

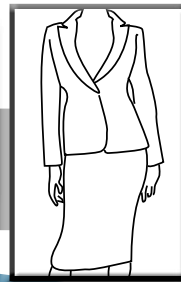
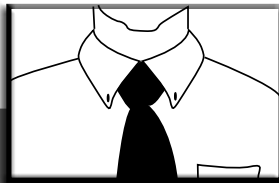


Chattahoochee  
TECHNICAL COLLEGE

# CAREER SERVICES GUIDE

## the GAME

HOW TO PLAY THE GAME



DRESS FOR SUCCESS:  
WHAT TO WEAR TO AN INTERVIEW



JOB SEARCH



[www.ChattahoocheeTech.edu](http://www.ChattahoocheeTech.edu)



## CAREER SERVICES GUIDE

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## CAREER SERVICES

Career Services Can Help You By...

1. Assessing your personal needs, skills, abilities, interests, values, and goals related to a career choice.
2. Exploring occupations and opportunities in the world of work to help you choose a rewarding educational path that will lead to a career, not just a job.
3. Assisting you in implementing a career decision and developing a plan of action for you to acquire the job skills and training needed to be competitive in the workforce.

Career Services' programs are designed to assist students make well-informed decisions regarding their education choices. Students who have made well-informed career decisions and who are motivated toward a career goal obtain greater benefits from their academic programs and are more likely to complete their education. Graduates who are well prepared for the transition from college to the workforce will have more opportunities and career choices.

What should you do?

### Explore Careers

- Explore and discover your interests, values, skills.
- Choose a program of study and/or career direction:
  - Career Information Library
  - Career Assessment Testing
  - Individual Counseling
  - Career Fairs



### Career Development and Job Search Skills

- Create and enhance skills leading to more opportunities in your field
  - Create an online career portfolio  
<http://www.ChattahoocheeTech.edu/current/careerportfolio/>
- Learn job search strategies
  - Employer Research
  - Resume and Business Letter Writing  
<http://ctc.optimalresume.com>
  - Interview preparation and practice  
[www.perfectinterview.com/chattcollege](http://www.perfectinterview.com/chattcollege)
- Individual Assistance

### Obtain A Career

- Seek employment opportunities in your field
  - Internships, summer jobs, part-time jobs
  - On-line job posting site for CTC students and alumni  
<http://ctc.experience.com>
  - Computerized resume referral to employers
  - On-campus recruitment opportunities
  - Job Fairs
  - Individual Appointments
- Contact Career Services
  - Email: [careersvcs@ChattahoocheeTech.edu](mailto:careersvcs@ChattahoocheeTech.edu)
  - Phone: (770) 528-4520 or (770) 975-4063

**Please note that Career Services at CTC does NOT place individuals in specific positions.**

**Overview of Assessments:**

**DISCOVER**<sup>®</sup>ACT's comprehensive career planning program provides guidance and information to help people make important career and educational decisions.

**Developmental Guidance Process**

**DISCOVER**<sup>®</sup> will help you identify your strengths and needs; it will build a plan based on your personal profiles.

- **Efficient and Accurate Assessment**
  - o Provides an accurate assessment of your career-relevant interests, job values, and abilities. The assessment usually takes approximately one hour to complete.
- **Four-Year Course Planner**
  - o Eases the transition for students and helps them develop a workable four-year plan and clear career goals.
- **Research and theoretical bases**
  - o Gives you confidence that the information provided is valid and correct.
- **World-of-Work Map**
  - o Organizes vast amounts of information about occupations into six clusters (related to Holland's Hexagon), based on primary work tasks, which helps focus on preparing for meaningful and appropriate employment.
- **Occupation Database**
  - o The results of **DISCOVER** are pulled from the occupation database. This database contains detailed information about hundreds of occupations in the current U.S. labor market, including many ways to search the database. Related military occupations are also provided.
- **Majors or Programs of Study**
  - o Provides a searchable file that includes detailed descriptions, typical college courses, high school preparation, related majors, related occupations, and types of schools that offer the programs.
- **Educational Options**
  - o Helps you identify postsecondary education or training options that fit your career choice.
- **School Database**
  - o Provides information about virtually all two and four-year colleges, graduate/professional schools, and most career/technical schools. Provides a detailed search process to identify the schools that have the features you want.
- **Financial Aid**
  - o Includes a searchable database (Windows only) of financial aid/scholarship sources and provides an estimate of federal financial aid eligibility based on family or personal financial information.
- **Job-Seeking Skills**
  - o Helps you prepare for a successful job search by learning good interviewing skills, resume and cover letter writing, and more.

## How do I access and complete DISCOVER®?

- Email Career Services [careersvcs@ChattahoocheeTech.edu](mailto:careersvcs@ChattahoocheeTech.edu) to have your **DISCOVER®** token code emailed to you.
- When you receive your **DISCOVER®** token:
  1. Go to the logon page: <http://actapps.act.org/eDISCOVER/>.
  2. Enter token number/code and hit Submit.
  3. Make up a password for yourself and enter it twice.
  4. Proceed as instructed to complete the assessment.



## **focus**

### **career & educational planning solutions**

FOCUS enables you to self-assess your career-relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results. Students who use FOCUS make better decisions about their goals and plans and learn how to self-manage their careers. Use FOCUS to help you choose or change your major and verify your preferences or early choice of a career field.

## How do I access and complete FOCUS?

- Access FOCUS: <http://www.ChattahoocheeTech.edu/current/focus>
- Your access code to create a new account is: ctc2748

## How long does it take?

On average, FOCUS takes approximately 40 minutes. You can spend additional time researching different occupational choices and checking out the 300+ occupational videos!

## Why use FOCUS?

Career planning with FOCUS leads to the following advantages for college students:

- More goal focused and motivated
- Higher academic achievement
- Fewer transfers and switching of majors
- Graduate on time

Advantages after graduation:

- Better entry job with higher income
- More satisfied, more productive in their career
- Less career change, faster advancement



## GEORGIA CAREER INFORMATION SYSTEM

Georgia Career Information Center, through its Georgia Career Information System (GCIS), provides current and accurate occupational and educational information to schools and agencies throughout Georgia in order to help young people and adults make informed career choices.

To Access GCIS: [www.gcic.peachnet.edu](http://www.gcic.peachnet.edu)

USER ID: CTC

PW: GCIS624

## O\*NET®

**The O\*NET program is the nation's primary source of occupational information.**

- The O\*NET database contains information on hundreds of standardized and occupation-specific descriptors.
- The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.
- Information from this database forms the heart of O\*NET OnLine, an interactive application for exploring and searching occupations.
- The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers.
- To access O\*NET: <http://www.onetonline.org/>

### *Overview of Online Resources:*

#### Career Portfolio: The Success Connector

### Access Your Online Career Portfolio

OLCP Sign In: <http://www.ChattahoocheeTech.edu/current/careerportfolio/>

### Using Your Online Career Portfolio

- First time logging in:
  1. Enter your CTC email address.
  2. Leave the password field blank.
  3. Select "I accept."
  4. You will be prompted to setup a new password
- The Online Career Portfolio uses your student email (@students.ChattahoocheeTech.edu) when sending and receiving messages.
- If you forget your password, use your CTC email and select "Forgot Password."
- If you need your portfolio burned to a CD, contact Career Services via phone or email to set up an appointment.
- Report any log-in problem to Career Services.

## About The CTC Online Career Portfolio

The Online Career Portfolio was created by Career Services with student success in mind:

- The OLCP will offer a better understanding of how your on- and off- campus life helps you develop skills used in your career.
- You are able to record experiences using the OLCP that might otherwise pass you by.

## Online Career Portfolio Benefits

- Easily show your abilities in interviews or other colleges if transferring.
- Effectively review your college experience.
- Show your work and experience with real results.
- Assists you in planning your experiences and choosing the best courses for your career.
- Easily review and link to vital information of your experiences.



