



## PhD and Master's Student Services

We help you explore academic and nonacademic career options, find full time and part time employment, pursue internship and fellowship leads, and develop skills and job search materials to achieve your career goals.

### PhD and Master's Student Career Counseling

Get quick answers about CVs/resumes, job search strategies, information sources, and more. No appointment Necessary! Hours announced each quarter at:

[career.ucla.edu/Workshops/DropInCounseling.asp](http://career.ucla.edu/Workshops/DropInCounseling.asp) and [atgsa.asucla.ucla.edu/gsrc](http://atgsa.asucla.ucla.edu/gsrc).

**UCLA Career Center**  
Strathmore Bldg, 2nd Floor  
Monday-Friday, 9am-5pm  
310.206.1915

[ccadmin@career.ucla.edu](mailto:ccadmin@career.ucla.edu)  
[career.ucla.edu](http://career.ucla.edu)

We're conveniently located south of Ackerman Student Union. Our spacious and modern facility is fully equipped with up-to-date technologies and comfortable amenities to make your visit as pleasant and productive as possible.

**Graduate Student Resource Center**  
Student Activities Center,  
Room B11  
[Atgsa.asucla.ucla.edu/gsrc](http://atgsa.asucla.ucla.edu/gsrc)

### Career Planning and Job Search Assistance

**Career Counseling** - Professional career counselors will assist you through every stage of your career decision making and job search activities. Attend a drop-in session to determine what level of assistance you need. Career counselors hold regularly scheduled drop-in hours at in the Career Center and at the Graduate Student Resource Center. One-hour appointments are also available.

### Career Lab: Research Career and Graduate School

**Options** - A multimedia collection of 3,000 books, directories, periodicals, videos, and other reference materials are available. Targeted bibliographies are available for many distinct graduate and PhD career paths.

**Credentials File Services** - UCLA graduate students and alumni seeking employment in higher education can store their confidential reference letters with the Career Center's state-of-the-art web based system. Letters are forwarded to colleges and universities upon your request (see <https://secure.career.ucla.edu/Credential>).

**BruinView™** A detailed online list of jobs, internships, interviews, and career management tools is available 24 hours a day via the web. This online career management and job search system is especially valuable for graduate students seeking technical or management positions in non-academic settings. Exclusive job listings put you in touch with current positions in business and industry, government and nonprofit organizations, and education. BruinView™, the UCLA Career Center's alliance with more than 40 other prestigious Research I institutions, provides our masters and PhD students shared access to thousands of positions posted across the nation.

**Career Fairs and Employee Information Sessions** – Excellent opportunities to meet representatives from corporations, school districts, government agencies, and nonprofit organizations. These avenues have become popular for employers recruiting Master's and PhD candidates.



# Workshops and Events for Graduate (Master's and PhD Students)

## Fall Quarter: Preparing for the Academic Job Market Series

This series is designed to prepare PhDs to enter the academic job market. Watch for workshops on *Preparing the Academic CV and Cover Letter* and *Mastering the Academic Interview for Engineering, Sciences, Humanities, Social Sciences and the Arts*, and *Negotiation Skills for Academic positions*.

## Heads Up! Non-Academic Market Applicants

Employers who seek Master's and PhD students for positions in industry, government, business, and international settings recruit during the Fall Quarter of each year. Visit [career.ucla.edu](https://career.ucla.edu) and register with **BruinView™** to access these opportunities. Attend career fairs, employer info sessions, prepare graduate level resumes, practice interviewing skills, and learn to research and apply for positions.

## Winter and Spring Quarter: Expanded Options Series

These workshops are designed to help PhD students explore non-academic career options, understand the value of PhDs in the workplace, and identify attractive career options. Attend a *Skills Assessment for Doctoral Students* workshop to learn what skill sets you have that will be attractive to non-academic employers. Learn how to create the *Doctoral Level Resume* and learn *Networking Skills*.

### Career Week

Master's and PhD students attending this series of panels and workshops will gain valuable information on a variety of fields such as entertainment, media, business, engineering, education, science and industry. Attend the *Pathways for PhDs in Engineering and Sciences* and *Pathways for PhDs in Arts, Humanities and Social Sciences* panels where doctoral level speakers share information about their nonacademic careers and address student questions.

## Internships, Fellowships and Study Abroad Workshops

Learn about local, national, and international internships, fellowships, and study abroad opportunities that are very attractive options for Master's and PhD students wishing to gain experience in a particular field.

## Graduate Student Resource Center (GSRC) B11, Student Activities Center

Stop by the GSRC Center, or visit [gsa.asucla.ucla.edu/gsrc](https://gsa.asucla.ucla.edu/gsrc) to learn about programs and resources for UCLA graduate students. The GSRC is sponsored by the Graduate Student Association.