

Career Placement Center

Academic Advisement & Career Placement

Room 5202, Student Center (2nd floor)

careerplacement@guamcc.edu [1]

Click Here: [Academic Advisement Request](#) [2]

SUMMER BREAK Academic Advisement Services

Monday-Friday, 9-11 am to 1-4 pm

You will be contacted in the order we receive your name. Please have your phone and computer ready!

CAREER PLACEMENT

- Career inventories-interest, skills, and work values
- Resume reviews/writing
- Interview tips/preparation
- Career/Occupation Exploration
- Job Searching tips
- Referrals (Students must register with Academic Advisement & Career Placement (AACP) office, provide an updated resume, express an interest in the job opening, and provide a signed consent form before referring. Otherwise, a student can have their resume reviewed before directly applying to the employer and inform AACP if they are applying directly to the employer.)

Career placement really begins with career planning. Whether you are a new or continuing student, starting fresh or making a career change, you need to understand your skills, interests, and values before deciding your academic program or pursuing your career path. You also need to understand what knowledge, skills, and abilities are required for your chosen career/occupation to obtain the training that can prepare you for the position. Students should research the companies/industries to understand their mission and goals, the type of job openings, application, and job requirements, and to learn about a company's culture. Understanding yourself, the market, and the industry, can help you better prepare (for job searching, resume writing, interviewing, etc.) and make an informed career decision.

[2021 Virtual Career Fair Weblinks, Agenda, & Survey](#) [3]

[JOB OPPORTUNITIES FOR STUDENTS/GRADUATES](#) [4]

(Note: Individuals who wish to access the student job announcements must log onto MyGCC. Click on the 'student services' tab to locate the most recent student job announcements.

RESOURCES

COLLEGE AND LIFE SUCCESS

- [College and Life Success](#) [5]
- [Common Job Scams and How to Avoid Them \(The Balance Careers-12/16/19\)](#) [6]

JOB SEARCHING/EMPLOYMENT SERVICES

- [How to beat the resume ATS scanning with Jobscan.com](#) [7] **New**
 - [What area on a resume do employers focus on?- Work Experience \(Tips by Novoresume for applicants with or without work experience\)](#) [8] **New**
 - [Finding a Job \(By Indeed-Career Guide\)](#) [9]
 - [GuamJobsOnline.com](#) [10]
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- [Guam Temps Employment Services](#) [11]
- [HIREGUAM](#) [12] [Indeed.com](#) [13]
- [Job Opportunities by Category \(Indeed\)](#) [13]
- [Pacific Human Resource Services](#) [14]
- [USAJobs](#) [15]
- [Jobs that Don't Require Work Experience by Novoresume](#) [16] **New**

CAREER/OCCUPATION

- [Alison's Career Guide \(Career/Occupation Information\)](#) [17]
- [Career Interest Inventory by Career One Stop](#) [18]
- [Careers in Accounting & Finance](#) [19]
- [Careers in Teaching](#) [20]
- [Occupation Profile by Career One Stop](#) [21]
- [Skills Matcher by Career One Stop](#) [22] (Identify your knowledge, skills, and abilities and match from 900 O*Net career occupations)
- [The Balance Careers](#) [23](Careers, Resume Templates & Samples, Tips & Advice)

COVER LETTERS

- [Cover Letter for Internship-Example and How-to-Guide 2020](#) [24] by Novoresume **New**

RESUME WRITING

- [What is an ATS Resume? How to Write an ATS Resume? by Novoresume](#) [25] **New**
- [FREE Resume Templates with Automated Tracking System \(ATS\) by Novoresume](#) [26] **New**
- [How Long Should a Resume Be \(for any profession\)? by Novoresume](#) [27] **New**
- [How to Write a Resume: 17 HR Professionals & Resume Writing Experts Share Their Tips \(By Katie Holmes, *Outwit Trade*\)](#) [28]
- [How to Write a Federal Resume \(By Indeed\)](#) [29]
- [10 Things That Should Never Appear on Your Resume \(By Purdue University Global\)](#) [30]
- [My Perfect CV\(Resume/Curricula Vitae Templates\)](#) [31]
- [Resume](#) [32]
- [Resume Writing & Cover Letters \(By Indeed-Career Guide\)](#) [33]

MAJOR/SALARY INFORMATION

- [Guideby Career One Stop](#) [32]
- [Resume Coach- Resume Builder](#) [34]
- [TalentDesk](#) [35] [Salaries \(Glassdoor\)](#) [36] [Salary Information \(ZipRecruiter\)](#) [37]

JOBS for VETERANS/ VETERAN RESOURCES

- <http://www.google.com/grow/veterans> [38](By Google)
- [U.S. Department of Veterans Affairs, Acquisition Academy - Jobs Update](#) [39] **New**