## Optimal Resume: Resume OWriting Software

- A tool that can be used to build a professional resume.
- All resumes are reviewed and critiqued by Career Services.
- To Access Optimal Resume: <http://ctc.optimalresume.com>



## JOBS GUIDANCE PORTFOLIO NETWORKING

- o Upload your resume.
- o Publish your resume in a resume book for employers to view.
- o Keep up with jobs posted daily.
- o Find full-time, part-time jobs, and internships.
- o See sample resumes and cover letters.
- o To Access: <http://ctc.experience.com>



- This website is provided for the exclusive use of students, faculty, and alumni of Chattahoochee Technical College.
- Perfect Interview™ is an innovative learning tool that you can use to enhance your job interviewing skills and develop an edge over the competition. Perfect Interview™ creates a compelling and realistic "simulated interview" experience where you are asked challenging questions and must respond just as you would in a real job interview.
- You can repeat each question as often as you like, and you can even see examples of how someone else might answer. And, if you get stuck, there's a built-in Interview Coach to offer help.
- To Access Perfect Interview: [www.perfectinterview.com/chattcollege](http://www.perfectinterview.com/chattcollege)

## YOUR CAREER PLAN

### Use Career Services: Explore Majors and Career

- Meet with Career Services to discuss your major. There is someone to speak with if you are undecided.
- Complete assessments to help determine your interest, values, skills, and personality.
- Explore various majors and careers.

### Start Developing Your Career Search Tool Kit

- Attend workshops provided by Career Services on creating covers letters and resumes and developing your networking skills.
- Draft a resume and have it reviewed by Career Services.
- Make sure you visit the CTC Career Services webpage, and create an account on all CTC Career Online Services.

<http://www.ChattahoocheeTech.edu/current/careerservices/>

### Focus on Academics

- Seek academic advisement before registering every semester: Be sure to choose courses related to your program of study.
- Maintain a high GPA.
- Seek free tutoring in any student Success Center on any CTC campus.
- Start building your career portfolio of class work and activities that could relate to your career goals: <http://www.ChattahoocheeTech.edu/current/careerportfolio/>
- Play an active role in group projects.

### Stay Involved

- Become involved, and even assume leadership roles in student clubs and professional organizations.
- Attend lectures and demonstrations held at CTC: Take advantage of opportunities to speak with guest speakers, college personnel, and faculty.
- Cultivate potential contacts by interacting with club members, leaders, and presenters.
- Attend career fairs, conferences, seminars, and local meetings related to your chosen field of study.

### Familiarize Yourself with Potential Employers

- Review company websites and literature.
- Read magazines and journals to become familiar with trends and areas of opportunity in your field.

### Develop a Job Search Strategy

- Work with Career Services Coordinators.
- Participate in career fairs.
- Update your resume.
- Talk to your faculty program advisor for leads in your field.
- Update your resume and profile on <http://ctc.experience.com>
- Check the Career Services page under the Current Students Tab on the CTC website for resources and job listings: [www.ChattahoocheeTech.edu](http://www.ChattahoocheeTech.edu)
- Practice interviewing: [www.perfectinterview.com/chattcollege](http://www.perfectinterview.com/chattcollege)

## QUALITIES EMPLOYERS SEEK

*The National Association of Colleges and Employers in a booklet entitled, "So You're Looking for a Job?" describes the following 16 traits employers frequently seek in candidates:*

### **Ability to Communicate**

Do you have the ability to organize your thoughts and ideas effectively? Can you express them clearly when speaking or writing? Can you persuasively present your ideas to others?

### **Intelligence**

Do you have the ability to understand the job assignment? Learn the details of the operation? Contribute original ideas?

### **Self-Confidence**

Do you demonstrate a sense of maturity that enables you to deal positively and effectively with situations and people?

### **Willingness to Accept Responsibility**

Are you someone who recognizes what needs to be done and is willing to do it?

### **Initiative**

Do you have the ability to identify the purpose for work and to take action?

### **Leadership**

Can you guide and direct others to attain the recognized objectives?

### **Energy Level**

Do you demonstrate a forcefulness and capacity to make things move ahead? Can you maintain your work effort at an above average rate?

### **Imagination**

Can you confront and deal with problems that may not have standard solutions?

### **Flexibility**

Are you capable of changing and being receptive to new situations and ideas?

### **Interpersonal Skills**

Can you bring out the best efforts of individuals so they become effective, enthusiastic members of a team?

### **Self-Knowledge**

Can you realistically assess your own capabilities? See yourself as others see you? Clearly recognize your strengths and weaknesses?

### **Ability to Handle Conflict**

Can you successfully contend with stressful situations and antagonism?

### **Competitiveness**

Do you have the capacity to compete with others and the willingness to be measured by your performance in relation to that of others?

### **Goal Achievement**

Do you have the ability to identify and work toward specific goals?

### **Vocational Skills**

Do you possess the positive combination of education and skills required for the position you are seeking?

### **Direction**

Have you defined your basic personal needs? Have you determined what type of positions will satisfy your knowledge and goals?

A cover letter is an introduction to your resume. Although you do not always need a cover letter when you are presenting your resume in person, it is essential when you mail, email, or fax your resume to a prospective employer. You may find cover letters referred to as letters of application. When emailing your resume, the body of your email is the cover letter, with the resume attached.

The cover letter shows the employer your writing capabilities, which are important in any profession. The cover letter also allows you to highlight your skills and talents more precisely than just using a resume.

### COVER LETTER RULES:

1. Should always be typed.
2. Must always be included with a resume being mailed, faxed, or emailed.
3. Should be individualized and addressed to a specific person whenever possible.
4. Use quality paper, preferably the same as your resume. White or Cream is recommended.
5. Emphasize achievements, but if you make claims back them up.
6. Avoid making the letter looking like a form letter; tailor it to fit a specific position.
7. Be brief and concise. Like your resume, the letter will be skimmed. Should be one page with three (3) to five (5) short paragraphs.

### COVER LETTER STEPS:

**Opening:** State why you are writing. Indicate the position and how you found out about it. Express some knowledge of the employer.

**Body:** Your chance to tell the employer why you are best for the position. Highlight your education and past achievements that qualify you for the position. It's important that you research the company and the position.

**Closing:** Time to re-emphasize your interests in the position and what your next step will be (e.g., "I will contact you next week...").

It is important that your letter comes across as professional yet personable.

### COVER LETTER FORMATTING

1. **Senders's Address:** Begin with your current address. You do not need to include your name in the heading.
2. **Date:** This should be the date that you are writing the letter.
3. **Employer's Address:** Do not assume that a person uses the title "Mrs." Always include the person's title. If you don't have the address, look it up on the company's website.
4. **Greeting:** Refer to the reader by his/her last name. Use a colon after the greeting, not a comma.
5. **Paragraph 1:** Answers "Why am I writing?"
  - a. Identify the position and the company.
  - b. Indicate specifically how you learned about the position.
  - c. Why are you interested in this job?
  - d. Introduce basic information about yourself that explains why you would be the best candidate for the position.
  - e. If you are not writing about a specific position, include as much of the above information as possible.
6. **Paragraph 2:** Answers "Who am I" and "Why should you hire me?"
  - a. Relate your skills, experiences, and qualities that would benefit you in the position.
  - b. Summarize your experiences and skills. Do not simply rehash your resume.
  - c. Highlight one or two of your strongest qualifications AND explain how they relate to the needs of the employer.
  - d. Explain why you are interested in the employer and the position.

7. **Paragraph 3:** Answers “What is my next step?”
  - a. Refer the reader to your enclosed resume (and other documents if applicable).
  - b. Reiterate your strong interest in the position/organization.
  - c. Specify how you intend to follow up.
8. **Closing:** Close with the word “Sincerely.”
9. **Handwritten and Typed Signatures:**
  - a. Handwrite your signature when you send a hard copy of a cover letter. Leave two spaces after your signature, and type your name.
10. **Enclosures:**
  - a. Indicate what other documents may accompany the cover letter, such as the resume or an application.

