

Career Development & Experiential Learning Center

# RESUME

Lets Start!

> Contact us: careercenter@norwalk.edu (203) 857 - 6947

CT STATE

NORWALK

Adapted from Princeton University

# The Basics of Resume

# Your resume's job is to get you an interview.

- Look at job descriptions carefully. If certain keywords, skills, or traits keep popping up, check that they are reflected in your resume in your own words.
- Experience comes not only from internships and jobs, but from campus activities, class projects and volunteer work as well.
- There is value what employers call transferable skills in all you do as a student.
- Readers only know what you tell them. Include concise yet thoroughly detailed action statements to pique a reader's interest.
- Demostrate skills trhough your bullet points in addition to listing them in "Skills" section.
- Think ahead to the interview. Make sure the content you'd talk about is well-represented in your resume

# Your resume should be easy to scan and digest in 15-30 seconds.

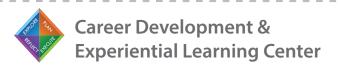
- Use bullet points instead of paragraphs. Avoid pronouns (I, we) and minimize the use of articles (a, an, the).
- Use CAPS, bold fonts, and line spacing to distinguish between sections.
- Keep documents to one page. Set margins between 0.75" and 1" (ideal) and no less than 0.5".
- Use consistent font styles and sizes (10-12pt) throughout the document.
- Save space by leaving off your mailing address. Your phone number and email suffice. Include your LinkedIn profile link.
- List content in reverse chronological order in each section of your resume.

# The document should be written with the reader in mind

- Consider the context for which you're using your resume and adjust content, header and details to match the specific job/internship posting, scholarship application, career fair/Meetup or other opportunity.
- Note differences in style, tone, keywords and content across industries and around the globe.
- Distinguish yourself from other students by detailing your individual role and unique impact, especially when several students may have the same experience (for ex: club officer or honors program student).
- Do not include personal information like age, Social Security Number, marital status, religion or parent's occupations.
- Do you need a CV or resume? In the U.S., a CV is used primarily for admission to or roles in academia. It is a type of resume with an in-depth focus on research, presentations, academic awards, and/or publications.

# As long as you are aspiring to professional advancement, your resume is a work in progress.

- Know that resume writing can be complex and take several tries to master.
- Save all versions of your resume. Keep prior versions of your resume for reference.
- Do not fear changing directions. You can reposition any experience by focusing on transferable skills.
- Set an appointment with a career counselor to review your resume. Contact: careercenter@norwalk.edu



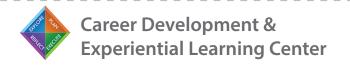
# Introductory Resume Worksheet

This worksheet is meant as a guide, not a template. Keep to the format but focus on the categories that reflect your experience.

#### **Full Name** City, State Zip Code Phone Number | Fmail Address

LinkedIn Custom URL				
EDUCATION				
CT State Community College Norwalk Campus, Norwalk, CT Associate of Science/Arts/Applied Science, Major: GPA if higher than 3.0, Dean's List	Expected Graduation: MM/YYYY			
Relevant Coursework:,,,,,				
Phi Theta Kappa International Honors Society (if inducted)	Induction: MM/YYYY			
Trainings, Courses	MM/YYYY – MM/YYYY			
RELATED WORK AND VOLUNTEERING E	EXPERIENCE			
Organization, Location Title or Role	MM/YYYY – MM/YYYY/Present			
<ul> <li>List experiences from most to least recent</li> <li>Convey your contributions with at least 4 bullet points</li> <li>Start bullet points with action verbs and use qualitative and quant contribution</li> <li>Use past tense action verbs for experiences that have ended</li> </ul>	itative terms to show the value of your			
SKILLS				
Technical: Software Applications, Hardware, Relevant Tools, Microsoft Certifications: CPR, Wildlife First Responder, Technical Training Foreign Languages: Not English. Fluent, Proficient, Intermediate. Additional Subcategories: Social Media, Business, Laboratory, etc.	Office, Etc.			
ACTIVITIES				
Organization, Location Title or Role • Include athletic, academic, social, performance, professional, extra	MM/YYYY – MM/YYYY			

- Special Projects: Thesis, Research



# **Crafting Your Description**

Adapted from South Dakota State University Office of Career Development

### **Step 1:** Identify your transferable skills

Place a check mark next to each skill you possess. Then, cicle the ones you consider to be your top 10.

