

Résumé Workbook

Cover

Résumé Workbook

Center for Career and Professional Development

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Why Do We Need a Résumé?

- A résumé is a summary of experience and accomplishments.
- Résumés serve as a marketing tool that gives an employer insight into who you are, what you have accomplished, and your ability to perform the job.
- Many employers make the decision to interview based on résumés.

How do you want to be perceived by a potential future employer?

How long do you think it will take an employer to review your résumé?

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6 Seconds is all the time an employer will take to decide to keep your résumé or pass on it!

That is why your résumé should not be the story of your whole life. It is a snapshot of your experience and skills.

Keep it short, simple, and relevant.

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What experience do you think may be relevant to include in your résumé?

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Format

Your résumé gives potential employers an impression of you as a person. Your résumé's clarity and structure will dictate how prospective employers view you. A well written and ordered résumé suggests that you are organized, hardworking, and capable of clear decision making.

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Denied Résumé Example:

University Student
45 campus Lane

Staten Island, New York 10314 hot_chilipepper@hotmail.com

Objective To find a job where I can utilize my skills

Education College of Staten Island, C.U.N.Y., Staten island, NY

- BS Accounting
- Received CSI Scholarship Tottenville

High School

I studied abroad

Coursework: Acc 114, Acc 121, Acc 215, Acc, 225, Acc 241, Acc 251

Work

Walgreens

9/12 - 12/14

- Worked the cash register
- I helped customers
- Inventory and supplies

01/15 -

Present

Macy's

- I assist the customers with their purchases
- Train new employes
- Keep the store neat and organized

Internship

VITA Program

- I assisted individuals with their tax returns
- Explained tax regulations to them

Extra-Curricular Activities

- Surfing, skateboarding, going to the movies, cooking
- I belong to the accounting club

Skills: Computer Skills, Spanish

References

Mr. Peter Brown

Manager, Macy's

240-239-1100

Accepted Résumé Example:

STUDENT COLLEGE
ROCKAWAY PARK, NEW YORK 11694 • (917) 628-3351
COLLEGE.CAMPUS@CIX.CSI.CUNY.EDU

EDUCATION

The City University of New York, College of Staten Island

- *Bachelor of Science Degree in Communications: Design and Digital Media*
- *Overall Grade Point Average: 3.78*
- *Candidate for Graduation, May 2024*

AWARDS AND ACHIEVEMENTS

- Dean's List, Fall 2011
- Recipient, Peter Vallone Scholarship, 2010 - 2011
- Recipient, ACG Grant, 2010 – 2011

RELEVANT COURSEWORK

- Digital Design and Media; Digital Imaging I
- Typography and Design; Theories of Communications
- Media Analysis; Media Industries
- Information Design; Web Design, Graphic and Theory

WORK EXPERIENCE

Employment Riding Academy

Equine Stable Manager (09 /2008 - present)

- Feed, groom, train, and exercise horses
- Instruct students in proper riding techniques
- Act as trail guide when required

Formatting Guidelines

- Length: Limit your résumé to 1 or 1½ pages unless you have a large amount of experience.
- Margins: Above 0/5" All Around.
- Font: 10-12 point / Bodoni, Goudy Old Style, Arial, Calibri, Garamond, etc. (avoid fancy fonts that will be rejected by the Applicant Tracking System, ATS)
- Avoid Résumé Templates – Type as regular document using Microsoft Word or Word Perfect. Save the document as a PDF before sending it to employers.
- Information Must be Organized and Easy to Read - The document should look visually balanced and neat.
- Make Sure Bullets are Neatly Aligned
- Do not use slashes (/) as separators - use bullets Ex. John Doe Staten Island, New York 10214
- Use Present Tense for Current Experience and Past Tense for Previous Experience

- Avoid Errors in Spelling, Grammar, and Punctuation -Run a spell check AND proofread carefully. Have someone else review it.
- Try to Avoid Using Zeros or the Number 1 in Your Email Address- These numbers can be mistaken for the letter O or the letter L so you may miss being contacted!

