

Resume Guide

A resume is a summary of your skills, accomplishments, and experiences. Employers generally spend 30 to 60 seconds scanning each resume, so it's important to be concise and specific. When writing your resume, tailor it to what you want the organization to know about you. The main purpose of a resume is to catch potential employers' positive interest and persuade them to interview you. However, your resume must be an honest reflection of your accomplishments and it is unethical to exaggerate, embellish, or mislead potential employers in your resume.

Note that this guide is only a general guide to writing a resume. We recommend that you have a career counselor critique your resume before using it. It is never too early to get started!

HOW TO BEGIN

To develop an effective resume you must first have a thorough knowledge of yourself. Reflect on the key skills, accomplishments, and experiences that you are bringing to the employer. If you do not have a lot of experience, highlight your extracurricular activities as well as relevant academic projects.

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. Be sure to emphasize the aspects of your experience which are most relevant to the job.



Do different organizations in the same field look for similar or different qualifications?

How much do you know about the position for which you are applying?

Are any specific skills emphasized in the job description?

RESUME FORMATS



Reverse Chronological

This is the most common format and preferred by most recruiters. It is particularly appropriate for individuals whose most recent work and educational experience match closely with their career/job objective. All sections are included in reverse chronological order, from most recent going backward in time.



Functional

This is less frequently used and is most appropriate for people who are changing careers or do not have experience in their chosen field. It is designed to highlight specific transferable skills that would be relevant to an employer, rather than focus on chronology or employment history.



Combination: Combines reverse chronological and functional formats.

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.

Length	• One page is preferable in nearly all cases. Two-page resumes are appropriate only in certain industries and if you have a great deal of relevant experience. If you use two pages, add your name and “page 2” as a header or footer on the second page.
Margins	• Margins should be at least 1/2-inch and consistent on both sides.
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 consistent headings, utilizing bold, underlining, and italics to draw attention.
Proofread	• Have others proofread your resume for clarity, grammar, and spelling. Errors can lead your application to be viewed unfavourably by an employer.

KEY SECTIONS TO INCLUDE

Identifying Information	• This includes your first and last name, address, phone number and email address (preferably nyu.edu).
Education	• List in reverse chronology. Include institution, location, school division, degree, graduation date month and year (even if it is a future graduation date), all majors and minors, and GPA if above a 3.0. ☆ <i>Mention high school if you are a freshman</i>
Experience	• Include paid employment, internships, volunteer work, and military service. List employer/organization, location (city, country), job title, dates of employment, and a brief job description. This can be divided into different sections to highlight relevant experience.
Skills	• Include all computer, foreign language, and technical skills, even if you are less than proficient in them. Characterize your level of ability using phrases such as “familiar with,” “knowledge of,” or “experience in.” Computer skills and languages may be used as separate categories.

OPTIONAL SECTIONS TO INCLUDE

Objective	• If you choose to include an objective, mention a specific position that you are seeking. Do not state that you want a “challenging career opportunity.”
Summary of Qualifications/ Profile	• This includes a short summary of your key skills that relate to the specific job you are applying to.
Relevant Coursework	• List courses - even if outside your major - that are relevant to the position. Focus on electives and upper-level courses. This can also be included with Education.
Activities	• Include NYU Shanghai club memberships, student government, community service, and participation on athletic teams. Emphasize leadership duties, 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.
Interests	• This section adds a personal dimension to the resume. Be specific (see samples). You can include interests such as travel, sports, hobbies, etc. Use this section only if you have room for it!

HOW TO DESCRIBE EXPERIENCE

Consider grouping related experiences under headings (such as Work Experience, Course Projects, Research).

Use the Verb Statement structure: Action - Context - Specific Result. Use strong action verbs.

- Provide a concise explanation of responsibilities and skills (not full sentences) that are relevant to your job objective.
- ☆ When possible, include numbers and other specific information to quantify your achievements and impacts. Two or three concise bullet points of information are enough.
- ☆ Do not lead with "Duties" or "Responsibilities." Omit pronouns.
- ☆ For less relevant experience (e.g., babysitting, when you want a job in broadcasting), summarize the responsibilities in one or two lines.

Be concise and specific about what you did, providing contextual details that inform the reader about the purpose of your work, the scope of the project, and what you produced or accomplished.
Ask yourself: What happened as a result of that action? How did it benefit the organization?

SENDING YOUR RESUME

Most resumes are sent via email or through an online system. It is important to follow ALL requirements when applying. See below for tips:



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 standard A4 white, ivory, or light beige bond paper (look for 'resume paper' at an office supply store). If your resume is on two pages, print it on two pieces of paper and attach them together with a paper clip.

ACTION VERB LIST TO HIGHLIGHT YOUR SKILLS & ACCOMPLISHMENTS

Communication skills

address arrange author collaborate correspond develop direct draft formulate enlist influence interpret lecture mediate moderate recruit persuade promote publicize reconcile negotiate speak translate edit

Creative skills

create customize design develop direct envision establish fashion found illustrate initiate institute integrate introduce invent originate perform plan revitalize shape revamp conceptualize

Detail-oriented skills

approve arrange catalogue classify collect compile execute generate implement inspect monitor operate organize prepare process systematize purchase record retrieve screen specify tabulate validate

Helping skills

assess assist clarify coach counsel demonstrate diagnose educate expedite facilitate guide refer motivate rehabilitate represent

Management skills

administer analyze assign attain chair consolidate contract coordinate delegate develop direct evaluate execute improve increase organize plan oversee prioritize produce recommend review schedule strengthen supervise

