

# 2004-2005 Resume Binder Cover Sheet

Because the J-School is often contacted by employers (both job and internship) looking for students with specific skills or interests, we invite you to submit a copy of your resume for our "Resume Binder." This will enable us to fill those employer requests in a quick and efficient manner and give a greater majority of you the chance to take advantage of those opportunities!

Please fill out this form and hand it in with a clean copy of your resume. No electronic files will be accepted at this time. You may submit up to five copies of your resume if you would prefer to have your copies sent in response to request rather than photocopies we make of your original.

*Please note: This is not an internship or placement service. Submitting a resume will not guarantee that you will get an internship or job.*

Name: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_  
 Campus phone: \_\_\_\_\_ (if a cell phone#, check here )  
 Email address: \_\_\_\_\_

I am interested in a(n):

- |   |  |
|---|--|
| <input type="checkbox"/> Internship for Fall 20__   | <input type="checkbox"/> Job after December 20__ |
| <input type="checkbox"/> Internship for Spring 20__ | <input type="checkbox"/> Job after May 20__      |
| <input type="checkbox"/> Internship for Summer 20__ | <input type="checkbox"/> Job after August 20__   |

Please list J-School courses completed or in progress and when you took them:

J202	fall	spring	200__	J5__	fall	spring	200__
J335	fall	spring	200__	J5__	fall	spring	200__
J345	fall	spring	200__	J5__	fall	spring	200__
J4__	fall	spring	200__	J6__	fall	spring	200__
J4__	fall	spring	200__	J6__	fall	spring	200__
J4__	fall	spring	200__	J6__	fall	spring	200__

I am interested in the following fields/opportunities:

*Journalism*

- Newspaper reporting
- Copy editing
- Magazine reporting
- Television reporting
- Radio reporting
- Broadcast production
- Sports reporting (any media)
- Other \_\_\_\_\_

*Strategic Communication*

- Account Management
- Media planning
- Copywriting
- Art/Design
- Event planning
- Nonprofit communications
- Client relations
- Other \_\_\_\_\_

You can designate which level of information we may release if we are contacted regarding a potential job/internship opportunity. You will be contacted via email after your information as specified below is released. If you would prefer to be contacted before your information is released, please check the appropriate box.

I give the School of Journalism and Mass Communication permission to:

- Send a copy of my resume ( please contact me first)
- Release my name and phone number ( please contact me first)
- Release my name and email address ( please contact me first)

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date