



Tips on Job Searching and Networking: Transportation & Logistics in Northeast Florida

The Jacksonville Port Authority (JAXPORT) and our regional industry partners in the fields of international trade, logistics and transportation combine to support more than 24,000 jobs in the Northeast Florida area, either directly or indirectly.

It is important to note that JAXPORT itself is a relatively small government agency with only about 150 employees – most departments only have a few employees. The many thousands of people who work "at the port" actually work for many different private companies which lease or use port facilities in and around JAXPORT. **These private companies hire their own employees directly, and it is within these companies you are most likely to find a job opportunity.**

This document is intended to help you network, research and find employment opportunities within the transportation and logistics industries in Northeast Florida.

JOB SEARCH WEB SITES

Visit <http://www.jaxport.com/work-with-us/careers>

This webpage is a great starting point for your search for jobs in the maritime or logistics industries in Northeast Florida. Note there are two important links on this webpage: one is to learn about jobs at the Jacksonville Port Authority, and the other is a link to learn about jobs in the private sector surrounding the port. It is this latter link which will contain the path to most available industry jobs in the area.

Staffing Agencies

Staffing agencies often place employees into full time as well as part time positions. Find staffing companies with a focus on logistics and/or transportation in the JAXPORT Maritime Businesses directory: <http://www.jaxport.com/cargo/logistics-resources/maritime-business-directory>, search the category 'Employment, Labor & Staffing Services'.

CareerSource: Northeast Florida

CareerSource of NE Florida is a federally funded, nonprofit agency that provides extensive workforce-related services to six counties on Florida's First Coast – Baker, Clay, Duval, Nassau, Putnam and St. Johns counties. It regularly updates its website with open positions, industry news, training programs, and featured employers, including locally open positions in Transportation and Logistics. CareerSource NEFL routinely works with community partners to provide jobseekers with job preparation services free of charge.

<http://careersourcenortheastflorida.com/Jobseekers.aspx>

<http://nefljobs.com/logistics/>

Journal of Commerce (JOC)

The *Journal of Commerce* is a major industry media company based in New York. It lists jobs directly and is a great resource to learn about the maritime industry.

<http://logisticscareercenter.joc.com/jobseeker/search/>.

JOB SEARCH PUBLICATIONS

Jacksonville Business Journal (JBJ)

The *Jacksonville Business Journal* is a weekly publication that comes out every Friday. If you want a job in this industry, it is important to know the latest news about the port, logistics and international trade in our region. The *Jacksonville Business Journal* regularly posts local job openings online which can be sorted by industry and company. See

<http://www.bizjournals.com/jacksonville>.

JBJ Book of Lists

The *Jacksonville Business Journal* also publishes a “Book of Lists.” In addition to other industries, the book lists the top 25 Manufacturing and top 25 Logistics companies in our region. The “Book of Lists” is provided free with your JBJ subscription. If you don’t purchase a subscription to the *Business Journal*, you can view the “Book of Lists” in the reference section of any Jacksonville Public Library, or you may purchase a “Book of Lists” separately without a subscription. The List includes contact information for potential employers. See

<http://www.bizjournals.com/jacksonville/research/bol-marketing/>.

JAXPORT Publications • Read and Subscribe

Register to be on JAXPORT’s distribution list today at www.JAXPORT.com/publications.

These publications are free and include:

JAXPORT Magazine: A quarterly publication featuring current information about the area’s cargo shipping, cruise and transportation news.

JAXPORT Directory: An annual publication describing JAXPORT’s facilities and capabilities, and listing hundreds of local industry companies and their contact information.

JAXPORT Report: A monthly e-newsletter that provides the latest news about the port and industry happenings.

Other Publications • Read and Subscribe

Manufacturing on the First Coast

Although this bi-annual magazine is not a JAXPORT publication, it is a great resource for information about our regional manufacturers. To receive a copy, contact the First Coast Manufacturers Association (FCMA) at 904.296.9664, or e-mail information@fcmaweb.com.

JOB SEARCH RESOURCES

Career Fairs

Many colleges, chambers, non-profit organizations and/or news agencies (e.g. *Florida Times-Union*) host career fairs. Before attending, research businesses that will be offering jobs at these events. Search “career fair” on [Eventbrite](#) or Google to find upcoming events.

LinkedIn and other Social Media

LinkedIn is the preferred social media source for job and employment searches. If you have a strong Facebook or Twitter presence, or are active on other forms of social media, alert your followers that you are looking for a job. Be specific on how you want to be contacted and what type of job you are seeking. Be mindful of what you post on social media sites, as potential employers might browse your social media and could potentially get the wrong impression.

<http://jobsearch.about.com/od/networking/a/linkedin.htm>

Industry-Related Organizations

A critical step for job seekers is to grow your professional network. One of the best ways is to attend a meeting, join and/or volunteer with one or several of the organizations listed in the section below. Prior to attending one of these group functions, please visit the organization’s website and familiarize yourself with its mission, vision, leaders and members. It’s always a good idea to attend with a colleague or friend. If you don’t know anyone, contact the president or membership chair and ask them if you can be their “paying” guest. Once you arrive to a meeting, walk around and network.

