Helping students and the community with career choices.

All services are available to students and the community at no charge!

Locations & Office Hours

Valencia Campus
26455 Rockwell Canyon Rd
Santa Clarita, CA 91355
Student Center, Room-123
Monday 10am - 5pm
Tuesday 10am - 7pm
Wednesday 10am - 5pm
Thursday 10am - 5pm
Friday CLOSED

Canyon Country Campus
17200 Sierra Highway
Canyon Country, CA 91387
Quad 1, Bldg B, Rm-110
Wednesday 10am - 3pm

Contact Information
Phone: 661-362-3286
Fax: 661-362-5141
www.canyons.edu/careercenter

Find us on Facebook
Google “College of the Canyons - Career Services”
Become a Fan!

Career Corner

Get Experience Now!
By Anthony Michaelides, Director/Nancy Medina, Career Advisor

You’ve probably heard it before, maybe even during an interview, “You don’t have enough experience.” What can you do? How can you get the experience you need when no one will give you the opportunity?

Luckily, there are several ways you can gain experience that can be extremely valuable, and are actually quite easy to make happen. These include internships, volunteering, service-learning, and participating in campus clubs and organizations. Here’s a quick description of each:

Internships—An opportunity to “test drive” a career by working at a site that is tied to your major and career choice. There are clear outcomes and goals, and there is a focus on gaining and utilizing skills.

Volunteering—This most commonly refers to providing assistance, usually at a nonprofit, that can involve a variety of tasks. You are there to help with whatever needs to be done as a part of your civic duty to give back to your community.

Service-Learning—Similar to volunteering, as it generally takes place at a nonprofit, except that there is a learning component tied to a specific class, and a reflection component to define your experience.

Campus Clubs and Organizations—These experiences offer opportunities to obtain skills such as leadership, budgeting, project management and teamwork, among many others, as a President, Vice President, Treasurer, Director, Officer, Historian, Student Trustee or member.

Getting experience can be a valuable way to determine a possible career path while acquiring professional skills. These skills, in turn, enhance your resume and can be very impressive to employers who many times look for these additional experiences on your resume (some universities also use them as a part of their admissions process). Other benefits include networking with potential future employers and developing excellent transferable skills you might never have had the opportunity to gain. The bottom line is, don’t wait...get experience now!

MYJOBS Online Job/Internship Database
Check out over 100 job postings
Available for your smart phone in a Mobile Version!
Or online at
www.canyons.edu/careercenter
NETWORKING TO FIND A JOB? USE LINKEDIN!
By Nicole Goddard, Career Advisor

As we know in today’s economy, the job market has become increasingly competitive. Networking remains a necessary tool for a successful job search, and although face to face interaction is still the most effective way to win someone over, the increased popularity of technology, in particular social media sites, is a tool that can’t be ignored.

If you are looking to gain experience in your chosen career field, or even just gather more information, LinkedIn can be great for connecting with professionals who can help. LinkedIn allows you to connect with these professionals, through your friends, to gain information about their business or organization. The concept is simple—use your friends to contact people you might otherwise never have known. These professionals can then provide you with career and company information, through informational interviews, and you can see if they will direct you to the right person at the company who can provide volunteer, internship or job opportunities.

You can also search for current job openings (companies are increasingly posting in LinkedIn) in your area and can join groups that “follow” top businesses and organizations of interest, to be informed about potential opportunities, events and job fairs, as well as gain insight on an organization’s mission statement, upcoming developments, and important key members that are a part of the staff.

Finally, remember that LinkedIn is a public site, so be mindful that professionals will be viewing your profile, in many cases searching for candidates for a job opening, so steer clear from posting inappropriate messages, pictures, names, and including inaccurate information. Also, be conscious about who you add and/or accept to your network. It isn’t a competition for how many connections you have. Instead, it is about accepting professional connections that will help lead you to the career field of your choice. Create an account now and start building your network! See us if you need help.

Gotta Have A Good Education Plan
By: Anthony Michaelides, Director

Did you know that having an Education Plan is critical to your success in college? Your Ed. Plan is the road map that ensures you will take the right courses that lead to your certificate, degree or transfer to a university. Here at the Career Center, we know that students are sometimes undecided on a major, and some select career paths without fully exploring the career opportunities, only to switch careers halfway through their degree. We encourage students to take career assessments, seek career advisement and discuss their options before deciding on their major. There are many resources available to help with exploring occupations and making that final decision. To start, you can try the “Career Action Plan (CAP)” at www.cacareerbriefs.com/resources, that walks you through a process of assessing yourself, exploring career options, and making a decision. With that decision, you can then create a more solid Ed. Plan that keeps you on the path to success!
A driving force for many students is finding employment that promises future growth and delivers high earnings. And although we promote following your heart and not chasing the money, below is a glimpse of top projected occupations by growth and by wage from 2010 through 2020. Online sources, such as the Bureau of Labor Statistics and the Occupational Outlook Handbook, update their websites with an array of information that will answer common questions regarding employment trends, salary outlook, and educational preparation. However, one thing to consider is that these statistical projections can change over a short period of time as technological advances and improvements revolutionize many industries. Nevertheless, it is always interesting to learn which fields are hiring the most and what positions are earning the top salaries.