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Résumé Sections

- NAME & CONTACT INFORMATION EDUCATION
- HONORS & AWARDS
- RELEVANT COURSEWORK RELEVANT CLASS PROJECTS / RESEARCH PROJECTS
- SERVICE LEARNING / INTERNSHIP
- EXPERIENCE
- WORK EXPERIENCE
- ACTIVITIES (Leadership, Extracurricular, Volunteer)
- SKILLS & CERTIFICATIONS

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Name & Contact Information

- Name (Capitalized & Bolded, Larger Font)
- Address (Optional- You May Not Wish to Include This on Your Résumé)
- Phone (Professional Sounding Voicemail)
- Email (Professional Email Address)

Example

Sandra Student
 Staten Island, NY 10314
 (312)444-5555
firstname.last@cix.csi.cuny.edu

What Not to Include

- Personal information such as age and marital status
- Pictures
- Do not use the first person "I"

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Education

- How you list the school depends on the program you are attending.
- Typically, it is the university listed first, followed by the college.
 The City University of New York, College of Staten Island
- Spell out the names of degrees (i.e. Bachelor of Science, not BS)

- List the month and year you expect to graduate.
- Include GPA if it is 3.5 or above.
- Include honors and awards if you have fewer than three.
- If you have completed a study abroad experience, include it in the education section.

Example

EDUCATION

The City University of New York, Kingsborough Community College

- Associate of Science Degree in Computer Science, May 2015

Study Abroad Program, Shanghai University, China, Summer 2015

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EDUCATION

(Select Programs / Schools) Some programs/schools within the college have their own way of listing their program

EXAMPLE

Macaulay Honors College at the College of Staten Island, The City University of New York

- Bachelor of Arts (Science) Degree, expected Month, Year

The City University of New York, College of Staten Island

The Verrazzano School – a selective undergraduate honors program

- Bachelor of Arts (Science) Degree in _____, expected Month, Year

School of Business

Lucille & Jay Chazanoff School of Business, College of Staten Island

The City University of New York

- Bachelor of Arts (Science) Degree in _____, expected Month, Year

Macaulay Honors College at the College of Staten Island, The City University of New York

Lucille & Jay Chazanoff School of Business

- Bachelor of Arts (Science) Degree in _____, expected Month, Year

Lucille & Jay Chazanoff School of Business, College of Staten Island

The City University of New York

The Verrazzano School – a selective undergraduate honors program

- Bachelor of Arts (Science) Degree in _____, expected Month, Year

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Practice Writing Your Sections Here

Contact Information Section

Education Section

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Honors & Awards

- List scholarships, dean's list, honors, honor societies.
- List the year you received the honor or award.
- Include this information with your education if you have fewer than three items to list.

Example

HONORS & AWARDS

Barnes & Noble Scholarship, 2014 Presidential Scholarship, 2013

Phi Beta Delta International Honors Society, 2012-Present

Dean's List, 2012-2013

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Relevant Coursework

- List courses you have completed.
- List them by course title, not number.

Example

RELEVANT COURSEWORK

- Accounting I & II • Intermediate Accounting • Federal Income Tax I
- Managerial Finance I & II • Cost Accounting

- not-

RELEVANT COURSEWORK

- ACC 114 & 121 • ACC 215 • ACC 241 • FNC 240 & 345 • ACC 310

Relevant Class/Research Projects

List class or research projects relevant to the position you are applying for. Include the project title, semester it was completed, your position in the project and a brief description.

Example

CLASS PROJECT

Financial Statement Analysis, Spring 2015

Group Member

- Examined and compared Microsoft and IBM's financial statements and operating history
- Executed a competitive analysis of the companies' principal product offerings
- Provided opinion on the companies' future financial performance

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Practice Writing Your Sections Here

Relevant Coursework Section

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EXPERIENCE / ACTIVITIES SECTION(S)

Experience and activities section emphasizes your past and present employment and/or your participation in relevant activities. Sometimes this section goes under names such as the following:

- Service Learning / Internship Experience Work Experience
- Volunteer Activities
- Leadership Activities
- Extracurricular Activities

ACTIVITIES (Leadership, Extracurricular, Volunteer)

Transferable skills from on and off campus activities are highly valued and should be highlighted in this section.

