

THE JOB HUNT

Whether you have just graduated and are looking to start your career or are trying to find a part-time job to pay for books, the job hunt can be a stressful and uncertain event. ACC's Career Center Coordinator, Jan McLees, has some tips to follow as you set out on the job search:

- **Know yourself**
So that you can make the best occupational choice, know your values, interests, skills, goals and the type of organization or company you prefer.
- **Know your job objective**
Know the kind of job you really want and go for it. Specify the skills you want to use in your job, the type of job function you want to have, like criminal defense paralegal or intellectual property paralegal, and the industry or work environment preferred.
- **Know where to look for employment**
This can include printed resources, online resources, people contacts, ACC job fairs, on-campus recruiters, Career Center job postings and internships.
- **Keep current in your field**
Utilize periodicals and books, online resources, and networking.
- **Know company information**
Research information through the company human resources department or online.
- **Have a method of contact**
This can include an excellent resume, cover letter, and follow-up.
- **Keep a positive attitude!**

The ACC Career Center, located on the 2nd floor of the Main Building, offers Monthly Career Planning Seminars, a Career Resources Library and Computer Lab, and Resume Writing and Interviewing Workshops. Make an appointment to meet with Jan (303.797.5805) to see how ACC's Career Services can help you land the job of your dreams!