### Table 1.3: Fastest growing occupations, 2010 and projected 2020 (Numbers in thousands)

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total, All Occupations</td>
<td>143,068.1</td>
<td>163,537.1</td>
<td>20,468.9</td>
</tr>
<tr>
<td>Personal Care Aides</td>
<td>861.0</td>
<td>1,468.0</td>
<td>607.0</td>
</tr>
<tr>
<td>Home Health Aides</td>
<td>1,017.7</td>
<td>1,723.9</td>
<td>706.3</td>
</tr>
<tr>
<td>Biomedical Engineers</td>
<td>15.7</td>
<td>25.4</td>
<td>9.7</td>
</tr>
<tr>
<td>Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters</td>
<td>29.4</td>
<td>47.0</td>
<td>17.6</td>
</tr>
<tr>
<td>Helpers--Carpenters</td>
<td>46.5</td>
<td>72.4</td>
<td>25.9</td>
</tr>
<tr>
<td>Veterinary Technologists and Technicians</td>
<td>80.2</td>
<td>121.9</td>
<td>41.7</td>
</tr>
<tr>
<td>Reinforcing Iron and Rebar Workers</td>
<td>19.1</td>
<td>28.4</td>
<td>9.3</td>
</tr>
<tr>
<td>Physical Therapist Assistants</td>
<td>67.4</td>
<td>98.2</td>
<td>30.8</td>
</tr>
<tr>
<td>Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters</td>
<td>57.9</td>
<td>84.2</td>
<td>26.3</td>
</tr>
<tr>
<td>Meeting, Convention, and Event Planners</td>
<td>71.6</td>
<td>102.9</td>
<td>31.3</td>
</tr>
</tbody>
</table>

From My Experience...  
By Anthony Michaelides

I have been in the career services and job placement fields for just over 20 years, and love what I do for a living. It is very rewarding to help students and community members to get closer to their career goals through making informed decisions based on exploration, becoming aware of their own skills and self-worth, and competing for jobs with a “strategic” resume. Through the years I have encouraged many to stretch the limits, think outside the box and use common-sense psychology to handle their specific situation. However, several topics seem to come up repeatedly, and here are some general principles I would like to pass on...from my experience:

1. **Resumes**—one page or two? Forget about all you have heard about limiting yourself to one page. If you have two pages of relevant information that will qualify you for the job, go for it! Here are three quick reasons why: First, what is the employer’s ultimate goal—one page resumes, or to find the right candidate for the job? Second, have you ever seen a job description that read “only send one page resumes”? (I’ve seen it only twice in the past ten years). Third, What if you summarize your resume down to one page and your competition leaves all the great skills, qualifications and details on theirs? Who looks more qualified when they are side by side?

2. **The Job Description**—the key to getting called for an interview. Copying a job description is not plagiarism, although years ago I thought it was and made sure to change all the words when I created my resume. I later learned from experience that the job description is exactly what the employer is hoping to see on your resume. It is their wish list, their minimum qualifications and their preferred skills, all in one place. It also usually contains all of the keywords/buzzwords they are seeking as well. If you can do it the way they asked for it, be sure to let them know on your resume. Of course just copying everything onto your resume is only half the job. You must add short examples to each skill to prove you can do it.

3. **Transferable Skills**—Turbo-boost Your Confidence! Becoming aware of your skills is a process that many people are not aware of, but that can greatly increase your odds of success. How? Identified skills are accessible. In an interview, it is the difference between a two minute pause and a two second pause when asked, “Tell me your greatest strength”? Identifying your skills is a process of examining all facets of your life (jobs, volunteer, hobbies, sports, etc.) and the skills you use to do them well. It requires drilling down into each skill to get to the “core” skills. For example, I might say I have great customer service skills, but that doesn’t tell the employer why I think so, or in what capacity. That I listen to customers, “read them”, understand their needs and provide clear information to them might explain it better.

4. **Career Exploration**—Tough decisions. Choosing a career can be a daunting task for many. It’s human nature to want to make good decisions and to avoid making mistakes. Who wants to look back and regret what they decided? Unfortunately, it is an unavoidable fact of life that we can’t always make the “right” decision. What we need to do is make informed decisions. Do your research, take career assessments, speak with career advisors, counselors, life coaches, etc. Decide what you love to do and explore the options. The bottom line is, you have to jump into the pool and swim at some point. You can always climb out if you change your mind.

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**FROM THE DIRECTOR’S CHAIR**

The fall semester is just past the halfway mark, and we are working hard to prepare for the coming changes that will affect College of the Canyons over the next few years. The primary focus will be on increasing student success and completion rates, and you’ll see changes in priority registration, the BOG waiver, online orientation and Education Plans. Making good career decisions earlier in your college years will be emphasized, and the Career Center will be here to help. Although it is said that you will change careers at least 5 times during your lifetime, we want to help you with the choices, whether it’s your first career, or your fifth. Come and see us for an appointment.

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**Career Web Sites**

- **www.canyons.edu/careercenter/links.asp**  
  Check out our Career Services webpage for all links listed below, and a lot more!!

- **www.myinterface.com/canyons/student**  
  College of the Canyons Online Job Database - local job postings

- **http://scworkssource.com/**  
  Santa Clarita Worksource Center - Workshops, job postings, etc.

- **www.cacareercafe.com**  
  A “virtual career center” to help with career exploration and your career/job search. The Café is open 24/7!

- **www.indeed.com**  
  Large database - Search job opportunities right here in Santa Clarita!

- **www.canyons.edu/internships**  
  Click on “Internships” to view internship opportunities

- **www.onetonline.org**  
  The Occupational Outlook Handbook - Explore career titles, qualifications, salaries, job outlooks, etc.