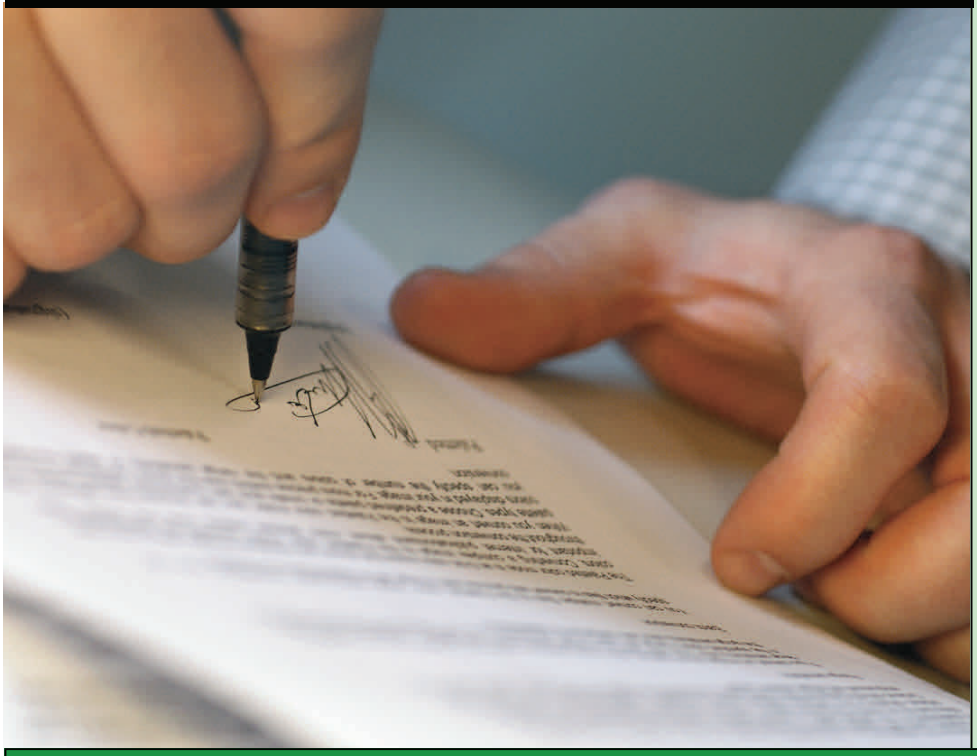
JOB SEARCH SERIES



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JOB SEARCH SERIES:

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- Internships
- Resumes and Cover Letters
- Networking
- The Internet as a Job Search Tool
- The Interview Process

The Center for Career Development

Post Hall
(516) 877-3130
careercounselor@adelphi.edu
http://students.adelphi.edu/career

ADELPHI UNIVERSITY
GARDEN CITY ▪ HAUPPAUGE
MANHATTAN ▪ POUGHKEEPSIE

How to prepare a professional resume:

A resume is a brief summary of your education, relevant experience, and skills. The layout should be attractive and easy to read or scan. It should generate the kinds of questions you want to answer during an interview. Read pages 1-4 before selecting a resume format.

Our resume samples were designed to answer your most likely questions. Review **all** resume samples in this booklet, even those in other fields. The descriptions in our resumes are intended to inspire you to write about your unique experiences. Do not copy phrases word-for-word.

Start with a blank Word document – NEVER use a template! Once you have prepared your resume or cover letter draft along our guidelines, you may request a review by emailing us your Word draft (no templates) to: careercounselor@adelphi.edu or make an appointment for a counselor's review (516-877-3130). For cover letter format and tips, see pages 16-19.

Resume Formats

Chronological: *The Center for Career Development* recommends the chronological format, since it is more straightforward. This format lists education and experience in ***reverse chronological order,*** *i.e.,* with the most recent items first, and is **best for most candidates**, especially those entering the job market.

Functional: Not recommended by *The Center for Career Development.* Functional resumes are *occasionally* helpful for candidates with complex work histories or for career-changers. This format organizes your experience into ***skill areas***. Employment history is briefly summarized. Most employers regard functional resumes as hard to decipher, and they suspect the writer is hiding or exaggerating things.

FAQs

1) How long should my resume be?

One page. To get all information on one page, reset all margins to 0.5". Stack heading words (e.g. "TEACHING" over "EXPERIENCE") and place on left side. If your resume runs over a little bit, don't worry – your counselor will help you reduce it to one page without losing anything important. (Candidates with extensive professional experience, especially in education, nursing or social work, *may* need part of a second page.)

2) What should I include?

- **Contact Info:** Use UPPER CASE or **bold** for your name. Address/ phone/ email should not be in bold.
- **Certifications:** Some fields require professional certifications or licenses. List dates earned.
- **Education:** Include college name, city, state, degree, major, date degree was - or will be – conferred. Include GPA only if 3.0 or higher. Summarize in reverse order, starting with most recent degree.
- **Honors/Awards:** Scholarships, Dean's List, leadership roles, sports or other achievements.
- **Experience:** May include full time /part time jobs, internships, volunteer/community service. Include EMPLOYER, City, State, *Job Title*, dates of employment. Describe duties and accomplishments using bullets.
- **Skills:** Of great interest to employers! (Computers, foreign languages, musical, analytical or other skills.)

3) What is optional to include?

- **Courses:** can tailor your resume to a specific job; useful if you have little experience.
- **Interests:** List interests only if you are really knowledgeable about something or very good at it.
- **Activities:** Campus clubs and organizations. Include leadership positions held, if any.
- **Research:** If applicable, highlight significant relevant learning experiences such as research projects, independent study, collaborations, special presentations, or published papers.
- **Affiliations:** Professional memberships or volunteer affiliations. Include offices held, if any.

"Section headings... are like news headlines."

4) How do I name the sections?

Section headings on your resume function like headlines on a news website. They give a summary of content, catch the reader's interest and may motivate someone to read or scan your resume.

