

CAREER ASSISTANCE

Dear Boston College Alumni:

Have you taken the time to really read your resume lately? Does it focus entirely on past accomplishments or does it provide a glimpse at the future you are looking for? Check out the **CareerBeam Career Success** website to help create and polish a resume that will aid in your career search.

If you have not established a clear career direction, it is common to focus entirely on where you have been when you present yourself to network contacts and employers. In your career development, a powerful resume that is aligned with your internal career description is one key to implementing an effective career advancement strategy.

Do you know the difference between a GOOD resume and a GREAT resume? Do you have a resume that is current and after a few minor tweaks, ready to go? Having an up-to-date resume is vital. Career advisors regularly receive calls from professionals who were downsized suddenly or had an unexpected opportunity arise and need a resume ASAP.

We encourage you to log in to your **CareerBeam Career Success** website account with your username and password and review the resume section.

1. Login to the BC Alumni Online Community (<http://www.bc.edu/alumni/association/community.html>)
2. Go to "Career Resources" on the left menu
3. Go to CareerBeam login
4. Once logged in, go to the "Be Compelling" section
5. Then click on "Resume" on the left menu
6. Review all sections and begin building your resume using the Resume Builder

If you have any further career-related questions, please contact the BC Career Center at 617 552 3430 or at carctr@bc.edu.

Please check the Career Center website [<http://www.bc.edu/offices/careers>] to learn more about the BC Alumni Online Resume Book in ***EagleLink***.

Alumni job-seekers may go into ***EagleLink*** now, fill out your profile, and post a resume. If you wish, you may choose to have your resume included in the online Resume Book. The Resume Book will be available to potential employers by late April.

Alumni employers seeking candidates for available positions may post positions in ***EagleLink***. If you are among the BC alumni employers who would like to be given

access to the electronic Resume Book, please contact the BC Career Center Recruiting Program at employer.recruiting@bc.edu or visit <http://www.bc.edu/offices/careers>.