## Explore
- Consider your options and interests.
- Investigate and gather information.
- Develop your job search skills.
- Explore majors and careers.

## Prepare
- Plan your program of study.
- Earn a degree or certificate.
- Build your professional network.
- Prepare for internships and careers.

## Advance
- Learn new skills.
- Update your resume and credentials.
- Advance your education and career goals.

### Explore
- Take the Career 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 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 Survey** | 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** | www.ccsf.edu/CareerCenters
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** | www.ccsf.edu/Explore
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. **General Work Experience** | 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
Find out about on-campus employment opportunities.

6. **Academic and Transfer Counseling** | 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. **Employment Specialists** | www.ccsf.edu/CareerServices
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. **Occupational Work Experience** | www.ccsf.edu/WorkExperience
Earn course credit for industry-specific internships. 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
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
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.

11. **Career Services Website** | www.ccsf.edu/CareerServices
Access Career Services team contact information, links to on-line career resources, and information about CCSF's specialized workforce initiatives.
OFFICES

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

Work Experience
Main Office: Ocean Campus, Arts 210
(415) 452-7045

Student Employment
Main Office: Ocean Campus, MUB 260
(415) 452-5669

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

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
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