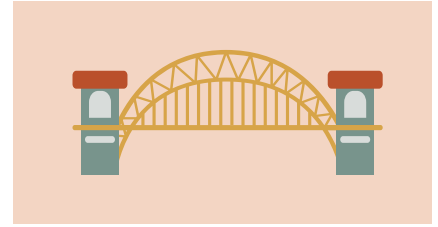


BYU Bridge

BYU Bridge connects BYU students and alumni to employers who are looking for BYU students and graduates to recruit at BYU. You can search job listings and apply for jobs; research companies and connect with alumni; do video mock interviews and RSVP to employer information sessions and workshops.



Login to **Bridge.byu.edu**

Tips for using **BYU Bridge**

COMPLETE YOUR PROFILE

Make sure your profile is current and correct. The majority of your profile will already be filled in; however, you will need to complete the Graduation Date, Skills, and Geographic Preferences sections to access all of the BYU Bridge resources.

UPLOAD YOUR RESUME

To apply for jobs, you need to have at least one resume uploaded to BYU Bridge. We strongly recommend having your resume reviewed by a UCS employee before uploading it to BYU Bridge. To add a resume, click on the Documents tab. Click the Add New button. Remember to label the document clearly (a file name that includes your name is best) and select Resume as the document type. Click Browse, select the appropriate document and press Open, then click Submit.

SEARCH FOR JOBS AND INTERNSHIPS

Click on the Jobs tab and then select Jobs from the drop-down menu. You can customize the types of jobs you see by clicking Advanced Search. In the Advanced Search menu you can narrow your search by choosing a specific major or college, geographic area, or

opportunity type. Save your search criteria to come back and see new results that fit your preferences. Some job listings will ask you to apply through BYU Bridge while others will direct you to an external website.

RESEARCH COMPANIES

You can find out more about companies by going to the Employers tab and clicking Employer Directory. Use the search box or click the More Filters button to search for companies in a particular industry or geographic location. Within a company's profile you may find information about the company, jobs currently posted to BYU Bridge, and recruiting contacts. When contacting recruiters, make sure that your communication is brief but specific. It's a good idea to have a specific question to ask about a position or the company rather than contacting a recruiter just for the sake of making contact.

ATTEND EVENTS

The Events tab lists career fairs, recruiting events (employer information session), and career-related workshops. These events are a great way to explore career and job options and network with employers and alumni.

DO A VIDEO MOCK INTERVIEW

You can practice your interviewing skills by going to the Resources tab and clicking Mock Interviews. From there, choose one of the prepared interviews or select your own interview questions by going to My Mock Interviews and clicking the Create New Mock Interview button. A video avatar will ask you questions and your computer will use its webcam to record your answers.

NETWORK WITH PROFESSIONALS

Use the Networking tab to search for alumni and other friends of BYU who have made their contact information available to students. You can use the Filters button to search by company name, major, or geographic area. Once you find a contact that you're interested in communicating with, click the Interested button at the bottom of the profile. A text box will allow you to send a message to the contact. Briefly introduce yourself and explain what you would like to learn from the contact. Make sure your message is professional in its tone, grammar, and presentation.

TALK WITH A PEER MENTOR OR CAREER DIRECTOR

Schedule an appointment to discuss resumes, cover letters, interviewing, networking, or career options by calling 801-422-3000, or by visiting University Career Services in 2590 WSC.

LET US KNOW HOW IT GOES!

Did you get the job or internship? We want to hear! Stop by our front desk and we'll add you to our Victory Board!

DOWNLOAD THE BYU BRIDGE APP

To more easily use BYU Bridge on your phone, search your app provider for Careers by Simplicity. Once you have downloaded the app, search for Brigham Young University.



Uploading your transcript

Need to submit your transcript along with your resume? Not sure how to do it? Check out the instructions below.

- Login to MyBYU and click on AIM under Campus Links — School.
- Click on Grades.
- Change the destination and save the document as a PDF or on your Google Drive.
- Login to the Bridge and click on the My Documents tab and then click the Add New button.
- Select Unofficial Transcript as the Type of document to upload and then click Choose File.
- Select your saved document (make sure it is closed) and then click Open. Remember to label your document clearly.
- Click Submit. Wait while the document is being converted. When finished the page will refresh.