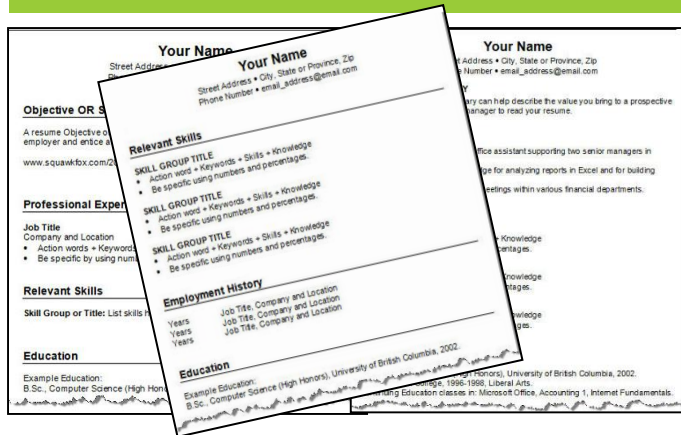


The Center for Career & Entrepreneurial Services

Orcutt Student Service's Building - Room 204
845-790-3750 | Careerservices@sunydutchess.edu
www.sunydutchess.edu/careerservices/

Mondays: 8:00 – 5:00
Tuesdays: 8:00 – 7:00
Wednesdays: 8:00 – 5:00
Thursdays: 8:00 – 5:00
Fridays: 8:00 – 5:00

Our complete resume guide is available [online](#)



Resumes

An Brief Overview

**Your resume is a
marketing tool
meant to...**

**Get you an interview –
not get you the job**

What is Captured in the First 10-15 Lines of Your Resume?

It is widely reported that a resume is screened for anywhere from 8-20 seconds by the reader. Each reader is different and there is no way to know their approach to scanning your document but there are things you can do to capture their interest so they take the time to read through it.

Does it:

- Attract attention?
- Create interest for the reader?
- Describe your qualifications?
- Highlight your accomplishments?



A Good Resume is

Customized for
each position

One size does not fit all. Your resume should be edited for each job posting you are responding to.

Clear

- ✓ Concise and easy to read.
- ✓ Usually not more than one page.

Dynamic

- ✓ Uses action verbs to convey your accomplishments

Well Organized

- ✓ Presents key information at a glance.

Professional

- ✓ Neat and error free.
-

Picking the Best Resume Format

Your goal is to find a suitable layout that will help you highlight your strengths, address the employer's specific needs and demonstrate what a good fit you are for the position.

- Chronological - lists employment dates in reverse order and is popular but is very basic.
 - Functional - focuses on your skills and experience.
 - Combination - uses the best features of the chronological and functional resumes.
-

Appropriate Personal Information

- Name
 - Address
 - When submitting online not when posting online
 - Phone number
 - Make sure your v-mail is set and able to accept messages.
 - Make sure your greeting and ringtone are professional.
 - Email Address
 - Set up a professional one if you don't have one or if your current one is not appropriate.
-

Things *not* to include on your resume

- Age
 - Marital Status
 - Race
 - Religion
 - Height, weight, or body measurements
 - Photos
 - Typos
 - Personal pronouns
 - Spelling or grammatical errors
 - Hobbies unrelated to the job activity
 - White-out
 - Handwritten comments
 - Erasures
 - References
 - Salary history or requirements
-

Common Resume Components

While there are section headings on every resume, the choice of wording and use of additional headings should be based on how you want to market yourself.






POSSIBLE SECTION HEADINGS:

- OBJECTIVE
 - CAREER FOCUS
 - PROFESSIONAL PROFILE
 - EDUCATION
 - EDUCATIONAL EXPERIENCE
 - RELATED COURSES
 - QUALIFICATIONS
 - ACHIEVEMENTS
 - UNIQUE SKILLS
 - TECHNICAL SKILLS
 - LICENSES & CERTIFICATIONS
 - PROFESSIONAL ASSOCIATIONS
 - WORK HISTORY
 - EMPLOYMENT HISTORY
 - RELATED EXPERIENCE
 - COMMUNITY INVOLVEMENT
 - VOLUNTEER ACTIVITIES
 - COMPUTER SKILLS
 - LANGUAGES
-

Objective

Relates to a specific occupational title.

