

# CAREER SERVICES GUIDE



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## CAREER SERVICES GUIDE

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## 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 interests, values, skills and personality.
- Explore various majors and careers.

### **Start Developing Your Career Search Tool Kit**

- Attend workshops provided by Career Services on creating cover letters and resumes and developing your networking skills.
- Draft a resume and have it reviewed by Career Services.
- Make sure you visit the GNTC Career Services webpage: [www.gntc.edu/student-services/career-services.php](http://www.gntc.edu/student-services/career-services.php)

### **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 GNTC campus.
- Start building your career portfolio of class work and activities that could relate to your career goals.
- 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 GNTC; 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.
- Check the Career Services page for resources and job listings: [www.gntc.edu](http://www.gntc.edu), Student Services, Career Services.

## INTERVIEW CHECKLIST

- ✓ Learn as much as possible about the work being done by the organization and person you will be talking with.
  
- ✓ Decide in advance what you can do to serve the interests of the individual who will interview you. Such interests will usually center on quality work, increased production, greater efficiency, lower waste in time, effort, and/or materials, and reliable and likable people to help get the job done.
  
- ✓ Be prepared to ask about the duties of the job and the qualities wanted in the person to be hired. Be ready to show how you can match or exceed those requirements. Leave questions regarding pay, vacations and other benefits until after hiring interest is shown in you.
  
- ✓ Be prepared to lead your interviewers into a discussion of work problems facing their staffs and crews. This will give you strong clues to the kinds of information about your qualifications that you should stress.
  
- ✓ Wear clean, well-pressed clothing of a kind suitable to reporting for work in the job you seek. Arrive well groomed from head to heels.
  
- ✓ Have extra copies of your résumé with you. Also bring the names, addresses and telephone numbers of references. Bring samples of your best work if design or writing is involved.
  
- ✓ Double check the time of appointment. Arrange to be there five minutes before the scheduled time.
  
- ✓ Give the appearance of energy and self-confidence as you walk through the door. Smile and shake hands firmly, but don't crush bones. Be genuinely glad to meet the interviewer as a person who can play an important role in your life. Be relaxed. Maintain eye contact.
  
- ✓ Recognize that interviewing is a game at which you will occasionally lose.

# 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:

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## **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?

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## **Intelligence**

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

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## **Self-Confidence**

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

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## **Willingness to Accept Responsibility**

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

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## **Initiative**

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

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## **Leadership**

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

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## **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?

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## **Imagination**

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

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## **Flexibility**

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

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## **Interpersonal Skills**

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

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## **Self-Knowledge**

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

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## **Ability to Handle Conflict**

Can you successfully contend with stressful situations and antagonism?

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## **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?

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## **Goal Achievement**

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

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## **Vocational Skills**

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

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## **Direction**

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

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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. If you make claims, back them up.
6. Avoid making the letter look 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 interest 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. **Sender'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. Hand write 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, 2012

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 my 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 Georgia Northwestern Technical College in June.
- Strong leadership ability, including experience as a supervisor of a staff of four.
- Two years of 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

# A+ Resume

## General Characteristics of a Good Resume

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**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 balanced.
4. It should be printed on white or off-white, good 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. 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.
- 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 the 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 the 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

### B - Did Not Enjoy

- Managing money, budgeting
- Researching problems and info
- Technical work with equipment
- Mechanical reasoning
- Manual dexterity
- 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

### C - Wish I Had Done

- 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

## 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.

## 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 a number of years, go back no more than 15 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 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 the 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 communications, 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. For this reason, you should 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 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 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 this 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 addresses such as BrewDawg@email.com or sassy@email.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 the most effective if it provides clarification for the reader. For example, if you have a broad major (such as sociology or management), and 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 GNTC. 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

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

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

## 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 objectives general so as not to “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 facility.
- 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 organizational 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 a 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                      770.000.0000                      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 of 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, Georgia Northwestern Technical College                      1999-2000

- Supervisory experience at Floyd Medical Center, Rome, Georgia
- 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, Georgia                      1993-1999

- 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, Georgia

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

Full-Time Parent                      1985-1990

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

**EDUCATION**

Diploma in Practical Nursing, Georgia Northwestern Technical College, Rome, Georgia                      September 2000

