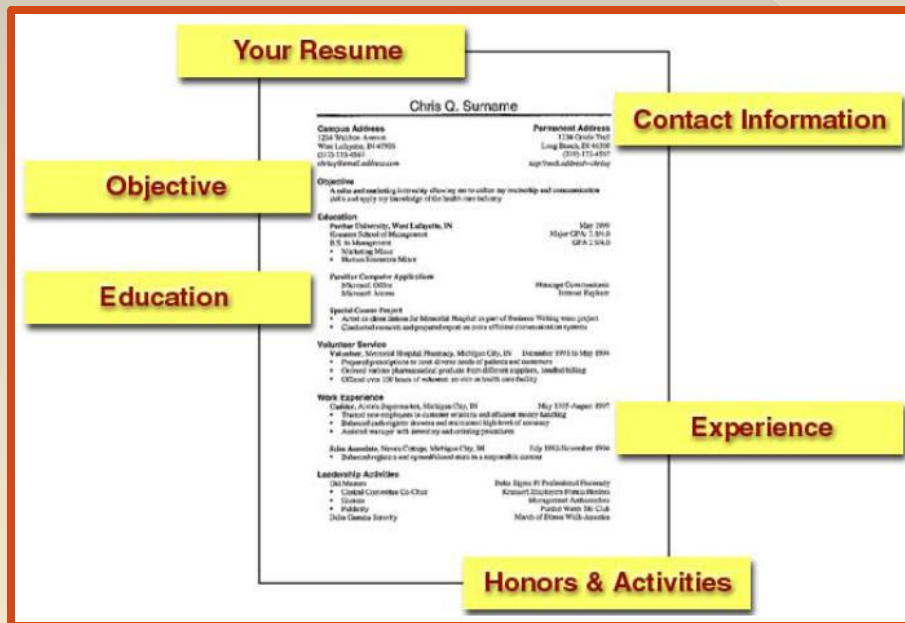


RESUME BUILDING

The Gerri Ripp Center for Career Development



Why Is a Resume Important?

- ◉ Required by most Employers & Graduate Schools
- ◉ Step 1 in Job/Internship Search Process
- ◉ Show how you can contribute to a specific organization
- ◉ Decision to interview based on your resume

Market YOUR Experience

- ◉ No two resumes are alike, what do YOU have to offer
- ◉ Think about your experience, what do employers want to see?
- ◉ All jobs, projects, volunteer, involvement, etc., are fair game!



Resume Do's & Don'ts



- Be clear, organized & Concise
- Prioritize in order of importance & Relevance
- List items in reverse chronological order
- Have your resume critiqued by an advisor



- Avoid personal pronouns "I" & "Me"
- Refrain from using a paragraph format for descriptions
- Do not use a generic Resume Template
- References should not be on a resume

Components of a Resume...

- ◉ No two resumes are alike, what do YOU have to offer
- ◉ Think about your experience, what do employers want to see?
- ◉ All jobs, projects, volunteer, involvement, etc., are fair game!

Components of a Resume...

- HONORS/AWARDS
- COURSEWORK
- SPECIAL PROJECTS
- INVOLVEMENT
- RELEVANT EXPERIENCE
- CERTIFICATIONS
- INTERESTS
- LEADERSHIP EXPERIENCE
- INTERNSHIP EXPERIENCE

Stu Dent

715 North Avenue
New Rochelle, NY 10801
sdent@iona.edu / 914-633-2462

EDUCATION

Iona College, New Rochelle, NY

Hagan School of Business (AACSB Accredited), Expected May 2013
Bachelor of Business Administration in **Finance, GPA: 3.85**

RELEVANT COURSEWORK

Personal Finance, The Legal Environment of Business, Principles of Finance, Statistics, Corporate Finance, Global Finance, Investment Analysis, Management of Financial Institutions

SPECIAL PROJECTS

One of only three students chosen at Iona College to manage a \$25,000 high tech stock portfolio. Management included analyzing portfolio performance, holding/selling of stocks, and researching and purchasing high tech stocks based on research

WORK EXPERIENCE

Steiner Sports, New Rochelle, NY

Administrative Assistant (August 2010- November 2012)

- Recorded voucher payments from client financial transactions utilizing Microsoft Access
- Analyzed receipts and created financial reports regularly using Microsoft Excel
- Managed sensitive, high-profile client information

HONORS/AWARDS

Iona College Academic Scholarship, *Four years*
Dean's List: Seven consecutive semesters
Delta Epsilon Sigma Honor Society

INVOLVEMENT

Finance Club, *Member (2009-Present), President (2012-Present)*

Marketing Club, *Active Member (2009-Present)*

SKILLS

Computer: Proficient in Microsoft Word, PowerPoint, Access, Excel, & Internet Explorer

General: Hardworking, Detail Oriented, Organized, Team Player, Excellent Writing Skills

REFERENCES

Available upon request

Approved Resume

Approved Resume

When you work you learn... so, what did you learn?

DUTY: "I answered phones..."

SKILL: "I gained communication skills while answering phones..."

ACTION VERB: "Utilized communication skills while answering phones..."

CLARIFY: "Professionally interacted with clients addressing customer billing concerns, achieving 20% customer satisfaction"

Breaking Down The Skill...

JCrew: Sales Associate

- Folded Clothes
- Closed Register
- Helped Customers
- Worked fitting room
- Sold JCrew Cards
- Assisted with store inventory, merchandising and display organization
- Performed closing of registers, tallying daily sales of \$17,000 +
- Interacted with customers and assisted them with merchandise selection to promote daily sales
- Recognized for outstanding customer service: *Holiday Season 2008*

7 Second Knockout...

- ◉ *Grammatical / Spelling Errors*
 - ◉ *Too much white space*
 - ◉ *Format Inconsistency*
 - ◉ *Incomplete bullet points*
 - ◉ *Lack of information*
- ◉ *Irrelevant experience & qualifications*
- ◉ *Not demonstrating value to employer*

Daniel Wrongerton

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WORK EXPERIENCE

The Hassell Family, New Rochelle, NY

Childcare (August 2010-August 2011)

- Watched my neighbors kids after school
- Played with them during activities
- Disciplined when I had to

Steiner Sports, New Rochelle, NY

Administrative Assistant (August 2010- November 2012)

- I record voucher payments
- Analyze receipts
- Manage sensitive, high-profile client information

HONORS/AWARDS

Iona College Academic Scholarship, *Four years*
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Delta Epsilon Sigma Honor Society

INVOLVEMENT

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SKILLS

Computer: Proficient in Microsoft Word, PowerPoint, Access, Excel, & Internet Explorer

General: Hardworking, Detail Oriented, Organized, Team Player, Excellent Writing Skills

REFERENCES

Dr. John Holland, Associate Professor – Iona College: 914-633-2462

Mrs. Beyonce Knolls, Entrepreneur: 914-555-5541

Whats wrong?

Whats wrong?

