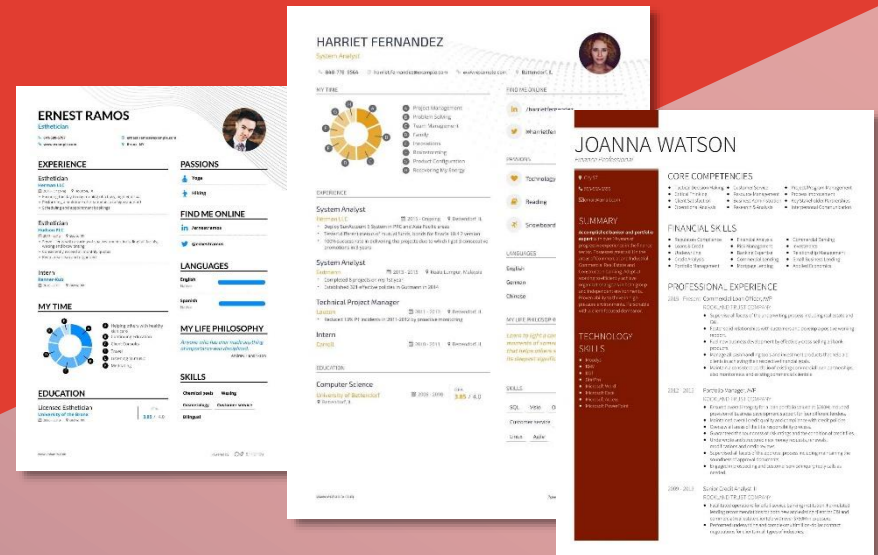


# Resume Writing

## OVERVIEW

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



**YORK COLLEGE**  
**CAREER**  
**SERVICES**

## 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](mailto: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

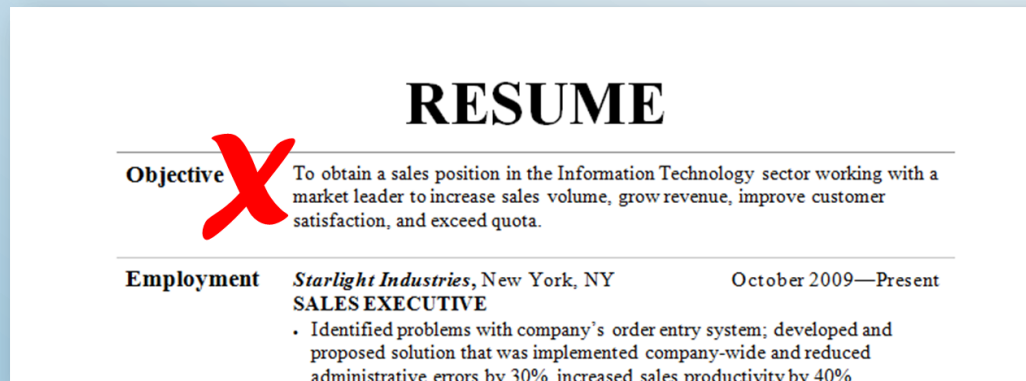
Goal oriented  
Meticulous  
Able to follow instructions  
Efficient communicator  
Multilingual: Creole, Urdu,  
Spanish, Chinese



