

# Resume Planning Guide

## What is a resume?

A resume can be described as your personal advertisement. It describes where you have been, what you have done, and where you are currently directing your career. It always includes positive facts about your accomplishments and your work related duties and responsibilities. The goal of a resume is to obtain an interview from a prospective employer.



## Where do I begin?

To start your resume begin with a list. Write down all of your academic, extracurricular, volunteer, and employment activities you can think of. This is not the time to be modest, everything is potentially important. You can do your editing later. Just get everything down! This information will assist you in organizing your thoughts and life experiences as you begin to develop and create your resume.

## Does SUNY-CCC offer resume assistance for students?

Yes! Schedule an appointment through the Educational Planning Center to meet with a career expert by calling 962-9254 or visit us in person. We are located in the Commons.

## Resume Formats

The outward appearance of your resume is as important as the content. The length depends upon your experience. Most students and recent graduates should be able to incorporate this information on one full page. Your use of underlining, "white space," bold type, italics, and capitalization will enhance the appearance of your resume. Consider the following formats:

*The Chronological Resume* - A chronological resume presents your education and work experience in a straightforward, reverse chronological order (most recent first). If the majority of your work experience is related to your stated job objective, this style can be effective.

*The Functional Resume* - A functional resume differs from a chronological resume by concentrating on your skills that relate to your stated objective rather than on the jobs you have had. A functional resume is particularly effective if your work experience has not been closely

## Resume Formats (continued)

related to your job objective, if you are changing careers or if you are seeking a promotion. In this format you elaborate on the skills necessary to perform the desired job and how you have demonstrated those same skills in a different type of job.

The Combination Format - Sometimes a combination format will adequately suit a jobseeker's needs. This can, for example, help to highlight both a chronological employment history while simultaneously highlighting some outstanding skills and achievements.

## Resume Heading: Your Contact Information

The heading information on a resume is used by an employer to contact you. List your name at the top of the page (either centered or pulled out to the margin) and make it stand out through bolding and capitalization. The heading should be slightly larger than the text of your resume. List your address (Street address is optional), city, zip code, email address, and telephone number with area code.

Heading Example:

Jacob Hunter  
1234 Resume Boulevard (optional)  
Corning, NY 14830  
607-555-3030  
email@address.com

## Summary Statement

A good alternative to your objective is a summary statement, a brief outline of your experiences and skills for a job. The statement can focus on ways you can add value to and benefit the company. It should be written from the perspective of what you have to offer the company rather than what you want from the employer or a position/job.

To develop a strong, targeted summary, think of the following questions:

- What are some of your accomplishments? Achievements?
- What skill(s) do you possess that is directly related to this position?
- What transferable skills do you have that would apply to this positions?

Summary Statement Example:

New graduate seeing Administrative Assistant position requiring customer service, clerical and public relations abilities.

## Education & Related Coursework

Include the complete title of your Associate degree followed by the program name; do not abbreviate. After this, include the month and year of your anticipated graduation date. Place the name of the college that you received your degree from directly below your degree information; include the city and state of the college (avoid including street address). If you hold more than one degree, list the most current related degree first and the remainder in chronological order from most current to least current.

If you lack experience when applying for your first professional job, consider a “Related Courses” section listing those courses that relate to your career objective.

Recommended you include your cumulative GPA if it is 3.0 or above.

### Education & Related Courses Examples:

#### **Associate in Applied Science, Computer Technology, May 2019**

SUNY - Corning Community College, Corning, NY

Overall GPA: 3.59

#### **Related Courses:**

Digital Computers & Information Processing

Introduction to Networks

Operating Systems & Peripherals

Communications & Networking

AC/DC Circuit Analysis

Intro to UNIX

COBOL

Web Site Design

## Honors & Accomplishments

Your accomplishments and extracurricular activities tell an employer about your interests, motivations, and skills. Always include the year. You may include special recognitions and any of the following:

