

There are two types of Cardinal Career Link résumé books; Opt-in or Customized Search. In both cases, a résumé book is an online collection of résumés set up by the Career Center providing employers with real-time access to your résumé. As a result, you may receive direct contacts from employers who are searching for candidates with specific skills and experiences.

The Opt-in books are available to all employer contacts. These are called opt-in books because you must manually add your résumé to the books representing employment areas that interest you. Customized Search books are created by the Career Center for individual employers for specific jobs they're trying to fill. Customized books are accessible only to the employers for whom they were created.

To place yourself in an Opt-in résumé book,

1. From your Cardinal Career Link home page, select **Documents**.
2. Then, select **Opt-In Résumé Books**. A table will appear showing your approved résumé(s). Each résumé will have a button on the right side labeled **Select Résumé Books**. (Note: your résumé must be approved by the Career Center before it can be placed in any of the résumé books.)
3. Click the button that corresponds with the résumé you want to add to a résumé book. A list with the books your résumé is eligible for will appear with both the title and a description of the book's contents. You can put your résumé in multiple books, but you can only submit one résumé per book.
4. Click **Submit**.
5. The résumé table will reappear and in the **Target Opt-in Résumé** column, the title of the résumé book that your résumé appears in is listed. You can also use this table to remove your résumé from any book at any time.

To be included in Customized Search résumé books, make sure you have selected **Yes** to be included in résumé books under the **Privacy Settings** on your **Profile**. Your résumé will automatically be selected for inclusion if you meet the employer's selection criteria. You will receive a system e-mail notifying you that your résumé has been added to a book. If you determine that this book is not for you, you may remove your résumé by following step 5 above.

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