

Saving Your Resume

- When saving your document, include your name in the document title.
Example: lastname_firstname_resume.docx (Word File)
- Upload your resume to Bradley netWORK. Be sure to click “Yes” to the question “Allow employer viewing” in your profile.

Upload your Resume to Bradley netWORK Site

1. Login to Bradley network by visiting the Smith Career Center homepage and clicking on the **Student Access** button on the homepage or go to the following website:

<https://www.interfase.com/Bradley/student/secure> *(you can favorite this page)*
Enter your BUnetID and password.

2. Hover over the **My Account** tab and Select **“My Documents”**
3. On the next page find Resume and click on the Add button next to it.

Researching Employers attending the Fair

1. Select the **Fairs, Events, and Workshops** tab
2. Select **Career Fair** in the Event Category field. **Search**
3. Locate the fair of interest and look to the right column for the button **View Employers**
4. Review the list of employers. For a description of each company and a list of positions they are seeking, click on the name of each employer.

Find Job Descriptions of Employers attending the Fair

1. Select the **Job Search** tab and click on the Job Search option
2. Select **Advanced Search** and then choose the appropriate **Opportunity Type** and then add your **Field of Study** *(you may select more than one)*
3. Select the appropriate fair in the **Find by Fair** drop down box.
4. Select Search
5. Click on the job title of interest to learn more about each job and how to apply.

Please note – campus interview opportunities will have an additional button at the top of the job description called **View Linked Interview Schedule**. Click on it to request an interview.