#### **Communication & Creativity Teamwork Problem-Solving** Making decisions with others Anticipating potential problems Writing clearly and concisely Defining problems and possible Respecting others Listening attentively Eliciting input and providing causes Expressing ideas Identifying and selecting solutions feedback Using media to present ideas Creating innovative approaches Developing rapport Reporting information Sharing credit/cooperation Involving group members in Publc speaking problem-solving Interacting effectively Making presentations Developing plant to implement Collaborating in diverse or Describing feelings solutions multicultural environment **Improvising** Establishing general principles Meeting team expectations Doing more with less Perceiving feelings, situations Teaching/training others Appriciating diversity Solving problems/mediating Listening to others Providing accurate descriptions Implementing sound decisions **General Work** Leadership Research Managing time Generating and initiating ideas Forecasting/predicting Setting and meeting deadlines Managing and supervising groups Designing an experiment Accepting responsability Delegating responsability Imagining alternatives **Enlisting help** Promoting and adapting to change Identifying resources Extracting important information Editing/proofing Prioritizing tasks Identifying areas for improvement Negotiating/persuading Defining needs Seeling opportunities for Facilitating meetings or group **Developing strategies** pressional growth discussions Formulating conclusions Taking initiative Coaching/mentoring/counseling Conceptualizing ideas Managing time and stress **Evaluating progress** Observing and discovering Responding well to feedback Giving praise and credit Analyzing information Remaining calm under pressure Setting and accomplishing goals **Presenting findings**

Learning new tools/techniques

# **Crafting Your Description**

### Step 2: Brainstorm examples of how you used each skill

List your top 10 skills in the far-left column, the note the place(s) where you demostrated each skill

Transferable Skill	Employment & Internship Experiences	Course Projects & Research	Campus and Community
Example: Public Speaking	End of summer presentation to department staff	Group presentation in class last semester	Submitted proposal for campus-wide event

### Step 3: Bring it all together with an accomplishment statement

Turn these general concepts into bullet points on your resume. You can ACE this part of resume-writing by starting with an Action Verb to show you did something, providing the Context for that action using quantitative and qualitative terms and then demostrating the End Results of your actions to show the value of your contribution.

Action Verb	Context	End Result
Example: Coordinated	Idea for a fundraising event for local food pantry	Raised \$1000 with over 250 people participating

# Sample Accomplishment Statements

- Allocated \$1,500 budget to promote annual National Coming Out Day rally, increasing participation by 25% over previous year.
- Coordinated three fundraising events for local shelters, raising \$8,000 and greatly improving community awareness.
- Collaborated with a partner to formalize a 400-page training curriculum, creating a structure that made the progression of material clear and logical. **Action Verbs**

#### Communication

addressed advertised articulated authored clarified communicated composed condensed conferred consulted contacted conveyed convinced corresponded defined described discussed edited elicited enlisted expressed influenced informed instructed interacted interviewed ioined judged listened mediated moderated motivated negotiated observed outlined persuaded presented promoted proposed

publicized

rectruited reinforced reported responded specified sugaested synthesized translated

Research

analyzed compared conducted critiqued detected determined diagnosed evaluated examined experimented explored extracted formulated gathered identified inspected interpreted investigated located measured researched searched summarized surveyed tested

Organization/ Detail arranged

categorized

charted

classified coded collected compiled distributed generated incorporated logged monitored obtained ordered organized prepared processed purchased recorded registered reserved reviewed routed scheduled submitted standardized systematized updated validated

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implemented verified

Creative acted combined canceptualized created customized designed developed displayed drew entretained established fashioned founded illustrated initiated integrated introduced invented modeled modified originated performed photographed revised revitalized

shaped

Helping advised advocated answered cared for

coached

collaborated contributed cooperated counseled demostrated educated enabled encouraged ensured expedited explained facilitated familiarized furthered guided intervened motivated provided referred rehabilitated simplified supplied supported taught trained tutored volunteered

Management & Leadership

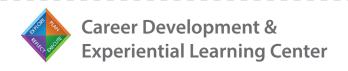
administrated appointed approved assigned attained authorized chaired consolidated controlled coordinated decided delegated directed eliminated emphasized enforced enhanced executed handled headed hired hosted increased insituted led managed overhauled oversaw planned prioritized produced recommended streamlined strengthened

supervised

adapted assembled built constructed converted debugged engineered fabricated installed maintained operated programmed rectified regulated remodeled repaired replaced solved specialized studied upgraded