## The Objective - optional

Objective': Tailor to job description,  
What you will give, not get

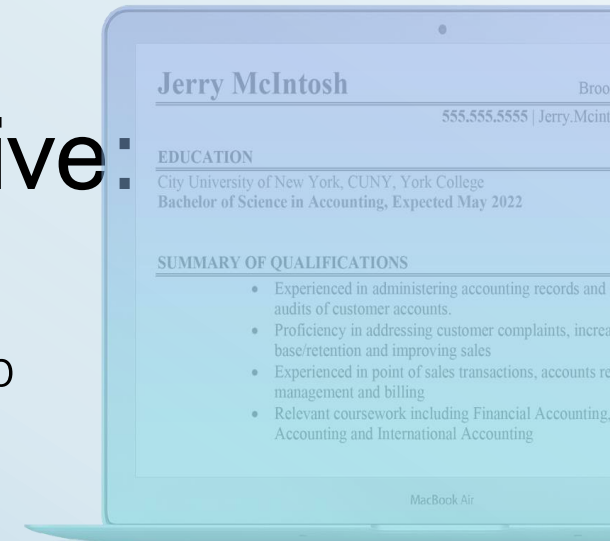
- **Bad objective:** To secure a position that will allow me to gain experience and grow professionally.



- **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

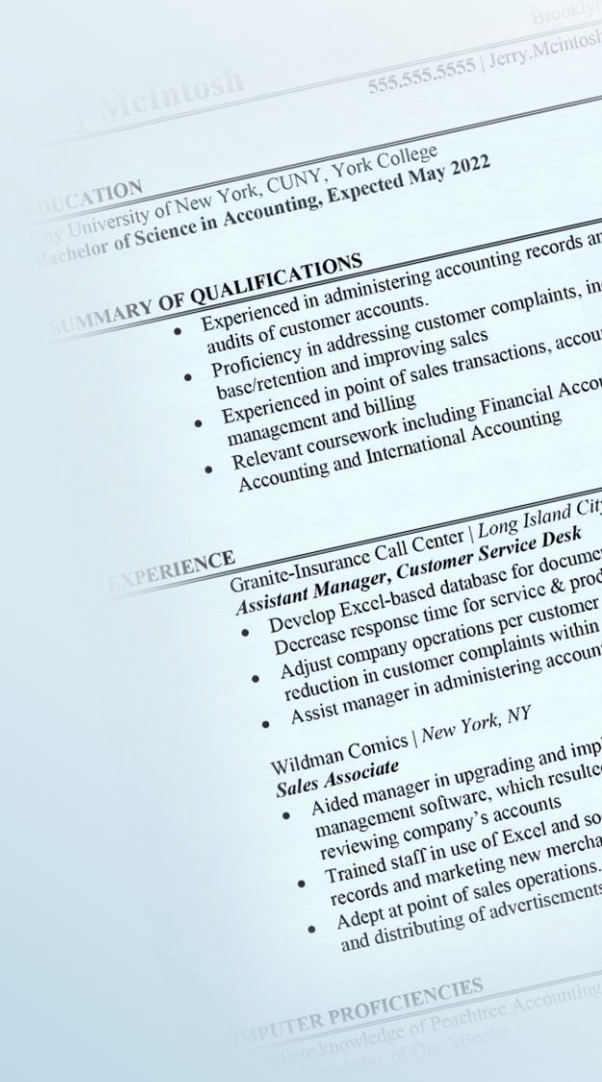
- The purpose of the objective:
  - To catch attention of prospective employer
  - To demonstrate that you have perused the job description / researched the company
  - To incite employer to read resume





