As you pursue your advanced UCLA degree, you acquire transferrable skills well beyond expertise in your academic discipline: writing, communication, diplomacy, conflict resolution, time management, multitasking, research, analysis, and people management, to name a few. All of these are valuable assets to potential employers and position you for pursuing positions in academia, business, industry, government and nonprofit sectors! But searching for jobs within and beyond academe can be challenging for graduate students after many years of entrenchment in the academic environment.

This UCLA Graduate Student Career Guide walks you through all of our explicit graduate student services and includes information instructional for you to navigate the career planning process. The UCLA Career Center staff is trained to understand and expertly address the discreet and distinct career and employment needs of our advanced degree candidates. We are dedicated to helping Master’s and PhD students to explore and focus your career options and to acquire and adopt new skills to effectively promote your candidacy—through counseling/consulting services, specialized workshops, events and programming, the robust, state-of-the-art BruinView™ career management platform, and referrals to effective, current electronic and print resources. This Guide streamlines the vast array of career resources available to you, while our counselors keep abreast of and share current trends, and collaborate with your faculty, employers, and colleagues in higher education and in other sectors of the economy who inform our content expertise.

We offer services to graduate students across all academic programs; it is up to you to engage with us and important for you to start the career planning process early! While the core content of our services is available online, we strongly encourage you to first meet with a career counselor who will help you gauge where you are in the development process and craft a strategy for exploring your career options and/or conducting your job search within academia, business, industry, or government. Key to any successful search—whether academic or nonacademic—is careful self-reflection and assessment of values, interests, and skills. By discovering who you are and what you want, you are better equipped to focus your career exploration, make informed career choices, and conduct an effective job search.

Our counselors are active in the Graduate Career Consortium (GCC), comprised of professionals who deliver premium career services to graduate students at select research institutions nationwide. They will help you:

• Discover the broad range of career options for advanced degree holders;
• Develop your customized career plan;
• Navigate the job search process;
• Create excellent application materials; and
• Prepare for interviewing and negotiation.

Remember to start early! You may discover that you will need time to boost your qualifications through networking, gaining some additional experience, or enlisting customized strategies to improve your chances of success. We look forward to supporting your career journey to securing a rewarding future.

Sincerely,

Kathy L. Sims, Director
# UCLA Graduate Student 2012-2013 Career Guide

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THE UCLA CAREER CENTER has a long history of providing career services and programs that specifically address Master’s and PhD students’ career needs. Over the course of your UCLA graduate education you will develop advanced skills in teaching, research, leadership, collaboration, writing, publishing, and international experience, to name a few. These transferable skills are attractive to academic and non-academic employers. Whether you choose an academic or non-academic career path, the UCLA Career Center will work with you to explore options, pursue internships, and develop job search skills to achieve your career goals.

We invite you to visit us to learn how we may assist you in the transition from graduate student to professional. We recommend that you review this Career Guide as there is great information on job search, application materials, interviewing tips, and preparation for the academic and non-academic market, skills and services that will be useful to you. For your convenience, our website is career.ucla.edu.

**LOCATION**
501 Westwood Plaza
Strathmore Building, North Entrance
2nd and 3rd Floors
Los Angeles, CA 90095-1573

**Second Floor**
Counseling Services & Career Library/Lab
Email: ccadmin@career.ucla.edu
Phone: 310.206.1915
Fax: 310.206.3938

**Internship & International Opportunities**
Email: internships@career.ucla.edu

**Credential File Service**
Email: credential@career.ucla.edu

**Letters of Reference Services**
Email: pps@career.ucla.edu

**Third Floor**
Employer and Corporate Relations
Email: BruinView@career.ucla.edu
Phone: 310.206.1902
Fax: 310.794.2024

**Interview Rooms, Conference Rooms, Administrative offices**
TOP 10 TIPS FOR GRADUATE STUDENTS

1. **Use UCLA resources.** Take time to discover the multitude of resources available to you as a graduate student; use them early and often. The programs, workshops, and lecture series offered through different departments are designed to support your success at UCLA and in your career life. Check departmental websites to see exactly what programs and workshops are offered, and add them to your calendar. A host of departments and individuals should be included on your short list, including the Career Center, GSRC, GWC, Department Advisors, and CAPS.

