The Career Center is much more than “the place to go to find a job” when you’re ready to graduate. In fact, we’re here for you from the first day you arrive at UCLA! Regardless of what stage of the career development process you are in, the Career Center has services and programs to help you discover your life goals, develop your skills, and make meaningful connections.

**OUR LOCATION**

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

**Second Floor**
- Career Education & Engagement Services (310.206.1915)
- Room 200 for Programs & Workshops

**Third Floor**
- Industry Relations & On-Campus Recruiting (310.206.1902)
- Conference Rooms A & B for Programs & Workshops
- Interview Rooms

**CAREER GUIDANCE SERVICES**

Experienced Career Engagement Educators will help you clarify your career preferences, explore career options, target and organize your job search, prepare application materials, and investigate employment and graduate school opportunities.

**Schedule an Appointment**

30-minute appointments are available Monday through Friday. Log in to Handshake to sign up.

**Drop-Ins**

For quick help with your resume, cover letter, or job/internship search, stop by for a 15-minute session. Check career.ucla.edu for a full schedule of all of the Career Center’s drop-in hours at locations across campus.

**Career Assessments**

Learn more about your personal preferences, skills, and career interests through assessments such as the Myers-Briggs, SkillScan Card Sort, and Strong Interest Inventory. These are offered through workshops and are also available as part of the appointment counseling process. We also offer the Focus 2 career assessment which can be taken through Handshake.

**Workshops and Events**

Enhance your career knowledge and job search efforts by attending one of the many targeted programs offered throughout the year. Topics include: Career Planning and Exploration, Job and Internship Search, Graduate and Professional School Planning, Interview Preparation, Personal Statement, and more. To view the complete workshop schedule and to register for workshops, please visit Handshake.

**STUDENT STAFF TEAMS**

**UCLA Career Peers**

The UCLA Career Peers are a team of students whose mission is to increase the career readiness of UCLA undergraduate students. Their goal is to help students stay agile amidst the growing competitiveness of both the post-graduation job market and graduate school application process, specifically by helping them gain and maximize valuable experiential learning opportunities. The UCLA Career Peers aim to increase campus-wide knowledge of the UCLA Career Center’s resources and make them accessible to all students. Through their events, workshops, presentations, 1:1 consultations, and social media engagement, the UCLA Career Peers share career education, networking, internship, and job opportunities targeted to UCLA undergrads. A dedication to providing all students the information they need to successfully navigate their career paths throughout and beyond college is the heart of their purpose.

The UCLA Career Peers Internship Program typically recruits once per year in Winter Quarter, and is open to any undergraduate student, with or without work-study.
**INTERNSHIP AND JOB OPPORTUNITIES**

**Handshake Listings**
Thousands of full-time and internship positions throughout California, nationwide, and internationally are advertised online exclusively for UCLA students and eligible alumni. In addition, hundreds of part-time and seasonal opportunities are available on campus and throughout the greater Los Angeles area.

**Information Sessions**
Employer presentations give you a chance to learn more about companies and career fields. They provide an overview of entry-level positions, career paths, training programs, and other company information. Schedules and sign-up information are accessed by clicking on “Events” on Handshake. Students are encouraged to show up early in order to network with the presenters. This is a great way to get some valuable one-on-one time with an employer.

**On-Campus Recruitment (OCR)**
Many employers conduct interviews on campus with undergraduate and graduate students for entry-level career opportunities, summer jobs, and internships through the On-Campus Recruitment program. All students must first complete an OCR Orientation through MyUCLA in order to be eligible to apply for OCR positions. Log on to MyUCLA and click on “Finances and Jobs” to find the “On-Campus Recruitment Orientation” link.

**Fairs and Targeted Events**
Our fairs and targeted recruitment events provide convenient one-stop shopping for positions with Fortune 500 corporations, as well as small and mid-size companies, non-profits, government, and school districts. These events are held every quarter and provide wonderful opportunities to develop contacts with recruiters, explore career options, and identify current full-time positions, summer jobs, and internships.

**Graduate and Professional School Fairs**
Meet with representatives from graduate and professional schools to explore the opportunities of post-graduate education. This is a great opportunity for students to talk to campus recruiters from colleges and universities across the country.

**ALUMNI CAREER SERVICES AND RESOURCES**

**Handshake for Alumni**
Handshake for Alumni is an exclusive service available to UC alumni. An active subscription includes access to:
- Thousands of exclusive job listings at diverse organizations worldwide.
- Customized job searches tailored to your interests.
- Entrance to all of our career fairs and networking events
- Access to online resources such as Vault, InterviewStream, and GoinGlobal.

**UCLAOne.com (UCLA Alumni Affairs)**
Provided by the UCLA Alumni Association, UCLAOne is your one-stop-shop to meet your professional needs and connect with UCLA. By joining, you can leverage the collective power of the vast alumni network. You can search, share jobs, find alumni events, seek/provide mentoring opportunities, and connect easily with other Bruins. It’s free!

**Networking Events & Alumni Networks**
Be informed and get connected with career programs and events designed specifically for UCLA Alumni. Pursue your interests. Develop your skills. Expand your professional network. alumni.ucla.edu.