

# RESOURCES FOR JOB SEARCH AND CAREER PLANNING

## INTERNET RESOURCES:

Jobs currently listed with MGTC are available to all students and graduates through the **CAREER SERVICES** Web page:

<http://www.middlegatech.edu/students/jobs/careerservices/> (You can also access this from the main webpage for the college: [www.middlegatech.edu](http://www.middlegatech.edu) then point to “**CURRENT STUDENTS**” and select “**CAREER SERVICES**” from the drop-down menu.)

Current students may log in using their student e-mail log-in user name and password. If you are not able to log in, please contact (e-mail preferred) Patrick Ivey in Career Services (Contact information below). Graduates and former students who have forgotten their student e-mail log-in information, or are not able to log in, will also have to contact Career Services in order to establish a user name and password to access the job listings.

(Also, on the above web page are links to on-line resources for finding jobs, and a list of Temporary agencies. All of these links are available without having to log in. The log-in is just for the job listings.)

## OTHER WEB RESOURCES:

There are many valuable career and job search resources on the internet: **Here are two of the best I have found:** [www.quintcareers.com/job-seeker.html](http://www.quintcareers.com/job-seeker.html) and [www.dol.state.ga.us/](http://www.dol.state.ga.us/) - (There are links to these websites on the right side of the Career Services web page).

After you are on the Department of Labor website, Click on the tab, “JOB SEEKERS” and in the upper right area of the Job Seekers page, click on “Job Search Handbook”. These resources are especially helpful because they addresses all aspects of the job search and give many valuable tips on how to market yourself effectively. Note that there are also some “Job Search Worksheets”, in some of the chapters of the Job Search Handbook, which are also helpful in building your resume and preparing for the job search process. If you want additional information, you can do a search to find some great ideas to assist in your career and job search planning.

**LIBRARY:** The Library has many shelves of books on pertinent topics, such as: Resume Writing, Interviewing, Cover Letters, Job Searching strategies, Top 100 jobs and job projections, just to name a few. There are many resources available to assist in your job search.

**Patrick Ivey**  
Director, Career Services, Room A121  
988-6800, ext 5014  
[pivey@middlegatech.edu](mailto:pivey@middlegatech.edu)

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### **CAREER PLANNING AND INFORMATION:**

The **Georgia Career Information System (GCIS)** is an excellent resource for obtaining information on different careers, assessing your skills or interests, financial aid, working on your resume and other helpful topics. Be sure to check out the “Reality Check” link. Here is the web site and log-in information:

[www.gcic.peachnet.edu](http://www.gcic.peachnet.edu)

**User Name: mgtc**

**Password: gcis645**