

Resume Guide

Essentials

The resume is an essential part of the job search process. It is used by employers as a screening tool. Many employers take 30 seconds (or less) to review your resume! Be sure the most relevant experience to the position you are applying to is on your resume and stands out quickly. Use industry language when possible. Be sure to use keywords from the job description to highlight experiences.

Make an inventory of your background, including your skills, abilities, unpaid and paid experiences, academic projects, and extracurricular accomplishments. Write down the value you brought to each of the tasks. Use this master resume to create a separate resume tailored to each position you apply.

Basic Tips



- ✦ Tailor the resume to the employers' needs
- ✦ Scannable: 1 page, concise, no need for complete sentences
- ✦ Consistent format
- ✦ Do not use a template from Microsoft Word
- ✦ White paper (avoid colors)
- ✦ .5" to 1" margins all around
- ✦ Name (14-16 font), text (10-12 font)
- ✦ No pronouns (I, me)
- ✦ Eliminate unnecessary articles (an, the)

Contact Information

Include your name, address, telephone, email, and website or unique LinkedIn profile address (optional).

Include your website address only if the web page reflects your professional ambitions. All contact information should go at the top of your resume. Avoid a nickname unless you regularly go by another name. Use an address where you can be reached. Use one telephone number and one professional email address. Record a professional greeting on your voice mail in case an employer calls.

Objective or Summary (optional)

If you are writing a general resume for a career fair or networking event, including an objective is helpful. If you are applying to a specific position, the objective is optional. **Objectives** should be clear, specific, and concise. Information to include in the objective is what you are looking for (internship or position, full-time or part-time, field of interest), timeframe, and what you will bring to the position.

Such as: Seeking an accounting position within a financial institution for summer 20xx internship, utilizing my strong analytical and organizational skills.

A **summary** is typical if you have been out of school for many years and want to concisely summarize your experiences, although, it can be used as an undergraduate student as well. A summary includes 3-5 bullet points that highlight your skills and abilities as it relates to the position.

Education

Typically, current students and recent graduates without a lot of work experience list their educational information next. List your most recent educational information first. Most resumes do not include high school information. Be sure to include your **degree** (Bachelor of Arts in Sociology or BA Sociology), the **institution** (State University of New York at Potsdam), **location** (Potsdam, NY), and expected **graduation** (May 20xx). Add your grade point average if it is above 2.8. If your overall GPA is not very good, you can calculate your major GPA and list as Major GPA or calculate the last year or two if they were stronger and properly note this after your GPA. You may also include relevant coursework, academic honors, certifications and/or study abroad program(s). If you do include coursework, highlight 3-7 classes that are relevant to the job you are applying. If you have more than one degree, list the highest first (Master's, then Bachelor's, then Associate's). Only list transfer colleges or colleges attended with no degree if the coursework is relevant to the position.

Experience

Listing your experiences in chronological order isn't necessary and is not always helpful since employers prefer to scan resumes quickly. Design your resume to highlight your relevant experiences (paid, unpaid, volunteer, campus activities) towards the top of the resume. Other less relevant experiences can be placed in a heading dedicated to additional experiences. Use present tense for present experiences and past tense for all previous experiences. List experiences in reverse chronological order (start with the most recent and work backwards).

Include title of position, name of organization, location of work (city, state), dates of employment (include months and years).

Resume Guide

Leadership/Volunteer Experience

Experience does not have to be paid! Volunteer experience, leadership and involvement in campus and professional clubs and organizations are great experiences to include. In fact, employers are looking for leadership and team experience to be demonstrated on the resume.

Describe Your Work

Describe your work effectively to ensure you communicate your skills and experiences. Carefully read the job description and highlight specific tasks and qualifications in the description. Use action verbs (see attached list AND the job description) to describe your experience and quantify any statement by using a number or percentage when possible.