Industry Organizations in Northeast Florida

Organization	About
<p>American Production & Inventory Control Society (APICS)</p> <p>http://apics-jax.com/news.php</p>	<p>Check their website for upcoming events http://apics-jax.com/news.php</p> <p>APICS is the premier professional association for supply chain management and the leading provider of research, education and certification programs.</p>
<p>Council of Supply Chain Mgmt. Professionals (CSCMP)</p> <p>http://cscmpjax.com/ info@cscmpjax.com</p>	<p>Check their website for upcoming events http://cscmpjax.com/events/</p> <p>For those involved in the logistics industry, the Council of Supply Chain Management Professionals (CSCMP) provides professional development and networking opportunities to enhance both companies and careers.</p>
<p>Conference of Minority Transportation Officials (COMTO) Jacksonville Chapter</p> <p>http://www.comtojax.org/ comtojax@comtojax.org</p>	<p>Check their website for upcoming event dates http://www.comtojax.org/events/</p> <p>Founded in 1971, COMTO was created to provide a forum for minority professionals in the transportation industry. COMTO's mission is to ensure opportunities and maximum participation in the transportation industry for minority individuals, businesses, and communities of color, through advocacy, information sharing, training, education, and professional development. There are 44 chapters nationally.</p> <p style="text-align: center;">COMTO Jax P.O. Box 40343 Jacksonville, FL 32203</p>
<p>GlobalJax</p> <p>http://www.globaljax.org/ info@globaljax.org</p>	<p>Check their website for upcoming events http://www.globaljax.org/news/calendar</p> <p>The Mission of GlobalJax is to enrich people's lives through personal engagement with international emerging leaders and to broaden global awareness in the North Florida region.</p>

	<p>Ph: (904) 346-3942 GlobalJax, Inc. 100 Festival Park Ave Jacksonville, FL 32202</p>
<p>Institute for Supply Management – Florida’s First Coast, Inc.</p> <p><u>www.ismffc.clubexpress.com</u></p>	<p>Check their website for upcoming events <u>http://www.ismffc.clubexpress.com/content.aspx?page_id=2&club_id=108621</u></p> <p>ISM--Florida' First Coast is a not-for-profit affiliate of the national organization, the Institute for Supply Management that seeks to promote the Supply Management profession and assist purchasing professionals as they move toward the highest levels of professional performance.</p> <p>Ph: (904) 807-6371 Post Office Box 2395 Jacksonville, FL 32203</p>
<p>Jacksonville Marine Transportation Exchange (JMTX)</p> <p><u>http://jmtxweb.org/info@JMTX.org</u></p>	<p>Check their website for upcoming events <u>http://www.jmtx.org/news-events/</u></p> <p>The Jacksonville Marine Transportation Exchange is Jacksonville’s maritime trade organization created to work for the success of its membership and coordinate the safe, secure and environmentally responsible management of the marine transportation system within the port of Jacksonville.</p> <p>Ph: (904) 634-1599 3117 Talleyrand Ave. Jacksonville, FL 32206</p>
<p>Jacksonville Sister Cities Association (JSCA)</p> <p><u>www.jsca.org</u> <u>ccraig@coj.net</u></p>	<p>Check their website for upcoming events <u>www.jsca.org</u></p> <p>Jacksonville has had an active sister city program since 1967. It currently enjoys relationships with cities in Argentina, Brazil, China, France, Korea, Puerto Rico, Russia, and South Africa. The Jacksonville Sister Cities Association (JSCA) sponsors a cultural, educational, and professional exchanges with its twinned cities, bringing an international flavor to this northeast Florida</p>

	<p>community while developing relationships around the world.</p> <p>Ph: (904) 630-1304 117 West Duval Street, #275 Jacksonville, FL 32202</p>
<p>JAX Chamber – Transportation & Logistics Council</p> <p>http://www.jaxtlcouncil.org/ info@myjaxchamber.com</p>	<p>Check their website for upcoming events http://www.jaxtlcouncil.org/events/</p> <p>This Council serves the Transportation & Logistics Industry by promoting Jacksonville's brand as "America's Logistics Center". It fosters an environment where transportation, logistics, supply chain professionals and policy makers, as well as those who serve those businesses, can meet and network.</p> <p>Ph: (904) 366-6600 3 Independent Drive Jacksonville, FL 32202</p>
<p>National Defense Transportation Association (NDTA)</p> <p>https://www.ndtahq.com/</p>	<p>Check their website for upcoming events https://www.ndtahq.com/calendar/</p> <p>Since World War II, the National Defense Transportation Association (NDTA) has served our country's national defense and homeland security divisions as a trusted environment where government, military, and private sector professionals can examine the many pressing challenges they face in the fields of logistics, transportation and passenger travel.</p>
<p>Propeller Club of Jacksonville</p> <p>https://propclubjax.com/ propclubjax@gmail.com</p>	<p>Check their website for upcoming events http://propclubjax.com/calendar-of-events/</p> <p>The Propeller Club of Jacksonville will promote and support all aspects of the maritime industry while educating legislators and the public related to the importance and necessity of all waterborne commerce.</p> <p>Propeller Club of the United States – Port of Jacksonville P.O. Box 550630 Jacksonville, FL 32255</p>

