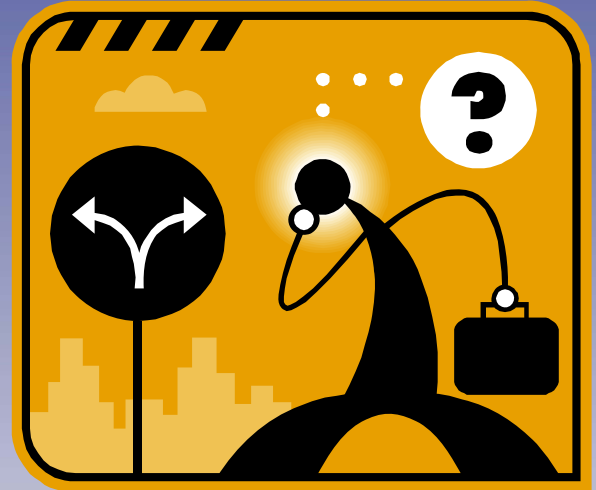


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Turning Down The Offer

We have all had the experience of applying for a job only to have our resume and cover letter seemingly go off to oblivion never to be heard from again. The lack of response from a prospective employer is frustrating and disappointing. Be sure that you are not guilty of the same behavior when the shoe is on the other foot.

If you are offered a job that just doesn't suit your career goals, be sure to notify the employer of your decision not to take the position. Not doing so, may jeopardize future considerations from that employer. Generally the best way to do this is in writing either by mail or email. If this is not possible, a phone call will suffice. You do not have to go into great detail with the employer; nor do you have to reveal such information as other job or salary offers. A generic, "this just isn't the right position for me" or "I have decided to take my career search in a different direction", will suffice. Be sure to respond in a timely manner (2 to 3 business days). Also, if after accepting an interview you have changed your mind, be sure to notify the employer so he or she can move on to the next candidate.



Job of the Week

Job ID: 4095

Job Title: Disc Golf Course Volunteer

Type: Volunteer

Organization: UWF Outdoor Adventures

Job Description: "The UWF Disc Golf Course is seeking volunteers to help with clearing the new course, primarily in the overgrown areas around Oak Grove. The UWF Disc Golf Club is a sport club newly formed to help complete and promote a disc golf course in University Park on UWF's main campus.

~Log on to JasonQuest to find out more information!~

Spotlight

::RESUME AND COVER LETTER REVIEW::

Not sure where to start when starting from scratch?

Have no idea what a cover letter is?

Come by during our drop-in hours: 11-3 Monday through Thursday to get reviewed by our staff. We're trained to help you target your resume towards a specific job interview or even if you just want to start recording your job history.

Call 474-2254 if you have any questions or email us at career@uwf.edu

Announcements

- **Co-Op Information Session** on November 6th @ 8am. *Registration is required!*