OVERVIEW

- Assemble Necessary Information
- Make Resume Attractive
- Get Feedback from Others
- Revise and Polish







Make Resume Attractive

- Make name stand out
- Bold, capitalize or italics
- Avoid abbreviations
- Font 10 -12 points
- -Use the same font & size throughout your document
- Suggested fonts:
 - Garamond, Georgia, Arial, Times New Roman, Calibri
- CONSISTENCY OF PRESENTATION
- Laser print on high-quality paper.





General Rules

- Standard length = 1 page
 - Exceptions: extensive, career related information
- Be clear, concise
- Tailor to major / career / job applying to
- Can have different types of resumes for different types of jobs:
 - Career-related jobs
 - "I-just-need-money" jobs
 - Internships





Contact Info

CATHY SINGH

Long Island City, NY csingh@york.cuny.edu (347) 930-1212



Catering: The Job Description

- Identify strongest qualities that company is looking for
- Include only the top qualities
- Highlight qualities throughout

The job description = the answer key to the test.





The Job Description

"We are looking for someone who is able to follow instructions, detail oriented, and results driven. Also, able to...."

Objective

To secure a position with your company by utilizing my unmatched ability to understand and adhere to details and instructions, while delivering concrete results.

Skills

Goal oriented Meticulous Able to follow instructions Efficient communicator Multilingual: Creole, Urdu, Spanish, Chinese



The Objective - optional

Objective': Tailor to job description, What you will <u>give</u>, not <u>get</u>

• **Bad objective:** To secure a position that will allow me to gain experience and grow professionally.



 Good objective: To secure a position that will allow me to apply my organizational skills, my work ethic, and my academic training, to benefit your company.



Objective

The purpose of the objective:

- To catch attention of prospective employer
- To demonstrate that you have perused the job description / researched the company
- To incite employer to read resume

Jerry McIntosh	
	555 . 555.5555 Je
EDUCATION	
City University of New York, Bachelor of Science in Accord	
SUMMARY OF QUALIFIC	ATIONS
audits of cu Proficiency	d in administering accounting rec istomer accounts. y in addressing customer complain ion and improving sales
 Experience 	
Relevant co	pursework including Financial Ac



Summary vs 'objective'

- More thorough description of your strengths than an 'objective'
- An objective can be built into the summary.





Qualifications - Example

 A competent individual with experience in office / medical settings and procedures; Able to communicate professionally, multitask, and handle detailed duties without losing the bigger picture. Hands-on knowledge of popular office equipment and software; Punctual and dedicated employee.





Education

- Spell out CUNY the 1st time it appears
- Name of degree spelled out
- Month & year of estimated graduation

York College, City University of New York (CUNY) Bachelor of Science in Psychology, June 2026 Concentration in Childhood Development Major GPA: 3.55





General Rules

- List in chronological order
- Use professional vocabulary
 - "Responded to inbound / outbound calls " VS

"Answered phones"

Customize answers to the job description

Jerry Mo	cIntosh
	555.555.5555 Jei
EDUCATION	
	ence in Accounting, Expected May 2022
SUMMARY OF	FQUALIFICATIONS
0	Experienced in administering accounting rec- audits of customer accounts.
•	
	audits of customer accounts. Proficiency in addressing customer complain base/retention and improving sales
	audits of customer accounts. Proficiency in addressing customer complai base/retention and improving sales Experienced in point of sales transactions, a management and billing



EXPERIENCE

- Borough, State
- Queens, list the *neighborhood*
 - Jamaica, NY
 - Woodside, NY, no periods needed- N.Y.
- Manhattan: appears as New York, NY

Cardinal Food Bank Assistant Manager, Human Resources

Metropolitan Museum of Art *Visitor Services Representative* January 2021– Present Jamaica, NY

April 2020 – Present *New York, NY*



Experience

- 3-4 bullets per job description
- Can combine sentences to make a small

paragraph per bullet.

- Ex.: Recognized for strong work ethic and made responsible for providing detailed information to staff; Processed identification documents for a 7,200 person workforce.
- No asterisks, no arrows
- Small bullets
- Quantify: numbers impress
 - "Responded to an estimated 200 inbound calls per week."







