FutureLink Resume Books
Students and Alumni

What is a resume book?
Occasionally, an employer will decide, in addition to posting a position in FutureLink, to request that the career services office grant them access to a resume book. For instance, companies visiting campus for networking events may use resume books to invite select students to attend. By submitting your resume to a resume book you are authorizing the career services office to release your resume to companies that are seeking candidates that match your general profile. A major difference between publishing your resume in a resume book and applying to positions posted on FutureLink is the level of control you have over who will see your resume. Since you will not know which organizations may be requesting the resume book, only opt in if you truly want your resume circulated to the broadest potential range of employers.

Sounds complicated, why should I use a resume book?
Using a resume book allows you to:
- maximize the number of recruiters that are able to view your resume
- indicate to the career services staff your interest in having your resume referred to recruiters
- "cast a broad net" for potential internship and employment opportunities

However, you should never rely solely on a resume book to distribute your resume, since only a subset of employers use this approach. If you find an appealing posting on FutureLink, you will still need to apply to the position directly.
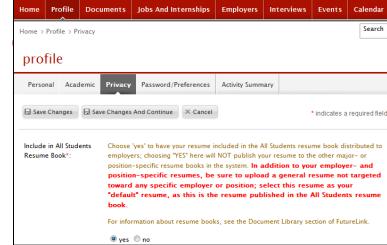
How do I publish my resume to a FutureLink resume book?
After uploading your resume to FutureLink using the Documents tab, click on the Targeted Resume Books sub-tab. Review the list of opt-in resume books and choose those which most closely reflect your current employment or internship goals. These resume books are considered "opt in" because you have to actively choose to be a part of the resume book. To add your resume, choose the desired document from the dropdown menu. Note that you are not required to save your selection.

Make a mistake and add the incorrect document? Simply remove it by clicking the Remove Resume button.

IMPORTANT: When you complete your initial FutureLink profile, a question on the Privacy tab asks if you'd like to be included in the All Students Resume Book. This resume book does not have any criteria surrounding it. The All Students Resume Book is considered "opt out" because you must actively choose NOT to be a part of this resume book.

Be sure you have a general resume marked as your default resume in FutureLink; this is the resume that is included in the All Students resume book.

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

Which resume books should I use?

Two types of resume books exist in FutureLink: "targeted" and "all students". If you're looking to highlight your skills and experiences and are open to many opportunities, you should publish to the "all students" resume book. This resume book is one where employers can perform a keyword search to locate specific skills or experiences. "Targeted" resume books are used to capture the resumes of applicants for more specific types of positions, such as Sales. You should only use targeted resume books that relate to areas you are interested in considering for employment/internship opportunities.

The current targeted resume books (which are all opt-in) in FutureLink are:
- *Employment* –Sales; General Business; Government; STEM areas; Communication/PR/Advertising (Students seeking marketing positions should also post here); Retail Management
- *Internship* –Sales; General Business; Government; STEM areas; Core Workplace Skills; Communication/PR/Advertising (Students seeking marketing positions should also post here); Retail Management
- *Actuarial Sciences* (only accessible for Mathematics and Actuarial Science majors)

Does a resume need special formatting when it is included in a resume book?

Only one resume should be submitted per resume book. Therefore, you should not customize your resume to a specific company or position as you would when applying to a posted position. Companies that request resume books understand this and will realize that it is a general resume that has not been customized. As always, a resume should be checked for errors. Ideally, you should have a representative from the career services office review your resume before it is submitted to a resume book. It is your responsibility to update your resume as needed to reflect change in GPA, expected graduation date, additional skills, or achievements as they develop. For help with your resume, see our current term walk-in hours.

What should I do if I am contacted by an organization that found my resume in a resume book?

Make sure you respond professionally. When you are seeking a job or internship you never know when the next phone call may be from an employer requesting additional information. Answer the phone as if you were receiving a business call. It is also important to have a formal voice mail message. If you are contacted it is likely the employer wants to set up an interview, either over the phone or in person, or convey next steps in the application process. If you have already found a job or internship, or if you are not interested in the company or position, be polite and remember that you are the one that broadcast your resume in hopes of a response. Never be rude to a potential employer and always thank them for their consideration even if you have found another opportunity. If you are ever contacted by an employer that seems suspicious, contact the career services office as soon as possible to confirm that the employer is working with the office.

Stay connected to our office!

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