



MORRISVILLE STATE COLLEGE

# Creating Your First Professional Résumé

Office of Career Services  
Morrisville State College  
318-319 Crawford Hall



## In this session you'll learn:

- purpose of a résumé
- formats for a résumé
- process of creating content for a résumé
- how to work with Career Services on your résumé



## Purpose of a résumé for the employer

- to select (and deselect!) applicants to interview
- to do that, employers look for:
  - an applicant's capability for doing the job and contributing to the organization
    - does the candidate have the skills (or demonstrated the aptitude to learn them) relevant knowledge, attributes, and interest?
  - strong written communication skills
  - applicant's preparedness for the workplace
    - attention to detail and consistency in formatting on your résumé
    - thoughtfulness in describing your experiences



## Purpose of a résumé for you, the candidate

- to be selected for an interview
- for that to happen, your résumé must:
  - convey your **most relevant and recent** experiences, accomplishments, skills, and attributes, emphasizing those required for your area of interest
  - be a strong representation of your written communication skills
  - demonstrate you are aware of, and able to navigate, the rules of the world of work



## Format for a résumé

- length: general rule is maximum of one-page for students and entry-level professionals, with limited exceptions
- margins: 1" all around
- font: Times New Roman, Arial, Calibri are easiest to read
- font size: 11 to 12 pt, depending on font used
- formatting: use bold, capitalization and italics to highlight important information, but do so consistently
- order of entries: should be listed in reverse chronological order (current or most recent study first, oldest last)



## Anatomy of a résumé

- typical sections include but are not limited to:
  - contact information
  - education
  - work or internship experience
  - activities
- additional sections such as honors, coursework, leadership, skills, and relevant experience may be appropriate, depending on your experience, career field, and goals
- majority of employers indicate that an objective statement has little to no value
- “References available upon request” should not be included, nor should actual references



## Creating your résumé

- gather the information directed in previous slides
- download our on-line “Résumé Worksheet” to use as a guide
- use the info and examples in the following slides to complete the worksheet and compile a first draft
- meet with Career Services to review your draft



## Contact information

- your full name
- address: permanent and/or school
  - which you should use depends on where the job you're applying to is, but it is acceptable to include both
- telephone number
  - make sure your voice mailbox is set up, that you check it, and that your voice mail greeting is professional – it matters!
- e-mail
  - Morrisville e-address is preferred it identifies you as a college student

### Examples:

#### **JESSE JOBSEEKER**

233 Mustang Drive  
Morrisville, NY 13408  
315.228.0567

jobse352@morrisville.edu

#### **JESSE JOBSEEKER**

233 Mustang Drive ▪ Morrisville, NY 13408  
315.228.0567 ▪ jobse352@morrisville.edu





## Education

- name of college, location, degree, program name and actual or anticipated date of graduation for post high-school study
  - check Web for Students for correct degree and program
  - if you've taken classes at another school, but did not graduate, you have the option of including or not. Check with Career Services for guidance.
- if you've been out of high school less than five years, you could include that information if you want and space allows
- consider including your GPA if  $> 3.00$ 
  - check Web for Students for exact three digits; do not round up!
- items such as professional licenses and certifications can be included here, or if you have several, in a separate section



## Honors (if applicable)

- can be own section or combined under Education and Honors
- academic and extracurricular honors, if significant and relevant
- include month/year or semester awarded
- include description of honor, if not implied by title (option)



## Education: examples - college and high school

### **Morrisville State College**

Associate in Applied Science, Dietetic Technician/Nutrition Care

GPA: 3.70

President's List

Dean's List

Phi Theta Kappa Honor Society

- National honor society recognizing academic achievement and leadership for two-year college students.

Morrisville, NY

Expected May 2017

Spring 2016

Fall 2015-Fall 2016

Inducted Spring 2015

### **Waterville Central School**

New York State Regents Diploma

National Honor Society

Waterville, NY

May 2014

Inducted Fall 2013



## Education: examples – multiple degrees

Example #1 – all degrees at MSC

### **Morrisville State College**

Bachelor of Technology in Renewable Resources Technology  
Associate in Applied Science in Natural Resources Conservation  
GPA: 3.25

