

RESUME POSTING POLICY

Career and Professional Development Center
Summer 2018

Students currently enrolled in a certificate or degree granting program and alumni who received a degree from RMU may post their resume online with the Career and Professional Development Center through Handshake. The Career and Professional Development Center reserves the right to restrict a student's or alumnus' ability to post their resume online through Handshake if the resume does not meet appropriate professional standards for Robert Morris University.

Professional Standards

- The resume cannot have any typographical or grammatical errors.
- The format should be well-organized and consistent throughout the document.
- It must include the student's/alumnus' name and appropriate contact information.
- The education section must include the university name, degree and major. The Career and Professional Development Center also recommends including the university location (city and state) as well as month and year of the actual or anticipated graduation date.
- The resume should include appropriate and professional language and content.
- All information on the resume must be accurate and honestly represented.

Resume Services

- Before posting a resume, students are encouraged to make an appointment to meet individually with a career coach to discuss their resume as well as other career-related questions. (Alumni are permitted three individual appointments per calendar year.)