2. **Cultivate relationships.** Get to know your professors. Get to know people ahead of you in the program as well as your classmates and colleagues. Meet professionals outside of UCLA at conventions and meetings. All these relationships can make a big difference on your journey toward your degree, and they will serve as valuable contacts when you are seeking to advance your career after graduation.

3. **A degree, even a PhD/Master’s is not enough.** Your ultimate career choice is a combination of how you will use your degree AND the skills, strengths, and experiences you gain along the way. If you are heading toward academia, you will need to speak at conferences and publish papers. If you are heading toward a field outside of academia, consider “value added” skills that the employer may seek, and find ways to develop those. These can also support a “Plan B” option if needed.

4. **Do it now.** Everything takes longer than expected, especially graduate-level work. In order to get everything done, avoid burn-out, and keep your sanity; time management is crucial to a successful outcome. If this is a skill set that you have struggled with, now is an excellent time to use a day-planner (or similar tool that works for you). Time management should be embraced as a skill to develop. You will not be sorry—it should even help you complete the program in a timely manner!

5. **Be proactive.** It is up to you to ask questions to clarify expectations, instructions, assignments, finances, and anything else that you need to know to prepare for your studies, research, career, and life. It is always better to request information sooner than later, and professors appreciate the level of independence this reflects.

6. **Get involved.** Now that you have that day-planner, you can organize your time to get involved in the university community: departmental and graduate student leadership, journals, clubs, programs, tutoring, research, etc. Not only will it award you the opportunity to meet colleagues, make friends, and develop your network, but it will enable you to develop skills outside of your program.

7. **Develop your expertise.** Take advantage of the opportunities to learn beyond the required readings and assignments. Professors, research opportunities, conferences, professional associations, journals and colleagues can all be resources.

8. **Start or enhance your Teaching/Professional Portfolio.** Assignments, awards/achievements, publications, and presentations are many of the items that will become part of your portfolio. Create a file to organize your academic work as soon as you begin your graduate studies. As years pass it’s easy to forget about projects. This portfolio will serve as an easy retrieval system when you write your CV and organize application materials that may be requested later on.

9. **Take a break.** Go for a walk, go to the gym, go home. Meet with friends and family, laugh heartily. Whatever it is, step away from the classroom, the books, and/or lab. Give your brain a chance to relax and gain some perspective for the work you are doing. Remind your friends and family that you are still around. Schedule it into your day-planner if you must, but take a break!

10. **Evaluate progress.** Road trips have mile markers that allow us to see our progress. The same is true of graduate studies. It is a long process and staying on track takes planning. Set time aside yearly, if not quarterly, to evaluate your progress. Set and adjust goals as needed. You may be right on track which, in itself, is reassuring to know. But sometimes you will wonder if you are on the right road at all. Academic advisors, professors, and career counselors are a few of the resources UCLA has to assist with this evaluative process.
**TIPS FOR MASTER’S-LEVEL STUDENTS**

1. **Start your Job Search now.** Fall quarter is recruiting season for many industries: Finance, Accounting, Business, and Engineering, among others; recruiters attend career fairs, on-campus events, host information sessions, and post positions on BruinView™. They recruit for both internships and full-time employment. [career.ucla.edu](http://career.ucla.edu)

2. **Be proactive about career plans.** Whether preparing for employment or further graduate studies, knowing what is expected can help you plan ahead and set you apart from the crowd. Develop skills and gain experience targeted to your career goal, not just your academic goal. If you are uncertain, this will also allow time for you to speak to professionals and professors, attend employer information sessions, career fairs, and conferences to learn about opportunities.

3. **Get experience.** Internships, employment, research experience, and active participation in community service and/or student organizations can all contribute to skill development and leadership experience. Review job postings of positions of interest long before you intend to apply and see what skills and qualifications are sought. This will give you a good idea of skills to develop that will increase your competitive edge.

