Career Guide 2026 Edition

Your path to a strong career starts here!

Welcome to Career Services

Figuring out your career path can be stressful, but Career Services is here to help.

Available services include assistance with resumes, cover letters, interview prep, job search techniques, networking, career events, Handshake (job board), and career assessments.

Who can get help from Career Services? Potential students, current credit students, graduates, and alumni can access all these services and more.

Contact your [Career Services Coordinator](#) today!

Build your Career Plan

Building your career plan starts with understanding your interests, strengths, and career goals. This step helps you identify a general direction before focusing on experience or the job search.

Use Career Services: Explore Majors and Careers

- Meet with Career Services to discuss your major. There is someone to speak with if you are undecided or want to change.
- Complete assessments to understand your interests, values, and skills, then explore careers through YouScience or our VR Headset simulations to see what a "day in the life" looks like.
- Explore various majors in our program catalog.

Connect your Interests, Skills, and Careers

Use what you learn from assessments, coursework, and exploration to identify career paths that align well with your strengths, interests, and goals.

Ask yourself:

- What classes or tasks do I enjoy most?
- What skills do others say I'm good at?
- What careers connect to those strengths?

Focus on Academics

- Meet with your advisor before registering every semester.
- Keep a high GPA and seek free tutoring at our Academic Support Centers.
- Save class projects, certifications, and skills for your resume and portfolio.
- Be active in group projects to build teamwork and communication skills.

Take time to figure out what matters most to you, whether that is making money, enjoying your work, helping others, or finding stability. Whatever it is, as long as it's important to you, it can help you discover your path.

What You Can Do With Your Major

What you'll see on the next pages:

- GNTC majors and programs
- Example job titles (not a complete list)
- Average yearly wages
- Why this major might be a good fit for you
- If a major requires additional education or is a good pathway for continuing your education, it'll be noted as a further education pathway.

Important: These are examples, not limits. Many majors lead to more jobs than we can list, and job titles can change depending on the employer, location, and experience level.

High-Demand Careers

Some job titles are marked as high-demand careers. That means:

- They're identified on [Georgia's High Demand Career List](#) in the Northwest Georgia Region.
- Employers are actively hiring for these roles.
- Many offer strong wages and long-term growth.

That's also why you may see specific job titles listed; those titles match how the roles are officially tracked in workforce data.

AI, Jobs, and the Future of Work

AI is changing some tasks, but most employers are not replacing entry-level jobs.

NACE Job Outlook 2026:

- 13.3% of jobs require AI skills
- 10.5% of entry-level jobs mention AI
- 61% of employers are not planning to replace jobs

Most employers say AI will support jobs, not replace them, helping with tasks while people handle hands-on work and decision-making.

Bottom line: Your major still matters. Being comfortable with technology can help, and Career Services can show you how to talk about it. Source: NACE, Job Outlook 2026.

Industrial Technologies

Air Conditioning Technology

- Example Job Titles: Heating, Air Conditioning, and Refrigeration Mechanic (High Demand), HVAC Installer
- Average Wage Range (GA): $42,000–$62,000
- Primary Focus: Installing, maintaining, and repairing heating and cooling systems

Auto Collision Repair

- Example Job Titles: Automotive Body Repairer (High Demand), Collision Repair Technician
- Average Wage Range (GA): $41,000–$60,000
- Primary Focus: Repairing vehicle bodies, frames, and finishes

Automotive Technology

- Example Job Titles: Automotive Service Technician (High Demand), Diagnostic Technician
- Average Wage Range (GA): $34,000–$60,000
- Primary Focus: Diagnosing and repairing vehicle mechanical and electrical systems

Diesel Equipment Technology

- Example Job Titles: Bus and Truck Mechanic / Diesel Technician (High Demand), Fleet Mechanic
- Average Wage Range (GA): $45,000–$65,000
- Primary Focus: Maintaining and repairing diesel engines and heavy equipment

Commercial Truck Driving

- Example Job Titles: Heavy and Tractor-Trailer Truck Driver (High Demand), Local Delivery Driver
- Average Wage Range (GA): $44,000–$64,000
- Primary Focus: Operating commercial vehicles for freight and delivery

Aviation Maintenance Technology

- Example Job Titles: Aircraft Mechanic and Service Technician (High Demand), Avionics Technician
- Average Wage Range (GA): $61,000–$100,000+
- Primary Focus: Inspecting, maintaining, and repairing aircraft systems

