

HOW TO WRITE A RÉSUMÉ

A résumé is a concise summation of your goals, education, skills, and experience. Employers may spend as little as 30 seconds looking at each résumé and, for that reason, you want your résumé to stand out.

THE FIRST STEP

BEFORE YOU START WRITING THE RÉSUMÉ!

Make a List of Your Activities: include

- **Paid Work Experience** – and/all part time or full-time jobs held
- **Volunteer Work** – activism in the community, high school or college
- **Internships** – paid, unpaid, or for- credit
- **Leadership or Extracurricular Activities** - participating in school or college clubs, sports, charitable events, fundraising, peer mentoring and others.

Depending on how much you have done, your list may go back to high school.

THE SECOND STEP

DESCRIBE YOUR ACCOMPLISHMENTS AND SKILLS

- *Next to each activity listed above, write a short paragraph (maybe 4 sentences) describing your duties and/or accomplishments. For now, do not worry about using "résumé language" – **just write!***
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THE THIRD STEP

HIGHLIGHTING YOUR SKILLS, ACTIVITIES, AND STRENGTHS

CREATING AN AUTHENTIC, HONEST QUALIFICATION SUMMARY

Review the list that you created, and ask yourself

- "What are my greatest strengths?" Write them down!
Now ask yourself
- "What are the skills required for the job(s) or internship(s) that interest me?"
Write them down as well!

Finally, using your list, write a short summary of your key achievements, skills, experience and qualifications that will serve as your "Qualification Summary" that can demonstrate to an employer or recruiter that you are a good match for the position.

READY FOR THE NEXT STEP? THE FOURTH STEP

CREATING SECTIONS OF YOUR RÉSUMÉ

Use the following format for a chronological résumé – most common for college students and new graduates.

CONTACT INFORMATION

- Put your name in 14-point font. Fonts (16 or over) can overpower your name and take up valuable space on your résumé.
- Include a professional – sounding email that you can check daily
- Include a link to your LinkedIn profile
- Including your street address is no longer necessary. Include your city, state and zip code. See page 3 for more information.

QUALIFICATION SUMMARY

- This summary section goes right under your contact information on your resume. It should be a brief (maybe 5 to 6 sentences) list of your key achievements, skills, experience and qualifications most relevant to your selected internship or job positions. Do not cut and paste your QS from a resume or career site online. Do Not “lift” your QS word for word using Artificial Intelligence. Rather consider use AI as a tool to write a personalized or customized summary that “tells your self-brand story.” Review your QS with a career specialist so that you can fine-tune it. Recruiters are not impressed with “canned” AI Qualification Summaries on resumes that are depersonalized. Recruiters look for authentic and honest representations of yourself in your Qualification Summary. See page 3 for help in using Artificial Intelligence as a tool.

EDUCATION

- While still in college, a recent graduate, or have recently earned a graduate degree or professional degree, your Education section goes directly after your contact information and an objective (if you choose to use one).
- List the name of the University in full
For example, “The City University of New York, College of Staten Island”. It is not necessary to list the location of the university.
- List the name of degree you earned and expected year of graduation in full under the university. For example, “Bachelor of Science Degree in Accounting, expected, 2027”
- Include your overall Grade Point Average if you want to emphasize your academic training relevant to the job or internship position you are seeking. Note: only include your GPA if it is above a 3.0.
- Significant honors and awards can be included in this section as can Study Abroad.
If you have many awards and honors, you can create a separate section. Discuss that option with your professional résumé reviewer.

RELEVANT COURSEWORK

- This is an optional section on a résumé. You can include higher-level coursework pertinent to the position you are seeking. **LIST THE OFFICIAL NAMES OF ANY COURSES, NOT COURSE NUMBERS.**

EXPERIENCE

- List your work experience in chronological order (most recent first)
- List the full and formal name of the company where you worked or interned. No abbreviations. For example, “New York Police Department” NOT NYPD.
- List your job title and the dates of your employment. Use months and years only.
- Drawing on the highlights you wrote in Step 2 and 3, choose a few sentences to describe your duties and keep your job bullets to no more than four.
- Use action words and keywords in your writing and include results you have achieved and actions you took rather than vague “cheerleading” bullets. Cite specific numbers and percentages to make your point. For example, “Managed day to day operation and supervised staff of five full time workers.” “Increased sales by 25% in first quarter.”

LEADERSHIP/VOLUNTEER WORK

- List any extracurricular or volunteer work with a one-sentence description and the year.

SKILLS

- List any specialized “hard” skills or knowledge such as computer systems, world languages, art, music, sports, medical training etc.

SOME THINGS TO KEEP IN MIND

USING ARTIFICIAL INTELLIGENCE

Using Artificial Intelligence (AI) can be a helpful tool in streamlining and improving the overall quality of writing resumes, cover letters, and any other professional career correspondence. Here are some guidelines to follow when using AI for this purpose:

- Understand AI's capabilities as a useful tool in writing your content and selecting a format but AI is not a substitute for your own input and judgment in writing your resume and cover letter. Relying solely on AI to "write" your resume and cover letter places you at a great disadvantage in developing your self-brand or your "story" that recruiters are eager to hear. Besides, most recruiters can spot an AI resume and cover letter halfway down the page and will discard it immediately.
- When using AI, customize the content of your resume. AI can produce generic resumes and cover letters, but it is essential to take the time to make sure the content is your own and that it accurately reflects your skills, accomplishments and experiences. And as is the case with all resume and cover letter writing, make sure your content matches the requirements and preferences for each employment/internship application. Remember YOU, NOT AI, should highlight the skills and experiences that are most relevant to the position.
- Review and edit the content. Although AI can provide a good starting point, it's essential to review and edit the content to reflect your personal style, tone, and specific career goals. This ensures that your application materials reflect your unique personality and voice.
- Find someone reliable to proofread for errors: AI-generated content may contain grammatical or spelling errors. Take the time to show your final document to your selected proofreader (career specialist, faculty member, mentor) to correct any mistakes that might have been missed by you or the AI system.
- Use a reputable AI tool: There are several AI-powered resume and cover letter writing tools available. Research and choose a reputable tool with positive reviews and a track record of producing high-quality content. Ask a Career Specialist at the Center for Career and Professional Development for the names of trustworthy AI career tools.
- Seek feedback from a career specialist, faculty, or a mentor. While AI can assist in generating content, it's valuable to review the content and format of your resume and cover letter with those who have experience in hiring or reviewing resumes. They can provide insights, suggestions, and help ensure that your resume and cover letter effectively communicate your skills and qualifications.
- Remember, using AI for resume and cover letter writing should be a complement to your own efforts, not a complete replacement. It's important to strike a balance between leveraging AI's capabilities and incorporating your own expertise and self-brand in writing a winning resume and cover letter.
- Bottom Line: recruiters can spot an "AI only" resume and cover letter at first glance. It will jeopardize your hiring power immediately.