4. **Join professional organizations/attend conferences.** Learning about trends in your industry, meet professionals, and begin to develop your expertise and network. Often, there are reduced fees for student membership; some conference attendance is free for volunteers.

5. **Review “Top 10 Tips for Graduate Students” in this Guide.**

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**NON-ACADEMIC EMPLOYMENT RESOURCES**

**BruinView™ Listings**
Thousands of current full-time career positions and internships available throughout Southern California, nationwide, and internationally, are advertised online exclusively for UCLA students and eligible alumni. You can tap into BruinView™ 24 hours a day. It’s fast, easy, and convenient. Employers from throughout greater Los Angeles and from UCLA academic and administrative departments also use BruinView™ to list hundreds of part-time and seasonal employment opportunities each month.

**BruinView™ On-Campus Recruiting Program (OCR)**
Many employers conduct interviews on campus with undergraduate and graduate students for entry-level career opportunities, summer jobs, and internships. Positions are recruited for in accounting, aerospace and defense, consulting, education, electronics, engineering, financial services, healthcare, high tech, manufacturing, marketing, retail management, sales, government, and other professions. Log on to [career.ucla.edu](http://career.ucla.edu) for details.

**Career Fairs**
Our career fairs provide convenient one-stop shopping for positions with Fortune 500 corporations, as well as small and mid-size companies, nonprofits, government, and school districts. Held several times throughout the school year, career fairs provide a wonderful opportunity to develop contacts with recruiters, explore new career options, and identify current full-time positions, summer jobs, and internships. For participating employers, details, and updates, go to [career.ucla.edu/CareerFairs](http://career.ucla.edu/CareerFairs).
EXPERIENCED CAREER COUNSELORS will help you explore and prepare for academic and non-academic career options. They will help you clarify your career preferences, explore career options, research employment opportunities, and target and organize your job search. Assistance is available to find full-time and part-time job opportunities, pursue internship and fellowship leads, and develop skills to achieve your career goals. The Career Center provides services and resources to effectively leverage your experience and skills to make a satisfying career choice. For more information on career services for Master’s and PhD students, visit our website at career.ucla.edu/PhDMasters.

Career Counseling—During confidential meetings with professional career counselors, you can get assistance with every stage of your career planning, decision-making, and job search activities. They can advise you on your CV/resume and cover letter, as well as provide mock interviews. Same-day appointments and advance appointments are available Monday through Friday. Same-day appointments are posted in BruinView™ each morning at 9am and remain open until filled. A BruinView™ account is required to schedule appointments. Appointments are not needed for drop-in counseling, available Tuesdays and Thursdays, 11am – 12pm at the Graduate Resource Center, located in the Student Activities Center, B11. Register on BruinView™ at career.ucla.edu/CareerCounseling.

Career Assessments—Understanding your personal preferences, skills, and career interests through assessments can help you to know more about yourself and how these facets correlate with careers. Assessments such as the Myers-Briggs, Strong Interest Inventory, and SkillScan Card Sort are offered through workshops and also available as part of the appointment counseling process. We also offer the Focus 2 career assessment which can be taken online at career.ucla.edu/CareerCounseling.

Online Resume Critique Service—A polished, professional resume is the first step to getting an interview. Submit your document online for a written critique by one of our career counselors. Within five business days, you will receive a personal email with constructive feedback and advice. career.ucla.edu/OnlineResumeCritique

Note: Only resumes are reviewed online. Please make an appointment for assistance with your CV and/or cover letter.

Career Library/Lab—A non-circulating collection of more than 2,500 books, periodicals, directories, books of lists, and other reference materials are available and make the UCLA Career Center Library one of the largest and most comprehensive in the nation. Discover resources to help you identify and research potential employers, gather information on careers and career exploration, job search strategies, CV/resume writing, employment and salary trends, interview questions and answers, and industries and employers. Targeted bibliographies have been created for many distinct graduate and PhD career paths. Access to the collection is available Monday through Friday, from 9am to 5pm. Library staff is available to answer all in-person reference questions.

