

## Resume Preparation

Your resume is important! Company representatives will receive electronic copies of the Resume Book about a week before the Career Fair. Some recruiters may use the Resume Book to schedule private interviews with selected candidates.

## REQUIREMENTS

There will be NO EXCEPTIONS to the following requirements:

1. ONE page only.
2. No photos, graphics, or signatures are permitted.
3. Resumes must be submitted electronically as MS Word files.
4. The filename must be your last name followed by your first name. For example, Kristin O'Neill should name his resume O'NeillKristin.doc (The resumes will be alphabetized by filename.)
5. The first few lines must contain (only) your contact information, centered and formatted as follows:

KRISTIN O'NEILL  
3600 Market Street  
6<sup>th</sup> Floor Philadelphia,  
PA, 19104  
USA  
Telephone: (215) 382-9800 x 364  
Email: [oneill@siam.org](mailto:oneill@siam.org)

### In particular:

- (a) Your name should appear first, in capital letters, bold type, one point larger than the rest of your contact information, centered.
- (b) Your address and phone number should be in regular type, centered. Give only one phone number.
- (c) Your email address (and, if desired, your web address) should be in regular type, centered. Additional stylistic advice is given below.

## RESUME SUBMISSION PROCEDURE

1. You must register for the meeting by **January 30, 2017**, in order to be eligible to participate.
2. You must submit your resume no later than **February 15, 2017** to [marketing@siam.org](mailto:marketing@siam.org). Use subject line "CSE17 Career Fair Resume – LAST NAME"
3. Prepare and edit your resume carefully. You may submit just one version; subsequent modified versions will NOT be accepted.