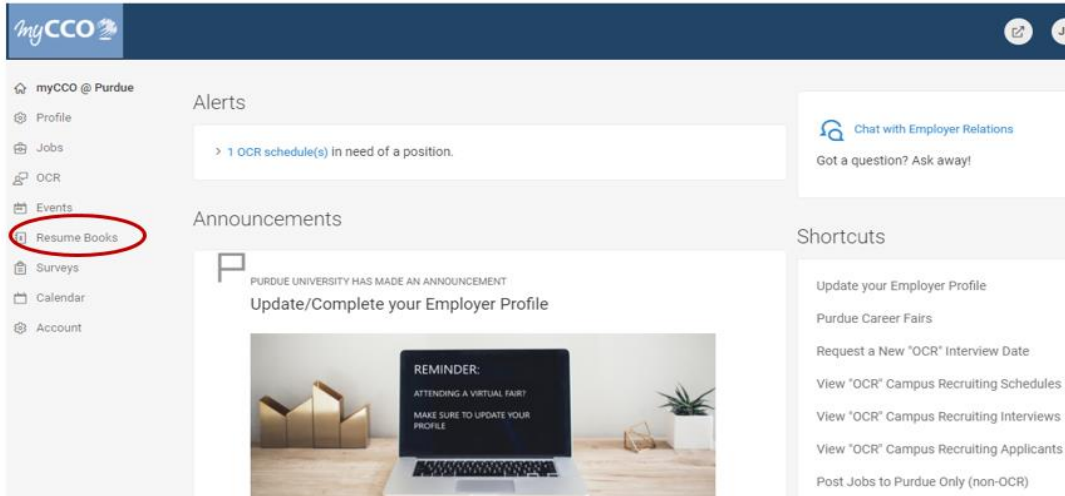
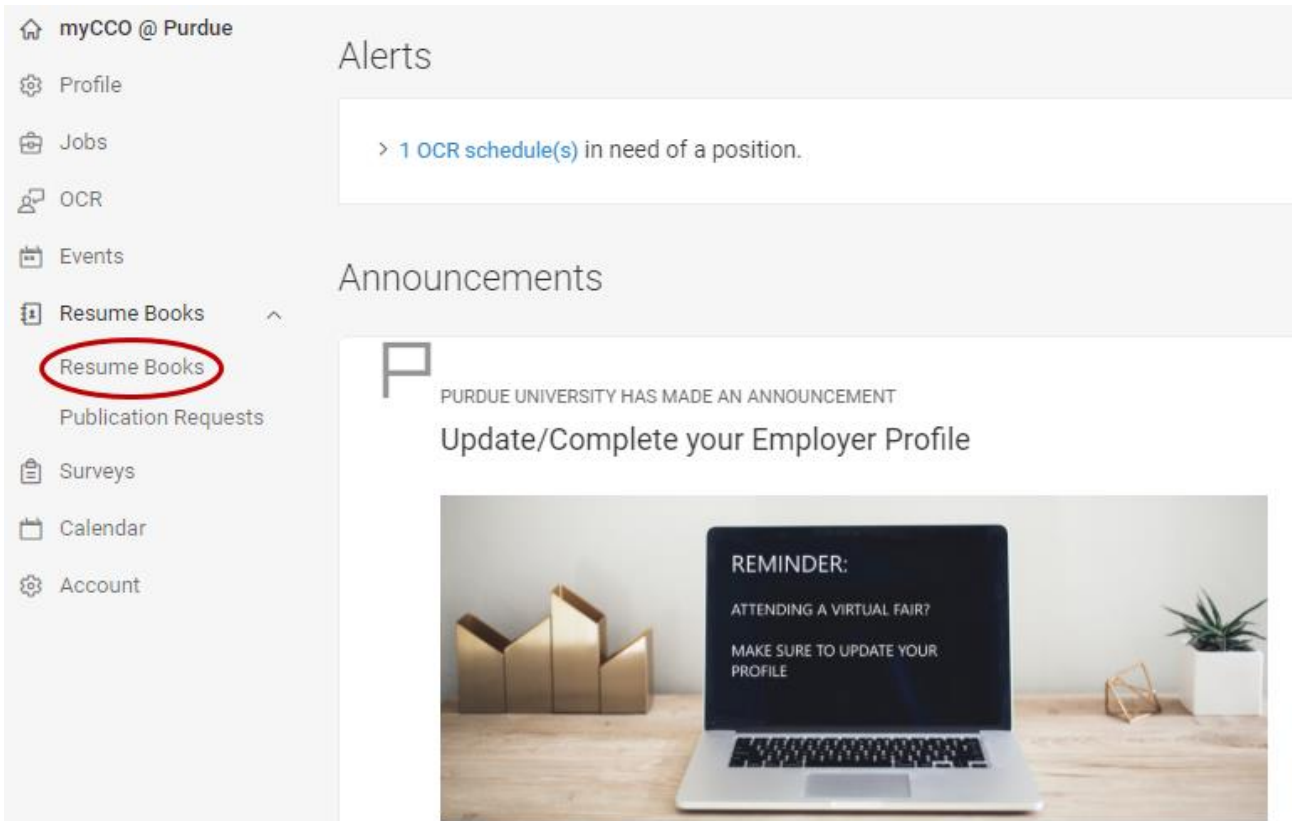