## SAMPLE COVER LETTER/RESPONSE TO AN ADVERTISEMENT

February 12, 2011

Mr. James Levine  
ABC Distribution  
459 West 42nd Street  
Marietta, GA 30060

Dear Mr. Levine:

This letter is in response to your advertisement for an Accounting Supervisor in the Atlanta Journal Constitution.

As my enclosed resume shows, I have considerable background in accounting, both in formal education and work experience. Listed below are several key points regarding my qualifications:

- \* Two years of experience with accounts payable and accounts receivable.
- \* Will receive a degree in Accounting from Chattahoochee Technical College in June.
- \* Strong leadership ability, including experience as a supervisor of a staff of four.
- \* Two years experience in both the wholesale and retail food distribution business.

In addition, people who have worked with me describe me as a self-starter. For example, my current boss says in a reference letter that, “Jerry consistently looks for work that needs to be done rather than waiting to be told what to do.” Also, during the last two years I have willingly put in a considerable amount of overtime. I do what is necessary to get the job done.

I will call next week to be sure you received my resume and to answer any questions you have. Thank you for your consideration.

Sincerely,  
Jerry Mostier



# resume

## GENERAL CHARACTERISTICS OF A GOOD RESUME

**There are several general characteristics of a good resume to keep in mind:**

1. Include your complete address, phone number, and email address so that the employer can easily reach you. Keep all information current.
2. It should be no more than two pages in length. One page is preferred and required in most business professions. If you have a second page, be sure your name is at the top of the second page.
3. The resume should look organized and have balanced and centered text.
4. It should be printed on white or off-white, nice quality paper rather than on colored paper.
5. It should be concise and easy to read. Content should be related to your job objective. Ask yourself, "Will the way that I've done this help me get the job?"
6. Be consistent in layout, punctuation, and verb tense.
7. Accurately state your abilities. Don't "undersell" yourself, but don't "oversell" either. Keep perspective.
8. Avoid abbreviations unless they are industry specific.
9. The use of phrases and splinter sentences is fine. Using bullet points is the preferred way to highlight items.
10. Use action verbs.
11. When creating a resume for email, keep it simple. Avoid too many fonts and underlines.
12. Quantify successes (e.g., surpassed sales quota by 20%).
13. The preferred font size is 12pt, no smaller than 10pt font. Using font types that are clean and easy to read (e.g., Arial, Garamond, Times New Roman, Verdana) is strongly recommended.
14. Avoid using resume templates.

***Resume writing is similar to writing a research paper. To write a research paper you must do two things:***

a) Choose your topic, and b) research your topic. The same is true in resume writing. You must first choose your topic, otherwise known as your objective. You then need to research your objective. What skills are needed to succeed in this career? What skills do you possess that prove you could be successful in your chosen career? Complete the following self-evaluation worksheet to answer these important questions.

## **SELF-EVALUATION WORKSHEET (Work Values and Skills)**

**Check all the values that you feel are important to you:**

- Geographical preference: Living in a location I prefer.
- Being a team player: Enjoy working with others.
- Interacting with the public: Service-oriented position.
- Salary: Money; maintaining a high standard of living.
- Challenges: Have new mountains to climb.
- Security: Know that changes will be rare in my company; I could retire here.
- Diversity: Duties vary constantly.
- Growth potential: Ability to move up the ranks; learn new things.
- Creativity: Use creative talents in work environment.
- Contribution to society: Know that I've done something that makes a difference.
- Detail work: Deal with fine details; accuracy is important.
- Little supervision: Do not feel that someone is looking over my shoulder.
- Close supervision: Need for constant feedback on my work.
- Recognition: Pat on back for a job well done.
- Independence: Set own hours, duties, and goals.
- Travel: Good portion of time on job spent on the road.
- Desk job: Spend most of a day behind the desk.
- High energy: Work in a fast-paced environment.
- Fresh air: Work in the outdoors; physical duties.
- Hours on job: Have time to attend to personal life.
- Company status: Work for an organization well respected in the community.
- Input: Have influence on decisions made in department/company.
- Intellectual tasks: Perform duties that test my intellectual capabilities (e.g., research).
- Physical labor: Work on jobs such as construction, assembly, etc.
- Work under pressure: Deadline challenges; great responsibility.
- Other values : \_\_\_\_\_

Now that you have chosen your values, you need to put them in perspective. Of those values you have chosen, list your five (5) most important values and your five (5) least important values.

## Five Most Important Values

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## Five Least Important Values

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THE FOLLOWING EXERCISE WILL ALLOW YOU TO EXAMINE YOUR SKILLS

## Accomplishments

Your accomplishments are achievements that take place in both paid and non-paid settings. List below at least five (5) accomplishments of which you are particularly proud.

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## Skills

Examine your skills by circling the appropriate skills that apply to you. Then go back and evaluate your feelings towards each of these skills.

### A – Enjoy A Lot

- Writing articles, reports, etc. \_\_\_\_\_
- Talking with others \_\_\_\_\_
- Speaking to groups in public \_\_\_\_\_
- Persuading others \_\_\_\_\_
- Selling products, ideas \_\_\_\_\_
- Dramatics, theatre \_\_\_\_\_
- Negotiating, reaching agreements \_\_\_\_\_
- Relating easily in social situations \_\_\_\_\_
- Dealing with the public \_\_\_\_\_
- Making a good appearance \_\_\_\_\_
- Coping with criticism \_\_\_\_\_
- Designing projects/programs \_\_\_\_\_
- Solving quantitative problems \_\_\_\_\_
- Using computers \_\_\_\_\_
- Managing money, budgeting \_\_\_\_\_
- Researching problems and info \_\_\_\_\_
- Technical work with equipment \_\_\_\_\_
- Mechanical reasoning \_\_\_\_\_
- Manual dexterity \_\_\_\_\_

### B – Did Not Enjoy

- Physical stamina, health \_\_\_\_\_
- Outdoor work \_\_\_\_\_
- Good sense of humor \_\_\_\_\_
- Artistic, creative \_\_\_\_\_
- Imaginative with ideas \_\_\_\_\_
- Athletic ability \_\_\_\_\_
- Outdoor traveling/survival \_\_\_\_\_
- Supervising work of others \_\_\_\_\_
- Teaching, instructing \_\_\_\_\_
- Coaching individual performances \_\_\_\_\_
- Counseling, helping others \_\_\_\_\_
- Organizing, planning events \_\_\_\_\_
- Keeping orderly records and materials \_\_\_\_\_
- Handling details with care and accuracy \_\_\_\_\_
- Making decisions \_\_\_\_\_
- Managing projects, people, and resources \_\_\_\_\_
- Working as part of a team \_\_\_\_\_
- Other \_\_\_\_\_

### C – Wish I Had Done

## COMBINING IT ALL

Now that you have examined your values and skills, you need to see how they relate to a career objective. This step requires a close look at the career you have chosen. Does this career have traits that match your values and skills? If the career you have chosen has traits that only match two of your top five values, maybe you need to re-think your career objective.

## ONLINE CAREER PORTFOLIO

The Online Career Portfolio (OLCP) is a career development tool that allows you to reflect on how your experiences strengthened critical skill areas: Leadership, Communication, Organizational, Problem Solving, Teamwork, Creativity, and Technical. These seven skills are consistently listed by employers nationwide as the skills that students need to succeed in the workplace.

The OLCP is not a journal or diary; you do not need to enter every class you have taken or every experience you have had. Instead, enter only experiences from which you feel you have gained important skills and can document these skills. Your portfolio is only as valuable as the information you put into it.

To create your OLCP, simply go to the Career Services website (<http://www.ChattahoocheeTech.edu/current/careerservices/>) and click on Career Portfolio. The “Welcome” page will give you step-by-step instructions. You can receive individual assistance by contacting The Career Services Center.

## LOCKED DOOR EXERCISE

This is really the most difficult part of resume writing. Although evaluating your work values and skills is critical, the real homework begins now.

