GateWay Career Center Résumé

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Summary of Qualifications

- We are here to help with all of your career planning and job search needs
- The Career Center is open to students, alumni, staff and community members
- We offer workshops, resources and individualized assistance

Career Assessment	On-Campus Recruiting	Interview Preparation
Determination of a Major	Résumé Development	Social Media and LinkedIn
Occupational & Industry Research	Personal Branding	GateWay Job Fairs

Professional Experience

ASSESS your interests, skills and values

- **Maricopa Career Planning System**: www.my.maricopa.edu/mycareer
- Find valuable information about who you are, and work environments that are in sync with your natural skills and abilities

INVESTIGATE your educational and employment opportunities

- Find the most up-to-date information about college majors, job titles, occupational requirements, companies and industries

MARKET yourself with confidence to employers

- We can help you with résumé writing, interview techniques, Internet job search, personal branding, LinkedIn and social media
- Computer lab open for job seeker use

Education

- Workshops are offered regularly on various job search topics and are free to attend
- Career Assessment drop-in hours are Mon-Thu 8 – 11 am in the Computer Lab

Additional Information

- **Maricopa Career Network** www.maricopa.edu/careers - the official job board for the Maricopa Community Colleges, with hundreds of job postings targeted specifically to students
- In the MCN, click on **Job Search Toolkit** for our series of online job search tutorials, including Writing A Résumé, Interview and Networking