

UMBCworks RESUME APPROVAL PROCESS (Effective August 31, 2009)

In order to apply for part and full-time jobs and participate in On-Campus Interviews (OCI), students must have an approved resume in UMBCworks. They must upload their resume into UMBCworks and meet with a career peer advisor or staff member for a resume critique and subsequent resume approval.

TIP: We suggest that you review the resume resources on our website, www.careers.umbc.edu, before creating and submitting your resume! See resume examples in the Career Guide.

Step 1:
Upload resume
Into
UMBCworks

Step 2:
Face-to-Face
Resume
Critique

Come during Walk-in Hours (M-F, 2-4 pm, Math/Psych 212)
Make an Appointment (call 410.455.2216)
Bring a paper copy with you and have an electronic Word version available in UMBCworks or on a USB device.

Step 3: The Resume Approval Meeting

APPROVED- Everything looked great	VERY MINOR CHANGES Made on the Spot and Re- sume Approved	MAJOR REVISIONS SUGGESTED- original resume deleted from UMBCworks
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During the 15-20 minute meeting, the peer advisor or staff member will determine which of these 3 states your resume is in. Make sure you have an electronic Word version in UMBCworks or on a USB.

Step 4: Revisions
Edit until you have a competitive resume that stands out to potential employers!

Step 4a:
RESUBMIT
RESUME IN
UMBCworks
and email staff

After you resubmit your resume, email the staff member you met with. Put “RESUME REVIEW-Your Name” in the email subject line. Staff email: _____

Step 4b:
STAFF
REVIEWS
RESUME

When we review your revised resume in UMBCworks, one of two things will happen: your resume will be approved in UMBCworks or you may need to make additional edits.

APPROVED-
You made the
necessary
changes!

or

NOT QUITE
THERE YET-
Make addi-
tional edits and
repeat Step 4a!

If your resume needs additional edits, you will get an email or phone call about additional suggestions or scheduling an appointment. The goal is to make you an employer’s candidate of choice. We are here to help you.