

Resume Books

Use the following instructions to learn how to:

- 📄 *Search through Career Central alumni and student resumes*
- 📄 *Create a resume book using resume text search and advanced searches*
- 📄 *Schedule searches to run at a chosen frequency and to send email notifications containing new results*
- 📄 *Send emails to potential candidates*

DE Demo Employer
Demo Employer2

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Home / Resume Books

Resume Books



Job seekers who wish to have their resume publicly available to employers are included in the resume books. Click on the resume book you would like to search. To use the Batch Options, check the box next to the person's name. You will then be able to send an e-mail to those individuals, create an Excel file, or create a resume book for printing or saving.

Bob Jones University is not recommending the individuals who are seeking employment through CareerCentral. We are merely providing a networking service to our students and alumni who are seeking employment opportunities. Employers should be sure to check references before extending an offer of employment.

RESUME BOOKS

PUBLICATION REQUESTS



Instructions:

Select a Resume Book

Showing 1-2 of 2 results

SORT BY: Name

Alumni

Expiring on May 31, 2030 Created on Jul 09, 2007
All majors and degree levels

Students

Expiring on May 31, 2030 Created on Jul 09, 2007
All majors / all classifications

Showing 1-2 of 2 results

After logging in, select the
"Resume Books" tab

Search by student/alumnus name and email address:

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Career Central

Home / Resume Books

Resume Books

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ALUMNI ADVANCED RESUME SEARCH SAVED SEARCHES

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Keywords (name and email)
searches student name and email address.

SEARCH CLEAR MORE FILTERS

BATCH OPTIONS

SORT BY: GRAD DATE Showing 20 per page Page 1 [Next](#)

John William Detwiler, Sr.
Other Ministry-Related

Search using resume text and advanced searches:

The screenshot shows the 'Advanced Resume Search' page in the Bob Jones University Career Central system. The page includes a navigation sidebar on the left, a top header with the university logo and user information, and a main content area with search options. Annotations with arrows point to various elements: 'See all of your saved searches' points to the 'SAVED SEARCHES' tab; 'Select previously saved searches' points to a dropdown menu with '[select existing]'; 'Save your customized search' points to a 'Save as:' checkbox and text input; 'Search by major' points to an 'ADD...' button under the 'Major' section; and 'Use resume text search to locate resumes containing specific words' points to the 'Resume Text Search' input field. The 'Keywords' section contains the text 'searches student name and email address.' and an empty input field. The 'Resume Text Search' section contains the text 'full text resume search.' and an empty input field. At the bottom, there are 'SUBMIT' and 'CLEAR' buttons.

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Home / Resume Books / Advanced Resume Search

Resume Books

ALUMNI ADVANCED RESUME SEARCH **SAVED SEARCHES**

Advance Search Options

Saved Searches

[select existing]

Save as: _____

Major

ADD...

Keywords

searches student name and email address.

[Resume Text Search](#)

full text resume search.

SUBMIT **CLEAR**

See all of your saved searches

Select previously saved searches

Save your customized search

Search by major

Use resume text search to locate resumes containing specific words

Resume Packet

NO.	STUDENT	MAJOR(S)	GRAD DATE
1	Jonathan E. Arbuckle	Accounting	May 2014
2	Justin M. Bekker	Accounting	May 2013
3	Michael D. Darlin	Accounting	May 2014
4	Mark B. England	Accounting	May 2014
5	Sean R. Fenstermaker	Accounting	May 2014
6	Angela M. Gorsline	Accounting	May 2013
7	Carl T. Horton	Accounting	May 2014
8	Paul C. Manos	Accounting	May 2013
9	Joseph F. Montgomery, III	Accounting	May 2012
10	Van Rexroad	Accounting	Dec 2012
11	Benjamin J. Rodman	Accounting	May 2013
12	Jason P. Smith	Accounting	May 2014

Title Page Example

Jane E. Example

111 Main Street, Greenville, SC 29615 ☐ Cell (864) 962-4991 ☐ jane.example@gmail.com
 www.linkedin.com/example/jane ☐ www.facebook.com/jane-Example/222222

Graduating Accounting major available for an entry-level audit position

SUMMARY OF QUALIFICATIONS

- 1 semester of audit internship experience
- 2+ years of accounting-related work
- Experience with QuickBooks, Microsoft Word, Excel, Access, PowerPoint
- Paid 70% of college costs with Palmetto Fellows Scholarship & work

EDUCATION

B.S. Accounting (150 credits) May 2015
 Minor: Organizational Communication GPA: 4.0
 Bob Jones University, Greenville, SC

RELATED EXPERIENCE

Bookkeeper/Administrative Assistant, EMU International, Inc., Taylors, SC May 2011-Present

- Oversaw the general bank account as well as bank accounts for 16 missionary families in 10 different countries
- Entered transactions into QuickBooks for all accounts
- Paid bills and handled monthly expenses for each family
- Transferred money internationally
- Processed monthly donations that comprise missionary support
- Designed spreadsheets to increase efficiency in bookkeeping
- Revised monthly newsletters, donor letters, and missionary letters
- Managed office when employers traveled internationally

Audit Intern, Carter & Company, CPA, LLC, Destin, FL Spring 2014

- Prepared audit schedules and performed preliminary audit testing for audits of multifamily housing entities

ACTIVITIES

University Business Association
 President, 2013 & 2014 Academic School Years
 Member, Fall 2010-Present

Beta Epsilon Chi Literary Society, Intramural Sports
 Epsilon Zeta Chi Literary Society, Cheerleader
 Weekly Children's Outreach
 University choir member

INTERESTS

Team Sports: Soccer, basketball, volleyball
 Music: Choir, French horn, piano

Resume Example