

# **RESUME WRITING GUIDE**

**Stanley R. Becker Career Center**



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# Resume Writing

A resume summarizes your education, experiences, and credentials as they relate to your professional goals. The purpose of a resume is to convince the reader of your relevant qualifications and create a first impression that motivates the reader to contact you. Before sending out your resume, always consider having it reviewed by a Career Advisor.

## **Building a competitive resume requires:**

- a few drafts to write effective descriptions aligned towards your professional goals
- tailoring the resume to the job description you are applying for
- reviewing the entire document for consistent formatting as well as avoiding grammatical errors

This guide is intended to help construct your resume and is meant to be a guideline of the fundamentals that your resume should include. Resumes may look different in their formatting and style based on personal preference. If you are applying for a federal government position, see “Federal Resume Guide” on the Becker Career Center webpage.

## **Resume Components**

**Identifying Information:** Use your full name and set it apart from the body of your resume (larger font size & bold). List an email address (this can be your union email but add your personal email by the beginning of senior year), your telephone number, and address (full address or just city and state of your permanent address and/or your campus/local address). The key to this section is to make it easy for employers to contact you. Ensure that your e-mail address, email signature, and voicemail are professional.

**Education:** Starting with the most recent, list the name(s) of the college(s) attended, location, degree received, expected date of graduation (month and year only), major(s) and any minor(s). You can also include term abroad experiences; honors; senior thesis/project; sophomore research seminar; and/or relevant coursework. For interdepartmental or double majors, be sure to check with the registrar’s office to confirm the degree you are receiving.

**Relevant Experiences:** This section shows how your experiences relate to your professional goals and demonstrates to the reader that you have the required skills and qualifications for the job. Include relevant experience from any of the following: academic; full-time, summer, part-time work; internships; field work; research projects; volunteer work; or extracurricular activities. Typically, we recommend removing all or the least relevant high school experience by the end of Sophomore year. But if you have experience from High school that is directly relevant to the position you’re applying for, you may consider leaving the information on. If you’re unsure if your high school experience should be on your resume, please consult a career counselor. For each experience indicate your position title, name of the organization, city and state, and dates of employment/service (month and year started to month and year ended or to present).

**Additional Content:** This section can add depth to your resume by reflecting highly desirable skills, commitment and involvement, outside academic coursework and less content relevant employment. Include leadership positions, memberships in organizations, volunteer experience, professional development, or athletics.

**Achievements, Awards, Publications or Honors:** This section can stand alone or be included in the education section. Only list achievements that are relevant and support your candidacy to your field of interest.

**Related and Additional Skills:** Use this section to emphasize skills applicable to your field of interest. Skills can include computer/technical applications, scientific/laboratory, languages, and/or certifications. When including language skills, you need to add your linguistic fluency. Below are some tips on how to define your fluency.

- Native = your first language, you are more than fluent, and you most likely think in this language
- Fluent = nearly perfect, attained through extended study and/or time spent living in full linguistic immersion
- Proficient = skilled, uses the language with more formality, less familiar than fluent and native speakers
- Basic Proficiency = minimal skills, basic speaking, and comprehension skills

# Resume Checklist

## Appearance and Organization

- Visually pleasing and easy to read
- Limit to one page, if possible
- Black color font only
- No graphics

## Content

- Use clear, descriptive action verbs
- Emphasize marketable skills
- Highlight achievements
- Be honest
- Include pertinent details
- Current jobs written in present tense
- Past jobs written in past tense
- No typos or grammatical errors
- No personal information (i.e., picture, age, etc.)
- No “I” statements
- No abbreviations (except states and GPA)

## Format/Layout

- Use one font style throughout document
- Some good resume fonts to use include, but are not limited to: Arial Narrow, Helvetica, Cambria, Centaur, Constantia, Garamond, Georgia,
- No font smaller than 10 point for content
- Margins between 0.5-1.0 inches and equal on the top, bottom, left, and right
- Bolding, italics, capitalization, punctuation, and bullet points are consistent
- Information is not too crowded on the page
- Name should be 2-3 times larger than other text

## Tailoring

\*It is recommended that you are aware of applicant tracking systems (ATS). An ATS is the initial screening software that your resume will most likely go through to see how closely your resume matches to the job description (fit).

- Use one font style throughout document
- In your resume include keywords from the job description and mimic the language and format

**TIP:** You can maintain a ‘master resume’ with all of your experiences and information on it. Then, when you are creating a tailored one-page resume, you can use that as a baseline to pull information from.