Research skills

clarify collect critique diagnose evaluate examine extract identify inspect interpret interview investigate organize review summarize survey systematize

Teaching skills

adapt advise clarify coach communicate coordinate develop enable encourage evaluate facilitate guide inform instruct mentor persuade stimulate train

Technical skills

assemble build calculate compute configure design devise engineer fabricate install maintain operate overhaul program remodel repair retrieve solve upgrade

Alex Hamilton

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EDUCATION

New York University Shanghai, Shanghai, China Expected graduation date : Jun 2017
Bachelor of Science (Honors), Cumulative GPA: 3.6
Double major in Business Finance and Cumulative Science
Study Abroad: New York University in London, England Aug 2015 to Dec 2015

WORK EXPERIENCE

Finance Intern, KPMG, Shanghai, China Apr 2016 to Jun 2016

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

Technical Assistant, I.T. Department, NYU, Shanghai, China Sep 2016 to Apr 2016

- Performed network administrative duties on Windows and iOS systems and conducted hardware upgrades
- Provided technical support and troubleshooting for over 40 staff members

Marketing/ Digital Intern, The Good Agency Asia, Shanghai, China Apr 2014 to Jun 2014

- Created and launched 2 targeted social media campaigns that increased client revenues by 20% over 4 months, working collaboratively with 6 other team members
- Created monthly summary plans and digital reports of ROI using Google Analytics and Microsoft Powerpoint

VOLUNTEER EXPERIENCE

Charity Volunteer, Community Center Shanghai Sep 2016 to Apr 2016

- Volunteer 4 hours once a week with 4 CCS-supported charities including logistics planning and volunteer coordination
- Worked with 2 other lead volunteers to strategize planning, delegate tasks, and monitor donation in-take and outflow to sponsor communities

Volunteer, Rotaract Club Shanghai Jan 2015

- Coordinated a team of 10 people to organize a run that raised 40,500 RMB for autism non-profits in Asia

EXTRACURRICULAR/ LEADERSHIP ACTIVITIES

NYU Shanghai Undergraduate Business Association, Shanghai, China

Vice-President Aug 2016 to Apr 2017

- Co-led the vision to include students from non-business disciplines to promote diversity with project ideas
- Initiated collaborations with 4 other student clubs to plan and run a 3-day long Sustainability in Business conference attended by 150 students

Treasurer Aug 2015 to Apr 2016

- Managed cash flows of the organization to maximize events being accessible to all students
- Solicited external sponsorship and speakers for the club events

Dean's Service Scholars, NYU Shanghai, Shanghai/ Beijing, China

Volunteer Dec 2015

- Selected as one of 20 students to participate in a service project (in collaboration with non-profit organization Hands on Shanghai) aimed at planning and implementing week long programs for kids, elderly people, and individuals with intellectual disabilities.

SKILLS

Computer Skills: Microsoft Office Applications, C++, Minitab, HTML Languages: Fluency in English and Chinese, Intermediate proficiency in Spanish

INTERESTS

Black and white photography, basketball

Keep consistent formatting throughout

Specify accomplishments and quantify results

Use action verbs to indicate your skills

Include this optional section to highlight other relevant interests/skills

EMILY LIU

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OBJECTIVE

To obtain a marine biology summer research internship

An objective section is optional and should be specific to each position

EDUCATION

New York University Shanghai, Shanghai, China

Expected Graduation Date: Jun 2018

Bachelor of Science (Honors): Biology

GPA: 3.8

Related courses: Developmental Biology, Ecology, Evolution

Honors: Dean's List for 2015-2016 Academic Year

Study Abroad: New York University, Sydney

Jan 2016 - Apr 2016

Be sure to mention any honors and special recognition

EXPERIENCE

Scientific Research

- Focused on effect of air pollution on bird migration patterns in Eastern China, as Dean's Undergraduate Research Fund Participation
- Led team of 4 undergraduate students in collecting and analyzing data for the ABS project in the NYU Shanghai Biology Research Lab, under the supervision of Dr. Alfred Fong
- Prepared study for skins of marine birds and reconstructed bone skeletons of marine fish and mammals
- Helped to develop sea turtle conservative program in Sri Lanka, based upon 3 months' in-class study and planning
- Researched and developed demo of a sustainable designed urban farm, based on best practices of 10 eco-friendly farms in the Shanghai region

A "functional" resume highlights transferable skills and how your experiences demonstrate them

Communication/ Teamwork Skills

- Developed and ran "Go Green Shanghai", A week-long student-led conference promoting awareness and education about sustainability issues; attended by 200 students overall
- Presented sustainable design research as a workshop at the Eco Fair conference, attended by 60 industry participants

EMPLOYMENT HISTORY

Research Assistant, **Biology Research Lab**, NYU Shanghai, Shanghai, China Sep 2015 - Apr 2015

Intern, **GoodtoChina**, Shanghai, China May 2015 - Aug 2015

Student Assistant, **NYU Shanghai Library** Sep 2014 - Apr 2015

Still essential to list your work experience in chronological order

VOLUNTEERING/ EXTRACURRICULAR ACTIVITIES

Volunteer, **Stepping Stone**, Shanghai, China Sep 2016 - Present

Volunteer, **Helping Hills**, Budalla, Sri Lanka Jan 2016

Events/ Communication Coordinator, **Green Shanghai Club**, NYU Shanghai Sep 2015 - Apr 2016

LANGUAGE/ SKILLS

Fluent in English and Mandarin; Conversational in Spanish

Proficient in use of Microsoft Office Applications, Adobe Photoshop and InDesign