

RESUME COLLECTIONS / RESUME REVIEW

- **Resume Collections:** When employers decide to recruit through Career Services, the relevant internship or job is posted on SAISWorks (search jobs \ SAISjobs, 'Show me': Interviews I qualify for'), and Career Services prepares a 'Resume Book' for the employer with all application materials (resume, cover letter, writing sample, etc.). These opportunities are publicized in the home page of SAISWorks (Announcement SAIS Resume Collections) with applicable deadlines, and in the Career Services Weekly email.
- **Only SAIS resumes** will be included in Resume Collections (unless advertised differently). SAIS resumes comply with the resume requirements described in the first page of the SAIS Resume Requirements and Guidelines. Students/Alumni are encouraged to submit tailored SAIS resumes for different resume collections, as long as they comply with the SAIS resume requirements.
- **SAIS Resume Review/Approval:** Student/alumnus submits their SAIS resume for review/approval in SAISWorks (documents\resumes). Any student/alumnus whose SAIS resume has been approved by Career Services staff will receive a confirmation email; any student/alumnus whose SAIS resume has not been approved will receive an e-mail with the suggested changes. As soon as a student/alumnus has an approved SAIS resume in SAISWorks, all subsequent resumes are approved automatically, unless the initially approved resume is deleted by the student/alumnus.
- **Application Review/Inclusion or Removal:** Career Services staff reviews documents submitted by students/alumni before sending the applications on to the employer. Candidates who are not eligible for a specific resume collection based on the criteria defined by the employer (work authorization, degree program, class level, or graduation date, etc.) will not be included in the resume collection. If the documents do not conform to SAIS policies, and/or include material errors (typos, addressing incorrect employers, etc.), they will not be included in the resume collection and the student/alumnus will be notified by Career Services at a later date. Career Services staff does NOT preselect among eligible candidates.