Internships

• under 'Internships' section or 'Experience'.

Health Promotion Center Health Advisor Intern

Jamaica, NY Jan 2022 – May 2024

- Recorded body-mass indexes & blood pressure to assess general health
- Provided solid advice on how to maintain a healthy lifestyle based on test results
- Handled 200 outbound calls weekly
- Assisted students with computer-related issues







Results Oriented

- Mention %'s (percentages)
- Measureable results/targets
 - "Increased customer base by 10% per year with unique marketing strategies."
 - "Eased workload of staff by creating a database system to handle 500 additional data files."
 - "Coached 150 tennis amateurs per season."
 - "Distributed diabetes information to approximately 300 community residents."







Awards and Honors

- Dean's List, 2020
- Secretary, HR Club
- Recipient, \$5,200 TMCF scholarship
- Can be bolded, italicized to stand out

		0
erry Mo	cIntosh	Brooklyn, NY
		555.555.5555 Jerry.Mcintosh@gn
DUCATION		
achelor of Scie	f New York, CUNY, York nce in Accounting, Expect	
0		
	Proficiency in addressing base/retention and improv	customer complaints, increasing cus ing sales
.0		
0	Relevant coursework inclu Accounting and Internation	iding Financial Accounting, Financi nal Accounting



Optional Sections

- Related coursework

 Theories of Personality
 Statistics and Probability
 Finance & Management
 Anatomy & Physiology
- Activities (as relevant as possible to job / major)
- High school information (as relevant as possible to job / major)





Sample Action Verbs

Administer	Design	Lead
Analyze	Direct	Maintain
Assist	Distribute	Make
Balance	Edit	Manage
Build	Establish	Operate
Calculate	File	Order
Check	Follow up	Organize
Collect	Generate	Plan
Compose	Handle	Research
Compute	Implement	Sell
Conduct	Improve	Serve
Contact	Install	Supervise
Create	Invent	Teach

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Types of Activities

- Clubs/Associations, Sports teams
- Leading study groups, Tutoring
- Walk-a-thons, Competitions
- Initiatives/Projects: fund raising (QUANTIFY)
- Religious instructor, Treasurer for church
- Organize exercise group
- Assist elderly neighbor

Jerry	McIntosh Brookly
	555.555.5555 Jerry.Mcintosl
EDUCAT	N
	ity of New York, CUNY, York College Ja Science in Accounting, Expected May 2022
SUMMA	• Experienced in administering accounting records and over
	audits of customer accounts.
	 Proficiency in addressing customer complaints, increasin base/retention and improving sales
	 Experienced in point of sales transactions, accounts recein management and billing
	• Relevant coursework including Financial Accounting, Fi
	Accounting and International Accounting









- Objective/Career Interests
- Extracurricular Activities
- Interests
- Volunteer Experience
- Class Projects
- Certifications/ Licensure
- Summary of Qualifications





What not to include

- Age
- Marital status
- Ethnicity
- Health status
- Country of origin
- No 'l' anywhere
- HS info

- Company addresses
- Reasons for leaving jobs
- References
- Salary

Jerry M	cIntosh
	555.555.55
EDUCATION	
	of New York, CUNY, York College ence in Accounting, Expected May 202
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	Proficiency in addressing customer co base/retention and improving sales
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•	Proficiency in addressing customer c base/retention and improving sales Experienced in point of sales transact management and billing



Your resume should:

- Have no errors of fact, spelling, or grammar
- Consistent formatting
- Have a layout that is consistent
- Have skills and interests related to position
- Have no further suggestions from others
- Give you a sense of pride







Where to go from here...

- Resume Writing 101
- Downloads:
 - Resume Check-off
 - Sample resumes
 - Cover letters, interviewing, career prep
- Access your Cardinal Careers Account:
 - Upload your resume for professional review







YOU ARE A SUCCESS



York College Career Services (718) 262-2282 york.cuny.edu/career-services career@York.cuny.edu