

INTRODUCTION TO RESUME WRITING

Your resume is your first impression. It must convince the employer in a matter of seconds that you are unique and should be interviewed. Therefore, it is necessary that you put effort into creating your resume. Remember that a resume should highlight your achievements, skills and background; it is not a detailed account of your life history. Be sure to check your grammar and spelling carefully, and **do not** falsify any information on your resume (it could cost you a job!).

The resume is a personal sales brochure: a truthful and highly persuasive advertisement of your skills, education, and work experience. The primary purpose of a resume is to land you the job interview you desire. To accomplish this purpose, the resume tells a prospective employer in a clear concise manner the following:

- Who You Are
- What You Have Done
- What You Can Do

There are two basic styles of resumes: chronological and functional. The chronological resume is the most widely used format. Its defining feature is the listing of work experience in reverse chronological order, i.e., the most recent work experiences listed first. Most employers prefer it in this format. Functional resumes omit work experience and instead list various abilities and accomplishments under functional headings. This style of resume is typically used for individuals who have been in a career for a number of years and desire a career change.

Here are some general resume tips:

- Prepare a one-page resume that highlights accomplishments by using strong descriptive words and “power verbs.” (i.e., presented, organized, initiated, etc.) Use reverse chronological order (list current jobs, then previous jobs), and list your most important accomplishments bullet points first.
- Use present tense action verbs (i.e., Compile) for positions at which you are currently working and past tense (i.e., Compiled) for positions that you no longer work in.
- Be certain that your resume is PERFECT. Spelling errors, grammatical mistakes, or typos are **UNACCEPTABLE!**
- Use an easy-to-read format. Be consistent in your use of bold, italics, etc., and have straight margins.
- Avoid personal pronouns (“I, my”) and abbreviations (“corp., etc.”)
- Do **not** use a picture, and do **not** include personal information such as height, weight, health status, marital status, age, religion, or race.
- Use heavy bond paper (20 lb) in a professional color (white, ivory) if you are mailing your resume or attending a job or internship fair.
- Use short statements instead of complete sentences, and bullet points instead of paragraphs.
- Demonstrate the **RESULTS** of your professional achievements in your bullet points by quantifying. (i.e. Handled \$300 - \$500 in daily monetary transactions / Planned 10 social and cultural events for 300 students / Assisted 30-50 customers during each six hour shift, etc.)

- Do **not** list salaries. Do **not** list why you left a previous job.
- Always be truthful about your accomplishments and background.
- Seek advice from the Baruch College Starr Career Development Center before and after writing your resume. Attend a resume writing workshop and schedule a resume review with a counselor.
- Make it easy to reach you: Be sure to use a professional email address (i.e. Joe.Student@Hotmail.com) rather than a more informal one (i.e. happybutterfly@Hotmail.com) and check your e-mail as often as possible.
- Be sure that prospective employers can leave you telephone messages (for example, get an answering machine, cell phone, voicemail, etc., or teach the people you live with to take good messages). Leave a professional courteous sounding voicemail. *“Hello. You have reached the voicemail of Jim Peters. I am unable to take your call at this time. Please leave me a message with your name and phone number and I will get back to you as soon as I can. Thank you.”*
- Always return calls and emails as soon as you can get a private moment in a quiet place, and have your planner or calendar handy when you call so you can easily schedule an interview. Make sure that you spell check your emails for errors.
- Use no more than two font types, and be sure that they are readable. Students in more conservative fields (finance, accounting, CIS) should have a more formal resume style, and students in more creative fields (graphic design etc.) can design more creative resumes.

Sample Chronological Resume

NANCY NUMBERS

89 Statistics Lane
Brooklyn, NY 11215
(718) 000-0000
Nnumbers@hotmail.com

OBJECTIVE	An internship in the field of Accounting.
EDUCATION	Baruch College/CUNY , New York, NY Bachelor of Business Administration, Expected June 2008 Major: Accounting Overall GPA: 3.2/4.0; Major GPA: 3.4/4.0
HONORS & AWARDS	Dean's List Presidential Scholarship Golden Key National Honor Society Beta Alpha Psi, National Accounting Honor Society
RELATED COURSEWORK	Principles of Accounting Cost Accounting Financial Accounting I/II Statistics Micro/Macro-Economics Information Systems & Technologies
WORK EXPERIENCE	Schmid, Bloch, & Mark, CPAs New York, NY <i>Accounting Assistant</i> , June 2005 - Present <ul style="list-style-type: none">Accurately process cash receipts and disbursements of up to \$10,000 per weekProofread and edit journal entries prior to posting to ensure accuracy; discovered an error which saved the company hundreds of dollarsPrepare schedules, bank reconciliations, and financial reports on a monthly basis to assist managers with planning Michael's Food Service Brooklyn, NY <i>Supervisor</i> , January 2004 - May 2005 <ul style="list-style-type: none">Supervised and prepared schedules for five employeesHandled cash register receipts in excess of \$2,500 dailyTrained employees in the proper use of food service stations
EXTRACURRICULAR ACTIVITIES	Accounting Society , <i>Member</i> , Baruch College Tennis Team , <i>Co-Captain</i> , Baruch College Freshman Orientation , <i>Student Leader</i> , Baruch College
COMPUTER SKILLS	Proficient in MS Word, Excel, PowerPoint, and Peachtree and QuickBooks. Knowledge of MS Access.
LANGUAGES	Fluent Spanish; Conversational Italian.