Scan below for "KickResume", an AI site that is a reputable tool for resume writing



ARTIFICIAL INTELLIGENCE AND APPLICANT TRACKING SYSTEMS

Gone are the days of crafting a resume to impress human eyes. The rise of artificial intelligence (AI) in HR operations means your resume must first get past automated scanning and filtering. Be smart! The following resume mistakes will get you instantly rejected by employers thanks to AI

- **Photos are no-goes** - Resume-scanning AI systems process text. If you list your critical skills and qualifications in an image, it will probably be ignored. All the key elements of your resume must be in text format. While infographics are attractive, they don't belong on your resume.
- **Keywords are, well, key** - Just like search engine optimization (SEO) works to get websites noticed, ATS looks for specific keywords related to the job in resumes. Not having keywords from the job description in your resume will give it low matching scores. Be sure to use words in the ad for the open position in your resume, but not too many.
- **Overstuffing keywords** - Some candidates try to trick AI by stuffing their resumes with keywords. The AI is trained to throw these resumes away. Here's a rule of thumb. For each previous position listed on your resume, include two or three keywords that align with the job that interests you.
- **Layout matters** - Multiple columns, graphics or unusual alignment can confuse these systems. Your resume should have a clean, simple layout with standard margins and clear headings for each section. Consistency in formatting your resume is crucial. Use bullet points, headers and tables appropriately. Inconsistent or fancy designs can confuse the AI, resulting in critical information being overlooked and your resume being ignored.
- **Don't use fonts to stand out** - Using 'creative' fonts might seem an excellent way to stand out, but they can confuse automated systems. These fonts are good for ATS' readability: Here are some traditional font choices for resumes: Arial: A sans-serif font well-suited for digital screens; Calibri: The default font for Microsoft Word; Helvetica: A popular sans-serif font; Georgia: A font designed specifically for screen legibility.
- **Bear in mind robots don't find you funny** - AI isn't the greatest with sarcasm or flowery language. They've been designed to look for specific keywords and precise information.
- **Pay attention to your job titles** - For example, if your job title was 'Creative Product Champion' AI might not be able to know this is really a 'Marketing Manager'. It's best to list on your resume 'Marketing Manager'. Be clear and concise about your experience and skills, and don't assume the algorithm scanning your resume will know you've done X, Y or Z because of a job title.
- **Using an incorrect file type:** - This can be an easily overlooked detail. Some ATS platforms might have trouble reading resumes in specific file formats. It's best to stick to commonly used formats like .docx or .pdf.
- **Not providing context** - Don't put a list of accomplishments without any context. AI won't be able to interpret it. For example, instead of saying, 'Increased sales by 20 percent,' say, 'Implemented a new marketing strategy that increased sales by 20 percent within one quarter.'
- **Don't forget to be human!** – supplement your resume with networking and make sure that a real human is looking at your application before AI rules you out.

INFORMATICS AND APPLICANT TRACKING SYSTEMS

Recruiters and hiring managers agree clarity in your résumé design should always outweigh “catchy” design elements. When considering current résumé trends, keep this in mind: less is more when it comes to adding flair to your résumé. Keep it simple! Avoid busy borders, images, artwork, photographs and informatics that are distracting to recruiters and oftentimes can inadvertently get your résumé thrown in the “NO” pile. Unusual or “wacky” section headers can also confuse an Applicant Tracking System (ATS) or annoy an actual recruiter reviewing your résumé. Remember, your accomplishments, experience, and education should take center stage on your résumé, not your design skills. Overly decorating your résumé cannot only detract from the vital information in your résumé, but it can also disqualify even a qualified applicant.

SOCIAL MEDIA PRESENCE

- **Search Engines** – Search Engines can be powerful tools in seeking employment so choose them wisely. Select those search engines that are legitimate, have a reliable reputation, and are targeted to your career field. Avoid search engines that ask you for personal or confidential information and/or guarantee unrealistic or “quick fix” placements while soliciting money from you. Never provide personal or confidential information to any online search engine such as social security number, bank account information, health status etc.
- **Social Networking** – Selecting social networking sites are legitimate resources for seeking employment, but there can be pitfalls that can stop your job search right in its tracks. Remember that anything you post to a Social Networking site is likely to be accessed by a potential employer and may influence their decision-making in hiring you. Be smart in cleaning up and maintaining a professional digital presence and changing/keeping your filter to private when you are conducting your job search. If you post a picture of yourself on Linked In, and other popular sites, make sure it is a professional pose. These, and others like it, are employment-networking sites, not social and personal media sites. Remember, even though it may seem like an invasion of your privacy, employers will “google” you and what comes up will create a “first” impression of you.

Always look and sound professional.

BONUS TIP

Don't make your resume too short or too long. Aim for a one- to two-page resume
Here's a rough guide based on your career stage:

- **Entry-level positions:**
If you're a recent graduate or early in your career, use a one-page resume that's around 300-400 words.
- **Mid-level professionals:**
Professionals with several years of work experience resume can be two pages with 500-700 words.
- **Senior professionals/executives:**
Those with extensive experience or applying for senior-level roles might extend their resumes beyond two pages but no more than 1,000 words.

BEFORE YOU BEGIN...

- Most employers spend only 10 to 20 seconds reviewing each résumé during the first read through, so it is important to make an immediate impact. Here's how:
- Résumé design matters! Choose a résumé style with a layout that is clean, simple, and well organized.
- Consider limiting your résumé to one page but here is the guideline you should use. If you have a great deal of measurable and quantifiable achievements and accomplishments and lots of relevant work experience, you can and SHOULD go to the second page. Never sacrifice relevant and marketable experience just to follow the "rule" of a one-page résumé. Work with a résumé specialist who can give you professional guidance on the length. For most postgraduates and career changers with a long academic and/or employment history, two-page résumés are standard.
- Leave margins that show plenty of white space.
- Design your résumé for easy reading – it should be visually pleasing with a consistent font and size, use boldface and italics to emphasize categories and achievements, and use bullet instead of paragraphs. If you bold a specific category, do not underline as well. Using bold and underlining at the same time is redundant and looks too "busy" in the presentation.
- Pay special attention to your "SKILLS" section using critical keywords that snapshot your core strengths, hard skills, and measurable attributes. Avoid cheerleading statements that show no accomplishments or skills.
- Highlight recent examples of what you can bring to a job or internship. Statistics or percentages of accomplishments that build on your skills have the most impact and IMPACT is what you want! Cultural improvements, specific projects and customer growth also have an impact.
- Use a current font that is both business like and easy to read. Font size should be consistent throughout the résumé and can be as large as 12 or as small as 10. Do not use Times Roman font – it is outdated. (Consider Garamond, Calibri Light, Bodoni,) Avoid using lines as dividers that can sometimes be confused as a letter – use small round bullets instead.
- Leave off salary requirements, tables or columns, and social media profiles that do not support your job objective. (Facebook, Twitter, Instagram)
- Make sure you develop and include a LinkedIn presence on your résumé. *It is a must!* Get help from a Career Specialist in how to develop and update a professional LinkedIn profile.
- Keywords – Do not send out the same generic résumé for every job posting. Take a few minutes to "mirror" your résumé to the keywords and phrases in a specific job posting you are targeting, especially if an "Applicant Tracking System" (ATS) is involved in the hiring process. Get as close to the language of the job posting as possible.
- **Always name your resume file with your first and last name!** A recruiter who receives your resume file labeled "resume" will not even bother to open it. Your file should be named "John Smith" or "Jane Doe" so recruiters know ahead of time whose resume they are about to review.
- Check with the Chazanoff School of Business, the School of Education, Learning Communities (Macaulay Honors, The Verrazano School, SEEK, C-STEP, Clinical Mental Health Master's Program, ASAP and others), or the Academic Department of your major to find out the correct wording in the EDUCATION section of your résumé.
- Eliminate "References Available upon Request" at bottom of resume– no longer required.
- Arrange for a Career Specialist to review your final draft so you can be sure you have included all the tips above and you can discuss issues specific to YOUR résumé with a professional.

ADDRESS VS NO ADDRESS

There are advantages and disadvantages to including your street address on your résumé and cover letter. Most recruiters recommend eliminating your street address and just including your city, state and zip code. Review the information below carefully as part of your decision-making process. Ultimately, it is your call.

ADVANTAGES

- **Relocation concerns** - shows employer that you reside in the area and will not require relocation
- **Demonstrated honesty** – including your address suggests transparency and that you “have nothing to hide.”
- **Commuting issues** - including city, state and zip code provide recruiters with information about any ‘commuting issues.

DISADVANTAGES

- **Personal Safety** - If you post your résumé online, you may be opening yourself to security risks.
- **Rejection Letters** - Eliminating your street address can actually pay dividends. Without a street address, companies cannot send you a formal rejection letter after interviewing you. Instead, reputable employers are bound by professional courtesy to contact you with a non - selection phone call. This gives you an opportunity to have a dialogue with the recruiter and one more opportunity to prove your value. If the company has not made a final hiring decision, you just might make an impression over the phone that makes them reconsider your qualifications.
- **Economic Profiling** -If you include your street address, some employers have been known to use online search engines (think zillow.com) to determine the value of your property, the median income in your neighborhood or how much you paid for your home. They can use this information to develop a salary offer based on your current economic situation. A growing trend among hiring professionals is to look at your street address to determine how long your work commute would be. Some actually eliminate good candidates simply because they feel the commute might be too long.
- **Old Fashioned** - Some recruiters look at the inclusion of street address on a résumé and cover letter as “ out of step ” with current hiring trends.