Instructions: To Access Resume Books

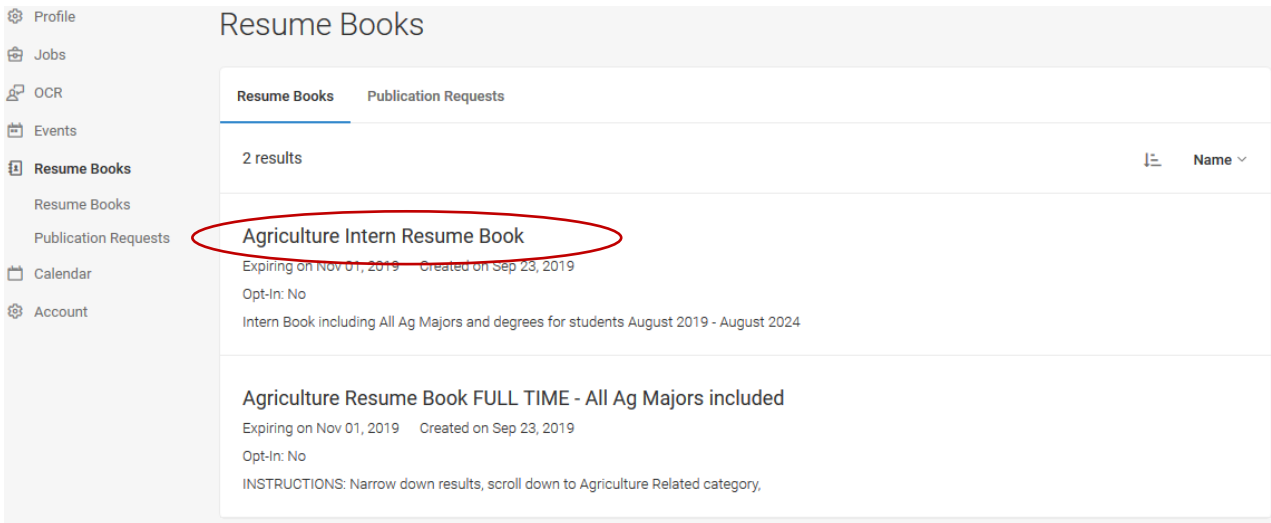
1. Log into: <https://www.cco.purdue.edu/Employers/myCCO>
2. Select the **RESUME BOOKS** tab:



3. Select **RESUME BOOKS** tab (from the dropdown):
4. Resume Books will be viewable for the specific fair. Dates Vary. For a Virtual Fair - Resume Books will be available 5 weeks before & after a fair. On-Campus Fairs - 2 weeks before a fair to 4 weeks after a fair.

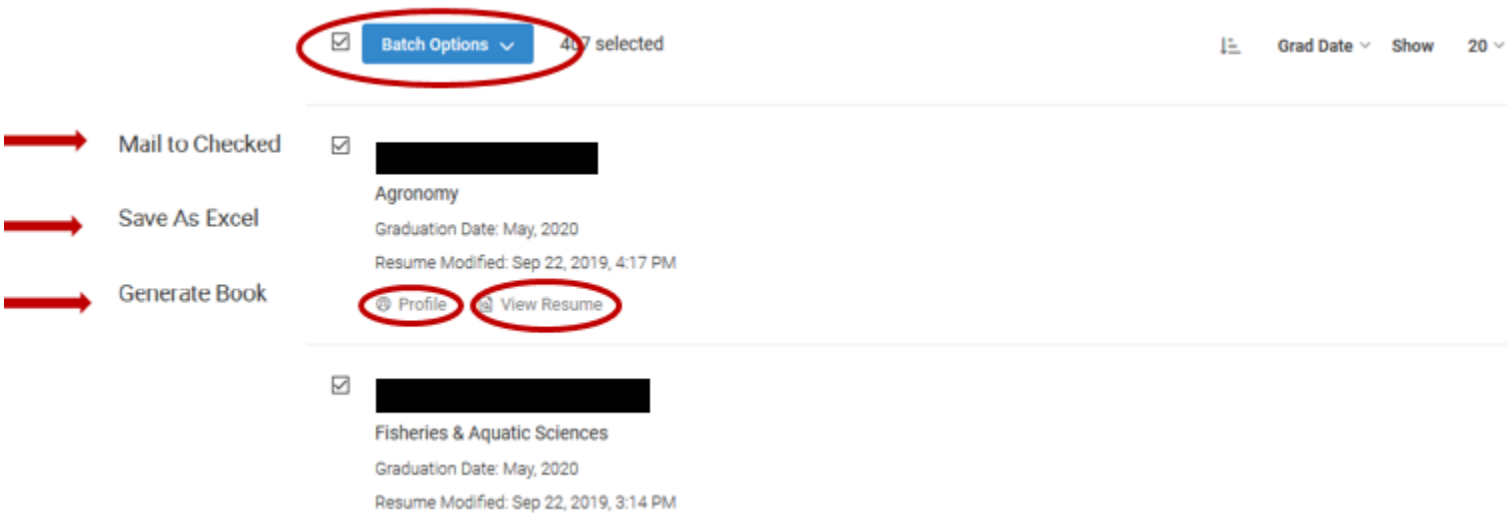


5. Select the Resume Book to view



6. There are several options:

- a. Recruiters will be able to view the Student's Resume
- b. View the Profile (if this feature has been activated by the student)
- c. Batch Options (Email Students, Save as Excel, Generate Book)



IMPORTANT:

Resume Books are:

1. Time sensitive with Start/End Dates based on date of the fair
2. On Campus Fairs: Visible **only** to the **one person** that registered for the career fair, so recommendation would be to download the file
3. **For Virtual Fairs: Visible by all Representatives that are participating in the virtual fair.**
4. **Employers** are able to target their search using major, grad dates, degree level and work authorization. (Keywords may be added, if helpful. We recommend against using GPA)
5. For emailing, please limit to target groups (do not mass email) they identify
6. Send a personal message using the [fname] field. Example: Hi [Fname], we saw your resume on myCCO and we would like to meet you when we are at the fair. Please check out our intern posting on myCCO.