

## Why use College Central Network?



- **One account. Three databases.**  
*over 500,000 opportunities*
  1. local postings in NC Ohio
  2. national job board access
  3. internship database
- Keep track of your **job search history** and personalize preferences, post a **resume** to your account, see what **employers are viewing your resume**/portfolio, **report offers/hires** to NCSC
- **Job Search Resources:** 300+ Career Advice Articles, 67 Career Advice Podcasts, continually updated Career Document Library
- **Mobile Job Searching.** Access College Central Network anywhere, on any device.

## Let's get registered!

1. Go to the Career Toolkit on NCSC's website: [www.ncstatecollege.edu/toolkit](http://www.ncstatecollege.edu/toolkit)
  - Click on "**College Central Network**"
  - Or go directly to [collegecentral.com/ncstatecollege](http://collegecentral.com/ncstatecollege)
2. Click the "**Student**" button → In the future, this is where you will log-in.
3. Click the "**Create Account**" button → Choose user ID and password → "**Continue**"
4. Enter all demographic information. Fields with an asterisk (\*) are required (Name, Current Address, Phone, Email Address). *Fill in this information accurately, as it will auto-fill when you use the Resume Builder.*
5. Answer questions about where you want to work and what jobs interest you.
6. Click **Submit Information**. You will then see a confirmation that your information has been accepted.
7. Click the **Go to My Home Page** link. You will then be taken to your home page. All services that are available to you can be accessed from this page.

## Monitoring Your Job Search

Once you have submitted your résumé to posted jobs, you may track your job search history. To do this, click **My Job Search History** from your home page.

**Résumé Submissions** - This is a list of jobs that you have submitted your résumé to online (via College Central), along with the date the résumé was submitted.

*If you have authorized your school to refer your résumé,*

**Résumé Referrals** - These are the names of companies that have received your résumé from your school, and the date that they received it.

*If you have authorized employers to search for your résumé,*

**Résumé Views** - These are the names of employers who have viewed your résumé which was received via your submission to a posting, a referral by your school, or by the employer conducting a résumé search in your school's database. It also shows the date that they viewed it.

## Report Job Offers/Hires

When an employer makes you an employment offer, and when you accept an employment offer, click the **Report Offers/Hires** link on your homepage. Click "**report the information**" link to report any offers/hires so NCSC can have accurate information on your success! This is also where you can track your own offer/hire history.

## Quick Résumé Tips

- ✓ **Résumé style:**
  - *Chronological* – most common, and generally for those with a steady work history in the same field; shows consistent growth by starting with the most recent job dates and working backwards
  - *Functional* – more suited for job seekers with a less ongoing work history or those entering a new field; highlights skills and responsibilities, rather than dates and names
  - *Combination* – combines your skills and responsibilities with a brief work history; can emphasize your stronger traits, especially if your skills and experience are not evenly matched
- ✓ **"What vs How"** → recruiters are less interested in past duties and more interested in how you handled work responsibilities, what you achieved, and why it was important; MOST IMPORTANTLY, focus on what you can offer the employer, not what you hope to gain from the position
- ✓ **Action Verbs:** utilize action verbs to strengthen your statements; describe how you obtained your skills rather than simply stating buzzwords. For example, hiring managers will not take your word for it that you've developed "critical thinking" if you don't tell them why or how it's relevant. There is a list of action verbs in your **Career Document Library** on your home page.
- ✓ **Keywords:** borrow keywords from the job posting; only relevant keywords are important and improve your chances of being selected for an interview; keywords speak to your qualifications and your interest in the job; avoid slang and negativity; electronic Applicant Tracking Systems (ATS) will either select your résumé or throw it out, so you want your keywords to match the posting
- ✓ **Format:** if you have limited experience, your résumé should be one page; it should be clean and easy to read; bullet points and quick to the punch; most important info on top third of page; no images, unless you're a graphic designer or it's somehow relevant
- ✓ **Numbers:** be specific and add data to your statements; if you have achievements in implementation, education, solving, producing, etc., then add numbers to quantify your accomplishments (e.g., "Streamlined the shipping process in 30 days for a 25% increase in productivity."). Numbers draw the reader's eye and are impressive to recruiters, demonstrating that you can produce results. The first step to this is to think back and calculate your capabilities and contributions to the organizations where you've worked, interned, volunteered etc.
- ✓ **Personalize:** Add information that makes you unique: volunteer work, leadership positions, professional organizations, sports, etc.; the words "member," "president," "secretary," "involvement," "co-curricular," "commitment," etc. are all excellent to have on a résumé. Showcase your transferable and soft skills. Although potentially sensitive "non-work" activities related to religion, politics, and race *should never* influence a hiring manager, it's best to omit these topics from a résumé unless they are relevant.

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