1 UCLA CAREER CENTER

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 gain Clarity, Confidence, and Connections in pursuit of your goals.

Gain CLARITY about your career direction and CONFIDENCE to achieve your goals:
• Career Counseling Appointments
• Drop-In Hours
• The JumpStart Series™
• Career Week
• Career Education Programs & Workshops

Gain CONNECTIONS to opportunities (jobs, internships, and graduate/professional schools):
• Career Fairs
• Networking Nights
• Information Sessions
• Internship & Job Postings in BruinView™
• On-Campus Recruitment Program
• Graduate & Professional School Fairs

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

Second Floor
• Counseling & Library Services (310.206.1915)
• Letters of Reference 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

CAREER COUNSELING SERVICES
Experienced career counselors 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 into BruinView™ and click on “Counseling Appointments” 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/career-counseling 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 BruinView™ (please see the link on the home page).

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 BruinView™ at career.ucla.edu/bv.

STUDENT STAFF TEAMS

Peer Advisor Internship Program
The Career Center’s Peer Advisors are available to assist students with orientation to our services, answers to “quick questions” while waiting for same-day counseling appointments, and personalized one-on-one assistance in our Career Library / Lab. The Peer Advisors are currently enrolled UCLA students who have been trained to assist you with your career-related issues. As fellow students, they can offer you a unique peer perspective. Check career.ucla.edu/career-counseling for Peer Advisor drop-in hours held at the Career Center.

Hire UCLA Ambassador Internship Program
“An Internship for Every Bruin!” Internship promotion is the primary goal of this student staff team, but the Hire UCLA Ambassadors are also your best resource for all employer opportunities and events, including BruinView™ listings, employer information sessions, networking events, and career fairs. Come meet with a Hire UCLA Ambassador in The Hub on the 2nd floor to receive a one-on-one consultation on searching for your #Bruinternship, and beyond! Please contact the Career Center or check out the Hire UCLA Ambassadors Facebook page for their office hours: facebook.com/hireUCLA.
CAREER RESOURCES

Information and Library Resources
A non-circulating collection of more than 1,000 books, directories, books of lists, and other reference materials are available at the UCLA Career Center Library.

The Hub: Internship Consultation
Come to “The Hub” to receive one-on-one advice and assistance on your internship search from a Hire UCLA Ambassador! Whether you’ve never logged on to BruinView™, or you’re seeking an internship in a specific industry, the Hire UCLA Ambassadors can support you on your #Bruinternship journey! The Hub is located in the Career Lab, on the second floor towards the back. Please contact the Career Center or check out the Hire UCLA Ambassadors Facebook page for their office hours: facebook.com/hireUCLA.

Letters of Reference (LOR) Service
The Career Center will accept and maintain your confidential reference letters and, upon your request, send them to the graduate and professional programs to which you are applying. Visit career.ucla.edu/LOR for more information about this web-based service.

INTERNSHIP AND JOB OPPORTUNITIES

BruinView™ 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 going to “Info Sessions, Fairs & Workshops” on BruinView™. Students are encouraged to sign 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. Visit career.ucla.edu/OCR for details. In order to be eligible to apply for OCR positions, students must first complete an OCR Orientation through MyUCLA. 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. For participating employers, details, and updates, go to career.ucla.edu/FTE.

ALUMNI CAREER SERVICES AND RESOURCES

Whether you are beginning your career journey, looking for new opportunities, or making a mid-career change, the UCLA Career Center offers resources and specialized fee-based services for University of California graduates.

As a University of California graduate, you may access select UCLA Career Center services and resources by purchasing: BruinView™ for Alumni subscription (exclusively for UC graduates who are UCLA Alumni Association members), career coaching by Inside Track package, and Online Resume Critique. Letters of Reference (LOR) and Credentials File Services are available for UCLA alumni. For details: career.ucla.edu/AlumniServices.

BruinView™ for Alumni is an exclusive service available to eligible UC alumni. A six-month subscription costs $30 and can be renewed. For details: career.ucla.edu/BruinViewForAlumni

An active subscription includes access to:

- Exclusive BruinView™ Listings, available 24 hours a day on the web, with thousands of current full-time, part-time, and seasonal openings in Southern California and nationwide.
- Career Center Library and Lab access during regular business hours (Monday through Friday, 9am to 5pm).
- Admission to exclusive Career Center fairs and targeted events.

Online Resume Critique Service for Alumni
Alumni can have their resumes professionally reviewed for a reasonable fee (less than half the cost of the commercial marketplace). Your resume will be thoroughly examined by a professional career counselor. In five days or less, you’ll receive a personal email with constructive feedback and advice specifically geared to enhancing your resume for your targeted jobs. Purchase the Online Resume Critique Service: career.ucla.edu/AlumniOnlineResumeCritique.