## Summary vs 'objective'

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



## Qualifications - Example

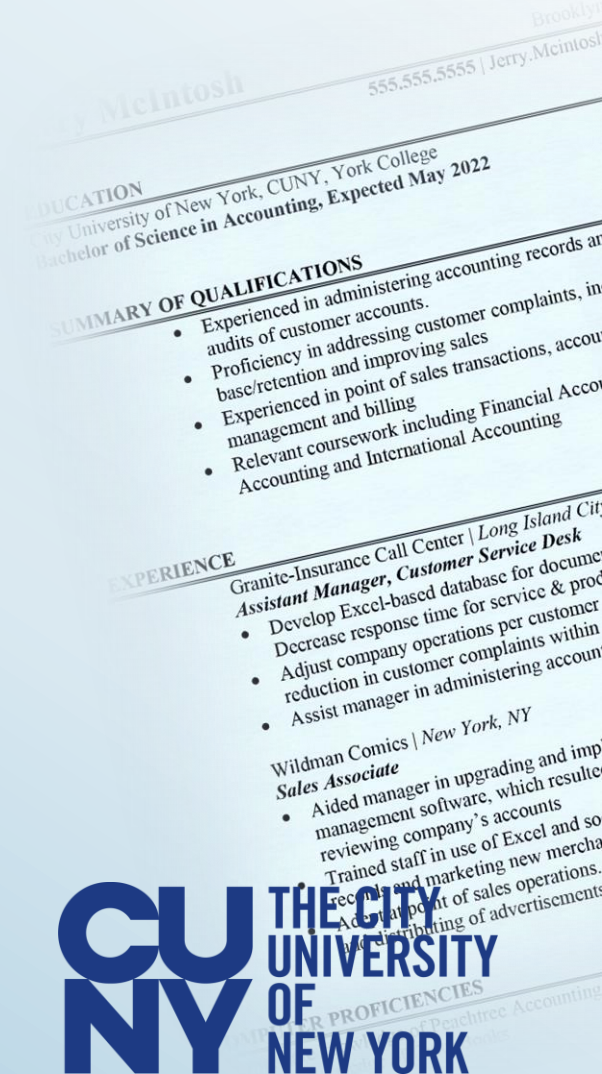
- A competent individual with experience in office / medical settings and procedures; Able to communicate professionally, multi-task, and handle detailed duties without losing the bigger picture. Hands-on knowledge of popular office equipment and software; Punctual and dedicated employee.



## Education

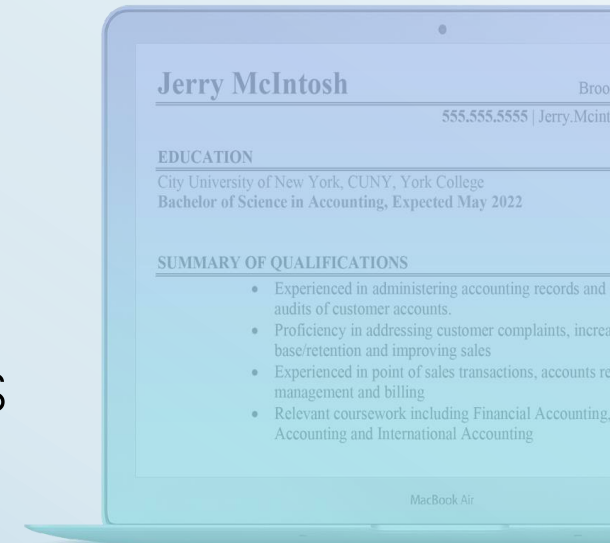
- Spell out CUNY the 1st time it appears
- Name of degree spelled out
- Month & year of estimated graduation

