

Extensive online resources are available to help students explore career information, job availability, employer information, and networking with Bradley alumni and parents.

Visit the SCC website, <http://explore.bradley.edu/scc>, to create your FREE student accounts with these online resources.



Looking for a campus, part-time internship or post-graduate job? Looking for information about career options and resources for young professionals? Use **eRecruiting**, Bradley's own career site providing free access to employers seeking to hire Bradley students/graduates. Active job listings, employer information session schedules, information about job fair participants and opportunities to sign up for campus interviews with major employers can all be found using this site. In addition, search our list of BU Mentors for alumni and parent volunteers willing to talk with Bradley students about their career fields.



You can use **OptimalResume** to design high-impact resumes based on your major and career goals. You can easily create resumes in several formats, including Word® Compatible, Plain Text, PDF, and HTML, plus manage up to 5 unique resumes. Include your resume in your own professional website, which you can update, deactivate, and reactivate as your career progresses.



InterviewStream is a self-produced mock interview. This innovative and timely service will better help you prepare for interviews and the world of work. If you have a webcam and internet access you can use InterviewStream from the comfort of your own room or set up an appointment in the SCC to use our equipment.

Going Global career and employment resources include world-wide job openings, internship listings, industry profiles and country-specific career information. More than 30,000 pages of constantly updated content is included on topics such as: work permit/visa regulations, resume writing guidelines and examples, employment trends, salary ranges, networking groups, cultural/interviewing advice, corporate profiles, and worldwide job listings.....plus much more! Log into your eRecruiting account to access this online resource.



The Smith Career Center (SCC) offers many resources to help you with all aspects of your career exploration. To get started, visit the SCC website at <http://explore.bradley.edu/scc> to learn more about choosing and using your major, the job search process, internships and co-ops, job search sites, job fairs, and graduate school information.

Choosing and Using Your Major

What Can I Do With This Major?: Use the “Information” by major to find an outline of common career areas, typical employers, and strategies designed to maximize career opportunities. Choose “Links” to find a list of websites that provide information about listed majors and related careers. To view this area, go to the student section of the SCC website, and click on “What Can I Do With This Major?”

Occupational Outlook Handbook: stats.bls.gov/oco/hone.htm – A nationally recognized source of career information (duties, working conditions, training and education needed, earnings, and expected job prospects.)

Networking

Contact people to learn more about career opportunities, employers, industries, and to receive advice.

Alumni Online Community: Current students now have access to the national online directory of Bradley alumni. To obtain your personal User ID and password, visit the Alumni Relations Office. Career Advisors in the SCC are available to help navigate this database.

Social Media Resources:

LinkedIn: <http://www.linkedin.com> - Network and stay informed with professionals to exchange information, ideas, and opportunities.

Facebook: <http://www.facebook.com> - Connect and share with people and companies.

Twitter: <http://twitter.com> - A real-time information network powered by people around the world that lets you share and discover what’s happening now. Follow your favorite companies or people.

Searching for Jobs and Internships

There are literally thousands of websites to help you look for a job or internship locally, nationally, or internationally! Additional sites are available through the SCC website in the “Job Search Sites” section.

NACElink™Connect: An online job listing system powered by *Symplcity* to help students and alumni search and apply for jobs! To use this site, go to the student section of the SCC website, click on “General sites” under “Job Search Sites”, and create your own username and password.

Job Web: www.jobweb.com - A website of career development and job-search information for college students and recent college graduates, owned and sponsored by the National Association of Colleges and Employers (NACE).

Job Central - National Employment Network: www.jobcentral.com - Access all types of employment opportunities including full-time, part-time, co-op, and internships. Job Central allows you to search jobs on corporate websites across the Internet and begin the application process with the company to which you want to apply. **Includes U.S. and international job search options.**

Current Jobs For Graduates: www.graduatejobs.com/sub_login.htm - Choose job listings for Management/Business, Education, International, Liberal Arts, Performing Arts, Visual Arts, or Writing/Editing/Communications. Please contact the SCC for username and password.

Idealist.org (Action Without Borders): www.idealist.org/career.html - *The Best Nonprofit Career Center on the Web*, with hundreds of job and internship listings throughout the United States and around the world.

Internships-USA: www.internships-usa.com – Locate internships in advertising, business, environmental, history, human rights, international affairs, media, social services, sports, state parks/resorts, Washington, D.C. (law, policy, congressional), or women’s rights. Click on “The Internship Series On Line”.

Please contact the SCC for usernames and passwords if needed.