**Bates Technical College**

* <http://www.bates.ctc.edu/JobServices>

In Charge/Contact: Shirley Miller, 253-680-7240 skmiller@bates.ctc.edu shmiller@esd.wa.gov

Provide:

* Can help with anything from interviewing techniques to cover letter and resume’ writing. Can also ask to be added to job announcement listserv

**Bellevue College**

* <http://depts.bellevuecollege.edu/careers/>

In Charge/Contact: 425-564-2279 careers@bellevuecollege.edu

internships@bellevuecollege.edu 425-564-2279

Provide:

Students

* Career planning
* Find a job
* Find and internship
* Classes and workshops

Employers

* Post a job
* Recruit on campus
* Find qualified interns
* Attend the annual job fair
* Get involved (conduct mock interviews, serve on the college’s board or advisory committee, provide input on curriculum)

**Bellingham Technical College**

* <http://www.btc.edu/CurrentStudents/Advising/indexAdvising.aspx>
* <http://www.btc.edu/OurCommunity/Employers/indexEmployers.aspx>
* <http://www.btc.edu/CurrentStudents/CareersJobs/EmployerResources.aspx>

In Charge/Contact:

360-752-8450 careerctr@btc.edu

Provide:

Students

* Advisors can help you explore careers, prepare for an internship, locate a part-time job while in school and help you prepare to search for a job when you are nearing graduation.
* Learn about career and wage outlook
* One-on-one assistance in finding potential positions, crafting your resume, writing and attention-grabbing cover letter, and even practicing for interview.

Employers

* Post a job
* On campus recruitment
* Participate in career and employment fairs
* Internships

**Big Bend Community College**

* <http://www.bigbend.edu/student-life/career-services/>

In Charge/Contact: 509-793-2069 bonniej@bigbend.edu

Provide:

Students

* Information and assistance in job/career exploration, education/training requirements, job hunting techniques, employment opportunities, internships, mentorships, work experience, and career assessments
* Computer resources include software programs for resume creation, career exploration, employment preparation, and videos demonstrating interview techniques

Employers

* Post jobs

**Cascadia College**

* <http://www.cascadia.edu/advising/career_transfer/default.aspx>

In Charge/Contact: 425-352-8220 careeradvising@cascadia.edu

Provide:

Students

* Finding a job (job hunting strategies)
* Choosing a career
* Resumes (see samples, get resume writing tips, have a career advisor review yours)
* Cover letters (cover letter critiques, samples)
* Interviewing (mock interviews)
* Career assessment
* Internships

**Centralia College**

* <http://www.centralia.edu/admissions/finaid/jobcenter.html>

In Charge/Contact: Joan Rogerson jrogerson@centralia.edu 360-736-9391 ext. 208

Provide:

Students

* Help find part-time jobs to help pay for school
* Internships and volunteering ??

**Clark College**

* <http://www.clark.edu/campus-life/careers/index.php>

In Charge/Contact: 360-992-2155

Provide:

Students

* Explore careers
* Research potential employers
* Choose a college major
* Find training programs to reach educational and career goals
* Job Search (fairs, networking basics video, resumes, cover letters, references, interviewing techniques)
* Resume help (content, samples, guidelines)
* Internships
* Student Success Workshops (career services resources, choosing a career, internship info, employer panel: succeeding at your job, jobs and wages outlook, interview skills, LinkedIn101, Resume Building, etc.)

Employers

* Online database for job an internship postings
* Can access both entry-level and experience candidates for internships, part-time, full-time, special projects, seasonal employment, and volunteers

**Clover Park Technical College**

* <http://www.cptc.edu/career-center>

In Charge/Contact: Tiffany Windmeyer 253-583-8765 tiffany.windmeyer@cptc.edu

Provide:

Student

* Career-interest exploration and services
* Learn about labor market for occupations
* Looking for a job
* Writing a resume
* Developing effective interviewing techniques
* Employment services through WorkSource
* Cover-letter writing assistance
* Free interest assessments