EXCEPTION!

Federal job requirement - full street address is required for Federal résumés. This remains a requirement for all federal, state, city, and municipal jobs.

LINKEDIN VS RÉSUMÉ FOR JOB SEARCH

Whether launching your internship or job search, time is of the essence. Should you focus on optimizing your LinkedIn profile or your résumé? The simple answer is **DO BOTH!** LinkedIn and résumés are used by most – if not all – employers and recruiters to screen candidates and are a standard part of the hiring process. Because the two are different, they have different advantages.

Advantages of LinkedIn

- **Flexible** – LinkedIn allows you to include attachments, video and hyperlinks and to share work samples, media or speaking clips, which can drive recruiters to your website. Additional sections for volunteer activities, publications, even testimonials invite you to include more content that you can normally offer on a résumé.
- **Dynamic** – Your LinkedIn profile has the advantage of being dynamic and ever changing unlike a résumé, which is created at a specific point of time.
- **Shareable and Searchable** – LinkedIn is frequently searched by recruiters and employers looking for candidates, so a carefully constructed professional profile can provide opportunities beyond your own job search reach.

These advantages will only work for you if your LinkedIn profile is optimized, and you are active on the platform. Give your LinkedIn profile the following “check-up.”

- Is it updated with your latest role and responsibilities?
- Does your Summary highlight your achievement, skills, and expertise and showcase specific accomplishments including keywords relevant to your target?
- Do you take advantage of specific features – attachments, video, extra sections, and social features with professional networking intent?
- Do you demonstrate your knowledge via posts, comments, and group activity?
- Is your contact information up to date and do you get notifications from recruiters who are trying to reach you?
- Are all your interactions professional and **NOT** personal or social? Remember the purpose of LinkedIn is to search for jobs and internships so your online interactions should be appropriate to employers and recruiters who are looking to recruit you!

Advantages of the Résumé

- **Private** – You control the distribution – the who, what, when and where.
- **Tailored** – You can customize your résumé to different job or internship targets.
- **Free** – You are free to create and distribute your résumé with no additional cost other than résumé paper.

The bottom line is you need a résumé and a LinkedIn profile to conduct a job or internship search so set-aside time to optimize both. Focus on your résumé first and that will help you outline your overall value profile – much of which can be transferred to LinkedIn. As you proceed with your job search, remember to update both your résumé and LinkedIn profile as needed. Pay close attention to feedback from your Career Specialists, recruiters, employers and other trusted sources.

Keep it professional at all times!

VIDEO RÉSUMÉS

A video résumé is a short video created by a candidate for employment and uploaded to the Internet (or emailed to a hiring manager) for prospective employers to review. A video résumé describes the individual's skills and experience and is typically used to supplement a paper résumé. Some job search and networking sites provide a means for users to incorporate video résumés into their profiles. It is important to keep in mind that a video résumé is not going to get you a job. However, it can assist you in marketing yourself to prospective employers – **if it is done right.**

Creating a video résumé is an optional task for job seekers (companies do not often require or request a video résumé from candidates). For some job seekers, particularly those in visual arts, media, or creative arts, a video résumé can highlight important skills. Remember not all employers are interested in video resumes, so check carefully with each recruiter before sending one.

CAUTION

It is easy to miscalculate in a video résumé – there is a high risk of the script, filming style, or location being inappropriate. If you make it yourself and have little filming experience, your video might come across as unprofessional. Keep in mind that as with anything on the Internet, once your video file is out there, you cannot control how it is shared. Done poorly, it can, at best, hinder your chances of getting an interview. At worst, it can knock you out of contention and embarrass you. Therefore, while a video résumé can be a great way to be noticed, consider carefully before creating one and make sure a video résumé is the right fit for you, and a good use of your time.

Tips for Creating a Video Résumé

- **Be professional:** Dress as you would for an interview and maintain a professional demeanor. Avoid slang and, of course, profanity. Make sure the setting looks professional with no audio or visual distractions in the background.
- **Prepare a script:** Although you want to seem natural and unrehearsed, you should have a sense of what you want to say, and how you want to phrase it. Do not read directly from a script, or from your résumé, since that leads to an uninspiring or dull video. Your plan is to express what you can offer the company, and to highlight your major strengths, skills, and accomplishments.
- **Know your audience:** Consider who will watch the video, and plan accordingly.
- **Show - do not tell:** Use visuals to illustrate what you are saying in the video script and display your talents and skills. For instance, if you are applying for a job where presentations are a major part of the role, you can film yourself assembling a PowerPoint.
- **Keep it brief:** Videos should be between 30 to 90 seconds.
- **Do not mix your personal life with your professional one -** If you have information on your Facebook or Twitter page that you do not want employers to access, don't link your video résumé to any of these pages.
- **Get feedback from a Career Specialist:** This is a necessary step. Make edits and changes based on their review.

VIDEO COVER LETTERS

A video cover letter is a filmed introduction of yourself and your accomplishments that accompanies your resume. Sending a video cover letter to prospective employers instead of a traditional letter creates a more personal greeting. Video cover letters are a new way to stand out as a potential candidate for a job. While HR representatives and hiring managers may see hundreds of resumes and cover letter documents, a filmed version is a unique way to present yourself visually.

Follow these steps to create your video cover letter:

- **Prepare an outline** – avoid reading from a script as you film your cover letter video. You can write out a traditional cover letter that you would ordinarily send for the prospective position and convert it into an outline to use while you film. Use a bulleted list with subcategories to guide your speaking points. You should include the following information in your video cover letter outline:
 - Your name
 - The job you are applying for or the general industry
 - A personal statement that describes your overall skills and abilities
 - A brief description of your work experience
 - What makes you qualified for the new position
 - Any additional details that help introduce yourself to employers
 - A closing
- **Practice** - Use your outline to practice speaking it out loud in the location where you plan to film. Decide whether you feel more comfortable standing or sitting. It may also be helpful to practice a few times in front of a mirror to watch your facial expressions. Call a friend or family member on a video chat to get experience speaking live on camera.
- **Get ready to record** – Check your video recording equipment, the lighting, and your camera angles to make sure everything is working properly. Look over your professional business attire and your overall appearance. Take a moment to think through your presentation and take some deep, calming breaths. When you are ready, begin to record. Remember you can do as many “takes” as necessary to get the proper film. Try to record a continuous video, even if you make a mistake. You can always go back and either edit or do another take. This works better than starting and stopping. After the first take, it's a good idea to play it back to make sure your audio works and your camera angles and lighting work in your favor.
- **Review and edit** - Once you finish filming, watch your video recordings, and choose the best one. Make any necessary edits, then complete the file so you can send it or upload it when you apply for jobs. You may need to convert the file into a different format depending on the employer's application process.
- **Send it to employers** - Name the file with your first and last name so it clearly shows it's your video cover letter! Send the file to prospective employers by uploading it through a hiring portal. Since a video may be too big to send via email, you may need to include a link to the video on your resume or email the link to the employer.

CAUTION!

It is easy to miscalculate in a video cover letter – there is a high risk of the script, filming style, or location being inappropriate. If you make it yourself and have little filming experience, your video might come across as unprofessional. Keep in mind that as with anything on the Internet, once your video file is out there, you cannot control how it is shared. Done poorly, it can, at best, hinder your chances of getting an interview. At worst, it can knock you out of contention and embarrass you. If your video résumé or cover letter is determined to be a misfire, do not share it. Instead, work with your Career Center staff or other professionals to start again!

See Page 37 for links with more information on Video Résumés and Video Cover Letters

SELF-BRANDING OR “TELLING YOUR STORY”

LinkedIn defines this as your “personal brand” or “personal identity unique to you”

In short, your personal brand is your “story.”