Morrisville, NY  
Expected May 2017  
December 2014

Example #2 – degrees at different colleges

### **Morrisville State College, Morrisville, NY**

*Bachelor of Science in Applied Psychology, Expected May 2016*

### **Mohawk Valley Community College, Utica, NY**

*Associate in Arts in Individual Studies, May 2014*



## Relevant Coursework (optional, if applicable)

- you can include classes or projects that demonstrate the knowledge relevant to your career field if you don't have work, volunteer, or internship experience
  - this section usually disappears when you start acquiring hands-on experience, but can continue if you want to highlight advanced classes or relevant ones that aren't usually found in your major
- both classes you've completed and those you are in currently can be included, but make sure it is clear which is which
- relevancy matters – do not include all classes!
- there are several ways to present your coursework or projects, depending on your experience and goals; connect with Career Services on what works best one for you



## Work, Internship, Field, and Volunteer Experience

- recent, relevant experiences that demonstrate:
  - what you did (skills)
  - what you learned (knowledge)
  - what achieved or contributed
  - include only what you want to talk about
  
- full and part-time jobs, work-study jobs, field work, internships, volunteer work, extracurricular activities (e.g., athletics, clubs), projects, coursework, etc. can be included



## Experience description

- use the notes you made in the personal inventory exercise to create bulleted entries
  - how you would talk about the experience in an interview with a particular audience?
  - be as specific and complete as you can; don't wait or expect the interviewer to ask follow up questions
- write your description in short sentence fragments, known as bullets
- begin bullets with strong, accurate action verbs
  - use "responsible for" and "worked as" sparingly, avoiding completely when possible
  - do not use I, me, mine, us, we, etc.



## Description format

**Name of employer/organization**

Location city, state

***Your title***

Dates (month/year – month/year)

- Bullet(s) describing responsibilities, accomplishments or knowledge in order of importance to you and your goals.
- Bullets should begin with an action verb.

**OR**

***Your title, name of employer,*** city, state

dates

- Bullet(s)
- Bullet(s)

**OR**

***Your title, name of employer,*** city, state; dates

- Bullet(s)
- Bullet(s)





## Description examples: work experience

*Note: these examples are for two different students.*

*Example #1* – Description emphasizes specific details about responsibilities as they are directly related to target job.

**Hollow Hills Farm, *Farm Hand***, Greene, NY, May 2015-August 2016

- Groomed, fed and exercised 20 horses for a local animal sanctuary.
- Observed veterinary care of animals, including birthing, inoculations, and artificial insemination.
- Learned operational and financial challenges of a small business.
- Worked full-time in summer months, and weekends during school year.

*Example #2* – Description emphasize more general, transferable skills as experience is not directly related to target job.

**Morrisville Auxiliary Corporation**

Morrisville, NY

***Student Employee, Mustang Alley***

Aug 2016-May 2017, Aug 2017-present

- Maintain high standards of service in the college's busiest student dining facility
- Communicate clearly and positively with teammates, management, and customers
- Take initiative to find extra tasks during downtimes
- Balance a workload of 20 hours/week with full-time academic commitment



## Description examples: common first jobs

*Note: these examples are for two different students*

### *Example #1*

**Camp Counselor**, Summers 2016, 2017

**Camp Greene**, Scully, NY

- Provided group instruction on activities and games for up to 15 children ages nine to 12 years old.
- Maintained a fun and healthy environment by constantly communicating with campers, other counselors and parents.
- Practiced conflict resolution skills when settling disputes between campers.
- Helped build team spirit among counselors by introducing Wednesday night pick-up softball games.
- Was invited to return as a senior counselor for summer 2018.

### *Example #2*

**YMCA**, *After School Program Counselor*, Bronx, NY, Sept 2015-June 2017

- Supported the emotional and social development of students from grades 1 to 4.
- Created lesson plans for tutoring sessions in English, Math and Social Studies.
- Reported concerns about student behavior individually to parents and in weekly group meetings with administration.
- Committed an average of eight hours weekly during school year.



## Description examples: common first jobs

*Note: these examples are for two different students*

### *Example #3*

**Wrek It Demolition**, General Laborer, Buffalo, NY, Summers 2015 and 2016

- Cleaned and prepared construction sites to eliminate possible hazards
- Loaded and unloaded materials, machinery and tools at designated areas
- Complied with required OSHA standards on jobsites, including use of protective gear
- Worked up to 12 hours daily in all weather conditions

### *Example #4*

**Wendy's**, Utica, NY

**Crew Leader**, July 2013-January 2016

- Worked part-time during high school and college winter breaks, and full-time during summers.
- Handled cash and credit transactions, with responsibility for balanced cash drawer at end of shift.
- Took and delivered orders quickly and accurately.
- Managed stock, inventory and general upkeep of the store
- Trained on customer service and maintenance of the location.
- Received "Employee of the Month" several times in recognition of outstanding customer service.