<p>Transportation Club of Jacksonville</p> <p>http://tcjax.com/ info@tcjax.org</p>	<p>Check their website for more upcoming events https://tcjax.com/club-calendar/</p> <p>The purpose of The Transportation Club of Jacksonville is to create, stimulate and perpetuate discussion of topics relating to local and national transportation issues.</p> <p>3832-10 Baymeadows Road Suite 204 Jacksonville, FL 32217</p>
<p>Women in Transportation Seminar North Florida (WTS)</p> <p>www.wtsinternational.org/northeastflorida</p>	<p>Check their website for upcoming events https://www.wtsinternational.org/events/</p> <p>Founded in 1977, WTS is an international organization dedicated to building the future of transportation through the global advancement of women. Boasting more than 5,000 members--both women and men-- WTS is helping women find opportunity and recognition in the transportation industry.</p> <p>Ph: (904) 813-3283</p>
<p>World Affairs Council of Jacksonville</p> <p>http://www.worldaffairsCounciljax.org/</p>	<p>Check their website for upcoming events http://www.worldaffairsCounciljax.org/calendar/</p> <p>The World Affairs Council of Jacksonville is a nonpartisan, nonprofit organization whose mission is to promote an understanding of the world and its people and to engage citizens of Northeast Florida in becoming better informed participants in the global community.</p> <p>Ph: 904.280.8162 World Affairs Council of Jacksonville 100 Festival Park Ave. Jacksonville, FL 32202</p>

RESUME TIPS

- **Unless you are applying for a CEO position** or upper level management, your resume should be no longer than two pages.
- **Most resumes today are submitted electronically.** Typically, computer-generated software is scanning your resume for key words. Take whatever job you are interested in, for example, Logistics Manager, and type the words “Logistics Manager Job Description” into Google. You will see listings of Logistics Manager job descriptions. Now, print at least five and lay them on a table. As you review the content, highlight words or phrases that are common in all. Those are the words that you need to incorporate into your resume, provided you actually have experience in these areas.
- **Make sure your resume is grammatically** perfect. If it isn't, employers will read between the lines and draw not-so-flattering conclusions about you, such as: "This person is not detailed oriented," or "This person is careless." Always have at least two people proofread your resume before it goes final.
- **When formatting your resume, remember the most important aspect is clarity.** A resume should be easy to read and clean, making good use of white space, bullets, and appropriate fonts. Google sample resumes to see examples, then borrow from them. Ask someone in the industry to review your resume and give honest feedback. When attending career fairs or interviews, bring copies of your resume printed on resume stock paper, and also be prepared to provide it electronically.
- **Be honest about your experience and education in your resume.** Many applicants embellish their experience, or they use words and phrases suggesting they have experience or work skills when they really do not. This is a huge turn off for employers, who often uncover the truth in a job interview or through a background search. Don't be shy about touting experience or education that accurately reflects your history, but be accurate.

10 Key Networking Tips

(adapted from www.BusinessKnowHow.com)

1. **Have a clear understanding of what you do or want to do.** You must have a clear understanding of what you do and be able to easily articulate it to others. Please do not tell a prospective employer, “*I’ll do anything.*” This means you have no specific interest – and you are competing against job seekers who have a laser-like focus on what job they want to acquire. Be specific about what job you want.
2. **Be able to articulate what you are looking for and how others may help you.** It is common for job seekers to be asked, “How may I help you?” – and the person has no immediate answer in mind. This is a blown opportunity for you.
3. **Follow through quickly and efficiently on referrals.** When people give you referrals, your actions are a reflection on them. Be polite and professional, and act quickly.
4. **Networking is about building trust and relationships, and seeing how you can help others.** Take a genuine interest in others at networking events.
5. **Identify your networking goals** so that you pick groups that will help achieve them. Some networking meetings are based more on learning, making contacts and/or volunteering rather than on strictly making business connections.
6. **Visit groups that spark your interest.** Notice the tone and attitude of the group. Do the people sound supportive of one another? Does the leadership appear competent? Many groups will allow you to visit one or two times before joining.
7. **Hold volunteer positions in organizations.** This is a great way to stay visible and give back to groups that have helped you. It also reflects well on you.
8. **Ask open-ended questions in networking conversations.** These are questions that ask who, what, where, when, and how as opposed to those that can be answered with a simple yes or no. This form of questioning opens up the discussion.
9. **Become known as a resource for others.** When you are known as a strong resource, people remember to turn to you for suggestions, ideas – and job openings.
10. **Follow-up with a thank you phone call or email.** After networking, express that you enjoyed meeting them, and ask if you could get together and share ideas. If someone helped you in a special way, consider writing a hand-written note and mailing it the old fashioned way rather than simply sending an email. This can be a powerful touch.

GOOD LUCK WITH YOUR JOB SEARCH!

