EXPLORE. PREPARE. ADVANCE.
Meeting you where you are . . .
<table>
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<tr>
<th><strong>FROM HERE</strong></th>
<th><strong>TO YOUR CAREER</strong></th>
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<tr>
<td><strong>EXPLORE</strong></td>
<td><strong>PREPARE</strong></td>
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<tr>
<td>• Consider your options and interests.</td>
<td>• Plan your program of study.</td>
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<tr>
<td>• Investigate and gather information.</td>
<td>• Earn a degree or certificate.</td>
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<tr>
<td>• Develop your job search skills.</td>
<td>• Build your professional network.</td>
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<tr>
<td>• Explore majors and careers.</td>
<td>• Prepare for internships and careers.</td>
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</table>

|  | Take the Career Match Survey to learn more about your interests and related career opportunities. 1 |
|  | Research career options at the Career Development Center and develop a general resume, cover letter, and LinkedIn profile. 2 |
|  | Enroll in Career Exploration Courses that fit your interests. 3 |
|  | Find jobs on or off campus that relate to your career interests. Enroll in a general Work Experience course to earn units for working. Access Student Employment opportunities 4 5 |
|  | Make an appointment with Academic Counseling and visit the Transfer Center. 6 |
|  | Work with an Employment & Training Specialist to find industry-specific internships and job leads. Build your industry-specific resume, cover letter writing, interviewing, and networking, skills. 7 |
|  | Enroll in an industry-specific occupational Work Experience to earn academic credit for internships and on-the-job learning. 8 |
|  | Network at industry-specific events and conduct informational interviews with people working in different fields. Ask CCSF faculty and staff about internship programs and employer connections.  |
|  | Enroll in classes that will enhance your credentials. Learn about career enhancing certifications and test preparation services. |
|  | Share your success and engage with CCSF as alumni. Mentor new students. Add CCSF to your LinkedIn profile. |
|  | Register with CCSF College Central Network to find information about posted job opportunities, career panels and employment related events. Keep your College Central and LinkedIn profiles up-to-date. 9 |
|  | Attend Workforce Wednesdays (workshops and career panels), Career Fairs, and other CCSF Career Services events. 10 |
|  | Continue to review and update your career goals, and tap into CCSF Career Services for support along the way. 11 |
YOUR GUIDE TO CCSF CAREER SERVICES
A variety of resources and assistance for career planning, job searching, internships, and employment.

1. **Career Match Survey** | [www.ccsf.edu/Explore](http://www.ccsf.edu/Explore)
   Take a quick and fun survey to learn more about yourself...specifically your interests and how they may play out in the world of work.

2. **Career Development Center** | Get assistance in choosing majors and careers: career assessment, exploration, planning and job search. Visit the Career Center at the Ocean Campus, Multi-Use Building (MUB) Room 101.

3. **Career Exploration Courses** | Explore career options, decide on a major, prepare for the job search and successfully transition from college to career. Check the class schedule for current course offerings.
   Many departments offer introductory courses that explore occupations in different fields.
   Examples include:
   - CRER 60 — Creating Career Options
   - CRER 61 — Orientation to Career Success
   - CRER 62 — Successful Job Search Techniques

4. **Work Experience** | [www.ccsf.edu/WorkExperience](http://www.ccsf.edu/WorkExperience)
   Register for these classes and earn college credit for what you learn while working at paid jobs or internships.
   - WKEX 333 — General Work Experience
   - WKEX 777 — On-Campus Work Experience

5. **Student Employment** | [www.ccsf.edu/SHEP](http://www.ccsf.edu/SHEP)
   Find out about on-campus employment opportunities.

6. **Academic and Transfer Counseling** | [www.ccsf.edu/Counsel](http://www.ccsf.edu/Counsel)
   Get help with your educational plan and the requirements for a certificate, degree, or transfer to a 4-year institution.

7. **CCSF Employment and Training Specialists** | Get help with industry specific job search support, internships, and employer networks. Each Specialist focuses on specific industries such as: Arts, Media & Entertainment, Health Care, Information Technology, Transportation, Building & Construction Trades.

8. **Work Experience** | [www.ccsf.edu/WorkExperience](http://www.ccsf.edu/WorkExperience)
   Please refer to the Work Experience section of the class schedule for course details. Visit the Work Experience Office.

9. **College Central Network (CCN)** | [www.collegecentral.com/ccsf](http://www.collegecentral.com/ccsf)
   Activate your CCN account with your student ID number and student email. Post your resume. Search for jobs. Access information about Career Services events, articles, and podcasts.

10. **Workforce Wednesdays** | [www.ccsf.edu/CareerServices](http://www.ccsf.edu/CareerServices)
    Connect with professionals pursuing careers in a range of exciting fields. Get help with job search techniques from crafting your pitch to putting together a strong resume to forming the best LinkedIn profile to nailing the interview. The **Workforce Wednesdays Series** can help you with job search techniques from crafting your pitch to putting together a strong resume to forming the best LinkedIn profile to nailing the interview.

11. **Career Services Website** | [www.ccsf.edu/CareerServices](http://www.ccsf.edu/CareerServices)
    Access Career Services team contact information, links to on-line career resources, and information about CCSF’s specialized workforce initiatives.
EMployment & TrAining SPECIALISTS

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(415) 452-7104  
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415.550.4424  
mmcapers@ccsf.edu

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Health Care  
John Adams Center  
(415) 561-1930  
mmward@ccsf.edu

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**Continuing Student Counseling**  
Main Office: Ocean Campus, MUB 39  
(415) 452-5235

**New Student Counseling**  
Main Office: Ocean Campus, Conlan 205  
(415) 239-3296

Chinatown/NB: (415) 395-8611  
Civic Center: (415) 561-1875  
Downtown: (415) 267-6503  
Evans: (415) 550-4440  
John Adams: (415) 561-1955  
Mission: (415) 920-6055  
Southeast: (415) 550-4320

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**OFFICES**

**Career Counseling**  
Main Office: Ocean Campus, MUB 101  
(415) 239-3117

**Work Experience**  
Main Office: Ocean Campus, MUB 130B  
(415) 452-7045

**Student Employment**  
Main Office: Ocean Campus, Cloud Hall 330  
(415) 452-5669

**Transfer Counseling**  
Main Office: Ocean Campus, Science 132  
(415) 239-3748

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**CAREER MATCH**

Take the Survey

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@CCSF-Career-Services  
@CCSFCareerServices

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