

Resume Approval Form

Student Information:

Name:	Class Standing: Fr Soph Jr Sr Grad
Program of Study:	Type of Job: Summer Co-op Permanent
Address: Street:	Phone*:
City/State/Zip:	Email*:
*How you will be contacted in case of a last-minute change in the interview.	

Advisor/Major Professor:

I have thoroughly reviewed and revised this students resume, and approve of its content and presentation.

Advisor/Major Professor

Date

Acknowledgement of Responsibility:

I acknowledge that I have read and understand the policies, procedures, and information regarding on-campus interviewing in the Faculty and Bioprocess Engineering that I have been given. I understand that violation of these policies will result in the loss of the privilege of participating in on-campus interviewing for summer, co-op, and permanent jobs.

Student Signature

Date

For Office Use Only:		
Received in PBE Office:	_____	_____
		Date
Final Approval:	_____	_____
		Date

Resume Approval Procedure

1. Write your resume.
2. Contact your references.
3. Revise your resume.
4. Get the appropriate paper for a resume.
5. Revise your resume.
6. Review your resume with your advisor. Get his/her signature when he/she approves it.
7. Revise your resume.
8. Review your resume with someone else (e.g., career services, another faculty or staff member, a senior, etc.)
9. Submit the Resume Approval Form and your resume to the department office by 10 September 2008.
10. Provide 30 copies of your resume to the department office (unless otherwise instructed).
11. Provide an electronic copy (.doc or .pdf) to sppf@esf.edu.
12. Periodically make sure that there are still copies of your resume on file.