

Resource College Alumni

CREATING YOUR RESUME AND COVER LETTER

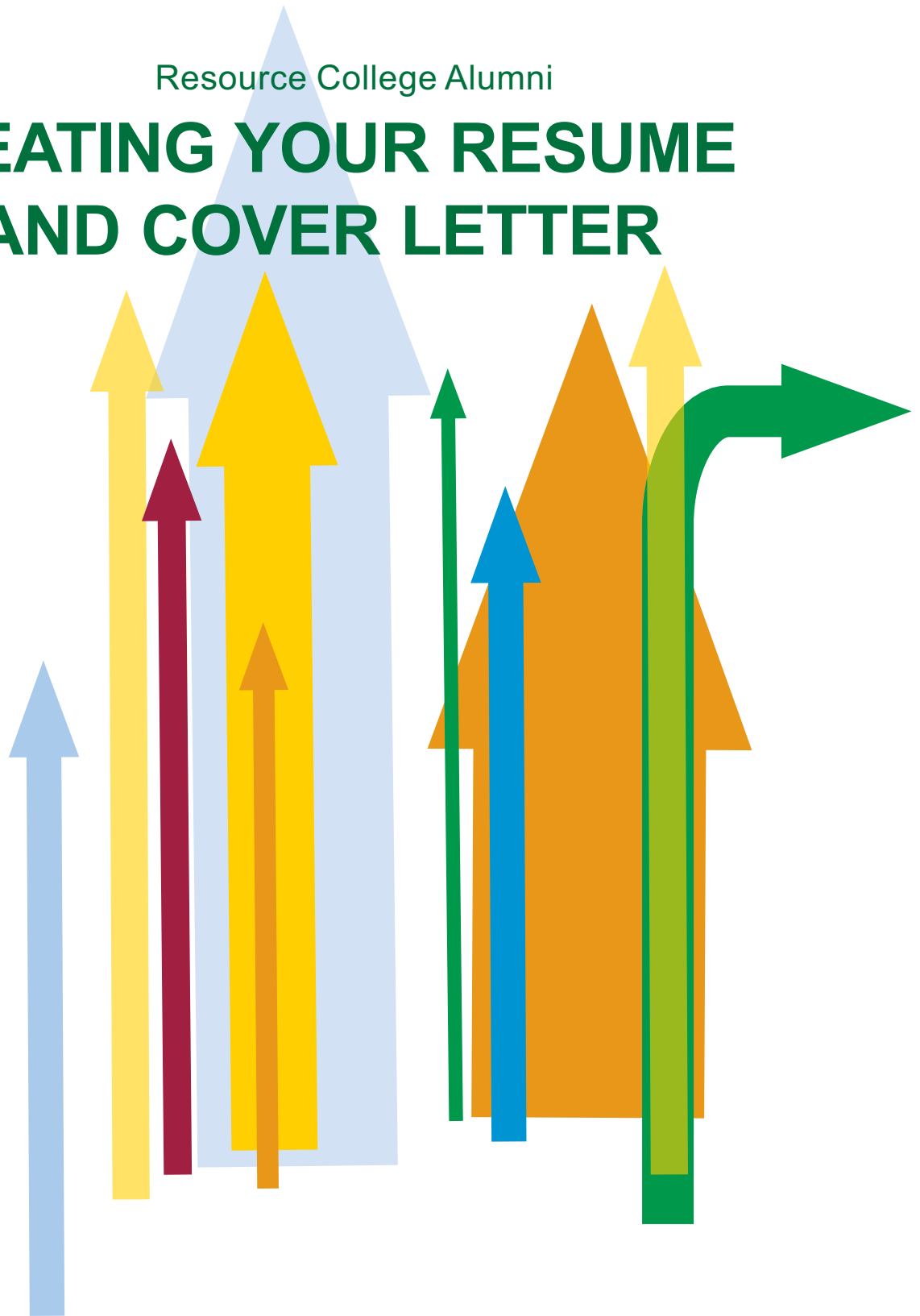


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Taking the first steps in creating a resume and cover letter is a huge accomplishment. You will find **REFLECT** on your past and current experiences and your as you move through the process you will **EXPLORE** all the future possibilities. Crafting a well-written resume and cover letter will allow you to **PREPARING** your opportunities that are waiting for you. Right now you are taking a necessary step in application documents in order to meet the opportunities as they arise. Well-written documents will **PURSUE** your career aspirations. give you the confidence and ability to

Resource College Alumni

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REPP



REFLECT - On your past and present experiences and goals.



EXPLORE - Look at a wide range of possibilities of where you want your resume to be seen or discovered.



PREPARE - Utilize **ALL** resources available to you (in addition to this guide) to craft your document.



PURSUE - Once your professional document has been refined and critiqued, be bold and apply to many positions or programs that fit with your interests, values and goals.

CREATING YOUR RESUME



1st DRAFT:

- LIST** all activities, experiences (paid and unpaid), dates (month & year only), city, state per each experience
- ORGANIZE** into basic categories; education, awards, internships, work experience, volunteer, skills/certifications
- CUSTOMIZE** your basic categories or labels if possible, for more impact;

Examples:

Basic Category vs. Customized Categories

| | |
|-------------|---|
| Internships | Marketing Internships or Human Services Internships |
| Experience | Health care Related Experience, Teacher Collaborator Experience |
| Activities | Campus Leadership and Involvement |

CAREER FACT:
Employers review
resumes for
6 seconds or less¹

1 <https://www.indeed.com/career-advice/resumes-cover-letters/how-long-do-employers-look-at-resumes#:~:text=On%20average%2C%20employers%20look%20at,for%20only%20a%20few%20seconds>

2nd DRAFT:

- LAYOUT** each category or section in order of relevance and/or the most recent experience first (consider your audience). **Education section (for undergraduates) will lead your resume under your heading/contact information.**

- CRAFT** bullet points for each experience.

Formula for resume descriptions:

Power verb + Project + Result = Stronger Bullet Point

"Pioneered career development workshop series, increasing student engagement by 50 percent."

- TIPS** Refer to the Power Verb list on page 5.

Avoid listing just tasks.

Include your impact/contribution or purpose with each bullet point description.

Examples:

Basic Bullet Point vs. Effective Bullet Points

AG Engineers - Matsapha
Receptionist

January 2021 - Present

Before → Answered phones
vs.

After → Answer preliminary questions and ask clarifying question of clientele to best recommend appropriate resources or next steps.

