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

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YOUR CAREER PLAN

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

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

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

TRANSFER STUDENTS:
Meet with your career advisor to develop a more individualized plan.

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 internships
- Join professional organizations

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

Bradley University SMITH CAREER CENTER provides comprehensive career services to students and alumni along with recruitment assistance to employers. The programs and services offered are innovative and responsive to current trends and economic conditions affecting the job market and career opportunities.