Headings you choose allow you to tailor your resume and place important experiences first. You can name your field in your heading (*e.g., Social Work Experience*, or *Marketing Experience*). Work in related fields can be headed *Related Experience or Selected Experience*; work in non-related fields can be called *Other Experience*. *Fieldwork, Volunteer Work, Summer Jobs* or *Internships* are other possible headings. Select and rearrange your headings, so that the most relevant information is placed on the top 1/2 of the first page.

"Avoid using 'assisted.' Say what YOU did."

5) How do I make my resume look professional?

- ❑ Keep **format consistent** (i.e. if you underline job titles, underline them throughout.)
- ❑ Vary the wording you use to describe your positions. Don't borrow wording from our samples.
- ❑ Never use the first person "I." Do not use full sentences. Eliminate all unnecessary words (a, the).
- ❑ Use typeface variations: **bold,** underline, *italic*, UPPER CASE to add eye appeal. Use a legible font such as Times, Palatino, Century, Garamond, Book Antiqua, or Arial, not an old-fashioned font like Courier.
- ❑ Use "bullets" (•, ♦, *, –) for listing items under a heading description, such as experience.
- ❑ Proofread carefully. Grammatical, content and typographical errors may eliminate you immediately from consideration for an interview. Ask others to proofread the resume as well.
- ❑ Include ***no*** personal information: age, health, marital status, height, weight, religion.
- ❑ An effective resume may result in an interview. Never lie or exaggerate.

6) Do I need an objective?

It is optional. Include an objective *only* if it is very specific or if it clarifies your job target. Most employers do not care that you want a "challenging" position or one that "provides advancement." They do care about skills or experience beyond the basic qualifications. Be sure your objective addresses ***what you can do for the employer, not what the employer can do for you.***

Remember that your job target will be addressed very specifically in your cover letter. Candidates with years of relevant experience and skills may prefer to use a *Summary* or *Profile* in place of an objective.

The objective is already clear with certifications (e.g., teachers) or majors (e.g., nursing).

7) What is the most important feature of a successful resume?

Many applicants for a particular job have similar degrees and work histories. People who get interviews are those who convey that they have **personally demonstrated the needed skills**. Some pointers:

- Use **action verbs** to describe your duties and accomplishments, depicting yourself as someone who gets the job done: one who "created . . . published . . . solved" – not one who merely "participated in" or was "responsible for." Avoid using "assisted" – say **what you did**. Vary the vocabulary. (See list of action verbs in this book.) For present jobs, use present tense verbs and for past jobs, use past tense.
- Emphasize **skills and experience related to the job** you want and to the employer's needs.
- When describing your experience, use **detailed descriptions** that enable the reader to picture you in action ("Adapted lesson on dinosaurs to learning styles of autistic children") rather than vague descriptions that make you sound like everyone else ("Followed the curriculum of cooperating teacher").
- Avoid subjective descriptions (your opinion). Instead, use **occupation-specific words** related to the job.
- **Quantify** accomplishments by citing numbers, dollars, percentages, etc., where appropriate.
- Put the most related and impressive accomplishments **first** within each job description.

8) Can you type this for me?

ABSOLUTELY NOT. Type your own resume, so that **you** can make frequent updates and tailor it to specific jobs. We do not advocate having anyone else type it for you, and do not recommend resume templates, since they limit the ways you can lay out your resume. Expensive "professional" resume services are also not recommended. Using a blank Word document will give you the greatest flexibility.

9) What color paper should I use?

Using a laser printer, print your resume on 8.5" x 11" (22-25lb) white, light gray or ivory paper with some cotton content. Purchase extra paper and matching envelopes for cover letters/thank you letters. Avoid very heavy papers that jam in the printer and marbleized papers that don't look clear when photocopied.

"Use detailed descriptions that enable the reader to visualize you as *active*, rather than *passive*.

10) What if my resume is scanned by a computer?

Employers often scan resumes with special software that can detect *'key words'* that make it easier for them to search for candidates with particular skills and relevant experience. Use key words related to your field to maximize "hits" (*i.e.*, matches of your resume to job vacancies). We suggest that you describe your experience in concrete, rather than vague, terms; be concise; use terms specific to your field (but spell out acronyms); specify software programs you have used by name. Use standard fonts, plain white paper and laser printers.

"Is your resume easy to read, pleasing to the eye, devoid of all errors... current, honest?

11) Anything else I should know when applying for a job online?

- Prepare your documents using Microsoft Word. You can either send an email with your cover letter and resume as separate attachments – or cut and paste the letter into your email, attaching your resume. Employers may also provide special instructions on their sites for sending your resume.
- Online applications bear little resemblance to your Word resume. The fields in these applications are "read" by computers to select candidates based on 'key words' (see Question #10). You may need to cut and paste some information each time you respond to one of these applications.
- There are also resume websites where you can upload your resume for employers to review. Go to our website at http://students.adelphi.edu/career for links to some of those services.

12) What's the difference between a resume and a Curriculum Vitae?

A Curriculum Vitae (often called a 'CV') is a longer version of a resume, used when applying for academic, medical or legal positions. It is also useful for tenure review, grant applications, fellowships or consulting. Since academic hiring is frequently a long process done by a committee, a CV may be reviewed by many individuals.

The CV varies in length. Unlike the typical one-page business resume, a CV may be several pages. Besides highlighting education, experience and skills, a CV generally includes advanced degrees, teaching and research experience, publications, symposiums, presentations, affiliations and activities that demonstrate your skills, strengths and achievements. Like your resume, your CV is a work in progress. To keep your CV current, delete items that no longer relate to your objective, create new categories to showcase your achievements, and reorganize sections to emphasize strengths related to the job you seek.

