

Writing Your Résumé

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Résumé: A brief written account of personal, educational, and professional qualifications and experiences. Includes carefully selected and organized information that shows how your past experiences are related to your future job target or goals.

BREAKDOWN BY SECTION

Education

This section should be a summary of your educational qualifications.

- List the most recent school attended first and list other schools attended in reverse chronological order. High school can be included if you are a freshman and will be formatted similarly. Include the following information for each school:
 - ✓ Remove high school after first year of college is completed.
 - ✓ Location of the school (City, State)
 - ✓ Completely spell out your school name and degree
 - ✓ Major and minor
 - ✓ GPA if ≥ 3.0 (For technical fields, a higher GPA may be desired)
 - ✓ List all semesters you have made President's List or Dean's List
 - ✓ Awards and achievements from a particular school (Optional — you can also create an "Achievements and Awards" section, or an "Honors and Awards" section)

Example:

State University of New York (SUNY) College at Oswego, Oswego, NY Bachelor of Arts in Communication and Social Interaction Minor in Business Administration GPA: 3.4; President's List: Spring 2015, Fall 2015; Dean's List: Spring 2014	05/2017
Monroe County Community College, Rochester, NY Associates of Science in Communication and Media Studies GPA: 3.4; Dean's List: Fall 2012, Spring 2013, Fall 2014	12/2013

Experience

Based on the experiences that you have, you may have multiple experience sections such as: related, work, leadership, etc. The related experiences may include summer and full time jobs, internships and co-ops held that relate to your potential career.

How an experience section could be formatted:

Company Name, Position, Location	Dates Worked
<ul style="list-style-type: none"> • Action Verb + Statement + Result • Action Verb + Statement + Result • Action Verb + Statement + Result 	

Example:

Auxiliary Services, Student Manager, Oswego, NY <ul style="list-style-type: none"> • Assist in the training and supervision of 19 student employees to ensure knowledge of core competencies • Participate in quality control of products to help managers maintain a positive customer experience • Collaborate with fellow associates and upper management to produce efficient work schedules 	05/2014 – Present
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Tips for Experience Sections:

- Use action verbs to best describe your experience (refer to Action Verb list for ideas)
- Use three to five bullet points for each experience to best organize your thoughts
- Don't just list duties that you performed for the job — show achievements and what you gained from the experience that will benefit your future. Focus on responsibilities related to your future position.

Volunteer/ Extracurricular

A résumé should not only include work experience, but it should also include extra-curricular involvement and volunteer experience. Employers appreciate well-rounded candidates with a variety of interests and experiences. This section can be formatted as shown below or you may choose to format it similar to your experience section.

How a volunteer section should be formatted:

Volunteer, Name of Organization or Event Dates Optional

How an extra-curricular section should be formatted:

Member/Officer Title, Name of Organization or Event Dates Optional

Example:

Treasurer, Zoological Student Association (SUNY Oswego)

Member, Go Green Team (SUNY Oswego)

Volunteer, United Way Walk, Oswego, NY

Volunteer, Salvation Army, Rochester, NY

References

Employers will ask for references at some point during the search process — you do not need to list your references or indicate that they are “available upon request” on a résumé. Create a separate reference page that includes name, relationship and contact information for 3-5 references.

Additional Sections

Additional résumé sections may include:

- Related Coursework
- Skills (Technical/Computer, Language)
- Certifications
- Honors and Awards
- Affiliations

Note: **Education** and **Experience** sections are required because they are the two most utilized among college students. All other sections depend on personal preference and history.

Résumé Myths

1. Keep your résumé to one page

This is not necessarily true — traditional college students may not have a significant amount of experience and will typically be able to fit their experience on one page. If you do have more than one page, make sure it is at least a page and a half and consists of quality information.

2. You need an objective statement

Cover letters can substitute for an objective statement and are required for most job/internship applications. Employers focus on experience and involvement within the résumé and will often skip right over an objective statement.

3. It's all about you

Actually, it's all about the organization. Ultimately, you want to include information about yourself that the employer is looking for. It is critical that you connect your specific skills and experiences to their needs.

4. One general résumé will suffice

Résumés should be written specifically towards what you are applying for. You should tweak your résumé based on the requirements for that job. For each position you

are applying for, try to match your experiences with the details on the job description.

5. A résumé should only include paid experiences

Experience in clubs and internships may speak more to your skills for your potential career than a paid part-time summer job. Unpaid but very relevant experience can be in a section such as “Relevant Experience.”

6. GPA is a top consideration for employers

This is true for some majors, but not all. Technical majors such as Accounting, Finance, and Computer Science may place a higher priority on GPA than others.

