



Athens Technical College
Elbert County Campus

Career Center Workshops Spring 2012

The Office of Student Affairs' Career Center will offer the following workshop series designed to assist students in finding and obtaining jobs. Students are encouraged to attend these 30 minute workshops in order to learn valuable information on a variety of topics which relate to the search for employment. Topics are listed below and include:

Job Searching – Learn how to find a job for which to apply

Resume Writing – Learn how to create a polished resume highlighting your skills

Cover Letter Writing – Learn how to elaborate on your skills and stand out on paper

Interviewing – Learn how to present yourself in interview situations.

The following is the workshop schedule.

Title	Date	Day	Time	Location
Job Searching	January 18, 2012	Wednesday	1:30pm	Room 141
Cover Letter Writing	February 22, 2012	Wednesday	1:30pm	Room 141
Resume Writing	March 21, 2012	Wednesday	1:30pm	Room 141
Interviewing	April 11, 2012	Wednesday	1:30pm	Room 141

As always, the Career Center is available for one-on-one support for all of these areas. The Career Center is located in room 120, in the Office of Student Affairs. Come by or contact us for an individual appointment, 706.213.2100.