CREATING YOUR RESUME



2nd continued

FORMAT your document.

- ➡ **DO NOT USE A TEMPLATE:** create an original document
Use a font size of 10-12 for content, and larger 12-14 font for categories
- ➡ **BOLD your name** and use large font size (14-16) format
- ➡ **Utilize underline, and *italicize*** to create a consistent format and to ensure key information stands out. Use your creativity to make your document easy to read.
- ➡ **Utilize spacing** between categories, (avoid double spacing the entire document). Do not crowd content, but also evaluate for excessive blank space.

FINAL DRAFT:

FINAL DRAFT RESOURCES AND TIPS

- ➡ Attend Drop In Hours during the semester for a resume check.
 - Have others critique your resume (including Career Advising).
- ➡ **Handshake** Make an appointment in.
- ➡ Utilize Chat GPT to compare your resume with the job description provided in the application. Do they overlap? If not, take time to ask Chat GPT how to better match your resume bullets with the job description.
- ➡ Thoroughly review ChatGPTs draft and be sure revise to reflect your voice and experience as well as ensuring it is accurate, honest and you can still speak to the information it provided. Remember, (insert finger with ribbon tie image) be prepared to answer and expand on everything and anything that is stated on your resume.

CREATING YOUR RESUME



Handshake and Why You Should Use It

Once your resume is ready to be viewed by organizations and employers, be sure to upload this document to your Handshake account. Handshake is free RESOURCE for you to use where you can find internships, part-time, full-time opportunities. Please review some FAQs regarding Handshake.

Why should I make a Handshake account if I already have a LinkedIn account?

- Handshake has the most opportunities for students and new college grads of any job platform, and is the only one that lets employers recruit specifically at your school.
- All the jobs are posted just for students, which means you aren't competing against professionals with 5-plus years of experience. No experience required.

Why should I fill out my Handshake profile?

- Handshake will give you personalized job recommendations based on the information you provide on your profile – so you can find jobs and internships that are right for you.
- Recruiters are **five times** more likely to proactively reach out to you with job opportunities and event invitations if your profile is complete.

Go to [Completing Your Profile in Handshake](#) to assist you with maximizing your Handshake profile and visibility to employers and organizations.

POWER VERBS



THINKING/ANALYSIS:

| | | |
|-----------|--------------|--------------|
| Analyzed | Consolidated | Examined |
| Assessed | Critiqued | Identified |
| Adapted | Defined | Investigated |
| Cataloged | Diagnosed | Judged |
| Coded | Diversified | Researched |
| Compiled | Evaluated | Strategized |

CREATIVITY:

| | | |
|----------------|-----------|-----------|
| Conceived | Developed | Pioneered |
| Conceptualized | Innovated | Proposed |
| Created | Invented | |

IMPROVEMENT:

| | | |
|-----------|--------------|-------------|
| Enhanced | Recommended | Revised |
| Expanded | Redesigned | Revitalized |
| Expedited | Reorganized | Simplified |
| Improved | Repositioned | Transformed |
| Increased | Restored | Updated |
| Perfected | Restructured | Upgraded |

INTERPERSONAL:

| | | |
|--------------|-------------|---------------|
| Advocated | Enlisted | Rehabilitated |
| Collaborated | Facilitated | Represented |
| Connected | Greeted | Taught |
| Consulted | Interviewed | Trained |
| Counseled | Mediated | Tutored |
| Demonstrated | Motivated | United |
| Educated | Negotiated | Welcomed |
| Energized | Partnered | |
| Engaged | Recruited | |

HANDS-ON:

| | | |
|-------------|-------------|----------|
| Assembled | Designed | Rebuilt |
| Built | Distributed | Repaired |
| Constructed | Fixed | |
| Delivered | Operated | |

COMMUNICATION:

| | | |
|-------------|------------|------------|
| Conveyed | Instructed | Reported |
| Drafted | Marketed | Responded |
| Edited | Persuaded | Summarized |
| Emphasized | Presented | Translated |
| Illustrated | Promoted | Verbalized |
| Informed | Publicized | Wrote |

ORGANIZATIONAL:

| | | |
|-----------|-----------|--------------|
| Organized | Processed | Standardized |
| Planned | Recorded | Systematized |
| Prepared | Scheduled | |

EFFECTIVENESS:

| | | |
|--------------|------------|--------------|
| Accomplished | Exceeded | Resolved |
| Completed | Generated | Solidified |
| Created | Influenced | Solved |
| Developed | Instituted | Structured |
| Engineered | Launched | Strengthened |
| Established | Reached | Succeeded |

LEADERSHIP:

| | | |
|--------------|------------|--------------|
| Administered | Eliminated | Led |
| Advised | Encouraged | Managed |
| Challenged | Founded | Mentored |
| Coached | Guided | Officiated |
| Coordinated | Headed | Orchestrated |
| Created | Hired | Oversaw |
| Delegated | Hosted | Presided |
| Directed | Initiated | Supervised |

SAVINGS:

| | | |
|------------|------------|-----------|
| Eliminated | Performed | Regulated |
| Modified | Received | Retrieved |
| Monitored | Recognized | |
| Obtained | Reduced | |

PART-TIME JOB EXPERIENCE



Many students have a difficult time talking about the skills they developed during various part-time jobs and hesitate to include them on their resumes, fearing employers won't take that experience as seriously as full-time, professional positions. Although some part-time experiences may not align with your major or anticipated career path, it is important to highlight the transferable skills you're gaining. Some examples include communication skills, teamwork skills, problem-solving skills, organizational skills, leadership skills and learning skills. It can be pretty tricky to make a part-time position sound compelling on your application without overselling it. Here are some examples of how to communicate, on your resume, the skills obtained in some of the most common part-time jobs.

