

# **\*\*Resume Review Important update!\*\***

Effective immediately, you have the opportunity to use the new and improved *resume* review process using the AI tool, VMOCK.

If you have already submitted your resume for review using these Google form directions, you can continue to use this process for the remainder of your resume work this term.

If you have not begun the process yet you are highly encouraged to use the new and improved process by following the [new directions](#).

*All cover letter review should still follow the directions provided in this document.*

## **CAREER SERVICES - GOOGLE FORM DIRECTIONS**

# **Creating and uploading your Resume & Cover Letter**

# To submit your Resume or Cover Letter to the Career Services Department

Log into PG Campus at:

<https://campus2.purdueglobal.edu>

**PURDUE GLOBAL** | Campus  
UNIVERSITY.

For sign-in help or questions, call 866-522-7747

## WELCOME

**Sign In**

Username

Password

I am  
Student ▼

**Forgot Password?**

**SIGN IN**

v1.0.6700.35972:104

[Prospective Student 844-787-3834](#) | [Request Information](#) | [About Purdue University Global](#) | [Make a Payment](#) | [Contact Us](#)


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# Navigate to the CareerNetwork by clicking on Community Center and selecting Career Network

Student Life

Career Network

Graduation Center

Alumni Engagement 

Honors List 

Nondiscrimination Policy

Student Assistance Program

## Classes

PAST

CURRENT

FUTURE

You have no classes.

## Announcements

### Updated Seminar Student User Guide

The [Seminar User Guide](#), found in classrooms under Help > Brightspace Help Resources, now contains instructions for resolving bandwidth issues.

Posted Nov 12, 2019 8:51 AM ET

### Purdue Alumni Association

Become a part of the 630,000-member Purdue Alumni Association. Membership starts as low as \$35 with the discount code PGSTUDENT. Click [here](#).

Posted Oct 30, 2019 9:21 AM ET

# Navigate to Menu and select "Resume/Cover Letters"

The screenshot displays the Purdue Global University user interface. At the top left is the logo for PURDUE GLOBAL UNIVERSITY. On the top right, there is a "Menu" button with a dropdown arrow, and links for "Home", "Log out", and "View Persona". Below the logo, the user's name "Adam Bufka" and "Cohort: Unknown" are shown next to a small profile picture. To the right, the user's "Status: Staff Member" is displayed. A navigation menu is open on the right side, listing several options: Home, Events, Resumes/Cover Letters (highlighted with a red box), Career Information, Friends & Groups, Leaderboard, and Quests & Badges. The main content area shows a "View Persona" section with a notification: "You have been awarded 60 Homecoming Points!". Below this are buttons for "Friends", "Groups", and "View". A large profile picture of Adam B is shown, along with his name "Adam B", title "Director of Career Services", and "Status: 'Staff Member'". There are also "Edit Bio" and "Edit Avatar" buttons.

# Resume and Cover Letter Center

## *Resources Include:*

- Resume Skeleton
- Resume/Cover Letter Guides
- Tutorial on Resume Building

**Click on *“Submit your Resume and/or Cover Letter here”* to have your documents reviewed by the Career Services department**



**Adam Bufka**  
Cohort: Unknown

Status: Staff Member

Points: 135

Level  
6

## Resumes/Cover Letters

Resumes/Cover Letters

### Career Assessments

- Click to access assessments powered by Traitify

Traitify

### Resume and Cover Letter Center

- ▶ Resume Guide
- ▶ Cover Letter Guide
- ▶ Tutorial on Resume Building
- ▶ Resume Skeleton
- ▶ Submit your Resume and/or Cover Letter here

**Google form – please fill out the form in its entirety w/ accurate information & upload your document to complete this form – document must be a word doc.**



## Resume/Cover Letter Submission

Please complete the below form accurately to ensure your Resume or Cover Letter is being routed to the correct staff member. The staff member will review your Resume or Cover letter and send feedback to you directly within three business days. If you have any questions or concerns, please don't hesitate to contact us at [careerservices@purdueglobal.edu](mailto:careerservices@purdueglobal.edu).

\*Google Forms are made accessible to screen readers IF a person using a screen reader turns on Google's screen reader support. To turn on screen reader support for Google Forms, press Control + Alt + z (on Windows) or ⌘ + Option + z (on Mac) in your form.

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [adam.bufka@purdueglobal.edu](mailto:adam.bufka@purdueglobal.edu)? [Switch account](#)

\* Required

Email address \*

Your email

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NEXT



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Never submit passwords through Google Forms.

<#>

**Once completed you will end on a confirmation page & you will be sent an email once your document has been assigned to a Career Specialist**



## Resume/Cover Letter Submission

Thank you for completing the google form and submitting your Resume or Cover Letter to the Career Services department.

You will receive a confirmation email once your document has been assigned to the Career Specialist who is responsible for the review. Please be aware that a review will be completed within 3 business days.

If you have any further questions, please email us directly at [Careerservices@purdueglobal.edu](mailto:Careerservices@purdueglobal.edu).

Thanks and we look forward to working with you.

[Submit another response](#)

# Google Form process

Once you submit your document it will be assigned to a Career Specialist

Document will be reviewed within 3 business days (not including weekends or holidays)

Notification of Document Status Changes, to include Assigned, Reviewed – Required Edits & Approved will be emailed directly to you

Resume/Cover Letter Reviews will be sent directly back to you

If edits are needed, send updated document back to the Career Specialist who reviewed it until document has been approved

Once document has been approved (or reviewed) share screenshot of status change with instructor - directions on submission details within the class



## To take a screenshot of only one window

- [For PC users, follow the directions on the site: www.take-a-screenshot.org](http://www.take-a-screenshot.org)
- If you are using Windows you can also use the snipping tool
- Then paste the screenshot to a Word Document
- **Save it** so that it can be uploaded to your classroom drop-box

**If you have any questions or need assistance with uploading your resume or cover letter – please contact Career Services by emailing, [careerservices@purdueglobal.edu](mailto:careerservices@purdueglobal.edu)**