

## 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:

In the C-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)

## Meet our New Career Advisor Interns!!

Do you need help planning or starting your career? Does your current job get you down or are you in need of a change? Don't fear, help is here! Career Services and Job Placement has recently added two interns to provide career advisement services.



Craig Houston and Sarah Goldflam are both Master Degree students in the California State University, Northridge Career Counseling Program. The Program prepares students for highly effective, ethical, and satisfying careers as professional educators and counselors working with individuals, families, and groups in educational, organizational, and community settings. The program focus is on the counseling aspect of working with individuals and their career options.

Sarah and Craig both enjoy working with the variety of students and community members who visit Career Services. They have already assisted many with handling the challenges of balancing work, school and personal life, as well as exploring and discovering careers that can lead to happiness and success.

Feel free to set up an appointment to meet with our advisors to discuss your career needs by stopping into C-103 or calling us at 362-3286. Our services include interview preparation, resume writing/critiques, career transition/exploration, the administration and interpretation of career and personality assessments, and much more.

## New Books at the Career Center Library

Be sure to check out the new books we've added at the Career Services Department. Our new additions include the latest updates of the Career Opportunities book series, which gives detailed information about careers in specific fields, such as in health care, the film industry, law, and much more. Also, we have expanded and updated our resume resource books, which now contain field-specific resumes, with hundreds of sample resumes and cover letters.

Some of the new books even offer an amusing perspective. One notable addition is a book titled *50 Jobs Worse Than Yours*, by Justin Racz, which documents and illustrates 50 less-than-desirable jobs including a garbage barge skipper, a rat catcher, and the "before" guy. This book is an excellent source of encouragement if you are stopping by Career Services because you dislike your current job-although you might be warned that your job might be listed as one of the fifty.

Feel free to drop in and take a look at these excellent books-just some of the many excellent resources we have in the career services center.

-Craig Houston, Career Advisor Intern

## Fall 2005 Workshops

### September

- Resume Writing, Thursday, 8th
- Job Fairs Made Easy, Wednesday, 28th

### October

- The Job Search, Thursday, 6th
- Prepare for the Interview  
Wednesday, 19th

### November

- Exploring Careers with Discover  
Thursday, 3rd
- Resume Writing, Wednesday, 16th

*All workshops take place in  
Career Services, located in C-103  
from 12:00-12:50pm & 6:00-6:50pm  
Reservations preferred*

## HIGHLIGHTED MAJORS...

### Computer Science

(Related Careers)

Applied Science Tech.  
Air Traffic Controller  
Artificial Intelligence Programmer  
Computer Engineer, Consultant  
Computer Facilities Manager  
Computer Installation &  
Test Specialist  
Cryptographer/Cryptologist  
Demographer  
Environmental Tech.  
Information Scientist  
Meteorologist  
Research Analyst  
Risk Analyst  
Software Development Specialist  
Software Engineer  
Treasury Management Specialist  
Urban Planner  
Value Engineer

### Economics

(Related Careers)

Actuary  
Bond Trader  
Commodities Trader  
Compensation Manager  
Consumer Affairs Director  
Demographer  
Economist  
Efficiency Expert  
Entrepreneur  
Estate Planner  
FBI Agent  
Financial Planner/Analyst  
International Trade Specialist  
Labor Relations Specialist  
Lawyer  
Politician  
Statistician  
Urban Regional Planner

### Special Education

(Related Careers)

Adaptive Physical Education Teacher  
Autism Center Manager/Teacher  
Camp Director  
Child Psychologist  
Creative Arts Therapist  
Educational Advocate  
Employee Development Specialist  
Language/Audiologist  
Librarian  
Lobbyist  
Occupational Therapist  
Physical Therapist  
Peace Corp  
Physical Therapist  
Professor, College, University  
Rehabilitation Counselor  
Special Education Teacher-Schools  
Special Needs Teacher  
Speech Pathologist

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# College of the Canyons

## Job & Career Fair

**Date: Wednesday, October 12, 2005**

**Time: 11:00am - 3:00pm**

**Location: COC Central Campus**

**Over 100 companies expected to participate!!**

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### Job Fair Success

By Anthony Michaelides

Director, Career Services & Job Placement

Attending job fairs can be a great way to find a job. There are many job fairs advertised in the newspaper, generally in the classifieds section, as well as on the Internet and Career Centers. With proper preparation you can circulate your resume, speak with hiring managers and leave a great impression with an employer. Some employers may interview you on the spot, while others will simply take your resume to consider for an interview at a later time. In either case, you have an opportunity to meet the employer in person, rather than just emailing, faxing or mailing your resume to a "box" at the company.

#### Preparing for a job fair is easy...

- **First**, make several copies of your resume to bring with you, as you will be handing them out to employers.
- **Second**, you will want to look professional, as you will meet a variety of company representatives and you want to impress them. Keep in mind that if you do not look professional, your competition probably will.
- **Third**, be sure you know the contents of your resume so that if an employer begins to ask you questions about it you can answer knowledgeably. Practice what you will say beforehand as you will want to sound prepared and professional. Prepare a "60 second commercial" that sells your skills, education and personality.
- **Finally**, keep in mind that when you go to each company table, think of it as an interview. Shake hands with the employer, introduce yourself and the position(s) you are seeking, and be prepared to ask questions about the company and position to show interest.

Job fairs are a "free" job search tool that need to be a part of your job search process. Although emailing, faxing and mailing your resume are certainly effective, and need to be done, there is no better way to make contact with an employer than to stand in front of them, shake hands, introduce yourself and talk to them about what skills you have to offer them. We look forward to seeing you at College of the Canyons Job Fairs, held in Fall and Spring.



Anthony Michaelides

Director of Career Services  
& Job Placement

## FROM THE DIRECTOR'S CHAIR

Welcome back to another year at College of the Canyons. We look forward to assisting you with your career exploration and job search efforts. Stop by our Department to find out what services we have to offer, to check out our 22-computer Student Services Lab, or to set up an appointment to speak with one of our Career Advisor Interns. We have new extended hours and some exciting new job openings. And remember, our services are offered at no cost to you, your friends and relatives. So spread the word.



## 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](http://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.scvjobsonline.com](http://www.scvjobsonline.com) -  
*Exceptional job opportunities right here in Santa Clarita!*

<http://hotjobs.yahoo.com/>  
- Just type in the area and criteria and it displays a big list of job openings.

[www.entertainmentcareers.net/sbjobs](http://www.entertainmentcareers.net/sbjobs) - *Entertainment Jobs, Internships and Career Information in the Entertainment Industry.*

[www.canyons.edu/offices/cwee](http://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*

[www.environmentalcareer.com/](http://www.environmentalcareer.com/)  
- *helping people work for the environment*

## Placement Success Story

**Name:** Bobby Ross

**Job Title:** MRI Technologist

**Company:** Maxim Healthcare

**Duties:** Prepare patients for MRI scans and safety, operate the MRI machine, and provide high quality images for physicians.



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

When someone says to you, "You don't qualify," or "You do not have enough experience," take it as a challenge and keep searching for the right job.

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

Participating in the College of the Canyons Job Placement Program and talking to good advisors (Craig).

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

I felt meaningful and important, and grateful to be a part of the "Working World."

**(4) Other comments:**

Thanks a million to COC Career Services and Job Placement Department.

## CAREER SERVICES AVAILABLE

- Over 300 job listings in our Career Service computer database - Jobs include part-time, full-time, summer and temporary positions
- Create your resume and cover letter using our Career Services templates
- Resume critique service
- Library of career books, materials and videos
- Computer lab with Internet access
- Free faxing and telephone service
- Workshops & much more...