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**



## 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*

January 2021– Present  
*Jamaica, NY*

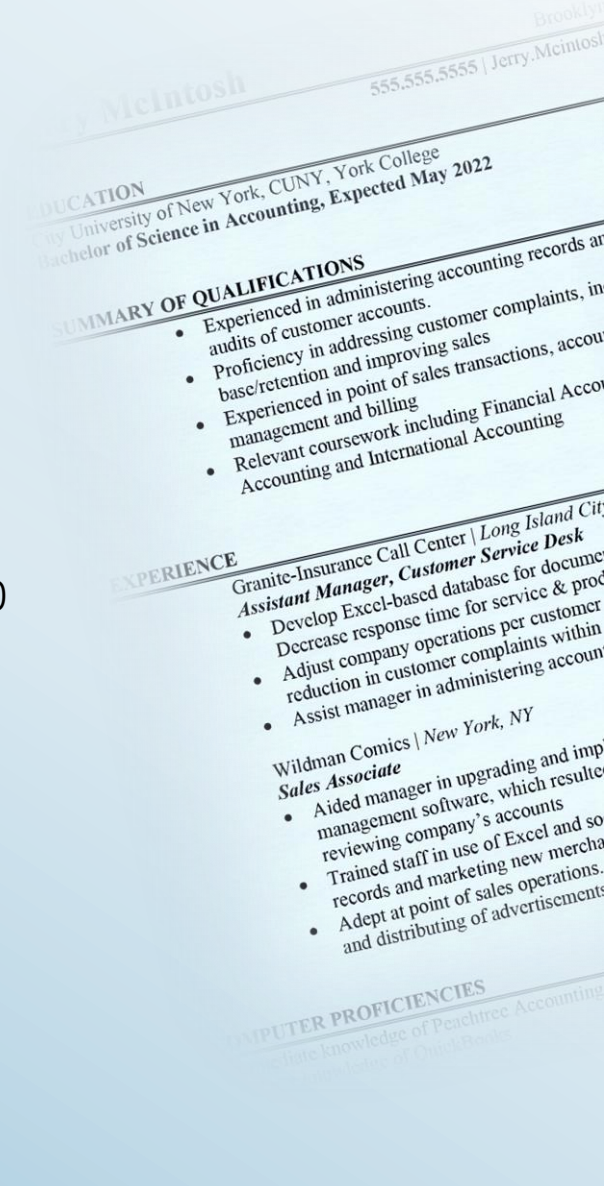
Metropolitan Museum of Art  
*Visitor Services Representative*

