

YOUR JOB & CAREER CONNECTIONS

We are your Career Center, open to students, alumni, staff, faculty, and community for staff assisted and self-directed services. **We are currently serving individuals remotely and in limited capacity at Fort Steilacoom and Puyallup. We continue to be available by email or phone.** Contact information can be found in our Staff Directory on the next page.

How can the Pierce College Career Center help me?

Job & Career Connections offers a variety of self-directed and staff-assisted resources including:

Career Exploration: Discover the many occupations and options that align with your career pathway. You can use a combination of online career exploration assessments through tools like *WOIS Career Planner and CareerBridge*, or career assessments completed with Faculty Counselor Advisers or MDC staff. Review labor market information using *Employment Security or CareerOneStop*. Job & Career Connections staff are available to assist you with exploration of educational programs that may align with your pathway, skills, and abilities.

Resume & Cover Letter Assistance: Work with us to start your resume or cover letter, review the various resume styles, or receive feedback on your current resume or cover letter. Did you know that you only have on average 5-7 seconds to grab the reader's attention on your resume? Job & Career Connections staff can help you make that strong first impression. Are your social media accounts, voicemail, and email employer ready? According to LinkedIn, 76% of resumes are rejected because of an unprofessional email address.

Work Study & Internships: Students needing to complete an internship for their program work with staff to identify possible employers and review current internship postings. Work study eligible students work with staff to learn about the different types of work study, review on and off campus postings, and apply for work study positions through the Job and Career Connections online job board found at <https://www.pierce.ctc.edu/workforce-connections> on the Pierce College website.

Job Search: Staff can show you how to use online job search tools and talk about strategies for finding jobs, internships, and volunteer opportunities using online resources, networking, job fairs, and social media. Need to practice your elevator pitch? We can help with that too. Did you know that most employers check out an applicant's social media prior to an interview or job offer? We can give suggestions on how to be employer ready.

Interview Skills: Staff will walk you through the various interview scenarios, including remote interviewing, common interview questions, how to prepare, and strategies for success. In-person, phone, and online mock interviews are also available. There are many reasons an interview may not go well. Job & Career Connections staff can go over some of the common mistakes job applicants make and ways to avoid making them.

Have a specific question or concern? Contact us via email, call us, or stop by during walk-in hours.

Funding Eligibility: *Start Next Quarter* www.startnextquarter.org, is a quick survey that identifies possible funding sources for degrees or certificates.

Jobs, Work Study, & Internships: [PC Job Connect](#)

Pierce College Job & Career Connections Facebook:

www.facebook.com/groups/1151589171538211/

Workforce Staff

Directory

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FS (Fort Steilacoom) Welcome Center, Cascade bldg. 3rd fl.

PY (Puyallup) Student Success Center, Gaspard Administration bldg., Temporary Location: ADM 136

In-person service is currently available in limited capacity Monday – Thursday 8-11 for walk-ins and afternoon by appointment.

Have a questions? Email us at JCC@pierce.ctc.edu

Career Boost!

Are you interested in learning more about the Accounting or Construction Management career pathways? Come to the Career Boost zoom sessions to learn more about these career pathways and hear directly from a college instructor, industry employer(s), and career pathways support team member! These events are free and open to students, alumni, staff, & community members.

Accounting careers can include Bookkeeper, Advanced Bookkeeper, Auditing, Accounting Clerk, Advanced Payroll and Timekeeping Clerk, Assistant Financial Auditor, Tax Preparer, and Office Manager.

Accounting zoom Career Boost - November 17th 1pm-2pm
[Register for this Career Boost](#)

Construction Management can lead to careers not only as Construction Managers, but also as Construction and Building Inspectors, Cost Estimators, Project Schedulers, Project Engineers, Supervisors of Construction and Extracion workers, Civil Engineering Technicians, and Compliance Officers.

Construction Management zoom Career Boost - December 1st 1pm-2pm
[Register for this Career Boost](#)

For more information, contact Job & Career Connections. Keep an eye out for future Career Boost sessions!

Skills Employers Want

According to combined data from Employment Security Department/LMEA, The Conference Board®, Burning Glass®, and Help Wanted OnLine™, from June 2021 to September 2021, the top skill clusters from job posting ad in Pierce County are:

Rank	Skill clusters
1	Administration: Scheduling
2	Customer and Client Support: Basic Customer Service
3	Health Care: Infectious Diseases
4	Administration: General Administrative and Clerical Tasks
5	Sales: General Sales
6	Information Technology: Microsoft Office and Productivity Tools
7	Supply Chain and Logistics: General Shipping and Receiving
8	Health Care: Basic Patient Care
9	Supply Chain and Logistics: Material Handling
10	Business: People Management

Curious about other counties in Washington? Check out <https://esd.wa.gov/labormarketinfo/employer-demand> to learn more.