Employer

* Post open jobs, internships, and company information

**Columbia Basin College**

* <http://www.columbiabasin.edu/index.aspx?page=1910>
* <https://www.columbiabasin.edu/index.aspx?page=1803>

In Charge/Contact: jobconnects@columbiabasin.edu 509-542-4824 or 4875

Provide:

Student

* Search jobs and internships
* Resume and interviewing assistance

Employer

* Post jobs and internship openings

**Edmonds Community College**

* <http://students.edcc.edu/careeractioncenter/default.html>

In Charge/Contact: 425-640-1256 careeractioncenter@edcc.edu

Provide:

Student

* Application guidelines/completing job applications
* Fact sheet
* Making contacts
* Job search process
* Interview process (FAQ, How to answer questions, 30 second introduction, questions to ask, thank you letters, mock interviewing)
* Resume (creating it, content, the development process, checklist, chronological vs. functional, examples)
* Internship and job listings

Employers

* Post a job or internship

**Everett Community College**

* <http://www.everettcc.edu/students/financial/frc/student-job-center>

In Charge/Contact: Nidia Alqeeq 425-388-9278 jobcenter@everettcc.edu

Provide:

Student

* Job, Volunteer, and Internship postings
* Assistance with resume, cover letter, and interview
* Job search assistance
* Jump Start Your Career Workshop Series (resume critique, creating resumes, interview preparation, navigating career fairs)

Employer

* Post jobs, volunteer, and internship opportunities

**Grays Harbor College**

* <http://www.ghc.edu/support/career/>

In Charge/Contact: Brian Shook bshook@ghc.edu

Provide:

Student

* Assistance in assessing interests, skills, abilities, values, personal experiences, and personality.
* Online resources

**Green River College**

* <http://www.greenriver.edu/academics/workforce-education/job-search-center.htm>

In Charge/Contact: 253-833-9111 ext.6053 jcrobinson@greenriver.edu

Provide:

Students

* Create winning resumes (resume worksheet, writing descriptive skill statements, action word list, rules for effective resumes, samples)
* Write effective cover letters (read crafting effective cover letters, view samples)
* Prepare and practice for interviews (online tutorial, mock interview sessions)
* Implement successful job search strategies
* Search job and internship postings
* Thank-you letters

Employers

* Post jobs and internships

**Highline College**

* <https://www.highline.edu/academic-support/counseling/>
* <https://www.highline.edu/careercoach/>

In Charge/Contact: Melissa Sell msell@highline.edu

Provide:

Student

* Most current local data on wages, employment and job postings
* Explore ideal career by matching skills and talents
* Build a professional resume
* Assess interests, values, skills and strengths

**Lake Washington Institute of Technology**

* <http://www.lwtech.edu/employers/default.aspx>
* <http://lwtech.edu/student_life/employment_resource_center/default.aspx>

In Charge/Contact: 425-739-8113

Provide:

Student

* Current job postings
* Apply to jobs online
* Post your resume
* Job search videos
* Workshops covering career planning and job search topics
* Job search advice and assistance through individual appointments
* Job fairs, hiring events, employer information sessions
* Career assessments
* Resumes (resume creator, resume writing, resume advice, resume action verbs)
* Cover Letter (cover letter PowerPoint, samples)
* Interview (Interviewing tips, questions, advice)
* Thank you notes
* Career videos

Employer

* Post a job or internship

**Lower Columbia College**

* <http://lowercolumbia.edu/careerservices/index.php>

In Charge/Contact: 360-442-2311

Provide:

Student

* Job search assistance
* Resume techniques
* Interview practice
* Job search strategies
* Clarify goals, interests, and values and plan a rewarding career
* Classes & Workshops
* Research labor market

Employers

* Post job or internship

**North Seattle College**

* <https://northseattle.edu/career-services>
* <https://northseattle.edu/internships>
* <https://northseattle.edu/ocee-employment-services>

In Charge/Contact: Meredith Bane 206-934-6074 careerservices@seattlecolleges.edu

WorkSource: 206-440-2500

Internships: Carla Thompson 206-934-3734 northinternships@seattlecollege.edu

Provide:

