Career Opportunities

Current Career postings

CareerSource Capital Region

If you are interested in one of the positions listed below, visit **EmployFlorida.com** for job referrals or leads, please contact a Career Advisor at CareerSource Capital Region. Call (850) 922-0023 or www.CareerSourceCapitalRegion.com

CURRENT JOB VACANCIES posted in Employ Florida in the capital area: **1,518**

EMPLOYERS POSTING MULTIPLE JOBS:

Select Specialty Hospital
Certified Nursing Assistant (CNA)
Maintenance Mechanic
Registered Nurse (RN)
Rehabilitation Therapy Manager
Unit Secretary

Halff Associates, Inc.
Director of Transportation
Graduate Electric Engineer
Senior Project Manager - (Roadway) Transportation
Senior Water Resources Professional/Team Leader

Traffic Engineer
Transportation Design Senior Project Manager (P.E.)
Water and Wastewater Team Lead

Nova Technologies
Business Development Coordinator
People Operations (HR) Coordinator
Lead Systems Engineer
Financial Coordinator
Senior Financial Analyst
Corporate Coordinator

Waste Pro
Assistant Division Manager - Tallahassee
Regional Staff Accountant
Residential Driver - Crawfordville
Residential Driver - Leon County
Residential Driver - Tallahassee
Residential Helper - Crawfordville
Residential Helper - Leon County
Residential Helper - Tallahassee
Residential Route Supervisor - Gadsden County
Technician - Tallahassee - 2nd Shift

Stericycle
Warehouse Worker
Senior Transportation Supervisor
Route Driver (multiple openings)

Eden Springs Nursing & Rehab Center
Licensed Practical Nurse
Registered Nurse
Nursing Assistant

CAREER SEEKER TIP OF THE WEEK

Eight Tips for Ensuring Your Resume/Job Application is Seen by the Hiring Manager

Can you count the times that you've found a job you will be good at and will absolutely love doing and then you don't hear anything after submitting your application? It's frustrating, … right? Here are a few tips that you can use to make sure the hiring manager sees your job application:

- Know what the employer needs and note their expectations of the candidate that are listed on the job posting.
- Then, … be specific in matching your qualifications to the requirements shown on the job posting on your resume, in your cover letter, and on your job application.

- If the employer has specific education requirements, and you have them… be sure to include them on your resume.

- The same goes for experience. If the employer requires 5 years of work experience of which 3 years were in retail clothing sales and you've got 2 years as a supervisor, team lead, or you've trained new incoming staff, … include that in your summary or introduction on your resume.
- Soft or social skills are a huge plus for employers and you'll want to include the keywords for these types of skills in the summary or introduction section of your resume. Also, … don't forget to include these skills in the "skills" section of your resume as employer ATS (Applicant Tracking Systems) look for these keywords the first time your resume, cover letter, and application are reviewed.
- Make sure your contact information is up to date. Provide a single phone number and preferably one that has text capabilities. You don't need to include your street number or street name or zip code but include your city and state. If you go by another name, … you can use that name, but you'll want to include your legal name in parentheses. If you don't have a professional looking email address, … you're using an email address that is familiar with family, friends, and school classmates only, … develop an email address you can use for your job search.
- Be sure you are prepared to share your accomplishments on your resume, cover letter, and job application and list them as bulletized results statements indicating how you were able to benefit the companies you worked for previously and translate that into how you'll be able to benefit the company you are applying to for your next job.
- Send your resume and job application to the employer in the manner they requested and be sure the information on your resume can be read by an ATS. Information in the header or footer or in the margins and fancy fonts with graphs and charts will not be considered by an ATS. You may have to send your resume as a plain text document or better yet, … you can submit a PDF version of your resume so that all of the formatting is locked in and it won't matter what software update they are using, they'll still be able to read what you sent as it is more like a scan or a photo of your resume.

For more information about job applications and resumes that get you the interview and the job, contact CareerSource Capital Region at (850) 922-0023 or visit www.careersourcecapitalregion.com