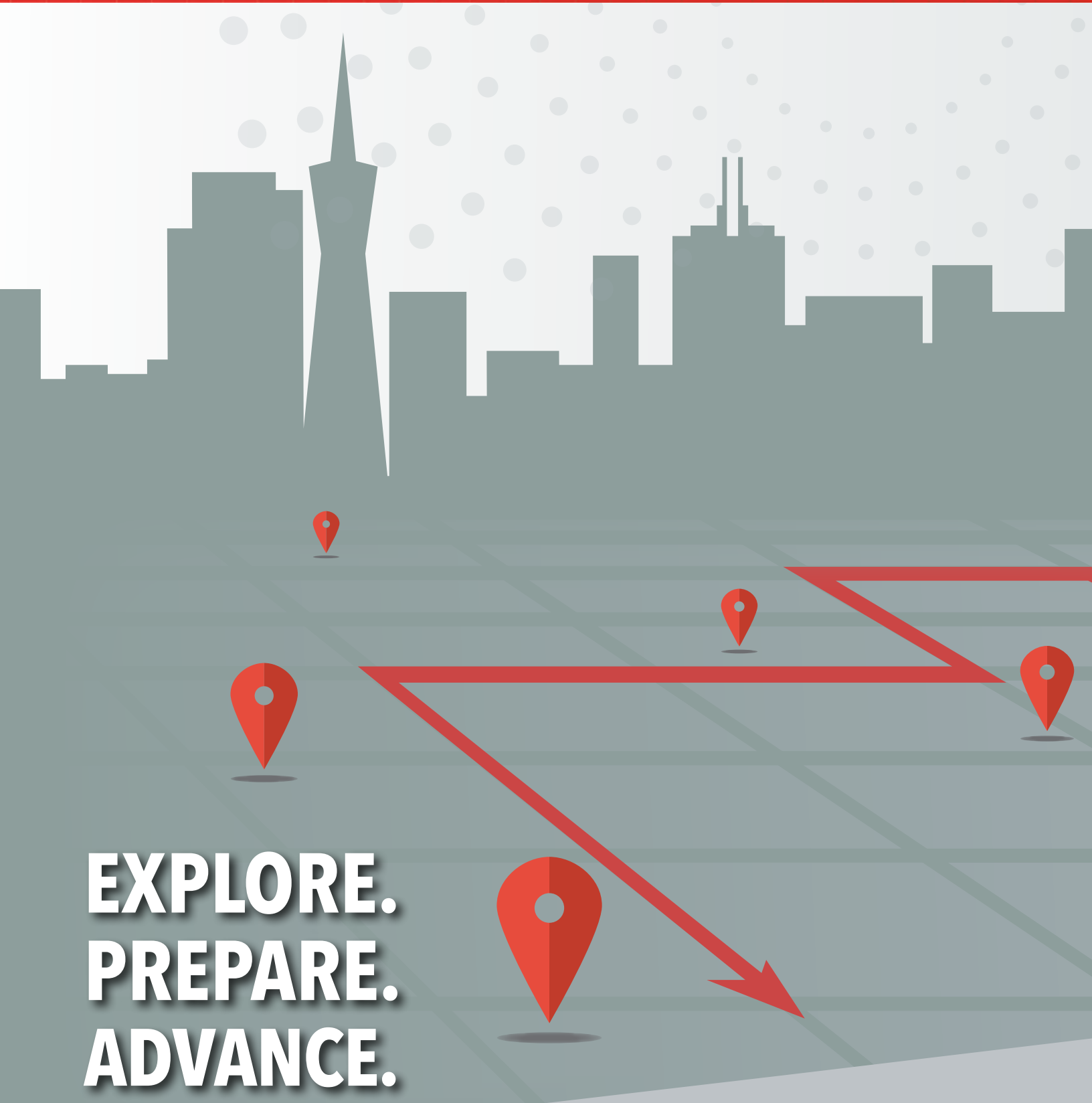




FIND YOUR WAY CAREER SERVICES GUIDE



**EXPLORE.
PREPARE.
ADVANCE.**

Meeting you where you are . . .

FROM HERE TO YOUR CAREER



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 PREPARE ADVANCE

🕒			Take the Career Assessment to learn more about yourself and find career and program suggestions based on your interests. 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's Handshake to find information about job opportunities, career panels and employment related events. Keep your Handshake 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.

