

Numerous services are provided to assist students in gaining career-related work experience prior to graduation. Students are encouraged to utilize the services of the Smith Career Center to obtain assistance with all of their employment needs, beginning as freshmen and continuing throughout their college years. The majority of Bradley graduates have gained career-related work experience before graduation through cooperative education, internships, campus employment, and part-time jobs.

1. Explore Internship and/or Co-op Opportunities

- Attend college-focused Internship/Co-op Information Sessions and other special events (See SCC Calendar)
- Prepare for and attend on and off campus Job Fairs
- Utilize the Smith Career Center website -- <http://explore.bradley.edu/scc> -- to locate Internet job search resources

2. Register with the SCC and Submit Your Resume

- Activate your Free eRecruiting Account with the SCC
- Enter your "Profile" information in eRecruiting and prepare a resume for employers to view
- Have your resume critiqued utilizing the SCC Overnight Review Service
- Upload and publish one-page resume(s) to resume book(s) of your choice
- Update and upload "Profile" information and resume(s) at the beginning of each semester (more often if needed) to keep information current

3. Review Available Internship and Co-op Jobs

- Search for internships or co-op opportunities in eRecruiting through the SCC website

4. Meet with Your SCC Career Advisor

- Review internship/co-op program requirements and options which vary by college
- Discuss employer selection
- Explore additional job search strategies

5. Send Your Resume to Employers

- Forward your resume to employers
- Include additional application materials (e.g. cover letters, employer application form, etc.) as required by employers

6. Sign-up for Campus Interviews

- View Campus Interview Sign-up Instructions in eRecruiting

7. Register for Cooperative Education/Internship Course

- Meet with your Career Advisor to report job offers and register for the appropriate co-operative education/internship course