

Community College of Allegheny County

Career Services and Job Readiness Career Action Plan Certificate Programs



0 - 15 Credits Earned

- Register with College Central Network (www.collegecentral.com/ccac/)
- Search Career Coach (<https://ccac.emsicc.com>) for careers based on your CCAC program of study
- Connect with Career Services and Job Readiness to learn about services and job opportunities
- Audit your social media pages and create a LinkedIn profile
- Start to gather references for employment applications
- Identify your skills and start to develop a professional resume (Job Search Manual, page 3)
- Secure a part-time job to gain valuable employment experience
- Attend the WestPACs Collegiate Career Fair (<https://westpacs.org/>) to speak with employers and learn about essential job skills and employment opportunities
- Gather all relevant information in preparation for your job search
- Begin searching on-line job boards for available job openings in your major/program of study

16+ Credits Earned

- Schedule an appointment with Career Services and Job Readiness (724.325.6771) to have your resume reviewed
- Explore companies/employers in your area of interest and search for job opportunities
- Practice preparing for an interview and schedule a mock interview with Career Services and Job Readiness (724.325.6771)
- Create an effective application tracking tool and job search file ([CCAC Job Search Manual](#) - page 41)
- Develop an "Elevator Speech" and start to network ([CCAC Job Search Manual](#) - page 7)
- Attend the WestPACs Collegiate Career Fair (<https://westpacs.org/>) to speak with employers and explore employment opportunities
- Upload your resume to the College Central Network website (www.collegecentral.com/ccac/)
- Apply for career positions which you have interest and align with your qualifications
- Obtain appropriate interview attire (contact Career Services and Job Readiness for resource options)

Contact Us - careerservices@ccac.edu or 724.325.6771

[CCAC Job Search Manual](#) (Search at <https://www.ccac.edu/>)

<https://westpacs.org/>