



Resume Guide & Samples

A resume is a summary of your abilities, accomplishments, and experiences. Its main purpose is to persuade a potential employer to bring you in for an interview. It is important that your resume highlights the skills you have developed through your experiences. This guide is only an introduction to writing your resume. We recommend that you have a Wasserman career coach review your resume before using it in your job search and networking efforts.

HOW TO BEGIN

To develop an effective resume you must first understand the value you bring to an employer and be prepared to articulate it thoughtfully. Reflect on the key talents, skills, accomplishments, and experiences that you are marketing to the employer. If you don't have much experience, highlight your extracurricular activities, as well as relevant academic projects.

ANALYZE THE JOB DESCRIPTION

Once you have clarified what skills and knowledge you have to offer, the next step is learning what qualifications are valued by employers in your field of interest. You can do this by reading internship and job descriptions as well as researching the field using resources such as the Vault guides available through Wasserman. Be sure to emphasize the aspects of your experience and skills that are most relevant to the job. This may mean tweaking your resume each time you apply to a new position.

IDENTIFY YOUR SKILLS

Your skills and knowledge can be shown through relevant coursework, academic projects, research experience, publications, conference presentations, internships, and jobs.

You also likely have transferable skills that you have gained throughout your studies, which can be used in multiple work contexts. Some transferable skills include:

- Management/leadership skills
- Creative skills
- Communication skills (oral and written)
- Technical skills
- Problem solving, critical thinking, and analytical skills
- Interpersonal skills
- Teamwork and collaboration
- Time management
- Research abilities
- Professionalism and work ethic

KEY SECTIONS TO INCLUDE

Identifying Information: This includes your first and last name, full address or city and state, phone number, and email.

- Email address should be professional, preferably your NYU address.
- You can also include links to your LinkedIn profile, professional website, professional profile, or samples of your work.
- Include permanent address only if you are looking for a job in that location.
- List identifying information on one line to save space.

Education: Include the name of the institution, location, school division (optional), degree, graduation (date, month, and year; "expected" is not needed), and GPA if above a 3.0.

- High school experience can be included for undergraduate students until junior year.
- For undergraduate degrees, GPA can be divided into Overall GPA and Major GPA for emphasis.
- Relevant coursework can be included within education or in its own section.
- A section for academic projects is a great way to expand on your academic experiences.
- Transfer students can include their previous college, but it's not a requirement.
- Education can be moved to the bottom once experience is more recent and/or relevant.

Experience: Include paid employment, internships, volunteer work, and military service. List employer/ organization, location (city and state in US; city and country if abroad), job title, dates of employment, and a brief description of your work and accomplishments using bullet points. Consider dividing your experience into two sections (for example, relevant and additional experience) to bring relevant experience higher up on your resume.

Writing Strong Bullet Points:

- Focus on the scope of what you did, impact and accomplishments, and quantify results
- Incorporate a strong action verb to begin each sentence
- Do not use personal pronouns or write in the first person (i.e. I, Me, We, My)
- Describe specific tasks completed and skills gained from each experience
- Create action-oriented descriptive statements that are specific and answer the questions, “What did I do? Why did I do it? What was the result? What value did I add?”
 - Ensure your descriptions are skill-based, not task-based – ex: not “answer phones” (task) but “identify and troubleshoot customer concerns over telephone” (skill). Be sure to highlight transferable skills.
 - Quantify or qualify – use numbers and context for the work, when appropriate
 - Consider whether the reader will be able to find value in the skill described

Skills: Include industry, technical, and foreign language skills, not soft skills (ex: communication). Characterize your level of ability using phrases such as “familiar with,” “knowledge of,” or “experience in.”

- For technical jobs, highlight your technical skills toward the top of your resume.

OPTIONAL SECTIONS TO INCLUDE

Summary of Qualifications/Profile: Best for experienced professionals or career changers. Include a short summary of your key skills that relate to the specific job to which you are applying.

Honors: List any honors, scholarships, or awards you have received, including from community or civic organizations. This can also be included with Education.

Relevant Coursework: List only courses that are relevant to the position. Focus on electives and upper-level courses. This can also be included with Education.

Academic Projects: List any significant projects, presentations, research, or papers that relate to the specific responsibilities of the role. This section can include thesis, colloquium, or independent projects, if relevant.

