2021 IEEE REGION 3 SOUTHEAST CON
STUDENT Resume COMPETITION RULES

I. OVERVIEW

In the IEEE Region 3 Resume Competition, IEEE students will compete to have their resume reviewed by as many reviewers as possible in a set time period. It will be on the students to find reviewers and set up a review of their resume. The resume review can occur over phone or any other conference platform of their choice (i.e. Skype, Google Meet, Zoom). Students will compete individually and there is no limit on the amount of students that can compete from a single student branch. Any Region 3 student with an IEEE student membership is allowed to participate. This includes graduate students.

The scoring process of this competition will be based on the assumption that the quality of a resume will be correlated with the amount of reviews the resume receives. Therefore, students will earn a set amount of points for every review they receive. The amount of points will be dependent on the category of the reviewer (i.e. student, IEEE Section member, University faculty/staff, etc.). A full list of reviewer categories and their points will be detailed in the competition rules.

The students will be expected to submit proof of their review to the Resume Competition. Details of how to submit proof of the review will be found in the Resume competition rules.

Competition Timeline

Key Dates

February 1st, 2020   Registration for the Resume Competition opens which means that students can start submitting resume reviews.

March 13th, 2021   Competition ends and no more resume reviews will be accepted after 12 PM on March 13th 2021.

Competition Process

Below is a breakdown of the competition process. The remaining section of this document will address the details needed to complete each step:

1. Compose a resume

   > *There are no requirements on format of the resume. If a student already has a resume then they can use that for the competition.*

2. Find someone willing to virtually review your resume

   > *Reviewer qualification and resources are found in these rules.*

3. Conduct a virtual review of your resume with the reviewer

   > *Criteria for the virtual review is found in these rules*

4. Submit a resume review email to SAC

   > *Criteria for this email is found in these rules.*

5. Complete reviews and submit all reviews to SAC by March 13th, 2021 at 12 PM

   > *Student must be registered for both the Southeast Con Conference and the resume competition by this point.*

Registration

There are two registrations that students need to be aware of; conference registration and competition registration. All students competing in student competitions must register for both the conference and the competition. Information for both registrations are as follows:

1) Conference registration (i.e. IEEE SoutheastCon 2021 registration)
    a) Registration URL: https://attend.ieee.org/southeastcon-2021/registration/conference-registration/
    b) Costs for students to register is $20 a student. All students competing on an Outreach Competition team must register for IEEE SoutheastCon.
    c) Students must register for the conference before March 13th, 2021 if they are competing in the Student Resume Competition.
    d) Because SoutheastCon 2021 will be virtual, students should not expect any additional costs such as travel or hotel

2) Student Resume Competition registration
    a) Each student competition in the Resume Competition must fill out a registration form (found in the appendix of this rules document) and emailing it to ieeesacregion3@gmail.com along with their resume at the start of the competition
    b) Students compete in the resume competition as teams of 1 and there are no limits on the number of students that can compete from the same student branch.
    c) Once a student submits the Resume Competition registration form, they will be registered for the Resume Competition.
    d) There are no fees for students to register for the resume competition (aside from the costs for students to register for the conference)

II.   RESUME COMPETITION RULES

Resume requirements

There are no requirements for the formatting of student resumes. We believe it is important for students to find a format that best captures their professional qualities.

One thing that students often have trouble with on resumes is finding the best way to summarize a class or class project. For this, try looking at your class's syllabus or the project rules to come up with the most accurate description.

Resume review requirements

All activities the students conduct for the competition must be conducted virtually and not require any in person interaction during the COVID 19 pandemic. The review must be conducted verbally (this means it cannot take place over email or chat). Therefore, the resume review must take place over a platform that allows verbal communication (i.e. a phone call, zoom, skype). The review does not need to be recorded.

The following table is a list of allowable reviewers and the number of points the student will receive for conducting a review with the reviewer:

Reviewer Categories	
IEEE Student Member that is not from the same student branch as the reviewee	2 Points
University Faculty or Staff Member	4 Points
IEEE Professional Member	6 Points
IEEE Young Professional Member	8 Points
IEEE Senior Member	10 Points
IEEE Life Member	12 Points
IEEE Fellow Member	14 Points

A reviewer can only receive points for one category. If the reviewer falls into multiple categories, they will only receive points for one of the categories. More details on how to report the category of the reviewer is found in the review submission section.

Review submission process and requirements

Once the student has completed a resume review, the student must send an email to <u>ieeesacregion3@gmail.com</u> with the following format. <mark>This email must be sent within 48 hours of when the interview occurred and must be sent before the closing time of the competition on March 13th at 12 PM</mark>:

To: <u>ieeesacregion3@gmail.com</u>
CC: *(the email address of who reviewed your resume)*
Title: (*students name*) resume review with *(reviewers name)*
Body: (*reviewers name*) reviewed my resume on (*date that review occurred*) and is a *(reviewer category, i.e. IEEE professional member, faculty or staff).*   *(1-2 sentences thanking the reviewer for their time)*   *(1-2 sentences stating recommendations the reviewer offered and you found helpful)*

1) Some reviewers might fall into more than one reviewer category. However, the review can only receive points for one category. If the reviewer belongs in more than one category, then it is the job of the student to state the category of the reviewer that they would like the review to receive points on. For example, if the reviewer is a University staff member (which would receive 4 points) as well as a IEEE life member (which would receive 12 points) then the first line of the review submission email should state "IEEE Life Member" in the *reviewer category* blank if the student would like to receive the 12 points instead of the 4.

2) Each review submission email must address no more than one submission. Students can not send a review email that contains multiple reviews and reviewers.

3) If an email comes back with a failure to deliver due to invalid email address of the reviewer, the resume review will not be counted.

APPENDIX A: ADDITIONAL RESOURCES

Discord Channel

Students are encouraged to follow the Resume Competition discord discussion on the 2021 SoutheastCon discord channel. This will be the best place for students to stay in the loop on information for the resume competition as well as other student competitions. Information for the discord channel is found at: https://attend.ieee.org/southeastcon-2021/student-program/

RESUME COMPETITION REGISTRATION FORM

Fill out this form and attach it, along with your resume, to an email addressed to:

ieeesacregion3@gmail.com

Student Resume Competition Registration Form *IEEE Region 3 Southeast Con 2021*	
Name of Student	
Name of University	
Statement from the student on what motivated them to compete in the resume competition	

Students must submit a copy of their current resume along with sending this completed registration form.