McDougall School of Petroleum Engineering
INSTRUCTIONS FOR POSTING RÉSUMÉS

Students of the McDougall School of Petroleum Engineering may submit their résumés to be posted on our website for hiring companies to review. We strongly encourage you to make an appointment to have a specialist from Career Services (Holmes Student Center) review your résumé before you distribute it. Remember that these résumés will be displayed on a public website; for your privacy/protection, **REMOVE ANY INFORMATION THAT YOU DO NOT WISH TO HAVE DISPLAYED ON THE INTERNET!**

Naming Your File

When naming your file, please use the following naming structure. *Résumés incorrectly named will be returned to you for correction*.

Full-Time Employment:	**FT_academic level_lastname-firstname.pdf**	
	Academic Levels:	*MS, MEng, PhD, SR (final semester)*
	Sample Filename:	*FT_MS_Jones-John.pdf*
Summer Internships:	**IN_academic level_lastname-firstname.pdf**	
	Academic Levels:	*FR, SO, JR, SR*
	Sample Filename:	*IN_FR_Jones-Jack.pdf*
Summer Internships + Part Time during Academic Year:	**IN-PT_academic level_lastname-firstname.pdf**	
	Academic Levels:	*FR, SO, JR, SR*
	Sample Filename:	*IN-PT_JR_Jones-Janet.pdf*

Submitting Your File

Submit your résumé PDF file to Lori-Watts@utulsa.edu.

Online Résumés

- Résumés of students seeking internships will be displayed from August-June*.
- Résumés of graduated students seeking full-time employment will be displayed online until the graduate is placed* with a company.

*Please notify Lori-Watts@utulsa.edu when you are placed with a company so that your résumé may be removed from the site. Résumés of students/graduates who are no longer available should not be displayed.

LinkedIn

If you have a profile established on LinkedIn that you would like to add to your résumé listing on our website, please include that information in your email when you submit your résumé and we will include a LinkedIn link with your entry.