7. Résumés should include entire work history

This will not necessarily help you if most of your experience is unrelated to your potential career field. Pick and choose experiences that will highlight the skills needed for potential career paths.

8. Hard copy (paper) résumés are good enough

Online presence through LinkedIn and other professional and social platforms is becoming critical and will outweigh traditional résumés in the future.

Using **LinkedIn** to your benefit

How can you use LinkedIn?

- ✓ **Connect with SUNY Oswego Alumni:** There are nearly 44,000 SUNY Oswego Alumni who are working in every conceivable field. Narrow that list by major, industry, specialty, geography and more. Find alumni doing what you want to do and reach out!
- ✓ **Join Professional Associations and Organizations:** Join groups related to your vocational interest! This will allow you to make connections, stay on top of the trends in your field, and learn the vocabulary of your industry.
- ✓ **Company and Geographic Research:** Find alumni who work for an organization in which you are interested. Want to move to Miami Beach or Billings, Montana? Connect with Alumni who have successfully transitioned.

Ways to Improve Your LinkedIn Profile:

1. Create a URL that is simple and concise.
2. Add your top skills and ask co-workers and students to endorse you for those skills.
3. Add volunteer experience to your profile—it makes you more marketable to employers.
4. Make sure your profile is 100% complete.
5. Secure brief recommendations from supervisors, faculty, and others.
6. Create a quick but powerful summary.
7. Upload a profile photo.

FACT FILE...



14x

Adding a profile photo could result in 14 times more views than someone without.



A summary of 40 words or more makes you more likely to turn up in a future employer's search.



13x

Members who include skills get around 13 times more profile views.



15x

Adding an industry could get you 15 times more profile views.



5x

Your profile is 5 times more likely to be viewed if you join and are active in groups.



10x

Members who have education on their profile receive an average of 10 times more profile views than those who don't.



42%

42 percent of hiring managers surveyed by LinkedIn say they view volunteer experience as equivalent to formal work experience.

The Career Services Office is willing to help you develop the perfect LinkedIn profile! You can utilize the LinkedIn Photo studio at any of our events or by appt. at: oswego.edu/career-services/digital-dirt

Visit us at Career Services at the Compass, 145 Campus Center or online at oswego.edu/careerservices

JANE DOE

Address • email@oswego.edu • Phone Number • LinkedIn URL

EDUCATION

05/2018

State University of New York (SUNY) College at Oswego, Oswego, NY
Bachelor of Science in Human Resource Management

GPA: 3.59

President's List: 3 Semesters; Dean's List: 4 Semesters

Recipient of Society for Human Resource Management J. Donald Herring, Ph.D. SPHR Junior Award

Recipient of Alumni Legacy Scholarship

RELATED EXPERIENCE

SOCIETY FOR HUMAN RESOURCE MANAGEMENT, Chapter President, Oswego, NY 04/2017 – Present

- Conduct monthly chapter meetings, set goals and assign responsibilities to achieve SHRM Merit Award
- Coordinate company tours, meetings with Human Resources professionals, and informational sessions for members
- Notify members about internship opportunities, jobs, and opportunities in the field of Human Resources

CONSTELLATION BRANDS, HRIS Intern, Victor, NY 05/2017 – 12/2017

- Assisted in implementation of global Workday system to improve data management for 6000+ employees
- Created supervisory organizations and cleansed existing data reports using Microsoft Excel to provide the structure for the Workday system
- Formulated training materials and coordinated schedules for the first phase of testing within the implementation
- Consolidated global job descriptions from multiple locations and organized files to facilitate access

HUMAN RESOURCES DEPARTMENT, Summer HR Intern, Oswego, NY 05/2016 – 08/2016

- Created employee informational documents for various suggestions such as Labor Relations and Leave of Absence
- Conducted researched and designed new hire information packets
- Drafted and updated job postings and job descriptions

WORK EXPERIENCE

WEGMANS FOOD MARKETS, Cashier, Liverpool, NY 12/2017 – Present

- Process exchanges and refunds to keep a proper flow of store procedures
- Balanced assigned cash registers to ensure accuracy in daily exchanges
- Interact with customers in a positive manner to improve customer relations

AUXILIARY SERVICES, Student Worker, Oswego, NY 09/2013 – 05/2016

- Assist in the training and supervision of 19 student employees to ensure knowledge of core competencies
- Participate in quality control of products to help managers maintain a positive customer experience
- Collaborate with fellow associates and upper management to produce efficient work schedules

MEMBERSHIPS

Phi Kappa Phi, Student Honor Society, Member

Omicron Delta Kappa, Student Leadership Honor Society, Member