

**We  
can  
assist  
you  
with**

Career decision-making  
Job search strategies  
Resume and cover letter review  
Connecting to employers that are seeking Bradley candidates  
Applying for jobs and graduate school (part-time, internship and full-time)  
Interviewing techniques and practice  
Internship registration  
Networking with employers and alumni  
Salary information and negotiation  
Evaluating job offers

# Your Career Begins With The Smith Career Center

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## **Annually**

Strive for academic success  
Meet with your career advisor  
Use Bradley NetWORK  
Build and update your resume and portfolio  
Search for internship opportunities  
Attend and network at events and workshops  
Attend career fairs  
Manage your internet presence

## **Transfer Students**

Meet with your career advisor to develop a more individualized plan

# **Your Career Plan**

## **Second Year**

Begin career-related work experience  
Volunteer in community  
Seek leadership positions  
Conduct first internship  
Plan to study abroad  
Enroll in a career planning course  
Purchase professional wear

## **Third Year**

Develop a job search action plan  
Research potential employers  
Discuss graduate school options  
Practice interview skills  
Talk with professionals in your field  
Pursue additional internship  
Join professional organization

## **Fourth Year**

Nurture reference relationships  
Utilize multiple job search strategies  
Incorporate experiential learning into your resume  
Complete field experiences  
Apply to graduate schools  
Attend professional conferences

## **First Year**

Explore option with your career advisor  
Learn about SCC resources  
Acquire part-time work experience  
Join campus organizations  
Seek job shadowing opportunities

## **Mission**

The Bradley University Smith Career Center empowers students to achieve positive career outcomes through career development, experiential education, and learning opportunities. We partner in this work with stakeholders who benefit from the skills and talents of our students and alumni.