



**CAREER
CENTER**

Services Guide

2017-2018

Connect with us today!

For all majors, freshman through PhDs & alumni.

career.berkeley.edu

Berkeley
UNIVERSITY OF CALIFORNIA

There are three simple yet vital things that will help you reach professional success. Be deliberate as you seek career **clarity**, gain **competitiveness**, and make the right **connections**. The Career Center is a comprehensive resource dedicated to equip you to be a leader in the global marketplace. Start early and optimize our many services to achieve your goals.



WE HELP YOU DEVELOP YOUR CAREER



The UC Berkeley Career Center prepares current students and recent alumni to make informed decisions about their future by providing you with comprehensive resources, programs and individualized services on career development, internships, employment, and graduate school.

Our first-class services include customized programs and events for Berkeley's unique student populations and academic communities.



TAKE YOUR FIRST STEPS TOWARD CAREER PREPARATION



1 Activate your Handshake account at handshake.berkeley.edu

Log in with your **CalNet ID** to find jobs and register for events.



2 Make an appointment at handshake.berkeley.edu

Career counseling and peer advisor drop-in times are available.



3 Subscribe to CareerMail in Handshake

Sign up for mailing lists by completing the *career interests* section in Handshake.

CAREER CLARITY

OPPORTUNITIES FOR YOU TO IDENTIFY & ARTICULATE YOUR FUTURE DIRECTION

Make an appointment at handshake.berkeley.edu

Discuss how you can realize your career goals and/or how to successfully navigate the graduate and professional school admissions process. We offer 15-minute minis, 30-minute Career Counseling sessions, 30-minute Pre-Health Advising sessions, Peer Drop-Ins, and Satellite Drop-Ins in academic buildings across campus.

Activate your Handshake account at handshake.berkeley.edu

Log in with your CalNet ID. Find thousands of jobs and internships, register for events, follow your favorite employers, and access other resources for Berkeley students.

Participate in Career Exploration Programs

View the calendar of events online in Handshake for programs that help you identify your career interests.

Opt in and subscribe to CareerMail

Custom newsletters provide information on events, jobs, and insight relevant to you.

Check out Vault in the Handshake Resource Library

Vault guides give in-depth information about what it's really like to work in a wide range of industries, companies and professions, and how to position yourself to launch and build the career you want.

Expand your horizons using GoInGlobal in the Handshake Resource Library

Curious about what types of careers are available in various parts of the world? These comprehensive guides offer career and employment information for over 40 countries, and an employer directory containing thousands of company listings across the world.

Use the Career Destinations Survey

Discover what alumni with your major do after graduation. Visit career.berkeley.edu and review the Career Exploration section to find the survey results.

Build your experience through an externship

Shadow a Berkeley alum through the Cal Externship Program. Gain exposure to the workforce in a real world setting, conveniently timed over break.



CAREER COMPETITIVENESS

OPPORTUNITIES TO ENHANCE YOUR MARKETABILITY

Acquire a paid Internship

Visit career.berkeley.edu/Internships for internship listings by career field. Additionally, over 1,000 internship listings, covering a wide range of sectors, may be found through Handshake.

Review the Job & Internship Guide in the Handshake Resource Library

Find tips on effective job search methods, example resumes and cover letters, and how to best present yourself in an interview.

Refine your resume

Target and articulate your best qualities through a resume critique at a 15-minute mini appointment or by meeting with one of our career peer advisors.

Do a mock interview

Meet with an experienced recruiting professional who will provide valuable interviewing feedback.

Participate in the Job Search Essential Series (JSE)

Offered several times during the semester, JSE workshops focus on topics such as interviewing with confidence, presenting yourself on LinkedIn, how to approach employers, job search strategies, and effective resume writing.

Polish your personal statement

Meet with a career counselor to gain feedback on your personal statement for graduate and professional school. Critiques focus on structure, evaluating content appropriateness, the points made about the topics chosen, and the organization of those points.

CAREER CONNECTIONS

OPPORTUNITIES TO ENGAGE WITH ALUMNI & EMPLOYERS

Meet alumni through Career Connections networking events

Dynamic alumni in a wide range of industries talk with students about their career path. Offered approximately 20 times per year, these informal networking opportunities span several popular and emerging fields such as data science, project management, education, social impact, human resources, entertainment, sports, marketing and public relations, non-tech roles in technology, product design, environment and sustainability, and government and law, to name a few.

Travel on a Career Connections Trek

Join the Center and a cohort of peers on a visit to dynamic employers in popular cities across California. Meet alumni, tour their offices, and learn about job opportunities with their companies.

Participate in On-Campus Recruiting (OCR)

View the calendar of events online in Handshake for programs that help you identify your career interests.

Attend Career and Internship Fairs, Forums, and Employer Info Sessions

Meet with hundreds of employers at numerous events throughout the year. Develop personal connections with recruiters and professionals, learn about their organizational culture, and find out how to apply for their jobs and internships.

SPECIALIZED SERVICES FOR DIVERSE STUDENT POPULATIONS & INTERESTS

The Career Center is dedicated to assisting students who deserve unique support, including grad students, PhDs and postdocs, pre-med students, international students, students with disabilities, first-generation college students, veterans, students with dependents, the LGBTQ+ community, and transfer student populations, to name a few. Visit Handshake to find out more about targeted conferences, trainings, and services.





Go to handshake.berkeley.edu for a full calendar of events and more information.



2017-2018 CAREER FAIRS

For career fairs and hundreds of other event details, times, and locations, go online to Handshake. Events are free and open to all registered Berkeley students and Alumni Advantage members regardless of major.

FALL SEMESTER 2017

Event	Date
Investment Banking Forum	August 29
Consulting Forum	August 31
EECS Career Fair	September 6
Accounting & Professional Services Forum	September 7
Cal Career Fair	September 12-14
Law & Grad School Fair	September 27
Early Bird Internship Fair	October 11
Masters & PhD Career Fair	October 12
Civil & Environmental Engineering Career Fair	October 25

SPRING SEMESTER 2018

Event	Date
Spring Career Fair	January 24-25
CED (Environmental Design) Career Fair	February 15
Internship & Summer Job Fair	February 21-22
Social Impact Career Fair	March 13
Just in Time Job Fair	April 18-19

The Career Center is especially grateful to our Platinum Berkeley Circle Partners:



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“My counselor really helped me define my goals and alleviate my fears about life after graduation.”

— STUDENT
COLLEGE OF LETTERS & SCIENCE

“I went into my counseling appointment without knowing what to do with my life, and I left with a comprehensive plan on which direction to go in. I am glad I made the appointment.”

— STUDENT
HAAS SCHOOL OF BUSINESS

**The Career Center is
committed to help all
students achieve:**

**CAREER CLARITY
CAREER COMPETITIVENESS
CAREER CONNECTIONS**



CAREER CENTER

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