

Creating Your Resume

A resume is a tool that highlights the aspects of your background you wish to draw to an employer's attention.

Formatting:

***We suggest that you don't use a resume template; they are difficult to make changes to. ***

Length: 1 full page

Margins: .5in - 1.0in

Font: Times New Roman, Arial, Garamond, and Courier New are good choices in 10-12 point font size

Paper Quality: Use a high-quality paper stock or resume paper (8-1/2 x 11) in white or ivory

Headings & Spacing: Keep the formatting consistent throughout your resume

Accuracy: Your resume, and all other job search materials, must be 100% error free—have someone proofread!

Reverse Chronological Order: List all of your experiences under each section with the most recent experience first

Section Headers:

Identification: Include your name, address, phone, and email address

Education: List your college degree(s) in reverse chronological order, including school name, major(s), minor(s), concentration(s), city and state, and date(s) of graduation

Example: State University of New York at New Paltz | New Paltz, NY
Bachelor of Science in Adolescence Education, expected May 2021

Sample Categories to Represent Your Experience:

Leadership Experience: Student leadership positions (RA, student ambassador, eboard, mentor, etc.)

Campus Involvement: Student organizations or club involvement, athletic teams

Volunteer Experience: Include consistent activities or long-term programs only

Work (Professional) Experience: Focus on skills that are transferable to the position you are applying for

Honors: Honor Roll, Honor Societies, Awards, and Recent Scholarships

Skills: Highlight skills useful to the position you are applying for (language proficiencies, computer, art skills, etc.)

Coursework/Projects: Consider courses and/or projects that would make you stand out

Additional Experience: Other achievements, training, or experiences that may be impressive to employers

Bullet Points:

- Under each position, list approximately 1-5 specific, bulleted accomplishment statements
- Explain what you did in the position, how you did it, and the results of your actions
 - **What**
 - What did you do? Tasks? Duties?
 - **How**
 - How did you accomplish your tasks? Process? Organization?
 - Skills demonstrated? Computer software/programs used?
 - **Results/Accomplishments**
 - Quantitative: Numbers (percentages, dollar amounts, number of individuals worked with)
 - Qualitative: Goals, accomplishments, responsibilities, skills learned/gained
- Avoid the use of personal pronouns (I, my, we, etc.)
- Start each bullet point with an action verb in the correct tense: For example: Collaborate, Assist, Develop, Delegate
 - *Our Career Resource Handbooks include a full list of action verbs

Bullet Point Example:

- Planned and led two reflection activities for 14 students to complement community service experiences

ACTIVITY: Constructing a Bullet Point

Step One: “What did you do?”

Example: Worked at a day camp and supervised campers

Step Two: Apply the, “So what?” question to each point.

*What was the benefit? What did you accomplish? What was the reason you did it?

Example: Supervised campers with a team of co-counselors, and planned and coordinated daily activities for campers

Step Three: Add *results* and *quantify* where possible.

*Not just money; include number of people you supervised or number of projects you completed

Example: Planned and coordinated small- and large-group activities with 2 co-counselors for 15 campers ages 6-8 over a seven week period; communicated student successes to parents

Now, it’s your turn!

Experience:

Step One: “What did you do?”

Step Two: Apply the, “So what?” question to each point.

Step Three: Add *results* and *quantify* where possible.

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Step One: “What did you do?”

Step Two: Apply the, “So what?” question to each point.

Step Three: Add *results* and *quantify* where possible.

Newman Paltz

1005 Hawk Drive, Crispell Hall 404E, New Paltz, NY 12561
(845) 257-5555 | student1@hawkmail.newpaltz.edu

Objective

To utilize my strong leadership and communication skills as a Resident Assistant.

Education

State University of New York at New Paltz | *New Paltz, New York*

Expected Graduation May 2020

Bachelor of Science in Psychology

Overall GPA: 3.25

Leadership Experience

Student Ambassador, Office of Undergraduate Admissions | *SUNY New Paltz*

August 2017-Present

- Utilize public speaking and interpersonal communication skills to provide weekly 90-minute walking tours of the campus to prospective students, their families, and other campus guests
- Assist professional staff, volunteers, and guests at large recruitment events, such as Open House

Participant | Emerging Leaders | *SUNY New Paltz*

August 2016-May 2017

- Attended five development workshops on topics such as global perspectives and public speaking
- Participated in one leadership retreat per semester alongside other members, mentors, and faculty
- Completed 10 hours of community service throughout the course of the program

Night Host, Crispell Hall | *SUNY New Paltz*

September 2016-May 2017

- Ensured the safety and security of a residence hall on campus through hourly rounds of the building, signing in guests, and completing detailed incident logs
- Communicated with campus staff, including campus police and Resident Assistants, to report incidents
- Exhibited strong decision-making and interpersonal skills when interacting with residents, guests, and staff

Volunteer Experience

Participant | Alternative Spring Break | *SUNY New Paltz*

March 2018

- Selected to participate in a week-long, intensive volunteer program; completed 50 hours of service in the Mid-Hudson Valley region, addressing issues such as hunger, environmental conservation, and education
- Participated in service-learning, professional development, and teambuilding activities with 12 peers

Tutor | Highland Residential Center | *Highland, New York*

September-December 2017

- Volunteered two hours each week to tutor a resident in a juvenile detention facility in basic math, English, and other subjects based on a set educational plan

Supporting Experience

Hostess | Little Italy | *Huntington, New York*

Seasonal, June 2016-Present

- Assist patrons and communicate with co-workers to ensure customers receive outstanding service
- Utilize the restaurant's POS system to organize patron seating and accurately cash out orders
- Communicate with customers via phone and in-person to provide service and address concerns

Tutor | Private Family | *Huntington, New York*

January-August 2016

- Prepared materials for two students ages 8 and 12 according to assessment of English and Math abilities
- Communicated with parents via phone and email to update them on their children's progress

Skills

Computer: Microsoft Word, PowerPoint, Excel, Publisher; Adobe InDesign and Photoshop

Language: Advanced written and verbal Spanish

Next Steps: Create or update your resume and come see us at the Career Resource Center!

Career Resource Center
Humanities 105
(845) 257-3265
careers@newpaltz.edu

Office Hours: Monday-Friday, 8:30am to 5:00pm
Drop-in Hours: Monday-Thursday, 12:00pm to 4:00pm

Check our website for a schedule of upcoming events, programs and applications
www.newpaltz.edu/careers

The Career Resource Center addresses topics including:

- Major-to-Career Advice
- Career Assessments
- Resume and Cover Letter Review
- Choosing a Major
- Graduate/Professional School Search and Applications
- Mock Interviews
- Internship, and Job Search Coaching

Handshake

- Exclusive access to volunteer, internship and full-time postings in our online database
- Instant access to resources including
 - Event listings and registration
 - Message with employers
 - Receive personalized job and internship recommendations
- Log in through my.newpaltz.edu, select **Internships and Careers**, then **Handshake**