RETAIL JOB

Money Handling Examples:

- Deliver prompt, efficient customer service while maintaining a high level of accuracy in a fast-paced retail environment
- Accurately manage money in cash drawer, balancing at the beginning and end of each shift
- Calculate total payments during each shift and reconcile with total sales
- Assisted in the training of six new cashiers

Customer Service Examples:

- Provide friendly, prompt, and efficient customer service with a high level of accuracy at the point-of-sale
- Effectively advise customers on purchases by maintaining a high level of knowledge about store products
- Received excellent reviews from customers resulting in a promotion from sales associate to sales manager in six months
- Utilize strong communication and problem solving skills to effectively resolve customer concerns

Sales Examples:

- Built trust and credibility with clients by offering timely and relevant information on service and offerings
- Earned top sales producer for three consecutive months
- Provide excellent service by identifying needs of customer and sharing product information to address needs

BABYSITTING/NANNY JOB

- Supervise and maintain the safety and well-being of one infant and two toddlers on a daily basis
- Organize activities, meals and daily tasks for children
- Anticipate the family's needs and demonstrate initiative by providing additional services such as cleaning and organizing
- Manage disruptive behavior with patience and problem-solving skills

LAWN CARE JOB

- Develop and build summer lawn care business generating more than \$5,000 in four months
- Manage 25 residential and business accounts, ensuring customers' full satisfaction with service
- Follow planned landscaping designs to determine where to lay sod, sow grass, and plant flowers and foliage
- Advise customers on plant selection and care

FOOD SERVICE JOB

- Routinely manage an eight table section on busy weekend shifts, maintaining a professional attitude in a stressful, fast-paced environment
- Serve on average 40 customers per hour
- Identify and resolve problems in a friendly and professional manner, ensuring repeat business

- Received excellent annual review for customer service resulting in a raise after six months
- Deliver prompt, efficient customer service while maintaining a high level of accuracy at the cash register

CAMP COUNSELOR JOB

- Develop and implement a weekly schedule for camp group
- Lead a group of 12 7-year-old children through daily activities
- Communicate with parents about participants' experiences and report concerns to camp leadership
- Contribute to maintaining accurate program records including incident reports, logbook documentation, and daily attendance
- Prepared for and actively participated in pre-camp training and weekly meetings
- Promoted to senior counselor after demonstrating leadership initiative

OFFICE/ADMINISTRATIVE JOB

- Plan and schedule meetings and events for 10-person staff utilizing Microsoft Outlook
- Provide exceptional customer service and ensure clients' needs are met during office visits
- Manage three-line telephone system, responding to various internal and external inquiries, routing to appropriate employee
- Organize and accurately maintain filing system containing confidential information

RESUME SCREENING SOFTWARE



A Word about Resume Templates and ATS (Application Tracking System)

Did you know most companies utilize a software called ATS (Application Tracking System) to screen resumes before they ever reach a human? Large companies like Google and Apple, for example, receive 50,000 – 70,000 resumes per week. ATS helps to assess resumes to decrease workload of human resources or hiring managers in order to narrow down the number of potential candidates.

→ TIPS TO CREATE AN ATS FRIENDLY RESUME

Resumes should not have or use:

- Resume templates
- Spelling errors
- Infographics/pictures/graphs/charts/text boxes/tables
- Headers or footers
- Contain columns
- Large amounts of white space
- Any symbols (ex., # \$ * &)

Always use:

- Word format is best (unless noted in the application directions)
- Standard sized fonts (between 10-12)
- Align your content to the left margin (avoid using center formatting)
- Use keywords found in the job description when possible
- Use numeric dates (ex. 12/21 vs. December 2021)

Pro Tip:

You should have an **ATS friendly resume**, and then have the designer version of your resume for later in the interview process.

→ ATS FRIENDLY

- Clear Simple Format
Sample Resume that works

It is essential to have:

- Clear headlines and sections
- Contact information
- Education
(Note: If you are putting school with Le Moyne College, it should be on the same line. You should not use bullet points in the education section.)
- Work and/or Project Experience
- Be sure to be consistent in formatting the whole document.

Nice to have:

- Awards and Honors, Volunteer Experience, Languages, Hobbies and Interests, Publication
- to list **Technical skills**

RESUME FRESHMAN/SOPHOMORE EXAMPLE



Remember: categories may be different than these resume examples (refer to page 2).

Name is bold with larger font size

Contact info shown at top

*Education typically leads your resume as a student. (Once graduated you can move to the bottom of your document)

Include GPA if above 3.0

Consider color or bolding to make important information stand out.

Categories listed with most relevant info first.

Keep formatting consistent, if you are italicizing position, continue this for the rest of the document.

Dumisa Dlamini

(315)492 -4444
dumidlamini@resourcecollege.net

EDUCATION

Resource College - Eswatini Manzini Campus May 20XX
B.A. Communications & B.S. Marketing
 Minor: Religious Studies
 GPA: 3.2

Colton-Pierrepont High School, Colton, NY June 20XX
Advanced Regents Diploma
 National Honor Society Colton, NY, *Editor-in-Chief*

LEADERSHIP EXPERIENCE

Colton-Pierrepont Yearbook Committee, September 20XX - June 20XX

- Coordinated members' individual assignments to create comprehensive layout and design of yearbook
- Doubled ad revenue by targeting local businesses frequented by high school students

Colton-Pierrepont Outing Club, Colton, NY, *President* September 20XX - June 20XX

- Led monthly meetings addressing environmental issues negatively impacting locally and globally
- Created and implemented strategies to incorporate eco-friendly practices during school
- Organized trips to various locations within Adirondack Park to help foster learning of local eco-systems

WORK

September 20XX - Present

- Provide friendly and efficient customer service with a high level of accuracy at the point-of-sale
- Assist in training of 6 new cashiers according to store's procedures and guidelines
- Accurately manage money in cash drawer,

Riverside Bar and Grill, Colton, NY, *Waitress* Summer 20XX and 20XX

- Routinely managed an 8-person table on busy Friday and Saturday nights, friendly attitude in a stressful, fast-paced environment
- Identified and resolved conflict in a professional manner, minimized daily business items,

customers *Member*

CAMPUS ENGAGEMENT

Communications Club, September 20XX - Present
 FBLA (Future Business Leaders of America), *Member* September 20XX - Present

RESUME JUNIOR/SENIOR EXAMPLE



Name is bold with bigger font size

Use address if it strengthens your candidacy

Include your LinkedIn customized URL hyperlink in your contact section

Categories listed with most relevant info first

Specific category highlights experience relevant to major

Use the word Leadership in your category title when you hold a formal role in a club such as, President, Vice President, Treasurer, etc.

Mix use of bold, italicized and regular fonts to increase readability

Not all experiences have to have bullet point descriptions, specifically if you have bullets with other experiences related to your major or career goal.

RONALD KHUMALO.