When applying for positions in business, a resume will represent you better than a CV. Details of teaching and research will probably be of less interest to the reader in the business arena. Converting your resume to a CV – or vice versa – usually requires time-consuming revisions. *For a sample Curriculum Vitae, see page 19.*

"Like your resume, your CV is a work in progress. Delete things that no longer relate to your objective, create new categories to show achievements, and reorganize sections to emphasize strengths related to the job you seek."

13) Got a minute to look over my resume?

Resume review cannot be done in a minute. After you have completed a draft of your resume or cover letter, applying the guidelines in this *Resume Guide*, you may request a review by making an appointment with a career counselor (516-877-3130) OR by emailing it to careercounselor@adelphi.edu. A counselor will review your document and respond within two business days.

Never use a resume template!

Action Verbs

Begin each description of your activities and accomplishments ***using an action verb.*** There are many other "occupation-specific" verbs not mentioned here, but this list should help you vary your vocabulary. Remember that present jobs will use present tense. Past jobs use past tense.

accelerated
accomplished
achieved
adapted
administered
advanced
advised
aided
allocated
amplified
analyzed
answered
approved
arbitrated
arranged
assessed
assisted
assumed
augmented
authored
automated
awarded
began
broadened
built
calculated
catalogued
chaired
classified
coached
compiled
completed
computed
conceived
conceptualized
condensed
conducted
constructed
consulted
contained
contracted
contrived
controlled
cooperated
coordinated
counseled
created
cut
decreased
delegated
demonstrated
designed
determined
developed
devised
devoted
diagrammed
directed
displayed
distributed
drafted
edited
effected
eliminated
employed
established
estimated
evaluated
examined
exhibited
expanded
expedited
explored
extended
fabricated
facilitated
focused
formulated
fortified
founded
generated
guided
handled
harmonized
headed
identified
implemented
improved
improvised
incorporated
increased
influenced
informed
initiated
innovated
installed
instituted
instructed
interpreted
interviewed
introduced
investigated
involved
launched
led
lectured
listed
maintained
managed
mediated
modified
monitored
motivated
negotiated
observed
operated
ordered
organized
oriented
originated
overhauled
participated
performed
planned
pinpointed
prepared
presented
preserved
presided
processed
produced
programmed
projected
promoted
proposed
proved
provided
published
received
recommended
recorded
recruited
rectified
reduced
re-established
referred
regulated
reinforced
reorganized
represented
researched
reshaped
restored
restructured
revamped
reviewed
revised
scheduled
structured
studied
substituted
suggested
supervised
supported
systematized
taught
trained
trimmed
tutored
unified
used
utilized
volunteered
widened
worked
wrote

References

It is no longer necessary to state "References are available upon request" on the bottom of your resume, since it is understood that employers will ask for references if they are interested in you, whether or not you state this. Use the limited space on your resume to provide only *essential* information. Job seekers may, however, type up a list of names and contact information of their references, using the format below:

Your Name
Street Address
City, State Zip Code
Phone Number
Email Address

REFERENCES:

Dr. Mary Adams, Professor
Adelphi University, Department of Psychology
Garden City, NY 11530
(516) 877-0000
adams@adelphi.edu

Mr. Robert Lehman, Branch Manager
Nickel Savings Bank
1234 Stewart Avenue
Franklin Circle, NY 11000
(516) 222-0987 / Fax (516) 222-1987
lehmanrobert@nickelbank.org

Ms. Frances Storm, Principal
Tip Top Day School
77 Jericho Turnpike
Jericho, NY 11555
Bus. # (516) 555-1999; Home # (631) 999-1043
fstorm@mailbox.net

PHONE / EMAIL REFERENCES: Employers may check your references by phone or by email. Ask three or four people who know your work – professors, supervisors, officials, coaches, advisors – to serve as references. Include their full name, their title, organization, address, phone numbers and email addresses. ***Always get permission from these individuals before putting them on the list,*** so they know to expect potential calls or emails from your prospective employers. (Send each of your references a thank-you letter for being a reference for you, and update them on how your job search is progressing.)

WRITTEN REFERENCES: In addition to asking permission to list someone as a professional reference, you may ask the individual for a written recommendation letter. When a prospective employer subsequently asks you for references, provide the list and any of the letters you believe are relevant. This is what we mean by "*References furnished upon request.*" ← Including this phrase on your resume is not necessary, since space is at a premium. We do not recommend providing references when first sending your resume, but you may offer them during an interview.

JENNIFER JUNIOR

9 Meadow Street
Bay Shore, NY 11706
631.555.1212
jenniferjunior@mail.adelphi.edu

Adelphi University
Eddy Hall - Room 333
Garden City, NY 11530
516.877.6999

EDUCATION

Adelphi University, Garden City, NY
B.A. 2015 Cumulative GPA: 3.4
Double Major: International Studies and Political Science

Although optional, listing a high GPA generates interest in you!

International

University of Stockholm, Stockholm, Sweden Spring 2013
Curriculum included: Swedish political system, film, language and culture, as well as travel in Scandinavia and Western Europe.

EXPERIENCE

Business

Management Intern, Summer 2012
J.C. Penney, Bay Shore, NY
- Analyzed and selected merchandise for promotional display
- Accounted for daily receipts in cash room
- Identified fast and slow selling merchandise and recommended corrective action for future inventory

Communications

Human Resources Assistant, Summer 2011
Proudfoot Reports, Inc., Glen Cove, NY
- Verified hundreds of individual employment applications
- Contacted professional and personal references, and developed additional references during background checks
- Wrote personnel reports on all assigned cases

This resume calls attention to different skill areas.

Extracurricular activities show valuable skills and experience.

