CAREER DEVELOPMENT OFFICE

Career Development Office

The Career Development Office (CDO) at the Johns Hopkins Carey Business School partners with internal and external stakeholders to empower students to realize their full potential and go on to secure meaningful, fulfilling careers that make a difference in the world. Our Baltimore, MD, and Washington, D.C., teams include career coaching and employer relations professionals from diverse backgrounds and industries. Resources and events offer opportunities for the following:

- Personal interests, values, skills, and exploration assessments
- Value proposition development
- Branded resume and cover letter creation
- Networking opportunities with students, staff, alumni, and employers
- Job search management
- Interview confidence building
- Career transition guidance

All students have access to Handshake, the JHU-wide career database, after successful enrollment in classes. Students can log onto Handshake at jhu.joinhandshake.com/login using their JHED ID and password to:

- Review and complete the “My Profile” and “Career Interests” sections
- Join a Carey Network in “Career Interests” to receive relevant information
- Discover and RSVP to attend information sessions, workshops, and other events
- Browse and apply to job postings
- Book an appointment with a career coach

When attending CDO events, students should adhere to appropriate technology etiquette, professional etiquette, dress code, and lateness/cancellation policies. All participants are strongly encouraged to shut off their cell phones and to refrain from using laptops and other mobile devices during CDO programs, unless requested to do so. The dress code for all employer/alumni/external constituent events is business professional (wearing a business suit), unless otherwise specified. Event cancellation policy: CDO asks students to cancel their RSVP at least 48 hours prior to an event if they are no longer able to attend.

Participation in future CDO events is at risk if policies are not followed. Students should arrive early for all events as they begin on time. Doors will close at the start of the event and reopen when the event is finished. Students can call 410-234-9270 or email careerdevelopment@jhu.edu with any questions.

The Career Navigator, CDO’s online resource library, compliments the team’s coaching and programming. Carey students and alumni have access to online career planning tools, resources, and webinars to support their career development and job search efforts at carey.jhu.edu/current-students/carey-life/career-development/career-navigator.

Students have access to a proprietary resume refinement tool, VMock, a career development platform that combines the power of data science, machine learning, and natural language processing to create personalized, instant, and actionable feedback and benchmarking for students on their resumes. VMock can be found at vmock.com/