Construction Management

- Example Job Titles: Construction Manager (High Demand), Project Coordinator
- Average Wage Range (GA): $33,000–$100,000+

- Primary Focus: Planning, scheduling, and overseeing construction projects

Drafting Technology

- Example Job Titles: Architectural and Civil Drafter (High Demand), CAD Drafter
- Average Wage Range (GA): $48,000–$75,000+
- Primary Focus: Creating technical drawings and design plans

Electrical Systems Technology

- Example Job Titles: Electrician (High Demand), Electrical Installer
- Average Wage Range (GA): $45,000–$69,000
- Primary Focus: Electrical wiring, installation, and power distribution

Electrical Control Systems Technology

- Example Job Titles: Electrical and Electronic Engineering Technician (High Demand), Controls Technician
- Average Wage Range (GA): $45,000–$100,000
- Primary Focus: Control panels, PLCs, and industrial motor controls

Automation Technology

- Example Job Titles: Industrial Machinery Mechanic (High Demand), Maintenance and Repair Worker (High Demand)
- Average Wage Range (GA): $36,000–$71,000
- Primary Focus: Installing, operating, and maintaining automated equipment

Automation Engineering Technology (Further Education Pathway)

- Example Job Titles: Engineering Technologist (High Demand), Automation Integrator
- Average Wage Range (GA): $48,000–$80,000
- Primary Focus: Designing and programming automated systems

Instrumentation and Controls Technician

- Example Job Titles: Electrical and Electronic Engineering Technician (High Demand), Instrumentation Technician
- Average Wage Range (GA): $45,000–$100,000
- Primary Focus: Sensors, measurement, calibration, and process control

Precision Machining and Manufacturing

- Example Job Titles: Machinist (High Demand), CNC Machine Operator (High Demand)
- Average Wage Range (GA): $39,000–$61,000
- Primary Focus: Producing precision parts using manual and CNC machines

Welding and Joining Technology

- Example Job Titles: Welder (High Demand), Structural Metal Fabricator (High Demand)
- Average Wage Range (GA): $38,000–$51,000
- Primary Focus: Joining, fabricating, and repairing metal components

Business And Cyber Technologies

Accounting (Further Education Pathway)

- Example Job Titles: Accountant (High Demand), Auditor (High Demand), Bookkeeping or Accounting Clerk (High Demand)
- Average Wage Range (GA): $37,000–$63,000
- Primary Focus: Recording, analyzing, and reporting financial information

Business Management (Further Education Pathway)

- Example Job Titles: General and Operations Manager (High Demand), Administrative Services Manager (High Demand), Human Resource Specialist
- Average Wage Range (GA): $38,000–$70,000
- Primary Focus: Managing people, projects, and daily operations

Business Healthcare Technology

- Example Job Titles: Medical Billing Specialist, Medical Records Specialist (High Demand)
- Average Wage Range (GA): $33,000–$58,000
- Primary Focus: Business and billing systems in healthcare environments

Business Technology

- Example Job Titles: Business Operations Specialist (High Demand), Office Support Specialist
- Average Wage Range (GA): $32,000–$55,000
- Primary Focus: Office software and business technology tools

Computer Support Specialist (Further Education Pathway)

- Example Job Titles: Computer User Support Specialist (High Demand), Help Desk Technician
- Average Wage Range (GA): $32,000–$68,000
- Primary Focus: Supporting users with hardware, software, and systems

Cybersecurity

- Example Job Titles: Information Security Analyst (High Demand), Cybersecurity Technician
- Average Wage Range (GA): $50,000–$100,000+

- Primary Focus: Protecting networks, systems, and digital information

Networking Specialist (Further Education Pathway)

- Example Job Titles: Network and Computer Systems Administrator (High Demand), Network Support Specialist
- Average Wage Range (GA): $42,000–$80,000
- Primary Focus: Building and maintaining computer networks

Website Design Development (Further Education Pathway)

- Example Job Titles: Web and Digital Interface Designer (High Demand), Web Developer
- Average Wage Range (GA): $35,000–$75,000
- Primary Focus: Designing and building websites and digital content

Marketing Management (Further Education Pathway)

- Example Job Titles: Marketing Manager (High Demand), Market Research Analyst (High Demand), Marketing Specialist
- Average Wage Range (GA): $35,000–$65,000
- Primary Focus: Promoting products, services, and brands

Supply Chain Management and Logistics (Further Education Pathway)