Activities/Service: Include NYU club involvement, student government, community service, and participation on athletic teams. Emphasize leadership roles, if any. If the bulk of your experience was gained through an activity, list it under your experience section, and describe your work as recommended above.

Leadership Experience: List any leadership roles you have held. Describe leadership with bullet points focusing on relevant information and accomplishments.

Professional Associations/Affiliations: List any professional associations or affiliations you belong to that are relevant to your chosen field.

Publications: Include any relevant publications. If this section is extensive you may consider using a CV format.

Interests: This section adds a personal dimension to the resume. Be specific (see resume samples). Travel experience may be included. Use this section only if you have room for it.

LAYOUT AND FORMATTING

Although the content in your resume is paramount, its appearance can determine whether or not it gets read. Your resume must look professional and inviting, but not flashy. It should be printed on high quality paper of neutral color.

- **Reverse Chronological Order:** This means that the most recent experiences will always appear first within each category.
- **Length:** One page is standard in nearly all cases. Two-page resumes are appropriate only in certain industries and if you have a great deal of relevant experience (usually 10+ years). If you use two pages, add your name and "page 2" at the top or bottom right corner of the second page.
- **Margins:** Margins should be ½ inch to 1 inch.
- **Font type and size:** Use 10-12 point font size, depending on space and font type. A conservative font type is preferred. It should be consistent throughout the document.
- **Headings:** Use clear and bold headings throughout, utilizing **bold**, underlining, and *italics* to draw attention.
- **Proofread:** Have others proofread your resume for clarity, grammar, and spelling.
- **Proper use of tenses:** Current work should be written in present tense while previous work that has ended should be written in past tense (e.g. Organize vs. Organized).

SENDING YOUR RESUME

Most resumes are sent via email or through an online system. Printed resumes are important to bring to career fairs, networking events, and interviews. It is important to follow all requirements when applying.

- **Email/Online:** Attach your resume and cover letter as two separate documents and/or use your cover letter as the body of your email. Convert to a PDF whenever possible to maintain formatting. Be sure to include your last name in the title of the document.
- **Print:** Print your resume on 8.5" X 11" white, ivory, or light beige bond paper. Look for 'resume paper' at an office supply store.

Action Verb List

Management/ Leadership Skills

accomplish
achieve
acquire
administer
apply
approve
assign
attain
chair
consolidate
control
coordinate
delegate
direct
enable
enhance
exceed
execute
expedite
facilitate
improve
increase
initiate
launch
lead
manage
motivate
organize
oversee
plan
prioritize
recommend
recruit
review
set goals
spearhead
supervise

Creative Skills

create
design
develop
direct
establish
expose
illustrate
integrate
introduce
invent
perform
revise
revitalize
shape

Communication Skills

address
affect
advertise
articulate
author
balance
co-author
collaborate
communicate
compose
consult
contact
contribute
convey
correspond
determine
develop
discuss
direct
draft
edit
elicit
encourage
explain
express
facilitate
familiarize
guide
improve
influence
inform
instruct
interact
interpret
involve
lecture
locate
market
mediate
moderate
negotiate
network
observe
outline
persuade
present
promote
publicize
refer
report
simplify
stimulate

Administrative/ Organizational Skills

appoint
arrange
catalog
classify
collect
compile
enrich
enter/input
generate
implement
inspect
monitor
operate
organize
prepare
process
purchase
record
retrieve
scan
schedule
screen
specify
systematize
tabulate
validate

Technical Skills

activate
accelerate
amend
amplify
assemble
build
calculate
convert
correct
devise
engineer
enlarge
extend
isolate
maintain
operate
overhaul
program
remodel
repair
streamline
test
translate
train
upgrade
validate
verify

Problem Solving/ Analytical Skills

allocate
analyze
anticipate
appraise
audit
balance
conceptualize
budget
calculate
chart
combine
compute
develop
diagnose
evaluate
examine
forecast
formulate
identify
investigate
organize
prevent
project
research
resolve
solve
structure
troubleshoot

Interpersonal Skills

adapt
advise
arbitrate
assess
attract
clarify
collaborate
counsel
direct
enable
facilitate
frame
familiarize
greet
guide
listen
motivate
reinforce
represent
strengthen
support
teach
train

