



Career Services

## **Your Passion + Putting your Talent to Work = Your Future**

Only you can determine what you want and where you want to go. At Bellevue University, we understand that finding your path takes time, the right tools and the skill set to make it reality. Your future is our mission and we're here to help you succeed when combining your passion with your talent.

### **Career Readiness**

Career exploration tools (assessment tests) are available to direct your focus in the best areas when setting career and professional goals. Candid Career, a virtual job shadow platform, offers video tutorials and allows learning opportunities from the experiences of other professionals in fields of interest; and the official Occupational Outlook Handbook, from the U.S. Bureau of Labor Statistics, lists career information for hundreds of occupations including typical job duties, education and training required, salaries and job outlook.

### **Developing your Resume**

Preparing to write a resume is an important step in the resume writing process. Our resume toolkit & checklist will help you determine what should be included in a resume and how the data should be organized to make it most effective, and discuss result related vs. achievement oriented resumes.

Once your resume is created, Career Services will review and provide feedback.

### **Effective Interviewing & Behavioral Based/Situational Interviewing Strategies**

Bellevue University students and alumni have access to InterviewStream (online interviewing software) for mock job interview practice. Students are also invited to schedule an appointment if they wish to practice face to face or by phone.

### **Connecting on Social Media**

Bellevue University students are encouraged to create a free basic account on LinkedIn to create and build their professional identity on the web while connecting with professionals in currently the field.

### **College Central Network**

College Central Network (CCN) connects job seekers to jobs opportunities across the United States. College Central Network is FREE to Bellevue University students, faculty, staff and alumni. Ask us how to create an account and get started on your search.



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## Hours & Locations

Career Services is located in the Durham Building on Main Campus. Please email us at [careerservices@bellevue.edu](mailto:careerservices@bellevue.edu) or call us at 557-7423. Office hours are 9-4 pm and its best to schedule an appointment.

Best wishes,

**Cheryl Steede** | Manager | Career Services Center Durham Administration Building 129  
Bellevue University | 1000 Galvin Road South | Bellevue, Nebraska 68005-3098 [bellevue.edu](http://bellevue.edu)  
Phone: 402.557.7024 | Fax: 402.557.5438 [cheryl.steede@bellevue.edu](mailto:cheryl.steede@bellevue.edu)