

Dear Parkland Students:

Parkland College is diligently working to connect our community and students with job opportunities and resources during this challenging time. During this time of transition, Parkland College Career Services wants to make sure you have access to important information about **Resume Assistance, Job Search Strategies, Preparing for Interviews, and Free Career Assessments.**

With this in mind, we are offering multiple modes to assist you remotely including immediate access to PDF information which can be found on the [Remote Career Support](#) webpage, virtual assistance via email, and live recordings.

Remote career services include:

1. **Resume Assistance**

For those who are in need of assistance with their resume and cover letter, please, visit the [Remote Career Support](#) webpage for immediate PDF downloads. You may also browse samples using the link on Pinterest. [Browse Sample Resumes from Pinterest](#)

2. **Job Search Strategies**

a. Below are 5 Job Search Engines and 5 Local Staffing Firms available to assist you in your employment search. Prior to your search, please, download **10 Job Search Tips** as a PDF from [Remote Career Support](#).

a. **Job Search Engines and Resources for Current Employment Opportunities:**

- [Indeed](#)
- [Monster](#)
- [Career Builder](#)
- [USA Jobs](#)
- [LinkedIn](#) - Download **How to Get LinkedIn** as a PDF from [Remote Career Support](#).

b. **Local Staffing Firms & Employment Agencies**

Below are some local staffing firms and employment agencies available to assist in employment placement. Prepare by downloading **Making Your "Pitch" Perfect** as a PDF from [Remote Career Support](#).

- [Express Employment Professionals](#)
- [Tradesmen International](#)
- [Manpower](#)
- [Kelly Services](#)
- [PeopleReady](#)

3. **Preparing for the Interview**

- a. Preparing for your interview is extremely important. Please, visit [Remote Career Support](#) and review the following tip sheets to ensure a successful interview approach.
 - **10 Interview Tips**
 - **10 Tips for Informational Interviewing**
 - [Phone Interview Etiquette 101](#)
 - **Following Up After the Interview**
- b. To practice interview questions, please email Parkland College's Career Counselor, Brennon Hightower at bhightower@parkland.edu. She will set up a time with you to discuss [Phone Interview Etiquette 101](#) and answer other questions that you may have.

4. **Questions about changing your career or deciding about a career?**

- a. **Free Career Assessments** - For those who may be interested in exploring interests, skills, and values or interested in changing careers, please complete a [free career assessment](#) from the Career Services webpage.

We cannot emphasize enough that we are here to help you navigate career and job preparation questions during this unprecedented time. If you have questions or need career support, please email Parkland College's Career Counselor, Brennon Hightower at bhightower@parkland.edu.