

Fleishman Center for
Career and Professional
Development

University Union 133
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Division of Student Affairs

Need Your Résumé Reviewed?

- First, use this guide to create and edit a first draft based on what you've learned through the information provided
- Next, make use of the Fleishman Center's group appointments for initial feedback on your document
- Finally, visit the Fleishman Center in UU 133 with a printed copy of your document to meet with a staff member during Walk-in hours



RÉSUMÉ WRITING

A résumé is meant to market you to a potential employer by drawing attention to the skills and accomplishments that the employer values. It is a critical piece in your job search portfolio and deserves an investment of time. You must be willing to write and edit until you have a well-organized document that emphasizes your most marketable qualifications relevant to the position you seek.

Studies show that employers initially spend less than thirty seconds reviewing your résumé. In this short time you need to convey the information most critical to the hiring organization. How do you do this? Where do you start? First of all, you need to know what a résumé is and what it is designed to do. Make those thirty seconds count!

The Basics:

- **Be concise:** Use phrases, not sentences, and carefully chosen words.
- **Think in terms of the reader:** Gear your résumé to the skills, experiences and qualities employers seek in a candidate.
- **Use a formal writing style:** Use abbreviations only for states (NY), GPA, and degrees (BA, BS, MA, PhD).
- **Make your résumé easy to read:** Use an appealing layout and font (10-12 pt); make important information easy to find; set margins between 0.5 and 1.0 inches.
- **Length:** Begin with a "master résumé" that captures all experiences, regardless of length. When applying for positions, pull relevant information from your master résumé into a 1-2 page document.
- **Final Draft:** Proofread carefully and don't rely on spell check alone! If you are sending your résumé electronically, save it as a PDF to insure your format is maintained when opened on a new computer and give your résumé a name that will be recognizable to employers (i.e. Firstname.Lastname.doc)

Format Options:

- **Chronological:** Most common and generally what is recommended for current students and recent graduates; Present information in reverse-chronological order (most recent first) within each category.
- **Functional:** Emphasizes skills, qualifications and accomplishments rather than position titles, employers and dates. Can be effective for career changers or those with limited or erratic work histories.
- **Combination:** Combines the functional and chronological styles. Experience is organized chronologically with duties and responsibilities presented through skill clusters.
- **Curriculum Vitae (CV):** Typically for academic or research positions. It is usually longer than a résumé and includes comprehensive information related to the field. More information can be obtained from the "Writing a Curriculum Vitae" Quick Reference Guide on the Fleishman Center website.

CREATING A RÉSUMÉ: HOW TO BEGIN

Create a master list of all positions and activities in which you have been involved. Review the list to identify those that relate most to the employer's needs, either through direct experience or through transferable skills. These are the positions on which you will focus.

Next, choose appropriate categories. How you order and label the sections of your résumé should be based on what aspects of your background are most relevant to the position(s) you seek. Readers give the most attention to the top and left-hand side of your résumé. Make sure information critical to them is placed appropriately.

25 Great Résumé Tips:

1. Know the purpose of your résumé
2. Demonstrate your qualities and strengths
3. Use the right keywords
4. Use effective position titles
5. Proofread twice
6. Use bullet points
7. Put the most important information first
8. Avoid negativity
9. Highlight achievements instead of responsibilities
10. No pictures
11. Use numbers
12. One résumé for each employer
13. Address the needs of the employer
14. Go with what you've got
15. Include only relevant information
16. No lies. Not even little ones
17. Analyze job ads
18. Get someone else to review your résumé
19. One or two pages
20. Use action verbs
21. Use a good printer
22. Update your résumé regularly
23. Remember that some white space is valuable
24. No fancy design details
25. No personal pronouns

Identifying Information

- Name, address, phone number, and professional email address.
- Include a local and permanent address if you are a current student.

Objective / Summary (Optional)

- Brief statement providing focus to your résumé indicating the kind of position you want and what you offer. The rest of the résumé should provide evidence of your qualifications for the position you seek.
- Should be specific to a position or field you want to enter.

Education

- Include institution(s) attended, degree(s) obtained or expected, major(s), graduation date, minors, and concentrations. Double majors receive only one degree (BS trumps the BA); Double degree students (from two different schools) receive two degrees.
- May include relevant courses, study abroad, honors, or scholarships (or put these in separate sections).
- GPA is recommended, but optional.
- High school information is acceptable during freshman & sophomore year and/or if you had a specialized high school experience relevant to your career objective.
- Binghamton's official school name is "Binghamton University, State University of New York" or "State University of New York at Binghamton."

Skills

- Skills relevant to the position/employer should be highlighted toward the top of your document.
- Those with many skills may want to consider grouping them by functional area (i.e. languages, software, networks; laboratory, equipment, computer).
- Keep skills in this section limited to hard skills; be sure to include reference to these skills later in your experience descriptions.

Experience

- *Always* keep the *employer's* needs in mind when deciding what experiences you will include and highlight!
- Category headings may change based on personal experience, ex: Relevant Experience, Supporting Experience, Research, Leadership.
- List in reverse chronological order (most recent first based on end date) within categories.
- Group experiences in sections based on relatedness rather than by paid/unpaid. The experience itself is more important than compensation.
- For each experience include position title, organization name, city and state, dates of activity (month/year-month/year), and description.