## Identifying Information

- First and last name
- Phone number i.e. (518) 222-1234
- E-mail address
- LinkedIn URL
- Permanent address and/or campus/local address (optional)

## Education

- School, city, and state
- Degree(s), major(s), and minor(s)
- Graduation date i.e. June 20xx
- GPA of 3.0 or higher

## Academic Experience

- Term abroad
- Senior thesis/project
- Sophomore research seminar
- Relevant coursework and related projects
- Honors and awards (unless in its own section)

## Relevant Experience

- Any experience relevant to your professional goals: academic; full-time, summer, part-time work; internships; field work; research projects; shadowing experience
- Your title, organization name, city, state
- Dates of employment are consistently formatted in reverse chronological order, right justified using month and year i.e. May 20xx-August 20xx
- Position descriptions highlight relevant skills with the use of action verbs

## Additional Content

- Skills: (can list proficiency level i.e. intermediate)
  - Computer/technical, software, laboratory, machinery, languages, graphic design, etc.
- Volunteer, athletic, leadership, extracurricular
- Awards/honors
- Pertinent memberships and affiliations
- Any certifications (EMT, Real Estate, CPR, etc.)
- Self-directed training/projects (LinkedIn Learning, Coursera, etc.)

## Writing Action Oriented Descriptions

The more detailed and specific you are in describing your important/relevant experiences, the stronger a candidate you become. When descriptions for experiences are vague, it undersells the experience and reduces the chance of hearing back from employers. To write strong, action-oriented descriptions, focus on answering these questions:

### STAR

**(Situation) What did you do?**

**(Action) How did you do it?**

**(Task) Why did you do it?**

**(Result) Were there any results you achieved?**

Use action verbs to describe specific facts regarding your responsibilities and accomplishments. Below are some examples of expanding descriptions using the STAR technique.

<b>Position Title:</b>	Camp Counselor
<b>Before STAR:</b>	Watched kids during activities
<b>After STAR:</b>	Planned and implemented a variety of extracurricular activities for groups of 8-12 children aimed to promote teamwork and respect
<b>Position Title:</b>	Waiter/Waitress
<b>Before STAR:</b>	Served food and beverages
<b>After STAR:</b>	Engaged patrons in a professional manner, provided knowledge of menu items to ensure a positive dining experience in a five star restaurant
<b>Position Title:</b>	Secretary
<b>Before STAR:</b>	Typed notes during club meetings
<b>After STAR:</b>	Recorded and maintained records of all executive board meeting minutes via Microsoft Excel, and electronically distributed event and meeting updates to all members
<b>Position Title:</b>	Research Assistant
<b>Before STAR:</b>	Assisted with research
<b>After STAR:</b>	Utilized software JMP to create data visualization, ran ANOVA and t-tests for data analysis to assist professor in their research project
<b>Position Title:</b>	Editor
<b>Before STAR:</b>	Edited the school yearbook
<b>After STAR:</b>	Set deadlines for writers, photographers, and designers, and was final proofreader and editor of spreads for 150-page yearbook
<b>Position Title:</b>	Resident Assistant
<b>Before STAR:</b>	Ran programs for residents
<b>After STAR:</b>	Designed, budgeted and implemented educational programs with a focus on wellness, academic, and cross-cultural awareness information for 20+ residents each term
<b>Position Title:</b>	Cashier
<b>Before STAR:</b>	Had knowledge of store policies
<b>After STAR:</b>	Maintained awareness of sales, promotions, returns, applicable ringing procedures and strategies to decrease loss prevention in the store

## Action Verbs

**ACHIEVEMENT:** Achieved, Awarded, Earned, Elected, Maintained, Mastered, Performed, Salvaged, Saved, Solved, Started, Succeeded, Utilized, Volunteered

**ANALYSIS:** Allocated, Analyzed, Appraised, Ascertained, Assessed, Calculated, Clarified, Conducted, Determined, Discovered, Estimated, Evaluated, Forecasted, Identified, Integrated, Interpreted, Investigated, Pinpointed, Planned, Probed, Projected, Researched, Revised, Selected, Solved, Studied

**COMMUNICATION:** Addressed, Argued, Authored, Clarified, Collaborated, Communicated, Composed, Consulted, Corresponded, Counseled, Debated, Explained, Interacted, Interpreted, Marketed, Moderated, Motivated, Negotiated, Persuaded, Petitioned, Presented, Promoted, Published, Recommended, Reported, Synthesized, Translated, Wrote

**COORDINATION:** Activated, Arranged, Assembled, Controlled, Coordinated, Directed, Facilitated, Harmonized, Maintained, Orchestrated, Presided, Scheduled, Shaped, Steered, Systematized

**CREATION:** Animated, Authored, Composed, Conceived, Conceptualized, Created, Defined, Designed, Developed, Engineered, Fashioned, Formulated, Founded, Illustrated, Initiated, Invented, Mapped, Originated, Pioneered, Reproduced, Visualized, Wrote

**DEVELOPMENT:** Analyzed, Converted, Cultivated, Designed, Developed, Devised, Engineered, Established, Evaluated, Examined, Explored, Improved, Improvised, Installed, Planned, Refined, Researched, Updated, Upgraded

**EFFICIENCY:** Combined, Converted, Eased, Expedited, Facilitated, Mobilized, Remodeled, Reorganized, Repaired, Reshaped, Restored, Revitalized, Simplified, Streamlined

