

Georgia College & State University Career Center
Professional Development Series Presents:

Resume Preparation for Graduate Students



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The Purpose of a Resume

“How do I present myself to an organization?”

A resume serves several very important functions:

- It is an advertisement of your abilities, accomplishments, and future capabilities.
- A resume is your chief marketing tool when looking for a position with an organization.
- With an effective resume, a prospective employer want to schedule an interview to further discuss your potential value to his or her organization.
- The resume isn't intended to tell the employer everything about you in order to get the job. Instead, it gets you the interview which allows you to provide more details and will get you the job.
- Above all, your resume should be honest, positive, concise, easy to read, and about YOU!

Resume Set-Up and Components

“How do I write my resume? What should I include in it?”

There are a variety of ways to write a resume, but before you begin, look at examples from current and reputable resources such as the Career Center. Here are the basic components, or sections, that should generally be included in a resume.

- CONTACT INFORMATION
 - Always make sure your contact information is at the top of a resume and easy to find. This is very important!
 - Provide your name, a permanent address, and phone number so an employer can contact you at all times. Do not put your social security number or birth date on your resume.
 - Include an email address that sounds professional and stays with you permanently.
- OBJECTIVE
 - The objective is a concise, one- or two-sentence statement that appears as the first major section of your resume.
 - It communicates two things: what sort of job you are seeking, and what skills you have to offer.
 - The more closely your objective matches a open position the more seriously an employer might consider reading the rest of your resume.
 - The objective serves as the focal point upon which the remainder of the resume content is based. It will help you determine which items to include and/or stress on your resume.
 - There are a variety of ways to focus your objective. Here are a few examples:

- Position focused—“An internship in health promotion and education”
- Field focused—“A full time position in finance with responsibilities for quality assurance, risk management, financial analysis, investment advising, and related financial services.”
- Skills focused—“A position utilizing my counseling, research, and proposal writing skills.”
- Combination—“Seeking a position as a publicrelations officer with a non-profit agency. Wish to utilize my skills in communications, needs analysis, and photography.”

▪ Be aware of the following::



- Always be work-centered rather than self-centered in your objective. Focus on what you have to offer, not what the employer can offer you. Avoid an objective that might sound like this: “A corporate position which will offer plentiful opportunities for professional training and career advancement.”
- Do not state an objective that reflects a career goal in which you are not qualified. Your objective must reflect a goal which you are capable of achieving with your present skills and qualifications.

○ EDUCATION

- It's true that some professionals choose to put their Education last. As a graduate student who is currently working on your degree, possibly as a way to get a promotion or to qualify for other jobs, you may consider putting your Education before Experience. Be proud of that new degree!
- For current students and recent graduates, Education should always appear before Experience and typically after the Objective.
- If you have not worked for a significant period and your Education is the most current experience, put Education before Experience.
- Do not be excessively detailed in this section. The basic information to include: your degree(s), institution(s) from which the degree(s) was/were earned, major(s), minor(s), and additional course concentrations.
- If you transferred quite a bit during undergraduate, you don't need to list all schools. List only those from which you earned degrees.
- If you don't have related experience in anyway, practical experience you have received through coursework and class projects can be included.
- Highlight any educational achievements that indicate your academic ability.
- High school diploma information is not included.
- Study Abroad experience should be listed as a sub-heading under Education.

○ EXPERIENCE

- Experience should typically appear after Education for current students, recent graduates, and those applying for jobs where their Education will be an important qualification.