Class Agent, Senior Class Gift Campaign, Fall 2010
- Solicited pledges from class members

Publicity Chair, Volunteer Adelphi, Fall 2010
- Wrote newsletters and produced advertising for local and campus media

Sports Writer, Delphian (Adelphi Student News), 2008 - 2010

Organizational

Political Science Club, Adelphi University
Events Director, Fall 2010 - Spring 2011
Member, 2009 - present
- Invited guest speakers and arranged facilities
- Attended meetings and brainstormed with other members

Volunteer

Big Sister to child in Hempstead, NY community
Tutor at Roosevelt, NY Elementary School
Office Assistant in local political campaigns

SKILLS and INTERESTS

Moderate knowledge of Spanish and conversational Swedish
Experience in MS Office: Word, Excel, PowerPoint, Access
Familiarity with Internet Explorer and Netscape research
Extensive travel throughout Europe and the United States

(This font is Gill Sans MT.)

BERNADETTE BUNSON

Local Address:
Adelphi University
Waldo Hall, Room 210
Garden City, NY 11530
bernadettebunson@mail.adelphi.edu

Permanent Address:
97 Carriage Street
Mt. Sinai, NY 11776
h: 631-987-6543
c: 516-877-1111

This Objective is very effective! ↗

OBJECTIVE

To obtain a full-time research assistant position with a biotechnology firm

EDUCATION

Adelphi University Garden City, NY
Bachelor of Science in Biology (January 2013) GPA: 3.3

Related Coursework
Biology Concepts and Methods, Microbiology, Molecular Biology, Research Methods

RESEARCH EXPERIENCE

STONY BROOK HOSPITAL Oncology Lab Stony Brook, NY
Research Assistant (Fall 2012)

- Participated in supervised clinical research studies analyzing the effects and potential benefits of new antibodies used in breast cancer research and therapy
- Worked alongside oncologists to develop research methodology needed for the studies
- Delivered periodic presentations of results and works in progress to Research Methods classmates

VOLUNTEER EXPERIENCE

← Can also be called COMMUNITY SERVICE.

THE REHABILITATION CENTER Dix Hills, NY
Physical Therapy Volunteer Aide (Summers 2011, 2012)

- Prepared equipment and laid out proper devices for therapeutic use on patients
- Followed patients through their exercise treatment routines
- Obtained patients' blood pressures and measured their heart rates

SKILLS

Laboratory: Tissue Culture, Isotyping, Radiolabeling of Antibodies, Electroblot, Immunoblot Strip Assay
Computer: Working knowledge of Microsoft Word, Excel, WordPerfect and Internet research
Language: Intermediate knowledge of verbal and written Spanish

RELATED PROJECTS

"Short and Long-Term Effects of Second Hand Smoke on the Non-Smoker's Lungs"
Final research paper nominated by faculty to be submitted for publication, Adelphi University (2007)

(This font is Palatino Linotype)

SALLY SELLER

1133 Warrington St. Garden City, NY 11530 ♦ (516) 877-8000 ♦ sallyseller@mail.adelphi.edu

An objective is optional, but when specific, is helpful to employers.

OBJECTIVE To obtain a full-time marketing position

EDUCATION

ADELPHI UNIVERSITY Garden City, NY
Master of Business Administration (January 2015)
Concentration: Marketing
Bachelor of Business Administration (May 2013)
Major: Business Management
Specialization: Marketing

**Worked 30-40 hours per week while attending classes full-time*

Shows you can handle multiple responsibilities

HONORS

Dean's List
Delta Mu Delta – National Honor Society in Business Administration

RELEVANT COURSES

Strategic Marketing
Creative Problem Solving
Marketing Research
Marketing Management

MARKETING INTERNSHIP

NEW YORK ISLANDERS Uniondale, NY
Marketing/ Promotions Assistant (January - May 2013)

- Designed and disbursed promotion pieces in local area for upcoming games
- Made cold-calls to large Long Island companies generating new season-ticket sales
- Established and maintained cooperative working relations with radio and print media, resulting in free advertising and free air time
- Distributed promotion giveaways during home games

ADDITIONAL EXPERIENCE

THE GAP Garden City, NY
Assistant Manager (February 2012 – present)

- Interview and hire employees for cashier, floor sales and stock positions
- Train employees and co-supervise 10 employees in daily operation of store
- Handle customer inquiries and complaints on as-needed basis
- Maintain and control over $400,000 weekly inventory
- Open and close store in Manager's absence

Salesperson August 2011 - January 2012

- Greeted customers and determined their specific clothing purchase needs
- Utilized "point of purchase selling" techniques leading to additional sales
- Set-up store displays for front windows
- Monitored the security of merchandise
- Received "Employee of the Month" award on four separate occasions

Here's a way to show Two positions with ONE employer.

Notice that Sally did more than just fold sweaters

ACTIVITIES

Vice President, Marketing and Advertising Club (Adelphi, 2013-present)
Treasurer, Marketing and Advertising Club (Adelphi, 2011-2012)
Writer, Delphian Student Newspaper (Adelphi, 2009)

COMPUTER SKILLS

Proficient with PC computers and literate in Macintosh applications
Experienced in Microsoft Word, WordPerfect, PowerPoint and Excel

AFFILIATIONS

American Marketing Association (Member)
Delta Gamma Sorority (Member, 2009-present and Treasurer, 2011)

(This font is Times New Roman.)

Les Payne

423 Mayflower Rd.
Massapequa, New York 11758
(516) 555-2983
lesterpayne@mail.adelphi.edu

EDUCATION

Adelphi University, Garden City, New York
B.S. in Nursing [May 2014] GPA: 3.5

Nassau Community College, Garden City, New York
A.A.S. in Nursing [May 2012] GPA: 3.25

Do not shorten the nursing degree to "BSN."

