# 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 generator; 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 (City, State), 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 positons (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 Examples:*

- Planned and led two reflection activities for 14 students to complement community service experiences
- Taught basic ecology principles to 25 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 one year

## **ACTIVITY: Constructing a Bullet Point**

**Step One**: *"What did you do?"*
<u>Example:</u> 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?
<u>Example:</u> 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
<u>Example:</u> 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

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## **Now, it's your turn!**

**<u>Experience:</u>**
**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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**<u>Experience:</u>**
**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

New Paltz, NY 12561

(845) 257-5555 | student1@newpaltz.edu

## Education
State University of New York at New Paltz | *New Paltz, New York*          Expected Graduation May 2020
**Bachelor of Science in Psychology**          GPA: 3.25

## Leadership Experience
**Student Ambassador, Office of Undergraduate Admissions** | *SUNY New Paltz*          August 2022-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 2021-May 2022
- 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, Capen Hall |** *SUNY New Paltz*          September 2021-May 2022
- 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 2022
- 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 2022
- 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 2023-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 2022
- 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 Office, Google Workspace, Adobe InDesign and Photoshop
Language: Advanced written and verbal Spanish