Writing Descriptions:

- Use the list of action verbs on the next page to identify words that showcase your skills (both hard *and* transferable) and experiences. Begin each descriptive statement with an action verb—it draws attention to your skills and achievements.
- Every experience has the potential to be valuable. Identify the skills you used/developed and compare them to the position description to determine which to include on your final document. Worry about length *after* you have completed this step.
- Avoid "Responsible for" and "Duties include" and do not use personal pronouns (i.e. I, my, our, we) anywhere in your document.
- Use your descriptions to answer questions such as Who? What? When? Why? How? How many? How often? Results?
- Include numbers (ex: quantities, dollar amounts, percentages) when appropriate to provide concrete proof of skills and results.
- Be sure all descriptions focus on YOU and YOUR skills and contributions to the organization, project, etc.

PLANNING VERBS

Administered	Developed	Formulated	Prioritized	Strategized
Anticipated	Devised	Identified	Researched	Studied
Commissioned	Evaluated	Planned	Reserved	Tailored
Determined	Forecasted	Prepared	Revised	

ORGANIZATION VERBS

Acquired	Classified	Designed	Linked	Scheduled
Activated	Collected	Dispatched	Logged	Secured
Adjusted	Committed	Established	Obtained	Selected
Allocated	Confirmed	Facilitated	Ordered	Simplified
Arranged	Contracted	Housed	Procured	Sought
Assembled	Coordinated	Implemented	Programmed	Suggested
Assessed	Customized	Incorporated	Recruited	Tracked
Authorized	Delegated	Instituted	Retrieved	
Cataloged	Designated	Issued	Routed	

EXECUTION VERBS

Acted	Conducted	Forwarded	Performed	Shipped
Administered	Displayed	Input	Processed	Sold
Collected	Distributed	Installed	Produced	Stocked
Completed	Exercised	Operated	Proved	Transacted

LEADERSHIP VERBS

Adjusted	Directed	Inspired	Overhauled	Scrutinized
Analyzed	Discovered	Judged	Oversaw	Stimulated
Assessed	Elected	Led	Pioneered	Strengthened
Certified	Encouraged	Licensed	Prohibited	Supervised
Chaired	Established	Maintained	Promoted	Tightened
Compared	Examined	Measured	Refined	Trained
Controlled	Explored	Modified	Regulated	Updated
Corrected	Founded	Monitored	Reviewed	
Developed	Inspected	Officiated	Revised	

PROBLEM SOLVING VERBS

Alleviated	Created	Diagnosed	Investigated	Revitalized
Analyzed	Debugged	Engineered	Recommended	Satisfied
Brainstormed	Decided	Foresaw	Remodeled	Solved
Collaborated	Deciphered	Formulated	Repaired	Synthesized
Conceived	Detected	Found	Revamped	Theorized

COMMUNICATION VERBS

Adapted	Deliberated	Informed	Publicized	Supplemented
Addressed	Demonstrated	Instructed	Questioned	Surveyed
Clarified	Drafted	Interpreted	Referred	Synthesized
Communicated	Edited	Interviewed	Reinforced	Systematized
Composed	Educated	Justified	Reported	Taught
Concluded	Explained	Lectured	Represented	Tested
Consulted	Extracted	Marketed	Shaped	Translated
Convinced	Greeted	Mediated	Specified	Transmitted
Corresponded	Highlighted	Moderated	Spoke	Verified
Critiqued	Illustrated	Negotiated	Submitted	Welcomed
Dedicated	Improvised	Persuaded	Suggested	Wrote
Defined	Indicated	Presented	Summarized	

Review Your Own Document

It is important to review your own document multiple times to ensure it is at its best. The rubric below provides the tools to review and evaluate the quality of your own document. Use it as a first step in your process. Proofreading and spell-check cannot be stressed enough! Few things will kill your chances faster than a typo!

Once you've proofed and reviewed your own résumé, use Career Center services for additional assistance.

