Graduate Student Career Resources

Resume:

- My Perfect Resume Builder: platform that takes the hassle out of resume writing. The platform includes prompts to help you create the perfect job-worthy resume effortlessly.
  Link: https://www.myperfectresume.com/
- Tips for Crafting a Resume: web-pages give general rules to keep in mind when creating a resume to showcase your skills and experience to employers.
  Links: 1) https://career.gatech.edu/crafting-resume 2) https://career.gatech.edu/career-counseling/resume-tips
- Optimal Resume: a career management platform to help you create, present, manage, and share your professional credentials.
  Link: https://gatech.optimalresume.com/
  Contact information: Optimal Resume Career & Talent Suite (404) 894-3754
- C2D2 Video Series for How to Craft a Resume/Cover letter: video webinars to help students craft effective resumes and cover letters.
  Link: http://career.gatech.edu/c2d2-video-series#Resume

Career Strategizing:

- Career Development Guide: general guidelines to the best approach for developing your next career move.
  Link: https://career.gatech.edu/career-counseling/career-development-guide
- SIGI: an introductory career planning platform to assess values related to industries and careers (create an account with your own login & password and note it for future reference).
  Contact: make an appointment with a career counselor to debrief your results through CareerBuzz (http://career.gatech.edu/careerbuzz)
  Link: http://www.sigi3.org/login.asp?SQ=3144&SK=3090939441
- Georgia Career Information System (GCIS): provides students with information about different natures of work, educational requirements, salary information, outlook for the future, related occupations and much more. The GCIS username is "gatechcs" and the password is "gcis1906."
  Contact: make an appointment with a career counselor to debrief your results through CareerBuzz (http://career.gatech.edu/careerbuzz)
  Link: http://www.gcic.edu/
- O*Net OnLine: tool provided by the US Department of Labor that gives information to students about the nature of the work, educational requirements, salary information, outlook for the future, related occupations, and much more.
  Link: https://www.onetonline.org/
  Contact: make an appointment with a career counselor to debrief your results through CareerBuzz – http://career.gatech.edu/careerbuzz
- Workshops: list of workshops available for students for how to take part in career strategizing.
  Contact: questions can be sent to careerdiscovery@gatech.edu.
  Link: http://career.gatech.edu/workshops

Career Strategizing (continued):

- Informational Interviews: web-page that provides essential steps to conducting an effective informational interview.
  Links: 1) http://www.careerdiscovery.gatech.edu/informational-interviews 2) https://shiftingcareers.blogs.nytimes.com/2008/01/29/mastering-the-informational-interview/
- Career Fair Events: webpage that lists career fair, employer information sessions, and workshop events.
  Link: http://careerdiscovery.gatech.edu/events
- Virtual Career Library: resource to access over 6,000 digital pages of career guidance information.
  Link: http://career.gatech.edu/virtual-career-library

PIVOT:

- Georgia Tech has a subscription to this powerful database and search tool for finding funding opportunities as well as jobs, conferences, and journal calls for papers. It will allow you to save searches that will email you the results monthly.
- Link: https://pivot.cos.com/
- Link to see when the Georgia Tech Library is offering a workshop on using Pivot: http://www.library.gatech.edu/calendar/libclasses.php

Social Branding:

- Purpose, Pivot, Professionalism: webpage that gives tips for students on how to develop sense of purpose, cultivate pivot potential, and hone in professionalism.
  Link: https://pwp.gatech.edu/gt2000-textbook/career-development/purpose-pivot-professionalism/
- Career and Professional Development Listings: list of upcoming career and professional development events for students.
  Links: https://www.calendar.gatech.edu/event/listings/63
- Graduate Communication Certificate: goal of the program is to provide an avenue for graduate students to enhance their communication skills as they prepare for careers in industry, government, and academia.
  Link: http://www.grad.gatech.edu/comm-cert-program
- Building Your Network: webpage to learn more about effective and appropriate methods for networking and social branding.
  Link: http://postdocs.gatech.edu/building-your-network

Personal Web Pages:

- LinkedIn's Alumni Tool: online professional networking platform to connect with Georgia Tech alumni.