- Example Job Titles: Logistician (High Demand), Supply Chain Coordinator
- Average Wage Range (GA): $38,000–$75,000
- Primary Focus: Managing the movement of goods and materials

Nursing And Allied Health Technologies

Certified Nursing Assistant (CNA)

- Example Job Titles: Nursing Assistant (High Demand), Patient Care Technician
- Average Wage Range (GA): $26,000–$35,000
- Primary Focus: Assisting patients with daily care

Dental Assisting

- Example Job Titles: Dental Assistant (High Demand)
- Average Wage Range (GA): $30,000–$45,000
- Primary Focus: Supporting dental procedures and patient care

Health Information Management Technology

- Example Job Titles: Medical Records Specialist (High Demand), Health Information Technician
- Average Wage Range (GA): $35,000–$55,000

- Primary Focus: Managing health records and data

Healthcare Management (Further Education Pathway)

- Example Job Titles: Medical and Health Services Manager (High Demand), Healthcare Office Manager
- Average Wage Range (GA): $45,000–$80,000+
- Primary Focus: Overseeing healthcare offices and teams

Medical Assisting

- Example Job Titles: Medical Assistant (High Demand)
- Average Wage Range (GA): $30,000–$45,000
- Primary Focus: Clinical and administrative healthcare support

Phlebotomy

- Example Job Titles: Phlebotomist (High Demand), Specimen Collection Technician
- Average Wage Range (GA): $30,000–$42,000
- Primary Focus: Blood draw and specimen collection

EMS Professions

- Example Job Titles: Emergency Medical Technician (High Demand), Paramedic (High Demand)
- Average Wage Range (GA): $28,000–$40,000
- Primary Focus: Emergency response and life support

Practical Nursing (LPN)

- Example Job Titles: Licensed Practical Nurse (High Demand)
- Average Wage Range (GA): $40,000–$55,000
- Primary Focus: Basic nursing care under supervision

Nursing (ASN) (Further Education Pathway)

- Example Job Titles: Registered Nurse (High Demand)
- Average Wage Range (GA): $60,000–$85,000+
- Primary Focus: Comprehensive patient care

Radiologic Technology

- Example Job Titles: Radiologic Technologist (High Demand), X-Ray Technician
- Average Wage Range (GA): $45,000–$65,000
- Primary Focus: Medical imaging and diagnostics

Diagnostic Medical Sonography

- Example Job Titles: Diagnostic Medical Sonographer (High Demand), Ultrasound Technologist
- Average Wage Range (GA): $60,000–$85,000+
- Primary Focus: Ultrasound imaging

Adult Echocardiography

- Example Job Titles: Cardiac Sonographer (High Demand)
- Average Wage Range (GA): $60,000–$88,000+
- Primary Focus: Heart ultrasound imaging

Vascular Sonography

- Example Job Titles: Vascular Sonographer (High Demand)
- Average Wage Range (GA): $62,000–$90,000+
- Primary Focus: Blood vessel imaging

Respiratory Care

- Example Job Titles: Respiratory Therapist (High Demand)
- Average Wage Range (GA): $50,000–$75,000
- Primary Focus: Breathing and lung therapies

Surgical Technology

- Example Job Titles: Surgical Technologist (High Demand), Surgical Assistant (High Demand)
- Average Wage Range (GA): $42,000–$60,000
- Primary Focus: Assisting in surgical environments

Public Service Technologies

Master Cosmetology

- Example Job Titles: Cosmetologist, Barber
- Average Wage Range (GA): $25,000–$45,000
- Primary Focus: Hair and beauty services

Criminal Justice Technology (Further Education Pathway)

- Example Job Titles: Correctional Officer (High Demand), Probation Officer (High Demand), Court Clerk (High Demand)
- Average Wage Range (GA): $40,000–$65,000
- Primary Focus: Safety and justice systems

Culinary Arts

- Example Job Titles: Food Batchmaker (High Demand), Sous Chef
- Average Wage Range (GA): $28,000–$55,000
- Primary Focus: Food preparation and kitchen operations

Early Childhood Care and Education (Further Education Pathway)

- Example Job Titles: Preschool Teacher (High Demand), Paraprofessional, Teacher Assistant
- Average Wage Range (GA): $24,000–$38,000
- Primary Focus: Early childhood development

Fire Science

- Example Job Titles: Firefighter (High Demand), Fire Inspector (High Demand)
- Average Wage Range (GA): $35,000–$60,000
- Primary Focus: Fire response and prevention

Basic Law Enforcement

- Example Job Titles: Police Officer (High Demand), Sheriff's Patrol Officer (High Demand)
- Average Wage Range (GA): $48,000–$80,000
- Primary Focus: Law enforcement and public safety

Social Work Assistant (Further Education Pathway)

- Example Job Titles: Social and Human Service Assistant (High Demand)
- Average Wage Range (GA): $35,000–$60,000
- Primary Focus: Assisting individuals and families with services and resources

Wage data sourced from Worksource Georgia Occupation Profile Employment Wage Statistics, estimated in 2023. Actual wages may vary by location and experience.