Review Criteria	Résumé needs improvement to catch attention of the reader	Résumé could catch the attention of the reader (borderline case)	Résumé is strong and should interest your reader to land you an interview
Overall Presentation & Format	<input type="checkbox"/> Font, style and size are difficult to read, too big/too small, or inconsistent <input type="checkbox"/> Margins are too big/too small <input type="checkbox"/> Too empty or too crowded <input type="checkbox"/> Difficult to read	<input type="checkbox"/> Font size is between 10pt-12pt <input type="checkbox"/> Font style & size are consistent & appealing <input type="checkbox"/> Margins are ½"-1" around the page <input type="checkbox"/> Fills the page without overcrowding <input type="checkbox"/> Easy to read	<input type="checkbox"/> Everything from the previous column
Contact information	<input type="checkbox"/> Missing, incorrect, or inappropriate: <ul style="list-style-type: none"> • Name • Email address • Mailing address • Phone number <input type="checkbox"/> Includes inappropriate information (photo, age, race, etc.)	<input type="checkbox"/> Name is printed in a bolded font a couple sizes larger than main text <input type="checkbox"/> BU email is listed <input type="checkbox"/> Mailing address is complete and has proper capitalization and punctuation <input type="checkbox"/> May include LinkedIn profile link	<input type="checkbox"/> Everything from previous column
Objective/Summary	<input type="checkbox"/> Vague, inappropriate, or self-centered	<input type="checkbox"/> Tailored to the position you seek	<input type="checkbox"/> Tailored & demonstrates how you will meet the employer's needs
Education	<input type="checkbox"/> Uses unofficial University name <input type="checkbox"/> Missing or incorrect degree and/or program name <input type="checkbox"/> Missing graduation date <input type="checkbox"/> Lists all institutions ever attended	<input type="checkbox"/> Uses official University name <input type="checkbox"/> Correct degree title and major <input type="checkbox"/> GPA 3.0 or higher is listed (recommended) <input type="checkbox"/> Lists degree-granting institutions and/or critical institutions <input type="checkbox"/> May include study abroad	<input type="checkbox"/> Everything from previous column
Organization, section headings, dates & locations	<input type="checkbox"/> Not written in reverse-chronological order <input type="checkbox"/> Categories are unclear/irrelevant <input type="checkbox"/> Inconsistent organizational and job title information	<input type="checkbox"/> Written in reverse-chronological order within each category <input type="checkbox"/> Categories provide clear structure and direction <input type="checkbox"/> Organization & job title are consistently presented	Everything from previous column, plus: <input type="checkbox"/> Category titles are directly relevant to the reader
Experience descriptions & Qualifications	<input type="checkbox"/> Does not include action verbs <input type="checkbox"/> Lacks detail <input type="checkbox"/> Focuses on tasks rather than accomplishments	<input type="checkbox"/> Utilizes action verbs <input type="checkbox"/> Highlights achievements related to the position <input type="checkbox"/> Uses bullet points <input type="checkbox"/> Uses field-specific language	Everything from previous column, plus: <input type="checkbox"/> Includes a variety of action verbs <input type="checkbox"/> Highlights relevant achievements & provides concrete results
Spelling, Grammar & Syntax	<input type="checkbox"/> Contains grammatical and/or spelling errors <input type="checkbox"/> Uses slang, abbreviations, or jargon	<input type="checkbox"/> No grammatical or spelling errors <input type="checkbox"/> No slang or unclear jargon	<input type="checkbox"/> No grammatical or spelling errors <input type="checkbox"/> Utilizes language used by the employer to further demonstrate fit with the organization
Overall Content & Impression	<input type="checkbox"/> Résumé does not effectively communicate your experiences	<input type="checkbox"/> Résumé communicates past experiences as they relate to the reader	<input type="checkbox"/> Résumé is tailored to clearly communicate strengths and interests related to the employer and/or position

Anna Sophomore

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Local

PO Box 1234
Binghamton, NY 13902

Home

123 Anystreet
Any Town, NY 12345

OBJECTIVE

Participation in the Liberal Arts to Careers Externship program.

EDUCATION

Binghamton University, State University of New York

Bachelor of Science in Environmental Studies, Expected in May 20XX
Cumulative GPA: 3.4/4.0, Dean's List Spring 20XX

S.T.A.R. Early College School, Brooklyn NY

High School Diploma, June 20XX

- Gold Honor Role Fall 20XX – Spring 20XX

LEADERSHIP

TRIO Student Support Services, Binghamton University

Peer Mentor, June 20XX-Present

- Organize and present college readiness workshops for 13 low-income, first-generation college freshmen
- Direct students to campus resources, programs and services
- Handle various administrative duties and serve as RA for the students for one week

Dickinson Leadership Certificate Program, Binghamton University

Participant, August-December 20XX

- Attended multiple workshops, wrote journals, and obtained a Leadership Certificate
- Strengthened leadership skills in listening, public speaking, prioritizing and group work

Alliance for a Healthier Generation, Brooklyn, NY

Teen Advisory Board, September 20XX – May 20XX

- Attended monthly meetings; discussed health topics
- Wrote and edited articles about healthy living for teen newsletter

VOLUNTEER

Beth Israel Medical Center, Brooklyn, NY

Reach Out and Read Program, December 20XX-Present (seasonal)

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

Christa McAuliffe School, Brooklyn, NY

Teacher's Aid, February 20XX - May 20XX

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

AIDS Walk, New York, NY

Volunteer, May 20XX

- Fundraised and walked with team which raised over \$2000 for AIDS research

SKILLS

Computer: Microsoft Word, PowerPoint
Language: Basic conversational Spanish

FIRST & SECOND YEAR STUDENTS: DID YOU KNOW?

- You can include high school information and activities until you have become more involved at Binghamton University.
- Move beyond simply listing your roles. Instead, highlight skills you developed through jobs, volunteer work, internships, job shadowing and student leadership roles, as well as any accomplishments that were the result of your hard work.
- Lump experiences together based on their relevance to the reader, rather than by what was paid or unpaid, etc.
- Include your participation in organized sports! You likely gained a variety of valuable skills, such as teamwork, time management, leadership and strategic thinking!
- At this stage, keep your résumé to one page.

HOW TO DECIDE WHICH EXPERIENCES TO INCLUDE ON MY FINAL RÉSUMÉ?

Many factors go into choosing which experiences get to stay on your final résumé. Use the position description to determine whether/how each component on your résumé demonstrates:

- Relevance to the position to which you are applying.
- Transferable skills valued by the employer.

Keep in mind, even "non-relevant" positions can showcase valuable skills and qualities, such as:

- Working throughout school shows time management and dedication.
- Progressive responsibility—did you train new employees? Take on additional roles?
- Dependability .

EDUCATION SECTION: DID YOU KNOW?

