

Stanford University

Career Resource Center

**Career Discovery
and
Job Search
Information**

cardinalcareers.stanford.edu/crc
(650) 723-1545
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stanford career development center

do great things



**Stanford University
Career Development Center**

The mission of the Career Development Center is to provide guidance and resources to undergraduate and graduate students, and alumni for their life-long career development.

General Information	650-723-3963
Counseling Services and the Career Resource Center	650-725-1789 650-723-1545
Employment Services	650-723-9014
Reference File Service	650-723-1548
CDC Fax	650-723-5636

HOURS:

Counseling Services:

Monday – Friday
9:00 a.m. – 5:00 p.m.
Thursdays 9:00 a.m. – 6:00 p.m.
(Closed noon – 1:00 p.m.)

Employment Services

Monday – Friday
8:15 a.m. – 4:30 p.m.

Reference File Service

Monday – Friday
9:00 a.m. – 3:00 p.m.
(Closed noon – 1:00 p.m.)

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Career Development Center
Stanford University
563 Salvatierra Walk
Stanford, CA 94305

**Carol Chatfield
Career Resource Specialist
650-723-1545**

Visit our home page:
cardinalcareers.stanford.edu

Visit our career resources database:
careerservices.stahford.edu/crc

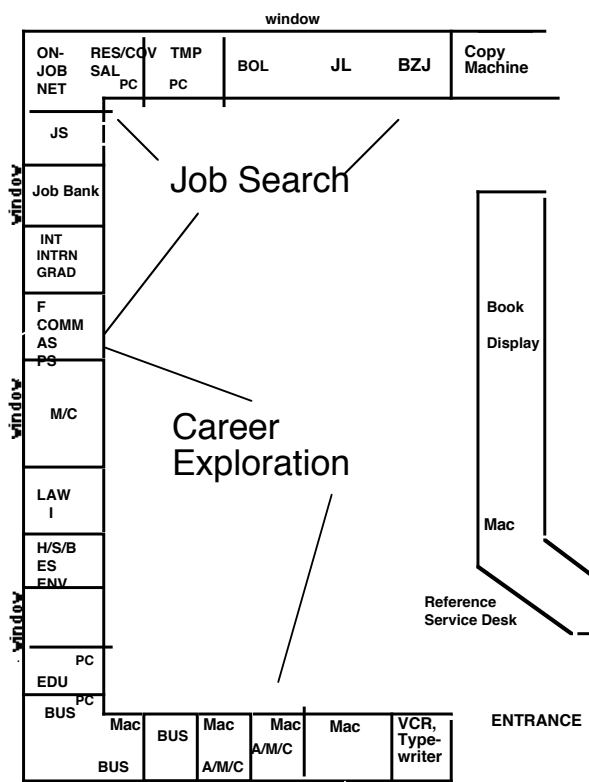
The Career Resource Center contains information on career exploration and job search strategies for students and alumni of Stanford University. To help you learn about the world of work, the Center houses resources including books, directories, periodicals, online databases, career guides, and videos.

Career Exploration:

The resources in this section of the Career Resource Center provide background information on the structure and characteristics of different career fields, job titles, and work cultures. Categories include:

- Arts/Media/Communication
- Business
- Education: K – 12
- Education: College and University
- Engineering/Computer Science
- Environment
- Foundations/Awards
- Health/Sciences/Biology
- International/International Students
- Law
- Majors and Careers
- Public Service

Career Resource Center



Online company and industry databases are on all PCs and Macs.

Categories:

Job Search

AS	Assessments
BOL	Book of Lists
BJZ	Business Journals
COMM	Communities
F	Foundations/Grants
GRAD	Graduate Students
INTRN	Internships
INT	Interviewing
JL	Job Listings
JS	Job Search titles
NET	Networking
ON-JOB	On-the-Job
RES/COV	Resumes/Cover Letters
SAL	Salary/Negotiation
TEMP	Temporary Employment

Career Exploration

A/M/C	Arts/Media/Communication
BUS	Business
EDU	Education
ES	Engineering/Computer Sci
ENV	Environment
H/S/B	Health/Sciences/Biotech
I	International
LAW	Law
M/C	Majors/Careers
PS	Public Service

Job Search Strategy Publications

- Evaluating the Job Offer
- Internship and Short Term Work Abroad Resources
- Internship and Summer Jobs Guide
- Interview Preparation: Interview Attire & Business Etiquette
- The Job Search
- Liberal Arts Careers
- Networking
- Out in the Workplace
- Preparing for the Career Fair
- Public Service Career Program
- Resume and Cover Letter Writing Guidelines
- Teaching K – 12
- Temporary Employment
- Think Tanks

Other CDC Publications

- Life After Stanford
- Services for Alumni
- Services for Students
- Services for Spouses and Domestic Partners of Stanford Students

The Career Resource Center houses an extensive collection of **books and job search directories**. A copier is available to reproduce information, however, these resources cannot be taken from the Center.