Recruiters and interviewers are focusing on a student’s personal brand or their ability to tell their story through resumes and cover letters, internship and job interviewing, and networking, now more than ever in a post COVID job market.

NOW ASK YOURSELF HOW WELL YOU CAN TELL YOUR STORY!

BEFORE YOU GO ANY FURTHER IN WRITING YOUR RESUME AND COVER LETTER, TRY TO ANSWER THESE QUESTIONS

- What will recruiters remember about me after they review my resume and cover letter?
- Will recruiters remember me in a positive way, a neutral way or a negative way
- Will my resume convey enough of my “story” to them so they will call be for an interview?

SELF-BRANDING IN WORD AND ACTION MEANS

- Your resume, cover letter, thank you notes, and even an application you complete online or in person communicates that you have learned enough about your beliefs, skills, values, achievements, and goals to be a good “match” for the company or organization.
- Recruiters are impressed with the format and the content of your resume and cover letter so much so that they want to learn more about you and contact you for an interview.

Remember: the goal of a well written and well formatted resume is not to land you the job or internship just yet, but it will get you an interview!

Why has this become increasingly important for you as you enter a highly competitive internship and job market – made more so by COVID now and in the future?

- According to Forbes, 83% of recruiters and hiring managers report that students who “know themselves” and are able to communicate their story through cover letters, resumes, thank you notes, advance to the next step in the hiring process.
- Both LinkedIn and Indeed report, 77% of hiring managers evaluate “hirability” on how well students realistically know their strengths and challenges and can speak about them.

Packing your resume with “cut and paste” Qualification Summaries or loaded with achievements taken directly from Artificial Intelligence or other online career resources places you at a disadvantage in the hiring process. “Cookie Cutter” cover letters and Thank You Notes do the same.

It is important to remember that the shift is now towards students knowing and showcasing their strengths, talents and accomplishments in their resumes, cover letters to recruiters.

So, get to work!

For assistance with developing your self-brand, visit our Center! It can be a game changer for developing resumes and cover letters than get you noticed by recruiters!

CREATE A MEMORABLE “CALL TO ACTION” COVER LETTER

Cover Letters have become increasingly more important in the hiring process – sometimes rivaling or even surpassing resumes. Actually 67 % of students report they moved to the next step in the hiring process because of their cover letter. *Why?*

- Cover letters give you the opportunity to do something a resume cannot and that is to “Tell your story” in a more “professionally personal way” (not a cut and paste or AI cover letter!)
- Resumes tend to be “static” – you can list skills and actionable achievements but there is no room to really “personalize your resume” Remember! Letters have always been a way to share experiences, tell stories, and get to know someone in an authentic way. Letters are a way to be remembered!
- A well written and authentic cover Letter gives you the opportunity to make an impression that stays in the mind of the recruiter. Its your first chance to sell yourself!
- When that happens, you can almost guarantee that the recruiter looks beyond the cover letter and sees your resume in a whole new light!
- Your cover letter should be professional but personalized enough so that a recruiter can get to know some unique characteristics about you. Its about connecting in an authentic way.

Some issues about cover letters

- Not a rehash of your resume
- Not boring or generic (do not use a cut and paste or AI cover letter)
- Not too long (succinct, relevant, memorable)
- Talk about your skills, accomplishments, interests, and values and tie those into what YOU can offer the company
- Show you have a real connection to the company
- Correct grammar, spelling and no typos
- Canned cover letters and especially AI cover letters will stop your job search right into your tracks

End with a “Call to Action”

End your cover letter with a final few sentences where you express your enthusiasm for the position and where you invite the hiring manager to follow up and speak with you further about the job or internship opportunity.

- **Good Example**

“Thank you for taking the time to review my resume and cover letter as you consider me for this position. I look forward to discussing how my skills and achievements can contribute to the success of your company”

- **Bad example**

I really think your company can offer me the position and salary that I am looking for and I can’t wait to hear back from you”

COVER LETTERS

Cover Letters are almost becoming more important than resumes in internship and job searches today. Unlike a resume, a cover letter gives you the opportunity to “tell your story” in a way that will be memorable to the recruiter. Because of the “memorability” factor, include a cover letter when you send out your résumé, even if not specifically asked to do so in the application. A well-written cover letter demonstrates your communication skills, your level of professionalism, your interest in a particular company and incorporates your personal brand. Ideally, it attracts an employer’s interest in you so that they are more likely to review your résumé rather than putting it aside. It boosts your “hiring power” by enticing the recruiter to review your résumé. That is the goal of a successful cover letter!

Tips on writing a great cover letter

- Create an individual cover letter for each job application that is tailored to the organization and position.
- Address your letter to a specific individual, preferably the head of the department where you are seeking a position. For example, “Dear Mr. Smith, Dear Dr. Jones or Dear Mrs. Smith. **Never use the first and last name in your salutation.**
- **Dear Mr. John Smith is wrong!** 
- If you are unable to get the name of an individual, use a job title, for example, Dear Campus Recruiter or Dear Hiring Manager.
- Use simple, direct language, and use “I” sparingly. Strive for a warm but professional tone.
- Remember self-branding tips to make your cover letter memorable.
- Close your cover letter with a **“Call to Action”**- a final few sentences where you express your enthusiasm for the position and where you request the hiring manager to follow up and speak with you further about the job or internship opportunity. Finish the letter by stating “I look forward to hearing from you.”
- Proofread your letters for errors!
- Make certain your contact information is plainly visible.

For more information and assistance in developing a cover letter, visit

www.jobhero.com

FORMATTING YOUR COVER LETTER

Name

City, State, Zip Code

Date

Name of Person, Title
Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Ms./Dr.

Introduction: State your reason for writing. Name the specific position or type of work for which you are applying. (Mention how you heard about the opening, if appropriate.)

Body: Explain why you are interested in working for that employer, or in that field of work, and what your qualifications are. Highlight two to three achievements that relate to the position and field. Refer the reader to the enclosed résumé, application, and/or portfolio.

Closing: Thank the reader for his or her time and consideration. Indicate your desire for an interview and provide your contact information. If the employer is willing to accept phone calls, state that you will call to discuss the possibility of scheduling an interview. Here is where you include your "Call to Action" sentence!

Sincerely,

Your Name
Enclosure / Attachment

THANK YOU NOTES

Just as with Cover Letters, Thank You Notes have jumped to the front of the line in hiring strategies. Recruiters actively seek them out and sending a poorly written note or not sending one at all can “crash and burn” your internship or job search process.

After an interview, it is recommended that you send a thank you note to the recruiter both as a professional courtesy and as a method of establishing communication with the company. The note should be mailed within 24 to 48 hours (about 2 days) of your interview in order to ensure that you stay in the forefront of the recruiter’s mind. It is good practice to send a thank you note right after the interview! The sooner, the better so you can be sure to beat out the other applicants!

Why is it a better job search strategy to handwrite and mail a Thank You note than email it?

One of the purposes of a Thank You note is to keep yourself in the mind of the recruiter who interviewed you. Handwritten notes usually stay on the desk of the recruiter and serve as a reminder of you. Emails are often deleted. Want to be remembered? Handwrite the note!

Whether you handwrite or email the Thank You note, **BE SURE TO:**

- Compose a note no longer than one short paragraph (6 to 8 sentences)
- If you hand write the note, use professional business note paper (ask at Staples)
- If you hand write the note, always write in ink and make sure your writing is legible.
- If you hand write or email the note, **spelling and grammar must always be correct.** If you have questions about the content, spelling and/or grammar, ask someone who has exceptional writing skills to review and/or edit the note before you mail it or send it through email. Never rely on Spell-check. Never text a Thank You note.
- Use the person’s name as provided on their business card and address the note with the recruiter’s formal name (Mr., Mrs., Ms., Dr.,) even if the recruiter insisted you use his/her first name in the interview. Request business cards for all the recruiters you meet so you have this information readily available.
- State the date and place of your interview and the formal title of the company or organization.
- Express your thanks for the interview and include one thing that was discussed in the interview that impressed you. Express your continued enthusiasm about the position and the company.
- Recap your strengths and relate your strengths to the requirements of the position and the company.
- Finish the note by stating “I look forward to hearing from you.” or another statement suggesting your continued interest in a follow-up meeting.
- If you interviewed with more than one person, send a thank you note to **each** of those in the interview. If that is not possible, send a thank you to the main contact person and the individual who will be making the hiring decision.