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

Jamaica, NY

*Health Advisor Intern*

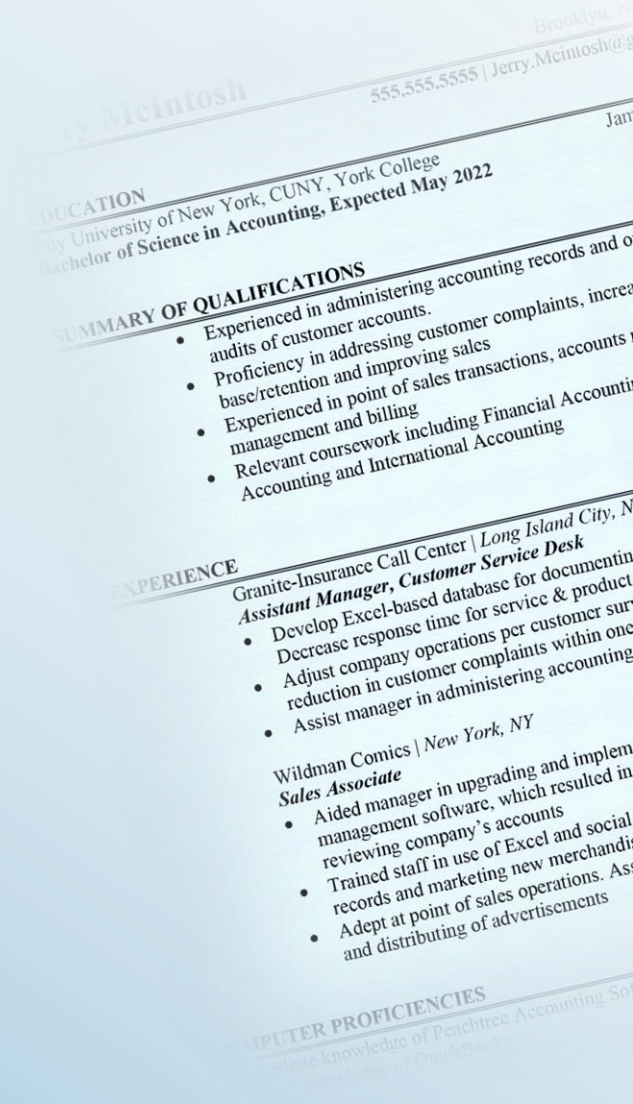
Jan 2022 – May 2024

- 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

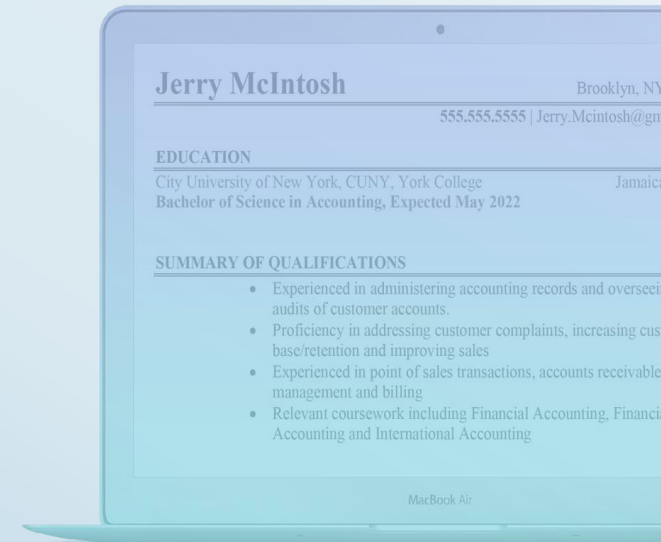
- Mention %'s (percentages)
- Measureable results/targets
  - "Increased customer base by 10% per year with unique marketing strategies."
  - "Eased workload of staff by creating a database system to handle 500 additional data files."
  - "Coached 150 tennis amateurs per season."
  - "Distributed diabetes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

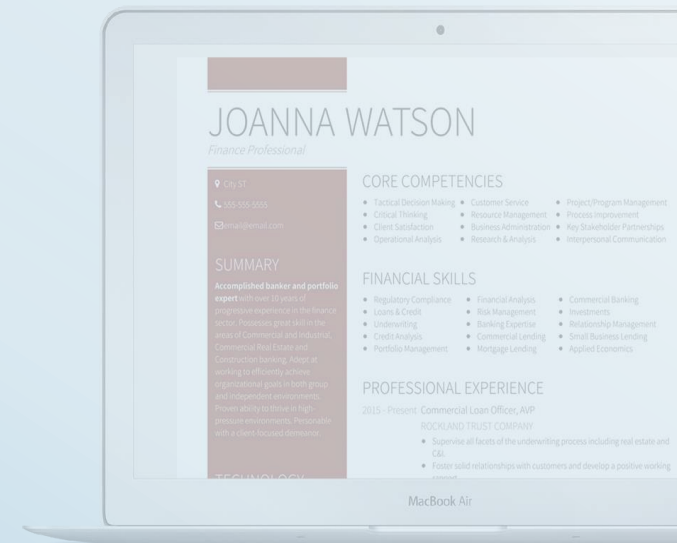


## Optional Sections

- Related coursework

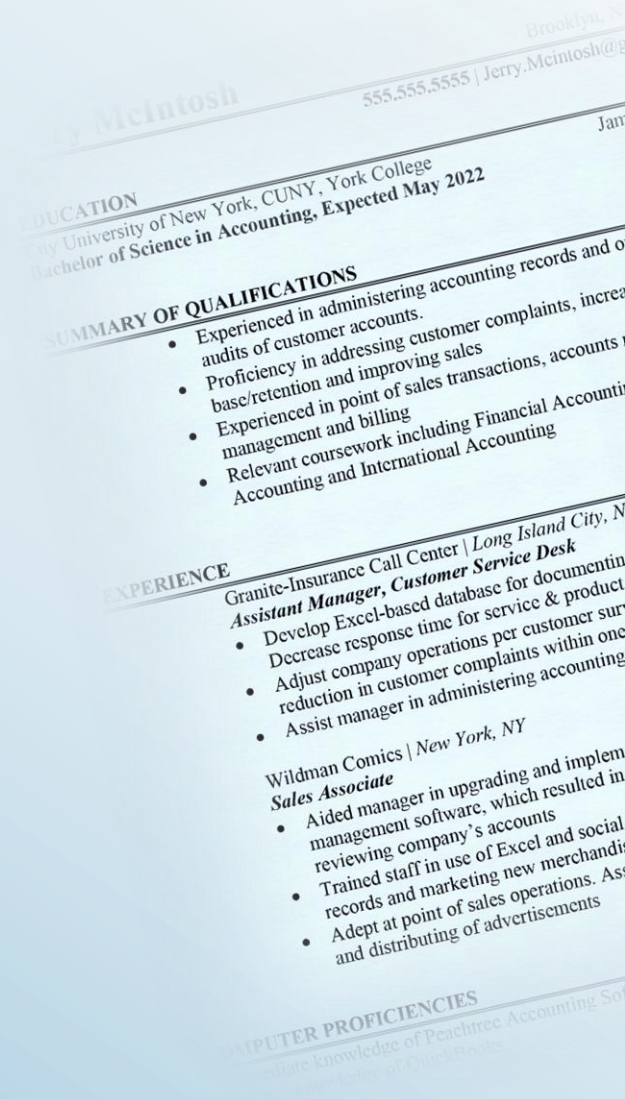
Theories of Personality  
Statistics and Probability  
Finance & Management  
Anatomy & Physiology

