**College Student Outreach**

1. COLLEGE STUDENT OUTREACH

**7.1 Resume Preparation – Buffalo Section**

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| **1. Section, Branch** | Buffalo Section |  |
| **2. Section/Branch Size** | Medium |  |
| **3. Project Contact** |  | |
| Name | Jason Havens | |
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| **4. Project Category** | College Student Outreach | |
| **5. Project Description** | Younger Members offer to review the resumes of students within the University at Buffalo ASCE Student Chapter as the students are preparing to graduate and search for jobs or internships. | |
| **6. The Process**  (What you did, When and How) | Traditionally, every year, the students prepare a book of resumes prior to the ASCE Buffalo Section March meeting, which has been the joint Section-Student Chapter meeting for many years. It was noted that often the preparation of the resumes appeared rushed and spelling/formatting issues were noted. Also, it was the desire of the Younger Members to remain involved with the Student Chapter and hopefully, provide the transition of Student Members to full- fledged members of the Section upon graduation.  In advance of the actual review event, Kelly Pilarski, as project organizer, publicized the effort to the Student Chapter and the Younger Members through presentations at meetings, email announcements to the Students and Younger members that resumes would be reviewed and asked for volunteers from the Younger Member group. At the same time, the Students were asked to prepare their resumes and submit to the project organizer at least a week prior to the actual review event. Upon receipt, each resume was assigned to be reviewed by at least two Younger Members (to provide at least two different perspectives). A week later, the Younger members met with the Student Chapter and one-by-one, the students met with the YMs who reviewed their resumes and received comments and feedback. This allowed students to take consideration of comments and have enough time to incorporate, if necessary, into their resumes prior to the preparation of the resume book. At the same event, a general Powerpoint presentation was given by one of the YMs to highlight comments that applied to several resumes. | |
| **7. Those in Charge** (Committee, Task Committee, Etc.) | Head of Younger Member Group and Student Chapter President. | |
| **8. Time Frame**  (When Started, When Completed) | Announcements for volunteers and student resumes were made in January, review event held in mid-February, preparation of resume book was completed in March in time for the joint Section-Student Chapter meeting. | |
| **9. Success Factors**  (The Parts that Worked Really Well) | Students who came to the meeting to receive comments on their resumes were generally receptive to the feedback that they received and asked lots of questions. In some cases, their questions ranged from exactly how many jobs to put on their resumes to what amount of detail they should include. | |
| **10. Setback Factors**  (The Parts that did Not Work Well) | Some students who submitted resumes were not able to attend the meeting. Markups of their resumes were left with the student officers to pass back onto the members that weren’t there, but not sure if they ever received the comments. Also, we could have used a few more YM volunteers, but this was the first year that this was held, so we expect that as the program continues, especially with many of the former students becoming Younger Members, that the volunteer pool will expand. | |
| **11. Creativity**  (This is something off the wall that we did) |  | |
| **12. Administration**  (What was most Important?) | One project coordinator to receive all resumes and distribute to YMs for review. | |
| **13. Follow-Up**  (What was most important?) | Discussions with student chapter officers to evaluate success of event. In our case, the feedback that was received was that the students in general appreciate the time and effort of the Younger Members in reviewing and provide comments on their resumes. | |
| **14. Recommendations**  (What you should ALWAYS do with this project?) | Allow enough time for YM to review resumes prior to the actual review event. | |
| **15. Cautions**  (What you should NEVER do with this project?) |  | |
| **16. The Outcome** | Resume book from the students incorporated many changes and as a result, many of the previously noted spelling errors were eliminated, resumes were revised to better target the jobs that the students were looking for, and the students felt more confident about their ability in seeking internships or full-time positions. | |
| **17. Ongoing Activity**  (Would you do it again?) |  | |
| **18. Speaker Contact Information**  (person from your Region who would be willing to speak about the Best Practice) |  | |
| Name |  | |
| Address |  | |
| Phone Number |  | |
| Email |  | |
| **19. Additional Comments** |  | |