Get Involved & Build Experience

Getting involved is a great way to build experience, whether you are working or not. Employers value teamwork, communication, leadership, and reliability, which can be developed through campus involvement, student organizations, and volunteer work.

Student Organizations and Leadership

Get involved through the Student Government Association (SGA), Future Business Leaders of America (FBLA), SkillsUSA, National Technical Honor Society (NTHS), or Georgia Occupational Award of Leadership (GOAL).

Resume example:

- Participated in a student organization by supporting meetings, events, and team projects.

Volunteering and Service Learning

Volunteering and service learning allow you to gain hands-on experience while giving back to the community.

Resume example:

- Assisted with community service projects by organizing tasks and supporting team efforts.

Campus Events and Employer Engagement

Career fairs, workshops, and employer events help you practice professional communication and connect with employers.

How Involvement Supports Your Resume

Campus involvement helps you:

- Build experience before graduation
- Develop transferable skills employers want
- Strengthen your resume and interview confidence

Career Services can help you turn involvement into strong resume bullet points.

Learn About Employers & Careers

Research employers to see what they're looking for and how your program connects to real career options. Understanding an employer's mission, values, work environment, and job opportunities helps you decide if it is a good fit. Oftentimes, we save this part for after we've created our resume, or sometimes we don't do it at all. It can be a beneficial prior step to help you make informed decisions and feel more confident in your job search.

How to Research?

- Ask instructors or Career Services
  - Get insight into real-world expectations, local employers, and hiring trends in your field.
- Research careers and employers
  - Use Glassdoor and the Bureau of Labor Statistics to learn about workplace culture, job outlook, pay, and career growth.
- Use job search and networking platforms
  - Search Handshake, LinkedIn, and WorkSource Georgia for job postings, employer information, and local opportunities.

- Review the company website
    - Learn about the organization's mission, services, locations, and job openings.
- Read job postings carefully
    - Look for required skills, certifications, experience, and keywords you can match on your resume.
- Tip: You can use AI tools like ChatGPT to organize your research and outline a job search plan, but they should support your thinking, not make decisions or write applications. Your resume, applications, and career choices should reflect you and guidance from Career Services.

Understand the Job Search Process

The job search is one step in your overall career journey and can feel overwhelming at times. Employers consider more than just grades when making hiring decisions.

What Employers Consider When Hiring

Employers may review the following factors when evaluating applicants. Not all factors apply to every job, and employers may value some more than others.

Education and Training:

- Academic major
- Education level
- Relevant coursework or certifications

Experience:

- Industry experience
- Internships related to the field
- Internships with the company
- Part-time work while in school

Leadership and Involvement:

- Leadership roles
- Participation in student organizations
- Extracurricular involvement

Skills and Competencies:

- Demonstrated technical skills
- Communication skills
- Problem-solving abilities
- Professional behaviors

Service and Additional Experience:

- Volunteer work
- Community service
- Foreign language skills
- Other relevant experiences

Employers often use a combination of these factors to decide which candidates to interview and hire. This means there are many ways to be a strong candidate, even if you feel unsure about one area. Understanding the job search process can help you create a realistic plan, focus your efforts, and reduce stress as you move forward.

Create a Job Search Game Plan

Step 1: Turning Research into Action

It is easy to feel overwhelmed by mass applying. Applying with intention instead of randomly can reduce stress and improve your chances of hearing back. Focus on roles that align with your skills, interests, and goals.

Step 2: Setting Goals

- Decide how many jobs you will apply to each week or month
- Choose a number you can realistically manage alongside school and work
- Remember, progress looks different for everyone
- Example Weekly Job Search Plan
  - Search for jobs and choose 3
  - Tailor resume/cover letter
  - Submit applications by the end of the week
  - Track applications

Step 3: Staying Organized

Start tracking your applications so nothing gets lost. You can track this in a notebook, spreadsheet, or digital tool. Use whatever works best for you!