**GROWTH:** Accumulated, Advanced, Amplified, Augmented, Broadened, Concentrated, Condensed, Consolidated, Doubled, Enhanced, Enlarged, Expanded, Gained, Grew, Heightened, Increased, Intensified, Maximized, Reinforced, Saved, Strengthened

**LEADERSHIP:** Administered, Advocated, Appointed, Arranged, Controlled, Directed, Envisioned, Explained, Governed, Guided, Led, Managed, Orchestrated, Presided, Recruited, Stimulated

**MANAGEMENT:** Accomplished, Administered, Analyzed, Approved, Arranged, Conferred, Consulted, Contacted, Contributed, Coordinated, Determined, Directed, Discussed, Established, Facilitated, Formulated, Fostered, Handled, Maintained, Managed, Marketed, Organized, Planned, Prepared, Prescribed, Promoted, Recommended, Reviewed, Supervised, Trained

**ORGANIZATION:** Arranged, Catalogued, Classified, Collated, Collected, Indexed, Itemized, Organized, Revised, Scheduled, Specified, Systematized

**REDUCTION:** Alleviated, Curbed, Curtailed, Declined, Decreased, Diminished, Divided, Lowered, Minimized, Reduced, Simplified

**SALES:** Distributed, Energized, Generated, Marketed, Obtained, Promoted, Recruited, Sold, Stimulated

**SUPPORT:** Assisted, Augmented, Boosted, Participated, Relieved, Represented, Strengthened, Supported

**TRAINING:** Advised, Briefed, Coached, Counseled, Educated, Enhanced, Enlightened, Groomed, Guided, Instilled, Instructed, Motivated, Oriented, Stimulated, Taught, Trained

## Academic Experience

If your past work experience is not geared towards your projected career path, you can highlight academic experiences as they are valued by employers. Be sure to include the name of the class, the location and the dates. Use action-oriented descriptions that highlight the class content and how you applied what you learned from them. Explain what you did, how you did it, why you did it, and any relevant results achieved when writing the bullet points. Below are some examples on highlighting academic experience.

### Coursework

**User Interfaces**, Union College Fall 20XX

- Conducted usability studies employing iterative design
- Produced low-fidelity prototypes of mobile applications and evaluated ease of navigation

**Business Analytics**, Union College Fall 20 XX

- Utilized statistical software R to manipulate and reshape data, create data visualizations, run sophisticated predictive algorithms including Nearest Neighbor, Naive Bayes, Decision Trees, and Regressions to analyze economic topics including marketing, pricing, investing capital, and customer satisfaction

**Constitutional Theory**, Union College Winter 20XX

- Analyzed constitutional principles of the United States Government evaluating theories of interpretation
- Composed a 25-page research paper on the recent politicization of the Supreme Court within the news

**Econometrics**, Union College Winter 20XX

- Utilized EViews software to determine the confidence that a statically significant relationship exists between variables in order to understand economic theory in the real world
- Completed a statistical analysis on the relationship between a country's corruption and economic growth
- Determined that corruption has a negative effect on economic growth and presented the findings in a condensed presentation for peer review

### Course with Project

**Exploring Engineering**, Union College Fall 20XX

*Project: Design an Arduino-Controlled Drawer*

- Utilized the engineering design process while brainstorming ideas with a team to develop concepts that would meet the project objectives and specifications
- Manufactured and assembled a mechanical drawer that would open and close by the push of a button using an Arduino, flex sensor, DC motor, gears, and gear racks

### Research

**Research Assistant**, Union College September 20XX-November 20XX

Psychology Department, *"Personality and Attitudes Study"*

- Created a survey using online survey software and developed necessary scales and conditional branching
- Facilitated study administration; oversaw informed consent and managed participant sign-ups

**Student Researcher**, Union College Sophomore Research Seminar Spring 20XX

- Conducted research on the Sioux Indians during the Great Sioux Wars using primary and secondary article and book resources discovered at Union College and ConnectNY colleges
- Analyzed the connection between the general view of Indians and its effect on the United States government's actions towards the Sioux utilizing primary newspaper articles

# Frankie FirstYear

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## Education

*Union College, Schenectady, NY*

**Bachelor of Science**, Mathematics, June 20xx

**GPA:** 3.16

*Pine Tree High School, Tall Mountain, MT*

**Advanced Regents Diploma with Honors**, June 20xx

**Honors:** Perfect Attendance Grades K-12; Exemplary Character and Citizenship Award; Teen All-Star Award; President's Award for Outstanding Academic Achievement

## Leadership Experience

*Pine Tree High School, Tall Mountain, MT*

**Treasurer, National Honor Society**

May 20xx – June 20xx

- Documented all transactions and audits for each event throughout the year
- Organized files and receipts for school archives into a well-developed filing system
- Managed monetary funds directly and updated records accordingly, on a weekly basis