CAROLYN J NOVAK

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EDUCATION	New York University <i>Bachelor of Science in Mathematics</i> , GPA: 3.62 <ul style="list-style-type: none">• Minor in Economics• <i>Relevant Coursework</i>: Linear Algebra, Calculus II, Microeconomics, Physics I	New York, NY May 2022
	Stuyvesant High School <i>Regents Diploma</i> <ul style="list-style-type: none">• SAT 2280; Overall GPA 98.2	New York, NY June 2018
HONORS	<i>National Honor Society</i> <i>Stuyvesant High School Student Leader Award</i>	2017-2018 2016
EXPERIENCE	New York University, Tisch School of the Arts <i>Office Assistant</i> <ul style="list-style-type: none">• Contact 300 prospective students via phone and email for application materials per semester• Perform general administrative work, which includes making copies, interoffice mailing, cold calling of students for events, RSVP confirmations, and data entry• Offer optimal customer service over the phone and in person, interacting with 25-50 students, administrators, parents, and other visitors per day	New York, NY September 2018 – Present
	Old Navy <i>Sales Associate</i> <ul style="list-style-type: none">• Communicated with up to 100 customers a day and courteously resolved customers' dissatisfaction, if necessary• Reorganized clothing displays to attract new customers and contributed to the overall ambiance of the sales floor	New York, NY May 2016 – August 2017
	<i>Junior Associate</i> <ul style="list-style-type: none">• Operated cash register, while simultaneously handling cash and credit card transactions of up to \$1,000 a day, and answering customers' questions effectively• Maintained store appearance by organizing clothes, cleaning floor areas, and stocking new shipments in appropriate back areas for easy access to the rest of the staff• Created a positive customer experience by providing advice to shoppers about their purchases	January 2016 – May 2016
	Hogar Infantil <i>Volunteer</i> <ul style="list-style-type: none">• Organized homestays for 10 orphans from Chiapas, Mexico• Coordinated interactive team building activities, such as icebreakers and "show and tell" games• Provided translation assistance from Spanish to English for students and families	Boulder, CO June 2015 – August 2015
SKILLS	Computer : Advanced proficiency in Excel, PC & Macintosh literate, knowledge of MS Office applications Language : Fluent in Spanish; Familiar with French	
ACTIVITIES	American Folk Dance Company Technical Set and Stage Crew for High School productions	2016 – Present 2016 – 2017

ALEX HAMILTON

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EDUCATION

New York University, Leonard N. Stern School of Business, New York, NY May 2019
Bachelor of Science, Finance
Overall GPA: 3.26; Major GPA: 3.79

New York University in Florence, Florence, Italy Sept. 2017 – December 2017
Coursework in Italian language and literature

EXPERIENCE

Purchasing Management Intern, **RT Limited**, New York, NY May 2018 – Present

- Manage purchasing orders and agreements with an annual budget of \$100k
- Created a vendor rating system to identify reliable suppliers, which resulted in an 80% reduction in the rate of product defects
- Assist in renegotiating suppliers' contracts and reduced inventory levels by 30%

Finance Intern, **JPMorganChase**, New York, NY Sept. 2017 – August 2017

- Built models based on regression analysis to determine factors affecting treasury curve
- Communicated daily with trading desks to produce charts and graphs for weekly strategy meetings
- Created daily stock market watch reports for traders, sales staff, and clients

Technical Assistant, **NYU French Department**, New York, NY Sept. 2016 – May 2017

- Conducted PC hardware repairs and upgrades on 30 computers
- Provided technical support and PC troubleshooting for over 15 staff members
- Created student and alumni databases using FileMaker Pro
- Updated department website weekly

LEADERSHIP ACTIVITIES

Treasurer, **NYU Stern Student Council** Sept. 2016 – Present

- Manage cash flows of the organization from membership fees, institutional allotment and annual events
- Collaborate with officers to organize weekly meetings and plan events

Volunteer, **American Red Cross** Jan. 2016– June 2016

- Helped organize two fundraising dinners that collected over \$40,000 for natural disaster relief projects

COMPUTER SKILLS

Excel, Word, PowerPoint, C++, HTML, FileMaker Pro

INTERESTS

Soccer, baseball memorabilia, travel (6 counties visited), black and white photography

ANNA MEYERS, LMSW

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PROFESSIONAL PROFILE

- Over three years of experience in a social services setting
- Skilled social worker with experience in psychotherapy and crisis intervention
- Comfortable with patients of all ages, as well as highly vulnerable populations