For this step you must find a quiet place (no phone, no TV, and no friends or family). Have a legal pad and a pen with you. You now need to start reviewing your life from a work perspective. Using the skills inventory worksheet as a guideline, start by evaluating your first work experience (paid or unpaid). If you have been out of high school for quite a number of years, go back no more than fifteen years or your first job out of college. If you are a recent high school graduate, review only those experiences since high school. There are of course exceptions to this. Some of you may need to go back more than 15 years. Others may have done something mind-boggling in high school. If that is the case, you can go back further. However, be honest with yourself. Don't go back to the point of irrelevancy (e.g., those 8th grade babysitting jobs)!



***Answer all questions on the worksheet. Do this for each of your experiences. Go into the most minute detail. Remember, these should be both paid and unpaid positions. You may never have gotten paid for some of your most rewarding experiences.***

ORGANIZATION: \_\_\_\_\_

POSITION HELD (e.g., manager, volunteer): \_\_\_\_\_

DATES POSITION HELD: \_\_\_\_\_

WHAT DID I DO IN A TYPICAL DAY (be detailed!): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**MORE DETAILS! ASK YOURSELF THE FOLLOWING QUESTIONS ABOUT EACH POSITION:**

1) DID I OBTAIN ANY PRODUCT KNOWLEDGE?

\_\_\_\_\_

2) DID I TRAIN ANY NEW EMPLOYEES?

\_\_\_\_\_

3) DID I EVER SUPERVISE WHEN THE BOSS WAS AWAY?

\_\_\_\_\_

4) HOW MANY PEOPLE HAVE I SUPERVISED IN THIS POSITION?

\_\_\_\_\_

5) DID I HAVE TO INTERACT WITH CUSTOMERS? WHAT WERE THEY LIKE?  
(e.g., doctors, factory workers, the public, children)

\_\_\_\_\_

6) DID I EVER HAVE TO MAKE PRESENTATIONS?

\_\_\_\_\_

7) WHAT RESULTS CAN I POINT TO (e.g., sales quotas, employee of the month, one of the five skills selected, etc.)?

\_\_\_\_\_

8) WHAT SKILLS DID I LEARN FROM THE EXPERIENCE (e.g., leadership, organizational skills, effective communication, etc.)?

\_\_\_\_\_

9) HOW DID I MAKE A DIFFERENCE IN THIS ORGANIZATION? WHY ARE THINGS BETTER BECAUSE I WAS THERE?

\_\_\_\_\_

## EDITING YOUR WORKSHEET

After you have completed the Locked Door Exercise, you then need to edit it. Never throw the worksheet away. It will be your aid for as long as you need to write a resume. In today's market, a resume should be as targeted as possible. That may mean that every time you apply for a specific job, you may need to rewrite your resume. As a result, keep this worksheet for reference.

To decide what you need from your worksheet, you will have to do several things. First, go back to your career objective. Reread it. Then go down your list of experiences and ask yourself two questions: Question #1, "Does this experience qualify me for my career objective?" Question #2, "Does this experience account for a long span of time (i.e., one year or more)?"

If you answered "yes" to either of those two questions, you will put that experience in your resume. If you answered "no," leave it out. Know that what your answer will vary depending on how many different career objectives you have. That is why most individuals have more than one resume.

After choosing which experiences you will include in your resume, you now need to rewrite the duties and achievements under each experience. List your duties and achievements in the order of importance to your career objective. Most of us list these as they come to mind or in order of importance to that job. Remember, this is a sales tool, not an autobiography.

## PROJECTS WORKSHEET

There are times when college students have work experience that does not showcase their talents in their chosen majors. If this is your situation, you may find it helpful to include some of the projects you worked on during your college career. This may also help you during the interview process, so even if you find you have enough for your resume go ahead and jot some ideas down.

Name of the class:

Project title:

Goal of the project:

Group or individual project:

Your responsibilities to the project:

Skills that you utilized for completing this project:

If a group project, did all members participate fully?

Did you have to present this project to your class?

Final grade for this project:

Do this for all major-related projects. The more you brainstorm in this exercise, the better.

## RESUME GUIDELINES

### GENERAL TIPS

1. Avoid resume templates. The automatic formatting on templates will limit your ability to update. Instead, choose a format that you like and copy it.
2. Keep it to one page. In most cases, your resume should not exceed one page in length. Exceptions are if you are applying for a teaching position, are formatting a federal resume, have a Master's degree or at least 10 years of full-time experience.
3. Format, Format, Format. Only use one font type and size. Font size should be 10-12 points and easy to read. Margins should be between one half and one inch. Make things stand out by using bold, italics, all caps or small caps, and underlining. Print your final version on quality white or ivory paper.
4. Don't undersell yourself! All of the experiences that you have had in college are important. These include part-time jobs, student organizations, leadership experience, relevant class projects, and more!
5. Make it your own. There is no exact formula for the perfect resume - include sections that highlight your individual experience. Put the most relevant and recent information first.

### PERSONAL INFORMATION

- You want to present a professional image. Email address such as BrewDawg@e-mail.com or sassy@e-mail.edu may have personal meaning to you, but to employers, they represent someone who lacks professionalism.
- The phone number is another chance to present a professional image. Make sure that the greeting on your cell phone is professional and business-like. If you provide a home phone and have roommates, make sure that you have a system for getting your messages.
- Do NOT include personal information such as marriage status, gender, etc.
- If you only have one address, there is no need to list a present and permanent address.

### OBJECTIVE STATEMENTS

An objective statement is most effective if it provides clarification for the reader. For example, if you have a broad major (such as sociology or management), you are seeking an internship, or you are seeking a position that is not closely related to your major, you may consider using an objective.

A good objective statement answers the following:

1. What types of positions you are seeking (e.g., internship or entry-level).
2. What type of company/industry/job you are seeking (e.g., human resources, operational management, sales).
3. What qualities you bring to the job (your strengths).

### EDUCATION

- Make sure you know the official name of your degree!
- Know your GPA. Cumulative = classes taken at CTC. Overall = all classes taken anywhere.
- Include GPA if it is over 3.0.

### EXPERIENCE

- This can include work experience, internship experience, leadership experience, etc.
- Start all sentences with strong action verbs (see next page).
- Use numbers, percentages, and amounts of money to describe job duties. Go beyond the job description—what made you stand out?
- Include experiences that line up with the skills and abilities desired in the job description.

## ACTION VERBS

The final bit of editing will need to be rewriting your sentences using the action verbs provided below. The purpose of these action verbs is to “sell” your experience more.

Abstracted	Addressed	Analyzed
Accounted	Adjusted	Answered
Accumulated	Administered	Anticipated
Achieved	Advertised	Applied
Acquired	Advised	Appraised
Acted	Advocated	Approved
Adapted	Aided	Arbitrated
Ascertained	Allocated	Arranged
Assembled	Attained	Authored
Assessed	Audited	Balanced
Assisted	Augmented	Bolstered
Briefed	Calibrated	Charged
Brought	Cared	Charted
Budgeted	Catalogued	Chartered
Built	Chaired	Checked
Calculated	Changed	Clarified
Classified	Compared	Conceptualized
Coached	Completed	Conciliated
Collaborated	Complied	Conducted
Collected	Composed	Confronted
Comforted	Computed	Conserved
Communicated	Conceived	Consolidated
Constructed	Consulted	Contracted
Contributed	Controlled	Converted
Cooperated	Coordinated	Copied
Correlated	Corresponded	Counseled
Created	Critiqued	Cultivated
Dealt	Debated	Decided
Deferred	Defined	Delegated
Delivered	Demonstrated	Derived
Designed	Detailed	Detected
Determined	Developed	Devised
Diagnosed	Directed	Discovered
Discriminated	Dispatched	Dispensed
Displayed	Disproved	Dissected
Distributed	Diverted	Documented
Drafted	Dramatized	Drew
Drove	Edited	Educated
Effected	Eliminated	Empathized
Enabled	Encouraged	Enforced
Enlightened	Enlisted	Ensured
Entertained	Established	Estimated
Evaluated	Examined	Exceeded
Excelled	Exhibited	Expanded
Expedited	Experimented	Explained

