

# POST-GRADUATION SUPPORT

## *Alumni*

GINSP Alumni represent a valuable network of experienced individuals who can provide you with contacts for seeking advice in placement and career development.

The GINSP office and website maintains a list of alumni contacts. After you have graduated, please keep us apprised of your current address, email, phone number, and information regarding your work, career, and accomplishments that we can post on our website.

The Program provides support for graduate alumni in the areas of placement and advancement in a variety of career areas. GINSP retains alumni records, including copies of M.A. Thesis and Non-Thesis projects. After graduation, students should rely on GINSP faculty to write letters of recommendation and to serve as references for job applications, grants, and additional education programs.

## *Letters of Recommendation*

When asking a faculty member to write a letter of recommendation, keep the following guidelines in mind.

- Contact a faculty member first to ask if they are willing and/or have the time to write you a letter.
- If possible, provide the faculty member with all the necessary information one month before the deadline. This will allow them time to read and review your materials and request any additional documents.
- You should ask the faculty member what documents they need, but in general, you should provide:
  - Copies of specific evaluation forms (completely filled out, signed, dated, and with the confidentiality waiver or non-waiver signed).
  - A clear indication of the letter's due date.
  - Detailed information about to whom the faculty should give, email, or send the letter with the recipient's name, organization, and address clearly stated.
  - A copy of a your current ARTS form that indicates your coursework and grades.
  - An up-to-date resume or curriculum vitae.
  - Appropriate test scores, such as GRE or LSAT.
  - Relevant supplementary materials, such as writing samples.
  - A description of the job, program, or school to which you are applying.
  - Personal statements or essays written as part of your application.

## *University Career Center*

<http://www2.ku.edu/~ucc/cgi-bin/index.php>

Location: Room 110 Burge Union

Hours: Mon thru Fri, 8 am - 5 pm

The Career Center offers a variety of services to assist you in making your next educational or career choice. The Career Center houses a library of information for identifying and applying for jobs in a multiplicity of fields. The Center also sponsors workshops on interviewing, writing cover letters and resumes, skill evaluation, and professional networking.

In addition, the Center can identify KU alumni who are willing to assist you with internships and job placement.

The Career Center offers a dossier service that maintains and sends out letters of recommendation to future employees, organizations, and educational programs. See the University Career Center website above for additional services, including

- Student Employment
- Interviewing
- Writing Cover Letters and Resumes
- Career Courses & Assessments
- Job Listing & Employer Research, Including Abroad
- KU Career Connections
- Internships
- Graduate Schools
- Peace Corp