EDUCATION

NEW YORK UNIVERSITY, Silver School of Social Work, New York, NY | 5/18
Master of Social Work, GPA: 3.8
LMSW Licensure in New York State | 6/18

UNIVERSITY OF VIRGINIA, Charlottesville, VA | 5/16
Bachelor of Arts, Psychology, GPA: 3.7

ADDITIONAL TRAINING

NASW-sponsored two-day workshop on substance abuse & ethics | 9/17
"Counseling the MICA Client," certificate course, Hunter College | 7/16

RELATED EXPERIENCE

Social Work Intern | MONTEFIORE MEDICAL CENTER | New York, NY | 9/17-5/18

- Assessed and coordinated treatment plans with interdisciplinary research team
- Provided aftercare and appropriate referrals for chronic adult psychiatric population
- Conducted individual psychotherapy, as well as short-term marital, family, and group work
- Co-led psycho-educational support group for 10 families

Social Work Intern | RUSK INSTITUTE | New York, NY | 9/16-5/17

- Facilitated crisis intervention and supportive counseling to patients, ranging from adolescents and their families to older adults
- Gathered psychosocial histories to coordinate discharge plans and make referrals

Volunteer | METROPOLITAN NURSERY SERVICE | Arlington, VA | 9/13-8/14

- Conducted play therapy for 20 preschoolers with behavioral problems and developmental delays
- Counseled parents on age-appropriate disciplinary techniques
- Coordinated school placement through collaboration with social work staff

ADDITIONAL EXPERIENCE

Legal Intern | BARTLES & FLOMM, ESQ. | Washington, D.C. | 6/13-8/14
Volunteer | CHILDREN'S DEFENSE FUND | Arlington, VA | 6/10-9/12

SKILLS

Conversational Spanish
CPR certified

AFFILIATIONS

National Association of Social Workers
New York State Society for Clinical Social Work

Mei Jen (Jane) Lee

(646) 555-5555 • student@nyu.edu • linkedin.com/in/mjlee • https://github.com/mjlee

EDUCATION

New York University, Tandon School of Engineering, Brooklyn, NY May 2019

Master of Science, Computer Science, GPA: 3.5

Relevant Coursework: Web Development, Open Source Tools, Software Engineering, and Machine Learning

Peking University, School of Electronics Engineering and Computer Science, Beijing, China June 2016

Bachelor of Science, Computer Science and Technology

TECHNICAL SKILLS

Coding Languages: C, C++, CSS, HTML, Java, JavaScript, Python, SQL, R, Ruby

Operating Systems: Windows, UNIX, Linux

Other Tools: TensorFlow, ArcGIS

PROJECTS

Instagram Video Popularity Analysis (R, Python) Fall 2018

- Created a model that predicts the view count of videos based on previous data.
- Identified factors that contribute to how often videos are viewed using machine learning models.
- Presented to class of 30 on what video attributes and features determined the popularity of a video.

Mathematics Made Easy Online Game (Java) Spring 2018

- Designed an educational online game for children to help them learn basic math skills.
- Developed features of game simulating various interactions to facilitate learning and retention of math skills.

Global Comment Spam Razor (C++) Fall 2017

- Created a spam filter for blog hosting servers that reduced the amount of spam by 99%.
- Collaborated with a team of four to implement system in the cloud.

EXPERIENCE

Software Engineering Intern: Grubhub, New York, NY May 2018-Aug 2018

- Developed, coded and tested software systems and applications for software enhancements and new products.
- Participated in agile development of project timelines, system flow diagrams, documentation, testing, and ongoing support of systems.
- Recommended modifications to processes and procedures, and contributed to best practices, architecture, and implementations.

IT Assistant: Peking University, Computer Science Department, Beijing, China Sept 2015-June 2016

- Provided on-demand technical support for a staff of 50 across the entire department.
- Resolved hardware issues related to printers, copiers, scanners and workstations.

ACTIVITIES

HackNYU (Collaborated with team of four to design AR app that tracks nutrition information) Oct 2018

Secretary, Society of Women Engineers (SWE) Jan 2018 - Present

Member, Graduate Student Council Sept 2017 - Present

MALIK CHEDA

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CAREER SUMMARY

Over 5 years of professional experience in the digital media environment in a range of industries. Fluent in all popular social media channels with extensive experience managing successful social marketing strategies; well-versed in building brand awareness through social networking tools and platforms that foster interactivity and drive web traffic. Fluent in Spanish and French.

