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# 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](mailto: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:

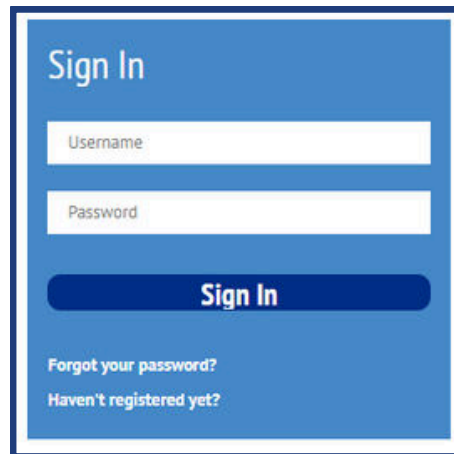
- **Create a personalized profile** highlighting your skills and qualifications, making it easier for potential employers to find you.
- **Maintain an updated resume** to keep employers updated on your expertise and experience.
- **Receive email notifications for new job openings**, a convenient feature 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.

A blue rectangular sign-in form with a white border. At the top, it says "Sign In" in white text. Below this are two white input fields: "Username" and "Password". Under the "Password" field is a dark blue button with the text "Sign In" in white. At the bottom of the form, there are two links in white text: "Forgot your password?" and "Haven't registered yet?".

- **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.

A white rectangular form with a blue border, divided into three sections. The first section is "Personal Information" with a blue "Edit" button (pencil icon) to its right. The second section is "Professional Information" with a blue "Edit" button (pencil icon) to its right. The third section is "Additional Information" with a blue "Edit" button (pencil icon) to its right.

Personal Information

Full Name \*

Your Website

(Start with: 'http://')

City/Town

Country

Location

Phone

+1

▼

XXX

XXXXXXX

Mobile

+1

▼

XXX

XXXXXXX

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.

PHOTO NOT AVAILABLE

Welcome, Job Seeker

Account + Settings

Invoices

Sign Out

Profile

Information & Settings

Payments & History

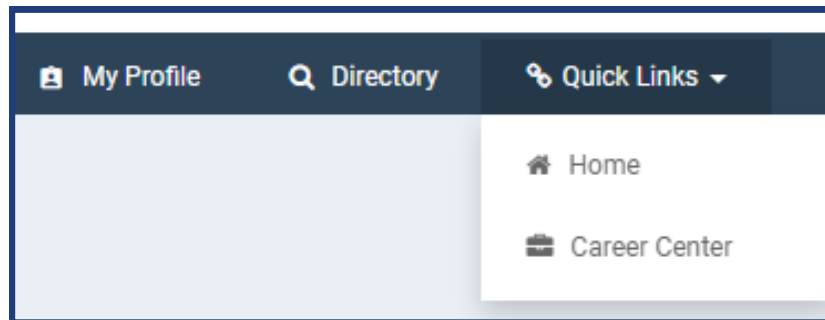
Content & Features

Professional Development

## 2. Search Job Openings

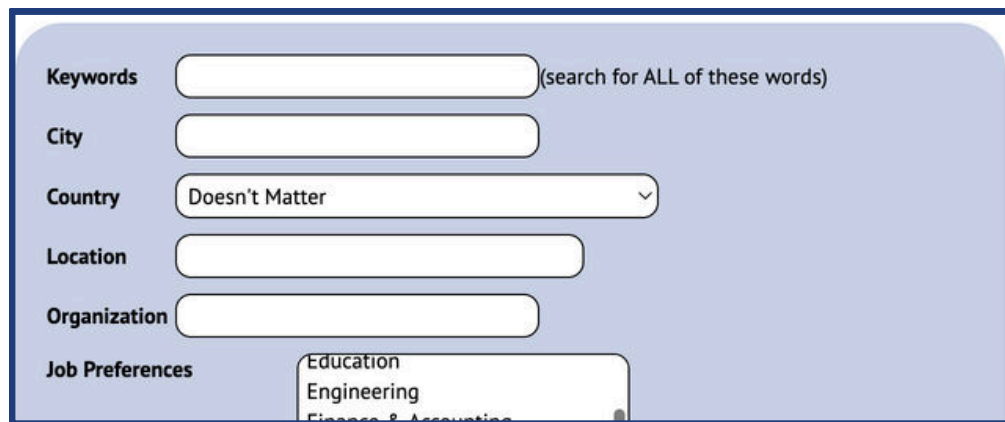
- **Navigate to the Career Center**

- 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 the job search filters section on the Career Center homepage. The section has a light blue background. It contains several search fields: 'Keywords' with a text input and a note '(search for ALL of these words)'; 'City' with a text input; 'Country' with a dropdown menu showing 'Doesn't Matter'; 'Location' with a text input; 'Organization' with a text input; 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](#)  [Resumé/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.

