

Career Action Plan:

Your Career Readiness Roadmap

Certificate Programs



Checkpoint 1: **DISCOVER** 0–15 Credits Earned

- Take a career interest assessment using Career Coach (ccac.emsicc.com) and research labor market data, including potential wages and the number of job openings in fields that interest you.
- Meet with a counselor to ensure your program of study matches your career interests.
- Connect with Career Services & Job Readiness to learn about job-search services and resources.
- Use Career Coach to research the hard and soft skills you'll need to succeed in your chosen career.
- Start developing a professional resume (ccac.edu/_resources/documents/developing-your-resume.pdf) and schedule a resume review with Career Services & Job Readiness (724.325.6771).
- Activate your Handshake (ccac.joinhandshake.com/edu) account, complete your profile and start searching for part-time jobs, internships or volunteer positions that will help you gain experience and improve your employability skills.
- Identify 3–5 professional references for employment applications. Examples include CCAC faculty, previous teachers, managers and co-workers. Get their permission to use them as references and verify their phone numbers, email addresses and mailing addresses.
- Audit your social media accounts and create a LinkedIn ([linkedin.com](https://www.linkedin.com)) profile.
- Develop an elevator pitch and practice networking with a Career Services & Job Readiness staff member.
- Attend at least one Career Services & Job Readiness workshop, event or job fair.



Checkpoint 2: **CONNECT** 16+ Credits Earned

- Meet with Career Services & Job Readiness to review your resume and practice interviewing.
- Update your profile on Handshake and LinkedIn.
- Obtain appropriate interview attire (contact Career Services & Job Readiness for resource options).
- Research employers and expand your professional network using Handshake and LinkedIn.
- Apply for career opportunities on Handshake and other online job boards that match your skills and qualifications.
- Create a job-search log to track your applications and interviews. Keep copies of each job posting to which you apply.
- Attend at least one Career Services & Job Readiness workshop, event or job fair.
- Check with the Registrar's office to verify that all graduation requirements have been fulfilled.

Contact CCAC Career Services & Job Readiness
careerservices@ccac.edu or 724.325.6771