

Career Corner



Fall, 2007

VALENCIA CAMPUS OFFICE HOURS

Monday	8am - 7pm
Tuesday	8am - 7pm
Wednesday	8am - 7pm
Thursday	8am - 7pm
Friday	8am - 2pm

CAREER SERVICES

All services are available to students and the community free of charge

CAREER SERVICES LOCATION:

Seco Hall - Building,
Room -103
(next to the Administration
Building)



26455 Rockwell Cyn. Road
Santa Clarita, CA 91355
(661) 362-3286
Fax: (661) 362-5141
[http://www.canyons.edu/
careercenter](http://www.canyons.edu/careercenter)

Make an Appointment with a CAREER ADVISOR!

Career Advisors provide valuable guidance and resources to help you make productive and appropriate career decisions. Set up an individual appointment with a Career Advisor to discuss:

Career Planning: set a career path - establish goals, timelines, strategies, etc.

Career Assessment: discuss the results of your Discover career assessment, Myers-Briggs or Strong Interest Inventory.

Job Search: We can assist you in researching employers, industry trends, salary information, etc.

Resume: Would you like to update, create or have your resume critiqued? We can help.

Interview Preparation: Practice questions and answers.

Our advisors are here to assist you. Set up an appointment today!

Career Readiness Workshop Series

Come join us at the Valencia Campus for an exciting FALL semester of workshops that will walk you through the four stages of career readiness: learn how to explore careers, search and apply for jobs, create an effective resume and sharpen your interview skills.
(see the schedule on page two)

Fall 2007 Job & Career Fair

Date: October 17, 2007

Time: 11am - 3pm

Location: Student Center

**Over 100 Employers looking
to hire you!!**

CAREER SERVICES NOW OFFERED at the CANYON COUNTRY CAMPUS!!

The Career Center at the Canyon Country Campus has made its debut this Fall Semester! We will be open to assist students and the public every Wednesday, from 10:00am to 12:00pm and 1:00pm to 6:00pm. Stop by to take a look at job postings, touch up your old resume or create your very first one. A computer lab will allow for ample access to research online career information or to take a career assessment that can help you on your occupational journey. Also, you can practice your interview to strengthen your skills and learn helpful tips to land that perfect job. Best of all, one of our knowledgeable career advisors will be available to meet with you one on one regarding career exploration and the job search process. In addition to career information, the computer lab can also be used to register for classes, apply for financial aid or take care of any student services needs. We look forward to seeing you at the new campus!

Fall 2007 Workshops

Create an Effective Resume

Wednesday, September 5, 2007

How to Conduct a Successful Job Search

Tuesday, September 18, 2007

Preparing for Job Fairs

Wednesday, October 3, 2007

Prepare for the Interview

Tuesday, October 23, 2007

Exploring Careers with "Discover"

Wednesday, November 7, 2007

Salary Negotiations: What are you Worth?

Tuesday, November 20, 2007

Creating Your Own Digital Resume

Wednesday, December 5, 2007

All workshops take place in Career Services, located in Seco Hall, Room-103 from 12:00-1:00pm & again at 6:00-7:00pm. Call 661-362-3286 to reserve a spot

“High Wage/High Demand” Jobs

in the Los Angeles region

Registered Nurses

Elementary School Teachers

Sales Representatives, Wholesale and Mfg., (Except
Technical and Scientific)

Executive Secretaries/Admin. Assistants

Secondary School Teachers

Accountants and Auditors

Carpenters

Truck Drivers, Heavy and Tractor-Trailer

Computer Software Engineers, Application

Police and Sheriff’s Patrol Officers

Computer Support Specialists

Source: EDD/LMID, Projections of Employment by Occupation;
Occupational Employment Statistics Wages, 2006.

HIGHLIGHTED MAJORS...

ACCOUNTING

(Related Careers)

Accountant/Auditor
Auditing Clerks
Association Executive
Bank Branch Manager
Bill and Account Collectors
Bookkeeping
Budget Analysts
Cost Estimators
FBI Agent
Financial Analysts
Financial Manager
Financial Planner
Investment Analyst
Loan Officers
Management Analysts
Personal Financial Advisors
Tax:
Accountant, Collectors
Examiners, and Revenue agents

INTERIOR DESIGN

(Related Careers)

Architects
Art Director
Artists and related workers
Commercial
Decorator
Display Designer
Display, Merchandise
Fashion designers
Furniture Designer
Floral Designers
Graphic Designer
Industrial Designer
Landscape Architects
Package Designer
Set Decorator

PARALEGAL

(Related Careers)

Abstractors, and searchers
Appraisers
Claims Adjusters
Closer
Contract Clerk
Escrow Officer
Examiners
Investigator
Law clerks
Legal Assistant/Paralegal
Legal Investigator
Lobbyist
Occupational health
Patent Agent
Safety Specialists and Technicians
Title Clerk
Title Examiner
Title Searcher
Title Supervisor

Surf Your Way to a Job

Most people today have used the Internet at one time or another. Researching a topic, shopping online, booking a trip or confirming driving directions can easily be done with the click of a mouse. Others have used the Internet for their job search with varied levels of success.