100 Yellow Birch Lane, Syracuse, NY 13208

khumalo@gmail.com 315-234-4620 [linkedin.com/in/trthomas](https://www.linkedin.com/in/trthomas)

EDUCATION

Le Moyne College, Resource College - Eswatini May 20XX

Diploma in Milwright

Overall GPA: 3.5 | Major GPA: 3.7

- Dean's List four semesters
- Psi Chi International Honor Society
- Working 12 hours per week

HUMAN SERVICES INTERNSHIP EXPERIENCE

Brownell Center for Behavioral Health, Syracuse, NY September 20XX - Present

Counseling Intern

- Serve clients of all ages experiencing emotional and behavioral issues
- Co-facilitate group and individual counseling with supervision
- Research cases and manage office filing system, efficient increasing work flow of office
- Assist Mental Health Counselors in assessment tools and diagnostic interventions

Syracuse Health and Wellness Center, Syracuse, NY

May 20XX - August 2020

Student Intern

- Welcomed clients before appointments, maintaining a professional and confidential environment
- Processed intake forms for accurate documentation
- Researched cases to learn about DSM-V disorders

CAMPUS LEADERSHIP

Le Moyne College, Office of Campus Life & Leadership September 20XX - Present

Resident Advisor

- Develop programs and activities to strengthen a sense of belonging for all students
- Communicate important information regarding a wide range of events and resources through group meetings, posters, and one-on-one conversations with students
- Build relationships with key office staff across campus in order to effectively accomplish tasks and objectives

Psychology Club

September 20XX - Present

President

- Organized and led social activities helping to build a sense of community among members
- Mentored new members to club by providing advice navigating academics and campus life at Le Moyne
- Facilitated professional development events for club members to compliment psychology academic learnings

ADDITIONAL WORK EXPERIENCE

Applebee's, Server, Syracuse, NY

October 20XX - Present

Le Moyne College, Office of Admissions, Student Worker, Syracuse, NY

September 20XX - Present

RESUME SENIOR BUSINESS EXAMPLE



Maxfield Mancuso

(605) 362-5942 | maxfieldmancuso@gmail.com | www.linkedin.com/in/maxfieldmancuso

EDUCATION

RESOURCE COLLEGE S

- Dean's List (All Semesters)
- Academic/Athletic Scholarship
- Starter on Le Moyne Men's Varsity Soccer Team
- Tri-Lingual – English, Portuguese, Spanish
- Beta Gamma Sigma Honor Society, Tau Sigma Honor Society

POMPEU FABRA UNIVERSITY/Barcelona, Spain
CEA Study Abroad

Jan 20XX – May 20XX

INTERN EXPERIENCE

SIT CORPORATION/Miami, FL
Business Development Intern

Jun 20XX – Aug 20XX

- Identified, built and managed long term relationships with strategic partners in pursuit of growth opportunities
- Managed order processing and inventory control strategies; implemented improvements to environment and systems
- Designed consolidated data systems through VBA
- Ensured inventory control needs were consistently met by improving, developing and building upon existing measures involving safety, quality and productivity standards
- Minimized overstocking and removal of obsolete or redundant raw materials to maximize availability of working capital

CAMPUS INVOLVEMENT/INTERCOLLEGIATE ATHLETICS

LE MOYNE COLLEGE MEN'S SOCCER/Syracuse, NY

Aug 20XX – Present

- Student Athlete on NCAA Division I Men's Soccer program competing in the Northeast 10 Conference (NE-10)
- Academic and Athletic scholarship recipient
- Fall 20xx and Spring 20XX, 20XX NE-10 Commissioner's Honor Roll
- Committed 20-30 hours per week to weight training, skill work, practice, conditioning, and meetings

DOLPHIN GREEN AND GOLD FUND/Syracuse, NY

Aug 20XX – Present

- Participant in CFA Research Challenge 20XX
- Perform fundamental analysis of various companies across several industries
- Analyze several companies within the financial sector
- Present analysis and compare companies across industry

INVESTMENT CLUB/Syracuse, NY

Aug 20XX – Dec 20XX

- Competed in a simulation investment challenge with peers
- Created and maintained a simulation portfolio

INKLULULEKO CLUB/Syracuse, NY

Jan 20XX – Dec 20XX

Treasurer

- Prepared fund procurement, financial reports for transparency, managed cash forecasting and budgeting
- Assisted with all aspects of club events, including marketing efforts and on-site event management
- Created detailed reports of all financial transactions that provided clear strategic direction and defined goals for evaluating performance

SKILLS

- **Technical:** Microsoft Word, Excel, Project, PowerPoint, Virtual Desktop, VBA, SAGE, AQS3
- **Languages:** English (Native), Portuguese (Fluent), Spanish (Fluent)

Include study
abroad experience
in the Education
section

Expand campus
involvement
using bullet point
descriptions
to showcase
experience related
to the job

Organize your
skills into
categories

RESUME BIOLOGY EXAMPLE



This resume could be used to apply to a Physician Assistant program or for a direct patient care role.

Zelda Evans

zevans@lemoyne.edu ph.518.775.7628

EDUCATION

Le Moyne College, Syracuse, NY May 20XX

Major: B.S. Biology, Minors: Chemistry, Psychology

Overall GPA: 3.66

- Dean's List
- Beta Beta Beta National Biological Honor Society
- Scholar-Athlete 3 consecutive seasons
- Member of Le Moyne's Pre-Health Society

CERTIFICATIONS

- Basic Life Saving
- EKG
- Trained in CPR, First-Aid, Administering Oxygen and AED use
- New York State Certified Lifeguard

PATIENT RELATED EXPERIENCE

College Volunteer, Upstate University Hospital, Syracuse, NY March 20XX-Present

- Assist nurses with patient care and needs

Volunteer EMT, Wilton EMS, Wilton, NY June-August 20XX

- Responded to emergency calls and stabilized patients and safely transported them to receive necessary medical care

Patient Care Assistant, Glens Falls Hospital, Glens Falls, NY June-August 20XX

- Assisted nurses with patient intake and taking vital signs
- Charted changes in health or behavior in Intensive Care Unit
- Provided direct care to patients by cleaning and dressings wounds

Shadowing, Adirondack Cardiology, Glens Falls, NY December 20XX–August 20XX

- Shadowed 23 hours of patient care in the field of cardiology; observed assessment of patient risk factors for coronary artery disease

CAMPUS INVOLVEMENT

NCAA Sports: Division II Swimming August 20XX-Present

- Dedicate over 15 hours/week for training and competing

Pre-Health Society, Member September 20XX-Present

- Participate in club's public service activities
- Attend speaker programs to expand knowledge of the Physician Assistant field

