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SOP – A Student Guide to Careers Website

This document will cover the following things

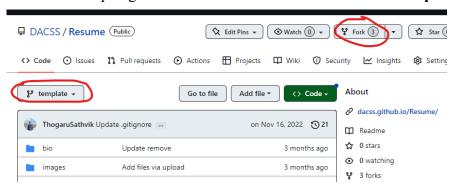
- 1. How to submit a file to github
- 2. What files we need from you
- 3. How to structure your .rmd file

It is assumed that students know the basics of RMarkdown, Github and basics of using RStudio. Students currently enrolled in/completed the DACSS 601 must face no difficulties. If you are stuck, here are some helpful guides:

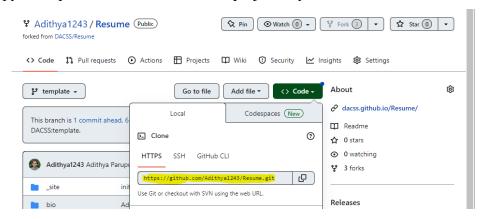
- · Markdown documentation https://www.markdownguide.org/basic-syntax/
- · Github and RStudio integration https://happygitwithr.com/rstudio-git-github.html

How to submit a file to github

1. Go this link: https://github.com/DACSS/Resume and fork the **template** branch.



2. Copy the repo link and create a new R project in your local machine



- 3. Once files have loaded, open the /bio folder
 - a. Create a new folder in your name like FirstnameLastname, AdithyaParupudi, NiyatiSharma and so on
 - b. Upload 3 things
 - i. Most recent Resume rename it to cv.pdf
 - ii. Your profile photo (must be a head shot)
 - iii. A customised .rmd file
- 4. Commit these new files → Push them to Github → Raise a pull request to main branch
- 5. We will review it and let you know if further changes need to be made.

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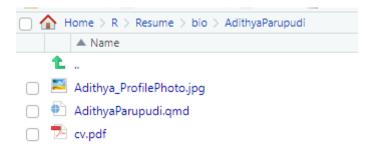
6. Congratulations! You have successfully completed the task

Points to note:

- Fork the template branch, create pull request into main branch
- Under /bio folder, create a folder in your name in the specified format

What files we need from you

- 1. Most recent Resume rename it to cv.pdf
- 2. Your profile photo (must be a head shot) this is so that your face is clearly visible in the website.
- 3. A customised .rmd file



How to structure your .rmd file

Inside the /bio folder you will find a template which you can follow.

- 1. Open the /FirstnameLastname folder to find 3 files. Pick the bio_template.qmd and start editing
- 2. Follow the instruction in the below screenshots
 - Please make changes as shown. Add a title, email in your description, and also update your LinkedIn and github

```
title: "Adithya Praneeth Parupudi"
description: "Email : aparupudi@umass.edu"
image: Adithya_ProfilePhoto.jpg
about:
links:
   - text: LinkedIn
    icon: linkedin
    url: "https://linkedin.com/in/adithya-parupudi"
   - text: GitHub
    icon: github
    url: "https://github.com/Adithya1243"
categories: [fall23, part-time, healthcare, finance, public-policy]
```

• <u>Very important</u> The categories field is very important. Please make sure to have the following elements.

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- i. **Graduation-month-year**: If a student is graduating in Fall 2023, mention <u>fall23</u>. In Spring 2024, then mention <u>spring24</u>
- ii. **Internship/Full-time**: Mention <u>internship</u> if you are looking for internship and <u>full-time</u> if looking for fulltime
- iii. **Domains which interest you**: We have prepared a list of domains which students expected to use. Please do not come up with your own names. We will separately inquire about more options directly with the students. Please do not worry if you do not see your domain. We will make every effort to incorporate your suggestions. Here is the current list of domains:

healthcare
operations
finance
research
it-services
supply-chain
environmental
poli-sci
public-policy
psychology

This is how the final categories text will look like. Feel free to edit this in your own .rmd file

Categories: [spring24, full-time, healthcare, operations, finance, research, poli-sci]

3. Please make changes in the highlighted parts

Add your CV name and title

4. Please fill under the appropriate headings. One can either paste content directly from their existing resume or customise it here. Please take care of formatting as markdown

```
::: panel-tabset
    # Summary

# Education

# Technical Skills

# Work Experience

# Projects

# Volunteering

:::
```

files have a different syntax for bullet points, hyperlinks and attaching images. Refer to the link provided top.

- 5. Under the Projects section, add a hyperlink to your GitHub pages so that recruiter can directly look at the projects.
 - · Please maintain a brief summary of each project in your github pages



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