

Career Services Remote Workshop

Create or Update Your Resume

Overview: Create or update your resume, send to career services for review and make final edits as needed.

Directions:

First, watch this [VIDEO](#)

Then, review the resume tips here: <https://www.thomas.edu/career-alumni/professional-and-career-development/prepare-your-application/>

Choose a resume starter from the webpage, save it to YOUR files with a new name, and populate it with your information.

****Always spellcheck before you send for review****

Attach your resume to an email and send it to: pelletierc@thomas.edu

In the subject line of your email: Remote resume workshop

Make sure you note that you wish to receive workshop credit for the resume review. When your resume is returned with comments/edits, make sure to complete any suggested changes, then upload it to the Resume section of your MyThomas GJP tracking page.