Example

LEADERSHIP / VOLUNTEER ACTIVITIES

CSI Accounting Club, President, 2/15 – Present

- Organize and conduct monthly meetings
- Plan and manage special programs and events
- Increased membership by 40% through advertising and publicity

Jewish Community Center (JCC), Youth Board Member, 5/14 – Present

- Help organize fundraising events for various charities
- Coordinate charity concerts featuring local bands

Relay for Life/American Cancer Society, Event Planning Committee Member, 1/14 – 4/14

- Planned and coordinated fund-raising activities for Relay for Life event held at the College of Staten Island
- Assisted with set-up on day of event

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INTERNSHIP / WORK EXPERIENCE

The Internship/Work Experience section emphasizes your past and present employment and/or your participation in internships:

- Include organization name, city and state location, position title, and date range of employment.
- List responsibilities/tasks using bullet points.
- Use action verbs to begin each description and highlight any accomplishments and results.
- Use present tense for current jobs, past tense for past jobs.

Example

INTERNSHIP EXPERIENCE

Internal Revenue Service, Volunteer Income Tax Assistance Program, Brooklyn, NY
Tax Intern, 01/16 – Present

- Prepare tax returns for elderly and low income
- Review tax returns with clients to resolve any problems

- Explain tax regulations, respond to inquiries

WORK EXPERIENCE

Macy's, Staten Island, NY

Sales Associate, 12/14 – Present

- Assist customers with store purchases, handle inquiries and requests
- Set-up store displays
- Process cash/credit transactions

Corner Café, Staten Island, NY

Waitperson, 6/13 – 11/14

- Provided prompt and courteous customer service to lunch and dinner clientele
- Trained and supervised new employees

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Practice Writing Your Sections Here

Experience/ Activities Section(s)

Internship/Work Experience Section

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SKILLS & CERTIFICATIONS

- Computer Skills (list software programs you know & level of proficiency) (Note: Computer science majors need a technical résumé which includes: "Hardware," "Software," "Languages," and "Operating Systems.")
- Language Skills (list any language, other than English, that you speak and indicate level of proficiency)
- List Certifications you hold. Include dates.
- Do not list "soft" skills such as team player, excellent communication skills, hard worker.

Example

SKILLS & CERTIFICATIONS

- Proficient in Microsoft Word, PowerPoint, Excel, QuickBooks
- Fluent in Russian, basic knowledge of Spanish
- CPR Certified, October 2015-Present

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Practice Writing Your Sections Here

Skills & Certifications

UNIVERSITY STUDENT
Staten Island, NY 10314 | (718)333-4444
Firstname.Lastname@aol.com

EDUCATION

The City University of New York, College of Staten Island
Bachelor of Science Degree in Marketing, Expected May 2023
Minor In Management
GPA:3.7 Deans list (2020-22)

Relevant Coursework: Marketing Research, Advertising, Consumer Behavior, Marketing Management, Decision Making in Business, International Marketing, Internet Marketing.

INTERNSHIP EXPERIENCE

Katz Media Group, New York, NY
Research Intern, 08/20-present

- Research station positioning and maintain up-to-date audience and station rating database
- Compile demographic research into qualitative profiles for sales staff use
- Analyze competitor marketing strategies and complete ad samples
- Write summary reports and prepare findings to account teams

WORK EXPERIENCE

Macy's, Staten Island, NY
Sales Associate, 12/2020-present

Assist customers with store purchases, handle inquiries and request
Set up store displays
Process cash/credit transactions

Corner Café, Staten Island, NY
Waitperson, 6/2018-6/2019

- Provided prompt and courteous service to lunch and dinner clientele
- Trained and supervised employees

LEADERSHIP/VOLUNTEER ACTIVITIES

CSI Marketing Association, President 02/2020-present

- Organize and conduct monthly meetings
- Plan and manage special programs and events such as fashion shows, seminars
- Increased membership by 40% through advertising and publicity

