

ATTENTION COLLEGE OF BUSINESS STUDENTS GRADUATING IN 2004!!!

Are you job hunting this year? We have a tool that might help you in the hunt if you are a business undergraduate major, a business undergraduate minor, or a Master's of Business Administration student!

If you are graduating in 2004 (Spring, Summer, or Fall), you are eligible to be included in a resume book that will be printed this year. Any 2004 College of Business graduates (undergraduate majors, undergraduate minors, MBAs) who wish to participate may submit their resumes for inclusion in the UNA College of Business 2004 Graduates Resume Book. This is strictly a volunteer process. The resume book will be distributed to the College of Business Advisory Council, UNA alumni employers, other potential employers, the UNA Career Services office, the UNA Office of Alumni Affairs, and to participating employers at UNA's career fairs.

If you are interested in being included in this College of Business resume book, please submit your resume to the Accounting and CIS Department office in Keller Hall 212 by MONDAY, MARCH 1. The resume book will be indexed by student name and major/minor, so if you have a double major within the College of Business then your resume will appear in two different sections. If you have questions regarding how to submit your resume or if you need guidance in building your resume, Dr. Joan Parris (765-4961 or jbparris@una.edu) and CIS major Jilli Craddock will be available to work with you in the ARC of the Guillot University Center on Thursdays between 1:00 and 2:00 p.m. Or, you may call or e-mail Dr. Paulette Alexander (765-4409 or psalexander@una.edu) for additional information.

This resume book is intended to supplement and not replace your career files that you should process with UNA's Career Services office before you graduate. Patricia Blum (765-4276), the Director of Career Services in Room 107 of the Guillot University Center, provides excellent resume and job search advice for all UNA students. Make an appointment soon to meet with Ms. Blum or a member of her staff.

To make sure your resume looks great in the book:

1. Use a 1.5" left margin (to allow for book binding)
2. Use 1" right, top and bottom margins
3. Submit on plain white paper--not resume paper (for copying purposes)
4. Use black font and no color
5. Include your major
6. Include your graduation date
7. Include a permanent address, phone number, and e-mail address that will be good after you leave UNA
8. Use an e-mail address that conveys a professional image
9. Submit two copies of your resume (or two different resumes, each with a different focus) if you have a double major in the College of Business
10. Submit your resume to the Accounting and CIS Department Office, Keller Hall 212 by MONDAY, MARCH 1.