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. career.ucla.edu/CredentialsFileServices

BruinView™—BruinView™ is an online career management system you can utilize for jobs, internships, and interviews 24 hours a day. Exclusive job listings put you in touch with current positions in business and industry, government, nonprofit organizations, and education. In alliance with more than 40 other prestigious Research I institutions across the nation, BruinView™ provides our Master’s and PhD students shared access to thousands of positions posted through all of these campuses.

Career Fairs—An excellent opportunity to meet representatives from corporations, school districts, government agencies, and nonprofit organizations, campus career fairs have become popular among employers recruiting Master’s and PhD candidates. Review profiles of companies attending: career.ucla.edu/Students/CareerFairs.aspx

Employer Information Sessions—Employer presentations give you a chance to learn more about companies and career fields. These informal forums provide an overview of entry-level positions, career paths, training programs, and other company information. Schedules and sign-up information are accessed by going to “Events and Workshops” on BruinView™.
OVERVIEW OF CAREER SERVICES
FOR GRADUATE STUDENTS
continued

Workshops and Events for Graduate Students—Specialized workshops are offered each quarter with topics including exploring career options, assessing skills, networking, interviewing, job search strategies for both academic and non-academic positions, and creating job application materials. To view the complete workshop schedule and register, please visit BruinView™.

Versatile PhD—This online resource helps graduate students identify and prepare for possible non-academic careers. It is mainly for humanities and social science graduate students, but other grad students can also benefit. UCLA graduate students have access to premium content which includes detailed profiles of interesting careers, career autobiographies by PhDs in various work settings, and resume and cover letters that are real and resulted in a PhD or ABD getting his or her first non-academic job! career.ucla.edu/Students/PhDMastersCareerSvcs/Overview/ucla-versatilephd.aspx

Going Global on BruinView™—Going Global is an online resource providing country-specific career and employment information, including world-wide internship and job postings, H1B employer listings, corporate profiles, and career resources for over 30 countries. The site also offers access to more than 600,000 internship and job listings, within the USA and around the world. Register on BruinView™ to access this resource.

Internships, International Opportunities, and Fellowships (The Internship Zone)—These opportunities provide access to study, research, or work in one’s particular field of interest. They can range from six months to two years in duration and usually include a stipend or other benefits. Many fellowships require that applicants have a BA or BS degree or are currently working on or have already secured a graduate or professional degree, so this can be a rich and rewarding option for graduate students. For further information on eligibility, application procedures, and assistance in competing

WORKSHOPS AND EVENTS FOR GRADUATE STUDENTS

Specialized workshops are offered each quarter with topics including career options, skills assessment, networking, curriculum vitae/resume writing, interviewing, and job search strategies for both academic and non-academic positions. All currently enrolled UCLA graduate students are welcome to attend all Career Center workshops and events. Check our website or stop by the Career Center for a quarterly schedule.

• Expanded Options is a series of workshops designed to assist PhD students in exploring nonacademic careers, understanding the value of a PhD outside of academia, and identifying careers that match their interests, and draw from their strengths.

• Transforming Your CV Into a Resume—What do publishing companies, consulting firms, government agencies, and nonprofits have in common? They all expect a resume from their applicants. Learn how to present your skills and experience in a language that non-academic employers understand.

• Special Events, Including Career Week 2013—Custom-designed programs for PhD students introduce you to successful PhD graduates who are pursuing exciting careers both in academic and non-academic arenas.

• Preparing for the Academic Job Market—Wondering how to get started? This series of workshops will help you take the first steps and offer clear guidance on how to write a CV, draft effective cover letters, and assemble a credentials file. The most effective job search is a diversified search. Learn how and where to find academic job listings, evaluate options, and stay abreast of emerging opportunities.

