



**FINANCIAL MANAGEMENT ASSOCIATION INTERNATIONAL**

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**To:** Finance Department Chairpersons and Directors of Doctoral Programs  
**From:** Anita Glover, Director of Placement Services  
**Subject:** Doctoral Student Resume Listing Information

Each year, the Financial Management Association International (FMA) sponsors the FMA Placement Service, a comprehensive clearinghouse for doctoral candidates, degree holders and their prospective employers in finance and related disciplines at academic institutions. I am writing to request your assistance in informing your PhD candidates about the advantages of posting their resume with the FMA Placement Clearinghouse.

Please take a moment and review the enclosed material. The enclosed Resume Listing Announcements are designed to be posted where your doctoral students can have easy access and can readily view them. Please remind your students that the non-member listing fees include a one year membership with FMA.

I appreciate your help in encouraging your students to become actively involved in the FMA. If you have any questions, or need additional information, please let me know. Thank you.



## 2004 FMA RESUME LISTING INFORMATION

FMA offers the most comprehensive listings of candidates and positions in the doctoral qualified finance market.

### BENEFITS OF LISTING YOUR RESUME

- Your PDF file containing your resume listing will be placed online.
- An abbreviated version of your resume is placed on our employer-friendly on-line database.
- Your resume will be available to hundreds of institutions who hire finance doctorates.
- You will gain exclusive access to online listings of positions via the FMA website.
- You will have access to the Placement Center during the Annual Conference so you can pick up and leave messages, and review the positions listed on-site.
- The resume listing fee you pay includes a waiver of registration fees for the FMA Annual Conference. This year's meeting will be held in New Orleans, Louisiana, October 6-9, 2004 at the Sheraton .

### SUGGESTIONS TO GET MORE VALUE OUT OF LISTING YOUR RESUME

You may only post your resume on the FMA website. Please - no papers or personal sites. However, you can elect to:

- provide links within your resume directing potential institutions/schools to your personal home page, or;
- insert links within your resume directing potential employers to any papers you may have in progress.

### GAINING ACCESS TO LISTINGS WITHOUT LISTING YOUR RESUME

If you want early access to the online position listings, but do not want your availability known (i.e., you do not wish to list your resume), you can have all services offered to resume listers by paying the base resume listing fee. (If you later decide to post your resume, we will do so.) By doing so:

- You gain exclusive access to online listings of positions;
- You will have access to the Placement Center during the Annual Conference.

### DATES TO REMEMBER

*July 1, 2004* - Deadline for receipt of resumes and fees. Resumes must be submitted no later than July 1 in order to avoid late fees. An additional \$50 late fee is required after July 1.

*October 6-9, 2004* - FMA Annual Conference in New Orleans, Louisiana.

### FEES FOR POSTING A RESUME

2 pages	PhD Member	\$155.00	PhD Non-member	\$185.00
2 pages	Professional Member	\$175.00	Professional Non-member	\$275.00
3-10 pages	PhD Member	\$205.00	PhD Non-member	\$235.00
3-10 pages	Professional Member	\$225.00	Professional Non-Member	\$325.00

*All listing fees include a waiver of conference registration fees. All fees are considered late after July 1, and therefore, have an additional \$50.00 fee applied.*

### HOW DO I PREPARE MY RESUME?

Follow the resume listing instructions found on the FMA website [www.fma.org](http://www.fma.org). The instructions will provide you with formatting suggestions, instructions, guidelines, resume listing fees, etc.

### HOW DO I RECEIVE MY PASSWORD?

An E-mail confirmation will be sent to you within 24 hours of receipt of your listing containing the user id and password, along with instructions to guide you with any necessary changes you might want to make to your file once it is uploaded.

*If you have any questions about FMA's placement services, please contact the FMA office at (813) 974-2084.*



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