

Career Assistance

The IHTC Career Counselors are available to patients of all ages. Services include the following:

- » Academic and School Support: Section 504, IEP, credit review, issues at school
- » Assistance with Financial Aid: Scholarships, FAFSA, recommendation letters
- » Career Assistance: Vocational rehabilitation, resumé assistance
- » Personality and Career Inventory: Administration and analysis of results

Vocational Rehabilitation: This service from the state and federal government assists disabled men and women gain employment, attend school, or start a small business. The IHTC Career Counselors can help guide patients through the vocational rehabilitation application process.

Creating or Updating a Resumé: Below is an example of how to format a resumé. The IHTC Career Counselors are available to review resúmes and offer suggestions if needed.

Example Resumé Template

Your Name
Your Address
Your Phone Number & Email Address

Introduction:

Include 1 – 2 sentences stating the position you are applying for and why you are the right person for the job.

Work experience:

Include place of employment Month/Year
- Briefly state work responsibilities of employment
- List your current or most recently held job first
- List previous jobs in descending order by date.

Education Years attended

- Include school name and address
- Include field of study
- List degree earned
- List your highest degree earned first
- If you did not graduate, write attended.

References

Include the statement, "References are available upon request." Be sure to have your references' contact information ready. Always ask your references for permission to provide their contact information.

The IHTC career counselors are available to guide patients with their employment search. You can reach the Career Counselors at 877-256-8837.

