Welcome to this monthly Career Coaching newsletter. All jobs and internship opportunities mentioned in this newsletter can be found by logging in to HireIvy on your MyIvy homepage, before clicking the links.

**Advanced Manufacturing, Engineering & Applied Science**
- [Estimator-Commercial Roofing](#) – Tecta America Corp – Full Time
  Job ID: 827963
- [Automotive Senior Technician](#) – Bridgestone – Full Time
  Job ID: 827900
- [Winery Equipment Mechanic](#) – Oliver Winery – Full Time
  Job ID: 827760
- [Residential HVAC Installer](#) – Harrell-Fish – Full Time
  Job ID: 827556
- [HVAC Service & Installation Specialists](#) – Air-Tech Heating & Air Conditioning – Full Time – Job ID: 826269

**Arts, Sciences & Education**
- [Teachers’ Aide](#) – Campus View Child Care Center – Part Time
  Job ID: 827917
- [Preschool Teacher](#) – Brown County Schools – Full Time
  Job ID: 827770
- [Early Head Start Teacher Assistant](#) – South Central Community Action Program – Full Time – Job ID: 827490

**Health Sciences**
- [Optician](#) – Precision Eye Group – Full Time – Job ID: 824415
- [Licensed Practical Nurses](#) – Hellenic Senior Living – Part Time
  Job ID: 823458
- [Low Vision Optometric Technician](#) – Long Family Eye Care
  Full time – Job ID: 827361

**Information Technology**
- [Technology Support Specialist](#) – City of Bloomington ITS
  Part Time – Job ID: 827981
- [Technology Support Services Tech](#) – Hoosier Energy – Full Time
  Job ID: 827420
Resume Review
Need an extra pair of eyes on your resume?
Submit your resume to the Career Coaching office and received feedback. Please include “Resume Review” as the subject and interested positions.

Looking for an Internship?
IndianaINTERN.net is a free internship-matching program linking employers, students, colleges and universities.

Contact Us
Kayla Dusseau
Director of Career Coaching
812-330-6018
Bloomington-CareerCoaching@ivytech.edu

Business, Logistics & Supply Chain
- Administrative Assistant / Office Coordinator – L.A Merry & Associates – Full/Part Time – Job ID: 827904

Public Affairs & Social Services
- Cook – Indiana University Health – Full Time – Job ID: 826949
- Food Services Supervisor – Indiana University Health – Full Time Job ID: 826940
- Pastry Cook – Indiana University Health – Full Time – Job ID: 826945
- General Manager – GoTein Balls – Full Time – Job ID: 827487

Easy Steps on How to Network
If you haven’t practiced, networking can seem intimidating. Like many skills, networking takes time to develop, but a few simple steps can make it easier. You can learn the essential aspects of successful networking in just a few minutes.

Step 1: Make a Plan
A key part of networking is having a plan. Begin by asking yourself a couple of key questions. With whom do I want to speak? What am I trying to accomplish? Asking these questions will help you to figure out how to target your efforts and what strategies to employ.

Step 2: Network with Those Around You
If getting a job is your goal, the most common advice that you will hear is to start with the hidden job market, jobs that one can hear about through family, friends and close contacts. To set yourself up for success, let your contacts know what kind of job you feel you are qualified for, what kind of role you are interested in and what kind of company you want to be working for.

Step 3: Meet People You are Interested in and Keep an Open Mind
In Step 1, we asked questions designed to figure out whom you may want to meet. Once you have a list, you can go to events or social/professional networking websites and start speaking with people who you think could help you to achieve your goal. Sometimes, people you meet will suggest others in addition to or instead of themselves. Keep track of their suggestions.