

## Frequently Asked Questions

### **What is the purpose of the Center for Career and Professional Development?**

The purpose of LTC the Center for Career and Professional Development is to develop student success by providing all-inclusive career and employment services. The Center for Career and Professional Development is committed to the promotion of student growth and development by supporting students with their academic, career, and employment needs.

### **What services are available to students and alumni through the Center for Career and Professional Development?**

- Florida Ready to Work
- Job Opportunities
- Employment Trends
- Apprenticeships/Externships
- Cover Letters
- Information about on campus and local career fairs
- Resume Writing
- Talent Hub
- Job Search Techniques
- Dressing for success and resources for interview-appropriate clothing
- Mock Interviewing
- Interview Etiquette
- Networking with Local Employers

### **How do employers list their career opportunities with LTC?**

Email your job listing to [ltc\\_placement@leonschools.net](mailto:ltc_placement@leonschools.net)

Once the listing is approved by the Center for Career and Professional Development, the job will be posted on <https://www.livelytech.com/career-professional-development> for graduates and non-graduates to search for job opportunities.

### **Should all students and alumni register with Talent Hub?**

YES- this is an online job board, with videos of professionals from Tallahassee, promoting industry vacancies. Students and alumni can register at <https://www.talenthub2030.com/login>

### **When is the Center for Career and Professional Development open?**

Monday- Friday from 8:00 am - 3:00 pm

### **What is the best way to contact someone in the Center for Career and Professional Development?**

Please EMAIL Christine Moore at: [mooree2@leonschools.net](mailto:mooree2@leonschools.net)