- If listing a major GPA and an overall GPA, list the higher GPA first, but specify which GPA it is. Round your GPA to the nearest hundredth and keep this rounding consistent for both GPAs. Specify the maximum GPA possible, as some schools may use a scale higher than 4.00.
- If you attended another institution prior to Binghamton but did not receive a degree from that institution, you are not required to list it. However, if you have included relevant experiences, honors, etc. from that other institution, you should include the other school.
- Include study abroad in your education section, listing the institution where you studied and the dates. You may also wish to include a bullet listing critical information about your time there, such as the program was full-immersion or that you studied a particular subject.
- Relevant coursework can be included in your education section. Be selective and concise; only list courses (titles only, no course numbers) that demonstrate your knowledge of the field
- Awards and honors such as Dean's List or an honors program can be listed along with your education information. Keep your awards relevant and timely!

THINGS TO CONSIDER WHEN DESCRIBING YOUR EXPERIENCES:

Descriptions should answer the questions:

1. What did you do?
2. How did you do it?
3. What was the result?

Did you

- provide care or service?
- supervise or train others?
- gather information?
- write or edit anything?
- use computers? how?
- plan or develop anything?
- meet deadlines?
- participate in meetings?

Jesse Harpur

92 Any Street, New York, NY 12345 | (555) 555-5555 | email@binghamton.edu

OBJECTIVE

An internship using strong skills in social media and marketing

EDUCATION

Binghamton University, State University of New York

Bachelor of Arts in English Literature and Rhetoric Expected May 20XX
Cumulative GPA: 3.03/4.00

State University of New York at Potsdam

Journalism and Media Coursework August 20XX-May 20XX

SKILLS

Social Media: Facebook, Twitter, Vine, FourSquare, Instagram, Flickr, LinkedIn, Pinterest, Timely.is, Hootsuite, YouTube

Computer: Basic HTML, Word, Excel, Access, PowerPoint

Language: Tri-Lingual in English, Korean and Cantonese

RELEVANT EXPERIENCE

Center for Civic Engagement

Binghamton University

Social Media and Marketing Intern

August-December 20XX

- Monitored and updated social media pages daily through Hootsuite
- Expanded office's presence across social platforms including Facebook, Twitter, Instagram, Flickr, LinkedIn, and Vine
- Assessed social media marketing strategies to determine ROI; made recommendations for changes and additions
- Created Social Media and Marketing Intern manual for intern supervisors
- Collaborated with student and professional staff to develop and revise website content
- Write copy for and design marketing flyers and posters

University Communications and Marketing

Binghamton University

Communications Intern

January-May 20XX

- Promote and manage Binghamton University's official Facebook, Twitter, and LinkedIn accounts to increase visibility and reputation; identify images, create content and monitor comments
- Interview faculty and staff and research and write articles for *Inside*, the University's weekly online faculty/staff magazine
- Write news releases for distribution among multiple media outlets

Entrepreneurs Academy

New York, NY

Personal Assistant

December 20XX-January 20XX

- Revised editorials and supplied content suggestions and recommendations
- Communicated with partners and online technicians to further develop and enhance the image of the webpage
- Researched content for weekly video messaging for a regular audience of more than 700

ADDITIONAL EXPERIENCE

Little Italy

New York, NY

Hostess

May-August 20XX

Cub Care Learning Center

Vestal, NY

Private and Group Tutor

February-March 20XX

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

COMMUNITY SERVICE / EXTRACURRICULAR

Chinese-American Planning Center Volunteer

August 20XX-present

Breast Cancer Walk Team Coordinator

March-April 20XX-20XX

Community Meal Volunteer, Binghamton Food Not Bombs

September 20XX

Korean Night Skit

April 20XX

DREW S. MANAGEMENT

123 Any Street, Randolph, NJ 12345
111-111-1111 | email@binghamton.edu

EDUCATION

Binghamton University, State University of New York

Bachelor of Science, Business Administration: Finance, May 20XX
Bachelor of Science, Financial Economics, May 20xx
GPA: 3.62/4.00

Dean's Mentorship Program Protégé (Spring 20XX)

RELEVANT EXPERIENCE

Financial Council, Binghamton University

Newing College Representative, August 20XX-Present

- Disburse approximately \$2.5 million in Student Association funds and directly distribute \$750K of said capital to chartered student groups.
- Allocate approximately \$62K in discretionary funds to chartered organizations using balanced and responsible analysis of organization need, stability, and output to provide greatest possible benefit to University community.

Binghamton University xTreme Taxation Case Study, PricewaterhouseCoopers

Tax Analyst, October 20XX

- Collaborated with a cross-functional team of five students to analyze a case with challenging tax issues.
- Constructed a multi-faceted proposal with elements of 'what-if' analyses and multiple recommendations which resulted in a 28-36% savings on taxes.
- Modeled a tax consulting firm by presenting proposal to PwC executives roleplaying case study clients.
- Explored tax implications of transition from physical to cloud-based software distribution in the context of federal corporate income taxes to create net savings for case study client.

Webbers Pharmacy, Randolph, NJ

Pharmacy Assistant, June-August 20xx-20xx

- Updated pricing for non-prescription products by installing new federally-mandated system resulting in a 3% improvement in price margins and superior timing of orders to meet product demand.
- Communicated with 100+ patrons and handled over \$1000 in transactions daily of over-the-counter and prescription drugs; maintained the highest standard of customer confidentiality.