Adjust & Ask for Help

Job searching takes time, and rejection or lack of response is normal. Not hearing back right away is common and does not mean you are doing something wrong. If you are not seeing results after some time, try adjusting your resume, strategy, or goals. Career Services can help you review your approach and move forward. Once you have a plan in place, the next step is creating a resume that clearly shows your skills and experience.

Build Your Resume

What is a Resume?

Your resume is you on a page. It is a brief summary of your skills and experiences that shows an employer why you would be a good fit for a specific job. It is not your full job history or everything you have ever done. Think of it as a snapshot, not the whole picture.

Keep it simple:

- One page (unless you have a lot of experience in your field)
- Clean, easy-to-read format
- No templates, pictures, text boxes, or columns
- Highlight only what is most relevant to the job

Your resume should be adjusted for each job to highlight the skills and experience most relevant to that role.

How Employers Review Resumes

Many employers use Applicant Tracking Systems (ATS) to help review resumes. ATS software scans resumes for keywords and clear formatting before a human reviews them. Simple formatting and relevant keywords help ensure your resume can be read correctly.

Before you start

- Review the job description
- List relevant skills and experience
- Gather dates and details from your master resume

Tip: Keep a separate document that lists everything you have done, including jobs, skills, certifications, projects, and dates. This "master resume" is just for you and makes it easier to tailor resumes without having to remember every detail each time.

The following pages show a list of action words & resume examples to help you see how students with different backgrounds present their experience. Your resume might look different, and that's okay.

Using strong action verbs at the start of each resume bullet point helps employers clearly understand what you did and what skills you bring. Stronger words lead to stronger resumes.

Leadership and Teamwork:

- Collaborated
- Delegated
- Directed
- Facilitated
- Guided
- Headed
- Led
- Managed
- Mentored
- Oversaw
- Supervised
- Supported
- Trained
- Communication
- Clarified
- Consulted
- Corresponded
- Counseled
- Documented
- Educated
- Explained
- Informed
- Negotiated
- Presented
- Tutored
- Advocated

Problem-Solving and Analysis:

- Analyzed
- Assessed
- Determined
- Diagnosed
- Evaluated
- Identified
- Improved

- Investigated
- Optimized
- Resolved
- Tested
- Troubleshot
- Verified

Organization and Planning:

- Coordinated
- Documented
- Filed
- Implemented
- Maintained
- Monitored
- Organized
- Planned
- Prioritized
- Scheduled
- Streamlined
- Tracked

Technical and Hands-On Skills:

- Adjusted
- Assembled
- Calibrated
- Configured
- Designed
- Fabricated
- Inspected
- Installed
- Measured
- Operated
- Programmed
- Repaired

Customer Service and Support:

- Addressed
- Assisted
- Comforted

- Empathized
- Guided
- Helped
- Responded
- Resolved
- Served
- Supported

Creativity and Innovation:

- Authored
- Conceptualized
- Created
- Designed
- Developed
- Enhanced
- Generated
- Illustrated
- Improvised
- Innovated

Research and Data:

- Analyzed
- Collected
- Compiled
- Examined
- Recorded
- Reported
- Researched
- Surveyed
- Synthesized
- Validated

Tip: Start every bullet point with an action verb and focus on results, not just duties.

- Example:
  - Not recommended: Responsible for customer service
  - Recommended: Assisted customers with service requests; Resolved customer issues, improving satisfaction and efficiency

Jordan Miller

Summerville, GA | jordan.miller@email.com | 555-555-5555

Professional Summary

Healthcare Management student beginning professional training through coursework, projects, and healthcare pathway classes at Georgia Northwestern Technical College. Experience includes medical terminology, documentation-focused assignments, and collaborative projects in academic and SkillsUSA settings.