- License anticipated, December 2000
- 3.5 GPA

- Certified Nursing Assistant, West Central Technical College, Douglasville, Georgia                      1993

**References Available Upon Request**

**SUZY QUE**

1452 Mill Way, Rome, GA 30161  
(770) 000-0000

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**EDUCATION**

**AAS, Early Childhood Education Associate Degree - Exceptionalities Specialization**

Georgia Northwestern Technical College, Rome, Georgia 2007

**Substitute Teacher Certificate**

Floyd County Schools, Rome, Georgia 2006

**EARLY CHILDHOOD EXPERIENCE**

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**Substitute Teacher, Floyd County Schools, Floyd County, Georgia 2006 - Present**

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

**Student Teacher, Special Needs, West End Elementary, Rome, Georgia Spring 2007**

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

**Early Care & Education Teacher, Shaw Temple Learning Center, Smyrna, Georgia 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, Georgia Northwestern Technical College Winter 2006**

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

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

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

**Substitute Teacher, Peers Staffing, Tucker, Georgia 2002-2003**

- 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 School, Atlanta, Georgia 2002-2003**

- Scheduled meetings/ordered supplies
- Updated/created budgets

**References Available Upon Request**

# Job Search

## Getting Started: An Overview of Strategies

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

You will find job and internship postings listed on GNTC's webpage, [www.gntc.edu](http://www.gntc.edu). Click on "Student Services," scroll down to "Career Services."

Attend career fairs (and other career center events). A list of career fairs and workshops can be found on the Career Services webpage.

### Strategy 2: Networking

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. Meet with Career Services to create a networking plan.

Informational Interviewing: Informational interviewing is a great way to establish a relationship with people in industries of interest.

### Strategy 3: Industry Specific Job Search

Brainstorm a list of companies or organizations within a particular geographic area. Visit their websites and search for open positions. Make an on-site visit to inquire about opportunities.

Send a formal prospecting letter. Attach a resume inquiring about future employment opportunities.

Search industry-specific job boards and professional association websites for job listings.  
Example: American Marketing Association, [computerjobs.com](http://computerjobs.com)

### Strategy 4: Alternative Job Searches

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!

Internships: Enhance your experience on your resume and network at the same time!

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.

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, contacts and view job postings
- Research companies and industry trends to assist you in interviews and expand your search options



### Twitter:

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



**\*\*Tip: on LinkedIn and Twitter, try to answer a lot of questions posted in your field to get 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.**

## Job Hunting Methods

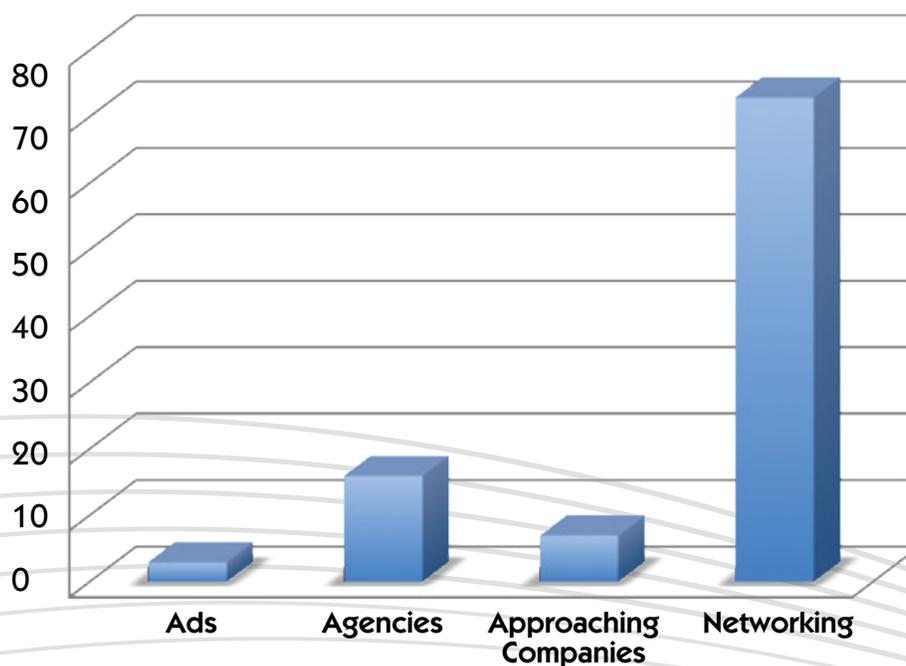
### How To Play The Game

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 Contacts

**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, don't worry. Just cover 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 GNTC
- 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 Georgia Northwestern 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

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### 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 – and looks great on your resume.
- Develop a 30-second and 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. 4) of this Career Guide.