CORE COMPETENCIES

Social Media Strategy
Media and Web Production

Social Analytics Tools
Brand Building

Community Management
Strategic Content Development

RELEVANT EXPERIENCE

- Assistant Online Editor, ABC Company, New York, NY* July 2015-Present
- Develop social media plan and manage social-networking sites via Twitter, Facebook, Instagram, and YouTube that increased website analytics 65% from prior year.
 - Create and update digital content for site daily, including blog posts, news summaries, and event listings that reach an audience of over 10,000 per quarter.
 - Moderate message boards and community posts, and respond to feedback account daily.
 - Supervise and edit more than 100 writers and artists in producing original, award-winning online comics and news stories.
 - Strategize with editorial, marketing, legal, and administrative team members on online content needs and technological opportunities.

- Production Coordinator, Com Fest, Columbus, OH* June 2013-July 2015
- Provided project and logistical support for large-scale special events in a deadline driven environment for a large outdoor amphitheatre.
 - Developed content for website that provided sponsorship benefits and secured over \$12,000 of in-kind vendor donations.
 - Managed online platforms and increased social media presence by 500 followers within 6 months.

OTHER EXPERIENCE

- Communications Assistant, Cardinal Health, Columbus, OH* Sept 2015-June 2016
- Intern, APICHA, New York, NY* June 2012-Sept 2012
- Program Assistant, NYU, Applied Psychology Department, New York, NY* Sept 2011-May 2013

VOLUNTEER ACTIVITIES

- Board Member, *The Alliance for Women in Social Media* July 2017-Present
- Volunteer Mentor, *South Asian Youth Action* Sept 2017-Present

EDUCATION

- New York University, Steinhardt, New York, NY* May 2013
- Bachelor of Science in Media, Culture, & Communications, Minor in Integrated Digital Media

EDITH LU

212-555-5555 | New York, NY | student@nyu.edu

EDUCATION

New York University, Graduate School of Arts and Science, New York, NY May 2019

PhD in American Studies, focus in identity, citizenship, and social formation

- Dissertation: “The Intersections of Religion and Socio-Economic Status in the Treatment of Immigrants in Elite Higher Education in the Early 20th Century”
- Henry M. MacCracken Fellowship recipient

Barnard College, New York, NY May 2010

BA in History, minor in Urban Studies

EXPERIENCE

New York University, New York, NY

Instructor for Social and Cultural Analysis 101 Sept 2017--May 2018

- Taught an introductory level course for 200+ undergraduates and delivered twice-weekly lectures
- Facilitated engagement with the topic and evaluated student performance on exams and research papers

Teaching Assistant for Advanced Research Seminar: Ethnography, Difference & the City Jan 2017--May 2017

- Guided students on cultural excursions throughout New York City and discussed coursework in office hours

Museum of the City of New York, New York, NY

Andrew W. Mellon Foundation Predoctoral Fellowship in History Education Feb 2017--Apr 2018

- Enhanced the content of the Museum’s Education Center by conducting original research on the history of New York schools
- Prepared lectures and resources for public school teachers and students taking part in educational enrichment
- Led workshops on New York City immigration and education history for groups of up to 20

Museum Scholar Tour Guide June 2014--Jan 2017

- Led tours to visiting scholars, tourists, and professional organizations, interested in the museum’s temporary and ongoing exhibitions
- Collaborated with the Education Department to translate exhibition materials from English into Italian

U.S. Department of State J. William Fulbright Grant, Naples, Italy Oct 2010--Jun 2011

English Teaching Assistant

- Planned lessons on American culture and advanced English composition for 30 public high school students
 - Created an improv program to promote student creativity and critical thinking in a foreign language
 - Designed an American film curriculum for cross-cultural comparison with Italian cinematic history
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LEADERSHIP/PROFESSIONAL AFFILIATIONS

Wasserman Graduate Student Advisory Board Member, New York University Sept 2018--present

Student Member and Conference Volunteer, National Council on Public History Sept 2016--present

Young Fellow of the Morgan, The Morgan Museum and Library Jan 2016--present

Member, American Association for State and Local History May 2013--Jun 2018