For more information on follow-up Thank you notes, visit the links below.

[Thank you letter](#)

http://www.quintcareers.com/job_interview_follow-up.html

READY TO PUT IT ALL TOGETHER?

READ THIS FIRST!

"Why am I not getting hired?"



"How to write a winning resume"



✓Find some examples of résumé styles

www.jobhero.com

✓See some examples on the following pages

Use the **"One Minute Resume"** to write your first
draft (Next page!)

✓Visit our Center to review your draft

✓Finalize your résumé!

SAMPLE
RÉSUMÉS
COVER LETTERS
THANK YOU NOTES

RÉSUMÉS

Remember
Self-Branding in writing your
résumé!

Before you start, read this!



ONE MINUTE RÉSUMÉ

1. IDENTIFYING INFORMATION

Name _____
City _____ State _____ Zip Code _____
Telephone _____ (*where an employer can easily reach you*)
E-mail _____ (*professional not personal!*)
LinkedIn profile (a must! Create one if you do not already have one)

2. QUALIFICATION SUMMARY

- A brief (maybe 5 to 6 sentences) list of your key achievements, skills, experience and qualifications most relevant to your selected internship or job positions. Do not cut and paste your QS from a resume or career site online. Recruiters look for authentic and honest representations of yourself in your Qualification Summary. See resume samples for more information.

3. EDUCATION

The City University of New York, College of Staten Island
Bachelor of _____ Degree, Major _____ Minor _____ GPA _____
Any other academic honors _____ Date of graduation _____

3. RELEVANT COURSEWORK (sometimes optional)

List any upper level courses related to your job/internship search. Use the official name of the course – NOT the course number.

4. INTERNSHIP EXPERIENCE

Company name _____ Dates of internship _____ (only months/years)
List three internship duties:
1. _____
2. _____
3. _____

5. WORK EXPERIENCE (*list in chronological order – current job first*)

Current Job:

Company name _____ Dates of employment _____ (only months/years)
Job title _____

List three job duties:
1. _____
2. _____
3. _____

6. ACHIEVEMENTS

List any academic or other awards, accomplishments, volunteer work **with dates (only years)**

7. SKILLS

List any skills (language, computer, music, athletics etc.)

COLLEGE STUDENT

Staten Island, New York 44444 • (444) 444-4444
student@cix.csi.cuny.edu • [Studentslinkedin.com](https://www.linkedin.com/in/Studentslinkedin.com)

QUALIFICATION SUMMARY

Accomplished Assistant Manager with four years of experience consistently rising through ranks • Well-versed in sales, personnel management, accounting and inventory management • Motivated to complete knowledge of company products and services for optimized customer service.

EDUCATION

**Lucille & Jay Chazanoff School of Business, College of Staten Island
The City University of New York**

- *Bachelor of Science Degree in Business, expected 2024*
- *Concentration in Marketing and Finance*

AWARDS & ACHIEVEMENTS

The City University of New York Special Program Certificate of Recognition, 2010

- *Successfully completed “Effective Leadership” course*
- *Collaborated on developing the CUNY – wide “BESST Project”*

INTERNSHIP EXPERIENCE

The XXXXX Magazine

Intern, Advertising Department (07/2021 – 01/2022)

- Worked with “Street Team” to market magazine at events
- Prepared media kits and other promotional materials

WORK EXPERIENCE

United States Census Bureau

Enumerator (05/2021 -present)

- Locate and contact residents and conduct non-response follow up
- Complete/submit Enumerator Questionnaire for each assigned address
- Collect/organize/document data for housing units

Century 21 Department Store

Sales Associate (02/2019 – 05/2020)

- Processed all cash/credit transactions and answered sales inquiries
- Oversaw day to day operations including opening/closing of store and cash reconciliation
- Provided prompt and efficient customer service and problem resolution

BBBBBBB Studio

Administrative Assistant (03/2017 – 06/2018)

- Prepared/placed internet ads and drafted recommendations for studio staff
- Greeted/directed clients & answered inquiries regarding studio recordings/CD's
- Created spreadsheets tracking client payment

SKILLS

- Proficient in Microsoft Word, Excel
- Extensive experience with QuickBooks

S T U D E N T S T U D E N T

Staten Island, New York 10310 ■ (999) 999-9999

student@gmail.com • LinkedIn profile

QUALIFICATION SUMMARY

- First-year college student seeking entry-level summer internship to gain real-world work experience in management or related fields, preferably in a remote setting
- Extensive volunteer history with many leadership roles held that have enhanced skills in working with others
- Willing to contribute to growth of company as well as gain valuable work experience through hard work.

EDUCATION

The City University of New York, College of Staten Island

- *Bachelor of Arts Degree in Political Science*
- *Candidate for Graduation, May, 2018*
- *Selected for Study Abroad Program in Taiwan, Spring 2018 semester*

WORK EXPERIENCE

College of Staten Island, Office of XXXX

Operations Assistant, Game Room (08//2019 – present)

- Supervise all operational functions consistent with work plan and fiscal budget
- Develop marketing strategies to increase student flow and maximize profits
- Monitor student traffic and notify administration of adjustments to games as needed
- Coordinate event planning and execution with outside vendors
- Provide prompt and courteous customer service and problem resolution

XXXXX Company

Vendor Assistant (06/2018 – present)

- Manage daily product deliveries, maintaining order and avoiding damage
- Reorganize and replenish product deliveries and prevent stock loss
- Provide prompt and efficient customer service and problem resolution

MMMM Nursery

Garden Center Assistant (06/2017 – 08/2017)

- Maintained garden center, insuring plant health and safety
- Operated forklift and lifted heavy merchandise and equipment
- Assisted customers with purchase and plant information

VVVV Home Improvement

Home Improvement Assistant (01/2016 – 03/2017)

- Assisted with basic construction/renovation of homes
- Lifted/transported heavy equipment, supplies, and materials

SKILLS

- Proficient in Microsoft Office Suite
- Trained musician (drums)

Résumé Sample 3

STUDENT STUDENT

Staten Island, New York 10309 • (333) 333-3333
student@gmail.com • LinkedIn profile

QUALIFICATION SUMMARY

Experienced marketing associate with exceptional understanding of marketing techniques and strategies • Team player with impressive organizational/planning skills • Knack for building marketing campaigns from the ground up

EDUCATION

The City University of New York, College of Staten Island

- Bachelor of Science Degree in Communications, expected 2024

University of Northern Texas

- Bachelor of Arts Degree in Social Sciences, 2011

WORK EXPERIENCE

The City University of New York, College of Staten Island

Career Assistant (02/2019 – present)

- Greet and direct all students, faculty, staff, recruiters, and visitors
- Assist professional staff with developing/hosting special career events
- Inspected/revised Center website/other social media programs

Samsung

Vendor Representative (09/2018 – 01/2019)

- Coached/trained vendors on current processes/procedures in marketing
- Accurately prepared promotional materials for sales staff in high volume store
- Conducted research to disseminate up to date information on Samsung brands
- Collaborated with vendors/distributors/suppliers to get information on products
- Developed/implemented marketing strategies to boost sales almost 25%

SAKS Five Avenue

Brand Ambassador, Alexis Bittar Jewelry (09/2017 – 12/2018)

Promoted from Sales Associate

- Achieved/exceeded monthly and annual sales goals for Alexis Bittar brand
- Developed/shared ideas with selling manager to maximize and drive sales
- Liaised with buying office and vendors to communicate product needs
- Maintained superior product knowledge of brand to cultivate customer base and boost sales

Sales Associate (06/2014 – 09/2014)

- Cultivated strong client base by providing exceptional product knowledge
- Executed extensive outbound client contact utilizing technology and social media, surpassing personal best in monthly sales goals

SKILLS

- Proficient in Microsoft Office, Word, Excel, Power Point, Mac, POS
- Trained in Visual Marketing, Merchandising

STUDENT STUDENT

(718) 444-4444 | careerchanger@gmail.com
<https://www.linkedin.com/in/student-33333333/>

PROFESSIONAL SUMMARY

Versatile entrepreneur with over 15 years of experience in business management and healthcare services. Trained in leadership with effective multitasking and networking skills. Combines deep and varied industry knowledge and drive with visionary aspiration to pursue career change goals in financial industry. Key expertise in business ownership, management, and client services. Forward thinking and proactive with courage and motivation to pursue/achieve career success.

