



CAREER AND
PROFESSIONAL
DEVELOPMENT

Resume Review Assignment

Our **Peer Career Advisors** are available to review resumes for undergraduate students. They are available beginning the 3rd week of the semester through the 13th week. For the specific dates and times, please contact the Career and Professional Development Office at career@albany.edu.

Students can make an appointment with a Peer Career Advisor through the Navigate App in the same way they make appointments with one of our professional staff.

- If you have a large class – consider making this an extra credit assignment rather than a requirement.
- Please have the assignment due before the 13th week of the semester to ensure that an appointment can be made in a timely fashion.
- You can check EAB to see if the student has completed the assignment, or you can ask them to take a screen shot of their appointments in EAB. Our office staff will not sign a form stating that the student has completed their assignment.
- We have a video you can use to teach your students on [how to create a resume](#).
- There are resume handouts on the [Office of Career & Professional Development website](#).

If you do choose to use this assignment, please send us an email at career@albany.edu to let us know your class title, class size, and the due date, so we can ensure that there is adequate staff coverage.