The Trachtenberg School’s Career Development Center provides MPA, MPP, MA-ENRP, PhD and certificate students and alumni personalized career advising, professional development and networking opportunities. Meeting the needs of early career to seasoned professionals, in all sectors and fields, in and outside of the D.C. area, we are committed to ensuring professional success for our students and alumni.

| Professional Development Programs (see reverse side for highlights) | ▪ Alumni Panels  
▪ Employer Briefings  
▪ Dinner with Alumni  
▪ Professional Development Workshops  
▪ Brown Bag Networking Lunches  
▪ Job and Internship Search Group  
▪ Professional Transitions Career Coaching Group |
| Career Advising Services | ▪ Career exploration  
▪ Resume, CV, cover letter and LinkedIn review  
▪ Network strategy  
▪ Job and internship search  
▪ Interview preparation  
▪ Compensation negotiation  
▪ Presidential Management Fellows (PMF) preparation |
| Career Development Guides | ▪ Federal Resumes for Success  
▪ Resumes that Get Noticed  
▪ Excelling within the Academic Job Search  
▪ Compelling Cover Letters  
▪ Interviewing for Impact  
▪ Negotiating Your Compensation Package  
▪ Networking Meetings: More Than Just Informational Interviews  
▪ References and Recommendation Letters  
▪ Writing your CV |
| TS Handshake | ▪ Online career management tool for job, internship and fellowship announcements; applications; on campus recruiting; job board subscriptions/websites; and event registration |
| Career Field Employment Resources & Job Boards | ▪ Career Employment Resources for 20+ Fields (potential employers and professional resources)  
▪ Fellowships for Federal, State, Local and County Government; Policy/Nonprofit; International; Health; and Research/University  
▪ Job Board Resources for all sectors and industries  
▪ D.C. Events & Professional Networking Groups |
| Masters Professional Development Fund | ▪ Financial support (up to $300) for students to cover conference costs  
▪ Three application funding cycles per year (Fall, Spring, Summer) |
| Career Services Communications | ▪ Career Services Weekly Update (Trachtenberg School and GW events and professional development opportunities)  
▪ Listserv for Hot Jobs, Hot Internships, Non-D.C. Jobs, Ph.D. Jobs |

Trachtenberg School Professional Development Highlights
## Career Development Services

### Employer Briefings
- Environmental Defense Fund
- UN Foundation
- Port Authority of NY & NJ
- Center for American Progress
- Bellwether Education Partners
- The World Bank
- GAO
- The Partnership for Public Service
- REI Systems
- Congressional Budget Office
- Federal Energy Regulatory Commission
- LMI
- Deloitte Consulting
- The Urban Institute
- The Management Center
- Office of Inspector General, Amtrak
- Brookings Institution
- Bipartisan Policy Center
- National League of Cities
- MD Dpt. of Budget and Management
- The Clearing
- World Resources Institute
- Pew Charitable Trusts
- National Urban League
- The Aspen Institute
- FBI

### Professional Panels and Networking Programs
- What does it REALLY mean to be a Policy Analyst?
- Nonprofit Executive Director Alumni Panel
- Mock Interview Program with Alumni
- D.C. Government Student/Alumni Meet & Greet
- Hill Student/Alumni Happy Hour
- NASPAA Graduate School Networking Happy Hour
- Thinking about Getting a PhD? Alumni Panel
- Careers in Foundations & Grant making
- Multisector Leadership Alumni Panel
- Careers in Local, County and State Government

### Career Advancement Workshops
- Resumes that Get Noticed
- Interviewing For Impact
- Building a Professional Network
- Leveraging LinkedIn
- Best Practices for Interviews
- Case Interview Preparation
- Federal Government Careers
- MBTI
- Design Thinking for Career Happiness
- Federal Resumes
- Consulting 101
- Pathways: Presidential Management Fellows
- Landing a position with Congress

### Dinner with Alumni
- Deputy Administrator, FEMA
- Inspector General, Smithsonian Institution
- Associate Chief Financial Officer, Office of the Chief Financial Officer, District of Columbia Government
- Senior Manager, Executive Office, Pew Charitable Trusts
- Chief Financial Officer, United States Institute of Peace
- Senior Program Director, LUMA Institute
- Energy and Environment Policy at Apple
- Policy Director/Counsel, Senate Whip
- Vice President and Director, Global Health and HIV Policy, Kaiser Family Foundation
- Director for Legislative Affairs at National Security Council
- Integrated Strategic Communications Director for Health, AARP
- Director for Energy, National Security Council
- Senior Philanthropic Services Officer, Community Foundation for the National Capital Region
- Director, Foundations and Grants at United Way Worldwide
- Director, Congressional App Challenge, Internet Education Foundation
- Deputy Director, Office of the Chief Financial Officer, Environmental Protection Agency
- Chief Financial Officer, DC Water
- Vice President, Policy and Legislative Affairs, National Urban League, Washington Bureau
- Program Officer at Bill & Melinda Gates Foundation
- Senior Vice President, The Truth Initiative