# Writing Your Resume

Explored	Expressed	Extracted
Facilitated	Familiarized	Fashioned
Figured	Filed	Financed
Fixed	Followed	Formulated
Fostered	Founded	Gained
Gathered	Gave	Generated
Governed	Guided	Handled
Headed	Heightened	Helped
Hired	Hypothesized	Identified
Illustrated	Imagined	Implemented
Improved	Improvised	Inaugurated
Increased	Indexed	Indicated
Influenced	Informed	Initiated
Innovated	Inspected	Inspired
Installed	Integrated	Invented
Investigated	Launched	Learned
Lectured	Led	Made
Maintained	Managed	Mastered
Maximized	Measured	Mediated
Mentored	Modeled	Modified
Monitored	Navigated	Negotiated
Observed	Obtained	Offered
Operated	Ordered	Organized
Oversaw	Participated	Perceived
Perfected	Performed	Piloted
Pioneered	Planned	Practiced
Predicted	Prioritized	Processed
Produced	Programmed	Projected
Proposed	Provided	Publicized
Published	Queried	Questioned
Quoted	Raised	Ranked
Rationalized	Read	Realized
Reasoned	Received	Recommended
Reconciled	Recruited	Rehabilitated
Rendered	Repaired	Replaced
Represented	Researched	Resolved
Restored	Retrieved	Revised
Scanned	Scheduled	Selected
Served	Simplified	Solicited
Solved	Specialized	Specified
Stimulated	Strategized	Strengthened
Stressed	Studied	Substantiated
Succeeded	Suggested	Summarized
Supervised	Supplied	Supported
Surveyed	Sustained	Synthesized
Taught	Tested	Theorized
Trained	Transmitted	Tutored
United	Validated	Wrote

## CAREER OBJECTIVES

It is recommended that you include a career objective on your resume. A career objective simply is a statement of what you want to do, what position you want, or where you want to work now. Long-term goals are optional. The content of your resume should then support your stated objective.

Some individuals choose to make their objective general so as to not “close themselves out” of any particular job. If you are in this group, you need to avoid the risk of making your objective too general as the following example illustrates: “A position which utilizes my education background and communication skills.” This career objective example is poor because it says nothing about what type of position the applicant is seeking, what environment he/she wishes to work in, or what specific skills he/she wants to use on the job.

An effective career objective should include one or more of the following:

- A specific job title.
- A specific environment/industry in which you want to work.
- Specific skills/experiences you want to utilize in the position.

Below are examples of career objectives divided into the above categories.

### Career Objective (Specific Position)

- Programmer or Programmer/Analyst
- A position as an auditor for a public accounting firm.
- A mathematics teaching position in a junior high school. Interested in coaching softball and basketball.
- A consumer goods sales position.

### Career Objective (Industry/Environment)

- A position in a financial institution; especially interested in banking, auditing, and investments.
- Electrical engineering position in a manufacturing industry.
- A counseling position in a community mental health facility.

### Career Objective (Skills/Experience)

- A position allowing me to incorporate my experience in promotion and customer relations.
- A position integrating skills in copy writing, editing, and reporting.
- A position employing skills in training and development, public affairs, and program development.
- A position in a research laboratory, utilizing skills developed from working in a forensics environment.

Your objective may fit into one of the above categories or it may combine two or more types; for example, an industry and skills objective.

Example: “A pharmaceutical sales position utilizing my strong communication and organization skills.”

Keep in mind that you can, and should, be more specific about your career objective when you write a cover letter in response to a particular job posting. Your cover letters for specific positions or employers should be tailored to describe how the position specifically fits your interests. Developing a sound cover letter can be very time consuming process. More information regarding cover letters can be found later in this Career Guide.

## Alternative Resume Headings

When looking at the following sample resumes. You will see some headings that you may use for your resume. Below is a list of other section headings that may be more appropriate for your situation.

- Technical Skills
- Professional Memberships
- Affiliations
- Military Service
- Accomplishments/Key Accomplishments
- Selected Achievements
- Core Competencies
- Professional Development
- Professional Activities
- Language Skills
- Certification
- Publications
- Volunteer Activities
- Community Activities
- Student Teaching
- Teaching Experience
- Teaching of Specific Subjects (TOSS)
- Clinical Experience
- Healthcare Experience

**SUZY QUE**

123 Bentley Road      Marietta, GA 30060      770-952-0001      suzyque@mail.com

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**OBJECTIVE**

Entry level position as a Practical Nurse on a Medical-Surgical unit

**SUMMARY**

- Over 700 hours of student clinical experience in a variety of settings
- 5 years experience as a Certified Nursing Assistant in a long term care facility
- Motivated, organized, skillful in managing multi-patient assignments
- Supportive, loyal and cooperative with co-workers and supervisors
- Bilingual in Spanish

**HEALTH CARE EXPERIENCE**

Student Nurse, Chattahoochee Technical College, Marietta, GA      1999-00

- Supervised experience at Ross Memorial Health Care Center, WellStar Cobb, WellStar Kennestone, WellStar Hospice
- Practiced in clinical areas: dosage and solution/Pharmacology, Medical-Surgical Nursing, Obstetrics, Pediatrics, Psychiatry, leadership
- Nursing skills include: medications, accuchecks, wound care, documentation, leadership roles, patient teaching

Certified Nursing Assistant, Happy Seniors Long Term Care, Owens, GA      1993-99

- Assisted with activities of daily living
- Participated in patient and family teaching
- Collaborated patient care situations with LPN's and/or RN's
- Maintained membership on facility Patient Weight Loss Committee

**OTHER WORK EXPERIENCE**

Owner, Superior Home Cleaning Service, Owens, GA      1989-93

- Hired and supervised employees
- Increased customers by 25% each year

Full-Time Parent      1985-90

- Managed finances and activities of 3 children and spouse
- Treasurer of school PTA
- School office assistant volunteer

**EDUCATION**

Diploma in Practical Nursing, Chattahoochee Technical College, Marietta, GA      September, 2000

- License anticipated, December 2000
- 3.5 GPA

Certified Nursing Assistant, West Central Tech, Douglasville, GA      1993

**References Available Upon Request**

## Suzy Que

1452 Mill Way, Austell, GA 30168  
(770) 944-0000 suzyque@bellsouth.net

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### Education:

**AAS, Early Childhood Education Associate Degree-Exceptionalities Specialization** 2007  
Chattahoochee Technical College, Marietta, GA.

**Substitute Teacher Certificate** 2006  
Cobb County Schools, Marietta, GA

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### Early Childhood Experience:

---

**Substitute Teacher, Cobb County Schools, Cobb County, GA** 2006 - Present

- Teach daily lesson plans
- Implement activities with children
- Participate in outdoor/indoor group activities using successful approaches

**Student Teacher, Special Needs, Westside Elementary, Canton, GA** Spring 2007

- Developed and implemented activities related to unique student needs
- Engaged students in group participation using successful approaches

**Early Care and Education Teacher, Shaw Temple Learning Center, Smyrna, GA** 2005-2006

- Provided a safe environment for children ages 1-4
- Implemented age-appropriate activities and developed lesson plans
- Developed skills socially, emotionally, intellectually, and physically

**Student Practicum, Pre-K Lab, Chattahoochee Technical College, Marietta, GA** Winter 2006

- Conducted child observations
- Documented learning in domain areas using panels
- Participated in outdoor and indoor group activities

**Nanny, Private Home Care, Kennesaw, GA** 2003-2004

- Provided childcare needs and developed educational activities
- Assisted with homework and in-home responsibilities

**Substitute Teacher, Peers Staffing, Tucker, GA** 1999-2001

- Supervised various ages, 6 months -12 years, at several childcare centers
- Supervised, developed and participated in outdoor/indoor group activities

### Other Experience:

**Administrative Assistant, Communities In Schools, Atlanta, GA** 2002 - 2003

- Scheduled meetings/ordered supplies
- Updated/created budgets

References Available Upon Request





## JOB SEARCH

# Job Search

## Getting Started: An Overview of Strategies

### Strategy 1: On-Campus Recruiting and Job Fairs

- o <http://ctc.experience.com> is an online system that manages all CTC recruiting efforts. You can find job and internship postings, employer research resource, and company information session listings.
- o Attend Career Fairs (and other Career Center events, such as job search, networking, and resume building workshops). A list of Career Fair attendees will be posted in <http://ctc.experience.com> before the fair so you can do your research and be prepared.

