## **Career Services**

Career services are available to any potential or current student unsure of a program choice. Career inventories and/or assessments are available. Program options and requirements may be discussed during the counseling session.

The Special Services Office and Student Affairs Director provides assistance to students, graduates, and local employers with a variety of career-related services. Call 912-262-4993 to speak to someone regarding career services.

## Internet Career Search:

Assistance is provided utilizing internet career searches for current and former students to use in searching local, state, and national job markets.

## **Career Services Seminars:**

Career-related seminars and other activities are provided throughout the term. Information about upcoming seminars and activities is distributed to students through CPTC student e-mail accounts and is sent to program instructors. Popular seminars include Resume/Cover Letter Writing, Interviewing Skills, and Allied Health Careers. Faculty may request the Special Services Team or specific classroom presentations on career-related topics.

## **Placement Services:**

The Student Affairs Director has contact with area employers on a regular basis. Job postings are forwarded to program instructors as job openings occur. Information regarding employment opportunities is also distributed to students through CPTC student e-mail accounts. Services are available to current students and recent graduates.