

Congratulations, graduate!

What's next to secure a career in industry?

Since you have graduated from a CGIA-endorsed program, now is the time to take the next steps. Remember CGIA leads a nationally recognized evaluation and endorsement process for regional industrial craft training programs to ensure these operate at or above industry standards and meet the workforce needs of the member's industries.

As a graduate of a CGIA-endorsed program, you are receiving a direct connection to our members and tips on how to secure a career in industry.

Tips on How to Write an Effective Resume

- Before you begin writing, do a self- assessment and include:
 - Skills and abilities
 - Accomplishments
 - Most important work/school experiences
 - Career objectives
- Resume = Professional
 - A resume is a self-promotional document that presents you in the best possible light, for the purpose of getting invited to a job interview.
 - You have less than 1 minute to capture an employer's attention, so limit your resume to two pages or less.
 - Focus on your experiences and achievements relevant to the job.
 - Use action words (i.e. collaborated, developed, produced, solved, etc.) that are similar to the job responsibilities and requirements.
 - No spelling, grammar, or punctuation errors.
 - Include your college name, degree you are obtaining, graduation date (or anticipated graduation date), and GPA (overall and major).
 - Remember to include CGIA's level of endorsement of your program. Ex: Graduate from <insert program name>, endorsed at <insert Gold, Silver, or Bronze> level by CGIA, from <insert your school name>.



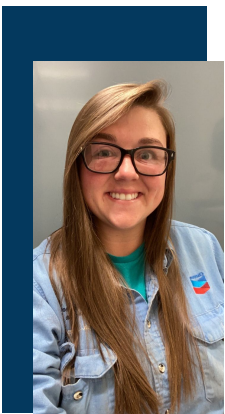
Tips on How to Submit Your Resume Through the CGIA Career Portal

- To apply for career opportunities with our member companies, please visit our website at <https://cgialliance.com/initiatives/gradconnect/>.
- Scroll down until you see 'If you are looking for a Career in industry, please click HERE to identify current opportunities with our member companies.'
- Open the pdf to view all member companies.
- Click on the link for each individual company to be connected directly to their hiring website.

Tips on How to Successfully Interview

- Be proactive and prepare for your interview now, it's never too early.
- Dress for success, a minimum of business casual attire.
- Gather facts about the Company.
- Review and know your resume, focus on your past achievements, remember you're selling yourself.
- Prepare for behavior based interview questions.
 - Interviewing style in which the job candidate has the opportunity to demonstrate their potential for succeeding in the new job by providing specific examples of how they handled similar situations based on their past experiences.
 - Utilize the STAR method to ensure you fully answer the question: Situation- what was it, Task- what were you tasked to do, Action- what did you do and, if applicable, what did your team do, Result- how did it turn out, what was the result.
- Project confidence, don't be soft spoken.
- If you are asked a question and don't have an immediate answer, take a sip of water to pause and think, then answer.
- Past performance is the best indicator to future performance.
- Answer to all questions should provide an example that you have been there, done that, successfully.
- Ask one or two job related questions at the end of your interview to demonstrate interests in the position or company.
- Don't forget to ask for the job, remember you applied to be there.
- Thank the interview panel for their time and the opportunity to interview.
- Send a thank you email or note to the Hiring Manager or HR Representative after the interview.

Testimonial



"The program at Mississippi Gulf Coast Community College was very hands on which helped me to understand and have a better insight about my career path. Aside from the programs instructors helping to prepare us for our future interviews, we were also provided other resources to help with our resumes and the process of an interview. I feel the program definitely had a hand in my success, and I would recommend it to anyone."

