PhD and Master’s

Student Services
Brought to you by the UCLA Career Center

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 our career goals.

Career Center Services and Resources
career.ucla.edu

- Career Counseling
- Career Assessments
- Career Library (> 2500 publications)
- CV/Resume Assistance
- Interview Skills
- Mock Interviews
- Professional Panel Discussions
- Workshops
- Employer Info Sessions
- Career Week
- Job Search Strategies
- Job Postings on BruinView
- Career Fairs: General (3) and Engineering (2)
- Other Fairs: Global Opportunities, APSIA,
- Government and Non-Profit
- Versatile PhD (non-academic careers)
- Career Center Website Resources
- And more……

Career Counseling, Planning and Job Search Assistance – Confidential meetings with professional career counselors will assist you through every stage of your career decision-making and job search activities. Schedule an appointment with a counselor in the Career Center through BruinView™, or attend drop-in sessions which are available without appointments at the Graduate Student Resource Center. Tu/Th 11-12.

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 non-profit 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 non-profit organizations. These avenues have become popular for employers recruiting Master’s and PhD candidates.

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 http://gsrc.ucla.edu/ to learn about programs and resources for UCLA graduate students. The GSRC is sponsored by the Graduate Student Association.
Writing A Winning CV
This workshop will cover the basic strategies for writing a strong CV for academic positions. Topics will also include the difference between a CV and Resume and how to convert your CV into a resume.
July 10  W  10 – 11:30  Career Center, Room 200
July 30  T  10 – 11:30  Career Center, Room 200

Academia & Beyond: Basic Career Planning for Graduate Students
Academia? Business? Non-Profit? Government? Do you want to know about academic and nonacademic career options available after earning a graduate degree? This workshop will provide an overview of important steps, considerations, and information for decision-making and implementation needed for your career journey.
July 17  W  10 – 11:30  Career Center, Room 200

Leveraging Your Transferable Skills: Self-Assessment & Strengths Analysis for Graduate Students
In this workshop, you’ll identify and analyze your strengths and transferable skills as well as discover how they relate to career possibilities. You’ll also learn how to highlight your skills on resumes, CVs and in the job search. Limited to 16 participants (minimum 4). Directions for this assessment will be provided after registration is received and reviewed.
July 23  T  10 – 11:30  Career Center, Room 200

The Straight A Approach to the Grad Student Job Search
Strategies and information offered during this workshop revolve around attitude, analysis and action as indispensable parts of any effective job search process.
July 31  W  12 – 1:30  Career Center, Room 200

Self-Assessment: Personality
Certain personalities fit certain careers. Come to this workshop and take an MBTI personality assessment to learn more about how your personality can influence and benefit your choice of a major or a career. You will take, score, and receive an interpretation of your assessment at the workshop in a group/interactive format.
August 28  W  10:00-11:30  Career Center, 3rd Floor

Register with UCLA BruinView™ to review the Summer 2013 workshop schedule, employer information sessions, and positions posted for UCLA graduate students. Note: Please visit these pages regularly for changes or exceptions to the schedules.

Workshops are free and are open only to currently enrolled UCLA students. Reservations are required for all workshops.
Registration is available online through BruinView™. Questions? 310.206.1915.