- Activities (as relevant as possible to job / major)
- High school information (as relevant as possible to job / major)



## Sample Action Verbs

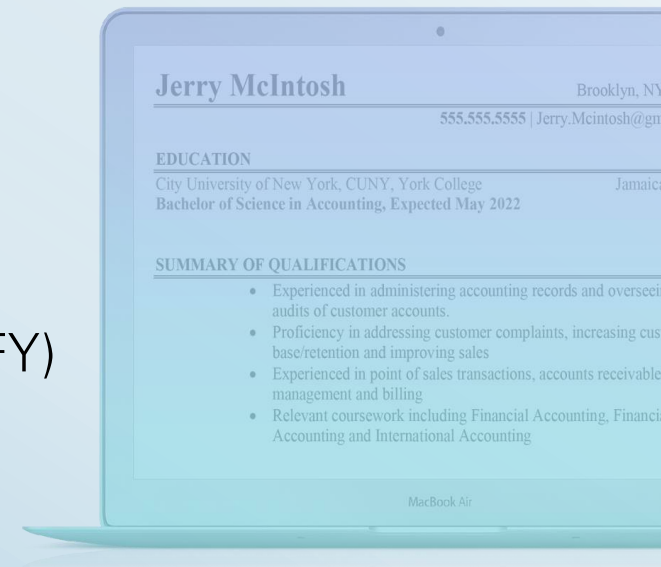
Administer	Design	Lead
Analyze	Direct	Maintain
Assist	Distribute	Make
Balance	Edit	Manage
Build	Establish	Operate
Calculate	File	Order
Check	Follow up	Organize
Collect	Generate	Plan
Compose	Handle	Research
Compute	Implement	Sell
Conduct	Improve	Serve
Contact	Install	Supervise
Create	Invent	Teach





