

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 or just those you earned a degree from in reverse chronological order. High school can be included if you are a first-year student and will be formatted similarly, high school should be removed after the completion of your first year of college. Include the following information for each school:
 - ✓ 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 or required)
 - ✓ List all semesters you have made President’s List or Dean’s List
 - ✓ Awards and achievements from a particular school (Optional – if listing more than three you can alternatively create an “Achievements and Awards” section, or an “Honors and Awards” section)

Example:

State University of New York (SUNY) at Oswego, Oswego, NY

May 2022

Bachelor of Arts in Communication

Minor in Business Administration

GPA: 3.4; President’s List: Spring 2017, Fall 2017; Dean’s List: Spring 2016

Monroe County Community College, Rochester, NY

December 2018

Associate of Science in Communication and Media Studies

GPA: 3.4; Dean’s List: Fall 2014, Spring 2015, Fall 2016

Experience

Based on the experiences that you have, you may have multiple experience sections such as: related, work, leadership, internship, etc. Related experiences may include jobs, leadership positions, internships, and co-ops that relate to the prospective position.

How an experience section could be formatted:

Organization Name, *Position*, Location

Dates Worked

- Action Verb + Statement + Result
- Action Verb + Statement + Result
- Action Verb + Statement + Result

Example:

Auxiliary Services, Student Manager, Oswego, NY

May 2019 – Present

- 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

Tips for Experience Sections:

- 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.
- Use action verbs to best describe your experiences (refer to Action Verb list for ideas)
- Use three to five bullet points for each experience to best organize your thoughts

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

BREAKDOWN BY SECTION continued....

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:

Name of Organization/Event, *Volunteer*, Location

Dates Optional

How an extra-curricular section should be formatted:

Name of Organization, *Member/Officer Title*, Location

Dates Optional

Example:

SUNY Oswego African Student Organization (ASO), *Treasurer*, Oswego, NY

SUNY Oswego Go Green Team, *Member*, Oswego, NY

United Way Walk, *Volunteer*, Oswego, NY

Salvation Army, *Volunteer*, Rochester, NY

Additional Sections

Additional résumé sections may include:

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

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, who have agreed to be contacted.

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Interested in a platform that helps you structure your résumé? Check Out **OPTIMALRESUME** at oswego.optimalresume.com. All SUNY Oswego students and alumni have a FREE account to this resource!

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Résumé Myths

1. 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.

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. 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.

4. 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.”

5. 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.

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.

Action Verbs

Action verbs are the first word you see in the descriptive bullets of a résumé

TECHNICAL

Adapted
Applied
Computed
Designed
Developed
Engineered
Installed
Maintained
Operated
Programmed
Standardized

COMMUNICATING

Arranged
Clarified
Convinced
Established
Demonstrated
Founded
Influenced
Initiated
Introduced
Optimized
Strengthened
Transformed

CREATIVE

Composed
Created
Customized
Established
Fashioned
Founded
Illustrated
Originated
Performed
Shaped
Designed

FINANCIAL

Administrated
Adjusted
Audited
Balanced
Calculated
Estimated
Forecasted
Projected
Reduced

MANAGING

Appointed
Approved
Clarified
Coordinated
Delegated
Directed
Encouraged
Monitored
Executed
Facilitated
Planned
Motivated
Influenced
Initiated
Mentored
Resolved
Trained

RESEARCHING

Analyzed
Collected
Compared
Conducted
Detected
Determined
Formulated

Invented
Measured
Tested

HELPING

Advised
Aided
Assisted
Contributed
Criticized
Demonstrated
Evaluated
Explained
Informed
Instilled
Motivated
Persuaded
Simplified
Supported
Tutored

ORGANIZATIONAL

Accomplished
Achieved
Collaborated
Communicated
Dispatched
Encouraged
Ensured
Facilitated
Generated
Guided
Implemented
Integrated
Prioritized
Revitalized
Targeted

Action Verbs...

- Begin your bullet points with concise and accurate descriptions.
- Help you demonstrate your writing ability with a wide vocabulary range.
- Provide employers with “buzz words” that can directly connect to their job descriptions.

Do's & Don'ts

DO

- Use a variety of verbs
- Be specific
- Describe job accurately

DON'T

- Repeat words
- Use simplistic terms
- Use the incorrect tense

Put your Résumé to Work!



Finding a job or internship is not a problem! Every day there are hundreds of thousands of opportunities available. This program is by far the best tool out there for searching for opportunities by type, keywords, geography and more. Create a free account and be amazed!



Connect with thousands of employers, apply for internships and jobs, join on/off campus events, and make your resume public to over 500,000 employers around the world! Get access now by logging into your free account with your SUNY Oswego credentials. (P.S. this is also where you'd go to make scheduled appointments with a Career Coach!)

JANE DOE

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

EDUCATION

State University of New York (SUNY) at Oswego, Oswego, NY

May 2022

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

SUNY Oswego Society for Human Resource Management, Chapter President, Oswego, NY January 2021 – 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 to enhance members awareness of best practices in their field
- Notify members of internship and job opportunities to assist them in meeting their career goals

Constellation Brands, HRIS Intern, Victor, NY

May 2021 – December 2021

- 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 to support project implementation
- Consolidated global job descriptions from multiple locations and organized files to facilitate staff access

SUNY Oswego Human Resources, Summer HR Intern, Oswego, NY

May 2020 – August 2020

- Created informational documents to increase employee awareness of various topics including retirement systems, labor relations, and leave of absence policies
- Collaborated with the Marketing Department to implement an updated design for new hire information packets
- Drafted and updated job postings and job descriptions to ensure accurate information is provided to potential employees

WORK EXPERIENCE

Wegmans, Cashier, Liverpool, NY

December 2021 – Present

- Process exchanges and provide refunds to have accurate product records and comply with store procedures
- Balance assigned cash register at the end of each shift to ensure accuracy in daily exchanges
- Interact with customers in a positive manner to address concerns and improve customer relations

SUNY Oswego Auxiliary Services, Lead Student Worker, Oswego, NY

September 2019 – Present

- 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

SUNY Oswego Pride Alliance, Oswego, NY

October 2017 - May 2021

Phi Kappa Phi - Student Honor Society, Oswego, NY

Inducted Spring 2019