- In preparing for the Experience section of your resume, it is best to brainstorm first. Questions to consider: What are my skills? What experiences gave me those skills? What experiences are relevant and which experiences can be excluded?
 - After you brainstorm, next outline your experience according to: (1) position held; (2) name and location of the organization; (3) dates employed; (4) responsibilities; (5) achievements and/or significant contributions; and, (6) demonstrated abilities and skills.
 - Entry-level candidates and career changers may organize their resumes in different ways. While an entry-level candidate has limited experience to draw from so a reverse chronological order resume where you list your most recent experience first may be the best choice. Keep in mind that you can also divide Experience into categories such as “Related Experience,” “Marketing Experience,” etc. to emphasize your area of expertise.
 - A functional resume allows you to describe your work experience in skill categories. Someone who would prefer that the employer focus on their skills and experience rather than job titles and previous industry, a functional resume might do the trick! Once you have a chronological resume, it is easy to turn it into a functional resume.
 - Describe your responsibilities using “action verbs” such as “created,” “planned,” “analyzed,” or “initiated”. These words show that you are a “doer!” An excellent list of action verbs is included later in this guide.
 - Don’t underestimate the importance of transferable skills-- Transferable skills include oral or written communication, interpersonal skills, working effectively in a team, leadership, problem solving, customer service, and research or analytical skills. They are “transferable” because you build on them and carry them with you as you move from job to job. Employers value transferable skills just as much (if not more) than technical skills.
 - Remember that all information listed in Experience should relate back to your objective—Ask yourself: Which of my jobs or accomplishments will matter most to the employer I am pursuing?
 - If you are limited in experience and you feel as though none of it is related, employers do need to see this information. You can always include:
 - Part-time employment
 - Work-study
 - Internships
 - Self employment (e.g. house painters, child caretakers, etc)
 - Volunteer experiences
- Non-Paid experiences can be very worthwhile and should always be on your resume!
- Be Aware of the following:
 - NEVER lie or stretch the truth about your experiences. Too often employers discover the truth and a tarnished credibility can seriously damage your career!
 - When creating experience descriptions, use strong action phrases that are relevant to your objective. Typically, three or four points are sufficient.

- Be creative in how you label your experience category. You may consider “Teaching Experience”, or “Professional Experience” whichever more closely describes the type of background you have.
- HONORS, ACCOMPLISHMENTS, COMMUNITY & LEADERSHIP ACTIVITIES
 - It may be appropriate to have an honors and/or leadership activities section on your resume.
 - Honors information can be included either in Education or in this section.
 - Under leadership, include offices held, projects chaired, and other experiences that accent your leadership abilities.
- REFERENCES
 - Formerly, it was appropriate to either list references at the bottom of your resume or indicate “References will be furnished upon request”.
 - Recently, it is more appropriate to prepare a separate page that lists your references. This can then be given to an employer at their request.
 - This separate page should be identical to your resume (i.e. same paper, your header/contact information, font, etc).
 - Candidates applying for teaching positions or individuals seeking jobs in the creative and performing arts may wish to specifically indicate the names, titles, addresses, and phone numbers of their references on their resumes.
 - In listing your references, always include:
 - Reference’s Name and Title
 - Reference’s Organization (if applicable)
 - Reference’s Address
 - Reference’s Phone Number
 - Reference’s Email Address
 - Typically three to five references are enough. Consider individuals who are familiar with your career goals and the quality of your work. A good reference might include: professors, current or former employers, or student organization advisers.
 - Family friends, clergy, and relatives usually are not good references.
 - Secure permission from references before releasing their information to employers!
 - Provide your references with a copy of your completed resume so they can speak knowledgeably about your background and qualifications if a prospective employer contacts them.
 - Many jobs also include an application. If the application asks you to list previous contact information for employers, this information is typically used to verify your past employment. If your supervisor is no longer with the organization, then the company will more than likely talk to a current manager or human resource representative who has access to past employment files.
 - When you have accepted a position, notify your references and thank them for their help!
- ADDITIONAL RESUME COMPONENTS

- Customize your resume so that it can best represent you and your ability to meet your objective.
- Consider adding additional sections of the resume tailored to your individual needs. Examples might include:
 - Volunteer Experience
 - Internship
 - Special Skills/Languages
 - Military Service
 - Professional Affiliations
 - Research Experience
 - Computer Skills

The Secrets to a Professional Resume “How can I stand out from other candidates?”

