



### CSULB Graduate Business Career Services Resume Book Instructions

Your resume is the focal point of demonstration of your professional skills and experience. Since this document may be an employer's first impression of you, it is important that your document is not only grammatically correct and error-free, but that it conveys important information about you and your background in a manner that is easy to read and consistent.

As a service to you and the employers we partner with, Graduate Business Career Services (GBCS) is offering a resume book service of which you are invited to participate in. The resume book will be given to employers that are recruiting CSULB Graduate Business students for internships and jobs.

#### **APPROVAL PROCESS**

- Review your resume and refer to the information in "Resume Guidelines" on formatting and content to ensure it meets the resume guidelines to the best of your ability.
- Submit your resume to <https://www.bit.ly/gbresumebook>
  - You will hear back from GBCS regarding any edits or changes that need to be made
  - If your resume requires minimal editing/revision, GBCS will send it back to you electronically to make updates.
  - If your resume needs some content alterations, or a moderate to heavy amount of edits, you will be asked to review your resume with GBCS.

#### **RESUME BOOK PROMOTION**

- Once your resume has been approved for the Resume Book it will be showcased to employers looking to recruit graduate business students for internships and jobs.
- If you would no longer like your resume to be featured in the Resume Book please contact GBCS at [Michelle.Levy@csulb.edu](mailto:Michelle.Levy@csulb.edu) to remove your resume.

Please contact Michelle Levy at [Michelle.Levy@csulb.edu](mailto:Michelle.Levy@csulb.edu) if you have any questions regarding the Resume Book.

Best,

Graduate Business Career Services