20. Engineering: Chemical
21. Engineering: Civil
22. Engineering: Computer
23. Engineering: Electrical
24. Engineering: Environmental
25. Engineering: Industrial
26. Engineering: Material Sciences
27. Engineering: Mechanical
28. Engineering: Other
29. Event Services
30. Healthcare & Medical
31. Hotel & Restaurant Management
32. Human Resources & Labor Relations
33. Law
34. Law Enforcement & Security
35. Life & Physical Sciences
36. Non-Profit, Community & Social Services
37. Other
38. Packaging Science
39. Parks & Recreation
40. Pharmacy
41. Purchasing, Operations & Logistics
42. Research & Library
43. Retail
44. Sales
45. Warehouse & Delivery

**Work Authorization**

A. Currently authorized to work in the United States with no restrictions
B. Currently authorized to work in the United States, but will require sponsorship in the future
C. Not Authorized to work in the United States currently, will need immediate sponsorship

**Other**

*Green Companies*  
*Advanced Degrees Company*
<table>
<thead>
<tr>
<th>Organization</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Work Authorization</th>
<th>Position Types</th>
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<td>Propel Schools^</td>
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<td>Robert Half</td>
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<td>Rooms To Go^</td>
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</tbody>
</table>

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### Organization Day 1 Day 2 Work Authorization Position Types

**Ross Stores, Inc. Buying Office** 1063 A 8,41,43

**Ross Stores, Inc.** 1062 A 8,43

**RSM** 1068,1069 A 8,43

**Ryan Companies US, Inc.** 732 A 14

**SagePoint Financial** 1095 A 1

**Sandia National Laboratories** 758 A 1,8,22,23,26,27,28,41

**Schlumberger** 931,932 A 20,21,23,27,28

**School District of Lee County** 765 A 4,5,6,7,10,11,12,13,16,19,20,21,23,24,25,32,33,34,35,36,38

**SCS Engineers** 724 A,B 14,16,21,24

**Security First Insurance** 1004 A 1,8,15,16

**Sherwin-Williams** 932 A 8,14,43,44

**SHI International** 766 A 44

**Siemens Corporation** 1096 A 22,23,25,27

**Southeastern Grocers** 1078 A 1,3,8,12,14,32,43

**Southern Company (Alabama Power)** 1019 A 12,20,21,22,23,24,25,26,27,28

**Southern Glazer’s Wine and Spirits** 733 A 1,2,13,28,44

**Southwest Florida Water Management District** 820,821 A 1,2,3,8,10,11,12,13,14,20,21,22,24,35,41

**SPAWAR Systems Center Atlantic** 706 A 4,5,6,7,10,11,12,13,16,19,20,21,23,24,25,27,32,33,34,35,36,38

**Study Edge** 731 A 1,3,17,19

**Summit** 1060 A 37

**SumTotal Systems** 1082 A,B 12,13,22,25

**SunTrust Bank** 1090 A 1

**Target** 1084 A 8,43,44,45

**Tech For America** 706 A 19,36

**Tech Data** 1030 A 1,2,3,8,12,18,29,32,41,44

**Tetra Tech, Inc.** 704 A,B,C 21,24,27

**Texas Instruments (TI)** 901,902 A 12,13,20,21,22,23,25,26,27

**thyssenKrupp Elevator Americas** 743 A 14

**Tom James Company** 714 A 44

**TracFone Wireless, Inc.** 1065 A,B 10,12,22,25

**TradePMR** 911 A,B 2,3,8,11,12,13,21,22,23,25,28,37

**TransPerfect** 728 A 8,15,44

**Triage Consulting Group** 1026 A 115,16,30

**True Partners Consulting** 1047 A,B 1

### Position Types

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2. Administrative & Support Services
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- **Bolded CRC Partners**
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### POST SHOWCASE INTERVIEWS

#### Spring 2018

If an employer(s) invites you to an interview, use this form to keep track of your appointments.

<table>
<thead>
<tr>
<th>Interview Date/Location (Circle date &amp; interview location)</th>
<th>Interview Time</th>
<th>Company</th>
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<td>Fri</td>
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#### STUDENT CHECK-IN INFORMATION:

Student check-in for interviews at the REITZ UNION will be at the CRC located on Level 2 of the Reitz Union. Student check-in for interviews at the STEPHEN O’CONNELL CENTER will be at Gate 3.
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2. KMPG
3. Ernst & Young
4. Microsoft
5. NextEra Energy
6. Southwestern Advantage
7. Siemens
8. Teach for America
9. Apple
10. Axogen

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1. Stick to solid, subdued colors
2. Dress in industry-appropriate attire. Items to consider: blouses, collared shirts with ties, suit jackets.
3. Facial hair should be neat and clean.
4. Makeup if worn, should be conservative
5. Avoid distracting jewelry that takes away from the focus of your face

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2/1 | 2/5 | 2/8 | 2/12 | 2/15 | 2/19

*at the time of print

Headshots are by appointment only and will be taken at the Gator Career Closet.