It is important for your resume to be in the most professional form before giving it to a potential employer. Here are the guidelines:

- LENGTH
 - One-page resumes are best for students and entry-level candidates. If you have two pages, you probably have information that is not relevant to your objective.
 - The business world appreciates conciseness. Even with your graduate degree, a one-page resume will be appreciated.
 - If you are entering an academic field, a longer resume (typically no more than two pages) may be appropriate.
- APPEARANCE
 - Use a blank Microsoft Word document when creating your resume.
Avoid templates!!
 - 11-12 point print
 - Use bold to emphasize your headings, company names, and university names.
 - Aim for a crisp, clean looking, and visually appealing resume.
 - Use “white space” effectively.
 - Avoid cramming and crowding of information.
 - Use spaces between lines to accentuate sections and headings.
 - Remember to describe your work/extracurricular experiences using action and results oriented phrases.
 - When printing your resume, use resume paper. High quality white or ivory will make your resume stand out from the others!
- EVALUATION
 - After carefully reviewing your resume for its strengths and weaknesses, make all necessary changes and improvements.
 - After your review, give it to two or three knowledgeable reviewers for their suggestions. You might consider giving it to a mentor, a reference, or the Career Center for review!

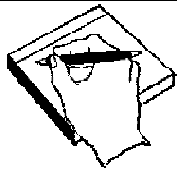
- Revision is probable and usually productive.
- MAKING CONTACT WITH A POTENTIAL EMPLOYER
 - Don't hesitate to submit your resume online! Some companies only receive resumes online in order to be fair to all applicants. This process helps you because it typically goes straight to a recruiter. Sometimes, a company may use online software that will instruct you to upload a resume. Also, remember to post your resume to Career Connection, see page 9 for more information!
 - Emailed resumes are highly appropriate when you have an employer's email address. You can use the email to write your cover letter or you can attach a separate resume and cover letter. You can also send a resume/cover letter as an attachment.
 - If you mail your resume/cover letter, do not fold them! Use a large envelope!
- AN EFFECTIVE AND PROFESSIONAL RESUME SHOULD:
 - immediately impress the reader
 - be visually appealing and easy to read
 - be concise
 - indicate career aspirations and goals
 - communicate job-related abilities, not just duties
 - focus on the employer's needs and your ability to meet those needs
 - support your career objectives
 - emphasize accomplishments
 - communicate responsibility and dependability
 - be a reflection of your ability and potential
 - favorably distinguish you from other applicants
- AN EFFECTIVE AND PROFESSIONAL RESUME SHOULD NOT:
 - have an unclear objective
 - contain misspellings or typographical errors
 - be poorly organized
 - contain lengthy phrases, sentences, or paragraphs
 - be "gimmicky" or amateurish
 - misrepresent your background or qualifications
 - be poorly typed or reproduced
 - contain irrelevant information
 - omit critical information (e.g., career objective, dates of employment, leadership positions, etc.)
 - require too much interpretation
 - contain unexplained time gaps with regard to employment history

RESUME TIPS FOR
CAREER CHANGERS

- You don't have to list every job on the resume.
- Only list the undergraduate institutions where you received degrees.
- Focus on what you want to do, not what you have done. A resume should not read like a job description.
- Highlight accomplishments and improvements you have made at your past positions.
- Study the job description. As you write your resume, speak directly to what the employer is looking for in a candidate. Don't expect the employer to read your resume for several minutes, looking to see if you qualify.
- Appearance is important. Use bulleted lists of strong action phrases rather than a paragraph style. Make the resume quick to read!

RESUME TIPS FOR
TEACHING CANDIDATES

- Teacher candidates should consider adding a "Career Objective" and "Teaching and Work Experience" sections to their resume.
- Career Objective-include a statement that is very specific to the field of education, since your career objective is usually a teaching position in your licensure area(s). Your career objective should also indicate your willingness to coach or sponsor extracurricular activities in which you have an interest.
- Teaching and Work Experience- School systems are interested in when and where you completed your student teaching and other related teaching experience such as camp counseling and tutoring positions.
- In your Education section, include which sections of the GACE test you have passed
- Include references that have observed you in an academic or teaching setting.



