

## Creating Your Resume

*A resume is a marketing tool that highlights the aspects of your background you wish to draw to an employer's attention. It is a connection between YOU & your intended AUDIENCE.*

***The main focus should be on Content rather than Format***

### **Formatting:**

**\*It is suggested that you do not use a resume template, as they are very difficult to make changes to**

**Length:** 1 page

**Margins:** .5in - 1.0in

**Font:** Times New Roman, Arial, 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

**Consistency:** Keep the formatting consistent throughout your resume

**Accuracy:** Your resume, and all other job search materials, must be 100% error free

**Reverse chronological order:** List all of your experiences under each section header most recent first

### **Headers to Include on a Resume:**

**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), city, and date(s) of graduation

*Example:* State University of New York at New Paltz | New Paltz, NY  
Bachelor of Science in Adolescent Education, expected June 2016

### **Options for Representing Your Experience**

- **Leadership Experience:** Student leadership positions (RA, student ambassador, club president)
- **Campus Involvement:** Student organizations or club involvement, athletic teams
- **Volunteer Experience:** Brief one day events and/or extended opportunities
- **Work (Professional) Experience:** Focus on skills that are transferable to the position you are apply for
- **Honors:** Honor Roll, Honor Societies, and Scholarships
- **Special Skills:** Highlight skills useful to the position you are applying for – (language, computer, certifications)
- **Coursework/Projects:** Think about courses and/or projects that would make you stand out
- **Additional Experience:** Other achievements, training, or skills you possess that may be impressive to employers

### **Bullet Points**

- Under each position, list approximately 1-5 bulleted accomplishment statements
- Avoid the use of personal pronouns (I, my, we, etc.)
- Start each bullet point with an action verb- Career Resource Handbooks include a full list
- 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?
  - **Results/Accomplishments:** Quantitative and Qualitative



*Bullet Point Examples:*

- Reinforced the importance of academics by hosting a study session for 20 players following each practice
- Taught basic ecology principles to campers during daily nature walks and writing reflections
- Tutored an eighth grade student in pre-algebra, complementing her coursework and helping her to raise her grade from a C to a B+ over the course of a year

**ACTIVITY: Constructing a Bullet point**

**Step One:** “What you did”

Example: Worked at a day camp and supervised campers

**Step Two:** Apply the “so what” question to all you points

\*What was the benefit? What did you accomplishment? What was the reason you did it?

Example: Supervised campers with co-counselors, as well as planned and coordinated daily activities for campers

**Step Three:** Add *Results* and *Quantify* where possible

\*Not just money, number of people you supervised or number of projects you successfully 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; resulted in happy campers and parents

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**Now it’s your turn!**

**Experience:**

**Step One:** “What you did”

**Step Two:** Apply the “so what” question to all you points

**Step Three:** Add *Results* and *Quantify* where possible

## Newman Paltz

21 Lake Ave. Huntington, New York 12590 | (845) 784-3245 | student1@newpaltz.edu

**Objective:** Participation in the First Year Internship Program

### Education

State University of New York at New Paltz | New Paltz, New York  
Bachelor of Science in Chemistry, expected May 2019

### Leadership Experience

**Student Ambassador** | State university of New York at New Paltz  
September 2015-Present

- Complete 10 hours of community service each semester in order to give back to the community
- Act as student leaders to the campus community by serving as a host to visiting prospective students and their families as well as providing guidance and information over the phone and through e-mail.

**Participant** | Leadership Certificate | State university of New York at New Paltz  
September 2015-Present

- Attend 6 workshops, on topics such as public speaking and effective communication, and wrote journal responses, which culminated in obtaining a leadership certificate
- Strengthened leadership skills in listening, public speaking, prioritizing and group work

### Volunteer Experience

**Reach Out and Read Program** | North Shore Health System | Manhasset, New York  
December 2013-May 2015

- Read to young patients waiting to meet with physicians
- Organize reading materials and make recommendations for updated book inventory

**Teachers Aid** | St. Anthony's School | South Huntington, New York  
February 2013-May 2015

- Assisted 6<sup>th</sup> and 7<sup>th</sup> grade science teacher with students during classes; distributed materials, provided one-on-one support, took attendance

### Supporting Experience

**Hostess** | Little Italy | Huntington, New York  
May 2013-August 2015

- Assist patrons and communicate effectively with co-workers to ensure customers receive outstanding service

**Tutor** | Huntington Learning Center | Huntington, New York  
January 2013-August 2015

- Prepare materials for students according to assessment of English and Math abilities
- Mentored students aged 5-14 and communicated with parents to update them on child's progress

**Skills:** Microsoft Office Suite, Advanced written and spoken Spanish

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

**Appointments:** Monday-Friday from 8:00 a.m.-5:00 p.m.

**Drop-in Hours:** Monday, Tuesday, Thursday 10:30-4:00 and Friday 10-Noon

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

**Check our website for a schedule of upcoming *events, programs and applications***  
***Look for our Wednesday Workshops***  
**Newpaltz.edu/careers**

**The Career Resource Center covers topics including:**

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



- Exclusive access to volunteer, internship and full-time postings in our online database
- Instant access to resources including
  - Event listings and registration
  - Career finder and explorer
  - Salary guides
  - Document library: Resume Samples and department specific Career Advising Handbooks
  - 500,000 national postings
- Log in through from [my.newpaltz](#) Student tab, click on [Internships and Careers](#), then [HawkHire](#)