LEADERSHIP

Residential Life Focus Group, Binghamton University

Newing College-Freshman Representative, Fall 20XX

- Planned residential life events aimed at increased student engagement and increasing faculty-student interactions in non-academic settings.
- Provided feedback to University administration regarding construction of new residential facilities.

National Honor Society, Randolph Central High School

Tutor Chair, August 20XX-May 20XX

- Oversaw 50-60 tutors; communicated with teachers and administrators to contribute to the academic success of the student body.
- Led tutoring outreach programs to ensure all students in need of help were provided with appropriate resources.
- Tutored three struggling students in math, physics, and English twice weekly.

SKILLS

Computer: HTML, JavaScript, Access, Excel, PowerPoint, Word

Language: Advanced written and spoken German; basic conversational Tagalog

VOLUNTEER

Binghamton Regional Sustainability Coalition, Binghamton, NY

Event Planning Volunteer, August 20XX-present

INTERESTS

Taekwondo (brown belt), geocaching, sustainability

TIPS FOR SOM RÉSUMÉS:

A change in undergraduate major titles for non-accounting majors was instituted beginning with the Fall 2012 incoming class. This impacts the way your degree needs to be presented on your resume and is dependent on your Binghamton University admit date. Examples of what this might look like for a marketing major are:

Admitted Prior to Fall 2012

- Bachelor of Science in Management, concentration in Marketing

Admitted Fall 2012 and Beyond

- Bachelor of Science in Business Administration: Marketing

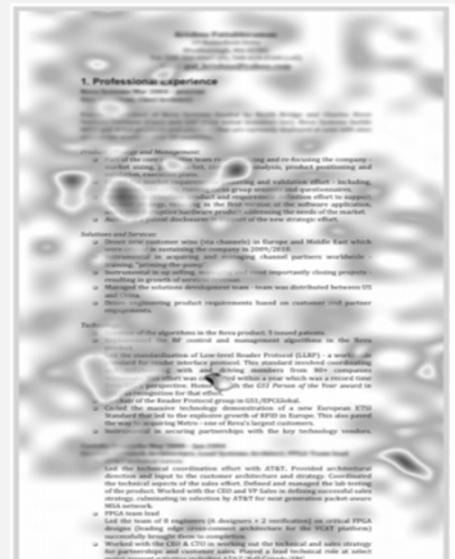
Accounting and Graduate major titles have remained unchanged.

- Bachelor of Science, Accounting
- At the graduate level, the School of Management offers the Master of Business Administration (MBA), the Master of Science in Accounting, and PhD programs.

DID YOU KNOW? EMPLOYERS' FOCUS WHEN READING A RÉSUMÉ

This heat map shows eye movement from employers reading a résumé, demonstrating that critical information must fall toward the left and top of your document.

~ theladders.com



TIPS FOR NURSING RÉSUMÉS:

- Include your Quality Improvement, Community Health Assessment and Community Health Promotion projects—nurse recruiters want to see these!
- When listing your licensures, include the state and date in which you achieved them.
- Focus specifically on any experiences in health care settings.
- Include job-specific skills that are valuable to the nursing field as well as your specialty interest area.
- Highlight transferable skills (i.e. customer service skills; ability to multi-task; languages).
- When describing nursing experience, write about type of facility (such as acute care, outpatient, rehabilitation) and/or caseload and area of specialization.
- Focus on specific tasks for which you are completely responsible on a regular basis (i.e. IV specialist in your unit, go-to person for all critically ill patients, specifically responsible triaging/checking in patients).
- Describe achievements as well as your job duties, demonstrating how you went beyond your responsibilities to help your employer or department. What did you contribute?

BULLET STATEMENTS: DID YOU KNOW?

- Create as many (or as few) statements as are needed to convey critical information.
- Your most relevant experiences should have more bullet statements than those in other categories.
- It is OK to list an experience and not include a bullet.

ASHLEY NURSING

Address | phone | email@binghamton.edu

EDUCATION

**Binghamton University, State University of New York
Decker School of Nursing**

Bachelor of Science, Nursing, May 20XX GPA: 3.57

Honors: Dean's List spring and fall 20XX, Florence B. Decker Foundation Scholarship, Eckler Scholarship, Empire Diversity Honors Scholarship, Sigma Alpha Pi: The National Society of Leadership and Success

PROJECTS

Quality Improvement, Lourdes Hospital, Binghamton, NY 1/XX-Present

- Research and develop a standardized method of communication for report from unit-to-unit transfers

Community Health Assessment, Organization, Location 9/XX-10XX

- Compiled data about the prevalence of obesity in Broome County and constructed a prevention program

Community Health Promotion, Boys & Girls Club, Binghamton, NY 9/XX-10/XX

- Planned and carried out an exercise promotion presentation to children at the Binghamton Boys and Girls Club

CLINICAL EXPERIENCE

- **Pediatric:** Golisano Children's Hospital, Syracuse, NY, fall 20XX
- **Community Health:** Barnes-Kasson Home Health, Susquehanna, PA, fall 20XX
- **Cardiac:** Lourdes Hospital, Binghamton, NY, fall 20XX
- **Orthopedic:** Lourdes Hospital, Binghamton, NY, fall 20XX
- **Geriatric:** Willow Point Nursing Home, Vestal, NY, spring 20XX
- **Medical/Surgical:** Lourdes Hospital, Binghamton, NY, spring 20XX
- **Maternal and Newborn:** Wilson Hospital, Johnson City, NY, spring 20XX
- **Psychiatric:** Binghamton General Hospital, Binghamton, NY, spring 20XX
- **Geriatric:** Ideal Senior Living Center, Endicott, NY, fall 20XX