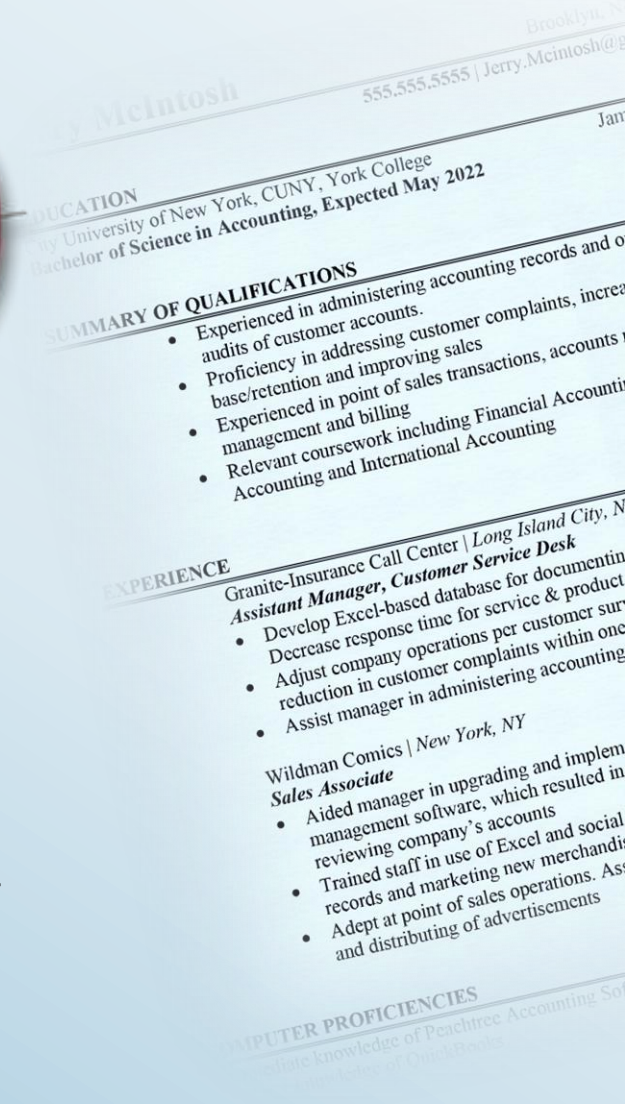
## Types of Activities

- 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





## Activities



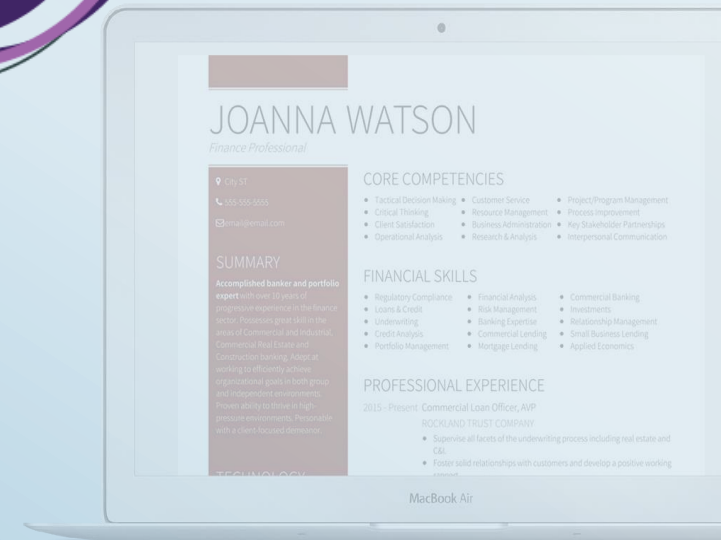
*Do not list details of your responsibilities:*

Human Resource Club, *Secretary*      Spring 2022

Pandora's Box, *Writer*      Fall 2023

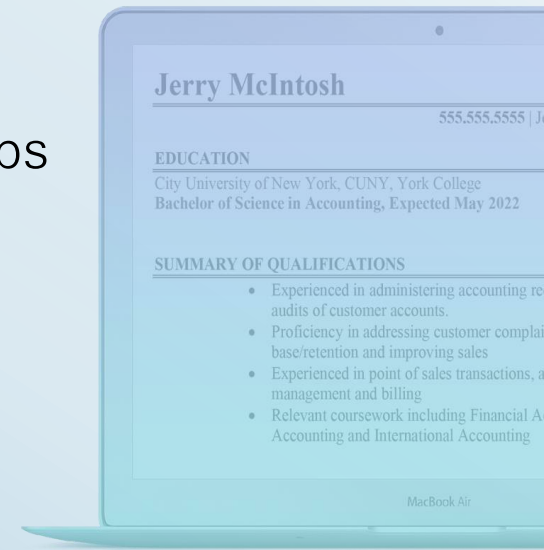
Health Promotion Center Health Day, April 2024