HONORS

Dean's List [all semesters]
Adelphi University Student Leadership Award [2013]
Zeta Phi Beta Outstanding Woman on Campus Award [2012]

NURSING INTERNSHIP

LONG ISLAND JEWISH MEDICAL CENTER, New Hyde Park, New York
Student Nurse, Maternal Child Health Unit [January 2013-present]

- Teach patients about self and newborn care
- Assess postpartum conditions of mothers and provide emotional support
- Perform fetal heart monitoring on antepartum patients
- Assess vital signs of newborns and provide a.m. care
- Report critical data to charge nurse

RELATED EXPERIENCE

MERCY MEDICAL CENTER, Rockville Centre, New York
Nursing Assistant [September 2011-present]

- Organize and prioritize care for 10-14 patients within 40-bed Med/Surg unit
- Monitor patients' vital signs (blood pressure, pulse, respiration and temperature), intake and output, and document findings in chart
- Transport patients to procedures (x-ray, dialysis, EEG) and perform EKG's
- Wash, feed and ambulate patients

NASSAU COMMUNITY COLLEGE, Garden City, New York
Lab Assistant, Allied Health Department [November 2010-May 2011]

- Coordinated laboratory set-up, experiments and media use
- Cultured bacteria for microbiology classes

VOLUNTEER EXPERIENCE

Hospital Volunteer, Pediatrics Unit, Mercy Medical Center [2012]
Science Tutor, Nassau Community College [2010-2011]

Taken together, these all show strong interest in the nursing field.

CERTIFICATION CPR certified, American Heart Association (Infant, Child and Adult)

SKILLS

Computer: Microsoft Word, Excel, HIS Hospital Information Systems
Language: Conversational Spanish, beginner Italian

MEMBERSHIPS

School of Nursing Acting for Progress
National Student Nurse's Association
American Association of Allied Health Professionals

(This font is Garamond.)

SOPHIE WORKER

85 Healthy Drive
Seaford, NY 11783

(516) 222-2222
sophieworker@mail.adelphi.edu

LICENSURE: **New York State Licensed Master of Social Work**: August 2014

EDUCATION:

Adelphi University Garden City, NY
Master of Social Work: May 2014

Molloy College Rockville Centre, NY
Bachelor of Social Work: August 2012

Certification or License replaces the need for a generic objective.

SOCIAL WORK EXPERIENCE:

Seaford Union Free School District, Seaford High School Seaford, NY
School Social Work Intern: September 2013-Present

- Provide individual and group counseling for "at-risk" students
- Conduct psychosocial assessments with parents and students
- Participate in weekly Child Study Team and Committee for Special Education
- Facilitate a process group and psycho-education group with adolescent girls
- Make visits to 9th grade classes to discuss available services and timely issues

Notice all dates are in REVERSE chronological order.

Department of Veterans Affairs Medical Center Northport, NY
Intern: September 2012-May 2013

- Provided emotional and concrete support to veterans and caregivers coping with end of life issues in the Palliative Care Unit
- Counseled resident veterans in community group homes with diagnoses such as schizophrenia, depression and dementia in the Community Residential Care Unit
- Created and led weekly support group and projects based on veterans' goals

Pederson Krag, Addiction Recovery Services Wyandanch, NY
Intern: September 2011-May 2012

- Co-facilitated group therapy sessions on women's issues, coping skills, wellness, mental health, substance abuse, and changing irrational behaviors
- Provided individual therapy to clients ages 18+ dealing with substance abuse
- Developed and implemented individualized treatment plans and documented progress notes for treatment for substance abuse and chemical dependency
- Administered drug tests and monitored toxicology reports

BUSINESS EXPERIENCE:

HSBC Massapequa, NY
Teller: March 2007-February 2009

- Processed withdrawals and deposits, encoded and cashed checks, issued money orders and travelers checks for customers; handled customer inquiries
- Calculated balance sheet and closed cash drawer nightly

ACTIVITIES:

Volunteer, Habitat for Humanity: Summers 2008-Present
Representative, Social Work Council, Adelphi University: 2012- Present
Resident Assistant, Molloy College: 2010-2012

AFFILIATIONS: Member, National Association of Social Workers

COMPUTER SKILLS: Knowledge of PC and Apple Macintosh systems
Software experience in Microsoft Word, WordPerfect, Excel and PowerPoint

(This font is Book Antiqua.)

Notice how easily all of Sophie's information fits onto ONE PAGE! Re-set your margins to 0.5" on all four sides to get yours on one page, too!

Specific CERTIFICATIONS replace a generic objective.

CARIN TEACHER carinteacher@mail.adelphi.edu
1274 Meadow Lane • Uniondale, NY 11553 • c: 516.333-3138 • h: 516.718.2893

CERTIFICATION

NYS Initial Certification, Childhood Education (Grades 1-6) September 2013
NYS Initial Certification, Students with Disabilities (Grades 1-6) September 2013

EDUCATION

ADELPHI UNIVERSITY Garden City, NY
Master of Science, Childhood Special Education, *GPA 3.7* May 2013
Bachelor of Arts, English, *GPA 3.6* May 2011

HONORS

Kappa Delta Pi, National Education Honor Society

TEACHING EXPERIENCE

WANTAGH UNION FREE SCHOOL DISTRICT, MANDALAY SCHOOL Wantagh, NY
Substitute Teacher September 2013 - Present
- Implement lessons in accordance to NYS Common Core Standards
- Execute classroom management, including behavior modification techniques

These are SAMPLE resumes.

KINGS PARK CENTRAL SCHOOL DISTRICT, PARKVIEW ELEMENTARY Kings Park, NY
Student Teacher, Grade 2 March 2013 - May 2013
- Designed cooperative learning lessons on shapes, numbers, graphing, and patterns
- Taught writer's workshop on brainstorming and sentence structure
- Integrated SMART Board technology into lesson on units of measurement
- Differentiated instruction to meet the needs of students within an inclusion classroom
- Provided informal and formal assessment to measure students' progress

Do not copy exact phrases!