Job Search Strategies:

This section of the Career Resource Center offers “**how to**” books on writing resumes and cover letters, interviewing, and finding employment.

Our **Cardinal Careers database** has listings of jobs and internships for full-time, part-time, and summer job openings by career field. cardinalcareers.stanford.edu

There are numerous job-listing subscriptions that are local, national, and international. Full-time, part-time, and internship positions are included.

The Career Resource Center offers these **additional Job Search** resources:

1. The **On-line Public Service Employer Database** has information on over 1,000 selected nonprofit and public organizations. Graduating seniors may want to target these public service organizations for employment or for “*working fellowships*.”
2. The **Multicultural Resource Collection** has books and periodicals with specific information to support students in a variety of communities, lesbian/gay/bisexual/transgender, students with disabilities, and women.

Titles include:

Asian Americans Information Directory
Big Book of Opportunities for Women
The Black Enterprise Guide to Building Your Career
Gay Issues in the Workplace
Guide to Multicultural Resources
Job Search Strategies for People with Disabilities
National Minority Business Directory
Native Americans Information Directory
Out in the Workplace
Pathways to Career Success for Minorities
Successful Job Search Strategies for The Disabled
The Best Companies for Minorities
Women’s Information Exchange-National Directory

3. The **Stanford Career Network** is a direct link with Stanford alumni to obtain firsthand work-related information. It includes over 8,300 Stanford alumni who students and alumni may contact for interviews.

To access the Stanford Career Network, go to

www.stanfordalumni.org; click on CAREER, then click on STANFORD CAREER NETWORK. These volunteers are available for advice and encouragement. The Stanford Career Network is NOT a job placement or internship service.

4. The **Stanford Alumni in Entertainment Binder** contains information about alumni willing to provide information interviews and networking resources in entertainment.
5. The **Graduate School of Business Binder** provides contact information from current Stanford Graduate School of Business students willing to answer questions and review resumes.
6. The **Shadow Program** is a program for you to spend a "day-on-the-job" with a professional in a career field of interest. Sign-ups occur throughout the year.
www.stanford.edu/dept/CDC/students/research/network.html
7. The **Stanford Employer Database** contains employers who are either currently recruiting at Stanford through the Cardinal Recruiting Program and career fairs, or have expressed an interest in hiring Stanford students.
<http://careerservices.stanford.edu/search.htm>
8. The **Resumes and Cover Letters Binder** contains resumes, cover letters, and CVs of former Stanford students with samples of recommended fonts and resume paper to use.

Company Information

- **Summaries** of major **employers** throughout the United States are listed by city in the **Job Bank** books and **Book of Lists** of top ranked firms.
- **Vault.com** Guides to career fields and major employers. Most can be downloaded. Use your SUid. to login at www.stanford.edu/dept/CDC/students.
- **Hoovers.com** www.hoovers.com
Current, unbiased business information and executive bios for US and non-US companies. In-depth company data is accessible at CDC Resource Center terminals. Call for search help.
- **Leadership Library** gives online access to 14 "who's who" categories. These include:
 - Leading corporations and government affairs offices
 - Federal, state, and municipal governments
 - Professional associations
 - Congressional members and staff
 - Foreign representatives in the U. S.www.leadershipdirectories.com Call for password.

- **WetFeet.com Insider Guides**
Insider reports on popular industries and careers, as well as data on hundreds of companies. Most reports can be downloaded. The username is Stanfordcdc; the password is cardinal. Go to www.wetfeet.com/cb/schools/stanfordug/toc.asp.
- **CorpTech** includes 50,000 technology companies indexed in the CorpTech database. Searches can be conducted by company name and size, product, and location. Available on CD.

Additional information resources can be found in Jackson Library at the Graduate School of Business.

- *Business Periodicals Index*
- *Predicasts F & S Index – United States*
- *The Wall Street Journal Index*
- *Dun & Bradstreet's Million Dollar Directory*
- *Standard and Poor's Register of Corporations, Directors, and Executives*
- *Thomas Register of American Manufacturers*
- *Moody's Industrial Manual*
- *The Rosenberg Collection, a database of companies and businesses that can be accessed through terminals in Jackson Library.*

Career Guides

Pick up at the CDC or download from our website.

Career Overviews

Each overview is researched and written by one of our professional staff members.

- Advertising
- Law
- Management Consulting
- Marketing
- Public Policy
- Public Relations
- Sports Industry
- Teaching K – 12
- Technical Writing
- Career Exploration Websites

Graduate Student Series

This publication series is targeted to Master's and doctorate-level students.

- Academic Job Search
- Community College Job Search
- CVs and Cover Letters
- Dossier Preparation: Teaching Portfolios and Teaching/Research/Personal Statements
- Graduate Level Interviewing
- Internet Resources
- PhD Pathways: Alternatives to Academic Careers
- Resumes and Cover Letters