**Member, Italian Honor Society**

May 20xx – June 20xx

- Provided aid with fundraising around the school for events such as culture festivals and blood drives
- Developed a tutoring program for a student during the school day to help prepare for examinations

**Member, Varsity Soccer Team**

August 20xx – November 20xx

- Elected Captain during the 2013 season
- Guided and motivated teammates in warm-ups and activities before practices and during games
- Emphasized teamwork and resolved conflict among fellow team members that resulted in a 2013 Section III Championship and state recognition

## Employment Experience

*Tall Mountain, MT*

Lifeguard, **County Recreation Departmen**

Summers 20xx – 20xx

- Supervised youth of all ages to maintain a standard of safety for all community pool attendees
- Oversaw the lifeguard office through daily attendance logs and safety reports for department records

Tutor, **Private Residence**

September 20xx – June 20xx

- Educated students in individual and group settings on mathematics homework and study techniques
- Developed lessons and worksheets for 10+ students to further advance academic success

Sales Associate, **Piercing Pagoda**

Summers 20xx, 20xx

- Marketed Piercing Pagoda jewelry and promotions to meet daily store sales quotas and goals

## Volunteer Experience

Volunteer COVID-19 Registration check in, **Tall Oaks Center**, Tall Mountain, MT

May 20xx

Participant, **Habitat for Humanity**, Tall Mountain, M

May 20xx

## Skills

**Computer:** Proficient in Microsoft Word, and PowerPoint; Familiar with Microsoft Excel; Zoom

**Language:** Intermediate proficiency in Italian; basic proficiency in Spanish

# Sally Sophomore

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## EDUCATION

**Union College**, Schenectady, NY

June 20xx

Bachelor of Arts, Interdepartmental Major in Anthropology and Sociology  
Minor in Studio Fine Arts

## ACADEMIC EXPERIENCE

*Sophomore Research Seminar*, Union College

Spring 20xx

- Researched and analyzed graffiti as an art form, resulting in a 30-page paper titled "**Urban Art in the Concrete Jungle: New York-Style Graffiti as Contemporary Art**"
- Analyzed the social phenomenon called the "war on graffiti" and discussed debate over whether or not public opposition to graffiti is a threat to freedom of expression
- Examined history of graffiti, its relationship with the art world and challenges faced by artists

*Mini-Term Abroad*, New Zealand

Winter 20xx

- Toured numerous power plants (geothermal, hydro, wind, and biomass), researched, and compared the different sources of sustainable energy and their specific environmental impacts
- Collaborated on a team project on hydroelectric power and its potential environmental benefits and negative impacts, as well as its economic implications

*Term Abroad*, Australia (Cancelled due to COVID-19)

Winter 20xx

*Social Work and Human Services*

Spring 20xx

- Reviewed the history of child abuse. Researched the reported child abuse issues in a local community and compiled a 15 page paper and presented the findings to the class.

## LEADERSHIP EXPERIENCE

### Resident Assistant

*Department of Residential Life*, Union College

September 20xx – Present

- Develop and implement academic and wellness programs for a 200 person residence hall to foster community development
- Address and mediate resident conflicts with an educational focus on effective communication
- Communicate and enforce college policies by participating in an on-call duty rotation

## CAMPUS INVOLVEMENT

**Student Assistant**, Schaffer Library, Union College

September 20xx – Present

**Member**, Badminton Club, Union College

September 20xx – Present

## ADDITIONAL EXPERIENCE

**Sales Associate**, American Eagle Outfitters, Storrs, CT

June 20xx – August 20xx

**Child Care Provider**, Private Residence, Storrs, CT

September 20xx – May 20xx

## SKILLS

**Computer:** Microsoft Suite (Word, Excel, PowerPoint), FrontPage; Dreamweaver, basic HTML, & Zoom

**Language:** Fluent in Spanish; basic proficiency in French

## EDUCATION

**Union College**, Schenectady, NY

Bachelor of Science, Organizing Theme Major: Public Policy (Environmental Science, Political Science, and Sociology) June 20xx

GPA: 3.53

Study Abroad: **University of Barbados**, Barbados, Spring 20xx

## INTERNSHIP EXPERIENCE

**Visiting Teacher**, Roland Edwards Primary, Speightstown, Barbados March 20xx – June 20xx

- Created and taught daily composition and reading comprehension lessons to fifth grade students
- Oversaw 16 students in the design of a mural of Errol Barrow, the 1<sup>st</sup> prime minister of Barbados

**Campaign Assistance Intern**, MassRecycle Inc., Boston, MA June 20xx – September 20xx

- Developed, executed, and oversaw distribution of “The Grassroots Guide to Recycling” to municipal employees on town, county, and state levels
- Engaged in public outreach efforts by editing and distributing press releases on recycling initiatives and political campaigns
- Managed MassRecycle’s website ([www.MassRecycle.org](http://www.MassRecycle.org)) coordinated resolution updates, wrote “What’s Next” articles, and highlighted current municipal campaigns
- Aided in drafting and securing grants totaling over \$30,000 through extensive research on available corporate funding and grant information
- Organized facility tours of Massachusetts recycling plants for nearly 100 MassRecycle volunteers to increase awareness of in-state operations

