
Career Resources Guide

The Bryan Career Services & Internship Programs Office offers many different resources to aid you with your career management. Whether you are looking for an internship or a job, exploring industries and occupations, writing a resume or cover letter, or searching for alumni and company contacts, the following resources will provide you with helpful information. Each site requires a user name and/or password. All of the online resources listed can be accessed from the homepage on our web site or under the “Career Exploration & Networking” link: www.uncg.edu/bae/gcs.



facebook

“Like” our office Facebook Page — the UNCG Bryan Graduate Career Services & Internship Programs Page!

This is a great way to stay connected with our office and other Bryan graduate students and alumni. Announcements about job and internship opportunities, upcoming events, interesting business related articles, and more will be posted on our Facebook page. To join, login

to your Facebook account, and then search for our page. If you do not have a Facebook account, go to www.facebook.com to set up your account. Faculty, staff, students, and alumni are encouraged to join our Fan Page!



SpartanCareers is an online job board used by the University Career Services Center (CSC) and Bryan Career Services. The following can be found on SpartanCareers: postings for internships, full-time jobs, and on-campus and off-campus part-time jobs; CSC career fair information and

information about other CSC events; interview schedules for on-campus recruiting opportunities; a mentoring database made up of alumni and employer contacts; and an employer database. **All students are asked to set up a SpartanCareers account. Resumes must be approved in SpartanCareers by a Career Counselor in order to participate in on-campus recruiting.**

(Available to all Bryan School students & alumni.)



careershift
job hunting & career management solutions

CareerShift is an online resource for job seekers with a unique set of integrated job hunting tools. CareerShift allows you to search and store jobs from all the major boards, company websites, newspapers, and anywhere else a job is posted on the internet. It also provides

contact information inside millions of companies and provides links to research further, in-depth information about those contacts within companies. CareerShift creates unlimited e-mail campaigns with your saved contacts, resumes, and cover letters. Campaigns allow you to contact potential employers and send out your resume. Notes are kept so you can keep track of all correspondence. **Go to <http://uncgbryan.careershift.com> to sign up. Fill out required information and enter group code: bryancareers.** **(Available to all Bryan School students & alumni.)**



CareerBeam is a comprehensive, 24/7, user-friendly program that helps you determine what you want in your career and offers the steps to achieve it. It is a self-paced process to help you clarify your career goals, develop a professional resume and cover letter, prepare for interviews, develop a network, and implement a strategic career search. CareerBeam helps you tap into the hidden market of jobs and internships by providing access to investigations of over 15 million companies and 20 million industries. It also allows you to identify over 2 million international companies in more than 70

countries. CareerBeam is constantly updating companies' information so you can have the most current knowledge available. **Please contact our office via e-mail (bryangcs@uncg.edu) to request your CareerBeam username and password.** **(Available to all Bryan graduate students and alumni of graduate programs.)**



CareerLeader is an interactive, online career assessment tool that translates powerful insights about your skills and passions into concrete recommendations for business career paths that are right for you. In addition, the site contains valuable career research tools. Your CareerLeader results are used as part of the Career Coaching process. **Please contact our office via e-mail (bryangcs@uncg.edu) to request a CareerLeader account.** **(Available to all Bryan graduate**

students.)



Career Insider Powered by Vault is the Internet's leading destination for career information. It is a great source for information on companies, industries, and career tracks. Vault's mission is to help professionals advance their careers through "insider" career information, online networking, job listings, and more. Visit the Career Insider to download valuable career topic & industry guides, get career advice, participate in the career discussion boards, and more! **Current graduate students can access the Career Insider by logging in with their Novell username and password.** Then follow the instructions for setting up your Career Insider account. **Alumni of Bryan Graduate Programs:** Please contact our office at bryangcs@uncg.edu to request the alumni password. Please Note: Vault.com does not provide the same access to this information. You must access Vault's Career Insider site through the link on our web site. **(Available to all Bryan graduate students and alumni of graduate programs.)**



Your professional relationships are key to your professional success. LinkedIn is an online network of more than 70 million professionals from around the world, representing 150 industries. LinkedIn's mission is to help professionals be more effective in their daily work and open doors to opportunities using the professional relationships they already have.

When you join, you create a profile that summarizes your professional accomplishments. Your profile helps you find and be found by current & former classmates, colleagues, clients, and partners. You can add more connections by inviting **trusted** contacts to join LinkedIn and connect to you. Your network consists of your connections, your connections' connections, and the people they know, linking you to thousands of qualified professionals.

Students are encouraged to set up a LinkedIn account to help facilitate their professional networking. Once you set up a LinkedIn account, you can request to join the "UNCG Bryan School of Business & Economics Alumni" group(s), which will connect you to hundreds of Bryan School alumni. Go to www.linkedin.com to set up your account.

There are many additional resources available on our web site to assist with your career management. Some of the resources available include:

- A list of regional and national/international professional organizations
- A list of Triad, Triangle, and Charlotte area employers
- A list of industry, job, and career specific online resources
- Tips for interviewing, networking, building your resume and cover letter, conducting informational interviews, etc.
- Internship information and FAQs
- A calendar of events, including on-campus events and recommended off-campus events

Visit the Bryan Career Services & Internship Programs web site for more information:

www.uncg.edu/bae/gcs