The Office of Career Services provides a wide range of resources to assist you in conducting a job search, applying to graduate school and managing your career. The purpose of Career Services is to empower our students and graduates to identify and pursue their passions and meet the needs of the world.

We will help you...


**CAREER RESOURCES**
The Office of Career Services provides information and resources for each stage of the career planning process.

**CAREERCONNECTOR**
Belmont’s CareerConnector online job and internship board is available to students and graduates. A professional résumé can be uploaded into our database and published to a Belmont Web Résumé Book, which is available to prospective employers. The Office of Career Services posts full-time and part-time job and internship opportunities, allowing users to search for and apply to positions. Employer contact information can be found by using the Employer Search function. Campus recruiting events and programs are listed on the Calendar. Visit www.belmont.edu/careerservices to access CareerConnector.

**CAREER COACHING**
Individual career coaching is available for current students and graduates. Students can meet with professionals to assist them with all phases of career planning. Contact our office at 615.460.6490 to schedule an appointment.

**CAREER ASSESSMENTS**
The Office of Career Services offers a series of career and personality inventories which are designed to analyze interests, skills and personality traits as they relate to career choices. Available assessments include the Myers Briggs Type Indicator (MBTI), Strong Interest Inventory and Focus.

**PROFESSIONAL DOCUMENT REVIEW**
Professionals in the Office of Career Services are available to review and critique your résumé, cover letter or graduate school essay.

**INTERNSHIPS**
Internships are a valuable way to learn more about yourself and the world of work as well as to gain more experience in your field of interest. Students may receive elective hours of credit for work that directly relates to their academic major or occupational goal. Internships are posted on Belmont’s CareerConnector online job board.

**PROGRAMS/WORKSHOPS**
Belmont & Beyond programs are sponsored throughout the year by Career Services. Some of the programs include: creating a professional résumé, interviewing, developing a job search strategy, networking, applying to graduate school and managing money. Visit www.belmont.edu/careerservices for a schedule of events.

**INTERVIEW TRAINING**
Students and graduates can practice interviewing with a professional in the Office of Career Services. Afterwards, the professional will provide feedback and suggest ways to improve the student’s interviewing skills.

**ANNUAL RECRUITING EVENTS**
The Office of Career Services sponsors several annual events which bring students and graduates in contact with employers offering career opportunities. The College to Career Fair, Teacher Recruitment Fair and Career Day are excellent ways to make valuable networking contacts.

**ON CAMPUS INTERVIEWS**
Campus interviews give students and graduates the opportunity to interview with corporations, government agencies and non-profit organizations. To sign up for campus interviews, students and graduates are required to submit an online résumé through CareerConnector and select a specific interview time.

**EMPLOYER CONTACTS**
The Office of Career Services conducts employer outreach to connect students and graduates with job and internship opportunities and employer contacts.

**CAREER NETWORK**
The Belmont University Community group on LinkedIn connects students, alumni, faculty and staff. LinkedIn is the leading professional networking website. Members can research employers, search job postings, access resources related to job searching, find company contact information, stay in touch with their professional network, and join groups related to their field of interest.

**ALUMNI SERVICES**
The programs, services and resources described in this brochure are available to all graduates.
BELMONT UNIVERSITY
Career Services

VISION
To be a leader among career services by providing our community with meaningful connections in a global environment.

PURPOSE
To empower our students and graduates to identify and pursue their passions and meet the needs of the world, we encourage career exploration, develop educational and professional partnerships, provide intentional programming and promote comprehensive resources.

FOR MORE INFORMATION:
BELMONT UNIVERSITY
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1900 Belmont Boulevard
Nashville, TN 37212-3757
615.460.6490
careerservices@belmont.edu
Hours: 8 a.m.-Noon; 1 p.m.-4:30 p.m.
Evenings by appointment

WWW.BELMONT.EDU/CAREERSERVICES