## Questions to Help You 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 to ten years?
2. How will 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 of growth in this field during the next decade?

## 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  $\frac{1}{4}$  to  $\frac{1}{2}$  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!

## Job search sites that will aid in your job search include:

1. [www.tfpjobs.com](http://www.tfpjobs.com)  
(Chattanooga Times Free Press classifieds)
2. [www.romenews-tribune.com](http://www.romenews-tribune.com)
3. [www.cedartownstd.com](http://www.cedartownstd.com)
4. [www.calhountimes.com](http://www.calhountimes.com)
5. [www.ajb.dni.us](http://www.ajb.dni.us) (America's Job Bank)
6. [www.usajobs.opm.gov](http://www.usajobs.opm.gov) (Federal Jobs)
7. [www.dol.state.ga.us](http://www.dol.state.ga.us)  
(Georgia Department of Labor)
8. [www.careers.ga.gov](http://www.careers.ga.gov)
9. [www.rome.ga.com/job.htm](http://www.rome.ga.com/job.htm)
10. [www.chattanooga.careerlink.com](http://www.chattanooga.careerlink.com)
11. [www.chattanoogahires.com](http://www.chattanoogahires.com)
12. [www.chattanoogahelpwanted.org](http://www.chattanoogahelpwanted.org)
13. [www.chattanoogacareers.net](http://www.chattanoogacareers.net)
14. [www.careerbuilder.com](http://www.careerbuilder.com)
15. [www.simplyhired.com](http://www.simplyhired.com)
16. [www.flipdog.com](http://www.flipdog.com)
17. [www.indeed.com](http://www.indeed.com)
18. [www.careerjet.com](http://www.careerjet.com)
19. [www.monster.com](http://www.monster.com)
20. [www.snagajob.com](http://www.snagajob.com)
21. [www.bloodassurance.com](http://www.bloodassurance.com)
22. [www.cslplasma.com/careers](http://www.cslplasma.com/careers)
23. [www.dciinc.org](http://www.dciinc.org)
24. [www.erlanger.org](http://www.erlanger.org)
25. [www.floyd.org](http://www.floyd.org)
26. [www.gentiva.com](http://www.gentiva.com)
27. [www.gordonhospital.com](http://www.gordonhospital.com)
28. [www.hamiltonhealth.com](http://www.hamiltonhealth.com)
29. [www.harboinclinic.com](http://www.harboinclinic.com)
30. [www.hutcheson.org](http://www.hutcheson.org)
31. [www.lcca.com](http://www.lcca.com) (Life Care Centers)
32. [www.memorial.org](http://www.memorial.org)
33. [www.openarmscare.org](http://www.openarmscare.org)
34. [www.parkridgemedicalcenter.com](http://www.parkridgemedicalcenter.com)
35. [www.redmondregional.com](http://www.redmondregional.com)
36. [www.siskinrehab.org](http://www.siskinrehab.org)
37. [www.skyridgemedicalcenter.net](http://www.skyridgemedicalcenter.net)  
(in Cleveland)
38. [www.aptranscript.com](http://www.aptranscript.com)
39. [www.atranscript.com](http://www.atranscript.com)
40. [www.atsi-inc.com](http://www.atsi-inc.com)
41. [www.dtsam.net](http://www.dtsam.net)
42. [www.inhealthtranscription.com](http://www.inhealthtranscription.com)
43. [www.innerlingua.com](http://www.innerlingua.com)
44. [www.innovativetranscription.net](http://www.innovativetranscription.net)
45. [www.mediscriptstranscription.com](http://www.mediscriptstranscription.com)
46. [www.rcrtrans.info](http://www.rcrtrans.info)
47. [www.southerntranscription.com](http://www.southerntranscription.com)
48. [www.spectramedi.com](http://www.spectramedi.com)
49. [www.aerotek.com](http://www.aerotek.com)