## LEADERSHIP EXPERIENCE

**Vice President**, Environmental Club, Union College January 20xx – Present

- Manage the recruitment process of new members, including advertising club information sessions and strategically collaborating with on-campus partners to identify new members
- Increased active membership by 82% in less than six months

**Student Representative (Remote)**, Minerva House Council, Union College September 20xx – June 20xx

- Collaborated with club members in evaluating and establishing policy initiatives presented to the council by students, faculty, and campus administrators
- Organized all aspects of the Minerva House election system, including creating and distributing ballots and publicizing electoral system to student body

**Member**, Breazzano House Council, Union College September 20xx – June 20xx

- Collaborated with council members, Breazzano students, and Union faculty in the planning and execution of social and academic events for the campus community

## CAMPUS INVOLVEMENT

U Recycle (20xx) | Intramural Women’s Soccer (20xx-20xx) | Best Buddies (20xx)

## COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Publisher, Sharepoint and Access, Teams

# Samuel Senior

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## Education

**Union College**, Schenectady, NY

Bachelor of Science, Double Major in Mechanical Engineering and Mathematics, June 20xx

GPA: 3.68

**Senior Thesis:** Researched and analyzed evolution of household electronics over the past 50 years. Wrote and presented a paper on factors driving development.

## Technical Skills

Proficient in C++, MATLAB, SolidWorks Microsoft SharePoint, Project, Word, Excel and PowerPoint

Familiar with Electronics Work Bench, and PSpice

Beginner Java (Self directed training- LinkedIn Learning)

## Engineering Experience

**Systems Engineering Intern**, Globex Corporation, Syracuse, NY September xx-Present

- Design and implement four SharePoint sites on a Globex server for engineering teams to organize digital project content
- Create program schedules using Microsoft Projects to ensure timeliness in completing tasks while synchronizing the data between the new SharePoint sites
- Assist the hardware design team with planning phases in areas of R&D and prototyping

**Intern**, Exele Information Systems, Rochester, NY June 20xx-August 20xx

- Assisted project management team in the collection, storage, processing, and reporting of emissions data for a subset of 12 Rochester area manufacturers
- Implemented real time process calculations that effectively monitored and reported refinery emissions of sulfur and nitrogen oxides
- Configured continuous emissions monitoring systems and data acquisition tags for Excel clients

## Engineering Projects

**Senior Capstone Project: Robotics Design**, Union College, Schenectady, NY Fall 20xx

- Collaborate with team members to design and assemble a stepper motor powered vehicle that can pick up ping pong balls and drop them into separate holes ranging from seven to ten feet apart
- Program all aspects of the vehicle to travel via remote control in every direction using MATLAB

**Member, Baja Club**, Union College, Schenectady, NY January 20xx-June 20xx

- Designed, created and assembled an off-road vehicle capable of navigating the harshest types of terrain and obstacles as part of a 12 member team
- Machined and fit vehicular pieces including the front axle, suspension shafts, shocks and gear sets

**Autonomous Vehicle: Exploring Engineering**, Union College, Schenectady, NY Winter 20xx

- Utilized SolidWorks CAD Design software to create all components of an autonomous vehicle including virtual motion analyses of critical mechanisms
- Manufactured and assembled an autonomous vehicle that successfully picked up two rocks, placed them on a raised platform, and moved various obstructions in its pathway

## Collegiate Activities

**Alumni Relations Chair**, Sigma Phi Fraternity September 20xx-Present

- Plan and execute a professional networking luncheon during Alumni Weekend consisting of 25 members and 15 alumni from engineering, financial, and human service career fields
- Write and edit monthly alumni newsletter, and distribute to 120+ alumni members

**Treasurer**, Club Baseball September 20xx-June 20xx

- Developed Microsoft Excel spreadsheets to track club finances, revenues, and expenses

# Kennedy Brown

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## EDUCATION

Union College, Schenectady, NY

Bachelor of Science in Biology, June 20xx

**Relevant Coursework:** Heredity, Evolution, and Ecology, Cells and Organisms, Molecular Biology of the Cell, Ecological and Evolutionary Biology, and Microbiology

**Term Abroad:** The United Kingdom, the Netherlands, and Canada Summer 20xx  
Analyzed the healthcare system in each country through classes, debates, and visits to healthcare delivery sites including hospitals, facilities for the underserved, facilities for the disabled, and facilities for the elderly

## HEALTHCARE EXPERIENCE

Joan Nicole Prince Home, *Volunteer*, Scotia, NY June 20xx-Present

- Document the administration of medication to terminally ill residents in patient files
- Assist residents with activities of daily living including bathing, toileting, and general hygiene
- Provide emotional support to residents and their family members for end of life issues
- Followed necessary precautions including use of PPE (Personal Protection Equipment) to minimize exposure to workplace hazards

