

AMSC Career Center- Services

[Career Planning and Advising](#)



The AMSC career development team creates and implements quality programs and services that inform, educate, and support our students. This team is responsible for providing career advising, programming, and maintaining a portfolio of relevant resources focused on student career development needs.

AMSC students, after graduation will find themselves asking “Well, what do I do now?” months of studying have come to an end and now it’s time to be gainfully employed.

We understand how daunting it can be to prioritize and apply a schooling background in the job market. At AMSC we are helping our students achieve the post-program success they desire with extensive advisement and career mentoring. We understand that the road to success does not happen overnight, but rather through a number of well-coordinated steps.

By discussing desired goals, options, and the necessary steps to take to reach those goals, our career counselors guide each student on an individual level to help ensure post-graduation success.

Whether a student is in our Vocational Nursing program or our Diagnostic Medical Sonography program, counselors give each student career advisement unique to his/her field of interest and goals by identifying career opportunities, finding up-to-date information on the latest job market trends and assisting with acquiring work experience in your field through internships.

The Career Placement Services office provides assistance with developing the job search skills to successfully transition from school to work, such as resume and job interview preparation and on-line job board skills.

To make an appointment with Career and Academic Advisement Services, please contact AMSC at 818.240.6900 or email: info@amsc.edu

Interviewing Skills



Do job interviews terrify you? Our tips on dress code, handshake, posture, communication and follow-up can ease your mind and increase your confidence. We'll also give you a list of ten interviewing rules that will serve you well throughout your career.

Resume Preparation



Importance of a good resume is hard to overstate, as it's the key to meeting and ultimately making a positive personal impression on a potential employer.

There are many things that employers look for in a resume, and factors such as font, borders, alignment, and syntax are almost as important as the content itself. Our resume coaches help each student make a unique resume that avoids common clichés and pitfalls and captivates employers.

What AMSC students learn with regards to resume preparation is a valuable resource they can have for the rest of their lives. Resume mentoring is just one of the many services we provide our students with in order to ensure their success in the real world job market.

Job Leads / Employer Relations



The goal of the employer relations team is to develop and maintain strategic and collaborative partnerships, specifically strengthening existing and developing new employer partnerships. This includes coordinating events that enhance communication between students and employers.

Completing Job Applications



Should filling out an application be a stressful event? No. Here are the ins and outs for job-seekers of successfully completing job applications.

- Arrive prepared with the information you need.
- Read and follow instructions carefully.
- Complete the application as neatly as possible.
- Tailor your answers to the job you are seeking.
- Don't leave any blanks.
- Don't provide any negative information.
- Always answer questions truthfully.
- Do not put specific salary requirements.
- Provide references.
- Keep your application consistent with your resume.
- Proofread your application before submitting it.

Interview Follow-Up



Yes, You Should Follow Up.

Following up is critical in showing your continued interest. Do it tastefully and with a thank you note. Be patient, and don't put your job search on hold but continuing to pursue other opportunities.

Networking



At AMSC, we provide all of our students with the opportunity to try out the skills they have learned in the classroom through our externship placements. These experiences outside of the classroom enhance students' academic and career goals and allow them to gain valuable exposure to the workplace, giving AMSC students a competitive edge in the job search.

While working in your externships, you will meet others in your new field and start developing a network of colleagues. This is an excellent training experience!

General Career Websites

www.campuscareercenter.com - Focuses on entry-level jobs and internships
www.collegegrad.com - All entry level jobs, search by industry and location
www.collegerecruiter.com - Register with this site to login and search for jobs
www.nationjob.com - Search in a wide variety of jobs, including entry-level
www.careerbuilder.com - Mega-site featuring jobs at all levels and industries
www.monster.com - A complete job search mega-site
www.jobstar.org/socal/index.cfm - Listings for jobs in Los Angeles
www.winebusiness.com/classifieds/winejobs - Napa Valley source for large variety of wine jobs
www.indeed.com - Jobs & internships from thousands of job boards and company websites
www.job-search-engine.com - Site that aggregates millions of jobs from thousands of sources
www.linkedin.com/studentjobs - job and internship opportunities for students and recent grads
www.craigslist.org - Database with thousands of job postings
www.simplyhired.com - Search job opportunities across the U.S.
www.rileyguide.com - Job search, career exploration, and school information
connect.ourability.com - Our Ability Connect is an individual digital profile service you build created to promote future employment for people with disabilities through mentor networking, social engagement and personal empowerment.

Healthcare

www.nurseportal.net - Nursing jobs, schools, forums and sites; many nursing resources
www.nursing-jobs.us - Nursing jobs, permanent, per diem, and travel; in-patient, out-patient
www.trustaff.com - A staffing company for travel nurses, pharmacists, and allied health jobs
www.soliant.com - A healthcare staffing company with over 200 offices worldwide
www.topmedicalassistantschools.com - Has information on the top 50 health care jobs
www.careervitals.com - Healthcare job board, resume writing, career advice
www.idealists.org - Jobs, internships, volunteer opportunities, and events
www.healthcarejobs.org - Health care jobs, medical jobs, and nursing jobs
eMedicalAssistants.com - A site that helps students who want to pursue medical assisting careers. Provides information on medical assisting jobs, career, training programs, certification, and also the best schools across the nation