• Mastering the Academic Interview: Science and Engineering, Arts, Humanities and Social Sciences—These programs include discipline-specific panels of UCLA professors who address the academic interview from start to finish. The panelists discuss how they approached the academic interviewing process, how they prepared for the social aspects of the interview, planned successful job talk/teaching sessions, avoided common pitfalls, and successfully negotiated academic job offers.
OVERVIEW OF CAREER SERVICES
FOR GRADUATE STUDENTS  continued

for awards to fund graduate study or research, please visit The Internship Zone on the second floor of the Career Center.

For additional resources on Fellowships, visit the Graduate Student Resource Center (GSRC).

BruinWorks is an online networking resource to help you find fellow UCLA alumni. You can research where other Bruins are working, learn about different careers, explore your own career options, and build a professional network. Complete access to BruinWorks is limited to UCLA degree holders. For more information, go to bruinworks.com.

The JumpStart Series—High-impact programs offered in a fast-paced, three-hour time slot. Sessions are moderated panel discussions with professionals in a variety of industries including business, consulting, healthcare, law, and government careers. Visit career.ucla.edu/JumpStart for upcoming workshops, registration, and fees.

ALUMNI CAREER SERVICES AND RESOURCES

Whether you are beginning your career journey, looking for new opportunities, or making a midcareer change, the UCLA Career Center offers resources and specialized fee-based services for University of California graduates. As a UC graduate, you may access select UCLA Career Center services and resources by purchasing a BruinView™ for Alumni subscription (exclusively for UC graduates who are UCLA Alumni Association members). For a separate fee, Online Resume Critique and Credentials File Services are also available for UCLA alumni. For updated details, visit career.ucla.edu/AlumniServices.

BruinView™ for Alumni is a six-month subscription for access to BruinView™ online job listings. This is currently an exclusive service for eligible UC alumni. UCLA degree holders with UCLA Alumni Association membership pay a nominal fee of $30. Note: Alumni of other UC campuses who join the UCLA Alumni Association can purchase a six month subscription for $75.

BRUINVIEW™

Please register at BruinView™ to sign up for:
• Quarterly Workshops
• Career Counseling Appointments
• Job/Internship Postings
• Employer Information Sessions
• Mock Interviews

Registration for each workshop begins two weeks prior to the date of the workshop.

career.ucla.edu

THE INTERNSHIP ZONE

International Scholarships & Fellowships—Get the funding you need to pursue study, research, or experiential learning in another country.

Some of the programs* available include:
• The State Department Internship Program
• JET (Japan Exchange and Teaching) Program
• Peace Corps
• Grants for Teaching Assistants in Spain
• International Cooperative Education (ICE)
• Westwood Rotary International Scholarship
• Fulbright English Teaching Assistantships
• Congress-Bundestag Youth Exchange

*Deadlines vary, as early as Summer or Fall

Short-Term Work and Teaching Abroad—Many possibilities exist for undergraduate/graduate students and recent graduates to live and work overseas.

International Internships & Volunteering—Explore opportunities with paid and unpaid internship placement programs, international volunteer programs and organizations, and UCLA volunteer groups.
CAREER SERVICES FOR INTERNATIONAL GRADUATE STUDENTS

NAVIGATING YOUR CAREER
The UCLA Career Center has a long history of assisting international students with their career development. It is the place where you can:
• Explore, assess, plan, and find ways to implement and reach your goals.
• Plan your career. The Career Center is much more than “a place to go to find a job” when you’re ready to graduate. Services and workshops tailored to the international student are targeted to meet your unique need. And you are encouraged to participate in the services and attend workshops offered to the UCLA community every quarter.
• Visit the Center throughout your academic career at UCLA.

SERVICES
• Individual student Drop-In Counseling on Mondays, 4-5pm, at the UCLA Dashew Center for International Students and Scholars (DCISS).
• Career counselors are equipped to assist you through every stage of your career decision-making process, helping you move towards your future academic and/or career endeavors.
• Increase your knowledge of the job and internship search process—including all job search correspondence.
• Conduct research on careers, companies, internships, and graduate schools at the Career Center Library.
• Conduct research on careers you can pursue abroad and in the United States.