Relay for Life, Team Member, 9/2011-present

- Coordinate fund-raising activities for the American Cancer Society

SKILLS

- Proficient in Microsoft Word, PowerPoint
- Fluent in Spanish, basic knowledge of Italian

COLLEGE STUDENT
Staten Island, New York, 10301 | (777) 888-4444
collegestudent@gmail.com

EDUCATION

**Lucille & Jay Chazanoff School of Business, College of Staten Island
City University of New York**

- *Bachelor of Science Degree in Accounting, expected June 2016*
- *Cumulative Grade Point Average 3.6*
- *Dean's list (2013-2014)*

Study Abroad Program, Shanghai University, China, 2014

RELEVANT COURSEWORK

Accounting I & II • Intermediate Accounting • Federal Income Tax 1 • Financial Audits • Managerial Finance I & II • Cost Accounting • Price Theory • Advanced Accounting

INTERNSHIP EXPERIENCE

Internal Revenue Service, Volunteer Income Tax Assistant Program 02/15-05/15

Tax Intern

- Prepared taxes for elderly and low-income clients
- Reviewed tax returns with clients to resolve any problems
- Explained tax regulations, responded to inquiries

WORK EXPERIENCE

College of Staten Island, Department of Computer Science 03/14-present

College Assistant

- Provide general clerical assistance
- Schedule and coordinate appointments and assist students

Mignosi's Supermarket, Staten Island, NY 07/12-12/13

Cashier/Clerk

- Operated register and process all cash/credit transactions
- Assisted with inventory and ordering materials and supplies
- Delivered prompt and efficient customer service

ACTIVITIES

- Member, **CSI Accounting Club**, 2014- present

SKILLS

- Proficient in Microsoft Word, Excel and PowerPoint, QuickBooks
- Fluent in Russian

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References

Identify individuals that you would like to use as references. The references should be professional/academic references, e.g. employers or professors. If you do not have professional references, you may select individuals in your community that you volunteered for etc. Be sure to ask these individuals if they would like you to use them as a reference.

- Do not list your references on your résumé! References should be listed on separate sheet of paper.
- Do not list your references on your résumé! References should be listed on separate sheet of paper.
- Put your name and contact information on top of the references page. Make sure this heading is consistent with the heading on your résumé.
- Under your heading, list the name and contact information of three references.
- If you secure the position, let them know!

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Sample References

STUDENT NAME

444 Street Name • Staten Island, NY 10314 • (718) 444-4444
businessemail@aol.com

REFERENCES

Dr. Anita Johnson, Marketing Professor

The City University of New York, College of Staten Island
2800 Victory Boulevard, Building 2-A
Staten Island, NY 10314
ajohnson@mail.csi.cuny.edu

Mr. John Stetson, Faculty Advisor

CSI Marketing Association
The City University of New York, College of Staten Island
2800 Victory Boulevard, Student Center
Staten Island, NY 10314
(718) 982-0000
jstetson@mail.csi.cuny.edu

Crystal Madison, Regional Manager

Banana Republic
2655 Richmond Avenue
Staten Island, NY 10314
(718) 761-6800
cmadison@gmail.com

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CONGRATULATIONS!!! You finished!!!

Type up the résumé you just created, call our Center at (718)982-2300, and make an appointment to review it!

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Center for Career and Professional Development
The Hidden Gem on Campus

Career Exploration - assisting students in identifying and researching career choices using programs such as HETS

Career and Internship Advisement – one to one advisement with career specialists to assist students interested in paid, non-paid, or for credit internship acquisition and/or experiential education in their field

Employment Consultation – employment preparation and presentation skill development for students and collaboration with employers/recruiters in hosting employment readiness programs on campus

Access to “Careers 24/7” – our online career services database that provides comprehensive career related information and internship/employment resources around the clock

On-Campus Recruitment Events – such as job fairs, career expos, employer series workshops and presentations, on-site employment/internship interviews and more

On-Line CLUE Program – offering PG and CC CLUEs on a variety of career and employment related topics and other virtualized services

We are located in 1A-105

Office Hours

M-F 9:00 am-5:00 pm

Phone:(718)982-2300