

Subject: FW: Needed/IT Assistance/Resume Book/Marshall Bennett Institute of Real Estate

Dear Advisory Board,

Last year we launched a series of professional training classes to make our graduates more “job ready.” This year we have a committee working hard to assist our student in finding career track positions in the industry. A key tool we would like to develop is an **electronic resume book** that will profile the qualifications of the students graduating each year. We would make this book initially available to our Advisory Board and then to the larger industry through our web site.

To get the e-resume book launched, we would need some technical help from one or more IT professionals. Would you have an IT specialist in your firm that you could “donate” some of their time for design, implementation and training? We need to get our effort started quickly and hope to have the book available in October for our January and May graduates.

Our vision for the e-resume book is

- A nice cover page
- Introduction with program overview, RU contact info, whatever else
- A table of contents listing the students, their specialties and perhaps a professional profile (2-3 sentences)
- Clicking on the student name takes you to the resume
- The profile in the table of contents is the “profile” section of the resume (top of page)
- Able to be posted on a web site (links emailed to mailing list), handed to people on a flash drive or, emailed.

Please let us know immediately if you or someone in your firm with IT skills can assist the committee.

Regards,
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post until 8/28/09