**College Student Outreach**

**Resume Book – Metropolitan Section/Long Island Branch**

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| **1. Section, Branch** | Metropolitan Section/Long Island Branch | |  |
| **2. Section/Branch Size** | Large |  | |
| **3. Project Contact** |  | | |
| Name | Doug Das | | |
| Phone Number | (631) 807-0346 | | |
| Email | dougdas@gmail.com | | |
| **4. Project Category** | College Student Outreach / Membership Development | | |
| **5. Project Description** | Resume Book full of Resumes for (4) categories. College Students looking for Summer Internships, Graduating College Seniors looking for Entry Level careers, Younger Members with 0-5 years experience, and Mid Level with 5+ years experience. ASCE Branch Collected PDF Resumes, and combined into a pdf which could be uploaded to website, as well as emailed to firms. | | |
| **6. The Process**  (What you did, When and How) | Create a Resume Book flyer advertising to all members and especially University and Colleges. Make the Categories clear so applicants know what category the Branch will categorize the Resumes. Resume must be 1 page, pdf format. State it will be shared on the website and with firms. | | |
| **7. Those in Charge** (Committee, Task Committee, Etc.) | As the first year of Resume Book for the Long Island Branch, the President took the lead but could be led by committees such as Student Outreach or Membership as well. | | |
| **8. Time Frame**  (When Started, When Completed) | The ambitious plan was to release a Resume Book in January and July. The January book would let firms know about Summer internships or May graduating seniors for full time. The July would be a nice update. To combine everything, a flyer needs to go out 2 months in advance. Send flyer out in November, with resume deadline in December, for rollout in January. Similar idea would work for July. | | |
| **9. Success Factors**  (The Parts that Worked Really Well) | Once we made positive contact with the Student Chapter officers and professors, we received many resumes. 1 page pdf made it easy to format and combine. The Firms liked it as it gave them direct access to resumes especially if they could not attend Career Fairs due to COVID or even cost/location. | | |
| **10. Setback Factors**  (The Parts that did Not Work Well) | Once the Book was uploaded or sent out, we did receive some additional resumes. It was doable to edit the combined pdf book and reupload to the website, but not ideal. | | |
| **11. Creativity**  (This is something off the wall that we did) | As this was our first Resume Book, the concept of bringing students, recent graduates to a closer contact with firms/companies was a great concept. I | | |
| **12. Administration**  (What was most Important?) | Being organized. Our President listed his contact receiving all Resumes, and the flyer explained all resumes had to have the same formatted Subject, so it was easy to locate/categorize when preparing the book. The flyer instructions for format as pdf and single page are also essential. | | |
| **13. Follow-Up**  (What was most important?) |  | | |
| **14. Recommendations**  (What you should ALWAYS do with this project?) | The project is a great way to help students not only know ASCE but bridge the gap with companies/firms. If a firm hires someone from the Resume Book, you bet the employer and the employee will always be grateful to ASCE. Relatively easy project to help our members find jobs for their survival. | | |
| **15. Cautions**  (What you should NEVER do with this project?) |  | | |
| **16. The Outcome** | First Resume Book was a success and we will continue in the future. | | |
| **17. Ongoing Activity**  (Would you do it again?) | Yes, ideally twice a year, or minimum once a year. | | |
| **18. Speaker Contact Information**  (person from your Region who would be willing to speak about the Best Practice) |  | | |
| Name | Doug Das | | |
| Address | Floral Park, NY 11004 | | |
| Phone Number | (631) 807-0346 | | |
| Email | dougdas@gmail.com | | |
| **19. Additional Comments** | See attached PDF flyer. The below link is where we posted our Resume Book.  **ascemetsection.org/news-events/section-news/long-island-branch/1515-long-island-branch-presents-the-2021-resume-book** | | |

