Welcome

Dear faculty, staff and students:

Welcome to the FIRST issue of HOTLINKS! This online monthly newsletter is brought to you by the FCC Employment Resource Center (ERC).

Over the years, our services have undergone numerous changes, but our goal has remained constant: to serve FCC faculty, staff and students to the best of our ability. As a student employment resource, we strive to accommodate students in their search for employment, whether it is an Internet job search, assisting in resume writing and review or evaluating interviewing skills.

ERC promotes student employment by coordinating with faculty, staff and local employers to fill open positions both on and off-campus. We also provide several employment events, including Application Fairs, Job Fairs, On-Campus Recruitments and the Government and Career Expo.

We hope that you will find this newsletter a useful source of information and look forward to serving you.

ERC WEBSITE

www.jobs.fresnocitycollege.edu

The Employment Resource Center is excited to offer our employment-based website that is available to students, alumni, employers, faculty and staff which allows access to valuable job-related information.

All FCC students and alumni are eligible to use this website. All you need is your student ID number and Internet access. Log on to this site and make it work for you. After all, your success is our success!

Besides the website, other ERC services include resume and cover letter development and review; portfolio development and review; interviewing techniques; and the Thursday Workshop Schedule.

We also have student computers that are available from 8:00 am to 4:30 pm. These computers can be used for Internet job search, resume writing and job-related emails. Students who wish to create a resume for the first time will discover that our “Winway Resume” program is very simple and effective. Just enter your information and Winway will provide a variety of formats. The student can then export their resume to a Word document for email. Sound simple? You bet! And there is always a staff member ready to assist you.

Once a student obtains a job, they are eligible to enter ERC’s Monthly Incentive Drawing, which is held at the end of each month. First prize receives $50. Second through fifth place winners receive a pair of movie passes. Incentive entry forms are located in several areas on campus.