A basic formula to follow is: **ACTION VERB + TASK + RESULT/OUTCOME/PURPOSE**

Consider: **How** did you do your work (action verb)? What did you do (What was your task – this is crucial as not everyone who reads your resume will be familiar with your work or projects)? Why - What was the result of your work? Or, what was the purpose of working on that task? (Refer to attached resumes for examples and format)

Resident Assistant, SUNY Potsdam August 20xx-May20xx

- Enforced college-wide and residential rules and regulations resulting in a safe, orderly, and enjoyable living environment for 30+ ethnically diverse students; behavioral incidents dropped 40% from previous year.
- Developed and implemented 10 programs on topics such as career and academic success strategies; cumulative post-workshop results indicate 98% of students would recommend programs to peers.
- Assisted in the selection, evaluation, and training of 18 newly hired Resident Assistants.

Honors and Awards

You may want to devote a separate section on your resume to honors and awards. Include Dean's List, scholarships (list the amount), and other notable honors in this section. Make sure to describe each award, since the name itself may not be known to the reader.

Class Projects

You may include team projects, class projects, academic research, thesis topics and any academic experience which demonstrates your skills and knowledge related to the type of work you are seeking. Class projects may be included as a subheading within your education or as a heading on its own. If you include class projects as a unique heading, including the following information: title of position, name of project or class, location of work (city, state), dates of employment (include months and years). In the example below, class projects are included within the education section and the titles are highlighted to attract employers scanning quickly.

- Earth Day Plastic Water Bottle Display: Assisted in creation of an informational display on campus prepared from 2,000+ disposable plastic water bottles to educate individuals on waste and promote the use of reusable water bottles.
- Impacts of Marcy Dam Removal in the Adirondacks: Researched and assessed biological, social, political, and economic impacts of dam removal, as well as laws and regulations involved under the NYS Department of Conservation, to understand the decision of why dam removal was chosen over restoration of the structure.

Skills

Many students include a skills section to summarize technical, lab, or language skills. Such as:

- Computer: SolidWorks, MATLAB, LabVIEW, Microsoft Excel and PowerPoint
- Language: Spanish (conversational)

References

No need to include references on your resume and do not write "References Available Upon Request." This takes up valuable space and most employers will ask for references after the interview. Instead, create a separate reference document using the same header as your resume and cover letter, and only send if they are requested in the application instructions.

Sending the Resume

Send your documents in a PDF version to ensure formatting remains intact. Use the same header for your resume and cover letter to stay consistent. Remember to clearly label your documents with your first and last name.

NOTE: Creating a resume takes times and you will go through many versions and revisions. Plan to have your resume reviewed by career counselor, professor, employer or others in your field. Always spell check before sending it out! Small grammatical mistakes may result in an employer rejecting you for an interview.

Use a resume building tool,
Optimal Resume, at <https://potsdam.optimalresume.com/>

This tool is an interactive, web-based program which allows you to build high quality resumes and cover letters while viewing samples. Tips, video tutorials, and career exploration tools are also available.

Action Verbs

Communication

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized

Translated
Wrote

Creative

Acted
Adapted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Devised
Directed
Displayed
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Inveted
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Date/Financial

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Controlled
Corrected
Decreased
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Programmed

Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

Helping

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Management

Accomplished
Administered
Advanced
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed

Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Navigated
Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated

Organizational

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained

Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systemized
Updated
Validated
Verified

Research

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systematized

Teaching

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued

Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Technical

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied

Sample Psychology Resume

Name

Address Line 1
Address Line 2

Email
Phone

EDUCATION

State University of New York at Potsdam, Potsdam, NY

May 20xx

Bachelor of Arts in Psychology

Major GPA = 3.5; Cumulative GPA = 3.27 (Dean's List—Spring 2011)

Studied Abroad: Universidad de las American Puebla, Mexico

Developed language skills in Spanish (intermediate speaking and writing)