- Career Assessment**
 Based on your interests, search for careers and see relevant data on wages, employment, and the training you need.
 - Career Coach** | ccsf.emsicc.com
 An online tool that can help you find careers that match your strengths and learn more about jobs and industries you're interested in, including information on wages, job growth, and current openings! Take a career interest survey to learn more about your strengths, upload and edit your resume, and research tons of careers and industries.
 - Skills Match** | ccsf.lightcastskills.com
 An online tool to help identify skills you already have, the skills you need to get your dream job, and which CCSF programs can help you bridge the gap! Enter the skills you have and the skills you want and Skills Match will provide personalized career and educational recommendations.
- Career Development Center** | ccsf.edu/CareerCenter
 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.
- Career Exploration Courses** | 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, such as:
 - CRER 60—CREATING CAREER OPTIONS
 - CRER 61—ORIENTATION TO CAREER SUCCESS
 - CRER 62—SUCCESSFUL JOB SEARCH TECHNIQUES
- General Work Experience** | ccsf.edu/WorkExperience
 Enroll in these classes and earn college credit for learning on-the-job in paid positions or internships:
 - WKEX 333—GENERAL WORK EXPERIENCE
 - WKEX 777—ON-CAMPUS WORK EXPERIENCE
- Student Employment** | ccsf.edu/SHEP
 Find out about on-campus employment opportunities.
- Academic and Transfer Counseling** | ccsf.edu/Counseling
 Get help with your educational plan and the requirements for a certificate, degree, or transfer to a 4-year institution.
- Employment Specialists** | ccsf.edu/CareerServices
 Get help with industry specific job search support, internships, and employer networks. Each Specialist focuses on specific industries (see back for complete list of Employment Specialists).
- Occupational Work Experience** | 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.
- Handshake** | ccsf.joinhandshake.com/stu
 Activate your Handshake account on your myRAM portal by clicking on the Handshake icon. Search for jobs. Post your resume. Access Career Services events, resource articles, and more.
- Workforce Wednesdays** | 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.
- Career Services** | ccsf.edu/CareerServices
 Access Career Services team contact information, links to on-line career resources, and information about CCSF's specialized workforce initiatives. For video resources, visit the Career Services Youtube channel: youtube.com/@ccsfcareereducation759

OFFICES

Career Counseling

Main Office: Ocean Campus, MUB 101
(415) 239-3117 · careercenter@ccsf.edu

Work Experience

Main Office: Ocean Campus, Arts 210
(415) 452-7045 · workexperience@ccsf.edu

Student Employment

Main Office: Ocean Campus, MUB 260
studentemployment@ccsf.edu

Transfer Center

Main Office: Ocean Campus, MUB 101
(415) 239-3748 · transfer@ccsf.edu

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/North Beach: (415) 395-8611

Downtown: (415) 267-6543

Evans: (415) 550-4440

John Adams: (415) 561-1925

Mission: (415) 920-6056

EMPLOYMENT SPECIALISTS & ACADEMIC AND CAREER COMMUNITIES

CCSF offers a variety of programs for students to achieve their educational goals. The Academic and Career Communities help students explore degree and certificate programs by career and interest areas. For more information: ccsf.edu/degrees-certificates



Arts, Media, and Entertainment

Arya Zarrinkelk
(415) 895-2091
azarrinkelk@ccsf.edu



Communication and Languages

Career Counseling
(415) 239-3117
careercenter@ccsf.edu



Health and Safety

Nicole Tuet
(415) 561-1930
xtuet@ccsf.edu



Society, Culture, and Social Justice

Tina Zhong
(415) 799-7039
tizhong@ccsf.edu



Business, Management, and Entrepreneurship

Career Counseling
(415) 239-3117
careercenter@ccsf.edu



Education and Child Development

Tina Zhong
(415) 799-7039
tizhong@ccsf.edu



Science, Technology, Engineering, and Math

**Emily Burns – Science, Math,
Engineering and Technology**
(415) 452-7042
erburns@ccsf.edu

**Steven Nelson –
Computer Science and
Information Technology**
(415) 452-7104
snelson@ccsf.edu



Tools and Trades

Desean Deams
(415) 550-4455
ddeams@ccsf.edu

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