### Strategy 2: Networking

- o Networking means establishing relationships with professionals in your fields of interest for the purpose of making contacts and sharing information for personal or professional gain. Students can network through their current relationships and ready-made networks, such as professional organizations and CTC Alumni Association. Meet with Career Services to create a networking plan.
- o Informational Interviewing: Informational interviewing is a great way to establish a relationship with people in industries of interest.

### Strategy 3: Industry Specific Job Search

- o Brainstorm a list of companies or organizations within a particular geographic area.
  - Visit their websites and search for open positions.
  - Send a formal prospecting letter. Attach a resume inquiring about future employment opportunities.
  - Make an on-site visit to inquire about opportunities.
- o Search industry-specific job boards and professional association websites for job listings.
  - Example: American Marketing Association, computerjobs.com

### Strategy 4: Alternative Job Searches

- o Temporary/Employment Agencies: Many employers have moved to hiring temporary workers so they can screen the worker before they hire him/her for the job. This is an excellent way to get your foot in the door!
- o Internships: Enhance your experience on your resume, and network at the same time!
- o Part-Time Employment: While you continue to search for full-time employment, go ahead and secure part-time employment to “pay the bills.” You may be able to build your network through coworkers at your place of employment.
- o Additional Coursework/Certifications: Some industries look for a specific skill set or training, and taking additional coursework may make you more competitive in the application pool.

**An estimated 80% of available jobs are never publicly posted anywhere!**

## SOCIAL NETWORKING



Social Networking can be very effective in your job search. Some of the most popular social networking sites include:

### **LinkedIn:**

- \* Make professional connections and also view who they are connected to
- \* Contact alumni in order to increase your network and get advice
- \* Post your reference letters online for employer convenience
- \* Join professional organizations for career growth, contact, and to view job postings
- \* Research companies and industry trends to assist your interviews and expand your search options

### **Twitter:**

- \* Get your questions answered instantly by colleagues and professionals in your field
- \* Follow companies that you're interested in
- \* Expand your professional network

**\*\*Tip-** on LinkedIn and Twitter, try to answer a lot of questions posted in your field to get you noticed and sound credible.

### **Facebook:**

- \* Create a Professional List separate from your friends list to add your professional contacts
- \* Join groups where you can add links to your blog or news increasing your professional brand
- \* Check Wall Postings for jobs

### **YouTube:**

- \* Add a video to your blog or web page to keep visitors (like employers) interested
- \* Research companies through videos posted by them and others
- \* Increase your visibility

**\*\*79% of recruiters consult these sites when qualifying a candidate and 70% have rejected candidates based on those findings. It is IMPORTANT to keep a professional appearance. Separate your professional profile from any personal profiles or information and take caution when posting pictures, comments, or links online.**

# the GAME

## HOW TO PLAY THE GAME

Job hunting is a competitive event. Those job hunters who learn how the game of finding a job is played, and then prepare for the competition, are the ones who win.

A job seeker has four basic methods for finding out about jobs:

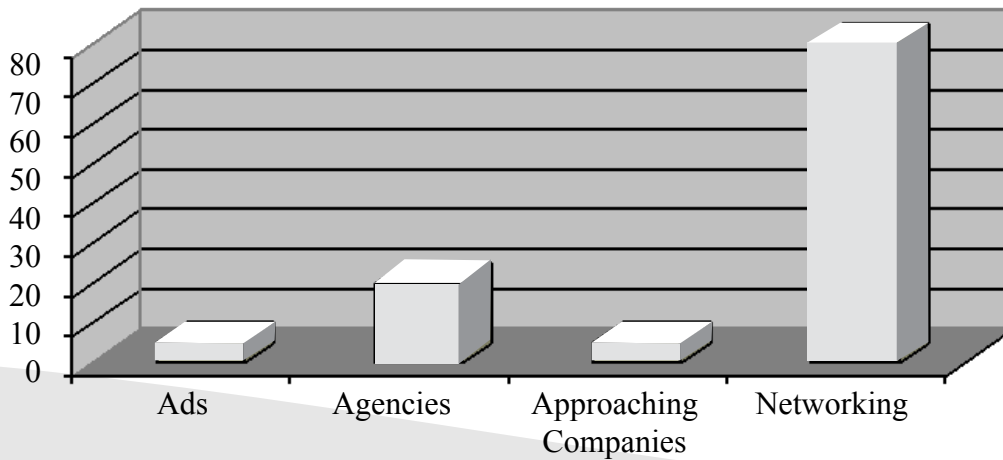
\*ADVERTISEMENTS

\*EMPLOYMENT AGENCIES

\*APPROACHING COMPANIES

\*NETWORKING/ PERSONAL CONTACT

The graph below shows the probability of finding a job using each of these methods.



As the graph shows, most jobs are found by networking - talking to friends, relatives, instructors, and former employers. However, this does not mean you should only network.

Divide your time and effort among all four methods according to the effectiveness of each approach. Use every resource available to you. But manage your time to get the best results. For example, since networking results in an average of 60% to 80% of all offers made, spend most of your time networking.

## 30-SECOND PERSONAL COMMERCIAL

Networking happens in a variety of settings. There are formal settings, like information sessions or career fairs, and there are informal settings, like when you run into a recruiter on an elevator, or find yourself unexpectedly speaking to a potential career resource. How can you make a positive impression in a short amount of time?

Prepare your own personal commercial! Having a planned response that highlights your experiences and strengths in a concise (30-second) blurb will help you portray yourself as confident, prepared, and memorable. If you forget a detail, it's OK. Just get down the major points that you want to convey.

In your personal commercial, you want to include the following:

- Your name, major, and class standing at CTC.
- The skills and experiences you have that connect you with that employer (for example: a related internship, leadership experience, or class project).

### Example:

*You know that Children's Healthcare of Atlanta will be at the Career Fair. You decide to approach the recruiter to discuss research positions. You don't know much about the exact positions available, so you only describe your overall research qualifications.*

"Hi. My name is \_\_\_\_\_. I'm a second-year student at Chattahoochee Technical College. I'd like to find out about your summer internships in research. I've completed (and enjoyed) numerous science classes with labs, including biology and chemistry. Last summer, I volunteered in Emory University Clinic, so I am familiar with the hospital environment."

### # 1 Networking Rule:

When contacting new resources, be sure to explain who you are, how you found them, and what you would like to discuss.

## RESEARCHING EMPLOYER INFORMATION

### HOW TO RESEARCH AN ORGANIZATION

The more information you have about a prospective employer, the better prepared you will be during the interview. Knowing about the organization's products, trends and employment requirements is vital to your interview preparation.

### GENERAL KNOWLEDGE ABOUT A COMPANY OR ORGANIZATION

- Name of company or organization.
- Age of company or organization.
- Products or services of company or organization.
- Growth history of company or organization.
- Anticipated growth of company or organization. (Current size within industry.)
- Current problems of company or organization. (Chief competitors.)
- Location and number of plants, offices, and stores of company or organization.
- Subsidiaries of company or organization.
- Major activity of company or organization.
- Description of position.
- Major duties of position.
- Geographic location of position.
- Deadline for application and starting date of position.
- Salary range.
- My related experience.
- My indirectly related experience.
- My community or school activities as they relate to the position.
- Recent items in the news concerning the company or industry.