WORK EXPERIENCE

Lifeguard, Le Moyne College, Syracuse, NY September 20XX–Present

- Ensured swimmer safety of students, faculty and staff

Mentor, Advocates, Inc., Syracuse, NY September 20XX-December 20XX

- Provide companionship, entertainment, and instruction to developmentally disabled young adults promoting a community of inclusion

Supervising Lifeguard, Saratoga Spa State Park, Saratoga Springs, NY Summer 20XX

- Oversaw the training and management of 21 lifeguards

Lifeguard, Saratoga Spa State Park, Saratoga Springs, NY Summers 20XX-20XX

- Monitored up to 40 patrons at one time in beach area to make certain swimmers are following safety rules to prevent injuries or accidents

RESUME 2ND YEAR OCCUPATIONAL THERAPY



Dana Rothman, OTR/L

315-822-7449, rosthmal@lemoyne.edu

EDUCATION

Le Moyne College, Syracuse, NY May 20xx
M.S., Occupational Therapy
Overall GPA: 3.69

Onondaga School of Therapeutic Massage, Syracuse, NY June 20xx - May 20xx

Le Moyne College, Syracuse, NY May 20xx
B.S., Biology

CERTIFICATIONS/ LICENSURE

NY State Occupational Therapy License August 20xx
NBCOT Certification August 20xx - August 20xx
Certified, Cardiopulmonary resuscitation (CPR)
American Heart Association March 20xx- Present
NY State Massage Therapy License

CLINICAL EXPERIENCE

Level II Fieldwork

Casey's Place, Syracuse, NY January 20xx - April 20xx

- Collaborated with OT students to conceptualized and implement at least 10 new client centered activities transferrable to staff members.
- Informally educated staff members on the OT process and potential to implement OT services.
- Independently designed and implemented 4 leisure exploration and participation activity groups for up to 8 children.

SeaCrest Nursing and Rehabilitation Center, Brooklyn, NY May 20xx - August 20xx

- Managed a daily caseload of 10-14 adult patients in long- term and short- term care with orthopedic, neurological, and cognitive impairments.
- Developed and implemented intervention plans with interdisciplinary rehabilitation and primary care team and family members of patients.

Level I Fieldwork

Cab Horse Commons Daycare Center, Syracuse, NY September 20xx – November 20xx

- Facilitated participation in play activities while observing social and developmental skills of children ages 1 to 3 years old.
- Completed assessment of motor developmental skills for select children.

Christopher Communities, Syracuse, NY February 20xx - April 20xx

- Developed a 3-session intervention plan targeting a community partner's occupation -based needs.

Salvation Army Women's Shelter, Syracuse, NY August 20xx- November 20xx

- Developed weekly group activity sessions to facilitate social and leisure participation for adults with mental health and/or medical diagnoses.

PROFESSIONAL /COMMUNITY INVOLVEMENT

Mentee, Coalition of Occupational Therapy Advocates for Diversity June 20xx- Present

Member, American Occupational Therapy Association May 20xx- Present

Member, American Massage Therapy Association August 20xx- Present

Assembly of Student Delegates Representative, SOTA, Syracuse, NY January 20xx- December 20xx

Adult Volunteer, Teen Institute, Syracuse, NY November 20xx- Present

CV VS. RESUME



The primary differences between a resume and a curriculum vitae (CV) are length, what is included, and what each is used for. While both are used in applications, a resume and a CV are not always interchangeable. Essentially, the CV is a you selling yourself and all the work you have done in and outside of the classroom.

A CV serves the same basic purpose as a regular resume: to secure a job you want. Essentially, the CV is a you selling yourself and all the work you have done in your in and outside of the classroom.

A CV provides a comprehensive list of your experience and skills. Typically – CVs are longer than resumes – at least two to three pages and include more information, particularly details related to one’s academic, research experience, practicum or shadowing experience, and information related to any publications. Please visit our [Graduate School guide](#) if you are preparing a CV for an application into a program.

Where might you use a CV?

- University teaching and research positions
- Fellowships and grants
- Certain U.S. federal government jobs.
- International positions
- Positions with think tanks or NGOs
- Research and development positions with some
- Industrial employers

Keep these considerations in mind to make your CV stand out:

- **Tailor your CV to the specific position to which you are applying.** Emphasize your experience and skills related to the role.
- **Use powerful language and include details.** Strong phrases and a good vocabulary not only show academic control of language – they get the reader’s attention. Vary your verbs and expressions and be specific: instead of writing that you “spent a lot of time in the lab,” explain how you “assisted in bi-weekly slide analysis alongside Dr. Kunstler.” Concrete details make for a compelling story.
- **Tell your story through a clear structure.** While the experiences on your CV will need to be ordered in a somewhat linear way, it is still possible to give a “narrative” of how you developed your knowledge and skills through your work and experiences, as well as how your interests pushed you.
- **Internships and volunteer work matter.** Internships and volunteer work outside of the classroom show employers what interests you.



Adrianna R. Garcia, PA-C

Franklin, MA 01013 | (303) 454-2213 | agarcia@lemoyne.edu

EDUCATION

Master of Science in Physician Assistant Studies
Le Moyne College | Syracuse, NY

August 20XX

Bachelor of Science in Human Biology
American International College | Springfield, MA
Accomplishments: Magna Cum Laude, Honors Program

May 20XX

CLINICAL ROTATIONS

Women's Health: Tidewater Physicians for Women | Virginia Beach, VA

09/24/XX – 10/31/XX

- Performed Pap smears and cervical cultures, fetal heart rate monitoring, and placental delivery
- Assisted with vaginal delivery, IUD placement and removal, fetal nonstress testing set-up and interpretation

Internal Medicine: Norfolk Internal Medicine, PC | Norfolk, VA

07/08/XX – 08/07/XX

Rheumatology: Regional Rheumatology Associates | Binghamton, NY

06/10/XX – 07/05/XX

Gastroenterology: Gastroenterology and Hepatology of CNY | Liverpool, NY

05/13/XX – 06/07/XX

Urgent Care: St Joseph's Physicians | Liverpool, NY

04/29/XX – 05/08/XX

Pediatrics: Beaver River Health Center | Beaver Falls, NY

04/01/XX – 04/26/XX

Emergency Medicine: Ellenville Regional Hospital | Ellenville, NY

02/18/XX – 03/27/XX

Behavioral Medicine: River Hospital | Alexandria Bay, NY

01/02/XX – 02/13/XX

General Surgery: Mohawk Valley Health System | Utica, NY

11/05/XX – 12/12/XX

Family Medicine: St Joseph's Physicians | Liverpool, NY

08/20/XX – 09/19/XX

CLINICAL PROFICIENCIES

- Pap smears
- Foley catheter placement
- Wound closure via sutures
- Venipuncture
- Incision and drainage
- Endotracheal intubation
- Splinting and casting
- Joint aspiration/injection
- Punch/shave biopsy

