

MASTERS STUDENT RESUME REQUEST & GUIDE

Instead of collecting data in a separate student survey, the Geology Department is requesting a copy of all Master students resume's at the end of each academic year (or CV, depending on your career goals). The department will pull information on student scholarship activities from the resume's for our annual report to the College of Arts and Sciences. Below is some information that could be included in a resume. For guidance on format you can seek help from your advisor or the career services office on campus.

<http://www.student-affairs.buffalo.edu/career/howtores.php>.

Please send a digital copy of your resume to glyadmin@buffalo.edu AND please answer the following two questions in your email if you are graduating

- **Have you secured employment? If yes, please list job title, and company/institution.**
- **Will you pursue further education? If yes, please list what degree, the area you are pursuing and the institution you will attend.**

Graduates! Did you know.....

The UB Alumni Association would like all graduating students to know that they can keep their current UB email address, but they must fill out the OPT-IN form which can be found here: <http://alumni.buffalo.edu/google-apps-education-email-opt>. Please consider to OPT-IN and keep your UB email address. As always, you would be able to forward your UB email address to an account that is checked regularly.

NAME, ADDRESS, EMAIL, WEBSITE

EDUCATION

WORK EXPERIENCE/JOBS HELD

AWARDS/HONORS/FELLOWSHIPS (include date given, title etc.)

- Teaching Awards
- Honors/Prizes/Other Awards (Research/Creative Activity, Teaching & Service)
- Fellowships (Woodburn, University, Presidential, CAS, Schomburg, Pegrum, Owens etc.)
- Assistantships (RA/TA/GA Specify semesters & advisor)
- Internships

PUBLICATIONS (Please include author, title, journal, publisher, date, page length etc.)

- Books or Monographs Authored, Book Chapters, Book Reviews
- Articles in Scholarly Journals
- Other Publications (conference abstracts, reports, guides manuals or texts etc.)

PROFESSIONAL SERVICE ACTIVITY, COMMUNITY SERVICE ACTIVITIES, ELECTED OFFICES IN PROFESSIONAL ORGANIZATIONS OR SOCIETIES

GRANTS RECEIVED (Give title, dates, agency name, amount, etc.)