## Description examples: activities & leadership section

*Note: these examples are for two different students*

### **Clayton Central School, Men's Hockey**

Clayton, NY

#### ***Co-Captain***

2016-2017

#### ***Team Member***

2015-2016

- Led team to its first-ever conference title in March 2017
- Set school record for points in a single season in 2016/17
- Served as positive role model to teammates and in local community
- Committed up to 20 hours per week to practice, competition and travel while maintaining academic honors

### **President, *Henninger High School National Honor Society*, Fall 2015-Spring 2016**

- Planned and participated in five community service projects, managing up to 20 volunteers and raising over \$3000.
- Produced public service announcements for community-access television to increase visibility of events.
- Contacted local business for donations for projects.
- Collaborated with other campus groups on events such as Homecoming Weekend.



## Skills section (optional)

- separate section can be used for skills that do not appear elsewhere on
  - generally used for hard skills – software, equipment, language, etc.
- section should be retitled accordingly, such as Computer Skills, Technology and Language Skills
- proficiency of skills should be indicated:
  - Advanced proficiency in Adobe PageMaker and Final Cut Pro
  - Native speaker of Dinka; basic knowledge of written Arabic
- **do not include** personal characteristics and attributes such as hard-working, strong work ethic, quick learner, friendly, etc.
  - while these are important, they are not skills
  - show the reader you have these attributes, don't just tell them!



## Organizing your experiences

- goal is to group experiences according to common themes such as related experience, work experience, leadership, community service, etc.
  - keep in mind that you must have use reverse chronological order (current or most recent experience first) within each section
- you can use a “Relevant Experience” section to highlight the most related experiences
  - this is a good strategy if your most important experience is not the most recent
  - different types of experiences – paid jobs, work study, unpaid internships, volunteer – can be included under this heading as long as you indicate the appropriate title



# MORRISVILLE STATE COLLEGE

## Original résumé

## Edited résumé

Mychel Mustang  
Commons 1, room 207d, Morrisville, NY  
[mustan170@morrisville.edu](mailto:mustan170@morrisville.edu) (491)692-2055

**MYCHEL MUSTANG**  
Commons 1, Room 207D  
Morrisville, NY 13346  
[mustan170@morrisville.edu](mailto:mustan170@morrisville.edu)  
(491) 692-2055

### EDUCATION

Morrisville State College:  
Associates of Business in 2 years expected May 2018

Vestal High School, Vestal, NY:  
High School Diploma, June 2016

### Work Experience

New Brunswick Products  
Sales associate, machine operator  
• Drove company machines and vehicles  
• Made delivery's daily  
• Sold merchandise in the store

Binghamton, NY:  
2014-15

Dick's Sporting Goods  
Sales Associate  
• Sold merchandise to customers  
• Communicated with people daily

Vestal, NY  
2015-16

### Activities

Morrisville State College Women's Soccer Team, Morrisville, NY  
Team member,, September 2016-Present

Vestal High School Girls Soccer Team

Vestal High School National Honor Society

Big Brothers Big Sisters of Binghamton

### EDUCATION

**Morrisville State College**  
*Associate in Science in Business Administration*  
Dean's List  
GPA: 3.5

Morrisville, NY  
Expected May 2018  
Fall 2016

**Vestal High School**  
*NYS Regents Diploma*  
National Honor Society

Vestal, NY  
June 2016  
Inducted October 2015

### WORK EXPERIENCE

**DICK'S Sporting Goods**  
*Sales Associate*

Vestal, NY  
September 2015-Present

- Assist customers in locating and making buying decisions about high-end merchandise
- Handle cash, check, and credit card transactions
- Averaged 25 hours weekly through August 2016; continue to work one weekend a month and during school breaks while in college

**New Brunswick Products**  
*Sales Associate and Machine Operator*

Binghamton, NY  
Summers 2014, 2015

- Made deliveries to area businesses daily, driving up to 150 miles a day
- Drove forklifts and golf carts on site to retrieve and stock products
- Sold merchandise in the store to retails and commercial customers
- Worked full-time, including some late shifts and weekends

