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 <u>new directions</u>.

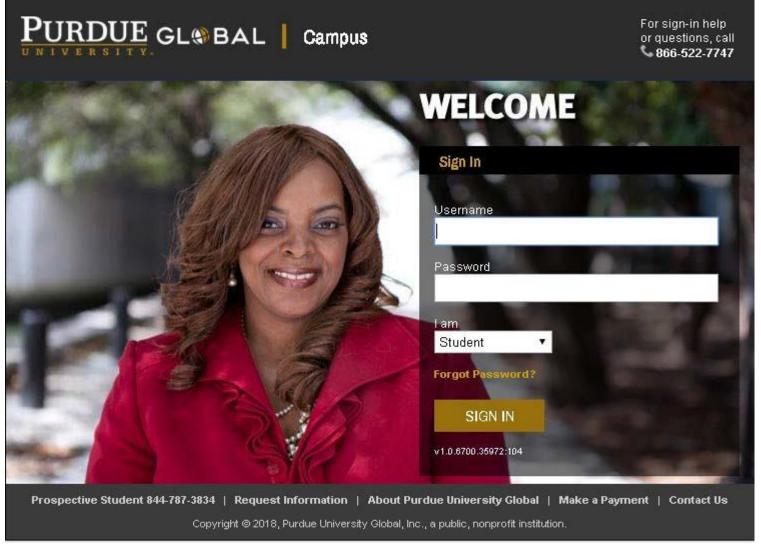
All cover letter review should still follow the directions provided in this document.

CAREER SERVICES - GOOGLE FORM DIRECTIONS Creating and uploading your Resume & Cover Letter

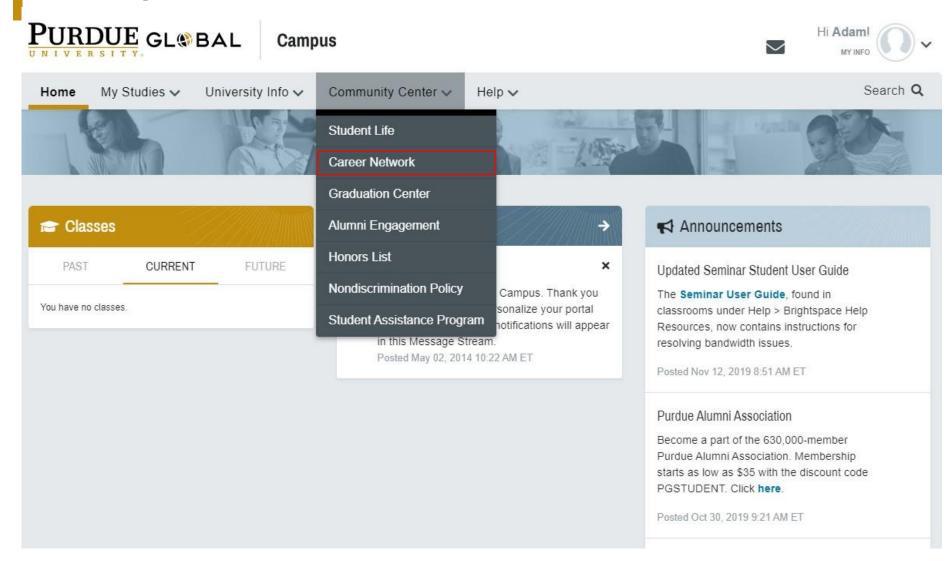


To submit your Resume or Cover Letter to the Career Services Department Log into PG Campus at:

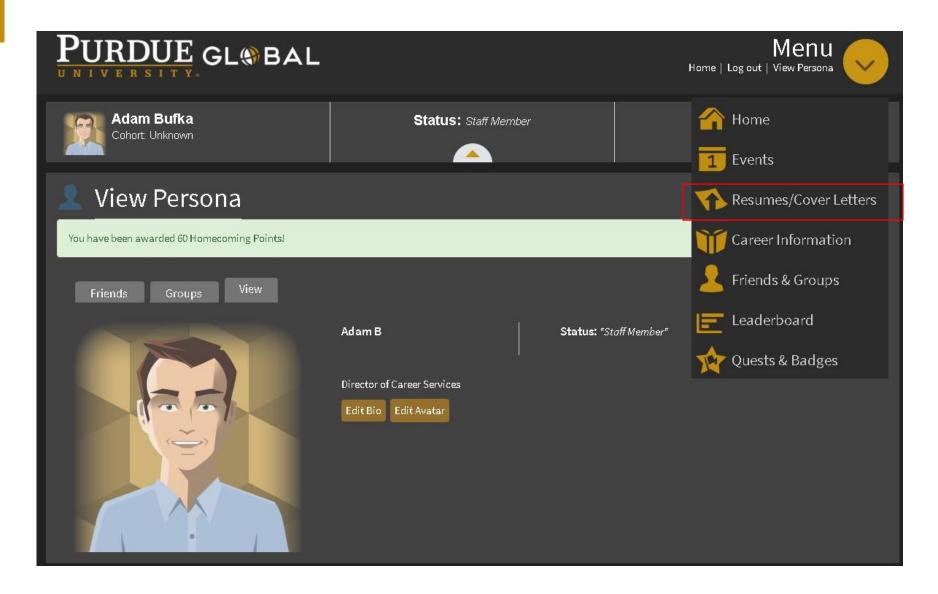
https://campus2.purdueglobal.edu



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



Navigate to Menu and select "Resume/Cover Letters"

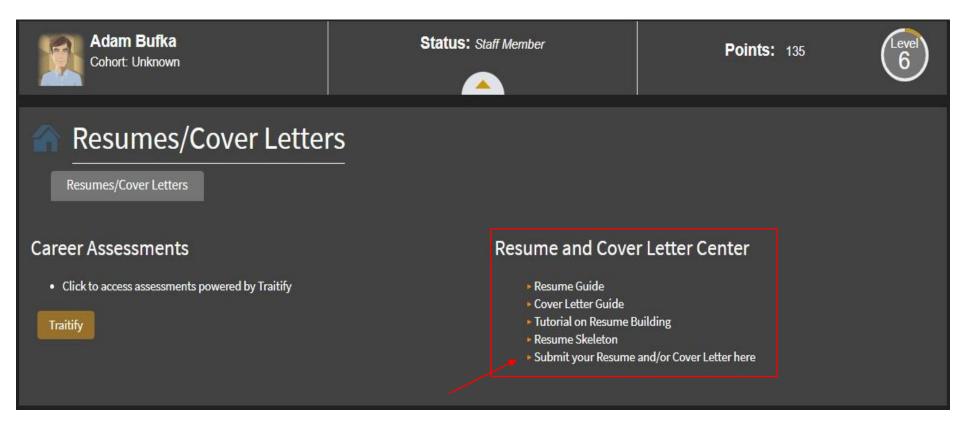


Resume and Cover Letter Center

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



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.

*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 \Re + 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? Switch account

* Required

Email address *

Your email.

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 <u>Careerservices@purdueglobal.edu</u>.

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-ascreenshot.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