January-May 20xx

RELEVANT EXPERIENCE

Research Assistant, Psychology Department

January 20xx-Present

- Assess the presence of prodromal symptoms in teens and young adults who might be at risk for developing schizophrenia or another thought disorder, and use subsequent data to research prevention strategies.
- Trained to administer the MATRICS Consensus Cognitive Battery (MCCB) to at risk adolescents, which involves measures of attention, learning, memory, and problem solving
- Proficient in rating dermatoglyphics (hand and fingerprints)
- Familiar with movement impairment assessment technologies and obtaining informed consent
- Trained to test one's cognition, motor control and reflexes through administering the Neurological Evaluation Scale

Crisis Hotline Counselor, ReachOut

September 20xx-Present

- Provide emotional support assess risk, and provide referrals to 100+ suicidal callers.
- Ability to handle mandatory reporting for callers under the age of 18
- Trained on suicide prevention skills, counseling and listening skills, and reporting process and documentation.

Group Research Project: Borderline Personality Disorder (BPD) and Dialectical Behavior Therapy (DBT)

April 20xx

Research Methods in Psychology

- Created a hypothetical clinic for individuals with BPD and discussed how the implication of DBT would decrease attrition and increase the likelihood of long term wellness within patients
- Performed an extensive literature review for a 10 page research paper and presented information to a class of 20 peers

Detox Counselor, Canton-Potsdam Hospital

September 20xx

- Assisted over 30 intoxicated individuals entering the facility either voluntarily or under police enforcement
- Admitted clients into the facility by collecting their vitals (blood pressure, pulse, blood alcohol level, and temperature), along with a series of questions regarding their current medical and mental health state
- Conducted hourly bed checks and collect clients' vitals every few hours
- Administered breathalyzers at a walk-in basis to individuals under court order
- Assisted staff with tasks as needed, including data entry, filing, and cleaning

AFFILIATIONS

Psi Chi National Honor Society for Psychology, Member

January 20xx-Present

Psychology Club, SUNY Potsdam, Member

February 20xx-Present

COMPUTER & TECHNICAL SKILLS

- Dermatoglyphics (proficient in rating hand and fingerprints)
- Microsoft Office Word, PowerPoint, Excel (proficient); Adobe Photoshop (intermediate)

OTHER WORK EXPERIENCE

Eleven Madison Park, Hostess, New York, NY Summer 20xx

Summer 20xx

Applewood Orchids and Winery, Assistant/Cashier/Greeter, Warwick, NY

Summer 20xx-Summer 20xx

Sample Environment Studies Resume

NAME

Address
Phone, Email

EDUCATION:

Bachelor of Arts in Environmental Studies

May 20xx

State University of New York, School of Arts and Sciences, Potsdam, NY

Minor: **Political Science** / GPA: **3.73** Magna Cum Laude

Departmental Scholar's Award in Environmental Studies (top 3 students based on GPA)

Relevant Course Work: Natural Resource Policy, Geographic Information Systems (GIS), Biodiversity Conservation, Water Policy, Global Climate Change, Field Preparation

RELATED CLASS PROJECTS:

- **Earth Day Plastic Water Bottle Display:** Assisted in creation of an informational display on campus made from 2,000+ disposable plastic water bottles to educate individuals on waste and promote the use of reusable water bottles.
- **Impacts of Marcy Dam Removal in the Adirondacks:** Researched and assessed biological, social, political, and economical impacts of dam removal, as well as laws and regulations involved under the NYS Department of Conservation, to understand the decision of why dam removal was chosen over restoration of the structure.

RELATED ENVIRONMENTAL EXPERIENCE:

Sustainability Public Relations and Outreach Intern

Spring 20xx

SUNY Potsdam Sustainability Department and Physical Plant, Potsdam, NY

- Created and promoted an inaugural end of the year move out event which encourages students to donate and recycle unwanted dormitory items and minimize waste, resulting in a program that now occurs yearly.
- Organized and assembled content for a SUNY Potsdam campus map, which locates and highlights various sustainable features around campus, such as hydration stations, sustainable dining facilities, and LEED construction in order to promote use and increase awareness of sustainable practices on campus.
- Assisted in the creation of an art installation utilizing sustainable materials, which illustrates and brings awareness to Monarch Butterfly endangerment; remains for public viewing in an academic building on the SUNY Potsdam campus.