Education

Georgia Northwestern Technical College | Rome, GA

A.A.S. Healthcare Management | Expected Graduation December 2027

Intended program pathway: Diagnostic Medical Sonography

Skills

- Medical terminology
- Basic healthcare documentation practices
- Accurate data entry
- Patient privacy concepts and professionalism
- Microsoft Word & Excel

Project Experience

Georgia Northwestern Technical College | Rome, GA

Medical Terminology Coursework | January – May 2026

- Learned and applied common medical terms related to anatomy, procedures, and diagnostics
- Demonstrated correct usage of terminology in written and quiz-based assessments

High School Name | Summerville, GA

Healthcare Pathway Coursework | January – June 2025

- Completed coursework focused on healthcare concepts, professionalism, and patient-related scenarios
- Participated in group projects requiring accurate documentation and attention to detail
- Followed instructions and met deadlines for assignments and presentations

Other Relevant Experience

SkillsUSA | Summerville, GA

High School Name | October 2024 – February 2025

- Participated in SkillsUSA activities focused on career readiness and technical skills
- Collaborated with 5 peers on team-based projects and competitions

Alex Thompson

alex.thompson@email.com 555-555-5555 linkedin.com/in/alex-thompson-gntc

Professional Summary

Hands-on experience in a manufacturing environment complements current Business Management coursework at Georgia Northwestern Technical College. Familiar with production workflows, documentation requirements, and workplace safety practices.

Education

Georgia Northwestern Technical College Dalton, GA

Associate of Applied Science in Business Management May 2026

Skills

- Production documentation and record keeping
- Following standard operating procedures (SOPs)
- Basic inventory tracking and material handling
- Workplace safety procedures
- Timekeeping and shift scheduling systems
- Microsoft Word and Excel for reporting and documentation
- Understanding of basic business and manufacturing operations

Work Experience

ABC Industries Dalton, GA

Production Team Member June 2024 - Present

- Supported daily production operations on the manufacturing floor
- Followed standard operating procedures and safety guidelines
- Recorded production data and completed required documentation
- Assisted with inventory movement and material tracking
- Worked collaboratively with supervisors and 10 team members to meet production goals
- Maintained organization and cleanliness of work areas

Certifications

- OSHA 10-Hour General Industry
- Forklift Operator Certification
- Lockout/Tagout (LOTO) Safety Training

Morgan Davis

Ringgold, GA | morgan.davis@email.com | 555-555-5555

Professional Summary

Background in customer service supports a transition into Social Work at Georgia Northwestern Technical College. Brings experience working directly with individuals, maintaining documentation, and applying ethical communication practices through human services coursework.

Education

Associate of Applied Science in Social Work

Georgia Northwestern Technical College – Ringgold, GA

Expected Graduation: May 2027

Relevant Coursework:

Human Behavior and the Social Environment, Social Welfare, Ethics and Community Service, Case Management with Families, Domestic and Family Violence

Relevant Experience

Customer Service Representative

Community Support Services – Remote

January 2020 – Present

- Assisted over 100 customers with questions, concerns, and service issues in a fast-paced environment
- Used active listening to understand needs and provide appropriate solutions or referrals
- Documented customer interactions accurately using internal systems
- Followed company policies related to privacy, professionalism, and service standards
- Maintained calm, respectful communication when handling difficult or emotional situations

Family Caregiver

Ringgold, GA

May 2015 – January 2020

- Managed daily routines, schedules, and responsibilities for 3 household dependents
- Maintained accurate records related to appointments, school communication, and care needs
- Communicated effectively with educators, healthcare providers, and service professionals
- Responded calmly to stressful situations while prioritizing safety and well-being
- Demonstrated organization, consistency, and accountability in a caregiving role

Skills

Client interaction, Accurate Documentation, Confidentiality and Ethical Standards, De-escalation Techniques, and Active Listening

Write a Strong Cover Letter

A cover letter shows off your writing skills and allows you to explain your experience and interests more clearly than a resume alone.

Cover Letter Rules:

- Address the letter to a specific person when possible
- Tailor each letter to the position and organization
- Highlight relevant skills and experiences
- Support your claims with examples
- Keep it brief and professional
- Limit it to one page with 3–5 short paragraphs

Paragraph 1: Why this role and organization

- Share the position you're applying for and how you found it.
- Briefly explain what stood out to you about the organization and connect that to your interests or goals.

Paragraphs 2–3: Why you're a good fit

- Highlight experiences or skills that relate to the role. This is your chance to add context to your resume, not repeat it.
- Explain things an employer might have questions about, such as a career change, limited experience, or a gap in employment.

Final paragraph: Closing

- Wrap up by reaffirming your interest
- Thank the employer for their time
- Let them know you'd welcome the opportunity to discuss next steps

Tip: A cover letter is especially helpful if you're changing careers or your experience doesn't perfectly match the job. Always double-check that you are addressing the correct company and position.

Your cover letter should add context to your resume, not repeat it. The following page shows an example of a cover letter.

