The Center for Effective Global Action (CEGA) focuses on improving the results of social and economic programs throughout the world. We seek to train the next generation of development innovators who will conduct and apply rigorous research. We are committed to supporting undergraduate and master's students from all departments interested in working in development.

Step 1 Determine your career path

Focus: Where do you want to contribute?

Research

Research positions are often office-based roles that focus on quantitative and qualitative data work. *Staff positions* can be found at a number of think tanks, universities and research firms (e.g., World Bank, USAID, Brookings Institution, MDRC). *Research assitantships* are also common with faculty: seek out professors during their office hours and ask about opportunities and/or get involved with the Undergraduate Research Apprenticeship Program (URAP) and Sponsored Projects for Undergraduate Research (SPUR) programs. *Independent research grants* can be competitive to get, but with a solid proposal and mentorship, the payoff can be huge (e.g.,Fulbright Fellowship, Stronach Baccalaureate Prize).

Advocacy

Work in this area typically includes promoting specific policies by "translating" research findings and development practices. You are often working directly with policy-makers, NGOs, foundations and multi-laterals to effect change. These positions may require a graduate degree in Public Policy (MPP) or Adminstration (MPA).

Field Work

Field jobs are necessarily based in developing countries, and often this includes living and working in rural areas. Roles may include managing field teams, collecting data and adminstering surveys, and working with government officials and NGOs. Check listings with the Poverty Action Lab (J-PAL) and Innovations for Poverty Action (IPA), and sign up to be notified of annual recruitment drives.

Implementation

Typically these roles are more program management oriented than research. Often, you are working directly for a company, government, or NGO to scale-up a program, manage a portfolio of projects, or fundraise and prepare grants.

Location: Where do you want to be?

U.S. based jobs are likely to be located in Washington, D.C. or New York City, but an increasing number of opportunities can be found here in the Bay Area and along the West Coast. In impact evaluation, specifically, J-PAL and IPA positions are likely to be based in the field or in their respective headquarters in Massachusetts and Connecticut. Positions in a developing country may be based in the capital city of a country, or other urban center, while others may be based in rural or semi-rural areas. Think about your comfort zone and what living situation is most productive for you!

Sector: Where do you want to focus?

Some jobs may broadly generalize within international development and others may be focused in one sector of the field. More specific positions usually require prior knowledge or work history within the relevant sector. Volunteering, summer internships, and research projects are excellent ways to demonstrate interest in topic areas and to become a more competitive applicant.

Step 2 Prepare

1. Tailor your CV to the position. Conciseness is key! Quantify your experience, where possible.
2. Customize a cover letter for each job. They already have your resume, so fill in the gaps!
3. Actively engage with mentors from whom you are seeking letters of recommendation. It's never too early!

Step 3 Network

It's common for people to find jobs through networking, often through secondary or tertiary connections. Don't be afraid to schedule informational interviews and to let it be known that you are seeking opportunities! Approach networking with an attitude of "What can I offer?" rather than "What can this person do for me?" for best results. Treat your LinkedIn like a living resume that can passively represent you online.

Resume Do's
- Highlight your GPA and any honors/awards received
- Emphasize experiences relevant to job requirements
- Quantify your experience. Numbers stand out and convey contributions quickly.
- Include an "Interests" section — it's a great conversation-starter
- Incorporate job description and industry keywords.
- Include relevant coursework that demonstrates skills and expertise
- Convert to PDF before sending

Resume Don'ts
- Go over a page unless you'd cut relevant experiences
- Include accomplishments from high school. Let it go!
- Forget to leave ample white space
- Send without having at least two others review. New eyes; new mistakes.

Cover Letter Do's
- Use your CL to expand on your resume: explain gaps in experience, connect experiences to taks in the job description, explain why you'd be a good fit for the job, etc.
- Pay attention to culture! Formality varies depending on the employer, but professionalism is always a must.

Cover Letter Don'ts
- Go over a page.
- Use "Find and Replace". Nothing's worse than sending a CL with the wrong employer's name in the first line.
- Copy from old CLs. Tailor each letter to the employer and the position. Carbon copy cover letters are easy to recognize and are easy to dismiss.

Helpful Links
Career Advice and Advising
- Cal Career Center: career.berkeley.edu
- Chris Blattman's Blog: chrisblattman.com
- Alana Shaikh's Blog: bloodandmilk.org

Development Organizations
- J-PAL: povertyactionlab.org
- IPA: poverty-action.org
- World Bank Young Professionals Program: worldbank.org
- United Nations: careers.un.org
- Center for Global Development: cgdev.org
- Clinton Foundation: clintonfoundation.org/careers
- Bill & Melinda Gates Foundation: gatesfoundation.org/Jobs
- Brookings Institution: brookings.edu
- Peace Corps: peacecorps.gov

Advocacy and Implementation Organizations
- Kiva: kiva.org
- GiveWell: givewell.org
- InterAction: interaction.org
- Ideo.org
- Samasource: samasource.org
- One Acre Fund: www.oneacrefund.org
- Village Enterprises: villagenterprise.org
- Social Venture Network: svn.org
- Switchboard: switchboard.org
- World Reader: worldreader.org

Job Boards and Organization Contacts
- Bay Area International Link (BAIL): bailsf.org
- UCSF: ucsfhr.ucsf.edu/careers/
- DevEx: devex.com/end.jobs
- Indeed: indeed.com
- Idealist: idealist.org

Have you completed Steps 1, 2, and 3?
CEGA Staff is happy to meet with current undergraduate and master's students by appointment to share our perspective and to offer limited advising. Please visit our website for an updated staff directory, and reach out directly to only ONE staff member whose background and interest most closely aligns with yours. Send specific questions and an updated CV with your email.

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