Mature, detail-oriented with reliable work history and outstanding work ethic.

SKILLS & EXPERTISE

- Entrepreneurship • Event Management • Client Services • Mature “Can-Do” Attitude
 - Superior knowledge of Microsoft Office and Quick Books • Fluent in English
 - Strong transferable skills in business, corporate communications, and teamwork

EDUCATION

Lucille & Jay Chazanoff School of Business, College of Staten Island
The City University of New York

- *Bachelor of Science Degree in Accounting, January 2022*
- *Minors in Business and Finance*
- *Overall Grade Point Average: 3.5*
- **Related Coursework:** Federal Taxation I, Advanced Accounting, Cost Accounting, CPA Problems and Current Issues, Accounting Information Systems, Managerial Finance

RELEVANT INTERNSHIP EXPERIENCE

Volunteer Income Tax Assistance Program

IRS- Certified Advanced Tax Preparer (02/2018 – 04/2018)

- Prepared federal and state client tax returns, including: 1040, 1120, 1120S & 1065, 1099, W2
- Recognized and resolved tax issues, answered client questions and provided recommendations
- Assisted over 60 clients with wide range to tax related issues and upheld client confidentiality
- Prepared financial statements analysis and delivered results within prescribed timeframes
- Maintained up-to-date knowledge of federal, state, and local tax laws

LEADERSHIP EXPERIENCE

President, College of Staten Island Student Club (2020)

- Recruited new members and approved all marketing materials for club
- Collaborated with faculty and staff on club meeting agenda
- Supervised club treasurer on budget and expenditures of \$1,850.00

WORK EXPERIENCE

Richmond University Medical Center

Nurses Aid (09/2019 – 08/2022)

- Performed venipuncture and collection of specimens
- Sent specimens to laboratory for testing
- Verified patient/insurance information
- Communicated with physicians regarding abnormal lab results

Career Changer Deli

Owner/CEO (10/2018 – 10/2022)

- Oversaw day to day operations of two high volume heavily trafficked stores
- Managed account receivable and sales; oversaw income of approximately \$40,000 – 50,000
- Analyzed costs/revenues to project future trends; **reduced costs by 50% quarterly on average**
- Managed 17 employees; hiring, training, supervision, and payroll
- Supplied detailed tax documentation needed to submit accurate business returns

Résumé Sample 5

ANNA FREUD

Staten Island, New York 13333 • (333) 333-3333

annafreud@gmail.com • linkedin

EDUCATION

The City University of New York College of Staten Island

- *Master of Arts Degree in Clinical Mental Health Counseling, December 2021*
- *Mental Health Counselor, New York State Limited Permit, (full licensure pending)*
- *Overall Grade Point Average: 3.96*

The City University of New York, Brooklyn College

- *Bachelor of Arts Degree in Psychology 2018*
- *Overall Grade Point Average: 3.7; Dean's List 2016 – 2018*

CLINICAL FIELD WORK EXPERIENCE

Richmond University Medical Center, Psychiatric Continuing Day Treatment Program

Graduate Mental Health Counseling Intern (2000 – present)

- Conducted individual, group, crisis intervention counseling to psychiatrically disabled clients including clients diagnosed with co-occurring substance abuse disorders using multiple treatment approaches including CBT, DBT, Motivational Interviewing, Solution- Focused Therapy
- Develop/facilitate psycho-educational groups that focus on symptom management, medication management, coping skills, and daily living skills development
- Participate in Multidisciplinary Treatment Team meetings, psychiatric consultations, case reviews, clinical/peer supervision and Discharge Planning meetings
- Generate required client clinical progress documentation including daily/weekly chart notes, comprehensive treatment plans and updates, and discharge plans/summaries
- Facilitated health/ wellness psycho educational groups for severely mentally ill clients
- Assisted in client linking and referral procedures with community based mental health facilities
- Conducted research on evidence-based treatments and developed culturally sensitive programs to enhance positive treatment outcomes

PROGRAM DEVELOPMENT PROJECTS

"Healing through Literacy" Program, collaborative initiative between College of Staten Island and Richmond University Medical Center

- *Researched nationally standardized assessment to determine, evaluate, and quantify current educational levels of severely mentally ill and/or substance abuse clients*
- *Conducted wide-spread individual assessment of patient population with findings of 58% functional illiteracy in at least one area of language arts and mathematics*
- *Developed and individualized literacy curriculum, and implemented on-site literacy program to facilitate cognitive skill development and promote healthy literacy for chronically mentally ill clients*
- *Authored grant to seek program funding*

"Pack to School" Program, New York City Department of Education

- *Assisted in organizing and fundraising effort for annual community action project to supply over 700 students with new backpacks filled with school supplies*

"Community Action Day" Program

- *Organized day long program in partnership with "Yellow Boots/Boots on the Ground" to assemble 50 volunteers who assisted in demolition of homes destroyed by Super Storm Sandy.*

Thanksgiving Project

- *Developed, organized and expanded local food pantry program to purchase/ deliver food to over 100 families in need enlisting volunteers from New Dorp High School, Intermediate School 75, and other local community-based organizations*

WORK EXPERIENCE

The Co Dependent Center

Certified Nutrition and Wellness Specialist (2016 – 2019)

- Offer individual/group sessions to evaluate client's health/wellness goals
- Assist clients in identifying/articulating strengths and in development of SMART goals
- Work with clients in exploring resistance to increase motivation and goal achievement
- Evaluate client ongoing progress and generate chart notes and goal achievement updates
- Enlist client in identification of cognitive distortions and reframing patterns of thought

The Zoloft Help Center

Strategic Intervention Pill Coach (2015 –2016)

- Provided individual coaching to clients to improve quality of life, relationships, and career utilizing practical and effective forms of strategic action planning and communication including Ericksonian Therapy, Strategic Family Therapy, Humanistic Psychology, Neurolinguistics, Psychology of Influence, and negotiation, mediation, and conflict resolution strategies.

New York City Department of Education, Public School 000

Third Grade, Gifted and Talented Teacher (2014 – 2016)

- Developed and implemented daily and unit lesson plans for 3rd grade Gifted and Talented class, administered testing, tracked and analyzed class performance data based on whole group and individualized instruction.
- Piloted "Columbia University's Teacher's College Reading and Writing Workshop" at P.S. 251 in conjunction with a two-year mentorship in "Balanced Literacy."
- Conducted school-wide staff development sessions to "turnkey train" new teaching models and methods to all classroom personnel.

PROFESSIONAL DEVELOPMENT

- Survivors of Sexual Abuse Workshop, Rutgers University, 2016
- Eating Disorders Workshop: "Finding Hope in Families; Focus on Mom, Dad, and You", 2017

CERTIFICATIONS

- Certified New York State Mandated Reporter, 2020
- HIPPA (Health Insurance Portability and Accountability Act) Certification, 2019
- Certified NLP Practitioner, Institute for Neurolinguistics, Psychological and Therapeutic Studies, 2018
- Certified Strategic Interventionist, Prozac Center for Strategic Intervention, 2018

PROFESSIONAL AFFILIATIONS/COMMUNITY ORGANIZATIONS

- Chairperson, Young Professionals Network, Staten Island Board of Realtors, 2015 – 2020
- Member, Steven Stiller Tunnel to Towers; The Grace Foundation, Staten Island Zoo, 2020 - present
- Member New York Mental Health Counseling Association (NYMCA), 2018 – present

SKILLS

- Proficient in Microsoft Office Suite, Quick Books, Key note
- Trained in use of Meditech, Avatar (online Mental Health documentation programs)
- Fluent in Spanish

COVER LETTERS

Use Self-Branding!
Make your cover
letter "memorable".

