

Career Services and Job Placement

The Career Services staff of Wiregrass Georgia Technical College is committed to assisting graduates in locating meaningful employment in their fields of study. This guide is designed to give you a brief overview of some of the keys to becoming successfully employed in your career field. All students and former students may obtain additional information from the Career Services staff at 229-333-2120 or 229-468-2008. Single parents, displaced homemakers, people with disabilities, students enrolled in non-traditional programs, and those with limited English proficiency are encouraged to speak with the Career Services staff.



Four Steps to Job Search Success

Step 1: Know yourself.

What are your interests, values, personality traits, skills, experiences, ambitions, limitations, and strong points? What types of work and kinds of environments best match your characteristics?

Step 2: Know the job market.

Where are the jobs? What are the working conditions, average wages, and educational requirements? Learn about job openings from professionals in the field, your instructors, neighbors, relatives, the internet, Career Services Job Listing (www.wiregrass.edu), Department of Labor and classified ads. Vocational Rehabilitation may also be able to provide assistance for people with disabilities.

Step 3: Know employers' expectations.

Employers are not only interested in your **work skills**, but also in your **work ethics** and **work history**. Having the ability to do the technical aspects of a job will probably not be enough to convince an employer that you are the best candidate for the job. Employers want to hire people with good work ethics and stable work histories.

Step 4: Organize and begin your job search.

- ♦ Designate a special place for tracking your job search contacts and responses.
- ♦ Prepare a basic resume, cover letter, and generic application to use as guides during your job search. Tailor them to the specific jobs for which you apply.
- ♦ Practice answering interview questions and write a sample thank you letter to later tailor to each company.
- ♦ Network with others to get information about the jobs that are not advertised.
- ♦ Call Career Services once you are hired and get ready for your new job!

For more information, contact Career Services at 229-333-2120 or 229-468-2008.

