

Upload your resume
to the Computer Science
Resume Book!



ALL RESUME BOOKS ARE DUE TUESDAY, MARCH 17 AT MIDNIGHT!!!

STEP 1: PREPARE A PROFESSIONAL, POLISHED RESUME

First, look over resume samples and suggestions found on the Career Center website at:
<http://www.career.uga.edu/STUDENTS/resumes.html>

Once you have a written resume, bring a **PRINTED** version of your resume to one of the following locations to go over it with a Career Consultant. Your resume **MUST** be reviewed prior to being published in your Resume Book.

1. To schedule an appointment to meet with a Career Consultant, simply call the Career Center at (706) 542-3375 and the front desk receptionist will schedule an appointment at a time convenient for you.
2. Bring your resume to the Career Center for a walk-in Monday-Friday from 11 a.m. – 1 p.m.
3. Visit Satellite Hours in the Sanford Hall Coke Lounge on Wednesday from 2-5 p.m.

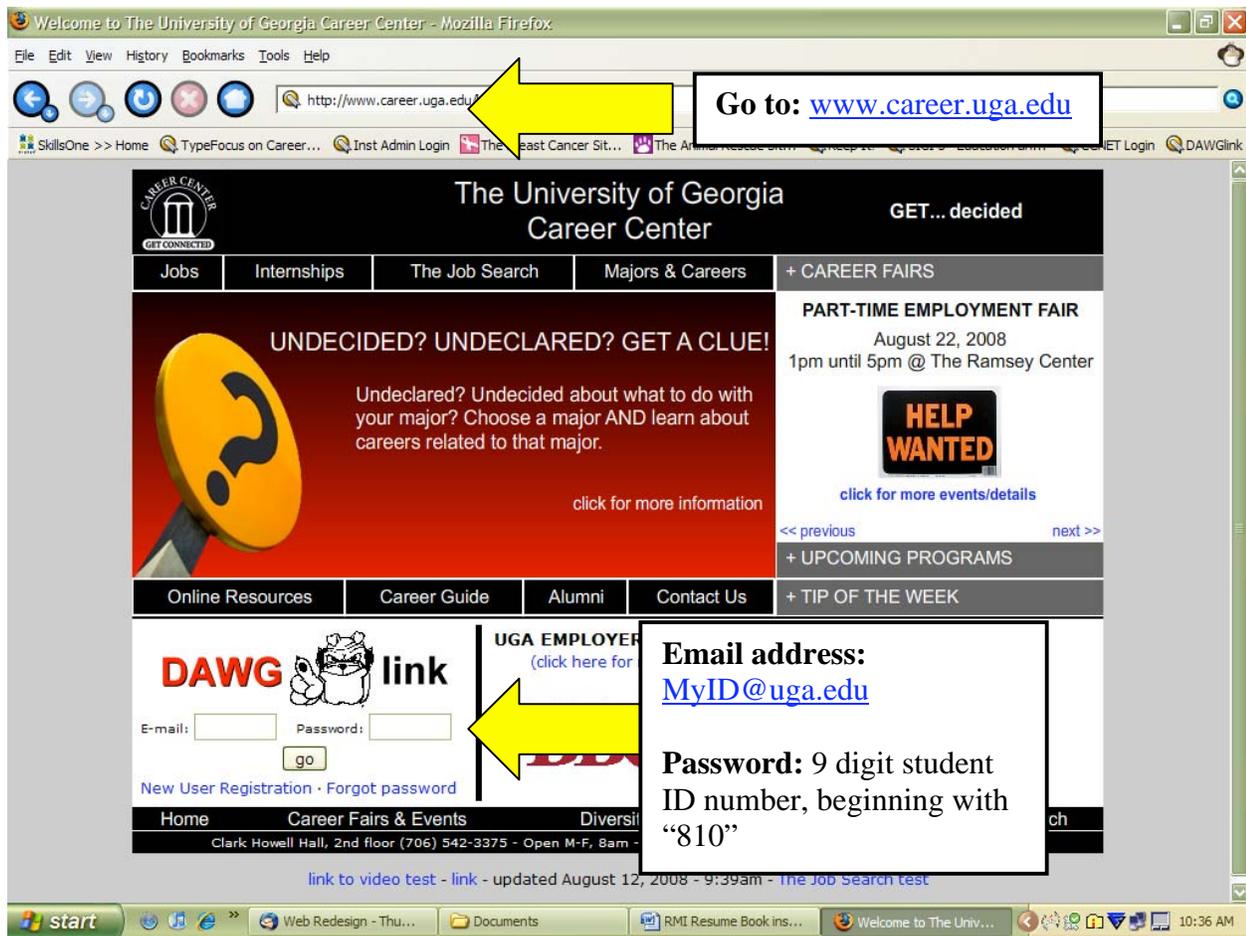
In preparing your resume please be sure that your resume conforms to the following guidelines:

1. Your resume must be created in MS Word.
2. You must use 1 inch margins.
3. Fonts must be between 10 point and 12 point Times New Roman or Arial (your name can be in 14 or 16 point font).
4. Your resume must be only one page in length.
5. If you are going to include your GPA, make sure you compute it accurately. Your UGA cumulative GPA reflects only courses you have completed while enrolled at UGA. If you transferred schools, you will have an Overall GPA (includes both UGA GPA and other school). If you are going to include a major GPA, it starts with courses in Area F. (The GPA numbers you report must be correct.) Including your GPA is not required. We cannot look up your GPA for you!