ROCKVILLE CENTRE UNION FREE SCHOOL DISTRICT, WILSON SCHOOL Rockville Centre, NY
Student Teacher, Grade 4 January 2013 - March 2013
- Developed and instructed math lessons on The Metric System, Data and Statistics, Graphing, Customary Measurement, Time, Fractions and Patterns with Factors and Multiples using math manipulatives
- Facilitated small group instruction to enhance reading comprehension skills
- Communicated with parents on child's academic, social, and emotional development

Participant Observer, Grade 4 September 2012 - December 2012
- Devised and facilitated three lessons within class thematic unit
- Guided phonetics-based activities for students with reading difficulties
- Constructed bulletin boards, graded assignments and administered tests

RELATED EXPERIENCE

HUNTINGTON LEARNING CENTER, Carle Place, NY
Instructional Tutor October 2012 - Present
- Deliver center-programmed lessons for individual students to improve understanding of core content areas
- Provide homework assistance to students ages 5 –14, including students with special needs such as Autism
- Record student progress on both content and behavior

CAMP DEWOLFE, Wading River, NY
Assistant Director/Senior Counselor/Junior Counselor/Bus Counselor Summers 2008-2011
- Supervised staff and children during sleep-away camp and day camp programs
- Planned and facilitated games, arts and crafts for children ages

PROFESSIONAL DEVELOPMENT

Identification and Reporting of Child Abuse and Maltreatment
School Violence Prevention and Intervention

COMPUTER SKILLS

SMART Board Certified, Adelphi University
Proficient in MS Word, PowerPoint, IEP Direct, Math Blaster, Sketchpad, and Webquest

(This font is Century Gothic.)

Summer jobs show increasing responsibilities AND long-term interest in working with children.

CARREE R. CHANGER

902 Mountain Rd. Commack, NY 19653 ♦ (631) 899-3131 ♦ careerchanger@gmail.com

A PROFILE replaces need for an objective, and emphasizes relevant skills

PROFILE
- NYS-certified Science Teacher with secondary school experience
- Experienced healthcare professional with training and instructional abilities
- Well-versed in computer systems; strong ability to teach technical computer skills

CERTIFICATION NY State Certifications in Biology and General Science (7-12) September 2013

EDUCATION

Adelphi University Garden City, NY
Master of Arts, Adolescence Education, GPA 3.9 May 2013
Bachelor of Science, Nursing, GPA 3.4 May 1997

TEACHING EXPERIENCE

Recent jobs appear first.

St. Pius X School Commack, NY
Biology Teacher, *Grades 8-10* September 2006 - present
- Create and update biology tutorial web page with links to educational sites
- Teach biology and living environments to students of all academic levels
- Serve as multidisciplinary team member on Outstanding Academic Students Committee to plan and execute after-school peer tutoring groups
- Collaborate with Community Service Team to design hospital volunteer program

Jamaica High School Jamaica, NY
Science Teacher, *Grades 9-11* September 2004 - December 2005
- Conferred with Science Department Chairman to design and implement lessons according to New York State Learning Standards
- Integrated computer based learning in laboratory and classroom lessons
- Prepared students for biology Regents exams and Regents Competency Tests
- Designed and implemented hands-on community-based learning activities at Liberty Science Center, Museum of Natural History and Bronx Zoo

Older jobs get listed underneath

HEALTHCARE EXPERIENCE

Good Samaritan Hospital West Islip, NY
Infection Control Nurse Manager 1999 - 2004
- Created Wellness Education Program in collaboration with Suffolk County Department of Health and Human Services
- Coordinated with all hospital departments to comply with OSHA standards
- Procured outside vendors for Operating Room equipment and supplies
- Trained all incoming RN's and LPN's on Blood Borne Pathogens
- Implemented unit protocols for identification and control of infectious disease

Mt. Sinai Hospital New York, NY
Head Nurse/Staff Nurse 1997 - 1999
- Coordinated infection control training programs for all non-nursing hospital staff
- Interviewed and hired all nursing staff; served as preceptor for nursing students
- Provided direct patient care in Med/Surg, Ob/Gyn and Oncology units

SKILLS

Computer: Expertise in MS Word, PowerPoint, and MediSoft medical software
Working knowledge of SPSS, C++, Adobe Photoshop
Familiar with MS Publisher, Excel, Access

Language: Conversational Spanish; intermediate knowledge of French

(This font is Georgia.)

Notice different ways to explain your level of knowledge, depending on the computer program. Employers appreciate this level of clarification.

Can you find all the MISTAKES on this *Terri Bell* resume?

Bold NAME.

Terri Bell
123 South Ave.
Garden City, NY 11530
Coolchick@hotmail.com

This is not a professional email address. → Include phone #

Do not bold contact information.

OBJECTIVE: a chalenging position that will utilize my experience and education and skills and provide me with room for advancement

This Objective is very vague

EDUCATION: ADELPHI UNIVERSITY, Garden Ctiy, New York 11530 (TYPO)
Bachelor of Arts in Psychology, anticipate May 2014, GPA, 2.8

Spacing needs to be aligned.

Nassau Community College, Garden City, NY 11530 — no zip necessary
Arts and Sciences

NAME MAJOR & DEGREE. If no degree, don't list it.

Rowan College of NJ, Glassboro, New Jersey
Psychology

EXPERENCE: (TYPO)
Summers 2009-11
Pine Grove Day Camp, 1200 Rte. 4, Woodbourne, N. Y.
Camp Counselor
-Responsible for campers
-Assisted director run activities

List only CITY and STATE of employers

missing a word

Put dates AFTER job titles.

ADELPHI , Math Department, Garden City, NY
1/2007-5/2008
Student Worker
-Assist department
-Deal with students and make copies

Be SPECIFIC - Say what you did.

Typo

Typo

Adelphi University, Libary, Garden City, NewYork
9/2005-12/2006
Student Aid ← TYPO (should be AIDE)
-File books and check out books
-Help students find books

Use a consistent format and change all the others

San Francisco Music Box Company, GardenCity, NY
1/12-present
Gift Consultant
-Sold music boxes
- Increased sales
-Provided customer service
-Cashier

List current position first.

Use bullet points, not dashes.