Sample Chronological Resume

IMA STUDENT

1234 Home Street
Bronx, NY 11210
(718) 456-7890
imastudent@hotmail.com

- OBJECTIVE:** To obtain a position in the social services field.
- EDUCATION:** **Baruch College**, New York, NY
Degree: Bachelor of Arts, Expected June 2008.
Major: Psychology
Minor: Political Science
GPA: 3.3/4.0
Relevant Coursework: Statistics for Social Science, Psychopathology of Childhood, Diagnosis and Appraisal of Special Groups, Advanced Psychological Testing.
Honors: Dean's List, Spring and Fall, 2005.
- WORK EXPERIENCE:** **Citizens' Committee for Children**, New York, NY
06/05 - Present
Research Assistant
Performed study of mental health system and its effects on children and youth.
Revised questionnaire for mental health practitioners throughout New York City system.
Administered on-site interviews with over 25 practitioners to collect data.
Study was used to support a grant proposal which raised \$100,000.
- 09/04 - 01/05
Baruch College Accountancy Department, New York, NY
Student Assistant
Maintained smooth office operations. Accurately filed over 100 documents per day to maintain orderly workplace.
Courteously answered up to 20 student questions daily.
- Summer, 2003 & 2004
Camp Sunshine, Bronx, NY
Counselor
Led 20 children aged 7-10 years old in outdoor activities.
Taught swimming lessons to children and maintained safe environment.
- VOLUNTEER LEADERSHIP:** **Campus Y**, New York, NY
1/06-1/07
Chairwoman
Coordinated nonprofit organization's fundraising event.
Responsible for raising \$6,000.
Organized 60 volunteers each semester to provide support for Montefiore Hospital.
- PROFESSIONAL ASSOCIATIONS:** **American Psychological Association**
1/07 – Present
Student Affiliate
- COMPUTER SKILLS:** Proficient in Microsoft Word, Excel, Lotus, PsycINFO, SPSS, SAS, AMOS, LISREL.

Model for Functional Resume Format

NAME

Present Address
City, State Zip Code
Cell and/or Home: (XXX) XXX-XXXX
Email Address

OBJECTIVE A position in the field of _____.

EDUCATION **Baruch College/CUNY**, New York, NY
Degree: (B.B.A., B.A., or B.S.), month and year expected
Major: _____ Minor (if applicable): _____
Overall and/or major G.P.A. (if 3.0 or above): _____
Worked X hours a week while in school full-time (if applicable)

HONORS & AWARDS Academic Achievements, Scholarships, Dean's List, Honors, Outstanding Accomplishments (in field related to objective)
Honor Societies
Campus/Community Organizations and Clubs
Committee Work
Activities (academic and social)
(State position if you are an officer or leader)

COMPUTER SKILLS List all software packages that you know how to use.
Include level of proficiency, e.g., "Knowledge of...", "Proficiency in...", etc.
"Those in computer fields should separate computer skills by "Hardware," "Software," "Languages," "Operating Systems"

SKILL SET #1

- List specific achievements/accomplishments for each skill set
- Use action verbs to describe each achievement/accomplishment

SKILL SET #2

- List specific achievements/accomplishments for each skill set
- Use action verbs to describe each achievement/accomplishment

EXPERIENCE List each position including company name, city, state, your title and dates of employment or experience, i.e., June 2004-June 2005

LANGUAGES List any language(s) other than English which you speak and indicate level of proficiency, e.g., "Conversational...", "Fluent in..." etc.

Sample Functional Resume

JANE DOE

20 Church Street
New York, NY 10001
(212) 555-5555
doe@aol.com

OBJECTIVE	A position in the field of finance.
EDUCATION	Baruch College/CUNY , New York, NY Bachelor of Business Administration, June 2006 Major: Finance, Minor: Computer Science Overall G.P.A.: 3.5, Major G.P.A.: 3.7 <i>Financed 100% of educational expenses.</i>
HONORS & AWARDS	Dean's List High School Scholarship Golden Key National Honor Society, Member Finance, Accounting and Management Society, Vice President
COMPUTER SKILLS	<u>Languages:</u> PASCAL, BASIC, COBOL, C++ <u>Hardware:</u> IBM PC, Macintosh, LAN <u>Software:</u> Microsoft Word, Excel, Lotus 1-2-3, Paradox <u>Operating Systems:</u> DOS, Windows, OS/Z 2, CMS
ANALYTICAL SKILLS	Analyzed cost-effectiveness of expansion for Nike, Inc. for class project. Prepared computerized financial analysis of personal portfolio and successfully adjusted strategy. Grew personal portfolio by 50% in one year.
COMMUNICATION SKILLS	Disseminated information regarding activities of Finance, Accounting and Management Society to over 10 campus offices on a weekly basis. Wrote effective reports on club activities for student government which resulted in gradual increase of organization's budget. Prepared and gave speech on personal finances for students in speech class.
WORK EXPERIENCE	Macy's Department Store , New York, NY <u>Sales Assistant</u> , June 2005-Present
LANGUAGES	Fluent in Spanish. Proficient in French.

Strengthen Your Resume With Action Verbs!

When writing the bullet points describing the experiences you have had, you should start each point with an action verb.

Here is a suggested list to get you started:

Administered	Counseled	Initiated	Prepared
Advised	Created	Innovated	Presented
Amplified	Decreased	Inspected	Processed
Analyzed	Delegated	Installed	Rehabilitated
Arranged	Designed	Instituted	Reinforced
Assessed	Determined	Interviewed	Related
Assisted	Developed	Observed	Reorganized
Broadened	Devised	Operated	Represented
Budgeted	Devoted	Ordered	Reproduced
Calculated	Directed	Organized	Researched
Cataloged	Explored	Overhauled	Reshaped
Chaired	Facilitated	Participated	Restored
Coached	Guided	Performed	Reviewed
Collected	Increased	Planned	Revised
Corresponded	Influenced	Predicted	Scheduled