The Center for Career Services is here to connect Marymount graduate students with personally meaningful and satisfying career options. In carrying out this mission, we offer the following services:

- **Individual Career Coaching Appointments**
  
  *To schedule an appointment with a Career Coach to discuss any of the following topics, please call our office at 703-284-5960 and our professional staff will be able to assist you in finding a time that works for your schedule and our availability!*
  
  - Explore and formally assess individual interests and skills to better inform career selection and area specialization process
    - [Career assessment options we offer through our office](#)
  - Deliver personalized guidance when exploring career options while providing quality resources for researching related industries and occupations
    - [Industry resources and websites](#)
  - Assist with the creation, maintenance, and tailoring of resumes, curriculum vita, cover letters, and other professional documents
    - [Access our Resume and Curriculum Vitae (CV) Writing E-Guide for an overview and assistance with these topics](#)
  - Provide education and personalized feedback through practice interview experiences to help individuals cultivate strong interviewing skills for your particular field
  - Help develop, target, and refine the job/internship search by providing valuable resources and strategic advice by industry
  - Aid students in making informed and meaningful choices regarding post-graduate opportunities
  - Provide insight and guidance regarding job offer and salary negotiation etiquette
    - [Access our Job Offer Evaluation & Salary Negotiation E-Guide for an overview and assistance with these topics](#)
  - Build networking skills, develop personal branding strategies, and establish professional image/presence both online and in person.
    - [Access our Networking and Personal Branding E-Guide for an overview and assistance with these topics](#)

- **Walk-in Appointments**
  
  - Have a quick question? Want a final glance over your resume before you submit it for a potential internship position? Just stop by our office in Rowley Suite 1005 between 1:30-2:30pm any day of the week and a Career Coach will be able to assist you; Walk-ins are taken on a first-come, first-serve basis and last 15 minutes if others are waiting.

- **Phone Appointments**
  
  - Can’t make it to Main Campus to meet with us in person? No problem! Our Career Coaches are available to meet with students and alumni over the phone to discuss any of the above issues and more. Simply specify your desire to meet over the phone when you contact us to schedule your appointment and we will let you know how to proceed.

- **Workshops, Networking Events, and Professional Development Opportunities**
  
  - The Center for Career Services hosts a wide variety of interactive workshops throughout the academic year to provide up-to-date career education on topics such as navigating LinkedIn, acing the interviewing, and job search tips for experienced professionals.
  - The knowledge gained in these workshops is enhanced through the valuable networking and professional development opportunities provided by frequent industry panel nights
and larger-scale population-specific events, where MU alumni and local employers come to campus to help students learn more about working in specific fields and occupations.

- Check our website, marymount.edu/careerservices, for a full calendar of events and scheduling details.

- **Job/Internship Search Database: Job4Saints**
  - Marymount University's online job/internship search database, Jobs4Saints, connects all students and alumni to top employers and internship providers. The database contains an up-to-date listing of full-time, part time, service, and internship opportunities with local, regional, and national organizations to make the search process easier, more efficient, and centralized. Employers also utilize Jobs4Saints to schedule on-campus interviews. Visit marymount.edu/careerservices for more information.

- **Graduate Student Business Cards with Marymount Logo**
  - In order to help support your career development, the Center for Career Services has made it possible for graduate students to purchase Marymount University-branded business cards. If you are interested in ordering, click here.

- **Career Services Email Newsletter The Graduate Gazette**
  - This bi-weekly email newsletter is sent out every other Thursday morning during the normal academic year and is specifically composed with the needs and interests of Marymount graduate students in mind! Be sure to check your inbox so that you don’t miss out on helpful resources, industry insight, and reminders about upcoming events on campus and in the greater DC area. Missed the most recent issue? See our archived email newsletters.