## TIPS:

- Become a member of a professional organization while in school. This provides great networking opportunities. Besides, it looks great on your resume.
- Develop a 30-second and a one-minute drill. Be prepared at all times to provide information about your career goals, skills, experiences, and accomplishments.
- The best networking activity while you're a student is the informational interview, where you gather information about a particular career field. A list of suggested questions can be found in the qualities employers seek section (p.8) of this Career Guide.
- Alumni will also assist you in developing your network. Contact the Career Services Center to learn how to access this information.
- Remember most people really like to help. They like to talk about themselves and their accomplishments. They like to give advice. So don't be afraid to ask!

## QUESTIONS TO RESEARCH CAREERS

### Technical and Professional Questions

1. What are the duties and responsibilities of this career field?
2. What general or special skills, credentials, or licenses are needed? What experience is required to enter this career at the entry, middle, and senior levels?
3. Am I competitive in this field? At what level? Entry, middle, senior, or executive?
4. Do I have the required skills and abilities? What am I missing? Do I need more training or education? What skills will require continual updating? Do I need to start in a different position in the same field to gain experience?
5. What other types of jobs are related to this career field?

### Work Environment

1. What kind of work environment is typical for this job?
2. What types of employers generally hire people for this work?
3. What is a typical day like for someone in this career field?
4. Where are the jobs in this field located?

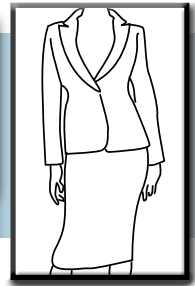
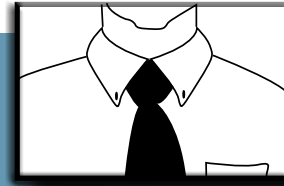
### Personal Values and Interests

1. Is this a career I can see myself doing every day for the next five or ten years?
2. How much of my skills, interests, values, and other considerations will be affected if I choose this career or job?
3. How does this career fit with my short- and long-range career goals?
4. What is an entry-level salary? Mid-level? Senior-level? Executive?
5. What time commitment is required with this job? Can I work full-time, part-time, as a consultant or contractor, or as a temporary employee?
6. Is job satisfaction high in this field?
7. Does this career provide opportunities to fulfill personal interests, such as travel or working outdoors?
8. What are the promotional opportunities?

### Employability and Sustainability

1. What is the unemployment rate in this field?
2. Where can I find further information about trends and changes for this career?
3. What is the projection for growth in this field during the next decade?

**DRESS FOR SUCCESS: WHAT TO WEAR TO AN INTERVIEW**



**For Women**

**Grooming:** Hair should be away from your face and neatly cut and styled. Wear daytime, natural-looking makeup-no heavy eyeliner or glittery shadows. Nails should be clean and manicured; avoid overly long fingernails and nail art. Lip color and nail polish should not be too trendy or bright. Perfume should be applied lightly, if at all. Avoid other overpowering scents, such as lotions and shower gels.

**Suit:** Wear conservative, two-piece matching business suits. Knee-length skirts or pant suits are both appropriate. Color should be dark grey, navy, black, or brown.

**Blouse:** Lighter-colored professional button-down shirt or blouse should be worn under your suit jacket. Be prepared to take off your jacket.

**Hosiery:** Never show bare legs! Wear at- or near-skin-toned pantyhose, and always have a spare pair in case you get a run.

**Shoes:** Low-heeled and closed-toe pumps are a must. Polish your shoes!

**Accessories:** Keep it simple. No more than one ring on each hand. No visible tattoos or piercings, except for one pair of earrings and a small necklace or bracelet. Carry either a purse or professional bag, but not both.

**For Men**

**Grooming:** Have your hair neatly trimmed, including facial hair. Heavy cologne or other overpowering scents should be avoided. Nails should be clean and neat.

**Suit:** Wear a conservative dark-colored, two-piece matching business suit (of natural fibers, such as wool, if possible). Two- or three-button suits are preferred, and the bottom button should be undone.

**Shirt:** Wear a long-sleeved, light-colored, button-down shirt. Shirt should fall ¼ to ½ inch below suit sleeve. Be sure to iron your shirt! Cotton shirts breathe well. Hint: Wear a white t-shirt underneath to hide perspiration and protect your suit.

**Ties:** Choose a tie with a conservative pattern (silk ties work well) that ends at mid belt.

**Shoes:** Comfortable shoes with laces. Polish your shoes!

**Socks:** Wear dark-colored socks to match your suit. Socks should be worn over the calf.

**Accessories:** Leather belts should match the color of your shoes. No visible piercings or tattoos.

**GENERAL TIPS:**

- Bring a professional briefcase to carry extra copies of your resume (or portfolio), keys, pens, and breath mints.
- NO CELL PHONE – leave it in the car or at home.
- Appropriate professional dress depends on the industry. If you are unsure about what is considered appropriate, it is best to dress conservatively for the first impression.
- More than 70% of your first impression is what people see. Appearance is an important aspect of interviewing. Make a good impression by dressing professionally and being well-groomed!

**GENERAL JOB SEARCH WEBSITES**

<http://www.aftercollege.com/>  
<http://atlanta.jobing.com/>  
<http://www.makingthedifference.org>  
<http://www.careerbuilder.com/>  
<http://www.careermag.com/>  
<https://www.careers.ga.gov/>  
<http://www.careers.org/>  
<http://www.collegegrad.com/>  
<http://www.quintcareers.com/>  
<http://www.entertainmentcareers.net/>  
<http://www.fedjobs.com/>  
<http://www.dol.state.ga.us/js/>  
<http://www.getthatgig.com/>  
<http://www.getthejob.com/>  
<http://www.hoovers.com/>  
<http://www.indeed.com/>  
<http://www.jamminjobs.com/>  
<http://us.jobijoba.com/>  
<http://www.jobpostings.net/>  
<http://www.jobs.net/>  
<http://www.job-search-engine.com/>  
<http://www.net-temp.com/>  
<http://www.bls.gov/oco/>  
<http://www.bls.gov/opub/ooq/ooqhome.htm>  
<http://www.prostaff.com/>  
<http://reference.infousa.com/Home/Home>  
<http://www.snagajob.com/>  
<http://www.spa.ga.gov/>  
<http://www.studentcentral.com/>  
<http://www.truecareers.com/>  
<http://www.careers.state.gov/>  
<http://www.usajobs.opm.gov/>  
<http://online.wsj.com/home-page>  
<http://www.wetfeet.com/>  
<http://hotjobs.yahoo.com/>  
<http://www.workplacediversity.com>

**Branches of the Military**

<http://www.airforce.com/>  
<http://www.goarmy.com/>  
<http://www.uscg.mil/>  
<http://www.marines.com/>  
<http://www.navy.com/navy/>

**JobSeekers with Disabilities**

<http://www.cosdonline.org/>  
<http://www.disabilityjobsite.com/>  
<http://ehrweb.aaas.org/entrypoint/>  
<http://www.eop.com/>  
<http://lighthouse.org/services-and-assistance/career/esight>  
[http://www.dol.state.ga.us/js/job\\_seekers\\_w\\_disabilities.htm](http://www.dol.state.ga.us/js/job_seekers_w_disabilities.htm)  
<http://www.hirepotential.com/>  
<http://askjan.org/>  
<http://www.jobaccess.org/>  
<http://www.nbd.com/index.aspx>  
<http://www.nod.org/>  
[http://www.ucp.org/ucp\\_channel.cfm/1/17/](http://www.ucp.org/ucp_channel.cfm/1/17/)

