



Career Development Center (CDC)

563 Salvatierra Walk, Stanford University, Stanford, CA 94305

Monday – Friday: 9am-12 noon and 1pm-5pm

<http://studentaffairs.stanford.edu/cdc>

All services are free of charge for Stanford postdocs

Define Your Strategy to Achieve Career Goals:

Career Development Center (CDC) Resources & Services (11/10/2011)

Sam Rodriguez, M. S., Assistant Director, Graduate Career Counselor, Career Development Center & Navaline Quach, Ph.D. Researcher at Stanford University School of Medicine

1. 15 minute Drop-in Appointments (unlimited)

<http://studentaffairs.stanford.edu/cdc/services/career-counseling>

- Review: resumes/CV, LinkedIn profile, cover letters, research & teaching statements
- Answer quick questions: career, strategy, applications

2. 45-minute Appointments (unlimited) – create free Cardinal Careers account!

<http://studentaffairs.stanford.edu/cdc/services/career-counseling>

- Discuss specific work issue (ex: career change, recommendations, conflicts)
- Self-assessments: clarify interests, skills, values, & work style
- Explore career options (academic or non-academic jobs)
- Outline a plan for career, develop job search strategies, evaluating & negotiating job offers
- Resume writing
- Interview preparation: stages, types, sample questions, mock interviews (CDC, Skype, phone)

3. 45-minute Appointment for spouse (once per year)

<http://studentaffairs.stanford.edu/cdc/spouse/services>

- Same as above, free of charge as well

4. CDC workshops

<http://studentaffairs.stanford.edu/cdc/services/event-calendars>

- Self-assessments, group workshop (MBTI, SII, etc...)
- Employer info sessions (McKinsey, Bain, BCG, Contact Singapore, October Super Saturday...)
- Case interview study group
- Preparation: resume/CV, networking, career fair, interviews, job search

5. Resources

- ***PhD & Postdoc Career Guide***

<http://studentaffairs.stanford.edu/cdc/services/handbook>

The Academic Job Search: Getting Your Bearings - Crafting Your CV - Writing Cover Letters for Academic Positions - Academic Interviews - Careers Beyond Academia - Networking and Informational Interviews - Resumes and Cover Letters - Interviews - Evaluating and Negotiating Job Offers

- ***CDC Connect PhD & Postdoc Newsletter***

<http://studentaffairs.stanford.edu/cdc/phd-post-doc/newsletter>

News about upcoming workshops/seminars, jobs/applications, fellowship/internship programs

- ***Cardinal Recruiting: Stanford's on-campus interview program***

<http://studentaffairs.stanford.edu/cdc/services/cardinal-overview>