Link:
https://www.linkedin.com/start/join?session_redirect=https%3A%2F%2Fwww.linkedin.com%2F
organization-guest%2Fedu%2Falumni&trk=login_reg_redirect

- Connect with Alumni: webpage to help establish contacts with Georgia Tech alumnus
  Link: https://www.gtalumni.org/s/1481/alumni/17/home.aspx?gid=21&pgid=61
  Contact: the Georgia Tech Alumni Association career advisors can help establish contacts with
  Georgia Tech alumnus.

Academic Job Search:

- CareerBuzz: state-of-the-art interview and job postings management student that allows
  students to upload resumes, search and apply for full time, part time, and internship positions,
  sign up for on-campus interviews and more.
  Link: http://career.gatech.edu/careerbuzz
- Job Search Advice: web-page that gives job search advice for students.
  Link: http://career.gatech.edu/job-search-advice
- Center for Teaching and Learning: program and services support graduate students in
  developing and improving their teaching skills, exploring career options, and navigating the
  academic job search.
  Link: http://ctl.gatech.edu/
- Center for Teaching and Learning's Programs and Services: list of programs and services to
  support graduate students in developing and improving their teaching skills, exploring career
  options, and navigating the academic job search.
  Link: http://www.ctl.gatech.edu/grad-students

Employment Job Links

- Employment & Job Links: web-page that includes a variety of jo search links for students.
  Link: http://career.gatech.edu/employment-job-links
- Careers by Simplicity: allows students to take their job search on-the-go with smart features to
  easily search and apply for jobs, manage on-campus recruiting activities, and connect with
  employers before, during, and after career fairs.
  Link: https://www.symplicity.com/get/careers-by-symplicity/
- Simply Hired: database to search millions of jobs.
  Link: https://www.simplyhired.com/
- Glassdoor: data base to search jobs and read employee reviews.
  Link: https://www.glassdoor.com/index.htm
- Going Global: resource for students looking for international internship and job opportunities.
  Link: https://oie.gatech.edu/content/going-global-link
- Vault: resource for rankings and reviews of top companies and schools, and access to new jobs
  and internships posted daily.
  Link: https://access.vault.com/career-insider-login.aspx?aid=256711
- Versatile PhD: web-based resource for members of the graduate community at Georgia
  Tech who are interested in exploring nonacademic career options.
  Link: http://www.grad.gatech.edu/versatilephd

- GT Buzzfile Homepage: resource for national employers by major.
  Link: http://career.gatech.edu/welcome-gt-buzzfile-homepage

Working for the Government:

- Employment & Job Links: web-page that includes a variety of job search links for students.
  Link: http://career.gatech.edu/employment-job-links

- Careers in Government: web-page that allows students to search careers in government by field.
  Link: https://www.careersingovernment.com/company/17466/Georgia-Tech/

International Employment Resources:

- **H1Base: resource to help** educate, support and professionally guide International workers and students from all over the World, or in the USA, to obtain US work
  visa employment and sponsorship, and, to assist US businesses recruit the best and brightest Global talent through the official US work visa programs.
  Link: https://h1baseservices.com/gatech-students
  Contact: https://www.h1base.com/h1base-contact-us/ or 727 490 3583

Writing Advice:

- Naugle Communication Lab: Center offers trained professional tutors to help graduate students with written projects, including thesis and dissertations, multimodal projects, individual and group presentations, poster designs, grant proposals, and cover letters, resumes, and CVs.
  Link: communicationcenter.gatech.edu/
  Contact: commlab@gatech.edu or call 404-385-3612.

- The Communications Certificate: provide an avenue for Georgia Tech graduate students to enhance their communication skills as they prepare for careers in industry, government and academia.
  Link: http://www.gradadmiss.gatech.edu/comm-cert-program
  Contact: Questions about the Program may be directed to the Program Coordinator, Marla Bruner, at marla.bruner@grad.gatech.edu, or may be submitted on the web form.

Safety Information:

- Georgia Tech Police Department: webpage that provides information on safety programs/classes, the LiveSafe app, and emergency preparedness resources for graduate students.
  Link: http://www.police.gatech.edu/
  Contact: 404-894-2500