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**Every current student has already been added to DAWGlink!
All you need to do is log-in!**

1. Start at www.career.uga.edu and under the 'DAWGlink' section in the middle of the page, choose: "Create new student account".
2. To create a new account, enter your uga.edu e-mail address (even if it's not the one you use all the time) in the username field. Enter your 810 number in the password field.
3. If you having trouble logging in, please contact 706-542-3375 in order to get your questioned answer. If you already have created an account and your password is not working, try your 810 number in case it has been reset.



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STEP 3: SET YOUR PROFILE

Choose the profile tab found at the top of the page.

Fill out Personal Information:
Name, Addresses, Phone Number

Fill out Academic Information:
Graduation Date, Year in School, Applicant Type, Major(s), Minor(s), Work Authorization, Degree Level

Under "Profile", you can also alter your privacy settings or change your password.
**please note that every semester your password will default back to your 9-digit student ID number beginning with "810" to comply with system requirements.*

ALL

**UPLOADING RESUMES
& COVER LETTERS**

IT!!!

YOU CAN UPLOAD UP TO 10 DOCUMENTS

STEP 4: UPLOAD RESUME

The screenshot shows the 'documents' page in a Mozilla Firefox browser. The page title is 'documents'. Below the title, there is a table with one item. The table has columns for 'Document Title', 'Document Type', 'View', 'Last Modified', 'Status', and 'Options'. The item in the table is 'With Summary of Qualifications' with a 'Resume' type, last modified on 07/24/2007 at 11:44:18 am, and a status of 'ready'. Below the table, there is a '+ Add New' button. A yellow arrow with the number '1' points to the '+ Add New' button.

- 1 Click on "Add New"
- 2 Complete "Label Field" for the document
- 3 Click on "Browse" to select your resume file to upload
- 4 Click "Submit"

The screenshot shows the 'New Document' form in a Mozilla Firefox browser. The page title is 'New Document'. Below the title, there is a form with several fields. The 'Label*' field is highlighted with a yellow arrow and the number '2'. The 'Document Type' field has radio buttons for 'resume' (selected) and 'Cover Letter'. The 'File*' field has a 'Browse...' button and is highlighted with a yellow arrow and the number '3'. The 'Submit' button is highlighted with a yellow arrow and the number '4'. The 'Submit' button is also highlighted with a yellow arrow and the number '4'.

Done uga-csm.symplicity.com

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SUBMIT RESUME FOR YOUR RESUME BOOK

1 Click on “Jobs”

2 Type “UGA Career Center” in the keywords field. Be sure to include the quotation marks!

3 Click “Search” to locate your major’s resume book.

4 Click on one of the following depending on your major once the search is completed:
“Computer Science Resume Book Spring 2009”

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5 Under “Application Status,” select your resume

6 Click “Submit”

7 When completed, you will see “You have submitted an application for this position.” You will not receive any additional confirmation.

7 You have submitted an application for this position

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STEP 5: TROUBLESHOOTING

- Need to change the original resume you submitted to an updated one?
Please follow these instructions as the Career Center cannot replace it for you
 - 1) Log-in to your DAWGlink account
 - 2) Upload your corrected resume with a DIFFERENT name than the older version
 - 3) Choose the Jobs tab, Click Jobs again
 - 4) Choose the Applications Tab
 - 5) Click "Withdraw Application" by the resume book
 - 6) Submit your updated resume to the resume book following the above instructions
- DAWGlink is telling you "You do not match the desired year in school for this position"
 - 1) Update your DAWGlink profile to reflect that you are a senior and that your major matches the major of the resume book you are applying for.
- Want to check that your resume was uploaded?
 - 1) Log-in to your DAWGlink account
 - 2) Choose the Jobs tab, Click Jobs again
 - 3) Choose the Applications Tab
 - 4) You should see the resume book listed
 - 5) If not, submit your resume following the above instructions.

STEP 6: CHECK YOUR E-MAIL OFTEN

- Terry College of Business Career Consultants will be checking your resume to ensure that is presented in an effective and professional manner.
- Should you receive contact from the Career Center regarding your resume you *must respond* to the inquiry *positively within 48 hours*; otherwise your resume will be **excluded** from the Resume Book at our discretion.
- Inclusion in a Resume Book is a privilege extended as a courtesy to our students.
- Employers may use e-mail to contact you and it is important to reply promptly.
- Job postings are sent using e-mail and it is important to reply promptly.

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**If you have any problems, contact your Career Consultant:
Lauren Bolland (IB) at (706) 542-3375 or lbolland@uga.edu**