

# REQUIREMENTS FOR THE ROAD TO THE RESUME BOOK

## PAYMENT OF GIS MEMBERSHIP DUES

**YOU MUST PAY YOUR GIS MEMBERSHIP DUES TO BE INCLUDED IN THE RESUME BOOK:**

- If this is your first semester in GIS, then you must pay New Member Dues (\$125)
- If you paid GIS membership dues before Fall 2011 (e.g., Spring 2011, Fall 2010), then you must pay Renewal Member Dues (\$80)
- If you paid membership dues in Fall 2011, then you've already fulfilled this requirement

*You need to pay membership dues once per academic year. You will not be allowed to sign-up for a Mock Interview until you have paid your dues. To pay your GIS membership dues, come to the Gamma Office (Alter Hall 601c) with a check or money order made out to Gamma Iota Sigma.*

## PROFESSIONAL PORTRAIT

You need to have your professional portrait taken at least once during your time in GIS:

- If this is your first semester in GIS, then you must have your professional portrait taken
- If you had your professional portrait taken in a previous semester, then you've already fulfilled this requirement

*Picture day will be on Wednesday, February 1, 2012. Check your email for the sign-up doodle-link.*

## IMPORTANT DATES TO REMEMBER:

1. Last Day for Resume Check-Ups
  - Thursday, February 2, 2012
2. Last Intern Interview Workshop
  - Friday, 02/10/12 from 3:00PM - 6:00PM
3. Last Day for Resume Reviews
  - Wednesday, February 15, 2012
4. Gamma Store Hours
  - Opens: Thursday, 02/17/12
  - Closes: Monday, 02/20/12 at 10:00PM
5. Day for Students to Check Their Final Resumes
  - Monday, 02/10/12 from 1:00PM - 5:00PM
  - Tuesday, 02/21/12 from 10:00AM - 4:00PM
6. RMI Intern Reception
  - Thursday, February 23, 2012

## STILL HAVE QUESTIONS?

If you have any questions, please contact a member of the Professional Development Team:

- VP of PD: [jamie.richman@temple.edu](mailto:jamie.richman@temple.edu)
- Director of PD: [stephanie.wolff@temple.edu](mailto:stephanie.wolff@temple.edu)
- Director of PD: [elizabeth.caracino@temple.edu](mailto:elizabeth.caracino@temple.edu)

*Questions can also be sent to: [pdteam.gis@gmail.com](mailto:pdteam.gis@gmail.com).*

*The office hours of the PD team are located on the GIS website.*

# ROAD TO THE RESUME BOOK

In order to be included in the RMI Intern Reception Resume Book, you must complete the following requirements:

1. Pay Gamma Iota Sigma Membership Dues
2. Take a Professional Portrait
3. Attend an Intern Interview Workshop
4. Attend an Etiquette Workshop
5. Submit your resume to the Resume Generator
6. Complete a Resume Review
7. Participate in a Mock Interview
8. Attend the "How to Prepare" Workshop

**THIS PAMPHLET HIGHLIGHTS  
EVERYTHING YOU NEED TO KNOW  
AND DO TO BE INCLUDED IN THE  
RISK MANAGEMENT AND  
INSURANCE INTERN RECEPTION  
RESUME BOOK**



## INTERN INTERVIEW WORKSHOP

The Intern Interview Workshop was updated in Fall 2011; **everyone must attend the UPDATED version of this workshop:**

- If this is your first semester in GIS, then you must attend this workshop
- If you attended this workshop before Fall 2011 (e.g., Spring 2011, Fall 2010), then you must **RETAKE** this workshop
- If you attended this workshop in Fall 2011 with Anna Papalia, then you've already fulfilled this requirement

### *Dates of Intern Interview Workshops:*

1. Friday, 01/27/12 from 3:00PM - 6:00PM
2. Saturday, 01/28/12 from 10:00AM - 1:00PM
3. Tuesday, 01/31/12 from 2:00PM - 5:00PM
4. Friday, 02/03/12 from 3:00PM - 6:00PM
5. Saturday, 02/04/12 from 10:00AM - 1:00PM
6. Friday, 02/10/12 from 3:00PM - 6:00PM

*Come to the Gamma Office to sign-up for a workshop.*

## ETIQUETTE WORKSHOP

Everyone must attend an Etiquette Workshop through GIS:

- If this is your first semester in GIS, then you must attend this workshop
- If you attended this workshop in a previous semester, then you've already fulfilled this requirement

### *Dates of Etiquette Workshops:*

1. Wednesday, 02/01/12 from 4:45PM - 6:15PM
2. Thursday, 02/09/12 from 4:45PM - 6:15PM

*Check your email for the sign-up doodle-link.*

## RESUME CREATION

### RESUME SUBMISSION

You must submit your resume to the online resume generator 48 hours before your scheduled Resume Review. The generator can be found at: [http://sigmachapter.org/resume\\_instructions.php](http://sigmachapter.org/resume_instructions.php)

### RESUME REVIEW

Everyone must complete a Resume Review. The only exception is if you are only making **MINOR** changes to a resume you reviewed with Anna Papalia in Fall 2011 (see Resume Check-Up below):

- If you submitted a resume to the resume generator this semester, then you **MUST** have your resume reviewed by Anna Papalia
- *However*, if you had a Resume Review with Anna Papalia in Fall 2011, then you can substitute a Resume Check-Up for this requirement (see below)

*Resume Reviews will be held on various dates. You can sign-up for a Resume Review after your Intern Interview Workshop or you can come to the Gamma Office. The last day to complete a Resume Review is Wednesday, February 15, 2012.*

### RESUME CHECK-UP

Resume Check-Ups are only for minor revisions (e.g., GPA updates, course changes, small grammar edits, etc.) to Fall 2011 resumes previously reviewed by Anna Papalia:

- If you attend a Resume Check-Up, it will satisfy both the Resume Submission and Resume Review requirements
- You will not be able to make major revisions during your check-up
  - If you want to make a major revision, you must submit your resume to the resume generator and complete a Resume Review

*Check your email for the available times to see a PD team member to do your Resume Check-Up. The last date to do your Resume Check-Up is Thursday, February 2, 2012.*

## MOCK INTERVIEW

You must complete a Mock Interview once per academic year:

- If this is your first semester in GIS, then you must complete a Mock Interview
- If you completed a Mock Interview before Fall 2011 (e.g., Spring 2011, Fall 2010), then you must complete another Mock Interview
- If you completed a Mock Interview in Fall 2011 then you've already fulfilled this requirement

*Mock Interviews will be held on various dates. Once you have paid your GIS membership dues, you can come to the Gamma Office to sign-up for a Mock Interview.*

## “HOW TO PREPARE” WORKSHOP

If you are planning on attending the RMI Intern Reception, then you must attend this workshop:

- If this is your first semester in GIS, then you must satisfy this requirement
- If you attended this workshop in a previous semester, then you still must attend this workshop

*The “How to Prepare” Workshop will be held by Dr.Drennan, Professor McCloskey and Michelle on Friday, February 17, 2012 from 12:00PM - 12:50PM.*

## NO-SHOW PENALTY

If you do not show up to the Interview Workshop, Resume Review or Mock Interview that you signed up for without giving 24-hour cancellation notice, or show up unprepared, you will be penalized. The no-show penalties are as follows:

- \$45.00 for a missed Mock Interview
- \$40.00 for a missed Interview Workshop
- \$20.00 for a missed Resume Review

*If you fail to pay the no-show penalty, you will be EXCLUDED from the resume book and you will be INELIGIBLE to attend the RMI Intern Reception.*