Balltown Medical Imaging, *Medical Records Intern*, Schenectady, NY November 20xx-March 20xx

- Recorded patient information into the computer system to maximize office efficiency
- Organized and filed medical and legal documents
- Digitized x-ray films and downloaded them to the respective patient files

## SHADOWING EXPERIENCE

Community Care Physicians Health Park, Jane Smith, P.A.-C, Latham NY (25 hours) June 20xx

Ellis Hospital, Alexa Gray, P.A.-C, Schenectady, NY (20 hours) May 20xx

## CAMPUS INVOLVEMENT

Office of Disability Services, Union College, *Peer Mentor* September 20xx-Present

- Mentor and tutor incoming freshman with varying levels of learning abilities to provide organizational and time management skills in weekly, in-person meetings
- Encourage positive study tactics and refer students to on-campus resources when necessary

African Student Association, Union College September 20xx-Present

*Vice President*, September 20xx-Present

- Lead executive board and general body meetings, in absence of President
- Develop and coordinate campus-wide events to promote education on African culture

*Secretary*, September 20xx-June 20xx

- Scheduled and coordinated executive board meetings, general meetings, and logistics for all events

## SKILLS

**Certifications:** NYS Certified Emergency Medical Technician, Basic Life Support (AHA), Certified in Opioid Overdose Prevention

**Computer:** SPSS, Python, Microsoft Office (Word, Excel, and PowerPoint), Zoom

**Language:** Fluent in Spanish

# Kimberly Ann Maybank

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## **EDUCATION**

*Union College – Schenectady, NY*

**Bachelor of Science in Biochemistry**

June 20xx

**Related Coursework:** Biochemistry: Structure and Catalysis, Bioinformatics: Information Technology in the Life Sciences, Microbiology, Molecular Genetics, Kinetics and Thermodynamics

**Senior Thesis:** “*The Functional Differences between the Two Acontias of Agrobacterium Tumefaciens C58.*”  
Researched the generated gene disruption mutations in agrobacterium tumefaciens and studied resulting phenotype. Examined biochemical pathways of agrobacterium tumefaciens using bioinformatics tools.

*University at Albany, State University of New York, Albany, NY*

September 20xx-December 20xx

## **LABORATORY SKILLS**

Proficient in Gel Electrophoresis, Cell Culture and Plate Development, Primer Creation

Knowledgeable in Bioinformatics (ORF finder programs, BLAST, and MFold), Protein Extraction, Transposon work

## **RESEARCH EXPERIENCE**

**Researcher**

June-August 20xx

*Genomics Initiative – Cornell University, Ithaca, NY*

Constructed a partial genetic map for the genome of nitrogen fixing *A. vinelandii*. Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen *A. tumefaciens*. Developed the mutants for two malate dehydrogenase genes in *A. tumefaciens*. Performed growth curves to determine the purpose of four mutants in *A. tumefaciens* for malate dehydrogenase.

## **ATHLETIC EXPERIENCE**

**Member**

Fall 20xx-Present

*Varsity Soccer Team – Union College, Schenectady, NY*

Selected by coaching staff to serve as a representative on the Student Athlete Advisory Committee, with a focus on promoting communication between athletes, the athletic department, and the campus community. Lead tours of athletic facilities to prospective student-athletes. Learn and execute the policies and procedures governed by the NCAA.

**Team Captain**

20xx-20xx

*Varsity Soccer Team – Joel Barlow High School, Redding, CT*

Led team to SWC Conference Championship and State Finals in 2012 and 2013. Awarded MSG All-Connecticut First Team and 2012 SWC Tournament MVP.

## **SUPPORTING EXPERIENCE**

**Vice President**

September 20xx-Present

*Biology Club – Union College, Schenectady, NY*

Schedule speakers to appear on campus to speak on cutting edge topics within the biomedical and biological life science communities. Coordinate bi-weekly discussion groups for campus community on new scientific research.

**Teaching Assistant**

June-August 20xx

*Great Lakes Science Center – Cleveland, OH*

Conduct basic laboratory experiments and facilitate education sessions about soil composition and air pollutants with group of seven children ages 6 – 13. Educated students on the scientific method.

**Secretary**

September-December 20xx

*Biomedical Sciences/Environmental Health Sciences GSO – University at Albany, Albany, NY*

Organize biology-related events on campus, such as special dissections, field trips, visits to local schools, and presentations by established biologists.