LICENSES/CERTIFICATIONS

Licensed by the Massachusetts State Board of Registration of Physician Assistants

November 20XX

Board Certification, National Commission on Certification of Physician Assistants (NCCPA)

September 20XX

Advanced Cardiovascular Life Support (ACLS)

Since July 20XX

Basic Life Support (CPR/BLS)

Since April 20XX

PROFESSIONAL AFFILIATIONS

Association of Physician Assistants in Obstetrics and Gynecology (APAOG)

20XX – Present

American Academy of Physician Assistants (AAPA)

20XX – Present

PROFESSIONAL EXPERIENCE

Personal Care Assistant

Tempus Unlimited, Inc. | Chicopee, MA

January 20XX – December 20XX

- Implemented daily routine; monitored patient behavior and symptoms
- Ensured adequate dietary intake with meal prep and household cleanup



Adrianna R. Garcia, PA-C

Franklin, MA 01013 | (303) 454-2213 | agarcia@lemoyne.edu

- Provided daily hygiene, toileting and bathing assistance
- Mentally engaged the client in memory games and outdoor recreation activities

Certified Medical Scribe Specialist

ScribeAmerica, LLC | Springfield, MA

January 20XX – August 20XX

Specialties: Urology, ENT

- Optimized provider workflow and enhanced patient care with succinct medical data entry
- Extracted details from patient history and physical; summarized pertinent patient labs and imaging
- Ensured correct documentation for billing through knowledgeability of CPT codes and ICD-10 codes
- Floor trained medical scribes

ADDITIONAL EMPLOYMENT

Peer Tutor

American International College Tutoring and Writing Center | Springfield, MA

February 20XX – May 20XX

- Assisted in lab report structure and revision of scientific content
- Mentored students in thesis development, organizational skills, and APA/MLA formatting

Cabin Leader/Recreational Director

Lakeside Christian Camp and Conference Center | Pittsfield, MA

Summer 20XX and 20XX

- Insured safety of the campers; provided overnight care to children and adolescents
- Organized recreational classes and implemented camp-wide outdoor activities

PROFESSIONAL DEVELOPMENT

Mohawk Valley Health System | Utica, NY

TEAMHealth Clinical Skills Workshop: Evaluation of the Trauma Patient, Suturing, I&D, Splinting

December 20XX

RESEARCH EXPERIENCE

“Physician Assistant Nutrition Counseling in the Well-Child Visit.”

Le Moyne College | Syracuse, NY

Master’s Research Project

September 20XX – May 20XX

COMMUNITY ENGAGEMENT

Springfield Rescue Mission | Springfield, MA

Volunteer

May 20XX – August 20XX

- Prepared and served meals to the underserved community in Springfield, MA

Outdoor Access | Weston, MA

Volunteer

Winter 20XX and 20XX

- Facilitated access to outdoor activities and recreation to persons with disabilities

EXTRACURRICULAR ACTIVITIES

American International College, Cross Country and Track and Field | Springfield, MA

Student-Athlete

20XX – 20XX

- 12 seasons of Cross Country and Indoor/Outdoor Track and Field; NCAA Division II

American International College, Lion’s Club International | Springfield, MA *Member*

20XX - 20XX

- Volunteered to provide free health screenings with audiometric and vision testing

Page 2 of 3



Adrianna R. Garcia, PA-C

Franklin, MA 01013 | (303) 454-

2213 | agar

Determine who would be best suited to include as a reference for you. Always ask your reference first before sharing their information.

REFERENCES

Mary O'Connor, MD

OB/GYN Surgeon

Tidewater Physicians for Women | Virginia Beach, VA

Phone: (793) 967 - 1036

Email: mconnor@tpwa.com

Relationship: Women's Health Preceptor

Stan Smith, PA-C

Assistant Academic Coordinator

Le Moyne College Physician Assistant Program | Syracuse, NY

Phone: (315) 674 - 4300

Email: smithst@lemoyne.edu

Relationship: Professor of Practice of Physical Diagnosis

Raslaan Patel, MD

Urologic Surgeon

Urology Group of Western New England | Springfield, MA

Phone: (413) 374 - 7082

Email: uroglover@aol.com

Relationship: ScribeAmerica Supervising Physician

Dawn Johnson, MD

Instructor and Professor of Practice

Le Moyne College Physician Assistant Program | Syracuse, NY

Phone: (315) 445 - 4045

Email: johnsodan@twcny.rr.com

Relationship: Professor of Practice of Clinical Medicine

Robert Garamond

Consumer Employer Healthcare Proxy

Tempus Unlimited, Inc.

Phone: (433) 331 - 8410

Email: robertga@gmail.com

Relationship: Consumer Employer Healthcare Proxy



Damoni Smith

315-778-0440 | smithda@lemoyne.edu

EDUCATION

Le Moyne College | May 20 XX | Syracuse, New York

August 20XX - Present

- B.S. Chemistry
- Dean's List Scholar August 20XX - Present
- Biology and Music Minors
- GPA 3.93
- ACS approved degree
- Presidential Scholarship Recipient

RELEVANT COURSEWORK/SKILLS

- General Chemistry
- Instrumental Chemistry
- Inorganic Chemistry
- Organic Chemistry
- Calculus I & II
- IR Spectroscopy
- Analytical Chemistry
- General Physics I & II
- NMR
- Physical Chemistry I & II
- Biochemistry
- GC-MS and HPLC

RESEARCH AND LABORATORY EXPERIENCE

Research Assistant | Le Moyne College | Syracuse, New York

August 20XX - Present

- Specific research included synthesis of symmetrical and asymmetrical curcuminoids using various methods in order to link them to amino acids for their antimicrobial properties. Responsibilities include:
 - Absorb and adhere to the research mission to activate learned skills and achieve project goals
 - Conduct library research to seek out optimal lab procedures
 - Complete lab work and collect data
 - Determine the next direction of the experiment
 - Complete an ACS guided report
- Advisor: Joseph Mullins, Ph.D.

