

SMU CAREER SERVICES

The Hegi Family Career Development Center at SMU is dedicated to serving the needs of SMU students and alumni and assisting employers in reaching qualified candidates from SMU. The Career Development Center staff guides and encourages students and alumni in the development of skills necessary for lifelong career management and offers opportunities for employers to recruit students through campus events and online resources.

STUDENT SERVICES

Lifetime services are offered to current students and all SMU alumni. Counselors work with students at all stages of their career development process - from choosing a major to evaluating a job offer. Counseling may include career assessments, focusing career goals, developing effective résumé and cover letters, graduate school research, and job search strategies. The Career Development Center also has an active on-campus recruiting and job posting program through MustangTrak.

Career Planning

Counselors will assist students in identifying major and career options through exploration of their interests, values, abilities and experiences. Services and resources include:

- One-on-one appointments
- Personality and interest-based career assessments
- Resource library for career exploration
- Online resources, such as “What Can I Do with My Major?”
- “Careers In...” Brown Bag Series, featuring alumni panelists from various industries

Job/Internship Search and Preparation

The staff provides individual guidance for the development of an effective internship or job search, including:

- Resume and cover letter reviews
- Mock interviews
- Resources for conducting employer research
- Networking opportunities
- Career and Internship Fairs for all majors
- Various topical workshops, such as salary negotiation and working abroad

MustangTrak

The Career Development Center manages MustangTrak, a password-protected, Web-accessible registration and job posting service that is available to all students and alumni worldwide. The online database houses full-time jobs, part-time jobs and internships for all majors. More than 60 new jobs and internships are added weekly and include listings from more than 45 industries.

CONTACT US

Appointments can be made with career counselors Monday - Friday, 8:30 a.m. to 5:00 p.m. To schedule an appointment, please call us at 214-768-2266 or come by Hughes Trigg, Suite 200. For more information about our services, MustangTrak, and career events, please visit www.smu.edu/career.