

Students may have their resumes posted on the department's website for companies to review.
Please follow these instructions.

Full time employment:

Resumes will be posted under the semester the student expects to graduate (i.e, May 2009, August 2010, etc.).

Label the file in the following manner:

For Full-time positions, use FT_(classification)_(last name)dash(firstname)

(examples - FT_MS_Smith-Jane.doc, FT_PhD_Smith-John.pdf, or FT_senior_Smith-Henry.doc)

Internships:

Resumes will be posted under the student's classification (i.e., junior, sophomore, etc.).

Graduate students: permission from your advisor will be needed before your resume is posted.

Label the file in the following manner:

For Internships, use IN_(classification)_(last name)dash(first name)

(examples - IN_senior_Doe-Jane.pdf, IN_junior_Doe-John.doc, IN_sophomore_Doe-Henry.rtf, or IN_freshman_Doe-Henrietta.pdf)

NOTE for ALL resumes:

Put your **expected date of graduation** on your **resume**.

Label your .doc or .pdf file **correctly** (see above)

REMOVE your physical address from your resume. (Only put your email and phone number on it.)

Do **not** put your date of birth on your resume.

If your resume is submitted incorrectly **it will be given back to you** to correct.

Students who want their resumes posted on the website should submit their resume **electronically** in either .pdf or .doc file format to Nancy Luedke (luedke@pe.tamu.edu).