

Technical Education Assistance and Mentoring

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The Team Careers Program at SF College provides assistance and mentoring services **to eligible students in career and technical degree and certificate programs** to help them meet their goals in a successful and timely manner. Students served by Team Careers include:

- Non-traditional Students*
- Displaced Homemakers
- Students with Disabilities
- Single Parents and Single Pregnant Women
- Students with limited English Proficiency
- Veterans

Spring 2017

February 2017

Happy New Year 2017! I hope the year and semester have gotten off to a good start for you.

Please take a few minutes to look through this newsletter. In it you will find some helpful information on scholarship opportunities, resume writing tips, tutoring help available and other resources offered at SF College.

All the best as you work toward your educational and career goals.

Regards,

Lorri Goodall

TEAM Careers Program Specialist

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“All our dreams can come true; if we have the courage to pursue them.”

-Walt Disney

Career and Technical Education Showcase 2017

Thursday, April 6th, 6 to 8 p.m.

At Perry Center for Emerging Technologies
14180 NW 119th Terrace, Alachua, FL

The Showcase will feature SF's Career and Technical Education (CTE) Programs and the business partners that support those programs. Attendees can get information on which educational program they need to enter in order to align with the career they are interested in. Business members will also be on hand to speak with attendees about what a career is like in their field of choice. The Showcase is free and open to the public.

CTE Scholarships

Up to 18 CTE scholarships are awarded annually to SF students currently enrolled in Career and Technical Education programs. Scholarships are awarded based on financial need, demonstrated performance in the enrolled CTE Program, related school and community activities and career goals. Applications are accepted year round and can be found on the website:

www.sfcollge.edu/cte/cte-scholarships

Application Deadlines:

- Summer Semester—March 16th
- Fall Semester—June 19th
- Spring Semester—November 13th

Other Scholarship Websites:

www.fastweb.com
www.scholarships.com
www.college-financial-aid-advice.com



Congratulations to our Fall 2016 Graduates!

⇒ Necheon Cooney, A.S. Nursing

⇒ Mario Louis, A.S. Nursing

⇒ Daniel Rodriguez, A.S. Nursing

⇒ James Stevens, A.S. Nursing

⇒ Michael Vigh, A.S. Nursing

*TEAM Careers serves "non-traditional students" who are enrolled in a program that leads to an occupation non-traditional for their gender; or who experience a variety of different factors that affect their college experience, whether it is working full time, returning to college after time off, or balancing academic pursuits with raising a family.

<http://www.sfcollge.edu/teamcareers>

Funding for this program is made possible by the SF Perkins Grants Initiatives office.

3 Resume Writing Tips to Stand Out Among Hundreds

For more info, visit: www.pongoresume.com/blogPosts/627/3-resume-writing-tips-to-stand-out-among-hundreds.cfm

It's common for employers to receive over a hundred resumes for a single job opening. With that much completion, how can you get the employer's attention? By following three simple rules: make your resume well organized, error-free, and tailored to the job.

⇒ Well Organized

Your resume should present the information a hiring manager needs to know in a logical order with a clean, attractive layout that's easy to skim. Suppress your flair for the unusual and dramatic. For experienced job seekers, place your summary of qualifications at the top, followed by a reverse-chronological listing of past employment, then education.

⇒ Error-Free

Your resume is not just a list of your qualifications; it's also assumed to be an example of your best, most careful work. A typo, inconsistent spacing, or any other flaw tells the hiring manager you're not that attentive to detail. That's a bad message to send. Eliminate all imperfections from your resume and enlist the help of *at least* one other person to proofread it.

⇒ Tailored to the Job

You don't have to write a new resume from scratch every time you apply for another job. But you should take your master resume and edit it slightly for every job. Tailor your summary of qualifications to use the same terminology, in the same order the employer used in the job posting.

And one other thing: If you add a well written cover letter that *also* follows these three rules, you have a great chance of finding yourself on the short list of interview-worthy candidates.

Free Tutoring Services Available

Accounting and Economics Tutoring, Spring Hours

Room C-113, NW Campus

- ⇒ Monday: 8:30am to 4:00pm
- ⇒ Tuesday: 12:15 to 5:15pm
- ⇒ Wednesday: 11:00am to 4:00pm
- ⇒ Thursday & Friday: CLOSED

SF College Learning Labs

Learning Labs offer individualized academic support for math, reading and writing, as well as labs for adult education and ESL students. Instruction is offered on a one-to-one basis or in small groups.

The Math Lab is located in G-14, Reading Lab in G-36 and Writing Lab in G-06.

For more information visit: www.sfcollege.edu/academicfoundations/

TEAM Careers Contact

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Visit us on the web at

www.sfcollege.edu/teamcareers

Helpful Resources Available at SF. . .

Career and Job Placement Center

Career and job placement services are provided for SF students and graduates. Find help with **job searches, resume preparation, and employability skills development.**

Visit the Career and Job Placement Center:

Bruce Gordon, Coordinator

Room M-135, Phone: 395-5822

Email: bruce.gordon@sfcollege.edu

Mon-Fri: 8 AM to 4:30 PM

Or visit their website at:

www.sfcollege.edu/careerplacement/

Resume Building Assistance



Resume Builder is an on-line tool that helps you put together a basic resume

quickly.

Visit the SF website for more information:

<https://sfcollege.emsicareercoach.com/#action=loadResumeBuilder>