WORKSHOPS (schedule varies each quarter)
• Navigating the Career Fair for International Students
• Resume Writing and Job Search Correspondence for International Students
• Internship & Summer Employment Opportunities for International Students
• American Style Interviewing
• Employment Options on F-1 Status

DASHEW CENTER FOR INTERNATIONAL STUDENTS AND SCHOLARS (DCISS)
DCISS assists UCLA students with their visa issues, assists academic departments with employment-based visa services, and serves as a resource and learning center for the entire UCLA community to promote global connection, international understanding, and cultural sensitivity. www.internationalcenter.ucla.edu

• F-1 Status—For those students who are on F-1 status, obtain the proper work authorizations before you begin employment. Apply for Curricular Practical Training (CPT) or Optional Practical Training (OPT). Please visit the Dashew Center several months in advance of your proposed employment start date.

• J-1 Status—Those students who are on J-1 status, including EAP students, may have the opportunity to engage in paid or unpaid employment which is directly related to their major field of study, during or after completion of studies, provided certain requirements are met. This authorization is termed Academic Training and is certified in writing by the Dashew Center. Be sure to apply for Academic Training before beginning any employment.

GOING GLOBAL ON BruinView™
Going Global is an online resource providing country-specific career and employment information, including world-wide internship and job postings, H1B employer listings, corporate profiles, and career resources for over 30 countries. The site also offers access to more than 600,000 internship and job listings, within the USA and around the world. Register on BruinView™ to access this resource.
CAMPUS RESOURCES FOR GRADUATE STUDENTS

GRADUATE DIVISION
This Graduate Division website provides degree and academic information, financing a UCLA education, student resources, and a link to the Graduate Quarterly. www.gdnet.ucla.edu

GRADUATE STUDENT RESOURCE CENTER (GSRC)
The GSRC is a resource, referral and information center for graduate students, offering programs and workshops on a variety of topics, drop-in advice and assistance, meeting and study space, and the opportunity for social interaction. The GSRC works with GSA to organize the Graduate Student Orientation each fall. The Graduate Student Resource Center is also the home of the new Graduate Writing Center. All graduate and professional students are welcome. The office is located in Student Activities Center, B11. gsrc.ucla.edu

GRADUATE WRITING CENTER (GWC)
The Graduate Writing Center offers a variety of workshops and programs throughout the year. During the summer, the Center offers various dissertation “boot camps” for graduate students working on dissertation proposals and dissertations. For Master’s thesis writers, try Master’s Thesis Boot Camps or facilitated writing groups. The Center also organizes independent writing groups in fall quarter, primarily for doctoral students. Additional workshops are offered on topics ranging from ESL writing issues to writing funding proposals and dissertations. gsrc.ucla.edu/gwc

GRADUATE STUDENT ASSOCIATION (GSA)
Graduate student organization that represents graduate students and promotes graduate students’ interests on the UCLA campus and within the University of California. gsa.asucla.ucla.edu

ACADEMIC DEPARTMENT SERVICES
Each of the graduate academic departments has graduate advisors available to assist.

CAPS (COUNSELING AND PSYCHOLOGICAL SERVICES)
Graduate studies can be an exciting challenge. As you manage studies and life, it can also become stressful. The Counseling Center supports your growth and development, and can help you to restore balance, build strength, gain emotional resiliency and increase your personal well-being. Individual appointments are available as well as a variety of workshops offered especially for graduate students. www.counseling.ucla.edu

DASHEW CENTER FOR INTERNATIONAL STUDENTS AND SCHOLARS (DCISS)
DCISS assists UCLA students with their visa issues, assists academic departments with employment-based visa services, and serves as a resource and learning center for the entire UCLA community to promote global connection, international understanding, and cultural sensitivity. Assistance is available for F-1 and J-1 status. www.internationalcenter.ucla.edu

