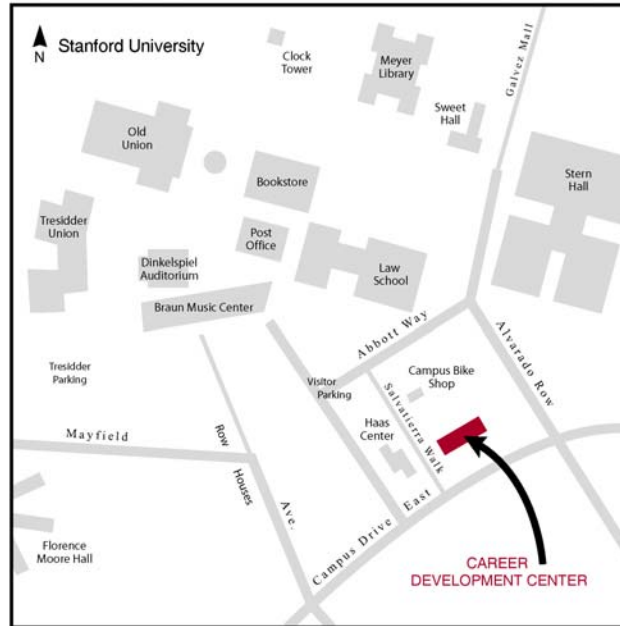


OUR MISSION

To provide guidance and resources to undergraduate and graduate students, and alumni for their life-long career development.

The Career Development Center is here to help you think about your career plans and assist you in transitioning from student to working professional. We provide resources, contacts, programs, workshops and counseling. We urge you to explore these services early in your Stanford experience and take advantage of the many ways we can work together in helping you meet your goals.



SERVICES

Students

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 Services

Monday - Friday

9:00 a.m. - 3:00 p.m.

(Closed noon - 1:00 p.m.)

Career Development Center
Stanford University
cardinalcareers.stanford.edu

General Information	723-3963
Counseling Services	725-1789
Employment Services	723-9014
Reference File Services	723-1548



cardinalcareers.stanford.edu

CDC SERVICES

COUNSELING SERVICES

- **Individual 45 minute** confidential appointments are available with trained, experienced counselors and peer counselors to help with your unique, career-related goals, interests, and concerns. Come to talk with a counselor about major and career decisions, internship or job searches, resume and cover letter review, or interviewing strategies, including practice interviews. Various career assessment instruments are also available. Call 650-725-1789 to schedule an appointment.
- **Same-day, 15 minute** confidential appointments are available for brief questions, such as a quick review of your resume and cover letter, and brainstorming job search strategies.
- **Peer Counselors** provide individual appointments for undergraduates and are also available to present outreaches and workshops.
- **Programming** on a variety of careers, such as public service, liberal arts and international careers, are offered throughout the year. Check the CDC calendar for upcoming events. cardinalcareers.stanford.edu/calendar

COUNSELING SERVICES, con't.

- **Workshops** covering topics such as resumes, interviewing, and job search strategies are offered to students each quarter. Sign-ups are recommended. Check the CDC calendar for upcoming workshops. cardinalcareers.stanford.edu/calendar
- **The Career Resource Center** provides a wealth of career-related information through directories (online and print,) books, periodicals, publications, videotapes, and CD-ROMS.
- **Network** and connect with Alumni and employers through the Stanford Alumni Career Network, Public Service Employer Database, and Stanford Employer Database .

EMPLOYMENT SERVICES

- **Career Fairs** are designed to provide you with the ability to talk one-on-one with company representatives regarding career/internship opportunities, as well as explore corporations' missions, values, and cultures.

EMPLOYMENT SERVICES con't.

Register with the CDC!

cardinalcareers.stanford.edu/register.htm

Create a **Cardinal Careers** account to:

- Access the job/internship database
- Create a "job search agent" and receive an email when specific jobs/internships are listed in the database
- Receive CDC Connect emails about events and career information
- Get activated and participate in the Cardinal Recruiting, the on-campus interviewing program
- Drop your resume online into one or more resume books

REFERENCE FILE SERVICES

- Opening a reference file is a convenient way of having your letters of reference forwarded directly to prospective employers and/or graduate admissions offices. Visit the website at, rfs.stanford.edu/reference for more information.