

# GRADUATE CAREER DEVELOPMENT

The **Pulsifer Graduate Career Development** (<https://www.bentley.edu/university-life/career-development/pulsifer-graduate-career-development/>) (GCD) Center takes pride in providing innovative, personalized service and works closely with students to help them take charge of their career journey and make informed decisions about choosing, changing, or advancing their career. The GCD Team (<https://www.bentley.edu/offices/career-development-support/graduate-career-development-staff/>) provides resources, programs, and coaching delivered one-on-one, in group workshops, and online. We strive to engage students in owning their career preparation process by supporting their individuality and teaching the skills and strategies to help them achieve their short- and long-term career goals.

Additionally, as members of the Bentley community, students will have the opportunity to expand and foster strategic relationships with a global alumni network and employers who highly value Bentley talent. The office's work with students does not end at graduation; as Bentley alumni, students are entitled to lifelong career development.

*Location:* LaCava 220, Virtual and In-Person Appointments Available

## Graduate Career Development Intensive Seminar Series (CDI 501)

This six-session series provides Bentley graduate students with the cutting-edge skills necessary to establish a professional presence in person, online, and in writing. A vibrant professional presence provides a competitive edge in today's economic environment; it also establishes the foundation for sustainable career success in the future. Classes are available in various formats including asynchronously online and in the in-person sessions are conducted once a week for 80 minutes. The sessions are offered at times that complement students' class schedules. Topics include: personal and goal assessment; résumé and cover letter writing; elevator pitch development; networking and informational interviewing; utilizing LinkedIn for the job search; current job search techniques; and leveraging Handshake as well as other online global job search platforms and tools.

## Internship Program

Internships enable graduate students to integrate conceptual knowledge with practical field-based experience. Internships are highly encouraged, as they often serve as a springboard to full-time employment at a company. There are two types of internships: non-credit bearing and credit bearing. To complete a credit-bearing internship, the student must meet eligibility requirements. Credit-bearing internships are courses governed by academic policies and procedures, referred to in the section on Field-Based Learning under Academic Policies and Procedures in this Catalogue. Additionally, international students must consult with the Center for International Students and Scholars (<https://www.bentley.edu/offices/center-international-student-scholars/>) regarding internship eligibility requirements based on visa requirements and regulations. Faculty Internship Coordinators approve credit-bearing internships. Career Development staff offer support and career services for all internship searches.

## Campus Recruiting by Employers

Local, national, and international employers, representing a variety of business, industry, government, and nonprofit organizations, recruit at Bentley on a regular basis. Career fairs occur in the fall and spring.

Graduate Career Development also hosts special events, such as Career Conversations and a career fair specifically for graduate students.

## Online Job Postings

With a Handshake password, students can electronically access jobs and internships, 24 hours a day. On this platform, students can brand themselves and update their profile for employers to find them. Companies can also post jobs specifically targeted to Bentley Graduate School students. Each year, local, regional, and national companies visit the campus to conduct initial interviews with students who are seeking professional positions or internships. Students also have access to EFMD, which is a global job board that exposes students to opportunities around the world.

## Powerful Network of Alumni

Bentley alumni and fellow graduate students can be valuable resources for connecting with potential employers. LinkedIn (<https://www.linkedin.com/>) is a business-oriented social networking site mainly used for professional networking and is the best place to connect with fellow Bentley students as well as alumni for career-related knowledge, information, referrals, and advice across industries and geographic locations worldwide. As soon as you become a matriculating student, using your Bentley email, you can request admission to the Bentley Community on LinkedIn (<https://www.linkedin.com/>).