

EY Center for Careers

Appointments with the EY Center

Resume Review & Approval Process

Spring 2021

Please Follow this Process

Resume Preparation:

1. Attend a Resume Prep workshop (using Zoom) – see weekly workshop schedule (via email and EY Center website <https://csun.edu/acctis/ey-center>)
2. Use the Resume Templates (Accounting or IS/IT) on the EY Center website
 - a. Accounting and Information Systems students/alumni are required to use the Resume Template – your resume must be approved by the EY Center Director to apply in Handshake
 - b. CIT students/alumni are not required, but are encouraged, to use the IS/IT Resume Template – your resume is automatically approved in Handshake
3. Prepare your resume with proper format and detailed content (bullet points should include Action (what you did), Purpose (why) and Results (what you accomplished, value you added, how well you performed) – examples are provided and explained during the workshop
4. Review your resume using the Resume Guidelines document on the EY Center website (including consistent font style and size, line spacing, date ranges and dashes, statements start with action verbs using proper tense)

Make an Appointment with the EY Center Staff:

5. Schedule a 30-minute (virtual) appointment in Handshake (<https://csun.joinhandshake.com>) to meet with the EY Center staff for 1:1 (one-on-one) Resume and Cover Letter reviews (they can also assist you with your Handshake Profile)
 - a. Log into Handshake (make sure your Handshake profile is filled in correctly – School Year, College, Major, Dates (if you are not able to

access the appointment schedule, your profile is incorrectly filled out

- b. Click Career Center (if you have the correct profile information, the EY Center will be the Career Center)
 - c. Click Appointments
 - d. Click Schedule a New Appointment
 - e. Select one of the following – “Resume Review (EY Center for Careers)”, “Cover Letter Review” or “Handshake Assistance (EY Center for Careers)” – do not select any other option as the Appointment Calendar is set for these 3 services only
 - f. **** Please email your resume to the EY Center prior to your scheduled appointment to: aiscareers@csun.edu**
 - g. Your appointment will be a Zoom video meeting
 - h. For all appointments with an EY Center staff, use:
 - i. <https://csun.zoom.us/j/2657627542> - passcode = 2224
- or the direct link -
 - ii. <https://csun.zoom.us/j/2657627542?pwd=cFp3NUhRWm1TK3NhZHRBbW55Z2djZz09>
 - i. Please have your camera and mic (or headset) ready
 - j. The EY Center staff will screen share your resume as they provide feedback
 - k. Do not expect the EY Center staff to write resume content for you
 - l. **** It is imperative that you show up for your appointment as appointment slots are limited**
 - i. **If 1 no show, you cannot schedule again for at least 1 week**
 - ii. **If 2 no shows, you cannot schedule until March 1 or later**
 - iii. **If you cannot make the appointment, please email the EY Center staff to: aiscareers@csun.edu well in advance**
6. **** Do not wait until close to Meet the Firms or application deadlines as the appointment schedule will fill up, and there are a limited number of available appointments**
7. **** If you did not schedule an appointment, you can also use the Zoom links above and enter the waiting room; if the staff is not busy, they will admit you for the time remaining prior to the next scheduled appointment - the staff will not communicate with you in the waiting room or admit you if they are working with another student**
8. Work with the EY Center staff, make recommended improvements, schedule another appointment if needed (Handshake only allows you to make one appointment at a time)

9. Please do not argue with the EY Center staff – they are experienced, they are qualified, and they are trying to help you

Resume Review / Approval on Handshake:

10. **** DO NOT USE THE VMOCK RESUME REVIEW SYSTEM IN HANDSHAKE –** it is not calibrated for our resume format and content, and it is not required for Accounting, IS and CIT students/alumni
11. **** DO NOT SCHEDULE A RESUME REVIEW WITH THE CEPD STAFF (CRAIG, DANIELLE, OR KELSEY) AS THEY USE A DIFFERENT FORMAT AND APPROACH**
12. When your resume is ready, upload your resume in a PDF format to your Handshake profile (also use the content from the resume, when approved, to fill in your Handshake profile) (remove any prior versions)
13. The EY Center for Careers Director reviews all resumes for Accounting and Information Systems students/alumni in Handshake and will approve, decline, or leave as “pending”, and will provide feedback for improvement, as time permits
 - a. **** If you do not use the Resume Template on the EY Center website, your resume will be declined (it is to your benefit to prepare an effective resume with proper format and content)**
 - b. **** You are not able to apply for any positions on Handshake until your resume is approved**
 - c. **** Do not wait until the evening of an application deadline for a resume approval as it will not get reviewed at the last minute**
 - d. The Director does not review CIT resumes, you are not required, but you are encouraged to use the IS/IT resume template, and your resume is automatically approved
14. If your resume is in the review queue close to Meet the Firms, the Director may not be able to provide specific feedback due to the volume of resumes pending:
 - e. If your resume meets “minimal standards” – using the Resume template and including the expected sections and basic content, it may be approved, but this does not mean that your resume is ready; employers are expecting properly formatted and detailed content, consistent layout, proper spelling, grammar and punctuation
 - f. If your resume does not meet minimal standards, it will be declined as explained above

15. Ultimately, it is your responsibility to prepare a resume that presents you to an employer as best as possible, and you should check your resume for correct spelling, grammar, punctuation, format consistency, etc.

Summary:

The EY Center Director and staff have a tremendous amount of experience, and the consistent feedback from employers is that they really like the Resume Templates as they contain the required information and are easy to review. Our goal is to help you succeed. Work with us, utilize our services, and your chances of landing improve.