EXPERIENCE

Nursing Assistant, Float Pool 1/XX-present
Binghamton General Hospital Binghamton, NY

- Assist nursing staff in providing quality care to patients on orthopedic and telemetry units
- Observe patient conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to responsible RN

Mentor, SHARE Project Youth Mentoring Program 5/XX-1/XX
Broome-Tioga BOCES Binghamton, NY

- Completed required training "Advancing Youth Development"
- Met weekly with twelve middle school students to discuss issues such as bullying, leadership and self esteem
- Planned and carried out community service activities with mentees
- Participated in monthly training sessions held by Cornell Cooperative Extension

Student Intern 5/XX-6/XX
Southern New York Neurosurgical Group Johnson City, NY

- Filed medical records, answered phone calls, showed patients to their rooms for office visits
- Observed surgeries and follow-up appointments

Volunteer, Emergency Room 1/XX-5/XX
United Health Services Wilson Medical Center Johnson City, NY

SPECIAL SKILLS

Trained facilitator, Open Airways for Schools
Certificate in Forensic Nursing, Decker School of Nursing
NIP-IT completion (Nursing Initiative Promoting Immunization Training)

EMPLOYMENT

Sales Associate, Old Navy, Vestal, NY 5/XX-5/XX
Housewares Associate, Boscov's Department Store, Binghamton, NY 6/XX-4/XX

Sam Masters

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Objective

A position as a Career Advisor at The University of Louisville

Education

Binghamton University, State University of New York

Master of Science in Student Affairs Administration, Expected May 20XX

Indiana University of Pennsylvania, Indiana PA

Bachelor of Arts in Sociology, Educational Psychology minor, May 20XX
Summa Cum Laude (Major GPA 4.0, Cumulative GPA 3.87)

Relevant Experience

Fleishman Center for Career and Professional Development, Binghamton University

Résumé Reviewer, December 20XX-present

- Advise undergraduate and graduate students on résumé development and improvement through individual and group sessions.
- Contribute content to office résumé guide.

Mock Interview Program Assistant, December 20XX-present

- Conduct up to six 30-minute 1:1 undergraduate practice interviews weekly; provide tips and constructive feedback for improving interview skills.
- Analyze data from 116 participants and identify trends to influence future planning and decisions.
- Develop content for the Fleishman Center's pre-interview web page and collaborated with technical staff on implementation.

New Student Programs, Binghamton University

Orientation Intern, May 20XX-July 20XX

- Supervised 10 undergraduate employees; delegated duties, created schedules and evaluated performance.
- Trained orientation assistants in providing excellent customer service to visiting students and their families.
- Managed parking flow for 200+ vehicles for each Orientation session.
- Collaborated with 11 different offices to ensure proper knowledge and a smooth transition for incoming students.

Professional Memberships

National Association of Student Personnel Administrators (NASPA)

American College Personnel Association (ACPA)

National Career Development Association NCDA

Leadership

Indiana University of Pennsylvania Women's Leadership Award, 20XX

VP for Alpha Kappa Delta (Sociology Honor Society), 20XX-20XX

VP of Membership for Honor Society Sigma Alpha Lambda, 20XX-20XX

Additional Experience

Hollister Co. Johnson City, NY

Sales Associate, June 20XX-May 20XX

Library Technological Services, Indiana University of Pennsylvania

Technology Staff Student Worker, August 20XX-May 20XX

TIPS FOR GRAD STUDENT RÉSUMÉS:

- At the Master's level, your résumé can be two pages in length.
- When your résumé is two pages, include your last name with page 2 of 2 as a header or footer of the document.
- References are not included on the résumé itself. Instead, create a separate document with your name and contact information plus the names and contact information for your recommenders. Be sure to ask their permission first!

TIPS FOR INTERNATIONAL STUDENTS:

- Clarify whether you need a résumé or CV. In the US, a CV is usually used for academic or research positions. For other positions, a 1-2 page résumé is expected.
- No personal information (gender, age, birth date, marital status, citizenship, Social Security number).
- No photos.
- Highlight your achievements through your past experiences, both paid and unpaid, curricular and extracurricular activities, military service, family businesses and entrepreneurship.
- If you regularly use an English nickname, put it in parentheses between your first and last name (ex: Mei-Ling (Molly) Wang).
- Create a separate "references" document and submit it upon request to the employer.
- If applying to a position/employer outside of the US, research sample résumés for that country. GoinGlobal is a resource you can access through the Fleishman Center or ISSS website.
- Visit the Fleishman Center for feedback on whether you have created an appropriate US document.