### ACTIVITIES

**Morrisville State College Division III Women's Soccer**  
*Mid-fielder*

Morrisville, NY  
August 2016-Present

- Commit 20+ hours a week to practice, training, and competition in season, achieving a 3.5 GPA first semester
- Serve as a liaison for freshmen teammates to coaching staff and captain
- Assist with community service events for the team, including collecting school supplies for local elementary school and canned food for local food pantry

**Vestal High School Varsity Girls Soccer**  
*Mid-fielder*

Vestal, NY  
September 2012-December 2015

- Learned to balance competing commitments of athletics, academics, and part-time job
- Played on team that made it to finals for NY-Southern Tier Athletic Conference championship
- Helped new players adjust to varsity-level competition





# MORRISVILLE STATE COLLEGE

## General chronological resume

### MYCHEL MUSTANG

540 Broad Street  
Morrisville, NY 13408  
315-370-6020 • mustan678@morrisville.edu

#### EDUCATION AND HONORS

**Morrisville State College**, Morrisville, NY  
Associate in Applied Science in Natural Resources Conservation, expected May 2018  
Dean's List and Northeastern Athletic Conference Honor Roll, Fall 2016  
GPA: 3.12

**Waterville Central School**, Waterville, NY  
New York State Regents Diploma, June 2016  
National Honor Society, inducted Fall 2015

#### WORK EXPERIENCE

**Wendy's**, Utica, NY

**Crew Leader**, June 2014-present

- Work up to 15 hours a week during academic year and full-time during summers.
- Handle cash and credit transactions, with responsibility for balanced cash drawer at end of shift.
- Manage stock, inventory and general upkeep of the store.
- Received "Employee of the Month" several times in recognition of outstanding customer service.

**Babcock-Hovey BSA Camp**, Ovid, NY

**Nature Staff**, June-August 2016

- Taught nature merit badges such as nature, mammal study, plant and animal identification, and reptile and amphibian study to scouts of all ages.
- Created nature-themed events and regular scout-themed activities for class time.
- Led various outdoor events such as hikes on nature trails.
- Ensured the safety and well-being of every camper.

#### LEADERSHIP AND ACTIVITIES

**Morrisville State College Division III Men's Cross Country**, Morrisville, NY

**Team Member**, August 2016-present

- Commit an average of 20 hours weekly to practice, competition, and travel while pursuing a rigorous academic course load and part-time job.
- Assist with service projects such as collecting items for a food pantry and reading to local students.
- Achieved personal best times by training with team's top runner outside of organized practices.

**Boy Scouts of America Troop 602**, Waterville, NY

**Scout, Eagle Scout, Merit Badge Counselor**, September 2008-present

- Guide scouts in fulfilling requirements for environment-focused merit badges as Merit Badge Counselor since May 2016.
- Led troop members in raising \$1,500 in funds and constructing three picnic tables at Waterville Public Library to earn Eagle Scout rank in 2015.
- Participated in many community events, including blood drives, food drives, pancake breakfasts, and trash pickups.

## Targeted resume for environmental education

### MYCHEL MUSTANG

540 Broad Street  
Morrisville, NY 13408  
315-370-6020 • mustan678@morrisville.edu

#### EDUCATION AND HONORS

**Associate in Applied Science in Natural Resources Conservation**, expected May 2018  
Morrisville State College, Morrisville, NY  
Dean's List and Northeastern Athletic Conference Honor Roll, Fall 2016  
GPA: 3.12

**New York State Regents Diploma**, June 2016

Waterville Central School, Waterville, NY  
National Honor Society, inducted Fall 2015

#### RELEVANT COURSEWORK

Forest Ecology, Plane Surveying, Wildlife Ecology, Aquatic Ecology, Natural Resource Management, Forest Protection, Dendrology

#### RELEVANT EXPERIENCE

**Merit Badge Counselor**, May 2016-present

**Eagle Scout**, October 2015-June 2016

**Scout**, September 2008-October 2015

Boy Scouts of America Troop 602, Waterville, NY

- Guide scouts in fulfilling requirements for environment-focused merit badges.
- Assisted in recruiting new members to the troop by visits to youth groups and information tables at community events.
- Led troop members in raising funds for and constructing picnic tables at a library for Eagle Scout project.
- Organized and participated in service projects, including blood drives, pancake breakfasts, and trash pickups.

