



HOW TO USE YU CAREERLINK RESUME BOOKS

What is a Resume Book?

A Resume Book is a job search tool made available to you by the Career Center through your YU CareerLink account. It allows you to submit your resume to a collection based on semester and industry (e.g., “Spring 2009 Finance Internship”) that may then be sent to employers seeking interns and/or full-time employees. The Career Center may send these books to employers as requested, but generally will not inform you that it has been sent out. Therefore it’s important for you to be prepared – know your resume well, and if an organization that you have not heard of or applied to contacts you, be prepared to speak extemporaneously. A counselor in the Career Center can help you prepare for this type of “phone screen.” And remember, this resume book function is a great resource, but it is just **one** among many that should be utilized in a comprehensive job or internship search.

How do I upload my resume?

Go to <https://yu-csm.symlicity.com/students/> in order to log in.

Log in to your YU CareerLink account and upload your resume in the “Documents” tab. Next to this tab you should see another tab that says “Opt-in Resume Book.” Click on this; scroll through the various books to make sure you select the appropriate industry and target semester (e.g., Spring 2009 Internship, Summer 2009 Internship or Full Time 2009). You may upload your resume to more than one industry, but you are limited to uploading your resume to any five applicable books at a time. Make sure that you give your resume an appropriate name – nothing too cute or personal; your last name and the semester/year will be fine.

What are the guidelines for using the Resume Book function?

Once you have opted in to a resume book on YU CareerLink the Career Center reserves the right to forward your resume to appropriate employers. These employers will contact you directly if they are interested in interviewing you; generally these interviews will take place at their organization, not on campus. If you are not interested in working for that organization, you can simply tell the employer you do not want to interview. Be polite and tactful.

You are responsible for keeping your resume up-to-date, making changes as necessary. If you have accepted a full-time offer, you **must** remove your resume from all resume books. If you accept a semester internship, you **must** remove your resume from all books for that semester. Remember, this is just ONE job search resource and is NOT a referral or placement system. Rather, it lets the Career Center know that you are actively looking for a position so we can forward it to appropriate select employers.