## **COMPUTER SKILLS**

Microsoft Excel, PowerPoint, Word, Access database creation, and SPSS statistical software

# Chris G. Scott

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## EDUCATION

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**Union College**, Schenectady, NY June 20xx

Bachelor of Arts in Economics, Minor in Chinese and Political Science

Cumulative GPA: 3.6/4.0; Honors: Presidential Scholarship, Dana Scholarship, Dean's List

Study Abroad: CAPA: The Global Education Network, London, United Kingdom Spring 20xx

Relevant Coursework: Financial Analysis, Financial Markets, International Economics, Political Economics

Software Skills: Bloomberg Terminal; Microsoft Excel, PowerPoint, Word

Language Skills: Fluent in Korean; Basic Proficiency in Spanish; Intermediate Proficiency in Mandarin Chinese

## RELATED EXPERIENCE

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**Citigroup**, New York, NY, *Sales and Trading Summer Analyst* June-August 20xx

- Rotational program across Short-Term Credit Sales, Non-Agency RMBS Trading, and G10 FX Options Trading
- Analyzed securities data for semi-annual survey of holdings of US securities utilizing Bloomberg Terminal

**Duff & Phelps**, London, United Kingdom, *Forensic Accounting Spring Associate* March-June 20xx

- Conducted investigative research on fraudulent accounting cases, including money laundering and asset hiding
- Prepared reports, memos, and briefing presentations of the research findings for co-workers and supervisors

**Search Fund Accelerator**, Remote, *Equity Research Intern* November-December 20xx

- Assisted the senior analyst initiate coverage on Match Group (MTCH) by building, updating, and preparing financial models
- Conducted research on potential acquisition targets and compiled findings into presentation given to senior management team

**ING Bank**, New York, NY, *Corporate Banking Summer Analyst* June-August 20xx

- Evaluated the capital exposure to certain financial markets products of 11 regional banks by analyzing 10-Ks and 10-Qs and presented results to the ING Americas Head of Financial Institutions and ING Americas Head of Sales
- Prepared five relationship overview reports using Bloomberg, SNL Financial and Vantage, which were utilized by associates and vice presidents to brief senior executives prior to high-level client meetings

**Topeka Capital Markets**, New York, NY, *Equity Research Intern* November-December 20xx

- Constructed a financial index that tracked changes in capital expenditure, debt and production levels of 40 oil and gas companies helping the senior analyst identify one potential investment opportunity in the energy sector (GPOR)
- Analyzed online and in-store promotions of eight specialty retail companies during the holiday season supporting the senior analyst's two specific stock calls in the specialty retail sector (hold calls on ANF & ARO)

## LEADERSHIP EXPERIENCE

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**Garnet Group**, Union College, Schenectady, NY, *President* September 20xx-Present

- Actively manage and oversee \$400,000 of Union College's endowment in a long term equity portfolio with the goal of consistently outperforming the S&P 500 benchmark

**Student Forum**, Union College, Schenectady, NY, *Class Treasurer* May 20xx-May 20xx

- Collaborated with the Vice President of Finance and club treasurers to reduce \$800 in spending across 3 clubs
- Voting member of the budget committee which oversees the annual \$750,000 student activities budget

## ACTIVITIES

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Sigma Chi Fraternity- Alumni Relations Chair (20xx-20xx), Becker Career Center- Career Advisor (20xx-20xx)

# Casey Martinowski

MartinoC@gmail.com

(847) 328-7788

<https://www.linkedin.com/in/Martinowsic/>

## Education

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**Albany Medical College**, Albany, NY

Doctor of Medicine, May 20xx

**Clarkson University**, Schenectady, NY

Master of Science in Health Care Management, June 20xx

**Union College**, Schenectady, NY

Bachelor of Science in Biology and Sociology, June 20xx

*Leadership in Medicine Program: Combined B.S., M.S. & M.D. Degree*

Overall GPA: 3.85

**Related Coursework:** Microbiology, Immunology, Molecular Biology, Human Endocrinology, Cancer Cell Biology, Molecular Genetics, Introduction to Health Systems, Health Systems Management

## Research Experience

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**Senior Thesis Researcher**, Union College Biology Department

*September 20xx – Present*

- Researched “Phagocyte localization and function during organismal apoptosis and regeneration in *Botryllus schlosseri*,” and presented a 30-page report at Steinmetz Symposium
- Synthesized clodronate-encased liposomes to affect functional phagocyte knockdown in an ancestral urochordate
- Examined colonial development and blastogenesis in response to phagocyte knockdown using real-time dark field, epifluorescence stereomicroscopy, and confocal scanning microscopy

**Researcher**, Union College Biology Department

*July 20xx – March 20xx*

- Collected and maintained experimental *B. schlosseri* colonies
- Performed total RNA extraction with subsequent cDNA synthesis and PCR analysis
- Utilized Primer3 program to design primers based on multiple sequence alignment of existing EST via ClustalW; subsequently isolated, amplified, and sequenced a putative scavenger receptor homolog
- Executed intravascular microinjection of fluorescent Alexa *E. coli* bioparticles and/or BODIPY liposomes
- Presented research findings at the National Conference on Undergraduate Research and Union College’s Steinmetz Symposium

## Supporting Experience

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**President**, Project Sunshine, Union College

*April 20xx – Present*

- Organize projects through Northwoods Rehabilitation Hospital, City Life After School Club, and Bethlehem Sled Hockey team to enhance educational, recreational, and social support for Project Sunshine children
- Direct activities and communication between staff, administration, children, and volunteers
- Coordinate fundraiser for Project Sunshine Walkathon that raises \$1200+ annually for the national organization