Environmental Educational Science Fair Volunteer

Spring 20xx

SUNY Potsdam Child Care Center, Inc., Potsdam, NY

- Designed an informational exhibit and activity to teach youth the importance of recycling and harm of water pollution on aquatic ecosystems; staff positively reacted and requested the display remain at the facility to be continuously used by 100+ children.

14th Great Annual Fish Count Volunteer

Summer 20xx

New England Aquarium Dive Club, Gloucester, MA

- Conducted survey of fish populations while scuba diving to aid in research.

Trail Restoration Volunteer

Fall 20xx

Indian Creek Nature Center, Canton, NY

- Cleared viewing areas of bald eagle nesting sites for visitors with a team of volunteers.

CERTIFICATIONS:

SSI Scuba Certified (20xx), VT Boating License (20xx)

Sample Science Resume

NAME

Address Line 1 · Address Line 2 · Phone · Email

SUMMARY

- Fast-learning, results-oriented professional looking to utilize research and laboratory skills in the biochemical industry.
- Talented in conducting experiments, following protocols, thoroughly analyzing and documenting results, and resolving experimental issues as they arise.
- Fluent in Chinese (mandarin) and English.
- Willing to relocate and travel.

LAB SKILLS

Equipment: spectrophotometer, affinity column, spot plate

Techniques: ammonium sulfate fractionation, affinity chromatography, protein assays and enzyme assays, polyacrylamide gel electrophoresis, gel exclusion chromatography, and enzyme kinetic analysis, transcription activation, DNA-protein interactions, platelet activation

EDUCATION

BACHELOR OF SCIENCE, CHEMISTRY

State University of New York at Potsdam, Potsdam, NY

May 20xx

ASSOCIATES OF ART, LIBERAL ARTS & SCIENCES

State University of New York at Canton, Canton, NY

May 20xx

LAB EXPERIENCE

LAB ASSISTANT, Chemistry Department

SUNY Potsdam, Potsdam, NY

- Assist with laboratory duties, such as filling nitrogen tank to preserve cells, stocking solutions, and sterilizing glassware.

LAB PROJECTS, SUNY Potsdam, Potsdam, NY

Enzyme Purification: Purified enzyme from meat obtained at local butcher using ammonium sulfate and techniques in sulfate fraction, affinity column and gas electrophoresis.

Protein-DNA Interaction: Characterized the human iron regulatory protein 1 (IRP1) performing mutagenesis, cloning, protein expression and protein purification.

Catalytic Properties of LDH: Utilized kinetic assays to characterize the catalytic efficiency of an enzyme conducting column fraction, competitive inhibition and serial dilutions.

Gel Lab: Create a matrix with various polymer chains, such as Agarose, removing 3D diffusion with gel houses; run standards based on molecular weight of unknown sample and measure distance of migration.

VOLUNTEER

CANTON-POTSDAM HOSPITAL, Potsdam, NY

Summer 20xx

- Assisted with organizing medications including checking expiration dates, returning to stock, and filing prescriptions.
- Filed patient prescription information into the computer system.

SUNY CANTON, Canton, NY

February 20xx-May 20xx

- Tutored students in math lab by illustrating basic math methods in trigonometry, pre-calculus, calculus, and algebra.

ACTIVITIES

Pre-Health Club, SUNY Potsdam

August 20xx-Present

Gamma Sigma Epsilon Chemistry Honor Society

March 20xx-Present

Middle Ground Environmental Club, SUNY Potsdam

March 20xx-August 20xx

WORK EXPERIENCE

LITTLE ITALY, Potsdam, NY

Summers 20xx, 20xx

Waitress / Cashier