Tips for the Application Process
"My resume is ready. What do I do now?"

Employment applications are an important part of the hiring process. Some employers require an application as the first step, while others will want one later. Some employers never want an application but do ask for a cover letter/resume. Others might want all three. The employment application, along with your completed resume, is a chance to sell your qualifications and show that you meet the requirements for the job.

| Job Application Do's | Job Application Do Not's |
|---|--|
| <ul style="list-style-type: none"> ○ Fill out every blank on the application. ○ Follow all directions completely and only apply using the method the employer requests. This could be online, email, paper application, or in person. ○ Put an N/A (non applicable) if a section of the application does not apply to you. ○ Be prepared by having a copy of your resume/cover letter and references when filling out an application. ○ Be upbeat, positive, and always <u>honest!</u> | <ul style="list-style-type: none"> ○ Feel pressure to put a particular salary amount when asked. "Open", "Negotiable", or a salary range are always better. ○ Give any false information. ○ Use terms like "Quit", "Fired", "Illness", or "Personal Reasons" when asked why you left your previous employment. Instead, try "looking for more responsibility" or "wanting a more challenging position." ○ Use any negative information on your application (e.g. personal, legal, financial) |

RESUME ACTION VERBS

When describing your work and leadership experiences, start each bulleted phrase with a strong action verb. Use the words listed to create a clear picture of your experience. The **underlined** words below are especially good for pointing out **accomplishments**.

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited

spoke
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained

facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative Skills

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Helping Skills

assessed
assisted

clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Clerical or Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

More Verbs

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed

Alex Jackson

250 Main Street Apt 3 • Milledgeville, GA 31061 • alex.jackson@hotmail.com • (555) 555-7796

Results-driven achiever with solid computer literacy and interpersonal skills seeks position in sales and marketing with Bayer Pharmaceuticals.

QUALIFICATIONS

- **Marketing Research:** Interviewed clients, conducted situational analysis to identify key problems. Developed advertising strategy to accomplish Integrated Marketing Communication plan. Created and distributed survey instruments, conducted focus group interview for primary data collection. Analyzed and interpreted sample data to recommend feasible improvements.
 - **Communication & Organization:** Proficient in oral and written English & Chinese. Awarded the most persuasive student in the public persuasion competition of Business Communication class. Recruit, organize and assist GCSU international students for culture presentations at local schools via different schedules.
 - **Key Strengths:** Responsible and productive worker with solid work ethic who exerts optimal effort in completing tasks. Experienced working in a fast-paced work environment while delivering excellent service to customers. Worked long hours in strenuous activities while maintaining above-average grades.
-

EDUCATION

Georgia College & State University, Milledgeville, GA

Master of Business Administration

Expected May 2011

Bachelor of Business Administration in Marketing

Dec 2008, 3.1 GPA

Minor: English and Spanish

Related Projects

Marketing Management: Served as Project Manager, working with a team to develop a marketing plan for a new product. Led the group to conduct a situation analysis and then choose a marketing strategy and determine a marketing mix. Final plan was presented to faculty and peers in an oral and written presentation.

EXPERIENCE

IKON, Macon, GA

Jan 2009-Present

Marketing & Sales Intern

- Track and report sales data for monthly reports to the vice-president of sales and marketing
- Visit corporate clients with the professional sales team
- Develop PowerPoint sales presentations

Milledgeville Mall, Milledgeville, GA

July 2008-Dec 2008

Marketing Assistant Intern

- Operated digital reader boards and publicized communication outlets for mall events.
- Created sponsorship package for the 2008 Milledgeville fireworks show.
- Coordinated with GCSU student clubs for Milledgeville Mall Dress for Success Fashion Show.

