



**FLORIDA STATE UNIVERSITY**  
**PANAMA CITY**  
COLLEGE OF APPLIED STUDIES  
*Public Safety & Security*

## **Helpful Hints:**

### **Work Ahead**

The internship application process takes time, start early. Many agencies require paperwork, background checks, drug testing, fingerprinting, and more. We recommend you start the application process about six-eight weeks prior to the Capstone Application deadline.

### **Make Contact**

First contact with a potential internship agency should be made by email or phone. Never use “text talk” in a professional setting. Write and speak in a respectful and skilled manner.

### **The Interview**

If an Interview is set up, dress the part. This means slightly better than the agency employees dress on a given work day but don't overdo it. For example, if the agency wears jeans and a t-shirt, consider one step nicer with khakis and a collared shirt. Be early and bring at least two copies of your resume with you. Smile, give a firm hand shake and make eye contact with your interviewer. Consider sending a handwritten thank you note in the mail the day after the interview.

### **Resume Preparation**

Select an easy to read font and use a simple standardized resume format. Make sure your contact information is accurate and if your email address is silly (1cooldude@email.com) you may consider changing it to something more professional (Jdoe@email.com). If you do not have any work experience list courses you have taken and any experience you have gained through school, volunteer activities and community service. Don't forget to make note of any certifications, achievements or awards you have received. Always be truthful.

### **Check Your Social Media**

Employers today are checking potential employee's social media sites. Make sure you clean up your profiles and remove any questionable pictures and language.

### **Contact Information**

Charla S. Perdue  
Office: Holley A-111-R  
Phone: (850) 770-2207  
Fax: (850) 770-2079  
[cperdue@pc.fsu.edu](mailto:cperdue@pc.fsu.edu)

Banyon Pelham  
Technology: 151  
Phone: (850) 770-2201  
Fax: (850) 770-2079  
[bpelham@pc.fsu.edu](mailto:bpelham@pc.fsu.edu)