

CLARKSON CAREER CENTER
RESUME APPOINTMENT REQUEST PROCEDURE

PREVIOUSLY APPROVED RESUMES

No appointment is necessary, student can update current resume in Knightlink without an appointment. Students wishing to have their updated resumes reviewed will follow the resume drop off and review process.

NEW RESUMES

Prior to a student getting an appointment to review their resumes with a counselor they **must:**

- A. Have attended a resume workshop as documented by the Career Center
- B. Submit a hard copy, rough draft resume at the time they make an appointment to meet with a counselor

OR

- A. Submit a hard copy, rough draft resume through the resume drop and review process
- B. Revise the draft copy as recommended by the counselor
- C. Resubmit the **original** hard copy rough draft resume and the **revised** hard copy rough draft resume at the time that they make the appointment to meet with a counselor

Email submission of a resume WILL NOT BE ACCEPTED

RESUME DROP OFF AND REVIEW PROCESS

- A. Student will submit a hard copy rough draft of their resume to the Career Center
- B. A Career Center staff member will review the draft within 72 hours from the date of submission
- C. Student will be notified via email that their reviewed resumes are ready for pick up