

# CAREER SERVICES

## for Current NIH Trainees



## Thinking about your long-term goals and future career plans?

The OITE houses a Career Services Center to help you plan for a satisfying career once you complete your training at NIH. Our services include:

- Help in exploring career options
- Free administration and interpretation of the Myers-Briggs Type Indicator (MBTI) to help you analyze your working style and personality type (not available for Summer Interns)
- Free administration and interpretation of the Strong Interest Inventory to help you identify career interests (not available for Summer Interns)
- Exploration of your skills, values, and interests as they relate to careers
- Assistance with informational interviewing and the development of networking skills
- CV, résumé, and cover letter review
- Mock interviews
- Advice on graduate and professional schools
- Job search assistance, including strategizing on how to land your ideal job as well as resources for identifying possible employers
- Help with interpersonal skills, improving relationships with your mentors, or being more assertive

**Students and trainees who begin working with career counselors early in their training have an advantage over those who wait.**

*build your career, shape the future*

### CAREER SERVICES STAFF

**Elaine Diggs, MS**  
*Career Counselor, NCC, NCCC*

**Julie Gold, MSW, MA**  
*Leadership and Professional Development Coach*

**William Higgins, PhD**  
*Pre-professional Advisor*

**Anne Kirchgessner, MSED**  
*Career Counselor, LCPC, NCC*

**Denise Saunders, PhD**  
*Career Counselor*

### APPOINTMENTS

To schedule an appointment go to <http://www.training.nih.gov/trainees/advising.asp>.

### LOCATIONS

Career Services Staff are located in Building 2 on the main NIH Bethesda campus to provide services to trainees (Postbacs through Postdocs). Career counselors visit the Baltimore campus, NCI Frederick, and NIEHS in North Carolina on a regular basis. [On-site services are not available on a regular basis to NIAID trainees at Rocky Mountain Laboratories or to NIDDK Trainees in Phoenix and NICHD trainees in Detroit; trainees at those sites can interact with counselors via phone.]

### LIBRARY

The OITE Career Library is housed on the second floor of Building 2 in Bethesda.

Additional libraries have been established in Baltimore and Frederick.