



Career Services

Career Services provides individual counseling and professional development resources to help students and eligible alumni learn the skills needed to obtain volunteer, internship, and employment opportunities. The goal is to help graduating students secure post-graduation employment that is compatible with their field of interest, preparation, and expectations. The Career Service Advisor holds sessions for groups and individuals concerning employment opportunities, résumé writing, dressing for success, and interviewing techniques. Career services are provided to all eligible graduates and while this assistance is readily available, the institute does not guarantee or promise employment to any graduate.

While Career Services provides access to and information on finding jobs, the responsibility of applying for and securing interviews is up to the graduate. These career-finding skills are an important part of every graduate's success, and the Career Services Department is available to assist in the further development of these skills. Of course, graduates' independence and self-motivation are essential to their long-term success. Staff will follow up with graduates about their employment and the benefits of their education and are available as partners post-graduation to assist further. Information about graduate job placement is stored in the student information system. This information is kept up to date through the use of surveys that are sent out to alumni annually.

Career Services also facilitates the Placement Verification Program. The Retention and Placement Calculator (RPC), an internal monthly report, is completed at the end of each month. Each graduate eligible for placement is entered into the PVP spreadsheet with all required information on an annual basis. Relevant information is their name, contact information of student, program of study, visa status, and whether they are employed in job related to their academic major. A student is considered "placed" when they are employed in a field related to their area of study. This process starts prior to a student's graduation. Initial contact with the student is made via @newlinesinstitute.org email. In the initial contact, the upcoming graduate's personal email address and phone number should be confirmed to ensure we are able to keep in touch with our alumni then personal email, and finally via phone if necessary.

All students are encouraged to meet with the Career Services Advisor in their very first semester and

throughout their studies to familiarize themselves with the services offered. Students are encouraged to work on developing their career finding skills throughout their program, so that they can more easily transition to the next stage of their career post-graduation.

Below is an overview of the services offered by the Career Services Department:

- **Cover Letter and Résumé Reviews:** All students will need a North American-style cover letter and résumé to apply for on- and off-campus jobs and internships. Students should schedule an appointment in their first semester with the Career Services Department.
- **Off-campus Employment Counseling (Academic Internship and OPT):** The Career Services offers resources to help students in their job search process. Several resources include employer database, the CSM, employer binders that contain information about companies hiring, and job boards.
- **Professional Development Opportunities:** Throughout the year, New Lines Institute provides several workshops and information sessions on those skills required to find employment. Sessions may include cover letter and résumé writing, introductions, elevator pitch, networking, job fair preparation, interviewing, LinkedIn, American business culture, business communication, employment benefits, and work visas.

Contact Information



For further information about the New Lines Institute Master of Arts in Strategy and Policy, please contact admissions@newlinesinstitute.org.



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