Technical

Financial/Data adjusted allocated analyzed appraised assessed audited balanced calculated computed conserved corrected estimated forecasted marketed projected reconciled retrived



# Engineering Technology - Sample Resume

#### Full Name City, State, Zip Code Email Adress - Phone Number - Custom LinedIn URL

#### **EDUCATION**

CT State Community College Norwalk Campus, Norwalk, CT Associate of Science, Engineering Science; Major GPA: 3.16

05/2023

#### **SKILLS & ASSESSMENTS**

**Technical:** Proficient in 3D Modeling (SOLIDWORKS, Autodesk Inventor, Autodesk Fusion 360), Mid-skill level in MATLAB and Java, Proficient in Microsoft Office 365 (Word, Power Point, Excel, Outlook, Teams).

#### RELEVANT EXPERIENCE

Tunix Community College, Farmington, CT The Mechanical & Manufacturing Technologies for Energy & Sustainability Program (MET2) Intern

01/2023 - Present

- Group oriented project based on incorporating technical as well as interpersonal skills.
- Project's goal is to replicate LEGO helicopter by use of SOLIDWORKS and importing modeled helicopterinto an Augmented Reality (AR) space, virtually building the AR Helicopter to scale with use of Oculus Rift (AR) headset.
- Create a business plan utilizing Lean Manufacturing to be presented to the sponsors.

CT State Community College Norwalk Campus, Norwalk, CT Makerspace Fabricator

09/2022 - Present

- Educate both students and faculty on the uses as well as benefits of both laser cutting and 3D printing (Additive Manufacturing)
- Current projects include:
  - AR Sandbox- Using augmented reality software to mimic organic terrain on physical sandbox.
  - Infinity Mirror- Creating a mirror that when looked through is an optical ilusion of a never-ending tunnel.

#### OTHER WORK EXPERIENCE

JM Murray, Cortland, NY Direct Support Professional

12/2022 - Present

- Assist children aged 10 to 15 years with developmental disabilities by engaging them in activities that support their intellectual wherewithal.
- Provide an environment that allows for consistent growth and independence while teaching them valuable skills for improving their self-esteem.

### Respiratory Care - Sample Resume

# Full Name City, State, Zip Code Email Adress - Phone Number - Custom LinedIn URL

**EDUCATION/CERTIFICATIONS** 

CT State Community College Norwalk Campus, Norwalk, CT

Associate of Science, Respiratory Care

Certified Respiratory Therapist

Certificate in Nursing Assistant

Basic Life Support Certified, American Heart Association

Advanced Cardiac Life Support Certified, American Heart Association

05/2023

Expiration: 01/31/2025 Expiration: 01/13/2026

Expiration: 08/2024

Expiration: 01/2025

#### **SKILLS**

**Technical:** EMR (Cerner), Microsoft Office 365 (Word, PowerPoint, Excel, Teams, Outlook)

Language: Proficient in Tagalog; Basic knowledge of Spanish

**Respiratory Care:** Beside Manner, Physiological Knowledge, Infection Control, Medical Teamwork.

#### **CLINICAL EXPERIENCE**

ICU, CCU and Telementry Floor, Norwalk Hospital, Norwalk, CT

Surgical ICU, Medical ICU, ED, Burn Unit, Bridgeport Hospital, Bridgeport, CT

Medical ICU, Stamford Hospital, Stamford, CT Burke Rehabilitation Center, White Plains, NY

- Helped patients accomplish treatment plan and support life by administrating inhalants; managed mechanical ventilators per hospital protocol, therapeutic gas administration apparatus, environmental control sytems and aerosol generators
- Recommended weaning and extubating to physicians per hospital protocol
- Assisted in cardiopulmonary emergencies and rendered care as per ACLS/BLS standard
- Administered respiratory therapy treatments by performing bronchopulmonary drainage; instructed patients with breathing exercises; monitored physiological responses to therapy (vital signs, abgs and blood chemistry changes)

#### **VOLUNTEER EXPERIENCE**

Person-to-Person, Darien, CT

**Clothing Department** 

03/2022 - Present

- Performed administrative tasks including clothes collection and shelving if need to be cleaned up
- Assisted customers in sizing and other clothing need to suit family's requirements