There are two basic ways to use the Internet when looking for work:

The first way is to visit websites that provide job listings. These “job boards”, as they are sometimes called, may allow you to search for job openings by career area, specific occupation, a particular key word or by geographic area. They contain job opportunities from numerous companies that have posted with them. You can apply for the positions you are interested in by following the site’s directions, which usually include sending them your resume either as an attachment, in a format they provide, or typed into the body of your email. Some of these sites will also allow you to post your resume and cover letter in a “resume pool” for employers to peruse when they are seeking candidates. One major benefit of using these sites is that you can get your resume out to a lot of companies, right from your home computer, and at no cost to you. The downside is that the competition is greatly increased as you are competing against candidates from all over the world who have a variety of experiences to offer, and also have access to the same positions. As a result of this, your resume must look professional and contain information that is outstanding and unique. Some sites worth visiting would be www.monster.com, www.quintcareers.com, www.careerbuilder.com, www.caljobs.ca.gov and www.jobbankusa.com. There are a couple of sites that cater specifically to the Santa Clarita and Antelope Valley areas. Be sure to check them out at www.scvjobsonline.com and www.scvjobs.com for their listings.

The second way to use the Internet in your job search is to visit company websites directly, viewing the positions they have available at their site. Each company will direct you on how to apply. Companies may be more apt to consider a resume sent directly to them rather than through a job board posting as it shows them you have put some time into a targeted job search, specifically for their company. Job postings may also be more current and accurate at the company site. So although it may mean spending more time at the computer applying to the companies one by one, it could lead to a quicker response.

If you do not have a computer at home to access the Internet there are resources open to you that will allow you to use their computers, including College of the Canyons, the Santa Clarita WorkSource CA Center, and the public library.

By Anthony Michaelides, Director of Career Services & Job Placement

VISIT THE CAREER CENTER TO TAKE ADVANTAGE OF THESE SERVICES

- Over 300 job listings in our Career Services computer database - Jobs include part-time, and full-time opportunities
- Career assessment and individual advisement appointments
- Create your resume and cover letter using our Career Services templates
- Resume development and critique service
- Library of career books and materials
- Computer lab with Internet access
- Free faxing and telephone privileges for your job search
- Workshops & much more...

FROM THE DIRECTOR'S CHAIR



Anthony Michaelides
Director of Career Services
& Job Placement

Welcome to the College of the Canyons Career Center. We have big plans this year to reach out to as many students as possible to help them explore careers, choose a major, successfully apply for employment and start their careers. We have staff available for walk-in assistance, or for one-on-one appointments. Whether you need a new major, a better job, a resume, local job listings, practice interviewing or help filling out an application, we can assist you. So visit us and take advantage of these great services. And remember to spread the word that all of our services are also available to the public, at no cost.

Placement Success Story

Name: L. Nicole Franklin

Job Title: Case Aid

Company: LA County



Duties: Answer inquiries for law enforcement agencies, attorneys and clients; monitor home and office visits; transport clients to court; input data into Department of Justice database; testify in court; coordinate and arrange family meetings.

(1) What advice would you give to other job seekers?

Utilize all the services Career Services has to offer. I found my job in the County Job book located in the Career Center. Set-up an appointment with a career advisor. Don't be afraid to ask questions. Look for a job and keep a good attitude while you wait for responses. Never give up!!

(2) What kept you from becoming discouraged during your job search?

I kept my hope and faith in God.

(3) How did you feel when you received the job offer?

I was extremely happy!!

(4) Other comments:

Sometimes you never know what job can come your way. Keep your eyes and ears open! Don't be afraid to try something that may seem impossible.



Hot Career Web Sites

**[www.canyons.edu/
careercenter/links.asp](http://www.canyons.edu/careercenter/links.asp) -**

Check out Career Services webpage for all these links and lots more!!

www.MonsterTRAK.com -
(College of the Canyon's password is "destiny"). Search for jobs or click on "Career Guide" for lots of career information.

www.scvjobs.com - Exceptional job opportunities right here in Santa Clarita!

www.scvjobsonline.com - More exceptional job opportunities right here in Santa Clarita!

<http://www.bls.gov/oco/>
- The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives.

<http://www.caljobs.ca.gov/> -
California's Internet system for linking employer job listings and job seeker résumés.

www.canyons.edu/offices/cwee
- click on "Internships" to search for local internships

**[www.henrymayo.com/careers/
careers_openings.asp](http://www.henrymayo.com/careers/careers_openings.asp) -** jobs at Henry Mayo Hospital