Organic Chemistry Workshop Leader | Le Moyne College | Syracuse, New York

August 20XX - Present

- Facilitate peer-led team learning in order to achieve understanding
- Lead group work to get through difficult material to clarify confusing subjects
- Working with students to better understand chemistry and engage them in learning
- Assist with exam preparation to develop test-taking strategies

Organic Chemistry Clinic Leader | Le Moyne College | Syracuse, New York

August 20XX - August 20XX

- Act as liaison between enrolled students and professor by supporting class peers in and reporting challenges amongst group
- Adapting to fit the needs of the student in order to successfully foster their learning
- Ensure students feel welcome and supported, create atmosphere to answer questions in group setting reducing stress and help to increase learning of organic chemistry key concepts
- Assess student needs and answer questions
- Lead students in stimulating their thinking to achieve their learning objectives

CV ORGANIC CHEMISTRY EXAMPLE



iREUParticipant|UniversityofTechnology|Graz,Austria

June20 XX - August20XX

- Specificresearchincludedsynthesizingprotein - proteininteractioninhibitorsinordertoblock transcriptionwithinthecellasaossiblecancertreatment.Responsibilitiesincluded:
 - Workingfull timeinanorganicchemistrylabinagradauestudentsetting
 - Researchingliteratureanddevelopingthedirectionoftheproject
 - CompletinglabworkandanalyzingsamplesbyGC -MS,HPLC,andNMR
 - CompletinganACSGuidedreportandpresenting myresearchinGrazandSyracuse

CAMPUSINVOLVEMENT

StudentLeader|LeMoyneCollege|Syracuse,NewYork

August2 0XX - Present

- Co-PresidentoftheLe Moyne College Chemistry Club
 - Organizing meetings and events both individually and collaboratively
 - Participating in community service activities

Otherclubs:

- ChamberSingers
- BiologyClub
- HabitatforHumanity
- Cheerleading

AWARDS&HONORS

ClareBoothLuceScholarshipforWomeninScience

August2 0XX - May 20XX

- Scholarshipforwomeninsciencewhoare pursuing aSTEMcareerinacademia
- Includes10hoursofresearchperweek,havingagradaumentor,andpresentin gresearchataseminaror conference

FranklinDolanJr.AwardforPureSciences

August2 0XX - May 20XX

- Awardforacademicexcellenceinpuresciencesforthe sophomoreyearofundergraduateeducation

Dean'sListScholar

August2 0XX - Present

- GPAmustbehigherthan3.5aftertheendofthesemester

EMPLOYMENTHISTORY

Server|VernonDowns Casino Hotel , Mr. G's Restaurant

July20XX - Present

- Took orders, servedcustomers, andhandledpaymentofthebill
- Collaborate with serving staff to address potential diningissues

Server|Colgate Inn

June20XX -August2 0XX

- Assisted with events and delivered courses in a timely manner
- Served clientele and managed bill payments

Cashier|YeOldePizzaPub

July20 XX -August2 0XX

- Cashier for regularbusiness hours
- Handled paymentfor orders, retrieving the correctorders forcustomers, and giving friendly service

RESUME CHECKLIST



1. **FORMATTING**

- Resume is ONE page – (there are only a few exceptions; please reference your specific field or CV vs. Resume on page 14)
- Font size is between 10-12 with header being at least 14
- Consistent spacing and margins
- Dates, fonts, and spacing follow consistent pattern
- Use of bullet points to list relevant experiences
- Set margins to 0.5 if more space is needed to prevent 2 page resume

2. **CONTENT**

- Degree listed correctly (B.S. vs. B.A.) Check Phinfo
- GPA listed (if above 3.0)
- Adequate contact information is provided with voicemail set up (professional greeting)
- Power verbs are used to describe experiences (not “worked or responsible for...”)
- Verbs are consistent tense (past tense used for past experiences, etc.)
- Include hard skills on your resume. Avoid listing soft or transferrable skills. Show this through your strong bullet point descriptions. Showing vs. telling is a better strategy.

3. **FINAL STEPS**

- Final draft is easy to read and saved as a PDF (with first and last name).
- Proofread by another trusted peer or mentor or drop in for a resume review (see Handshake for 1st time resume review availability)
- Follow up with a Career Advisor for a final review of your resume/cv in a docx. or google format.
- Upload your career documents to your Handshake profile>documents tab and choose “visible” to be discovered by company representatives.

CREATING YOUR COVER LETTER



GATHER INFORMATION:

- **Find the name, title and mailing address for the person accepting applications.**
In some instances the job description will provide a contact name. If none is provided, you can check the company's website.
- **If you can't find a name, it's best to address the letter to "Dear (Company Name) Hiring Team."**
Avoid "To Whom It May Concern."
- **Research the organization to which you are applying.** Note discoveries about its mission and values, products or services, history and future goals, performance and reputation, etc. As you research, take notice of what makes you excited about your discoveries. Use this as inspiration to craft examples of synergy between you and the employer. You can research a company by visiting its website, going to its LinkedIn page, and checking its social media presence. Highlight connections between your values and purpose that align with the company to which you are applying.
- **Review the job description, ie., responsibilities, preferred qualifications and skills you may already possess and highlight the skills and experiences the employer wants so you can address them in the cover letter.**

DRAFT:

- Do not repeat exactly what is on your resume. Use this opportunity to provide context to skills or accomplishments in your resume.
- Write the letter, using the suggestions listed.
- Make sure you are including information about the organization and how your skills will blend with the characteristics they are seeking in an employee.

REFINE:

- **Read the letter as a potential employer.**
- **Ensure that you have highlighted the skills you will bring to the position.** The letter should focus on what you bring to a position versus what you would learn from it.
- **Check for grammatical, usage and spelling errors multiple times.**
- **Ensure your letter matches the professional tone of your industry.**
- **Follow up with the contact person after you have sent the letter and resume in PDF form.**
Do not simply ask if they have received your materials. Use the opportunity to reiterate your interest in the position.
- **Have your cover letter reviewed by a trusted mentor and/or Career Advising.**

COVER LETTER CONTENT



Your contact info

Same heading as your resume, including: Name, Email, Phone

Date

Today's date

Recipient's name,
title, organization
name, and address

Full Name of Person You Are Contacting
Title/Position
Name of Organization
Mailing Address
City, State, Zip Code

Salutation with name
of hiring person.
If gender is unknown
use Mx.

