

Office of Career Services

Frequently Asked Questions (FAQs)

Where is the Office of Career Services located?

The Office of Career Services is located in suite 230 in the School of Business and Economics.

What does the Office of Career Services do?

The Office of Career Services exists to provide career related guidance, resources, and support to all students and alumni of Fayetteville State University.

Who can use Career Services?

All students enrolled at Fayetteville State University should begin utilizing the services available by the Office of Career Services and participating in all seminars and workshops during their freshman year. Limited services are also available for alumni.

I'm only a freshman. Should I be thinking about a career already?

YES! It's never too early to begin exploring career options. Check out materials in our career library for things which might interest you. You may also apply for internships that let you spend time shadowing a professional in the workplace to see what his or her job is like. Stop by SBE Suite 230 to speak with a counselor.

How can Career Services help me?

At Career Services we are eager to discuss your career plans and concerns. During an individual career planning session with a career counselor, you can explore all the factors that need consideration before selecting or changing your major. We can direct you to appropriate career resources in our library and suggest activities that could provide you with information that may be vital to those all-important decisions regarding your future.

How do I begin my job search?

Students are encouraged to use the Office of Career Services early in their college careers. Come in and meet with a career counselor, develop a resume, attend career fairs and network as much as possible. Working part-time in your desired industry or doing an internship is a wonderful way to get job experience and establish contacts. The Career Services website has several resources to assist you in your job search as well.

Who is my career counselor?

Students are not assigned a counselor. Use our staff directory to identify the career counselor who will meet your needs.

How do I schedule an appointment?

It's easy – call the Office of Career Services at (910) 672-1205 or visit us in SBE Suite 230 and speak with a member of our staff. Appointments are usually 30-45 minutes in length.

What do I bring to an appointment?

Bring your questions, resume and job announcements you are interested in if applicable. This will give us a good place to start. Depending upon the nature of the meeting, there may be additional information you need to bring- a cover letter, email from an employer, written job offer, or a personal statement.

Will Career Services find a job for me?

Although Career Services does not guarantee job placement, professional career counselors are available to assist you with your job search efforts. We offer one-on-one career counseling to help clarify your interests, strengths and career goals. The office also has several resources on our website to help you reach your career goals.

Can graduates use the Office of Career Services?

Graduates of the University may continue to use our services following graduation for free. Your participation in the Alumni Career Services Network will keep you abreast of employment opportunities, career fairs, and job postings.

Is there a cost for using Career Services?

There is no cost for FSU students and alumni who receive assistance from our office.

What is a resume?

A resume is a summary of your accomplishments and interests. It helps an employer get to know who you are and what you have to offer.

How do I write a resume?

Begin with the resume worksheet found in the student section of the Office of Career Services' website. This will help you organize and prioritize experiences at school, work and in the community. Remember to use action verbs (also found on our website) and have your resume critiqued by a career counselor to ensure that it meets professional standards.

Can someone review my resume?

Yes. We are pleased to review your resume for you. Make an appointment with a career counselor by calling (910) 672-1205. Or, you may visit us Monday-Friday, 8:30am-5:30pm. Students are seen on a first-come, first-served basis.

Is my information kept private?

All information is confidential. To better serve you, we sometimes find it valuable to consult with other professionals or people who know you well. Before discussing your case with anyone, your permission will be requested.

What is an internship?

Any career-related work experience of limited duration that provides students an opportunity to gain experience before they graduate from college. The student works in a professional setting under the supervision of at least one practicing professional. Positions may or may not be paid. Students who do internships may work during the fall, spring or summer terms. Examples of internships include:

- Design intern for a graphic design firm
- Operations intern for an investment bank
- Communications intern for a pharmaceutical company
- Public relations intern for non-profit organization
- Sports management intern for a professional sports team
- Accounting intern for an accounting firm

What are the basic requirements for applying for an internship?

- Students must be in good standing with the University
- Students must have completed freshman-level courses
- Students must have a 2.5 minimum cumulative GPA and full-time student status
- Students must register for the internship course and meet with the Coordinator of Internships in the Office of Career Services – Mrs. Daisy Osborn
- Students must check directly with their departments for specified minimum work periods

What is a Co-op?

A Co-op is a structured educational strategy integrating classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. A Co-op is a paid work experience in a professional setting. Students who do Co-ops may work during the fall, spring or summer terms.

What are the requirements for a Co-op?

- Students must be in good standing with the University
- Students must have completed sophomore-level courses
- Students must have a 2.5 minimum cumulative GPA and full-time student status
- Students must register for the Co-op course
- Students must check directly with their departments for specific minimum work periods

How will I know when employers are recruiting on campus?

Employers visit campus as part of an organized and collaborative on-campus recruitment effort during the fall and spring semesters. An on-campus recruiting schedule is usually made available to students through campus e-mail. The timeframe and location for each visiting employer are listed in the e-mails.

What is an employer information session?

Employers schedule information sessions during the fall and spring recruiting seasons. The purpose of these sessions is to meet students who are interested in exploring careers with their organization. Though information sessions are less formal than actual interviews, employers report that your strong performance (punctuality, appropriate attire, enthusiasm, engaging questions) can be a deciding factor in their decision to interview you further.

What workshops do you offer?

The Office of Career Services offers workshops and presentations on a variety of topics including resumes, interviews, professional development, the job search, and preparing for career fairs. Career counselors also prepare and deliver workshops for classes and student organizations upon requests.

How long will I need Career Services?

The length of involvement with Career Services varies greatly from a few weeks to many years. Your length of involvement will depend on your employment goals, how soon a good employment match becomes available or how long you will benefit from our career resources.

What is InterviewStream?

InterviewStream is the “industry standard” practice and screening interview tool for thousands of job seekers, career counselors and employers across 44 states and four continents. InterviewStream assists students in perfecting their interview skills and techniques.

What is NACELink?

NACELink, the result of an alliance among the National Association of Colleges and Employers, Direct Employers Association, and Symplicity Corp., is a national recruiting network and suite of web-based recruiting and career services automation tools serving the needs of colleges, employers and job candidates.