**Hospice Volunteer**, Schenectady Hospice, Schenectady, NY

*June 20xx – September 20xx*

- Provided care, meal preparation, and medication assistance for patients

**Patient Care Associate**, Albany Medical Center, Albany, NY

*November – December 20xx*

- Provided patient care to post-operative orthopedics patients by assisting them with daily living activities and occupational/physical therapy

**Volunteer**, American Cancer Society, Albany, NY

*October 20xx, 20xx*

- Managed participant registration at the annual Making Strides Against Breast Cancer Walk, for 15,000+ individuals, raising \$770,000+ annually

## Emailing Your Application

If instructed to submit your application via email to an employer, you need to write a subject line and text in the body of the e-mail. For the subject line, sometimes employers will have a requirement (job posting ID number, job title, etc.). If there are no instructions, include the job title in the subject line. Address the employer by First, Last name in your email. If there is no direct person, address the email to the Selection Committee or Hiring Director.

When emailing your application to an employer, it is important to always follow the company's specific instructions. There are two ways to send your materials: in the body of your email or as attachments.

- You can copy and paste your introduction, body paragraph(s), and conclusion from your cover letter into the body of your email.
- However, if you were instructed to attach your application materials as PDF documents, that is exactly what you should do. In the email to the employer, you can state the position you are applying for, reiterating your interest in the position, noting that your materials are attached, and end with a thank you. Below is an example of how to formulate such an e-mail.

**Subject: Marketing Internship Position**

**Dear Hiring Director,**

**I am applying for the Marketing Internship position available at Ticketmaster. I am enthusiastic about this opportunity and I am interested in learning more about the position. My cover letter and resume are attached. Please let me know if you have any trouble opening the attachments, or need anything else from me. Thank you for your time and consideration.**

**Sincerely,  
Jane Austin**

## In Addition to Submitting Your Application

Did you know....it is estimated that 75-85% of positions are filled through networking? In a competitive market you need to prove that you are a contender for the position... how do you stand out from all the rest?

Are you looking for an opportunity (shadowing experience, internship, part-time job, full-time job, etc.)?

- Utilize Handshake-Becker Career Center's career management system! Students can utilize the system to search for student career opportunities including internships, part-time jobs, and full-time jobs that are on-campus, local, regional, and national! Other opportunities in the system may include networking events, career fairs, employer information sessions and other career events.

It doesn't matter if you submit your application on-line or via email, you also need to focus on building and utilizing your network **IN ADDITION** to applying for positions!

**NETWORKING** is the process of learning and building relationships. Those connections that you make will help you learn about industries, companies, positions, and professionals. Consider the following when marketing yourself:

- Thoroughly review the Union College Becker Career Center Networking guide
- Attend networking events, industry events, employer information sessions, site visits, etc.
- Appropriately use social networking platforms including LinkedIn
  - Make sure your public online profiles are professional, complete, and keyword "searchable"
- Utilize the Union Career Advisory Network (UCAN)

## References

Prepare a separate sheet with the same heading as your resume, titled "References". Select three to five people as references including faculty, supervisors, coaches, and/or college administrators who have knowledge of your abilities and goals. Always obtain permission before listing references.

You may be asked for your references in one of two ways: 1) upload your references information on to an electronic form in which the company you are applying to will reach out to them directly 2) submit a reference page.

Stay in touch with your references to respectfully inform them of what you have applied for or have been selected to interview for. If someone is not comfortable or doesn't think they know you well enough to be a reference, thank them for their time and continue to ask someone else. Below is an example of how to craft a request for a recommendation email.

**Subject: Reference for John O'Connor**

Dear Professor Anderson,

I am beginning to apply for internship opportunities for this upcoming Fall term and I am reaching out to see if you would be willing to serve as a reference for me. I have had course title and course title with you this past term and feel as though you know me well as a student and researcher. I have attached my resume to this email to share with you some of the additional experiences I have had. I have also shared the link to the job description of the internship position I just applied to at name of the company of interest. I look forward to hearing from you as to whether you will be able to assist me as a reference in my application process.

Sincerely,  
John O'Connor

*Below is an example of how to format your reference page*

**First Name Last Name**                      1234 Main St • Albany, NY 12345 • (123) 321-4567 •  
email@union.edu

### REFERENCES

#### (Format to Follow)

Person of Reference Name, Title/Affiliation to You  
Company or Organization Affiliation  
Address , City, State Zip Code  
Email address (if person is willing to be contacted by email)  
Phone number (if person is willing to be contacted by phone)

#### (Completed Example)

Charlie Murphy, Ph.D., Professor of Psychology/Faculty Advisor  
Union College  
317 Bailey Hall, 807 Union Street, Schenectady, NY 12308  
MurphyC7@union.edu  
(518) 388-5555