

RESUME BUILDERS

While in college, you have access to numerous pre-professional experiences that can help you: exploring majors and careers, building essential job skills, enhancing your resume, and giving you stories to share with employers during interviews.

PART-TIME OR WORK STUDY JOBS: While most people think about part-time or work-study jobs simply as ways to earn cash, these opportunities can help you gain some important work experiences. Look for jobs that will enhance your skills and give you exposure to a business or office environment.

INTERNSHIPS AND CO-OPS: Internships are designed to provide “hands-on” experience in a field or industry. They can be paid or unpaid and last for any length of time from one month to an entire year. A co-op is essentially a full-time internship during a standard school semester.

EXTERNSHIPS: Externships are great opportunities to get a first-hand account of professional life in a given industry. During an externship, a student or group of students shadows a professional for a pre-determined period of time, usually no more than a few days. Some companies with formal externship programs even let students work on a project or two. Though externships are unpaid, they can provide valuable experiences and exposure to a career path or job.

VOLUNTEER EXPERIENCES: Good work experience does not always come from a paid position. If you are looking for relevant business experience and are unable to land a paying job, you may want to offer free labor to an employer in the interest of gaining experience. Many times, volunteer work can lead to a paid job (or at least boost your credentials), making you more attractive to a potential employer.

RESEARCH OPPORTUNITIES: For students looking to build their analytical skills, there is no better place than a research opportunity where you can work directly for a faculty member.

FELLOWS PROGRAM: Field trips and internships, international study trips, speaker series, dinners, retreats, and competitions make up the bulk of Fellows activities. Joining a Fellows program will foster leadership skills and contribute to your personal and professional growth.

INVOLVEMENT: Getting involved in a student club or organization is a great way to enhance your resume. Involvement allows you to build skills in teamwork, communication, planning, and organization. It also opens up numerous leadership opportunities, which employers often seek. Smith has a number of undergraduate clubs in which students can get involved.

STUDY ABROAD: In a global business environment, it is essential for students to have an understanding of various cultures and societies. Studying abroad is a great way to gain in-depth exposure to a country and its people. It also demonstrates to employers that you can successfully adapt to new environments. Set up an appointment with your academic advisor to find out more about eligible study abroad programs for business majors.