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



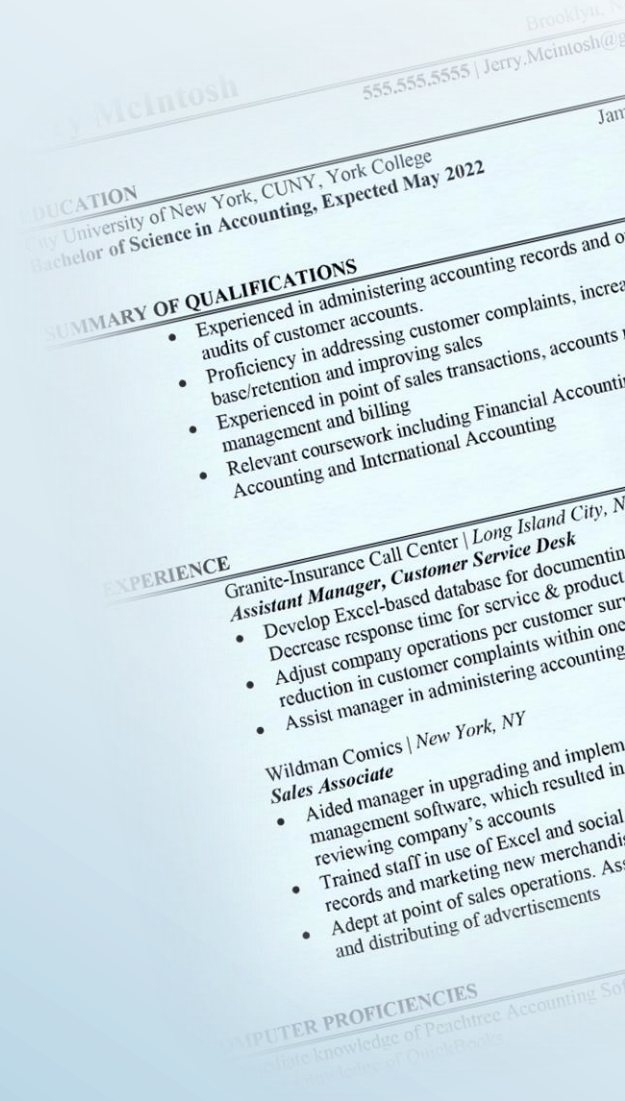
## What not to include

- Age
- Marital status
- Ethnicity
- Health status
- Country of origin
- No 'I' anywhere
- HS info
- Company addresses
- Reasons for leaving jobs
- References
- Salary



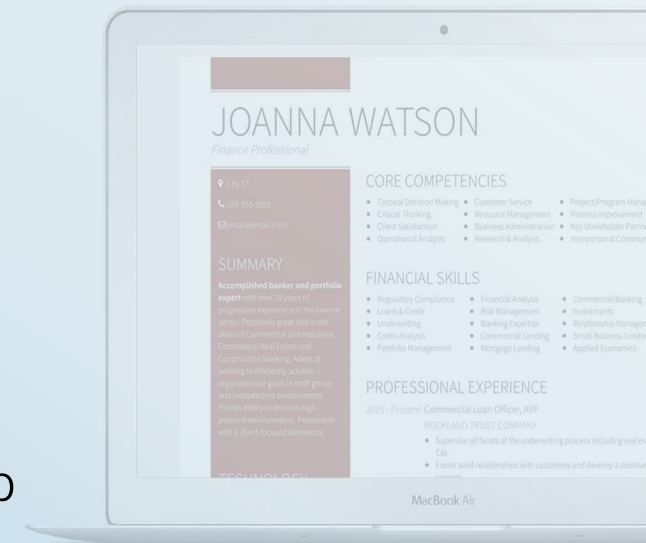
## Your resume should:

- 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](http://york.cuny.edu/career-services)  
[career@York.cuny.edu](mailto:career@York.cuny.edu)**