

STONY BROOK UNIVERSITY

CAREER CENTER

# Resume Writing

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[WWW.STONYBROOK.EDU/CAREER](http://WWW.STONYBROOK.EDU/CAREER)  
MEET US @ THE FOOT OF THE ZEBRA PATH



## Resume:

- **Marketing Tool** – you must know your customer (the employer) and your product (YOU!)
  - **Highlight** your skills and accomplishments
    - Get the **Interview**



## Layout is Important

- Inviting = someone wants to read it
- Make it easy for the reader; able to be scanned!
- Uncluttered, organized
- Be consistent with formatting – **do NOT** use multiple types of formatting please
- Standard = 1 page



## **What to Include:**

- Contact Information
- Objective or Summary
- Education (reverse order)
- Related Experience (work or internships)
- Projects
- Skills (computer, languages, etc.)
- Leadership / Activities
- Community Service (if applicable)



- **Think** – “What have I done?”
- **Write** – Write everything down
- **Think Harder** – Answer these questions:
  - What have I accomplished?
  - What problems have I solved?
  - What difference did I make?
  - What measurable impact did I have?



## S.T.A.R.

- **SITUATION:** Set the scene. Provide background.
- **TASK:** Describe the challenge and expectations
- **ACTION:** Elaborate on your experience
- **RESULT:** Explain results and share outcomes



## S.T.A.R.

- **SITUATION /TASK:** I noticed that children's books were displayed on the 3<sup>rd</sup> shelf – too high for kids to see.
- **ACTION:** I recommended to my manager that we move those books to a lower shelf.
- **RESULT:** Weekly sales of children's books increased by 25%



## Communications

- Facilitated
- Consulted
- Disseminated
- Presented

## Management

- Led
- Controlled
- Supervised
- Implemented

## Advertising

- Generated
- Promoted
- Targeted
- Recruited

## Creative

- Devised
- Conceived
- Created
- Established





## Contact Information

- Your name should stand out, (bold, larger font)
- Have “professional” e-address, not [surferdude@aol.com](mailto:surferdude@aol.com)
- Include e-mail, mailing address and phone number that you check often

**Jane Doe**

123 A Street  
New York, NY 10000

zeb@aol.com  
cell: (917) 555-1111



## Objective is Optional

- If you have one, include it!
- If you are not clear on your goals, don't.
- Avoid pronouns, flowery and vague language.
- Specifying to the position & company to which you are applying is an advantage



## Education

- Include official GPA if it is 3.0 or better. Do not round up your GPA: 3.65 is not 3.7!
- You may include your major GPA as well
- Subsections: Study Abroad, Honors, Activities

Stony Brook University, Stony Brook NY

Bachelor of Science

Major: **Business Management**

Concentration: **Marketing**

Anticipated Graduation: May 2014

GPA: 3.54/4.00



## Experience

- Use reverse chronological order
- No need to include all experiences, if outdated or if space is an issue - target your industry
- Include both paid and volunteer experiences
- No directly related responsibilities? Consider the skills and qualities you demonstrated on that job. – Transferable Skills
- Consider using class projects



**Manager of Acappella Group**

08/2013 – Present

*Stony Brook University, The High C's*

- Supervised the communication of 16 members
- Controlled funding and disbursement of cash funds, including collecting dues and paying bills

• **Transferable Skills**

Academic Project(s), Course: Title

Semester

- Served as a leader within a team of six students to develop...
- Held weekly operational meetings to develop PowerPoint Presentation and 10 page paper on...
- Co-led a 30 minute presentation summarizing...



## Skills

- List the latest software you have mastered and languages you speak
- If your target job requires advanced technical skills, consider placing this section after “Education;” otherwise, it should appear toward the bottom

### SKILLS

- MS Excel (advanced), PowerPoint, Word, SAS
- Fluent in Spanish; conversational Greek



## Good Resume

- College experiences
- Description of responsibilities
- Education / courses
- Class projects
- Lab skills
- Tech skills
- Work experience
- Community service
- Clubs / activities

## Great Resume

- A FOCUSED summary that outlines your qualifications for a targeted position.
- A description of your ACCOMPLISHMENTS as they relate to your objective.
- Use the STAR model
  - Situation / Task
  - Action
  - Result



**Resume Review Hours:**

Monday, Tuesday & Thursday (Drop-in): 1pm to 4pm

Friday (By Appointment): 1pm to 4pm

**Drop in Hours:**

Tuesday, 10am to 12pm, Career Center

**Resume & Cover Letter Writing**

Workshops

**Marketing You: Social Media for the Job Search**

Workshops

**Visit Handshake:**

**Find jobs and internship opportunities!**

**Find workshop and events dates!**

<https://stonybrook.joinhandshake.com/>





Foot of the  
Zebra Path



- Melville Library, Room W-0550
- Open Monday – Friday 8:30am – 5:00pm
- 631-632-6810
- [sbcareercenter@stonybrook.edu](mailto:sbcareercenter@stonybrook.edu)
- [www.stonybrook.edu/career](http://www.stonybrook.edu/career)



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