If you put an objective on your resume it should focus on how you will be a benefit to the employer. It should also be a short, clear and to the point statement. Employers want to know what's in it for them not what's in it for you.

-  To utilize my skills, knowledge and training as a computer technician for a large corporation.
 -  Looking to utilize technical expertise and analytical skills to support the growth and success of a local manufacturing company as a computer technician.
 -  Analytical individual looking to secure a position as a Computer Technician for (company name) that will utilize exceptional problem-solving, communication and IT skills.
 -  Recent architecture graduate eager to work in entry level job where I can use my formal and informal training.
 -  Architecture graduate proficient in Revit and AutoCAD with 3 years construction labor experience seeking an entry level opportunity as a drafter.
-

Use Accomplishment Statements

Employers want to evidence of your skills.

- **PAR**

Problem, Action, Result

- **A+B=R**

Action + Benefit = Result

Two models you can use to help craft your accomplishment statements.

X Created maintenance schedule for equipment.

✓ Devised maintenance plan which reduced malfunctions and increased productivity.

X Recruited new employees.

✓ Recruited, screened and hired 20 new employees for start-up company.

Differentiate Yourself

Create an image of your work style and soft skills with meaningful examples.

You can say:

- Provide good customer service

Or you can say:

- Able to build rapport with diverse clientele and maintain long-term professional relationships.
 - Gratified by exceeding customer expectations.
 - Created a friendly atmosphere where customers felt at home.
 - Skillfully work under pressure with tight deadlines to satisfy client expectations.
 - Adept at reading and responding to customer's body language.
 - Established a repeat customer-base through knowledgeable advice and friendly customer service.
 - Compassionate for the individuality and needs of each person.
 - Alleviate customer stress through patiently explaining product features.
-

Skill Development

Experience is not gained solely through paid employment. Brainstorm everything you've accomplished.

- Coursework
- Service learning projects
- Internships
- Athletics
- Extracurricular activities
- Life experiences



Keep Your Online Image Clean

Your social media presence can follow you while you look for work and while you are employed.

- Google yourself – does anything potentially damaging turn up?
- Have you posted stories or photographs that may give an employer pause on your social media?
- Have you written about any topics or experiences that may be “questionable” to a prospective employer?
- Have friends or family posted any potentially damaging information that could be associated with you?

Resume Development

Getting started:

- Use templates to create your resume.
- Download our [resume guide](#) to assist you with your resume development.
- Schedule an appointment with the career center for resume assistance.

Center for Career & Entrepreneurial Services
Student Services Building: Room 204
(845) 790-3750 | careerservices@sunydutchess.edu

RESUME & COVER LETTER GUIDE

1 The primary purpose of a resume is to get an interview and yes, customizing your resume is an important step in the process.

2 This is a marketing tool and should selectively present information to demonstrate how and why you are qualified for the job it should not just list your previous job descriptions.

3 The resume must be able to highlight your achievements in a compelling and concise manner and unless appropriate for your field, be one page.

4 Common resume elements
Name and contact info
Objective
Education
Relevant coursework
Experience
Work History
Technical Skills
Relevant awards, clubs and community service
Professional associations

5 List work experience with accomplishment statements. These type of statements demonstrate your ability or qualifications and validate your experience.

6 Cover letters are always a good idea, even if they are not requested. It's a way to formally introduce your resume. Use the cover letter as an opportunity to emphasize what you know about the company and how they can benefit from your specific skill-set.

7 The best cover letters express three things:
1. Why you're good at what you do;
2. How you'll help the company; and
3. Your enthusiasm for the job.

RESUME SAMPLES	PAGE
Functional I	19
Functional II	20
Chronological	21
Engineering I	22
Engineering II	23
Teacher	24
Communications	25
Nursing	26
Architecture	27
Administrative	29

**Center for Career &
Entrepreneurial Services**

**Orcutt Student Services Center,
Room 204**

Phone: (845) 790-3750

**MWRF 8:00 a.m.-5:00 p.m.
T 8:00 a.m. - 7:00 p.m.**

www.sunydutchess.edu/careerservices/