UCLA GRADUATE & POSTDOCTORAL EXTRAMURAL SUPPORT (GRAPES)
The GRAPES database catalogs extramural funding opportunities of interest to prospective and current graduate students, students working on a master’s thesis or doctoral dissertation, and postdoctoral scholars. It contains information on over 500 private and publicly funded awards, fellowships, and internships. Advanced search options allow users to refine their search by field, academic level, award type, award amount, and other criteria. GRAPES is maintained by the Graduate Outreach, Diversity and Fellowships Office. www.gdnet.ucla.edu/grpinst.htm

OFFICE OF INSTRUCTIONAL DEVELOPMENT (OID)
The UCLA Office of Instructional Development (OID) supports the instructional mission of the University and enhances teaching and learning opportunities. Resources for graduate students include:
• OID sponsors a program by which advanced graduate students can develop and teach a lower division seminar in their field.
• OID offers mini-grant funding to teaching assistants of undergraduate courses to support activities such as guest speakers, field trips, instructional media and software acquisition.
• OID organizes training for teaching assistants as well as oral proficiency testing for international TAs. www.oid.ucla.edu
Don Spring, MLS, Career Center Librarian, is available to answer all in-person reference questions.

**Hours:** Monday through Friday, from 9am to 5pm, Career Center, 2nd Floor

Hundreds of career and job search publications are available for graduate students! A non-circulating collection of more than 2,500 books, periodicals, directories, books of lists, and other reference materials are available and make the UCLA Career Center Library one of the largest and most comprehensive in the nation. Discover resources in every aspect of career planning. Targeted bibliographies have been created for many distinct graduate and PhD career paths. Selected list:

**CAREER EXPLORATION**
- CAREERS FOR SCHOLARS AND OTHER DEEP THINKERS, 2nd ed. by Blythe Camenson
- DOCTORAL CAREER OPTIONS: INITIAL EMPLOYMENT OF UCLA DOCTORAL RECIPIENTS by the UCLA Graduate Division
- PH.D. PATHWAYS: EXPLORING YOUR CAREER OPTIONS by the Career Development Center, Stanford University
- WHAT ELSE YOU CAN DO WITH A PH.D.: A CAREER GUIDE FOR SCHOLARS by Jan Secrist & Jacqueline Fitzpatrick

**ACADEMIC CAREERS**
- THE ACADEMIC DEANSHIP: INDIVIDUAL CAREERS AND INSTITUTIONAL ROLES by David F. Bright & Mary P. Richards
- ACADEMIC SCIENTISTS AT WORK by Jeremy M. Boss & Susan H. Eckert
- THE ADJUNCT PROFESSOR’S GUIDE TO SUCCESS: SURVIVING AND THRIVING IN THE COLLEGE CLASSROOM by Richard E. Lyons, Marcella L. Kysilka, & George E. Pawlas
- GRADUATE STUDY FOR THE 21ST CENTURY: HOW TO BUILD AN ACADEMIC CAREER IN THE HUMANITIES by Gregory Colón Semenza
- HOW TO SUCCEED IN ACADEMICS, 2nd ed. by Linda L. McCabe & Edward R. B. McCabe
- IS A PH.D. FOR ME?: A CAUTIONARY GUIDE FOR ASPIRING DOCTORAL STUDENTS by Yuval Bar-Or
- NEW FACULTY: A PRACTICAL GUIDE FOR ACADEMIC BEGINNERS by Christopher Lucas & John Murry

**ACADEMIC JOB SEARCH**
- THE ACADEMIC JOB SEARCH HANDBOOK, 4th ed. by Julia Miller Vick & Jennifer S. Furlong
- CURRICULUM VITAE HANDBOOK, 2nd ed. by Rebecca Anthony & Gerald Roe
- JOB SEARCH IN ACADEME: STRATEGIC RHETORICS FOR FACULTY JOB CANDIDATES by Dawn M. Forno & Cheryl Reed
- SURVIVING YOUR ACADEMIC JOB HUNT: ADVICE FOR HUMANITIES PH.D.S by Kathryn Hume
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