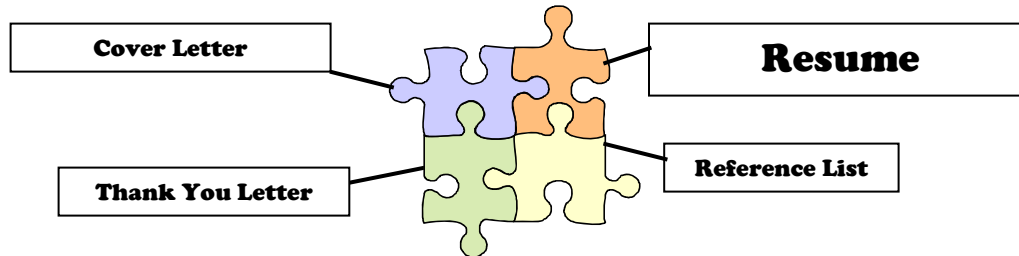


Career Correspondence: *The Resume*

Your resume is a 15 second advertisement of you. Its primary purpose is to get you “in the door” so that you can prove yourself in a personal interview. Because space is limited on the page, you must make every word count!



The Nuts & Bolts of the Resume

- **Sections of the resume** include:
 - Objective
 - Education
 - Experience or Employment
 - Computer Skills
- **Most resumes** will include the above and a combination of the below:
 - Summary or Qualifications
 - Related Experience
 - Courses or Related Projects
 - Volunteer Experience
 - Campus Leadership
 - Activities
- **All resumes** will differ from one another based on student experiences.



General tips

- Use a *Career Center* template, found on <http://home.sjfc.edu/CareerServices/resume>. Just download and start typing! Do NOT utilize a Microsoft Word template.
- One page for an internship or student teaching resume. Two pages works for full time positions, *if* all the material is related to the position sought. Science majors will need a CV~ no page limit.
- Utilize a standard font, Times New Roman or Arial; other fonts may not “translate” to other computers.
- Have a short, clear objective for your resume; the rest of the resume supports the objective.
- Begin each bullet with an action statement to describe your experiences. Use proper verb tense!
- ALWAYS review the document for spelling and grammatical errors; do not rely on spell check.
- Do not distribute without having someone else review it. Make an appointment with a Career Counselor, attend a resume editing session or come in during Career Center walk in hours.
- Use watermarked resume paper when distributing. Never staple or paper clip, or use back!



Piece by Piece...

- **Objective**
 - Needs to be clear and concise; do not make the recruiter guess what it is you want to do
 - May change depending on professional goal
- **Summary** (if needed)
 - Quick snapshot of skills that will make you qualified for the professional field
 - Typically 3-4 lines, bulleted for those with extensive experience.
- **Education**
 - Most recent first!! (SJFC first, any other institutions after)
 - List anticipated graduation date, not how long you have been attending
 - NO HIGH SCHOOL after Sophomore year.
- **Related Courses**
 - Used if no direct related experience, for an internship resume or for science majors
- **Related Experience**
 - The heart of the resume, it directly relates to the position you are seeking.
 - Can be on campus, off campus, in class, employment, internship, volunteer, etc.
 - Does not matter whether it was paid or unpaid
 - May vary on different resumes depending on professional goal and focus of each resume
- **Employment/Work Experience**
 - Demonstrates you have had responsibility outside of the classroom
 - May not need to elaborate depending on rest of document
- **Volunteer Experience**
 - Go into detail only if it relates to the position you are seeking. Otherwise a list of organizations and experiences is fine.
- **Activities**
 - Activities that you were/are involved in that are not related to your professional objective
- **Computer Skills**
 - Basic and advanced (if applicable) programs you know how to use
- **Additional Sections Based on Major**
 - Student Teaching Experience, Fieldwork Experience (EDU majors)
 - Technical Skills (COMP SCI majors)
 - Lab Techniques, Research Experience (Science majors)
 - Research Experience (Humanities majors)

