BU CareerLink 101

Boston University’s system for internships, jobs, and more.

WHAT IS BU CAREERLINK?

BU CareerLink is BU’s online hub for career resources, including internship and job listings, in the United States as well as around the world, for undergraduates, graduate students, and alumni. You have 24/7 access and are able to sign up for on-campus events and upload multiple resumes, cover letters, and other employment-related documents. You also have access to resources such as CareerBeam, Career Explorer, GoinGlobal, and Mock Interviews through BU CareerLink.

LOGGING IN TO BU CAREERLINK

1. Go to bu.edu/careers/bu-careerlink.
2. Enter your username and password and click GO.
   - Your username is your BU email address.
   - Your password was sent to you in an email from bucareer@bu.edu during your first semester. It is NOT your Kerberos password.
   - If you do not remember your password, click on the FORGOT PASSWORD button under the login box. Type in your BU email address, and the system will email you a new password.
   - Once you have logged in, you can change your password at any time by clicking on the PROFILE tab at the top of the page, then clicking the PASSWORD/PREFERENCES tab in the PERSONAL section of your profile.
3. Activate your account by completing your profile. Click the PROFILE tab and fill out the necessary information.
4. If you’re having trouble, please call us at 617-353-3590 or email bucareer@bu.edu.

CREATING YOUR PROFILE

Fill out your profile. It is important to fill out this information as accurately as possible.

1. Click on the PROFILE tab and fill out all of the information in the PERSONAL, ACADEMIC, and PRIVACY tabs.
2. You must select one of two options that best describes your current work eligibility status. Please note that if you are on a student visa with the option for OPT or CPT, you would select that you are eligible to work in the U.S. and will require visa sponsorship for continued employment.
3. It is important to update your profile periodically with any new information in order to ensure that it remains accurate.

UPLOADING DOCUMENTS

BU CareerLink allows you to upload and manage multiple documents such as resumes, cover letters, and transcripts. We recommend uploading all documents as PDFs.
1. Click on DOCUMENTS on the top navigation bar.
2. Click ADD NEW.
3. Label the document. We suggest using your first name and last name with the focus of the document. For example: JohnSmith_Advertising.
4. Choose the document type: resume, cover letter, transcript, writing sample, or other.
5. Select the document to be uploaded.
6. Click SUBMIT.

SEARCHING FOR INTERNSHIPS & JOBS
1. Click on the JOBS tab on the top navigation bar.
2. Fill in the keyword box to search for specific positions or industries.
3. To narrow your search, use the ADVANCED SEARCH tab. Click MORE FILTERS to display additional fields. We recommend filling out only a few fields so that a variety of positions come up. At a minimum, include POSITION TYPE (full-time, part-time, internship, etc.) and STATE. Click SEARCH to view the listings.

APPLYING FOR INTERNSHIPS & JOBS
1. Once you have found a position of interest, click on the title. This will display the position’s details. Read over the description and qualifications to ensure you are interested and qualified.
2. To apply for a position, click the APPLY button, located to the right of the position description.
3. Decide which resume and cover letter you would like to submit. Select the appropriate documents and then click SUBMIT.
4. Some organizations will give alternate instructions for applying, such as through their website. These instructions can also be found to the right of the position description.
5. If you need to change a submitted cover letter or resume prior to the deadline, you must withdraw your application and reapply with the correct documents.

Good luck with your internship or job hunt! If you have found this information and the resources available through BU CareerLink helpful, please help us spread the word by telling your friends.

Questions? Call 617-353-3590 or email bucareer@bu.edu.