50. [www.astecindustries.com](http://www.astecindustries.com)
51. [www.comcast.com](http://www.comcast.com)
52. [www.epb.net](http://www.epb.net)
53. [www.georgiapower.com](http://www.georgiapower.com)
54. [www.heatec.com](http://www.heatec.com)
55. [www.homedepot.com](http://www.homedepot.com)
56. [www.hon.com](http://www.hon.com)
57. [www.kencogroup.com](http://www.kencogroup.com)
58. [www.kochfoods.com](http://www.kochfoods.com)
59. [www.lowes.com](http://www.lowes.com)
60. [www.mckeefoods.com](http://www.mckeefoods.com)
61. [www.metroboilertube.com](http://www.metroboilertube.com)
62. [www.mohawkind.com](http://www.mohawkind.com)
63. [www.nissinbrake.com](http://www.nissinbrake.com)
64. [www.propexinc.com](http://www.propexinc.com)
65. [www.roadtec.com](http://www.roadtec.com)
66. [www.shawfloors.com](http://www.shawfloors.com)
67. [www.semills.com](http://www.semills.com)
68. [www.suhner.com](http://www.suhner.com)
69. [www.surya.com](http://www.surya.com)
70. [www.templeinland.com](http://www.templeinland.com)
71. [www.TVA.com](http://www.TVA.com)
72. [www.volkswagengroupamerica.com](http://www.volkswagengroupamerica.com)
73. [www.accountemps.com](http://www.accountemps.com)
74. [www.bcbst.com](http://www.bcbst.com)
75. [www.cigna.com](http://www.cigna.com)
76. [www.convergys.com](http://www.convergys.com)
77. [www.decosimo.com](http://www.decosimo.com)
78. [www.firsttennessee.com](http://www.firsttennessee.com)
79. [www.goodwill.org](http://www.goodwill.org)
80. [www.krystal.com](http://www.krystal.com)
81. [www.ngemc.com](http://www.ngemc.com)
82. [www.nwgb.com](http://www.nwgb.com)
83. [www.regionsbank.com](http://www.regionsbank.com)
84. [www.grearteromebank.com](http://www.grearteromebank.com)
85. [www.suntrust.com](http://www.suntrust.com)
86. [www.tmobile.com](http://www.tmobile.com)
87. [www.tvfcu.com](http://www.tvfcu.com)
88. [www.unum.com](http://www.unum.com)
89. [www.averitexpress.com](http://www.averitexpress.com)
90. [www.covenanttransport.com](http://www.covenanttransport.com)
91. [www.pembertontrucklines.com](http://www.pembertontrucklines.com)
92. [www.schneider.com](http://www.schneider.com)
93. [www.scottlogistics.com](http://www.scottlogistics.com)
94. [www.usxpress.com](http://www.usxpress.com)
95. [www.werner.com](http://www.werner.com)
96. [www.dcor.state.ga.us](http://www.dcor.state.ga.us)  
(Dept. of Corrections)
97. <http://dfcs.dhr.georgia.gov>  
(Dept. of Family & Children's Services)
98. [www.dps.georgia.gov](http://www.dps.georgia.gov)  
(Georgia Dept. of Public Safety)
99. [www.fragahs.com](http://www.fragahs.com)  
(Family Resource Agency of North Georgia)
100. [www.lmcs.org](http://www.lmcs.org)  
(Lookout Mountain Community Services)
101. [www.catoosa.com](http://www.catoosa.com)
102. [www.gordoncounty.org](http://www.gordoncounty.org)
103. [www.hamiltontn.gov](http://www.hamiltontn.gov)
104. [www.murraycountyga.org](http://www.murraycountyga.org)
105. [www.romefloyd.com](http://www.romefloyd.com)
106. [www.walkerga.us](http://www.walkerga.us)
107. [www.whitfieldcountyga.com](http://www.whitfieldcountyga.com)

**(This does not represent an exhaustive list of job search sites but is rather a sampling of popular national, state, and local sites. Sites are current as of the date of this printing.)**



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