Athens Technical College Career Services Presents
A Student Success Seminar on

Job Search Skills
Steps in the Job Search

- Understand your desires
- Understand your skills
- Know your job / career objective
- Know where to look for job postings
- Know how to navigate through job postings and position announcements
- Apply for positions for which you are a match
Self-Awareness

- Make a list of your knowledge, skills and experience
- Explore various careers by job-shadowing professionals and completing internships/externships
- Talk to friends, coworkers, colleagues, instructors, etc. for career advice
- Visit the Georgia Career Information System and complete the on-line assessments for ideas about possible career paths
Make a Job Checklist

- Use the information you gather to create a list of different career paths that you are interested in.
- Decide on the location/locations which you are willing to work. What is the maximum distance you can commute?
- What compensation packet are you willing to negotiate for?
Example Job Checklist

- Desired Positions: General Office Worker, Administrative Assistance, Sales Representative
- Desired Commute: Jobs only within a 25 mile radius
  Locations include: Athens, Elberton, Harwell, Bowman
- Minimum Compensation: $10.00/hour
Make a list of resources where you can find job postings that match the criteria of your checklist

The ATC Job Listing homepage, Job Boards, Online job listings, Department of Labor, Specific Businesses, Professional Organizations

Become proficient navigating these resources and reviewing them regularly for new postings

Learn how to use the internet to search and apply for positions

Nearly all positions require an online job submission and have very short expiration dates. Having an updated resume prepared is a must!
Job Posting Resources

- Athens Technical College Job Referral Homepage
- Athens Banner-Herald
- Atlanta Journal Constitution
- The Elberton Star
- Morgan County Citizen
- Hartwell Sun
- Georgia Jobs Online
- Monster Jobs
- CareerBuilder
Follow the instructions exactly when applying for positions

You may need to submit a resume, cover letter, references, professional writing samples etc.

To help with completing applications keep a prepared resume and other details readily available.

Consider keeping a detailed career profile available online for ease of use. This will ensure that you can apply for any job position anywhere, at any time.
Common Application Information

- Employment History with addresses, dates of employment, supervisors, salary range, duties, reasons for leaving
- Educational History with addresses, dates of attendance, degrees
- Military History with dates, supervisors, rank
- Computer Literacy details
Review of Resources

- Athens Technical College Career Services Homepage
- Georgia Career Information System
- Elberton Star
- Athens Banner Herald
- Monster Jobs
Presentation created by: Yancey Gulley, Ph.D.
ATC Director, Student Activities
ygulley@athenstech.edu

Revised Fall 2012 by: Jessica Felts
ATC Coordinator,
Disability and Career Services
jfelts@athenstech.edu