Michael T. Biology

429 Any Street, Anytown, New York 12345 | 555-555-2555 | name1@binghamton.edu

Objective

A research internship with the New York Agricultural Experimental Station

Education

Binghamton University, State University of New York

Bachelor of Arts in Biology, expected May 20XX

Finger Lakes Community College (FLCC), Canandaigua, New York

Associate of Science in Biotechnology, May 20XX

Relevant courses

Biochemistry, Microbiology, Genetics, Cell & Tissue Culture, Organic Chemistry

Skills

Laboratory: calculations, unit conversion, notebook keeping, safety protocol, sterile technique

Equipment: light microscope, balances, spectrophotometer, pH meter, micropipettes

Laboratory Techniques: electrophoresis, cell/bacterial culture, Gram staining, genetic transformation, PCR

Imaging: Gel Doc XR unit, Adobe Creative Suite software, image processing & printing

Computer: HTML/CSS, Windows and Mac OS, data analysis, system building/repair

Projects

Genetic transformation of *Escherichia coli* with pGLO/GFP

Binghamton University, April 20XX

- Induced competence of *E. coli* cells, introduced pGLO plasmid
- Analyzed transformation efficiency

Analysis of cytotoxicity of hydrogen peroxide

Finger Lakes Community College, February 20XX

- Applied knowledge of cell culture techniques to separate and provide nutrients for a primary culture of CHO cells
- Prepared a control culture and two experimental cultures to subject to 100 mM and 200 mM hydrogen peroxide
- Determined degree of toxicity by counting cell populations in the experimental and control groups

Demonstration of evolutionary divergence by SDS-PAGE

Finger Lakes Community College, November 20XX

- Obtained samples of muscle tissue from a variety of freshwater fish
- Prepared myosin and actin protein samples for analysis by polyacrylamide gel electrophoresis
- Compared differences in muscle proteins to known phylogenetic information

Work Experience

Technical Support October 20XX–May 20XX

Help Desk, Binghamton University

- Answered support calls from faculty and students.
- Documented problems to be interpreted and solved by technical staff.
- Applied computer knowledge to solving issues not requiring technical staff.

Library Assistant September 20XX–May 20XX

Charles J. Meder Library, Finger Lakes Community College

- Assisted senior library staff with the daily operation of the circulation desk and library computers.

TIPS FOR SCIENTIFIC RÉSUMÉS:

- Talk like a scientist!
- List laboratory skills as well as technical and language.
- Include class projects if they are what best showcase your scientific skills relevant to the position. Format like a job and highlight your accomplishments.
- Demonstrate competencies outside of science, such as written and oral communication skills, analytical skills, and interpersonal abilities.
- Quantify if and when appropriate.

RÉSUMÉ SPACING: DID YOU KNOW?

- Both 'white space' and text are valuable components of a résumé. Be sure to use both effectively.
- Margins should be between .5 inches and 1 inch all the way around the page. Any smaller than that and you appear to be working hard to squeeze information in. Any larger and it appears that you're struggling to fill the page. Keep margin sizes consistent.
- Make sure your text is single spaced. Your computer may default to a different spacing option—you can change that in the paragraph settings.
- Need to squeeze in another line or two? Look for opportunities to combine lines or bullets. For example, you could include your concentration or minor on the same line as your degree.
- Change your font or font size. The general rule is 10-12 pt, however some fonts appear smaller than others. Employers don't want to use a magnifying glass to read your content, so if you can increase a full or half point size and still fit your info on one page, go ahead and do so.
- Making headers larger than the rest of your text is not necessary. Make them bolder and/or in all caps and you'll achieve the same effect while saving space on the page. Reserve the larger font for your name only.

Emerson Development

Current: 11 Any Street, Binghamton, NY 13905 • student@gmail.com
Permanent: 123 Ocean Avenue, Any Town, NY 12345 • (111) 111-1111

EDUCATION: **Binghamton University, State University of New York**
BS in Human Development, expected May 20XX
Minor in Spanish
Study Abroad: University of Seville, Spain, Spring 20XX
Cumulative GPA: 3.95/4.00, Dean's List
Sigma Alpha Pi National Honor Society

RELEVANT EXPERIENCE **Human Development Association, Binghamton University**
Student Representative, August 20XX-December 20XX

- Advocated for students to improve academics; developed and administered satisfaction survey and shared with administration
- Participated in local charity events to raise money and strengthen college relations with community
- Communicated concerns and represented group on CCPA's Dean's Student Advisory Board

Twin Oaks Day Camp, Freeport, NY
Marketing Intern, May-June 20XX

- Expanded loyalty card program by 50% through social media outreach, flyers and programming
- Enhanced social media presence by implementing and training staff on using Hootsuite as a management tool
- Developed camp promotions by publicizing and providing unique offers from local establishments
- Fostered local business by creating special offers and strengthening camp relationships

LEADERSHIP **Division I Soccer, Binghamton University**

Team Captain, August 20XX – Present
Goalie, August 20XX – Present

- Devote average of 30 hours per week to training, practices, meetings, and games
- Serve as team captain, providing leadership and mentoring to 23 teammates
- Organize and design workout sessions for goalies
- Assist head coach in developing defensive strategies
- Selected to participate at the US Soccer Association All-star Conference Game

Alpha Epsilon Phi, Binghamton University

Co-Chair, Greek God Fundraiser, August-October 20XX

- Spearheaded planning, promotion, and execution of Binghamton University's largest philanthropic event
- Coordinated involvement of seven fraternities and expanded revenue by 80% to a total of \$17,000

Camp Casowasco, Owasco, NY

Head Lifeguard / Bunk Counselor, June-August 20XX

- Managed and taught waterskiing, boating, canoeing, sailing, and swimming skills to girls ages 6-15
- Monitored and assured camper safety and wellness by communicating expectations and enforcing rules

SKILLS

Language: Conversational Spanish

Computer: Adobe Photoshop, Adobe Premier, Facebook, Twitter, Tumblr, Pinterest

TIPS FOR HUMAN DEVELOPMENT

RÉSUMÉS:

- Include experiences (paid or unpaid) that relate directly to your desired position in your relevant experience category.
- Highlight any unique or relevant courses under a 'relevant coursework' section to enhance your résumé.
- Speak the lingo provided by the job description. Copy and use specific phrases and buzzwords from the job posting in your résumé.