January 3, 2025

ABC Bank

459 West 42nd St

Marietta, GA 30060

Dear Hiring Committee:

It is with great interest that I was introduced to your Accounting Clerk position at ABC Bank when speaking with recruiter Jane Doe at the Georgia Northwestern Technical College Career Fair. The opportunity to work for a company that values teamwork and creates an environment supportive of its employees excites me at the prospect of developing my skills in the accounting field. As a recent graduate with an Associate of Applied Science degree in Accounting, I feel my experience in updating financial records, bank statements, and using accounting software programs would be a great asset to the ABC Bank team.

As a student at Georgia Northwestern Technical College, I completed several projects that prepared me for the accounting field. My final project explored the ethical dilemmas that accountants could face concerning fraud and fraud detection. Our team created a presentation looking at different scenarios that put into question our personal code of ethics; my role in the group included delegating tasks and organizing the final product. I learned about the ethical values present in an accounting environment, the meaning of teamwork, and the resources that could help analyze each scenario. Finishing the final course prepared me for the ACAT Comprehensive Exam, where I earned my Accreditation in Accountancy.

Outside of my coursework, I've worked as a customer service representative with DEF Company. I've also volunteered with GHI Organization and have even been a volunteer coordinator who manages volunteers. My experience in those positions has really improved my skills in communication, time management, and critical thinking.

I hope to use the skills I've developed in my time as a student, volunteer, and customer service representative to grow in the accounting environment. Feel free to contact me at 555- 5555 or yourname@gmail.com. I look forward to hearing back from you.

Kind regards,

(Signature)

Your name

Prepare for Interviews

An interview is a conversation, not a test. Employers are learning how you communicate, think through situations, and whether you would be a good fit for the role. You do not need to be perfect, just prepared.

Types of Interviews

- Phone
- Virtual
- In Person
- Panel
- Automated Video Interview

What Employers Are Listening For

- Employers are paying attention to more than just your answers. They want to see:
- Clear communication
- Real examples from work, school, or life
- Willingness to learn
- Professionalism and preparation

How To Prepare

- Review the job description
- Review your resume/cover letter
- Research employer and write important info down
- Practice explaining your experiences/answers out loud
- Prepare 2-3 questions to ask the employer

Day-Of Basics

- Arrive or log in early
- Dress appropriately for the role
- Bring copies of your resume if in person
- Be polite and professional to everyone you meet

Tip: Bring a padfolio or professional notebook with notes on your skills and experiences. It's okay to pause, think, and briefly review your notes before answering a question.

Answering Interview Questions with the STARR Method

The STARR method is a simple way to structure your answers so employers can clearly understand your experience. Below are details of the parts of the method and an example answer.

S-Situation

- What was happening? Set the context.
    - Ex: Our team was short-staffed during a busy shift, and customers were starting to get frustrated.

T-Task

- What was your responsibility?
    - Ex: I was responsible for helping customers while keeping things organized and moving efficiently.

A-Action

- What did you do?
    - Ex: I prioritized tasks, communicated clearly with customers, and worked with my team to manage the workload.

R-Result

- What happened because of your actions?
    - Ex: Customers were helped more quickly, and the situation became more manageable for the team.

R-Reflection

- What did you learn?
    - This experience taught me how important communication and staying calm are in high-pressure situations.

Common Interview Questions:

- Tell me about yourself.
- Why are you interested in this position?
- What are your strengths/weaknesses?
- What experience do you have that relates to this job?
- Tell me about a time you handled a difficult situation.
- Describe a time you worked as part of a team.
- Tell me about a time you had to learn something new quickly.
- How do you handle stress or competing priorities?

Questions you can ask the Employer:

- What does a typical day look like in this role?
- How do you train new employees?
- What skills or qualities are most important for success here?

- What opportunities are there to learn or grow in this role?
- What are the next steps in the hiring process?

Tip: Ask for your interviewer's contact information for follow-up and thank-you messages.

Professional Clothing Closet

What you wear to an interview helps employers see you as prepared and professional. You don't need expensive clothes; just clean, neat, and appropriate for the job.

