CareerLAB Programs, Resources, and Services for Graduate Students

CareerLAB’s programs, services, and resources are available to all Brown Graduate School students and alumni, whether you’re considering academic or nonacademic opportunities. Our offerings include self-assessment, career exploration, skills development, resource advising, and job search strategies, as well as:

- Resume/CV and Cover Letter Writing
- Effective Networking and Interviewing Skills
- Academic and Non-Academic Job Searches for STEM and Humanities & Social Sciences
- Informational Sessions for International Graduate Students

For upcoming events, check the CareerLAB calendar or the Sheridan Center calendar throughout the year.

**Meet with a Counselor**

Brown graduate students can make confidential appointments with a career counselor during the academic year to receive information and assistance with self-assessment and career exploration, as well as devising strategies for professional success. Other topics may include:

- What you can do with your degree
- Resources that Brown has to help you find an internship or full time job
- What employers look for when they hire
- Assistance in interview preparation
- Researching industries and possible career choices
- Setting goals and implementing career plans
- Presenting you with brief overviews of our most current and valuable resources

**Walk-in Hours:** In fall 2016, CareerLAB is launching weekly walk-in hours with a career counselor or graduate student peer advisor. Check the CareerLAB website for specific dates and times during the academic year.

**Meet with a Counselor:** During the academic year, request an appointment with a career counselor from Monday-Friday 8:30am-5:00pm to talk about your career exploration and preparation.

**JOB AND INTERNSHIP BOARD (JIB)**

**Brown's Student Job and Internship Board** (JIB) is a great place to learn about jobs. Employers list hundreds of open positions, including many with Brown students in mind. Log in with your short ID to create a profile, view job posts, upload application materials, and more! You can even explore career fields, complete self-assessment tests, and record mock interviews, as well as access other resources available only through JIB. Consult the JIB Guide for Graduate Students for more information on making the most of JIB for you.

Please note that JIB is available to current students only. Alumni may access the Alumni Job Board.

**BrownConnect**

BrownConnect puts students in touch with the university’s global network of alumni, parents, and friends for mentorship, career advice, and networking opportunities. Log in with your short ID to begin making connections. You can search for alumni, parents, and friends of the university by location, industry, sector, degree type, and other criteria. In fall 2016, Brown will begin adding graduate alumni to the database, but current students – graduate or undergraduate – may contact anyone through the site.
VERSATILE PHD

Versatile PhD is a thriving online community dedicated to helping PhDs and graduate students learn about non-academic career paths in humanities, social science, and STEM. The site profiles PhDs and ABDs who went on to successful non-academic or alt-academic careers, along with actual resumes and cover letters. It also organizes career panel discussions in a range of fields and topics. Access to Versatile PhD is subscription-based and free through Brown. Log in with your Brown email address to get started.

INTERFOLIO

Interfolio is the leading online credential management service for higher education. It provides a reliable way to make confidential letters of recommendation and other dossier documents available 24/7. Requests for sending materials are processed within one business day (Monday-Friday), with multiple delivery options. The service begins at $19 for a one-year membership. Create an account through our institutional link.

If you previously filed documents with Brown’s Dossier Service and graduated less than 10 years ago (as of 2016), we can transfer your letters to Interfolio after you open an Interfolio account. Complete the Transfer Consent Form and fax (401-863-7077), mail, or deliver it to CareerLAB. Your files will be available within 7-10 business days upon receipt of the Transfer Consent Form.

GRADUATE STUDENT ADVISORY GROUP

CareerLAB manages a graduate student advisory group comprised of master’s and doctoral students from all four academic divisions (Humanities, Social Sciences, Life Sciences, and Physical Sciences). We are seeking input on programs to help graduate students develop their careers while at Brown, including student and faculty panels on succeeding in graduate school; academic and non-academic career options; and conducting job searches. If you’re interested in working with us, please email careerlab@brown.edu.

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