**Guidelines for Resume Review Service Conference Volunteers**

Thank you for volunteering to work at the Resume Review Service Booth at the upcoming conference! Your help is truly appreciated. For those of you who haven’t volunteered before, here’s a list of things to consider.

1. If possible, please show up for your shift five to ten minutes before the hour. At this Conference, the Resume Review Service will be located within the ALA Placement Center in the Colorado Conference Center.
2. Prior to the conference, if you know you will not be able to make your shift for any reason, please e-mail Emily Love at [elove@uiuc.edu](mailto:elove@uiuc.edu). At the conference, if you discover you will not be able to volunteer, please stop by the booth and inform the volunteer on duty. Keep in mind that there is only one person scheduled per shift, so please make every effort to be there.
3. The volunteer you are relieving should be able to fill you in on what you’ll be doing and what the prior hour was like. When the next volunteer relieves you, please be sure to fill them in on what needs to be done.
4. Smile and look friendly and approachable☺
5. Keep the mint bowl full, tissues on the table, and flyers available. Pens, a mirror and other various supplies will be made available as well.
6. Be sure to introduce people to the Resume Review Service, both the e-mail and the on-site service. For more information about the e-mail service, please visit this link hand them a pamphlet.
7. Encourage visitors to sign up for the on-site service. We have two resume reviewers scheduled for each hour (sometimes three or four) and we would like to keep them busy. If you have a resume that needs updating, why not bring it along? We have some great reviewers scheduled!
8. And, a BIG thank you for your time and willingness to help!

Sincerely, Emily Love and Rebecca Immich Sullivan, NMRT Resume Review Service co-chairs 2008- 2009