



**Career Connection**  
MNTC EMPLOYMENT SERVICES

# Career Services Overview Guide





**MNTC's Employment Services works** with all students in the areas of career development and employment. Our programs assist students in exploring career options, developing job search skills, preparing a resume(s), and connecting with employers. The Employment Services staff is committed to assisting students in making the transition from school to work a positive one.

#### INDIVIDUAL ASSISTANCE

Employment Services representatives can provide you with information and assistance in clarifying objectives and establishing goals to help you reach your career objectives. Our staff is available each week by appointment or during Walk-In Wednesdays.

#### WALK-IN WEDNESDAYS

For quick questions about topics such as resumes, cover letters, and job search strategies, an Employment Services representative is available on Wednesdays from 9 a.m. to noon and 1 to 4 p.m.

#### APPOINTMENTS

The Employment Services office is open Monday through Friday from 8 a.m. to 5 p.m. and accepts appointments everyday from 9 a.m. to 4 p.m.

#### ONLINE JOB BOARD

Employment Services maintains job listings from employers in all areas of training. The online job board allows employers to post positions and review resumes of job seekers. It also allows you to upload your resume and apply directly to positions posted on our school site.

#### RESUME CRITIQUES

Employment Services offers students assistance on their resumes in one of the following ways:

- Drop-in critiques are available on Wednesdays from 9 a.m. to noon and 1 to 4 p.m. in Employment Services.
- Email your resume to: [employmentservices@mntc.edu](mailto:employmentservices@mntc.edu). Returned critiques can take up to five (5) business days.
- Schedule an individual appointment with one of our Employment Services Representatives. Be sure to bring your resume to the appointment.



## MOCK INTERVIEWS

When it comes to interviewing, practice makes perfect. The experience of having a simulated interview with an Employment Services representative can calm nerves, enhance performance, teach you how to answer tough questions, and prevent you from making mistakes that could cost you the job.

## CAREER FAIRS

The beauty of a career fair is that we bring the employers to you and you get the opportunity to browse their available positions, talk with them informally, and drop off resumes. There are many different opportunities throughout the year for you to attend job fairs on-and-off campus.

## PRESENTATIONS

Employment Services workshops cover skills ranging from writing an effective cover letter to aceing the job interview. Not only will you get professional advice from Employment Services representatives and business professionals, but you will also benefit greatly from interacting with your peers. Each semester, Employment Services hosts workshops on various job search topics. Typical workshops include:

- Employer Expectations
- Job Applications
- Resumes
- Interviewing Techniques
- How to Work a Career Fair
- Developing an Online Professional Image
- Job Search Strategies

## RESOURCES

### Online Career Connection Resource Center

Visit our Online Resource Center for an electronic version of this guide, as well as tools, information, and additional resources at [career-connection.mntc.edu](http://career-connection.mntc.edu).

### Mock Interview Packet

Practice and preparation are keys to a successful interview. The mock interview packet is a great guide to help you answer the difficult questions, develop interview strategies, improve your communication skills, and reduce your stress before an actual interview.

### Informational Interview Packet

An informational interview is simply talking with professionals who are currently in occupations/industries



you are considering in order to gain information about a career, industry, or a particular organization. Before you schedule an informational interview, complete the informational interview packet so you will know how to set up your interview, which questions to ask, as well as the do's and don'ts of informational interviews.

### Practice Interviewing with Interviewstream

Interviewstream is an online interactive interview simulation tool that creates a compelling and realistic interview experience. You can use Interviewstream to develop your interview presentation skills prior to a mock interview, or a one-on-one interview with a professional. The program comes complete with pre-selected questions for your area of training, provides answers and hints that you can access from your home computer, iPad, or in our office.

### Practice Employment Application

Practice is the difference between good and great, and when it comes to getting

employed you need to be GREAT! This application is designed to complete as a reference to use when filling out actual job applications and writing your resume.

### Online Resume Builder

Using our free online Resume Builder is like having a resume coach right by your side through the whole process. All the resources you need to craft a winning resume are right at your fingertips. Add your personal information to one of our industry-specific templates and you will have a resume that will impress your future employer.

### Job Search Correspondence

Perfection counts when writing letters for employment. All your job search correspondence should be simple, concise, grammatically correct, and error-free. Use our samples and templates, as well as our tips and tools for writing employment letters to stand out from the crowd. Find them at [career-connection.mntc.edu](http://career-connection.mntc.edu).