Cover Letter Guide

NAME

City, State, Zip Code • Phone Number
Email Address

Date

Employer Contact Information (if you have it)

Name

Title

Company

Address

City, State, Zip Code

Salutation

Dear Mr. Ms. Last Name (If you do not have a contact, write Dear Recruiter or Dear Human Resources Manager)

First Paragraph

The first paragraph of your letter should let the employer know the position you are applying for and specifically how you learned about the position or organization. If an individual referred you, include that person's name.

Middle Paragraph

This section of your cover letter should describe what you have to offer the employer. Convince the reader to look at your résumé. Mention how your skills/qualifications match the position you are applying for. Call attention to elements of your background – education, work/internship, volunteer experience, leadership abilities, skills – that are relevant to a position you are seeking. Be as specific as possible, using examples.

Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position. Include a closing statement focusing on follow-up activity such as a phone call or interview. **Include your Call to Action sentence here!**

Valediction

Sincerely,

Handwritten Signature

Typed Signature

Cover Letter Sample 1

STUDENT STUDENT
Staten Island, New York 10306 ■ (718) 777 - 7777
College student @ Gmail.com

Dear Human Resources Manager:

Please accept this letter and accompanying résumé as evidence of my interest in the position of XXXXXX as advertised at the Center for Career and Professional Development.

As my résumé indicates, I am currently pursuing a Bachelor of Science Degree at the College of Staten Island with a major in Psychology and a minor in Legal Studies. I believe that my career and employment goals fit well with the requirements of the position of XXXX and I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in this position.

The following skills and achievements demonstrate my potential for this position:

- Commitment to outstanding performance in fast-paced environments
- Excels in balancing multiple tasks while providing organizational, interpersonal, and problem-solving skills
- Performs complex, detail-oriented and diverse administrative activities promptly and efficiently with minimal supervision
- Basic knowledge and experience working in legal sector; capable of establishing productive working relationships with legal professionals to accomplish assignments
- Experienced in working in large municipal systems with skill and ability to cut through bureaucratic obstacles and deliver what is needed without delay

My skills in general administration and organization, along with my collaborative abilities and my positive attitude and work ethic match with the position description and, given the opportunity, I believe I can make a valuable contribution to your organization.

Please consider my request for a personal interview to discuss my qualifications and experience in more detail.

Thank you for your consideration. I look forward to talking with you.

Sincerely,

Handwritten signature

Typed Signature

Cover Letter Sample 2

NAME

City, State, Zip Code • Phone Number
Email Address

Dear Hiring Manager,

I am looking for a position in public accounting where I can continue to develop my skills in a team environment and become an asset to both my employer and our clients.

I am a graduate of The City University of New York, College of Staten Island with a Bachelor's Degree in Accounting. I am CPA qualified and am currently an Enrolled Agent with the IRS. As my résumé indicates, I have years of accounting experience, specifically in retail and individual/corporate tax including close interaction with business transactions and business owners. I also possess broad knowledge of financial statements preparation and preparing business books for audits. I have strong computer skills, being proficient in a multitude of the most popular accounting software, as well as Microsoft programs.

Throughout my career of progressive responsibilities, I have touched upon facets of tax consulting, bookkeeping and tax preparation, garnering solid references from past employers as well as both individual and business clients. As an employee, I will strive for accuracy, efficiency, and veracity in all my work, and I am confident that my combination of academic and workplace experience makes me an excellent candidate for an accountant position.

I am a proud member of the Staten Island chapter of the NYSSCPA's. I have been a Staten Island resident for twenty-six years and possess a clean driving record. I own a vehicle with no lien attached to its title and it is very well maintained.

Attached, you will find a copy of my résumé. I look forward to hearing from you for a discussion of my qualifications. I would love to further clarify my competency and answer any questions you might have in person.

Thank you for your time and consideration.

Sincerely,

Handwritten signature

Typed Signature

Cover Letter Sample 3

STUDENT STUDENT
Staten Island, New York 10314 • (333) 333-3333
Student@gmail.com

Dear Human Resources Manager,

I am interested in applying to your organization as a member of the 2018 CUNY Service Corps Program from the College of Staten Island.

I am currently in my sophomore year at The City University of New York, College of Staten Island pursuing a Bachelor of Science Degree in Psychology. As my résumé indicates, I gained valuable work experience in the field of Cosmetology with over 12 years of starting my own business and of also working collaboratively as part of a team where I profited from strong entrepreneurial, organizational and community relations skills. Although I enjoyed a very gratifying career in that field, my leadership experience and drive to help others through civic engagement and community outreach programs motivated me to pursue a career in the helping professions. My ultimate goal is to pursue a career in Neuroscience where I can contribute to the needs of others through research.

In both my academic and work experience, I have gained the ability to integrate superior organizational, analytical, and communication skills across all levels. I am confident that my proven work history in both the field of business and in my volunteerism and community activism will translate into both dedication and diligence for the position in your organization.

Thank you for your time and consideration. I look forward to meeting with you to discuss my background and qualifications in more detail.

Sincerely,

Handwritten signature

Typed Signature

Cover Letter Sample 4

COLLEGE STUDENT

Staten Island, New York • (917) 999-9999
student@gmail.com

Dear XXXXXX,

With this letter and the attached résumé, I would like to express my interest in the research and investigative position you have available as recommended by XXXXXX.

As my résumé indicates, I graduated Summa cum Laude from The City University of New York, College of Staten Island with a Bachelor of Arts Degree in English and a Concentration in Writing and Linguistics, earning an overall Grade Point Average of 3.9. During my tenure at CSI, I conducted research in the areas of Linguistics and English Writing and was selected to present my research at the prestigious CUNY Undergraduate Conference of Research, Scholarship, and Performance in 2015. Through my experience, I have become well versed in conducting research and analyzing data in a detailed and analytical manner.

The following skills and achievements demonstrate my potential for this position:

- Excelling at conducting research for the CUNY Undergraduate Conference at the College of Staten Island including completing research protocols focused on identifying and evaluating the study of non-standard past participles in Staten Island English
- Conducting in-depth research and examination of the creative and analytic elements of poetic canon; researching/analyzing the range of contemporary women poets with the goal of reflecting comprehensive knowledge of poetic form and structure
- Utilizing superior organizational, leadership, and interpersonal abilities to provide an outstanding level of support
- Working effectively and collaboratively with team members to maximize productivity and efficiency.
- Key experience in organizing, analyzing, and managing data sets to drive research project success.
- Proficiency in various software programs, including Microsoft Office Suite, as well as in Thomson Reuters Legal Tracker, Ariba, Concur, Basic Word Press, Audacity (audio software for multitrack recording and editing), and PRATT (scientific software program for analysis/reconstruction or acoustic speech signals)

In both my academic and work experience, I have gained the ability to integrate superior organizational, entrepreneurial, and communication skills across all levels. I am confident that my outstanding attention paid to detail—as well as my proven record of accomplishment in supporting complex research projects - will translate into both dedication and diligence for the research work performed by your organization.

Thank you for your consideration. I look forward to meeting with you to discuss my qualifications and interest in more detail.

Sincerely,

Handwritten signature

Typed Signature

THANK YOU NOTES

Use Self-Branding!

Make your note memorable.

**SAMPLE BUSINESS APPROPRIATE
THANK YOU NOTE**

November 14, 2023

Dear Dr. Miller,

Thank you for taking the time to interview me on Friday, November 14, 2023, for the position of Cancer Information Specialist at Memorial Sloan-Kettering Cancer Center. I truly appreciated the opportunity to learn more about the Center and, in particular, I was impressed with how you described the lifesaving actions of one of your Cancer Information Specialists. After our meeting, I am even more enthusiastic about the possibility of working for the Center and am convinced that I can meet your need for a dedicated, hardworking employee.

I look forward to hearing from you concerning the position we discussed.

Thank you once again. It was a pleasure meeting with you.

