

## What is the mission of FMTC Career Services?

- The mission of FMTC Career Services is to enhance student success by providing comprehensive career and employment services. Career Services is committed to fostering individual growth and development by assisting students with their academic, career and employment needs.

## What services are offered to students and alumni through the Career Services Department?

- College Central Network
- Job Opportunities
- Employment Trends
- Co-Ops / Externships
- Professional Organizations
- Information about on campus and local career fairs
- Resume Writing
- Cover Letters
- Job Search Techniques
- Dressing for success and resources for interview appropriate clothing
- Mock Interviewing
- Interview Etiquette
- Speaking in Public
- Networking with Local Employers

## Does FMTC have a job board where employers can list what openings they have available?

- YES – It is called College Central Network and the website is [www.collegecentral.com/fortmyerstech](http://www.collegecentral.com/fortmyerstech)

## How do employers list their open jobs on College Central Network?

- Go to [www.collegecentral.com/fortmyerstech](http://www.collegecentral.com/fortmyerstech)
- Select the Employers button
- Then select the create account button

Once the online registration is approved by career services; then the employer will be able to post jobs, search student resumes, and register for our on campus events like Career Fairs.

## Should all students and alumni be registered for College Central Network?

- YES – this is an online job board tool and there are resume writing templates and information available to all who have registered. Students and alumni register at : [www.collegecentral.com/fortmyerstech](http://www.collegecentral.com/fortmyerstech) The User ID for students and alumni is F followed by their school issued ID number (example : F55007466)

## When is Career Services open and available to see students, alumni, and employers?

- Monday – Friday from 8am-3pm (when the office is closed it could be for a variety of reasons such as : Co-Op & Externship site visits, external marketing, networking with local employers, grant administration, providing guided tours for potential employers & VIP's, working with community organizations, instructor support, COE placement opportunities, and supporting student services, admissions and enrollment as needed.

## What is the best way to contact someone in Career Services?

- Please EMAIL Valerie Clark [valerieacl@leeschools.net](mailto:valerieacl@leeschools.net)