



Welcome to Career and Employment Services

Assistance in preparing for the working world.

Our Services to students and alumni

- Resume creation
- Interviewing technique
- Job searching
- Career Fairs
- Workshops/presentations

Resumes

Students are generally not prepared to write a quality resume. We provide assistance in creating a resume that is designed to highlight skills and get the interviews that lead to employment.

The resume can be created in many different formats and can be quite confusing for many job seekers. Our staff has experience in tailoring a student's resume to their strengths and to match their goals.

Interviewing

The first “formal” interview can be very intimidating. What do I wear? What kind of questions will be asked? How should I answer? Do I talk too much? Do I fidget in my chair? These are common questions that students have about interviewing.

Our “mock interviews” can give you a first experience in a formal interview setting. We will make you think and prepare just as you would for a real interview. Then we record it for you to review. This allows you to see yourself on video and see how you come across to the interviewer. This can be a very beneficial exercise.

Job Searching

How do you find the jobs? There are many, many sources. We will help you make the most effective use of your time. It is not enough to just pick up the paper and start calling.

We start you with a free registration on [Career Connection](#), our on-line job board at Trident Technical College. We have hundreds of employers looking for our graduates and current students. You will find part-time, full-time, and work-study positions advertised. Most allow for on-line application.

Career Fairs

We hold two career fairs per year. One in the fall and one in the spring. These are excellent opportunities to explore the job market, make contacts, and to get your resume in the hands of companies you want to work for. We generally have over 100 employers and in excess of 500 attendees.



Workshops and Presentations

Students have the opportunity to attend workshops throughout the semester. Resume writing and interviewing techniques are the most frequent topics. Many instructors will also request a classroom presentation for their students to learn the importance of preparing themselves for the job search process once they have completed their education.

Attendance at one or more workshops is extremely beneficial prior to the career fairs. The best prepared students are always the most successful.

Explore our [website](#) and use the tools provided to your advantage. You will find resume assistance, job searching, and interviewing tips through the various links.

To receive one-on-one assistance from a staff member or to schedule a mock interview, please call our office at 574-6119 or email stuemploy@tridenttech.edu