



## Internship and Career Management Center (ICMC)

- Interested students should use the template on our software Optimal Resume to create their resume document:
  1. Type the address: [www.cob-umd.optimalresume.com](http://www.cob-umd.optimalresume.com)
  2. Go to “create new account”
  3. Have your U of M Dearborn e-mail address ready to register
  4. Follow directions provided by the software
  5. Once the student is logged in using the newly created account:
  6. Go to the Document Center select Resumes then select Create New Resume
  7. Name your resume and click on Start Resume
  8. Select Browse Samples then click on Continue
  9. Under Categories, select All Samples, scroll down, look for UM-Dearborn College of Business Recommended Format (1) this is specific to our University. Under Experience Levels select Entry-level
  10. Scroll down to see the samples presented, click select on the UM-Dearborn College of Business Recommended Format (1) sample
  11. Go to the top and press USE THIS SAMPLE
  12. Use the template to create your OWN document
  13. Use the right side information section to help you with your resume document
  14. Once you have completed your resume save it as a Word (RTF) format
  15. If your draft Word document is more than one 8 1/2 X 11 page, reformat to fit one page. Also make sure it looks good esthetically
- Email your completed resume to: [umd-cob-internship@umich.edu](mailto:umd-cob-internship@umich.edu) no later than close of business Wednesday, November 12, 2014
- We will bundle the resumes and send them to the DTE recruiters
- The DTE recruiters will make the selection and provide the ICMC with the list of candidates to be interviewed
- We will create an on-campus interview schedule, invite the selected candidates to sign-up and provided the completed schedule to the recruiters
- The DTE will interview selected candidates and make their final selections and offers

*Please don't hesitate to contact our office for any questions or concerns.*

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