GCSU International Education Center, Milledgeville, GA

Jan 2008-May 2008

Student Intern

- Market Global Ambassador Community Outreach Program to local schools and recruit international and study abroad students to facilitate educational presentations
- Maintain and update International Education Center Intranet website
- Design and publicize brochures & posters for programs

Tamara Teacher

121 Encouragement Drive ▪ Macon, GA 31061 ▪ (478) 555-1212
tamara_teacher@ecats.gcsu.edu

| | | |
|------------------------------|--|-----------------------|
| OBJECTIVE | To obtain a position teaching high school English | |
| EDUCATION | Georgia College & State University | Milledgeville, GA |
| | M.A.T., Secondary English Education, GPA: 4.0 | Expected, July 2009 |
| | University of Georgia | Athens, GA |
| | Bachelor of Arts: English, GPA: 3.81 | May 2008 |
| TEACHING EXPERIENCE | Rutland High School | Macon, GA |
| | Student Teacher, 11 th Grade English | Spring 2009 |
| | <ul style="list-style-type: none"> • Observed four different classes during the first 3 weeks • Developed and presented lesson plans and thematic units on Early, 20th Century, and Modern American Literature and Poetry during the final 9 weeks • Used classroom management skills to modify student behavior • Attended weekly staff meetings • Participated in parent conferences | |
| | Jones County High School | Gray, GA |
| | Field Placement | Fall 2008 |
| | <ul style="list-style-type: none"> • Observed, recorded and reflected on student interaction and teaching styles in all sections of English • Developed and presented a week-long unit on Poetry for 9th grade • Created and taught a lesson on modern adaptations of Romeo and Juliet | |
| RELATED EXPERIENCE | Sylvan Learning Center | Athens, GA |
| | High School English Tutor | Aug 2006– May 2008 |
| | <ul style="list-style-type: none"> • Tutor students in reading comprehension, grammar, and writing | |
| WORK EXPERIENCE | Outback | Athens, GA |
| | Server | April 2003 – Aug 2004 |
| | <ul style="list-style-type: none"> • Provided outstanding customer service in a fast-paced, changing Environment • Used problem solving and time management skills to balance multiple tasks and meet team deadlines | |
| COMPUTER SKILLS | MS Office (Word, Excel, Access, PowerPoint, and Publisher), and Internet Research | |
| HONORS AND ACTIVITIES | Sigma Tau Delta English Honor Society | |
| | Dean's list; President's List (6 semesters) | |
| | UGA Student Ambassador – Vice President (2006-2007) | |
| | Student Government – Academic Council Committee (2005-2006) | |

Peter S. Landley

landleyps@aol.com

202 Pine Valley Road · Macon, GA 31210 · (478) 222-2222

OBJECTIVE

To obtain a full-time position as a Neonatal Nurse Practitioner

EDUCATION

GEORGIA COLLEGE & STATE UNIVERSITY

MSN, Family Nurse Practitioner

Milledgeville, GA
Expected May 2010

UNIVERSITY OF PENNSYLVANIA, School of Nursing

B.S.N. Neonatal Nurse Program

Philadelphia, PA
May 2006

General Clinical I: Fall 2003 Medical/Surgical: Fall 2004 Obstetrics: Spring 2005

General Clinical II: Spring 2004 Geriatrics: Fall 2004 Pediatrics: Spring 2005

WORK EXPERIENCE

MEDICAL CENTER OF CENTRAL GEORGIA

Family Birth Center, Clinical Nurse III

Macon, GA
July 2006 - present

- Provides direct patient care to newborns and mothers
- Serve as a preceptor for Clinical Nurse II staff
- Use attention to detail to accurately administer medication and monitor patients
- Communicate with families

SHRINERS HOSPITAL FOR CHILDREN

Nurse Extern

Philadelphia, PA
May 2003 – 2006

- Take vital signs, perform catheterizations and bowel programs, record intakes and outputs
- Assist in transfers and in dressing and feeding patients
- Maintain patient hygiene, apply rehabilitation devices, and effectively communicate with patients, parents, and colleagues

PALEY EARLY LEARNING CENTER

Counselor

Philadelphia, PA *Camp*
June – Aug 2004

- Supervised 15-20 middle school children
- Planned and implemented activities, maintained health/injury forms, provided meals and snacks to children, handled injuries and sicknesses
- Supervised swimming activities, chaperoned children on trips, and maintained contact with parents and directors

THE MCS GROUP, INC.