#### **GENERAL WORK EXPERIENCE**

Child Care Giver, Fairfield, CT

09/2021 - 03/2022

- Plan and prepare meals and bottles, and feed, children aged three years and one year old
- Performed housework related to child-care, including washing the children's clothes, cleaning up after meals, tidying
- play areas, washing bottles and dishes.
- Create stimulating, nurturing, and safe environment for the children

#### **ACTIVITIES**

- Vice President of Respiratory Care Club, Student Member
- American Association for respiratory Care, Active Member

### Teaching - Sample Resume

Diane Teacher
Bridgeport, CT, 06604
diane.teacher@gmail.com - (203) 555-5555 - www.linkedin.com/in/DianeTeacher

#### **SUMMARY OF QUALIFICATIONS**

- Certified early childhood education teacher (pre-k 3rd grade) who incorporates diverse teaching methods to
- meet students' varying needs and interests
- Excellent communicator, whether reading creatively and energetically to students or building rapport with students,
- parents, faculty and administration.
- Creative professional utilizing technology (Smart Boards, Smart Tables, iPads), materials and resources to create
- imaginative lesson plans and play opportunities.

#### **EDUCATION & CERTIFICATION**

IONA College, New Rochelle, NY

Expected 05/2025

Bachelor of Science, Education

CT State Community College, Norwalk Campus, Norwalk, CT

05/2023

Associate of Science, Early Childhood Education

New York State Initial Certification Pre-K-6

#### **TEACHING EXPERIENCE**

Landmark School, Queens, NY Student Teacher, Kindergarten

09/2022 - Present

- Developed and implemented semester-long kindergarten classroom lesson plans, meeting all learning objectives.
- Communicated with supervising teacher to identify students's progression.
- Met with parents/guardians to discuss students' progress and determine mutual goals and priorities for their children
- Observed Dynamic Indicators or Basic Early Literacy Skills (DIBELS) assessment.
- Implemented discipline plan, managing full classroom supervision and instruction for four weeks.

01/2023 - Present

Attended all grade level, faculty, reading data, and school-wide professional development meetings.

#### **RELATED EXPERIENCE**

Summer Day Camp, Stamford, CT Head Counselor

06/2021 - 08/2021, 06/2022- 08/2022

- Supervised and directed campers throughout daily activities and events.
- Evaluated performance of group counselors and assigned specific tasks.
- Conducted problem solving techniques for behavioral issues.

### Early Childhood Education Department, NCC, Norwalk, CT Student Labor

09/2022 - 05/2023

- Assisted Chair of Education Department and professors with paperwork and scheduling appointments.
- Creating event flyers and assisting with event set-up, break down and follow-up activities.

#### **TECHINCAL SKILLS**

Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, and Access), Adobe Acrobat, Class Dojo



### **Business - Sample Resume**

#### Full Name City, State, Zip Code Email Adress - Phone Number - Custom LinedIn URL

#### **EDUCATION**

#### CT State Norwalk, Norwalk, CT

Associate of Science, Marketing, GPA 3.4 CT State Norwalk Honors Program Phi Theta Kappa International Honor Society

Expected graduation: 05/2024

Inducted: 08/2023 Inducted: 10/2022

**Relevant Coursework:** Statistics, Principles of Financial Accounting, Principles of Managerial Accounting, Principles of Macroeconomics

**Awards:** Outstanding School Leadership Performance 2022-2023

05/2023

#### **SKILLS**

**Language:** Native in Italian, Understand Spanish and Portuguese.

**Technical:** Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams), Google Workspace (Docs, Sheets, Forms, Slides,

Gmail), Zoom, Blackboard.

**Social Media:** Instagram, Twitter, TikTok, Facebook.

#### LEADERSHIP ENGAGEMENT

•	President, Student Government Association, CT State Norwalk	07/2023 - Present
•	Vice President, Marketing Club, CT State Norwalk	05/2022 - 07/2023
	Senator, Student Government Association, CT State Norwalk	05/2022 - 07/2023
•	Student Representative, Organization of Women in Business, NYC	08/2023 - Present

#### **RELEVANT EXPERIENCE**

## CT State Norwalk, Norwalk, CT Marketing Intern

01/2023 - Present

- Manage social media resulting in a 65% increase in engagement.
- Write social posts with grammatical accuracy and an effective and captivating communication style.
- Design all promotional materials for programs and workshops.