**Nature Staff**, June-August 2016

Babcock-Hovey BSA Camp, Ovid, NY

- Taught nature merit badges such as nature, mammal study, plant and animal identification, and reptile and amphibian study to scouts of all ages.
- Created nature-themed events and regular scout-themed activities for class time.
- Led various outdoor events such as hikes on nature trails.
- Ensured the safety and well-being of every camper.

#### ADDITIONAL EXPERIENCE

**Crew Leader**, June 2014-present

Wendy's, Utica, NY

- Work up to 15 hours a week during academic year and full-time during summers.
- Handle cash and credit transactions, with responsibility for balanced cash drawer at end of shift.
- Manage stock, inventory and general upkeep of the store.
- Received "Employee of the Months" several times in recognition of outstanding customer service.

**Team Member**, August 2016-present

Morrisville State College Division III Men's Cross Country, Morrisville, NY

- Commit an average of 20 hours weekly to practice, competition, and training while pursuing a rigorous academic course load and part-time job.
- Helped team members from metropolitan areas transition to living in a rural community.
- Volunteered with team to rake resident lawns and collect items for local food pantry.





## Best practices for résumés

- ***know yourself***
  - start writing only after you've created your personal inventory. If you skip that step, you may miss some of your best experiences
- ***know your audience and what's important to them***
  - learn all you can about your intended career direction since that will help you decide on relevance of an experience and the right vocabulary and buzzwords
  - it's difficult to know what is relevant if you don't have a career direction so speak with your advisor or Career Services to get clarity
- ***write concisely, accurately, truthfully, and professionally***
- ***be consistent***



## More best practices for résumés

- ***don't copy and paste a friend's résumé or what you find on the web***
  - what's right for one individual and audience may be completely wrong right for you and your goals!
  - many, many samples have mistakes
- ***don't use electronic templates***
  - we can provide you a Word worksheet that you can write-over and edit for line spacing, alignment of dates and bullets, etc.
- ***always proofread your document***, and have others who are good spellers and grammarians proofread it



## **Career Services can assist you on your résumé in:**

- getting started
- editing your drafts
- determining the most appropriate experiences to include
- brainstorming on how to write about an experience
- selecting the optimal organization of your experiences
- researching career fields and jobs to determine relevancy of experiences, jargon, and buzzwords
- targeting your résumé based on your goals



## Most common mistakes from recent résumé reviews

- **objective and references:** generally should not be included, but if they are, should be appropriately chosen and presented
- **name of college:** SUNY Morrisville or Morrisville State College, not both
- **name of degree:** check Web for Students
- **Associates or Associate's:** should be Associate in or of, depending on your program) when followed by area of study. For your cover letter, the phrase associate's degree is permitted.
- **Bachelors and Bachelor's:** should be Bachelor of when followed by area of study. For your cover letter, the phrase bachelor's degree is allowed.
- **degrees and experiences out of order:** need to be in reverse chronological order (current or most recent first)
- **Deans List:** should be Dean's List and semesters should be included



## Most common mistakes from recent résumé reviews

- **inconsistent formatting:** different symbols for bullets, different placement of those bullets, different size of bullets; different fonts, different (random) size of fonts; different use of bolding, italics, underlining, etc.
- **content:**
  - **skills:** not enough evidence or emphasis on tech skills or experience
  - **inconsistent verb tenses:** use either all present tense, all past tense, or FOR CURRENT EXPERIENCES ONLY, a combination of past tense for items you have complete (e.g., Assisted in summer inventory of all the College's technology) and current or on-going (Help resolve hardware and software issues for students, faculty, and staff).
  - **language:** responsible for should be avoided (not a mistake, but you'll get better bullets if you start with a verb)
  - **incorrect capitalization:** first letter of a bullet should be capitalized, but be careful about other words. Only proper nouns should be capitalized (names of specific hardware or software, such as Unix server; Microsoft Office; foreign languages).



## Next steps

### **Individual 30-minute appointments:**

call 315.684.6615 to find a time and day convenient to your schedule

### **Drop-in hours – 15 minute sessions: no appointment required**

read your e-mails and see Career Services calendar for days and times

### **Attend a workshop**

read your e-mails; see Career Services calendar for days and times

### **[www.morrisville.edu/careerservices](http://www.morrisville.edu/careerservices)**

24/7 access to resources and information; Career Services calendar

**318 Crawford Hall**

**315.684.6615 ▪ [careerservices@morrisville.edu](mailto:careerservices@morrisville.edu)**