Dear Ms./Mr./Mx./Dr. Last Name:

Content of your letter:
Use the job description
for employer preferences or
requirements and incorporate
key words into your letter.

Paragraph 1 – Briefly state your purpose for writing the letter

- Explain why you are interested in a specific position/opportunity.
- Refer to any contacts you may have at the organization.
- Explain what it is about the organization that you find interesting/compelling.
- Try to lead with a relevant example. Opening sentence should be compelling. (Avoid "My name is ...")

Briefly list at least 2 of
the most compelling job related
skills, strengths, or desired traits
and evidence or story to back
your claim.

Paragraph 2 – Tie your skills, knowledge and experience to the position/organization

- Select one to two projects or experiences that demonstrate skills and accomplishments related to the position. These can be experiences from your classes, prior work or volunteer experience, or student organization leadership.
- Show evidence you have researched the organization and give specific examples where your skills would support the efforts of the organization
- If you feel a particular connection to the organization, you can go more into detail about it than you did in the first paragraph. This could include how the company fits with your interests, goals, working style, values, etc.
- This section can be separated into two paragraphs, if necessary

Provide real examples.

Paragraph 3 – Ask for an interview/consideration for the position

- Indicate that you are available to meet and discuss your qualifications further.
- Reiterate your interest in the position.
- Thank the employer for their time and consideration.

Closing statement with
your name and signature
Consider scanning your
signature to insert as an
image.

Sincerely/Cordially/Best Regards,

Your Name

COVER LETTER EXAMPLES



STEM STUDENT COVER LETTER

MICHAELSNYDER

student@lemoyne.edu | Cell: (607) 205-0940

E-mail:

December 18, 20XX

SaabSensisCorporation
OfficeofHumanResources
341BusinessParkway
Orlando,Florida44201 SaabSensisHiringTeam,

Dear

I am writing to express my interest in the Summer 20XX Test Engineering Co-op; Air Traffic Management position. I learned about Saab's Co-op position through an email from the Lemoyne College Physics Department. As a second-year physics major, I believe my experience and academic record qualify me for this role.

This fall, I am partnering with Dr. Neils Bohron on the PROSPECT Experiment, a 14-institute project led by Yale University. My responsibilities include coding and building circuitry for an Arduino Board to collect data from a humidity and temperature sensor for a Li-6 loaded liquid scintillator setup. We have designed, tested, and refined various experimental setups and are currently awaiting funding for an oxygen sensor to enhance data accuracy.

In the classroom, I gained programming experience with Python and circuit design skills in an electronics course. I will also be taking courses in CAD, Matlab, Maple, and Octave this January, and an Object-Oriented Programming course using C++ in the spring. Additionally, my commitment to the NCAA Division I Tennis program demonstrates my strong time management skills and work ethic.

My laboratory experience, academic achievements, and classroom skills make me a strong candidate for the SaabSensis Co-op. I am eager to apply my skills in a real-world, team-oriented environment. Please contact me to discuss my qualifications further. Thank you for your consideration.

Best Regards,

Michael Snyder

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Leave two spaces

One space

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One space

One space

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One space

COVER LETTER EXAMPLES



2ND YEAR MARKETING STUDENT EXAMPLE

Yamiche Birdsey

4 Independence Row, Albany, NY 12170

bbirdsey@lemoyne.edu 518-222-2222

[linkedin.com/in/bbirdsey](https://www.linkedin.com/in/bbirdsey)

12/6/20XX

Dr. Magdoleen Ierlan
Marketing Program Director
Heights Global Marketing
1419 Salt Springs Road
Syracuse, NY 13214

Dear Dr. Ierlan and the Heights Global Marketing Team :

I have always excelled in business environments where I am able to put theory into practice. An internship in your organization would allow me to have an opportunity to contribute and collaborate with your team while learning and growing as a person and a professional. I believe that Heights Global Marketing would be an ideal setting for me to continue my journey toward becoming a highly skilled marketing professional.

As a rising sophomore with a double major in Human Resource Management and Marketing, I recently completed a group project through my marketing class in partnership with Clear Path for Veterans specifically to promote the Mega Murph event. We developed effective social media marketing strategies to increase community awareness and participation of this important event. Through this project we were able to provide Clear Path with unique marketing plans that they will continue to utilize for future events. During this project and my time at Le Moyne, I've honed my skills in understanding consumer behavior and social media marketing which are some of the key skills the Heights Global Marketing firm is seeking. Additionally, my ability to pick up on new ideas and to understand different aspects of situations will add value to your team.

Thank you for your time and consideration. It would be my pleasure to meet to further discuss my skills and strengths. Please feel free to contact me at (518) 222-2211. I look forward to hearing from you.

Kindest regards,

Yamiche Birdsey

EMAILING YOUR COVER LETTER AND RESUME



You have worked very hard to improve, edit, and customize your resume and cover letter. You may have the opportunity to directly email a hiring manager or human resource professional. In either case, your email should be well crafted, brief and professional.

TIPS AND SUGGESTIONS:

- 1) Refrain from relaxed language i.e. Hey, lol, ur, yeah
- 2) Do not use emoticons or emojis – this isn't a text message to your friend
- 3) Use a proper salutation and honorific; Dear Ms./Mr./Mx./Dr. [last name]; ex) Dear Dr. Smith,
- 4) Include in the message that you are attaching your full version of cover letter and resume for a specific position.
- 5) Save and send your documents in PDF format and label documents with your first and last name so they can be easily recovered when searching. Avoid saving your document as resume.pdf.
- 6) Proofread your email TWICE. Make sure it flows and the tone of the email is appropriate and professional

GOOD EXAMPLE:

Dear Ms. Jones,

Thank you for taking the time to speak with me yesterday at the Le Moyne Accounting Opportunity Fair regarding your tax internship position for this upcoming spring. Attached you will find a full version of my cover letter and resume for your consideration. I would be happy to expand on my qualifications and interest in this position via virtual meeting, phone or in-person meeting. Should you need any additional information, please do not hesitate to ask.

Best Regards,

Samuel Fisher

[Samuel Fisher Cover letter.pdf](#)

[Samuel Fisher Resume.pdf](#)

BAD EXAMPLE:

Hey! Please see attached.

[Resume.doc](#)

[Cover letter.doc](#)