### The Lounge at Greendale, Bridgeport, CT Costumer Service

05/2022 - 07/2023

- Descalated customer complaints professionally, resolving issues in a timely and friendly manner.
- Trained over 10 new hires on company-specific policies, procedures, and compliance guidelines.
- Greeted customers and contributed to positive community relationships.

# Computer Science - Sample Resume

#### Full Name City, State, Zip Code Email Adress - Phone Number - Custom LinedIn URL

#### **EDUCATION**

CT State Norwalk, Norwalk, CT

Associate of Science, Computer Science UPLIFT Program, STEM Club NCC Foundation Scholarship Recipient

Expected graduation: 05/2024

Fall 2023, Spring 2024

#### **SKILLS**

Technical Skills: HTML, CSS, JavaScript, SQL, ReactJS, Git, Bitbucket, Figma

#### **EXPERIENCE**

CT State Norwalk IT Department, Norwalk, CT Helper and Support (Student-Worker)

01/2022 - 07/2022

- LiteTouched 100+ laptops to update operating systems and applications for student loaners.
- Regularly guided callers in troubleshooting, and instructional assistance on software.
- Inspected, maintained, and updated several printers, instructional devices, projectors, and computers with documentation.

Synchrony Financial, Stamford, CT

**Tech Winter Intern** 

01/2022 - 02/2022

- Developed a new site for the Skills Academy using the ReacJS Framework and presented the final product to tech leaders.
- Designed a wireframe for their Skills Academy website using Figma.
- Participated in and practiced Agile methodology and learned how to use bitbucket to collaborate with a team.

#### CT State Norwalk Food Pantry and Garden (UPLIFT)

Intern

08/2022 - 05/2023

- Performed garden maintenance and set up 3 compot tumblers to provide ease of access for student involvement.
- Organized the pantry and assisted in creating over 100 thanksgiving food baskets for students and families in need.

LG Digital, Shelton, CT Internet Response Expert

01/2023 - 07/2023

- Ranked top 5 company-wide for call volume and customer conversion; maintained a quality assurance score of 98%.
- Awarded 8 new client campaigns to expedite prospective client performance expectations.

Eastern Account Systems, Brookfield, CT Customer Service Representative

05/2023 - Present

- Assigned to outreach Comcast business clients to secure payments that have balances over \$500.
- Cold called over 400 customers daily and consistently secured 20 payments on average.

### Legal - Sample Resume

### **Full Name** City, State, Zip Code Email Adress - Phone Number - Custom LinedIn URL

#### **EDUCATION**

Mercy University, Westchester, NY

Graduation: 05/2023

Bachelor of Arts, Business Management with a Concentration in International Management

GPA: 3.6

**Minor:** Legal Studies

Campus Involvement: National Honor Society Phi Theta Kappa & National Society of Leadership and Success Member

Norwalk Community College, Norwalk, CT Associates of Science, Legal Assistant

Expected Graduation: 05/2025

**Relevant Courses work:** Business Organization, Real State Practice, Introduction to Paralegal, Principles of Marketing.

Campus Involvement: Student Government Treasurer, Career Success Club & Gaming Club member

#### **SKILLS**

**Legal:** Court Calendaring, E-Filing/Record Management Legal Document Preparation, Legal Research, Trial Preparation

Computer: Proficient in LexisNexis Outlook, Microsoft Office, Google Drive, Canva

Languages: Fluent in Spanish and Proficient in Portuguese

#### PROFESSIONAL EXPERIENCE

#### Deed & Moore Associates, Stamford, CT Paraleaal

05/2023 - Present

- Assist with calendaring and docketing court deadlines, appointments and tasks
- Receive and respond to court notifications and inquiries from the clients with utmost discretion
- Assist attorneys during pre-mediation and foreclosure mediations
- Write correspondence communicating with clients, court and opposing counsel

#### Global Tech Co., Stamford, CT **Digital Marketing Consultant**

01/2022 - 05/2023

- Developed effective presentations to demonstrate products and services
- Produced contract overview and agreement disclosures
- Served as the Chief of Social Media for 10 clients ensuring all needs were met

05/2021 - 01/2022

#### Mercy College, Office of Student Activities, Westchester, NY **Office Assistant**

- Greeted all the visitors and directed them to appropriate contact ensuring a positive experience
- Assisted with administrative functions regarding event planning, scheduling appointments, performing data entry and other ad-hoc tasks
- Monitored office supplies and replenished as necessary