Visit careercloset.dso.ufl.edu to schedule your appointment!

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THE TOP SIX JOB SEARCH MISTAKES THAT STUDENTS MAKE

The job search process may seem very straightforward, first – you look for job online, next you submit your resume. Done. However, there is so much more to the process than this. Consider that you are not the only one applying for a position, you can potentially be competing with hundreds or thousands of applicants for a single position.

To remain competitive, avoid these job search mistakes that students make:

1) Not Customizing Your Application Materials to the Position
Customizing your resume or cover letter is time consuming, and not doing so may cost you your dream job. Every job has specific duties and responsibilities, and if you see your current resume doesn’t highlight a trait or a position really values, make sure to edit it so that your skill set matches the qualifications the position features. For example, if the job you are interested in values leadership, make sure that the leadership experience you have in your current position is listed at the top of your experiences. Also, if relevant, add any student organizations you may be involved in with a short description to show how your involvement in this organization is relevant to the position.

2) Not Proofreading Application Materials
Proofreading your application materials goes a long way. But, because you are too familiar with your resume or cover letter, ask a friend or peer to proofread your materials. Have them look out for any misspellings or grammar issues, and ask them if the overall flow of your writing makes sense. It’s better to have someone you trust catch your mistakes before a potential employer does.

3) Not Being Patient with the Job Search Process
Searching for a job and actually getting to a final offer can take significant time to materialize. If you have applied for a position or recently had an interview, it is okay to follow up, but do not go overboard with constantly writing or calling an employer for a status update. Remember that they also have full-time jobs and possibly have several candidates they are considering. Be patient or the impression you will make on a potential employer will not be a good one.

4) Being Unprepared for the Interview
You have successfully submitted your application materials and now you have an interview coming up. Many students make the mistake of thinking that they can just “wing it” during the interview. Don’t make this mistake. Before the interview, take the time to learn about the company you’re interviewing with and also to self-reflect on how the experiences listed on your resume relate to the position you’re interviewing for. Make it a point to have something to say about every position you have listed on your resume; you never know when an employer will ask you about something on your resume that you may have forgotten about. Finally, remember practicing the actual interview scenario with someone. The CRC offers its Express Drop In service, where students can come in for mock interview without an appointment.

5) Applying to Unrealistic Positions
Students are encouraged to reach for the stars and apply to jobs they may be slightly underqualified for on paper. It is understandable that as emerging professionals, students will want to prove their worth and land a job that may be slightly out of their reach. However, you have to self-reflect and assess if you genuinely have the skill set and experience for the position. If you have only had one year of internship experience and you only apply to jobs that require 3-5 years of professional experience, your chances of getting an interview may be slim. It takes time to build experience, start by applying to positions that you are qualified for, gain industry insight and knowledge, and you’ll soon be on your way to applying for those dream jobs with the experience you’ve built.

6) Not Researching Industry Salaries
Students should know how much they’re worth to be able to ask for or negotiate an appropriate starting salary. When doing salary research, use salary calculators to help you determine what’s appropriate. Take into account the years of experience you have and the skills you have learned in your college career. Remember that your skill set will not be comparable to someone who has been working in the industry for five years, so be sure to have reasonable expectations in terms of salary. If you are unsure how to start the salary research process, the CRC holds a few salary negotiation workshops throughout the year. Check out events on our website or Facebook page to stay up-to-date.

If you have questions about the job search make a career planning appointment at crc.ufl.edu/gcl.
CAREER CONVERSATIONS

BE PART OF THE CONVERSATION

Career Conversations are informal, small group conversations facilitated by a CRC staff member to discuss a variety of career planning topics. It is a space for students with similar goals or who have similar questions and concerns to learn from each other.

SPRING 2018 CAREER CONVERSATIONS

2/7 | Interview Preparation
2/14 | Finding a Major or Minor you LOVE
2/19 | Choosing or Changing your Major
2/22 | Graduate School Exploration
3/1 | Graduate School Preparation
3/12 | Preparing for your Summer
3/15 | Getting Unstuck
3/19 | Making Resumes that Shine
3/22 | Internships, Co-Ops and Volunteering
3/26 | Preparing for your Career in Education
4/5 | Growth Opportunities
4/19 | Looking Back

Join the conversation by checking the schedule on Gator CareerLink and RSVP today!

