Claremont McKenna College Career Services Center

Resources for Careers in Government

Vault Career Insider (access from CMConnect)

- **Vault Guide to Government Agency Careers** – available for download.
- **Vault Guide to Capitol Hill Careers** – available for download.
- **Vault Guide to the Top Government & Nonprofit Employers** – available for download.
- Look also in Industry Overviews, Company Profiles, Occupational Profiles and Vault Occupation Surveys

CMConnect

- http://claremontmckenna-csm.symplicity.com/students
- Search "Law and Government"

Alumni Career Contact Database:

- Go to the Career Services Website -> Links -> Alumni Career Contacts (https://webapps.cmc.edu/alumni-career/login.php)
- The login and password are the same as your email
- Under Industry Search:
  - Government – Federal
  - Government – Local
  - Government – Military
  - Government – State

Non-governmental organizations (NGOs) are a good place to start. Much government-related organizations take interns each season, but not all have internship programs. Writing letters and forming your own contacts in the organizations you have interest in is often the best way to go. Permanent **judicial branch** jobs require a law degree. **Legislative branch** jobs all but require you intern (for free) for at least 4-6 months. **Executive branch** jobs require either an advanced degree or experience in the private sector (including NGOs) or military. The catch: top level grad schools prefer you to have several years of real world experience (business, fellowship, work abroad). The resources below will help you get your foot in the door.

UC Berkeley Career Services Website:
http://career.berkeley.edu/government/government.stm

- Extensive information on all parts of government: state/local to federal, legislative to executive.

Professor Pitney's Website:
http://www.claremontmckenna.edu/facultysites/govt/FacMember/JPitney/

- Government related internships and job leads, from Capitol Hill to NGO's. Also has resources for living in DC and scholarships and fellowships.

Professor Haley's Website:
http://govt.claremontmckenna.edu/ehaley/InternationalResources/TableofContents.html

- Information on internships and job relating to international relations.

Resources:

- MakingtheDifference.org – great website with information about entry-level jobs and internships in federal government
- State Department - www.state.gov
- CIA - www.cia.gov
- Also, nearly all representatives have internship information on their website.

Databases:

- www.usajobs.opm.gov (Nearly all positions require prior work experience)
- http://www.pse-net.com/carerm.htm

Books in CSC Library: Government Section:

- Career Diplomacy: Gov – 02
- Washington Internships: Gov – 04
- Guide to America's Federal Jobs: Gov – 05
- Ten Steps to a Federal Job 2nd edition: Gov – 06
- The Book of U.S. Government Jobs: Gov – 07
- The Student's Federal Career Guide: Gov – 08
- The Congressional Internship Book: Gov – 10
- US Dept of State Internship Program: Gov - 11