



Graduate Seminar (EEL 6936)
Department of Electrical Engineering
http://ee.eng.usf.edu/Grad_Seminar

Mr. Terry Dowling, Career Counselor, M.A.

Career Services, University of South Florida
Friday, November 8th, 2013, 12:55-1:55 p.m.
Chemistry Building, Room 111 (CHE 111)

**Cover Letters, Resume Composition and
Job Search Resources**

Abstract

This talk will focus on critical job hunting skills for students. In particular, the topics will include cover letter preparation, resume styles, and online resources to be utilized in uncovering potential positions.

Biography



Mr. Terry Dowling is a Career Counselor at the University of South Florida Tampa Career Services office since 2009. His primary role is working with students and alumni on a variety of issues related to career development, i.e., from assessment to occupational exploration and job search preparation. Over the course of his career he has worked with students and alumni in a variety of academic areas and professions from Accounting and Advertising to Engineering, English, and Psychology, as well as numerous other areas. His overall schedule is primarily comprised of individual student and alumni appointments along with presentations in classrooms or to student organizations and participation in employer-related events such as Career Fairs and information sessions. Prior to joining USF he was a Career Counselor at the USF St. Petersburg campus from 2006-2009. He completed his Master's Degree in Counselor Education at the USF College of Education in 2006. His professional background also includes a 20 year career in the field of television and video production in various roles such as Associate Producer, Writer, Director and segment producer on a variety programs that were broadcast locally, regionally, and nationally. He earned a Bachelor of Arts Degree in English from the University of Pennsylvania in 1983.