



UNCG
Bryan School of
Business and Economics

Bryan Graduate Career Services Career Resources Guide

Bryan Graduate Career Services 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 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 the Bryan GCS web site or under the “Career Exploration & Networking” link: www.uncg.edu/bae/gcs.



SpartanCareers is an online job posting system used by the University Career Services Center (CSC) and Bryan GCS. 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 by a GCS Career Counselor for full access to SpartanCareers.**



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.**



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 user name and password.**



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. All students are asked to complete the CareerLeader assessment, and 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.**



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. Recently named "The best place on the web to prepare for a job search," by Fortune. Visit Vault's Online Career Library through the link provided on the Bryan GCS web site. Our partnership with Vault gives you full access to industry guides, career topic guides, and employer guides. (Vault.com does not provide the same access to this information. You must access the Vault site through the link on the Bryan GCS web site.)

From the Bryan GCS site, you will need to access the Vault page, and then click on "Get Your Password Now!". You will be asked to enter your UNCG e-mail address and will then be sent a password to access the site. **You will need to request a new password each time you access the site.**



Your professional relationships are key to your professional success. 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. **LinkedIn is an online network of more than 25 million experienced professionals from around the world, representing 150 industries.**

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.



Join our office Facebook Group – the UNCG Bryan Graduate Career Services & Internship Programs Group – to stay connected with our office and other Bryan graduate students & alumni. To join, login to your Facebook account, and then search for our group. If you do not have a Facebook account, go to www.facebook.com to set up your account.

Additional Online Resources

Additional **Online Resources** are available on the Bryan Graduate Career Services 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 area employers
- A list of national and career field specific job links
- Tips for conducting informational interviews
- Internship information and FAQs
- A calendar of events, including on-campus events and recommended off-campus events

Visit the Bryan Graduate Career Services web site for more information: www.uncg.edu/bae/gcs