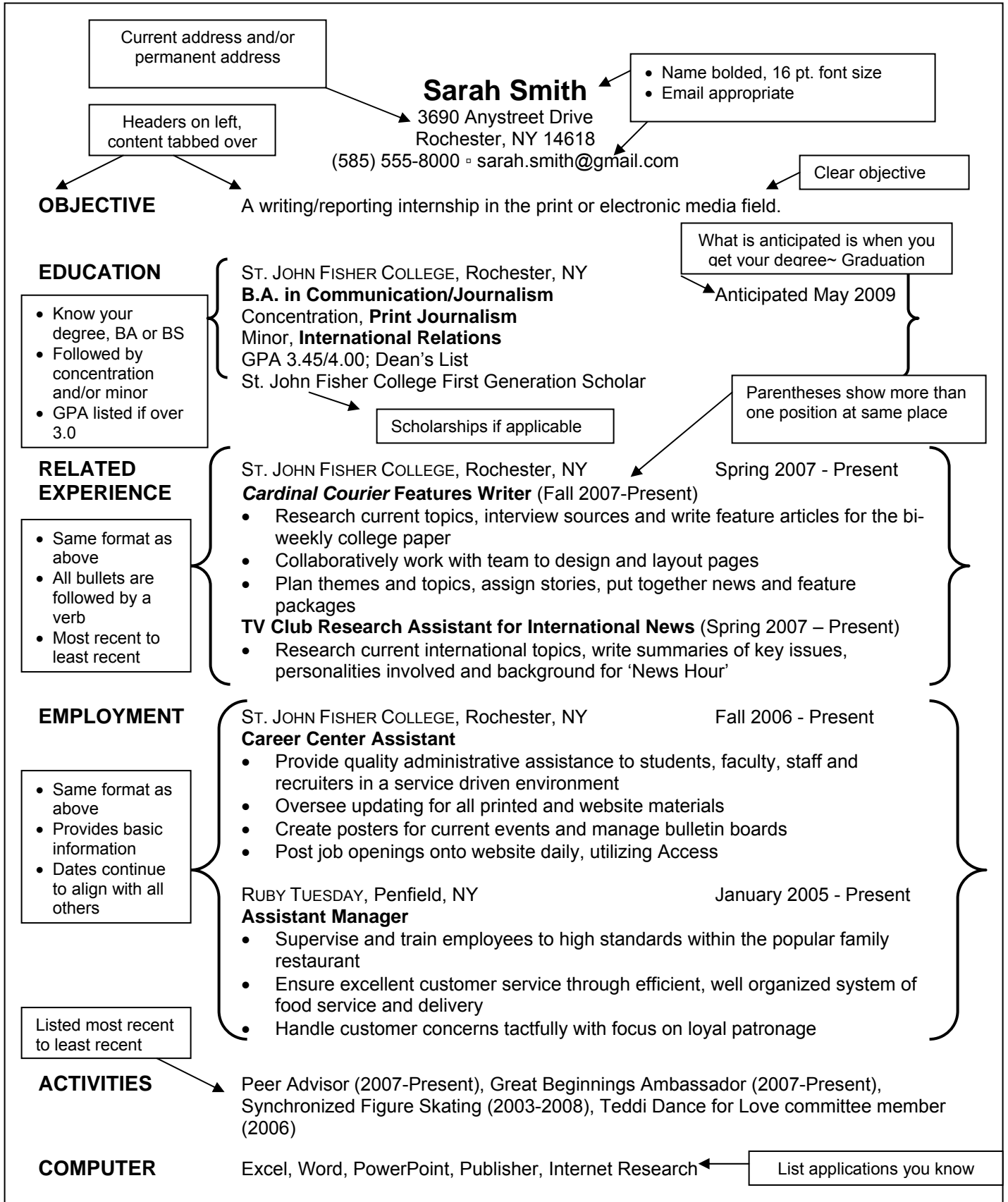
Remember...

Each resume is a reflection of an individual candidate and his or her experiences. To best present your experiences in a resume, create a draft from the templates online (<http://home.sjfc.edu/CareerServices/resume>) and come in and meet with a Career Counselor to review it. This document can only get you started; work with a counselor to get it completed!



The Structure

The structure of the resume depends on the applicant; there are different ways to format your resume to best present your candidacy. Review the next few pages to see formatting and content tips throughout the resume.



Robert Brown

Rab1234@sjfc.edu

Both permanent and school address listed

3690 East Avenue, Box 431
Rochester, NY 14618
(585) 385-1234

2215 Willowbrook Road
Binghamton, NY 13902
(607) 555-1122

Objective: A professional position in the field of Sales/Management

Border line, not drawn

Summary provides a snapshot of applicable skills

Summary: Flexible, highly motivated and customer driven employee. Recognized for creativity, multi-tasking and troubleshooting skills. Strong oral and written communications.

Education: **St. John Fisher College**, Rochester, NY
Bittner School of Business, AACSB accredited
Bachelor of Science, Management
Concentration in **Marketing**
Minor: **Computer Science**
GPA: 3.21; Chase Scholarship recipient

Anticipated 12/08

Professional school and accreditation listed

- Internship shows professional experience in related field
- Can also be called "related experience"

Internship: **Paychex, Inc.**, Rochester, NY
Sales/Marketing Intern

1/08-5/08

- Researched and developed a database of targeted leads based on specific geographic and size parameters.
- Collaborated with field professionals; conducted appointments and observed various steps in the process of presentation, marketing and closing sales.
- Completed cold calls to prospective leads; set up preliminary appointments for needs assessment.

Employment: **Kaufman's Department Store**, Victor, NY 9/07-Present
Assistant Manager (12/07-Present)

- Provide overall supervision of Footwear Department working closely with Manager to set monthly sales goals, monitor inventory and organize associates' schedules.
- Train new employees to high level of customer service, marketing techniques and good communication skills.
- Helped develop marketing plan targeting teenage customers implemented in 'Back to School' promotion resulting in a 3% increase in fall 2007 sales.

Sales Associate (9/07-12/07)

- Provided outstanding customer service to people of all backgrounds and ages in mall establishment; won 'Employer of the Month' award in 7/07.

Six Flags Darien Lake, Darien, NY 6/06-8/06
Games Assistant

- Participated in team assigned to monitor, clean and run the main attractions and rides for popular theme park.
- Collected tickets; managed 'Lost and Found' booth and performed other park duties as needed requiring flexibility and problem-solving skills.

Activities: Vice-President, St. John Fisher Management Club, 2007-2008
Member of St. John Fisher Gospel Choir, 2006-2008
Volunteer in "Teddi Dance for Love", 2006 & 2007

Activities dates do not need to align with others

Different positions at same place are listed most recent to least recent