

# HOW TO BE PROACTIVE IN YOUR JOB SEARCH

Our Career Services Department has one goal - to help you find a job after graduation. We'll show you how to create your resume, conduct smart job searches, prep for interviews and notify you of job openings that match your experience and training.

Over the years, NTI's most successful graduates have played an active role in the placement process. Here are some simple steps that **you can take to increase your employment opportunities:**

## 1. List five companies that you would like to work for. Provide as much information as possible:

COMPANY NAME: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ WEB SITE ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ WEB SITE ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ WEB SITE ADDRESS: \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ WEB SITE ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2. **Complete your resume and meet with the Career Development Office prior to reaching the 75% point of your training program.**
3. **Sign up for [www.NTIWIRED.com](http://www.NTIWIRED.com). Upload your resume so hiring managers can view it, learn how to ace the interview, look for jobs on our job portal, and more.**
4. **Start EARLY, and start NETWORKING!: Don't wait until the last minute to start looking for a job. And learn how other in your career field have become successful. Talk to graduates, school representatives, career centers, and the Chamber of Commerce.**