FINAL RÉSUMÉ TIPS:

- Proofread!
- Check that your dates are formatted consistently.
- Do you have the same type of information bolded/italicized in each position?
- Have you written out New York in some places and abbreviated as NY in others?
- Is your font size consistent throughout your document?
- Have you used action verbs to begin each of your statements?
- Have you kept the experiences within each category in reverse-chronological order?
- Are your current experiences in present tense and your past positions in past tense?
- Did you name your document something other than résumé.doc?
- Have your résumé reviewed! For your first résumé critique, sign up for a group appointment session through your hireBING calendar. More advanced résumés will be seen during the Career Center's Walk-in hours. Check the Fleishman Center website for walk-in times.

TIPS FOR TECHNICAL RÉSUMÉS:

- Include a skills category toward the top of the page; break this category into functional areas if appropriate for your situation; list critical skills toward the top and left of this section.
- Include your course projects—they are great examples of your skills and experience.
- Be sure to highlight both transferable and technical skills. Employers are likely to be just as interested in teamwork and interpersonal skills as they are technical abilities. Showcase these through your position/project descriptive statements.
- Mention how you used technical skills through your descriptive statements to provide context.
- Avoid statements that solely describe a project or employer (i.e. "This project focused on ..."). Instead, use action verbs to keep the focus on you while still sharing critical information.
- Make an effort to use a wide variety of action verbs.
- Quantify whenever appropriate.
- Include relevant courses if they enhance your résumé by showing content knowledge not demonstrated elsewhere on your résumé.
- Computer science résumés will likely need an expanded skills category that breaks technical skills into functional areas, such as languages, software, operating systems, etc.

TIP:

Check that you have worded descriptive statements properly by putting an *imaginary* "I" in front of the statement. If it makes sense with the "I," you have probably written the statement correctly.

Terry L. Watson

0000 Résumé Road, Binghamton, NY 13066 | résumé1@gmail.com | 555-555-5555

EDUCATION:

Binghamton University, State University of New York
The Thomas J. Watson School of Engineering

Bachelor of Science in Industrial and Systems Engineering, Expected May 20XX
3.XX/4.00 GPA, Tau Beta Pi Engineering Honors Society

Chinese Culture University, Taipei, Taiwan, August 20XX-June 20XX
Successfully completed two Chinese language courses

TECHNICAL SKILLS:

Lean Six Sigma Green Belt Certified

Computer: R, MATLAB, LabVIEW, Minitab, VBA, AutoCAD, ProEngineer (Creo), PLC

RELEVANT EXPERIENCE:

University of Puerto Rico Mayaguez, Mayaguez, PR

Industrial Engineering NSF Research Intern, May-August 20XX

- Developed reliable and automated data mining model in R to detect abnormal disease clusters using high dimensional tree-based ensembles, resulting in mean sensitivities and specificities close to 1.0 over eight experiments when tested with simulated data
- Incorporated complex ideas behind code and presented public health advancement achievements to linguistically and culturally diverse academic community, which resulted in recommendation to publish journal

Binghamton University, State University of New York

Ergonomics Map Design Project, January-May 20XX

- Collaborated with a five-student team utilizing human factor methods to redesign a building floor map, resulting in a 30% increase in navigation time efficiency during formal experiment
- Compiled results into comprehensive report and presentation that demonstrated community outreach efforts

Colden Corporation, Syracuse, NY

Engineering Intern, Occupational Health and Safety, May-August 20XX

- Performed comprehensive research on chemicals emitted by coke oven battery in support of industrial hygiene litigation case
- Compiled global research on reproductive hazards in the work place; findings were used in consulting with business customers on health and safety protocols
- Conducted research on disruptive health factors of wind turbines from low frequency waves; mapped turbines, monitored sites and background sites using Google Earth
- Applied air quality monitoring techniques to preservation of 16th century paintings
- Co-authored a detailed policy for syringe and needle usage which was implemented in a New York pharmacy school

LEADERSHIP EXPERIENCE:

Pursuit of Operational Excellence, Binghamton, NY

Project lead / Healthcare Student Lead, March 20XX – Present

- Coordinated first annual Pursuit of Operational Excellence conference designed to promote how industrial engineering can contribute to an organization's success; over 140 attended, including 22 companies
- Led healthcare track team of faculty and industry members which recruited high-profile professionals to present on the need of industrial and systems engineering for continuous improvement in the healthcare field
- Organized kick off events, formulated marketing strategies and presented project scope and schedule to Industrial & Systems Engineering Advisory Board

COMMUNITY SERVICE:

Samaritans Purse, El Salvador

Humanitarian Volunteer, February 20XX, 20XX

- Participated in multiple projects, including medical & school supply collection/distribution, flood protection, and clean water well implementation