

AAP | ASSOCIATION OF AMERICAN
PUBLISHERS

Career Center Guide For Job Seekers



Welcome to the AAP Career Center

Introduction

Welcome to the Association of American Publishers (AAP) Career Center! Whether you're just starting your career in publishing or looking to take the next step, the AAP Career Center is a valuable resource to help you find the right opportunities. This guide will walk you through the features and tools available to job seekers, so you can confidently navigate the portal and maximize your chances of finding the perfect role.

If you need any assistance, please contact us at CareerCenter@publishers.org.

You can view a video guide on using the AAP Career Center [here](#).

Benefits

The AAP Career Center is a valuable resource for job seekers in the publishing industry, offering a range of tools designed to enhance your job search experience. As a job seeker, you have access to powerful tools to find your next career move. Job seekers can:

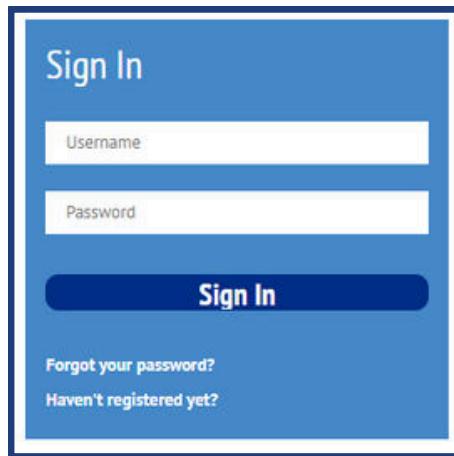
- **Create a personalized profile** highlighting your skills and qualifications, making it easier for potential employers to find you.
- **Maintain an updated resume** to keep employers updated on your expertise and experience.
- **Receive email notifications for new job openings**, a convenient feature ensuring you never miss a perfect fit.
- **Gain access to a top-quality pool of job opportunities** from leading publishing organizations. You can browse opportunities tailored to your expertise, streamlining your path to finding the ideal position.

Applying through our Career Center not only connects you with publishers and industry-focused organizations, but it also ensures that your application stands out through AAP's reputable network, which shares a commitment to excellence in publishing.

How To

1. Configure Your Profile

- **Sign in to your AAP account or create a new one.**
 - To get started, please log in or sign up for an individual “Job Seeker” AAP account on [our website](#).
 - After registering, you will receive an email with a confirmation link. Click the link in the email to complete your account registration.



The image shows a 'Sign In' page with a blue header and a white body. It features two input fields: 'Username' and 'Password', followed by a large blue 'Sign In' button. Below the button are two smaller links: 'Forgot your password?' and 'Haven't registered yet?'. The entire form is enclosed in a white border.

- **Update your profile**
 - To update your profile, go to your main profile page and click “Edit” in the section you wish to modify.
 - Enter the information you want to include on your profile. Use the lock or profile icon on the left to choose whether your information is visible to employers or kept private.
 - Selecting the option "Visible to only members" allows AAP member companies and AAP Career Center employer users to view your information.



The image shows a 'Personal Information' section of a profile edit page. It contains three main fields: 'Personal Information', 'Professional Information', and 'Additional Information', each with a 'Edit' button to the right. The 'Edit' buttons are blue with a white pencil icon. The entire section is enclosed in a white border.

Personal Information

Full Name *	<input type="text"/>	<input type="text"/>
Your Website	<input type="text"/> (Start with: "http://")	
 City/Town	<input type="text"/>	
 Country	<input type="text"/>	
 Location	<input type="text"/>	
 Phone	+1 <input type="button" value="▼"/>	XXX XXXXXX
 Mobile	+1 <input type="button" value="▼"/>	XXX XXXXXX

 Country

 Members Only (Visible Only to Members)
 Private (Not Visible in Profile)

- **Add a resume**

- To add or update your resume, go to your account settings. First, click on your profile in the top right corner and select "**Account + Settings**."
- Next, navigate to "**Content & Features**" and click on "**Resume/CV**" at the top.
- Fill in the relevant fields with your resume information, and create a captivating headline to attract potential employers.



Welcome, Job Seeker

[Account + Settings](#)

[Invoices](#)

[Sign Out](#)

 Profile

 Information & Settings

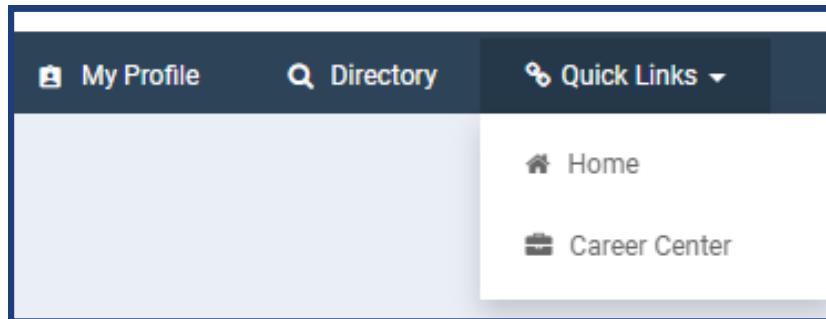
 Payments & History

 Content & Features >

 Professional Development

2. Search Job Openings

- **Navigate to the Career Center**
 - You can access the Career Center by selecting "Career Center" from the "Quick Links" dropdown menu at the top of the AAP website. Once on the Career Center homepage, select "Search Openings."



- **Narrow your job search**
 - You can find job openings tailored to your preferences by using the search fields to specify: Keywords, City, Country, Location, Organization, Job Preferences, Type of Position, Education Requirement, and Experience Requirement.

A screenshot of a search form titled "Search Openings". The form includes fields for "Keywords", "City", "Country" (with a dropdown menu showing "Doesn't Matter"), "Location", "Organization", and "Job Preferences" (with a dropdown menu showing "Education", "Engineering", and "Finance & Accounting").

3. Apply for Jobs

- **Submit your application**
 - To apply for a job opening, first select the position you're interested in. If the posting allows applications through the Career Center, click "Apply Now" to enter your cover letter. If you added a Resume/CV to your profile it will also be sent along with your application.
 - For job openings that do not accept applications through the Career Center, please refer to the "How to Apply/Contact" section for instructions on how to apply.

4. Subscribe to Job Alerts

- **Select the alerts you would like to receive**
 - To receive email notifications when a new job is posted, click “Subscribe” at the top of the Career Center menu. Simply select the job categories for which you want to receive alerts, and you will be subscribed.
 - If you no longer wish to receive job alerts or would like to change your subscription to a different job category, please sign in to the site and update your subscription settings.

Career Center - Search for Openings: Subscribe

 [Search Openings](#)  [Résumé/CV Search](#)  [Subscribe](#)

To receive an email alert when a new opening is posted, select the categories to which you would like to subscribe.

Audio
 Creative/ Arts & Design
 Editorial
 Education

Thank You for Using the AAP Career Center

Whether you are looking for your first position in publishing or seeking to advance within the industry, the AAP Career Center is here to simplify and enhance your job search experience. We are dedicated to helping you navigate your professional journey smoothly, and we encourage you to take full advantage of everything the AAP Career Center offers as you begin your next chapter.