What to Wear for an Interview:

- Clean, wrinkle-free clothing
- Dress pants, skirt, or clean slacks
- Button-down shirt, blouse, or polo
- Closed-toe shoes
- Neutral colors are best
- Avoid ripped jeans, flip-flops, or graphic tees
- Tattoos & Piercings:
    - Some employers are flexible; others are more traditional
    - Consider covering visible tattoos and limiting piercings for interviews
    - You can always adjust once you learn the workplace culture

Virtual Interview Tips:

- Wear a solid-color top
- Avoid logos or busy patterns
- Sit in good lighting
- Choose a clean, quiet background

Professional Clothing Closet (Free Resource)

GNTC offers a Professional Clothing Closet to help students prepare for interviews, job fairs, and work-based learning opportunities. This resource is available to eligible Special Populations students who may face barriers to accessing professional clothing.

How to Access:

- Contact Special Populations
- Share what you're preparing for
- Get support, confidentially
- Not sure what to wear? Career Services is here to help.

Veteran & Military-Connected Career Support

GNTC's Military-Connected Services understands that your military experience holds incredible value. Whether it is your direct personal military experience or your experience as a military spouse or dependent, we want to help you find the best way to showcase your experiences, skills, and abilities to the civilian workforce.

Focus on translating your skills rather than listing every skill you have gained through military service:

- Leadership and teamwork
- Following procedures and policies
- Problem-solving under pressure
- Training and mentoring others
- Ex: Led and supported team members by following established procedures, adapting to changing priorities, and maintaining accountability in high-pressure environments.

Translating Military Experience for Civilian Jobs:

- Use civilian job titles instead of military terms
- Describe your experience in clear, plain language
- Avoid military acronyms when possible
- Focus on transferable skills rather than rank
- Sanitize any experience related to security clearances

Once you are selected for an interview, prepare to explain career changes you experienced, as military personnel and their families often undergo multiple transitions during service. Highlight your major accomplishments and be ready to clarify any gaps in employment or service. At Georgia Northwestern Technical College, Military-Connected Services and Career Services work together to support you throughout your career journey. You do not have to navigate this process alone. Reach out to [Military-Connected Student Services](#) today.

After the Interview

After an interview, there is often a waiting period. Not hearing back right away is common and does not mean you did anything wrong. You can always ask at the end of the interview what the expected timeline is to hear about the position.

Step 1: Send a Thank-You Message

- Thank the interviewer(s) for their time
- Mention the role you interviewed for and reaffirm your interest
- Keep it short and professional
- Example Thank-You Email:

- Dear [Interviewer's Name], Thank you for taking the time to meet with me today to discuss the [position title] role. I appreciated the opportunity to learn more about your team and the work being done at [organization name]. Our conversation reinforced my interest in the position, and I am excited about the possibility of contributing my skills and continuing to learn in this role. Thank you again for your time and consideration. I look forward to hearing from you. Sincerely, [Your Name]

Step 2: Follow Up

- If the employer shared when you should expect to hear back:
  - Wait until that time has passed, and then send a follow-up email
- If the employer did not share when you should expect to hear back:
  - Wait at least one week to follow up
- Keep messages polite and brief

Step 3: Reflect

Take some time to reflect on your interview:

- What went well?
- What questions were difficult?
- What would you do differently next time?

Career Services can help you write thank-you or follow-up messages, reflect on interviews, and adjust your approach moving forward.

Transfer Planning for a Bachelor's Degree

Transferring to a four-year college is one possible next step for some students. Whether you plan to transfer right away or after gaining work experience, planning ahead can help you save time and money.

Transfer planning may be a good option if you:

- Want to earn a bachelor's degree
- Need a degree for advancement in your field
- Are exploring leadership, management, or specialized roles
- Want to keep your options open

How Transfer Planning Works

Transfer planning is about understanding how your classes at GNTC fit into your future plans. Some courses you take at GNTC may count toward a bachelor's degree, but this depends on the school and major you choose.

Transfer planning includes:

- Knowing which GNTC classes may transfer to a four-year school
- Understanding what a four-year college requires for your intended major
- Choosing classes now that support your long-term goals
- Learning how GNTC works with other colleges to help students continue their education

Because each four-year school sets its own rules, transfer requirements can vary by school and program.

Ways to Explore Transfer Options

In addition to researching schools online, students can:

- Attend career fairs and campus events to meet representatives from four-year colleges
- Ask questions about majors, transfer credits, and admissions requirements
- Learn directly from college representatives about next steps
- Start thinking about whether a bachelor's degree fits your long-term goals and talk with Career Services or an academic advisor before registering for future classes.

GNTC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Equity Coordinator, Title VI, Title IX, Section 504 and ADA Coordinator: Brittany Riddle, Walker County Campus, Office Admin 231, 706-764-3832, briddle@gntc.edu.