Accounts Payable Assistant

Philadelphia, PA
Mar 2003 – May 2004

- Type, process, and mail checks
- Maintain document files, assist with billing, and enter information into computer database

LEADERSHIP AND ACTIVITIES

Treasurer for the Student Nurses at Penn (SNAP)

Dec 2004 – 2005

- Develop and implement budget, advising the board about finances

CAROL B. YOUNG

3045 S. 49th Street • Macon, GA 31204 • (213) 746-2954
byoung@gmail.com

CAREER PROFILE

- Over 10 years of professional experience in management and administration
- Proven track record of improving processes and procedures
- Excellent knowledge of Microsoft Word, Excel and PowerPoint
- Outstanding communication and leadership abilities
- Fluent in Spanish, verbal and written

EDUCATION

Georgia College & State University
Master of Public Administration

Milledgeville, GA
May 2009

Mercer University
Bachelor of Business Administration, Accounting

Macon, GA
May 1990

INTERNSHIP

Administrative Intern

Community Development Commission of Cobb County

Cobb County, GA
June – August 2008

- Researched legislation in policy areas of housing, business and economic development.
- Assisted in research, preparation and editing of grant proposals.

EXPERIENCE

Office Assistant, City Manager's Office

City of Warner Robins

Warner Robins, GA
Sept 2004 – May 2007

- Improved efficiency through the development and implementation of new office procedures
- Provide administrative assistant for preparing federal and state grant applications
- Prepare communication pieces that are distributed to high level officials
- Document and disseminate minutes from meetings
- Gained strong understanding of city management and administration

Event Planning Volunteer

March of Dimes

Macon, GA
April – Dec 2003

- Coordinated community volunteer drive, resulting in 25 new volunteers and 2 new sponsors

Program Auditor, Education Division

Georgia Department of Audits

Atlanta, GA
May 1990 – Dec 1999

- Identify needed improvement in operations, management, and controls
- Through research, interviews, and data analysis, obtain criteria and comparative information
- Identify needed improvements in operations, management, and controls
- Articulate information to decision-makers through requests, presentations, training, and other end-products

INVOLVEMENT

- Treasurer - Pi Alpha, National Society for Public Administration – Georgia Chapter
- Member – Georgia Women in Government

Get your resume in the hands of an employer TODAY using Career Connection!

All students and alumni who use the Career Center are required to register with Career Connection. This new software is your link to jobs, internships, career fairs, and campus interviews brought to you by the University Career Center. Through Career Connection you can also upload your resume so that your resume can be referred to employers.

Here's what you do:

- Step 1) Go to the Career Center homepage: www.gcsu.edu/career
- Step 2) Click on the "Jobs and Internship Database". This will lead you to the Career Connection Student login.
- Step 3) If you are registered, simply type your username and password, then click Login. If you have never registered, click the "Click here to register" link. Fill out your profile and click the Register button.
- Step 4) After you logged in, you will see the Career Connection home page. Here you can find "Announcements" (important announcements, including those about jobs, job/internship fairs, and workshops); "Resource Library" (valuable resources including internship paperwork and resume samples), "Quick Links", and "Calendar" (upcoming job/internship/graduate school fairs and workshops).
- Step 5) In order to apply for positions through Career Connection, you must upload a resume. All resumes that are uploaded must be approved by the Career Center. Once your resume has been approved, click on the "My Account" menu from the homepage.
- Step 6) Click on "My Documents" and follow directions to upload Microsoft Word, PDF, or RTF documents into the following categories: resumes, cover letters, unofficial transcripts, and lists of references. When you apply to jobs, you will be able to select one document from each of these categories. If you upload more than one resume, be sure to mark the most general resume as the default.