Student

* Identifying career interests
* Landing a job
* Search and apply for jobs and internships
* Career interest inventory
* Explore interests, values and skills and define goals
* Workshops & Events
* Online resources
* Resume packet (action words, character traits, dos and don’ts, three resume types, and more)
* Cover Letter Packet (cover letter tips and examples)
* Interview Skills Packet (dos and don’ts, what to wear, what to say, possible questions, how to prepare)
* Internships

Employer

* Post a job or internship
* On-campus recruitment
* Career fairs and special events
* Serve as a mentor and information resource to a student or entire class
* Participate in a panel of guest speakers
* Review and critique students’ resumes, conduct practice job interviews and give advice on career development

**Olympic College**

* <http://www.olympic.edu/services/cooperative-education-and-internships>
* <http://www.olympic.edu/services/career-center/career-services-resources>

In Charge/Contact:

Cooperative Education and Internship Program 🡪 360-475-7480 cooped@olympic.edu

Teresa McDermott Director tmcdermott@olympic.edu 360-475-7480

Roberta Gillis Program Coordinator rgillis@olympic.edu 360-475-7480

Career Center 360-475-7480 careercenter@olympic.edu

Provide:

Student

* Career Assessments
* Job, internship and volunteer listings
* Resumes (resume building worksheet, samples, templates, power words)
* Cover Letters (sample, template)
* Thank you letter
* Preparation for job interviews (ten most common interview questions, tips, dress to impress, developing confidence, legality of questions, questions to ask)
* Job Search (methods, five best and worst ways, first-year advice)
* <http://www.olympic.edu/sites/default/files/files/InternandVolResourceListNov2508.pdf>
* Job fairs, career expos, internship and community service fair, workshops, career advising

Employer

* Post employment and internship opportunities
* Review resumes
* View the Career Services Events calendar
* Schedule class presentations or interview and test accommodations

**Peninsula College**

* <http://pencol.edu/services/career-development>

In Charge/Contact: Jean Carmack jcarmack@pencol.edu 360-417-6346 ??

Provide:

Student

* Current employment listings
* Career exploration
* Online resume support Career Development Courses

Employer

* Post a position

**Pierce College**

* <http://www.pierce.ctc.edu/dist/internships/>
* <http://www.pierce.ctc.edu/dist/workforce/connections>

In Charge/Contact: 253-964-6265

Internships 🡪 253-964-6705

Provide:

Students

* Information on internships
* Self-discovery and assessment tools
* Job boards with career opportunities
* Help filling out applications and drafting resumes
* Interview tips and tricks

Employer

* Post jobs, internships and company information

**Renton Technical College**

* <http://rtc.edu/page/worksource>
* <http://rtc.edu/page/career-services-students>
* <http://libguides.rtc.edu/JobSearch>

In Charge/Contact: Michelle Iko 425-235-2352 ext. 7785 miko@rtc.edu

Provide:

Students

* Develop resume
* Interview skills
* Mock interview
* Filling out an application search for a job
* Career exploration
* Cover letter tips

Employer

* Connect you with talented students and graduates

**Seattle Central College**

* <http://seattlecentral.edu/careercenter/index.php>

In Charge/Contact: careerservicescenter@seattlecolleges.edu 206-934-4383

Provide:

Student

* Career planning
* Job search advising
* Career assessments
* Strategies for resumes, cover letter and portfolios
* Online resources
* Job fairs, workshops and other career-related events

**Shoreline Community College**

* <http://www.shoreline.edu/workforce/worksource/default.aspx>

In Charge Contact: 206-546-5882

Provide:

Student

* Find employment
* Learn about local labor market
* Research career options
* Resume and cover letter review
* Job board with current openings
* Books on resume development

Employer

* Post jobs on campus
* Meet directly with potential applicants
* Participate in job fairs
* On-campus recruitment

**Skagit Valley Community College**

* <http://www.skagit.edu/directory.asp_Q_pagenumber_E_52>

In Charge/Contact: Noemi Rodriguez 360-416-7938 noemi.rodriguez@skagit.edu

Provide:

Students

* Workshops and classes
* Occupational research
* Explore labor market information
* Enhance job search methods
* Write more effective resumes and cover letters (worksheets, samples, software, web-based assistance, and videos)
* Prepare for job interview with tips and practice
* Internships
* Find a job from the postings

Employer

* On-campus recruiting
* Post jobs and internships

**South Puget Sound Community College**

* <https://spscc.edu/students/career-services>

In Charge/Contact: 360-596-5567 careerservices@spscc.edu

Provide:

Student

* Career planning
* Job search techniques
* Interviewing techniques
* Resume writing assistance
* Internship opportunities
* Online job search database
* Job postings
* Workshops

Employer

* Post a job or internship
* Interviews on campus
* Information sessions
* Career fairs

**South Seattle College**

* <http://www.southseattle.edu/worksource/>

In Charge/Contact: 206-934-5304

Director Deborah White 206-934-7935 deborah.white@seattlecolleges.edu

Program Coordinator Brooke Wagner 206-934-5307 brooke.wagner@seattlecolleges.edu

Provide:

Students

* Job search techniques and hints
* Writing a cover letter or resume
* Assistance filling out job applications
* Interview preparation
* Career planning
* Myers Briggs Type Indicator
* The Strong Interest Inventory
* Internships

Employer

* Partner with programs
* Provide internships
* Host class tours
* Participate in an Employer Panel
* Conduct mock interviews
* Engage in a Networking Event
* Attend Hiring Events

**Spokane Community College**

* <http://www.scc.spokane.edu/Resources/Careers/Home.aspx>

In Charge/Contact: Student Success and Career Services 509-533-7249

Provide:

Students

* Career and occupation research
* Career and self-assessments
* Resume tips

\*\*\*note to contact us for more information

**Spokane Falls Community College**

* <http://www.spokanefalls.edu/Resources/Careers/Home.aspx>

In Charge/Contact: 509-533-3540 careers@sfcc.spokane.edu

Provide:

Student

* Resume and Interview Preparation
* Handouts on resume writing, cover letters, interviewing skills, and job searches
* Job listings
* Career planning
* Mock interviews

Employer

* Post an employment opportunity
* Conduct mock interviews

**Tacoma Community College**

* <http://www.tacomacc.edu/resourcesandservices/careercenter/>

In Charge/Contact: 253-566-6091

Provide:

Student

* Free assessments in identifying interests, values, skills, aptitudes, and personality
* Learn about occupations
* Workshops
* Internships
* Find a job

Employer

* Post positions

**Walla Walla Community College**

* <http://www.wwcc.edu/CMS/index.php?id=3197>

In Charge/Contact: 509-527-4262

Director Kristi Wellington-Baker kristi.baker@wwcc.edu 509-527-4263

Provide:

Student

* Job openings
* Self-exploration
* Career exploration

**Wenatchee Valley College**

* <https://www.wvc.edu/directory/departments/career_services/>

In Charge/Contact: Randy Mitchell 509-682-6854 rmitchell@wvc.edu or Kelsay Stanton 509-682-6579 kstanton@wvc.edu

Provide:

Student

* Job/career exploration
* Job hunting techniques
* Employment opportunities
* Internships
* Mentorships
* Career assessments
* Resume writing
* Cover letter help
* Online resources
* “Getting a Job” Skills

Employer

* Post a job

**Whatcom Community College**

* <http://www.whatcom.ctc.edu/get-started/advising-career-services>

In Charge/Contact: careercenter@whatcom.ctc.edu 360-383-3080

Kathy Barnes Director for Advising & Career Services 360-383-3054 kbarnes@whatcom.ctc.edu

Provide:

Student

* Career interest assessments
* Access to local job information
* Assistance in resume writing, interviewing, networking and other job readiness skills
* Job postings

Employer

* Post a position

**Yakima Valley Community College**

* <http://www.yvcc.edu/resources/CareerConnectionCenter/Pages/default.aspx>

In Charge/Contact: Lonni Rodriguez-Funk Director 509-574-4607 lrodriguez-funk@yvcc.edu

Provide:

Student

* Career guidance