Santa Barbara City College Schall Career Center
Job Search Gameplan

**STEP 1: Know Yourself**

- What makes you tick?
- Take an inventory of your skills, qualities, values, and interests – not just from jobs, but your social life, school and more.
- Identify those activities that you enjoy doing and would like to do again – and those you’d like to avoid.

**STEP 2: Talk to people in your career field**

Talking with people who do the kind of work you’re interested in can give you a much more complete sense of what that occupation is like.

- Do an informational interview.
  Make the contact and ask to conduct an informational interview with people in your field. You’ll be surprised at how often people are willing to talk to you about what they do – and secretly they’re flattered that you cared enough to ask. If you’re not sure what kinds of questions to ask, come by the Career Center and pick up a list of sample questions.

- Network
  If you don’t know anyone who does this work, ask your instructors, counselors, friends, and family for names of people to contact. Join professional organizations related to your interests. This is a great way to meet people, learn more about the occupation, and get a feel for the occupational field.

**STEP 3: Develop a Resume**

This is where you pull together what you know about yourself with what you know about the job in particular.

- Define your job objective. This single sentence should be a combination of what you want with what the employer will get.
- Describe your work experience and educational background.
- Emphasize your skills and accomplishments.
- Tailor your resume to the job or kind of job you will be seeking – highlighting the things that are
- Bring a rough draft of your resume to the Career Center for critique by a career counselor. It’s important to get several people to look at it, both to catch simple typographical errors and for overall effectiveness.

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**Career Center Location & Hours:**
Student Services Bldg. – Room SS-282, (805) 965-0581, ext. 2331
Hours: Mon. 9–4:15, Tues. 9–4:15, Weds. 9–6:45, Thur. 9–4:15, Fri. 9–1:00