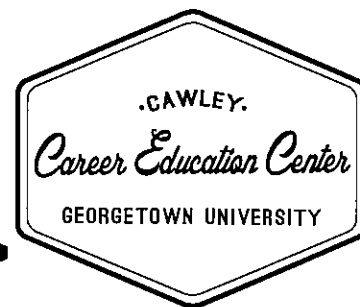


# DEGREE-SEEKING GRADUATE STUDENTS

## PROGRAMS & SERVICES



*Graduate students, we are happy to assist with your career development needs during your time at Georgetown! Although many programs have career and faculty advisors to facilitate your career development, we can play an important role by helping you make connections to employers and find positions suited to your career goals.*

*Our programming – career fairs, industry weeks, workshops, and more – is designed to help you to learn about career fields and to search for internships and jobs. Come with questions!*

*Our resources, several of which are available through our website, can assist you as you conduct industry research, create professional documents, and practice for interviews. Students in graduate programs with their own career centers (MBA, GSFS, Law, MSPP, MD) have access to a different set of services and should refer to a separate handout for more information.*

### CONNECTIONS TO EMPLOYERS AND OPPORTUNITIES

- You can access our **online career opportunities database**, Hoya Career Connection (HCC). HCC is updated almost daily and contains hundreds of listings and is searchable by company name, industry, locale, and more. To obtain access to HCC, simply send your name, the name of your graduate program, year of expected graduation, NetID, and phone number to [recruitingemployer@georgetown.edu](mailto:recruitingemployer@georgetown.edu).
- Attend our on-campus **Career Fair** on Friday, September 26, 2014 from 10am-3pm. Recruiters from around the nation come to meet with Georgetown students and alums to discuss employment and internship opportunities. Additionally, our spring **Government & Non-Profit Expo**, on Friday, February 13, 2015 from 10am-3pm, brings professionals from a variety of government and non-profit agencies to campus to talk with students about career options. Visit our website for more information.
- Sign up to receive **industry-specific newsletters** geared toward all Georgetown students at the graduate and undergraduate levels. We produce email newsletters related to the following industries: healthcare/science, education, marketing/PR/advertising, finance/accounting/consulting; and government/non-profit/international. To receive these emails, visit your Academic Profile (under the My Profile menu) in Hoya Career Connection and select all relevant industries in the “Career Interest Information” box.
- Employers often visit campus to conduct **information sessions**. You are most welcome to attend these networking sessions, regardless of the population being targeted by employers, to learn about companies, industries and to find out how you can position yourself for the marketplace. Visit the events calendar on our website for the most up-to-date information about who is coming and when.

### HELP AS YOU PREPARE TO SEARCH, APPLY, AND INTERVIEW

- We offer a variety of career **workshops** designed to provide help for every step of your career search. Topics range from writing job search documents to making helpful connections. Visit our website or go to GU Events ([guevents.georgetown.edu](http://guevents.georgetown.edu)) and click on ‘Career/Employment Events’ for a list of campus-wide events.
- Participate in **Industry Weeks**, where professionals share their experiences and offer information and inside tips on how to secure opportunities. Industry Weeks represent a variety of career fields including government, public relations, marketing and advertising, science and health care, and non-profit and education. See our website for event details.

- Get **ideas for resume content and formatting** through Optimal Resume ([georgetown.optimalresume.com](http://georgetown.optimalresume.com)), an interactive online resource customized with advice (including a sample CV) from our career counselors. Use your Georgetown email address to create an account for free. Georgetown students created over 1,000 documents using Optimal Resume last year!
- **Practice interviewing** with Optimal Interview ([georgetown.optimalresume.com](http://georgetown.optimalresume.com)), a virtual mock interview practice website. Use your Georgetown email to access this service at no cost to you. Over 350 virtual interviews were conducted by Georgetown students last year!
- Conduct **informational interviews with Georgetown Alumni** who are working in fields or organizations of interest. Georgetown's Alumni Career Network is a database of Georgetown alums who have volunteered to answer questions and provide insight on their professional path. Visit [alumni.georgetown.edu/career](http://alumni.georgetown.edu/career) and click 'Alumni Career Network' to get started. Log in with your regular NetID and password.
- Sign up for the opportunity to meet with local alumni through **Hoya Gateway**. These are alumni who have volunteered to answer questions and provide insight on their professional path. Some even offer resume reviews, mock interviews, or shadowing opportunities. Visit [hoyagateway.georgetown.edu](http://hoyagateway.georgetown.edu) for more information.
- Utilize the Career Center's **Career Library and computer resources**. Our library houses books, periodicals, and other materials to assist students with career exploration, career decision-making, self-marketing, and employer research. The Career Center contains computers with Internet access, word processing and printing capabilities to help you with searching and preparing documents.
- Access our career counseling **referral guide** to learn about other local career development resources that can be helpful to you now and after you leave the Hilltop. This guide may be obtained by visiting the reception desk of the Career Center.

## INDIVIDUAL APPOINTMENTS

**ALL graduate students may participate in one 15-minute walk-in appointment per semester to discuss Career Center resources, review job search documents, or plan a job search.**

Degree-seeking graduate students in the following fields of study have access to career counseling (for students undecided about a field of interest) and industry advising (for students focused on a particular industry). Visit our front desk for more information.

- |   |                                      |
|---|--------------------------------------|
| - MA of Liberal Studies                     | - MA, Global History                 |
| - PhD of Liberal Arts                       | - PhD, Government                    |
| - MA, Art and Museum Studies                | - PhD, Islamic Studies               |
| - MA, Applied Economics & PhD, Economics    | - MA, Italian                        |
| - MA & PhD, Arabic                          | - MA, MS, & PhD, Linguistics         |
| - MS & PhD, Biology                         | - MS, Nursing                        |
| - MS & PhD, Chemistry                       | - PhD, Philosophy                    |
| - MS & PhD, Computer Science                | - PhD, Physics                       |
| - MA, Communication, Culture and Technology | - PhD, Psychology                    |
| - MA, English                               | - MS, Math and Statistics            |
| - MA & PhD, German                          | - MS & PhD, Spanish                  |
| - MA, GIC History, & PhD, History           | - PhD, Theological Religious Studies |

Students enrolled in graduate programs not listed above are referred to their program's faculty advisor for individual career guidance, and to the other opportunities listed on this handout for support from our center.