Scholarships | Dean's List | Honorary Societies | Athletic Team | Community Awards |  
Club/Campus Activity | Committee Member | Other Awards

### Honors Example:

Member, Dean's List, 2017-2019

Recipient, Mechanical Technology Student of the Year, SUNY-Corning Community College, 2018



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## Skills

Almost every resume should include a skills section. The heading might simply read "Skills," and include a list of various skills, including computer skills, laboratory skills, foreign language skills, etc. Use "action verbs" to describe your skills in a more compelling way and show your strength in a specific skill area. Additional skill areas may include: management, computer, communication, interpersonal, customer service, creative, leadership, helping, professionalism, mechanical, analytical, organizational, instruction/training, language/cultural, finance/business, etc.

### Customer Service Skills Example:

- Demonstrate consistently high levels of professionalism and courtesy with customers
- Welcome customers/guests with a smile, make them feel at home
- Remain aware of customer/guests needs and travel related issues
- Effectively responds to customer/guests requests by placing special orders
- Consistently provide quick, well-timed and professional service



## Relevant Work Experience

When describing any experience or job, always give concrete examples of your duties, accomplishments, or achievements and back them up with numbers or percentages if possible. You may include:

Full-time and Part-time Jobs | Seasonal Employment | Internships and Co-op's |  
Volunteer Positions | Work Study/On-campus Jobs | Military Service

Include your job title (position held) first to emphasize what you did, followed by the place of employment, the employer's city and state, and the dates of employment (month/year).

### Experience Example:

Front Desk Clerk, ABC Hotel, Corning, NY, May 2016-Present

- Check-in/out hotel guests, answer questions and provide local area attraction information
- Book reservations, operate switchboard, cash/credit card handling, reconcile receipts, record keeping and computer data entry
- Assist with planning and running of events, conferences and meetings
- Provide consistent excellent customer service to all guests and visitors

### Work History Example:

Weekend Manager, Burger King, Corning, NY, February 2016-May 2017

Waiter, Applebee's Restaurant, Corning, NY, January 2014-January 2016

Cashier, Wegman's, Corning, NY, March 2012-January 2014

Cook/Counselor, YMCA Summer Camp, Arkport, NY, Summers 2011-2012

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## References

Only include a reference page if requested by an employer (usually 3 professional references are sufficient). Use a supervisor, manager, boss, instructor/professor, or advisor/counselor as professional references. As a rule, always check with the person before using them as a reference and ask them how and where they would prefer to be contacted.

On a separate page, include your heading information at the top. Include the name, title, employer, address and telephone number for three professional references.

### Reference Example:

Ms. Lisa Reference  
President, AEIOU Company  
1234 Referential Boulevard  
Corning, NY 14830  
607-555-1212

Relationship: Former Supervisor

## Resume Checklist

- My career objective is included toward the top of the resume in a headline, objective or qualifications summary.
- My resume is targeted to a specific career goal and not trying to be a one-size-fits-all document.
- I emphasize/highlight my abilities, skills and accomplishments.
- I use active power verbs to describe my work experiences and skills.
- I use proper text tense (current work/present tense, previous work/past tense).
- An employer can quickly scan my resume and find information easily.
- I have added a skill or related courses section to further support my objective.
- I have listed awards, honors, certificates, licenses, accomplishments, etc.
- Personal data is not included (ex: age, marital status, etc.).
- The title of my degree is spelled out (ex: Associate in Science).
- The organization of my resume emphasizes the key points I want to stress.
- Dates of work and job titles are clearly highlighted/emphasized.
- Categories are clear with text bulleted or indented to create eye appeal.
- Type style and font size is consistent throughout (no smaller than 11 pt. font).
- Margins, spacing, bolding, bullets, punctuation, date formats, and state abbreviations are consistent.
- I have avoided using personal pronouns ("I" or "me").
- There is a nice balance of information (it doesn't look crowded or empty).
- I have proofread my resume for typos, spelling and grammatical errors.
- List of references are on a separate page, to accompany my resume if required.