Typo

Indent

KING DAVID NURSING HOME LONG BECH, NEW YORK
Volunteer

SKILLS: Spanish, CPR, First Aid, Word, Excel, Windows, Microsoft Works, Microsoft Office, Email, and Internet

Separate COMPUTER from LANGUAGE skills.

PERSONAL: Film and Sports, Like to Watch TV - Garden City, NY

no need for PERSONAL or INTERESTS categories.

~~References available upon request~~

(This font is Courier - and is not recommended!)

This phrase is unnecessary. See page 6 for more details.

SAMPLE C.V. (CURRICULUM VITAE)

Curriculum Vitae of

ANITA R. GRANT

218 East 19th St. New York, NY 10003
212.555.7890
anitagrantCVsample@aol.com

RESEARCH

Main focus: Psychoacoustics / Psycholinguistics
Comprehensive areas: British loss of rhotacization; Music therapy

EDUCATION

Ph.D. **Speech and Hearing Sciences**, 2015
City University of New York, New York, NY
Dissertation: *Tests of Phonemic Differentiation in British vs. American English*

M.S. **Audiology**, 2007
Brooklyn College of City University of New York, Brooklyn, NY

B.A. **Communication Sciences and Disorders,** 2000
Adelphi University, Garden City, NY

SCHOLARSHIPS

Dissertation Year Fellowship (City University of New York, 2011)
Vocational Rehabilitation Fellowship (Dept. of Labor, U.S. Government, 2007-2008)
Presidential Scholarship (1997-2000)

TEACHING EXPERIENCE

Associate Professor (2010-present)
Curricula University, Department of Communicative Studies, New York, NY

- Design and teach three new courses in acoustic phonetics, rhotacization and psycholinguistics
- Mentor several master's theses and direct independent studies and internships
- Served as Department Chair *ad interim* (Fall 2011) during chairperson's one-semester sabbatical

Assistant Professor (2007-2009)
New Jersey University, Department of Speech, Somerset, NJ

- Instructed courses in acoustic phonetics, language acquisition and speech
- Supervised clinical practica for audiology majors
- Revised curriculum for speech majors

RESEARCH EXPERIENCE

Research Associate (2002-2003); **Research Assistant** (2000-2001)
Lucent Laboratories, Summit, NJ

- Implemented studies for research team, selected subjects, monitored trials, and prepared statistical reports
- Presented paper on behalf of team at Phonetica conference

UNIVERSITY SERVICE

- Curriculum Committee Chair (2010)
- Budget and Administration Committee (elected by department)
- Faculty Senate (elected Senator 2003-2004)
- Facilities Task Force (as part of eight-member team, developed a five-year facilities improvement plan which was accepted and implemented)

CLINICAL EXPERIENCE

Audiologist (1994-1996)
Bird Coler Hospital, Roosevelt Island, NY

- Developed a screening procedure for all admissions
- Tested patients and prescribed hearing aids
- Referred patients for medial consults as needed

COURSES TAUGHT

Anatomy, Physiology, Neurology of Speech	Public Speaking	Voice and Articulation
Acoustic Phonetics	Human Communications	Linguistics
Psycholinguistics	Dialectology	Argumentation and Debate
Speech Production and Audiology	Language Disorders	Research Methods

CONFERENCES / PRESENTATIONS

- *The Effects of Diphthongization on Rankings of Educational Status*, Linguistic Society of New Jersey, Newark, NJ, July 2012.
- *Binary Choices in Speech Perception,* Acoustical Society of America, February 2011.
- *Electromyographic Measurements of Palatal Elevation,* Phonetica Conference, November 2010.
- *The Use of Biofeedback Techniques in Learning Palatal Elevation,* American Speech and Hearing Association, New York, NY, October 2009.
- *Applications of the Phonemic Differentiation Test in Underwater Speech Rectification,* Acoustical Society of America, Providence, RI, March 2008.

PUBLICATIONS

- *Post-Vocalic /r/ Usage as a Marker of New York Dialect,* Journal of Dialectology (in press)
- *Phoneme Differentiation in Central Hearing Loss*, Journal of Audiology, Vol. 40, No. 1, March 2012.
- *Phoneme Perception as a Function of Age of Second Language Learning*, ESL Reports, June 2009.

PROFESSIONAL AFFILIATIONS

American Speech, Language and Hearing Association	Acoustical Society of America
International Phonetics Society	New York State Language Association

DOSSIER

Career Services Center, City University of New York Graduate Center: (212) 555-1212

A C.V. is used for academic purposes, such as when applying for a fellowship, professor position or for entry into a Doctoral program. It is typically several pages in length.

Cover Letters:

What you need to know

A cover letter is a *business letter* which accompanies your resume when applying for a job. Your well-written cover letter must show how your **knowledge, background and skills** meet the employer's needs (as stated in their job description). Emphasize why you feel you are appropriate for that position with that organization.

When sending a resume to a firm for which you have *not* seen job postings, write a *letter of inquiry*, in which you ask about current or potential vacancies, state why you are interested and what makes you a good candidate.

YOUR LETTER . . .

- Ensures that your resume gets to **the right person** in the organization.
- Makes clear the **position** for which you are applying.
- States **how** you found out about the organization or the vacancy.
- (If appropriate) mentions the name of a person who suggested you apply.
- Emphasizes **your specific skills** which are required for this particular job.
- Says **why** you are interested in this job and/or want to work for this business.
- Demonstrates your writing abilities, attention to detail and **research.**
- Includes your **motivation** (why you chose this field), **attitudes** (about your long-term goals) or personal **traits** (your unique qualities) - none of which belong on a resume.
- Mentions that you plan to follow-up to see if your letter was received.

The best cover letter is **tailored very specifically** to the job or organization. If you can send the same letter to two employers, it is probably *not* a great letter. Your letter must show that you know about *that* particular organization and are interested in working for *them*. Follow these ideas to **do your research**:

The Web: Since all employers assume that you have done research on them, start with a Google search. Read their website's mission statement to find out what makes them different from their competitors. Secondly, find industry profiles on such sites as www.vault.com or www.hoovers.com to keep you informed about your field and specific organizations. For employment outlook and trends, try www.bls.gov/oco.

