

GUIDE TO CAREER SERVICES

The following services are available to CGTC students and graduates:

CAREER GUIDANCE

ONET - ONETONLINE.ORG

An internet-based, self-service system which provides many resources to assist with career selection, financial aid sources, and the job search process.

INDIVIDUAL JOB SEARCH PLANNING

Schedule an appointment with the staff to assist you in your career development and job search process.

MOCK INTERVIEWS

Schedule an appointment to conduct a mock interview with a Career Services staff member.

JOB SEARCH ASSISTANCE

Current full- and part-time opportunities are posted on the Career Services office web page.

OPTIMAL RÉSUMÉ

Students can sign up for this efficient, user-friendly way to produce effective résumés & cover letters, and to practice interviewing skills.

JOB DATABASE

Check out jobs posted within the Job Database and sign up for job alerts.

CGTC ONLINE CAREER SERVICES

Click on the following: www.centralgatech.edu

- > Current Students
- > Student Affairs
- > Career Services

ADDITIONAL OPPORTUNITIES

CAREER WORKSHOPS

Workshops are available on the Macon, Milledgeville, and Warner Robins campuses.

FEDERAL WORK STUDY

Part-time positions on/off campus are available. Applicants must meet all eligibility requirements.

QUESTIONS? jobsinc@centralgatech.edu

MACON • (478) 757-3431

MILLEDGEVILLE • (478)445-2313

WARNER ROBINS • (478) 218-3289

TOP FIVE JOB SEARCH TIPS

1. INVEST IN YOUR JOB SEARCH

Be committed to finding a job. Put forth quality time and effort in your job search.

2. CATER YOUR COVER LETTER

Cater your cover letter for each company you apply to, and the exact job you are applying for. Do not use a generic cover letter for every job application. Use the cover letter to market yourself.

3. NETWORK

Reach out to former colleagues and friends about job openings. Attend professional social events to meet with potential employer prospects.

4. MAINTAIN PROFESSIONAL COMMUNICATION

Ensure that your e-mail address, outgoing voicemail recording, and social networking profiles portray a positive, professional image of yourself.

5. PRACTICE INTERVIEWING

Practice answering likely interview questions. Be prepared to comfortably talk about yourself and your experience.

TOP FIVE INTERVIEWING TIPS

1. DO YOUR RESEARCH

Research the company before your interview. Learn about the different services, products, and programs that it offers.

2. DRESS APPROPRIATELY

Check yourself in a full-length mirror to ensure that there are no stains, rips, or missing buttons on your clothes. Remove scuffs and stains from your shoes.

3. BE ON TIME

Never arrive late to an interview. Give yourself extra driving time and arrive to the interview at least 15 minutes early.

4. BE PREPARED

Bring extra copies of your résumé and cover letter. Also, bring a pen and notepad to take notes. Be prepared to ask questions at the end of the interview.

5. FOLLOW UP

Follow up with the interviewer(s) via e-mail or mail to thank them for the interview and to remind them of what you can offer the company.