Thank you to Bluewolf, an IBM company for their support of UF Career Services.

HOW PREPARED ARE YOU FOR LIFE AFTER GRADUATION?

Let us help you figure out some of your next steps after graduation. Join us for Life After the Swamp, a series of workshops to better prepare you for life after college. Learn about managing your finances, what to do in your first 30 days on the job, and even negotiating, accepting, or rejecting job offers.

You can learn more about these workshops and RSVP by logging into Gator CareerLink at crc.ufl.edu/gatorcareerlink.

Spring 2018 Life After the Swamp Workshops

March 12 - Figuring Out What’s Next
4:05 p.m. - 4:55 p.m. | Reitz Union 2315

March 14 - Financial Management 101
4:05 p.m. - 4:55 p.m. | Reitz Union 2360

March 19 - Job Offers - Negotiating, Accepting, Rejecting
4:05 p.m. - 4:55 p.m. | Reitz Union 2315

March 21 - Relocating After the Swamp
4:05 p.m. - 4:55 p.m. | Reitz Union 2330

March 26 - How to Survive Your First 30 Days on the Job
4:05 p.m. - 4:55 p.m. | Reitz Union 2315

March 28 - Growth After Graduation
4:05 p.m. - 4:55 p.m. | Reitz Union 2330

Click to view in browser
Are you new to LinkedIn or don’t know what to include in your profile? If you answered yes to either of these questions, don’t worry, we’re here to help.

1) Make Your Profile Picture Industry-Appropriate

People often assume that LinkedIn profile pictures need to be serious and professional but that’s not always the case. For example, someone who works in a university student affairs department needs to have a professional picture, but it should also convey that they are friendly and welcoming. A polished, yet more relaxed photo would be appropriate for this individual. A lawyer, however, may consider having a more stoic/serious professional photo to represent them.

To know what kind of photo is appropriate for your industry, do some research. Search for people in your industry and examine their profile pictures. Once you determine a pattern, take a picture that matches what is industry appropriate.

2) Write a Solid Headline

Unless you write your own headline, LinkedIn will automatically populate it from the most recent job position you have listed. This isn’t ideal because your latest position isn’t reflective of all your experience, interests, and goals. Your headline should be strategic. It’s the first thing that people will see and it’s necessary to have a hook to draw them in. For current students, we recommend making it as specific as possible. A weak headline would be: “I am a UF student in the College of Journalism.” A solid headline would be: “I am a junior at UF majoring in advertising. My interests include graphic design, photography, and video editing.”

Also, note that the headline is keyword searchable, so incorporate keywords that you’d like to be found by here.

3) Write a Summary

This is a LinkedIn profile must-have that a lot of people skip. The summary is your opportunity to give potential employers a snapshot of who you are. Let’s put it this way. If the headline is “the hook,” the summary is what will convince people to continue reading about you so they can put together all the information you’ve provided. This section is especially important for students who are pursuing a career that is not directly linked to their major.

4) Show that You Have Been Involved

Under the Volunteer Experience section, make sure to list all the extracurricular activities that you have been involved with that are relevant to your career goals. This is your chance to show things that go beyond your resume. Use this space to tell about the things you’ve learned and to tell a story about yourself. Remember that your LinkedIn profile should not be an exact replica of your resume. This section gives you the chance to be more personable and tell things that recruiters wouldn’t ordinarily see in a resume or cover letter, so take advantage of it.

5) Include Your Skills

The skills section of your LinkedIn profile is keyword searchable, so filling out this section comprehensively could not be more crucial. By listing all your skills, you are helping LinkedIn rank your profile to potential employers. Try to find inspiration in the job descriptions of companies that you’d like to work in, and if you have that skill, include it in your profile.

One misconception students have is that the skills section only applies to “technical” skills. But these skills include anything that will be essential to your job. Examples of non-technical skills to include in your profile are leadership, team building, or public speaking.

6) Make Relevant Connections

Inviting your friends to connect on LinkedIn is great, but it will not help you grow your professional network. If you are majoring in linguistics but all your friends are engineers, that will not help you meet people who can potentially help you get a job in your field.

If you don’t have many friends in your field, invite classmates that you’ve worked with on school projects or professors from previous classes. You can also go to UF’s alumni page and request people who you know that graduated, but you didn’t make a connection earlier. Our recommendation is to start out by making at least 50 to 70 connections.

Did you know that the Career Resource Center reviews LinkedIn profiles? Stop by our office in the Reitz Union, Level 2 to learn more!
CAREER SHOWCASE

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