Professional Journals: Use the Adelphi library databases to research your targeted industry. Read the journals that professionals in your field are reading! Be aware of any recent mergers, leadership changes, advances in the industry, people in the organization who are making news, or any other relevant issues.

Information Interviews: Before you call, write or visit, identify people (classmates, professors, supervisors, etc.) who can give you information about the industry and their own career paths. Use your LinkedIn profile to start establishing professional relationships in your own field. Each of your contacts may lead you to additional contacts. Read the Career Center's "Networking" or "Interviewing" guides for more details.

Request Information: Call for brochures, newsletters, reports. Check the library for publications. If it's a store or service operation, visit them in person. If it's a school district, go to the soccer game. Find out what people think about the organization. See what people are like in that industry.

Cover Letter Tips

Content:

- Good cover letters are **brief and to the point**. In business correspondence, the goal of communicating is to be as direct and concise as possible. You may be used to academic writing in which you elaborate in order to get your point across. In business writing, it is important to grab the reader's attention in a shorter amount of time.
- Target your inquiries to a carefully chosen, **select group of employers** that you have thoroughly researched. Sending dozens of unsolicited resumes with the same cover letter usually nets a very poor response.
- Address your letter to a **specific person at a specific place for a specific job**. Do not use generic "one-size-fits-all" ideas such as, "I can make a valuable contribution to your organization." Be specific
- Say why you want to work for *that* organization and why you want to do *that* job. *(Change any reference to an organization or job in a previous cover letter.)* Show how your skills meet the requirements of this employer (as learned during your company research, or from the job descriptions, or from an information interview).
- Vary the way you start sentences. Instead of "I earned my master of social work degree in May. I interned at. . ." – say "In May, I earned my MSW and interned with . . .") Do not say, "My name is _____..."
- Relate your specific experience to the job, but do not restate each item from your resume.
- Read your letter aloud. Do all sentences in one paragraph share related ideas? Aim for a professional, not formal, tone. The letter should sound like *you*, not like you have lifted words from a cover letter manual. Imagine what you would *say* when asked about what you do, rather than what you think "sounds good." Your aim is to get this letter past the initial contact – directly to the person who will be making hiring decisions.

Grammar:

- Apostrophes indicate possession, contraction or pluralized letters and numbers. It's easy to confuse *it's (it is)* with *its* (possessive of *it*). *Student's* indicates that something belongs to one student, while *students'* indicates something belongs to more than one student.
- A verb must "agree with" its subject: *Marie supervises*, not *Marie supervise*. *He does*, but *they do.* These rules apply even when subject and verb are separated by other words and phrases.
- Are any sentences too long or too short? Some short sentences may be combined with others.

Proofreading:

- ✓ Green squiggles under words may indicate grammatical or spacing errors.
- ✓ Red squiggles under words may indicate spelling errors. Remember: **spell check will not catch every error.** As long as the letters make up a real word, it is okay with spell check; this does not mean it will be okay with the reader. We see letters about grate ideas, but some writers may not get two far with there poor writing skills. *(Notice that my computer spell check totally misses the **three spelling errors** in the last sentence.)*
- ✓ Proofread. *Are related ideas grouped together?* Proofread again. Ask a friend to proofread it too.

Cover Letter Critique:

You may request that a counselor at the Center for Career Development review one of your cover letters AFTER you:

- Address the letter to a real person. If you cannot find a person, use a title such as "Dear Hiring Manager:"
- Follow the business letter format on these pages, and emphasize your skills that are relevant to the position.
- Spend adequate time researching the industry, the position, and the company. Use what you have learned in your letter.

Make an appointment with a counselor by calling (516) 877-3130 or email your letter as a Word attachment to careercounselor@adelphi.edu .

Cover Letter Format

*(Start with a blank Word document, **single**-spaced.*
Set margins to 1.0" on all sides. Follow format below.)

~~Your name~~: at bottom of letter only
Your address
City, State zip code
Your phone #
Your email address

Today's Date

Mr./Ms./Dr. First and Last Name
Title
Employer Organization
Street Address
City, State zip code

A career counselor will review your cover letter if it is to a real person at a real organization for a real job. Generic letters written to imaginary employers or "to whom it may concern" are not advisable.

Dear Mr. Last Name: <Use colon, not comma. Do not include their first name in the salutation.
(If you have tried and you cannot find out a specific name, use a title such as Director of..., or Recruiter. Never send your resume "to whom it may concern" or to "Dear Sir or Madam.")

First paragraph: Explain why you are writing to them. *State the name of the position to which you are applying* and tell *when and where you heard about it*. If you don't know of a specific opening, ask if there are any available openings as a _____, or if there are any positions available in the _____ department. Don't start too many sentences with the word "I." ***Summarize accomplishments that qualify you for the position*** such as: your degree, major, years of related experience. Note somewhere in the letter that you have enclosed a resume.

Middle paragraph(s): *State why you are interested in the position and/or their organization.* Describe how your academic and/or experiential background qualifies you for the position/organization. Point out any related experience or special training you have undertaken. Show how your skills fit the job description or how they relate to the organization's needs, based upon your research. *Do not just repeat or summarize what is in your resume.*

Concluding paragraph: Express *your appreciation for their consideration* and request the opportunity to meet. Provide specific information about how you may be reached. (Be sure your voicemail greeting sounds professional.) You may state that you will contact the person in a week to ten days to discuss the possibility of an interview. (In either case, ***follow up to confirm receipt of your correspondence*** - as well as to promote yourself for the job.)

Sincerely,

Your Signature

Your Name ←goes here **only**, unless you use personal letterhead with pre-printed name at top.

Enclosure

Your resume is YOU on a single piece of paper!