TommieCareers: Resume Books

Students and alumni may choose to post their resume in a resume book for employer viewing through the TommieCareers website.

Upload a resume

1) Log into tommiecareers.stthomas.edu/students
2) Select **My Resumes and Documents** from the menu and choose **Add New.**
3) Label the document and select **Resume** for **Document Type.**
4) Choose **Browse**, select the correct document from your computer, then click **Open** (.doc or .docx format recommended).
5) Click **Submit.**

Publish your Resume

1) From **My Resumes and Documents**, select **Resume Books**.
2) From the list of resume books, choose the best one based on your interests. Select your resume from the drop down list on the right. (If you have multiple resumes, this is where having a distinguishing name for each comes in handy.)
3) You may publish your resume in more than one book as long as you have interest and qualifications.

Removing a Published Resume

1) From **My Resumes and Documents**, select **Resume Books**.
2) Click on the "Withdraw" button next to the book you wish to remove.

By publishing your resume to a resume book you are allowing employers to find you based on positions appropriate to major and degree programs. The Career Development Center has no control over which employers may contact you. It is your responsibility to update and maintain the resumes you upload. Employers will pass over resumes if they it hasn't been updated in several months. If you have not logged into the system for 90 days it is assumed you are no longer looking for employment and your resume will automatically be removed from the resume books.

Resume Help

Look through half a dozen books or websites on resumes, and you'll find six versions of what a resume "must," and "must not" include. In reality, many of these rules are merely the writers' opinions. However, we'll start with the premise that the resume will be read quickly with a second, closer look occurring if a candidate makes the first cut. Therefore, a resume has to be easy to read, short, but filled with information. Having said that, the following guidelines make sense:

1. One page is usually sufficient for internship and entry level resumes.
2. List items in reverse chronological format.
3. An objective or summary of qualifications is your opportunity to communicate at the top of the page that you know what you're looking for and are qualified for the job.
4. Focus on the "hot spot." Is the most impressive, relevant information on the upper half of the page?
5. It's better to read like a list than a letter. This is achieved with action-oriented "bulleted" statements (note: these are rarely complete sentences and personal pronouns (such as I, we, etc). are not included).
6. Lead your statements with verbs.

(*From Resume Guidelines, a guide produced by the Career Development Center*)

For more information about resume development set up an appointment to meet with a career counselor or visit our resume resources section on our website: libguides.stthomas.edu/careerdevelopment/resumes

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Questions? Contact Us!

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