**Minority Job Seekers**

<http://www.aises.org/>  
<http://www.apex.org/>

<http://atlul.org/>  
<http://www.black-collegian.com/>  
<http://www.eop.com/>  
<http://www.hirediversity.com/>  
<http://www.ihispano.com/>  
<http://www.hispanicbusiness.com/>  
<http://hnmagazine.com/>  
<http://www.imdiversity.com/>  
[http://jobs.latinamericanassoc.org/home/index.cfm?site\\_id=264](http://jobs.latinamericanassoc.org/home/index.cfm?site_id=264)  
<http://www.latpro.com/>  
<http://www.minoritycareernet.com/hot-jobs.shtml>  
<http://www.minoritynurse.com/>  
<http://www.naaap.org/>  
<http://www.nmci.org/>  
<http://www.nativeweb.org/>  
<http://www.saludos.com/>  
<http://oneshpe.shpe.org/wps/portal/national>

**Foreign Students or Students Interested in Working Overseas**

<http://www.usavisanow.com/?clicktrade=154595>  
<http://www.bilingual-jobs.com/>  
<http://www.basejobs.com/>  
<http://www.careersindia.com/>  
<http://www.ciee.org/>  
<http://www.escapeartist.com/jobs/overseas1.htm>  
<http://www.eurograduate.com/>  
<http://www.eurojobs.com/>  
<http://www.ihipo.com/>  
<http://www.cie.uci.edu/prospective/iopstudy.shtml>  
<http://www.internationalstudent.com/>  
<http://www.iuj.ac.jp/career/>  
<http://www.jobsabroad.com/>  
<http://www.canada.plusjobs.com/>  
<http://my.tiptopjob.com/>  
<http://www.jobsite.co.uk/>  
<http://mindexchange.com/>  
<http://www.peacecorps.gov/>  
<http://www.planetedu.com/>  
<http://www.onesmallplanet.com/>  
<http://www.overseasjobs.com/>  
<http://www.seek.com.au/>  
<http://www.superjob.com>  
[http://www.tesol.org/s\\_tesol/index.asp](http://www.tesol.org/s_tesol/index.asp)  
<http://www.topjobs.co.uk/>  
<http://www.fldatacenter.com/>  
<http://www.uscis.gov/portal/site/uscis>  
<http://www.visanow.com/>  
<http://www2.etown.edu/vl/>  
<http://www.yale.edu/yciascareers/links.html>

**Gay/Lesbian/Bisexual**

<http://www.glpcareers.com/>  
<http://www.fedglobe.org/home.html>  
<http://www.hirediversity.com/>  
<http://www.hrc.org/issues/workplace.asp>  
<http://www.outandequal.org/>  
<http://www.outprofessionals.org/>  
<http://prideatwork.org/page.php?id=5>  
<http://www.progayjobs.com/>

## Non-Profit Sectors

<http://www.americorps.gov/>  
<http://www.asacenter.org/yourcareer/>  
<http://philanthropy.com/section/Jobs/224/>  
<http://www.cgcareers.org/>  
<http://www.nationalservice.gov/>  
<http://www.cof.org/>  
<http://www.deepsweep.com/>  
<http://www.execsearches.com/>  
<http://foundationcenter.org/>  
<http://www.georgiagames.org/>  
<http://www2.guidestar.org/>  
<http://www.idealists.org/>  
<http://www.mnconnection.org/>  
<http://www.nfg.org/>  
<http://www.nonprofitcareer.com/>  
<http://www.nonprofitjobscoop.org/index.php>  
<http://www.nonprofitoyster.com/>  
<http://onphilanthropy.com/>  
<http://www.opportunityknocks.org/>  
<http://www.peacecorps.gov/>  
<http://www.pnnonline.org/>  
<http://foundationcenter.org/pnd/>  
<http://www.nonprofitstaffing.com/>

## Business

<http://www.acareerinsales.com/>  
<http://www.accountingnet.com/>  
<http://www.allretailjobs.com/>  
<http://www.aba.com/default.htm>  
<http://www.aeaweb.org/index.php>  
<http://www.sustainablebusiness.com/>  
<http://www.realestatejobs.com/>  
<http://www.efinancialcareers.com/>  
<http://www.insurancerecruiters.com/>  
<http://www.rileyguide.com/>

## Communication

<http://www.asne.org/>  
<http://www.freep.com/legacy/jobspage/>  
<http://www.magazine.org/>  
<http://www.mediajobmarket.com/jobs/index.jsp>  
<http://www.nab.org/>  
[http://jobs.odwyerpr.com/home/index.cfm?site\\_id=258](http://jobs.odwyerpr.com/home/index.cfm?site_id=258)  
<http://www.tvjobs.com/>  
<http://workinpr.com/candidates/index.asp>  
<http://www.writejobs.com/>

## Computer Science & Information Systems

<http://www.computerjobs.com/homepage.aspx>  
<http://www.computerwork.com/>  
<http://www.developers.net/>  
<http://www.dice.com/>  
<http://www.icrunchdata.com/>  
<http://itjobs.computerworld.com/a/all-jobs/list>  
<http://www.itjobs.com/>  
<http://www.justtechjobs.com/>  
<http://www.odinjobs.com/>  
<http://www.planetreeruit.com/>  
<http://www.thinkjobs.com/think.nsf/MainHome?Openform&count=25>

## Criminal Justice

<https://www.cia.gov/index.html>  
<http://www.arson-codes.com/>  
<http://www.corrections.com/>  
<http://www.crime-scene-investigator.net/employment.html>  
<http://www.fbijobs.gov/>

<http://www.fincen.gov/>  
<http://www.justnet.org/Pages/home.aspx>  
<http://www.lawenforcementjobs.com/>  
<http://www.lpjobs.com/>  
<http://www.officer.com/>  
<http://www.dhs.gov/index.shtm>  
<http://www.justice.gov/>

## Education

<http://abcteachingjobs.com/>  
<http://www.academply.com/>  
<http://www.aasa.org/>  
<http://chronicle.com/section/Home/5>  
<http://www.doe.k12.ga.us/>  
<http://www.gisa-schools.org/index.asp>  
<http://www.greatteacher.net/>  
<http://www.nationjob.com/education/>  
<http://www.petersons.com/>  
<http://www.schoolspring.com/index.cfm?>  
<http://nces.ed.gov/surveys/sdds/index.aspx>  
<http://www.teachgeorgia.org/home.aspx>  
<http://www.teachforamerica.org/>  
<http://www.teachers-teachers.com/>  
<http://www.ed.gov/>  
<http://www.usreap.net/>

## Government and Public Policy

<https://www.careers.ga.gov/>  
<http://www.jobsfed.com/>  
<http://www.fedjobs.com/>  
<http://www.dol.state.ga.us/>  
<http://www.idealists.org/en/career/>  
<http://www.makingthedifference.org/>  
<http://www.philanthropyjournal.org/>  
<http://www.usajobs.opm.gov/>

## Co-Ops and Internships

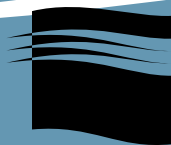
<http://www.aftercollege.com/job-channel/internships/>  
<http://www.australearn.org/>  
<http://www.backdoorjobs.com/>  
<http://www.campdepot.com/>  
<http://www.campusinternships.com/>  
<http://www.collegemarketplace.com/intern/>  
<http://www.coolworks.com/>  
<http://www.inroads.org/>  
<http://www.internabroad.com/>  
<http://www.internjobs.com/>  
<http://www.internships.com/>  
<http://www.internships4you.com/>  
<http://www.internweb.com/>  
<http://www.jobweb.org/>  
<http://www.internsearch.com/>  
<http://www.planetedu.com/category/>  
<http://www.resortjobs.com/>  
<http://www.rsinternships.com/rshome.htm>  
<http://www.snpa.org/>  
<http://www.summerjobs.com/>  
<https://www.wdwclegeprogram.com/>

## More General Job Search Websites

<http://www.beyond.com/>  
<http://www.citytowninfo.com/>  
<http://www.idealists.org/>  
<http://www.jobcentral.com/>  
<http://www.jobvue.com/>  
<http://www.craigslis.com/>  
<http://www.jobweb.com/>  
<http://www.juju.com/>  
<http://www.opportunityknocks.org/>







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