



100 N. University Dr., Nigh University Center
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careers.uco.edu
Hours: Monday-Friday 8:00am - 5:00pm

RESUME ASSISTANCE GRAD SCHOOL PREP NETWORKING
EXPLORE MAJORS CAREER ASSESSMENTS
JOB SEARCH ON-CAMPUS RECRUITING
INTERNSHIPS **HIRE BRONCHOS**

SUMMER 2017

HIRE BRONCHOS

CURRENT STUDENTS

Logging In/Registering

- Log into UCONNECT
- Click the Campus Services Tab
- Click the HireBronchos image
- Complete your HireBronchos profile

Job Search

- Choose the Job Search menu to begin your search
- Search with any criteria (or enter no criteria to view all jobs)
- Click on the Job ID/Title for details about each job posting and how to apply

ALUMNI

- Join the Alumni Association (<http://centralconnection.org/>)
- Go to HireBronchos.com and click on Alumni to register
- Log in to access job postings and to see upcoming events

CAREER GUIDANCE

Career Services can help you with...

Exploring major and career options

Developing resumes and other career documents

Generating ideas through career assessments

Researching jobs and internships

Understanding the grad school application process

SCHEDULE AN APPOINTMENT TODAY

SAVE THE DATE

PART TIME JOB AND VOLUNTEER FAIR

Tuesday, August 22
Broncho Lake, 9:00 AM - 1:00 PM

OPTIMAL RESUME



UCO Career Services now offers **Optimal Resume**, a website designed to help you prepare and customize your resume. This interactive software is fully loaded with a variety of samples, tools, and tips to help you best demonstrate your experiences.

Getting Started on Optimal Resume

1. Go to: <https://ucok.optimalresume.com/>
2. Create an account using your UCO school email address
3. Use the samples, tutorials, and instructions for help
4. Have your resume reviewed by Career Services

To Request a Critique on Optimal Resume

1. Log into Optimal Resume
2. Click **Create New Resume** and follow the prompts to create your resume
3. Choose **Review Center** in the blue Optimal Resume toolbar
4. Select **Career Services** from the Review Group drop down and write a brief note regarding your needs
5. Click Submit