

# **Career Services (Counseling, Résumé, Interviewing)**

## **Summary**

Overview of the career counseling, résumé-writing, and interview preparation resources available for students and non-students

## **Overview**

General information about our Career Services is available on our website. That page also has useful links for additional topics.

Career counseling services are offered at no charge. If you are under 18 years old, you are strongly encouraged to do a basic application to A-B Tech first, which you can do at abtech.edu/apply.

## **Career Services Appointments**

To schedule an in person or virtual (Zoom) appointment, visit abtech.edu/careers or email careerservices@abtech.edu.

## **Non-Students**

- Non-curriculum (Continuing Education) students or other members of the community can find career services through the More Than A Job NC (MTAJ-NC) Program (Formerly STEP).

Through MTAJ-NC, you can receive one-on-one assistance with your job search. Additional assistance is available with creating résumés/cover letters, practicing interviewing skills and completing online job applications. Further information is available at [abtech.edu/morethanajobncc](http://abtech.edu/morethanajobncc).

- If you are a Food and Nutrition Services recipient in Buncombe County and under the age of 60, the MTAJ-NC program can help you find a job, get a better job, obtain skills training, or earn a GED at no cost to you. Information Sessions and Orientations are held in the Buncombe County Health and Human Services building. The address is 40 Coxe Avenue, Asheville, NC 28801. For more information on MTAJ-NC, see [abtech.edu/morethanajobncc](http://abtech.edu/morethanajobncc). Watch the STEP video at the end of that page and click "MTAJ-NC Interest Form" to enter your information so someone can contact you. You may also email [step@abtech.edu](mailto:step@abtech.edu).
- Madison County residents can contact the [NCWorks Career Center](#) at our Madison Site, [\(828\) 772-0864](tel:(828)772-0864) or email [ncworksmadison@abtech.edu](mailto:ncworksmadison@abtech.edu).

## Job Board

We use an online tool called Career Coach where local [employers can post jobs](#) they are looking to fill.

Below is a link to the front-facing part of Career Coach where students/members of the public can search through job postings.

## Career Coach: Current Job Postings

**Key Words:** resume, cover letter, interview skills, interview, interviewing, career counseling services, job, Job Board, workshop, MTAJ-NC, STEP program, job club

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