Sincerely,

Handwritten signature

Student Student

SAMPLE OF A BUSINESS APPROPRIATE
THANK YOU NOTE

February 19, 2023

Dear Mr. College,

Thank you for taking the time to interview me for the position of Substance Abuse Nurse at Endeavor House on Thursday, February 18, 2023.

I enjoyed the tour of your facility and learning more about the services you offer at Endeavor House. As I mentioned in our interview, I have had experience working with psychiatric patients in a major health care facility, many of whom also suffered with addiction disorders. I especially enjoyed our discussion on Integrated Harm Reduction Treatment and would be very interested in learning more from you about the success your patients have enjoyed using this innovative approach. More than ever, I am enthusiastic about the opportunity to apply my skills and experience in service of Endeavor House and your clients.

Again, thank you for the opportunity to interview with you. I look forward to speaking with you again soon.

Sincerely,

Handwritten signature

Student College

**SAMPLE OF A BUSINESS APPROPRIATE
THANK YOU NOTE**

October 16, 2023

Dear Ms. Business,

Thank you for taking the time to interview me on Wednesday, October 15, 2023, for the position of Associate Examiner at FINRA's Risk Oversight & Operational Regulation Department. As I mentioned in our interview, I believe that I share the same goals and values of those working in Risk Oversight and Regulation and am excited at the possibility of joining the FINRA team. After hearing you provide an individual example of the teamwork approach implemented by your staff in the August 2023 's audit season, I am even more confident that the multi-tasking skills that I apply to my current job, my coursework, as well as extracurricular activities are a solid foundation for the position of Associate Examiner. If given the opportunity, I can assure you that I will dedicate myself tirelessly to supporting the mission of the FINRA team.

Again, it was a pleasure speaking with you and spending the day at FINRA. Thank you for your time and interest.

Sincerely,

Handwritten signature

Student Student

BONUS! Links for other specialized résumés and resources

General

<https://www.myperfectresume.com>

<https://www.livecareer.com/career/advice/resume/13-best-resume-designs-2018>

Technical

<https://zety.com/blog/technical-resume-example>

<https://novoresume.com/career-blog/it-resume>

<https://www.indeed.com/prime/resources/talent/6-tips-for-crafting-a-tech-resume-that-will-get-you-hired>

Career Changer

<https://www.thebalancecareers.com/career-change-resume-writing-tips-4134292>

<https://www.themuse.com/advice/this-is-how-you-spin-1-resume-for-5-different-industries>

<https://www.topresume.com/career-advice/how-to-write-resume-for-career-change>

Veterans

<https://www.livecareer.com/career/advice/resume/military-to-civilian-sample-resumes>

<https://hireourheroes.org/veterans/build-a-resume/>

Digital or Social Media

<https://www.thebalancecareers.com/digital-media-skills-2062387>

<https://www.resume-now.com/templates/entertainment-media>

<https://www.digitalvidya.com/blog/social-media-marketing-resume/>

Video

<https://www.thebalancecareers.com/tips-for-creating-a-video-resume-2064219>

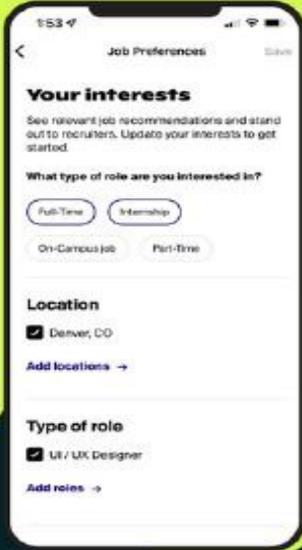
[What Is a Video Cover Letter and When Should You Use One? | Indeed.com](https://www.indeed.com/What-Is-a-Video-Cover-Letter-and-When-Should-You-Use-One?)

Applicant Tracking System

<https://www.cio.com/article/2398753/careers-staffing/careers-staffing-5-insider-secrets-for-beating-applicant-tracking-systems.html>

<https://www.jobscan.co/blog/best-fonts-resume-ats-recruiter/>

Jobs and Internships will bombard your personal page on Handshake, but *ONLY if you complete your profile!*



Handshake

Fill out your Handshake profile.

Get the job.

Job Preferences

Your interests
See relevant job recommendations and stand out to recruiters. Update your interests to get started.

What type of role are you interested in?

Full-Time Internship

On-Campus job Part-Time

Location

Denver, CO

Add locations →

Type of role

UI / UX Designer

Add roles →

Handshake

Fill out your interests today.

Log in to update your Handshake profile

<https://csicuny.joinhandshake.com/login>

Be Career Ready

Job type

Explore internships, part-time jobs, or full-time jobs all in one place.

Location

Select the cities you would like to work in, and Handshake will show you jobs in that area.

Job role

Choose at least three jobs you would like to explore like marketing associate, software engineer, or administrative assistant



80% of students who share their interests receive a message from a recruiter on Handshake.



THE CITY UNIVERSITY OF NEW YORK
College of Staten Island
Center for Career and Professional Development



ARE YOU "CAREER READY?"

Take the Career Ready Quiz!

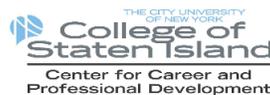
- I need help with choosing a major
- I chose my major but I don't know much about jobs in my field
- I have a resume but I would like someone from the career center to review it
- I need help looking for a job and/or internship
- I am nervous about going on job or internship interviews
 - I haven't checked out Handshake yet
- I use Handshake but I haven't completed my HS profile yet

Checked one or more?

Visit us at the Career Center and let us help you become
"Career Ready"

Center for Career and Professional Development Bldg. 1A, 105

718 982-2300 • www.csi.cuny.edu/careers



ARE YOU
CAREER FAIR
READY?

Check out the next
pages

CAREER FAIR PREPARATION

You never get a second chance to make a first impression! Here are some suggestions that may be of help to you at the Career Fair

- **Know who will be there.** Review the list of registered companies and identify organizations you are most interested in pursuing. Do some research and explore the companies that interest you, focusing on mission, culture, and skills valued. Prepare a list of questions for each employer based on your research of the organization. Consider the [following examples](#) of types of questions to ask. But don't over rehearse! Consider using the "FIT" method (on the back) to make your interaction with employers more authentic and comfortable for you.
- **Know enough about yourself, your skills, and what you can bring to the company.** Describe specific experiences where you demonstrated your strengths; examples will make you a stronger candidate. (USE THE FIT METHOD!) Practice your introduction to the recruiter with someone else, preferably one of the Career Team members just before you enter the career fair room so that you get comfortable introducing yourself. This is really where the FIT method can help you!
- **Prepare your resume.** Update your resume, and make sure that it highlights your most marketable skills. Employers may have the option to collect resumes through an online resume book, so we recommend that you save your resume as a PDF to ensure a smoother upload. Make sure your resume file is named with your full name – i.e. "John Smith resume" and not "resume" and remember to be familiar with everything on your resume and be able to discuss the content with the recruiter. Bring multiple copies of your resume (at least 25) to leave with recruiters who express interest in you. Stop by the Career Center (1A, 105) on campus to have your resumes printed on resume paper. It's free and it makes your resume stand out!
- **Prepare your space and center yourself before you enter the room.** Make sure you are dressed properly, (take off your coat, don't have large handbags or backpacks to drag around), remember to smile even if you are nervous, and prepared to greet each recruiter by making good eye contact and with a firm handshake. Refer to recruiters by their formal name "Mr. Smith or Mrs. Jones". Cell phones and all other devices should be turned off and out of site during the entire time in the room. You never know who is observing you. If you have to take an emergency call, step outside the room. Being nervous is normal and that should pass as you "work the room." Stand up straight and avoid crossing your arms – you want to appear engaged and attentive. Also try to limit distracting behaviors like fidgeting, playing with your hair, looking around when talking or being spoken to, or chewing gum. Remember to get business cards from all the recruiters that express interest in you. Be pleasant, smile, try to express confidence but not arrogance. There is a difference. Speak slowly and clearly and try NOT to speak over the recruiter.

- **Dress to Impress.** We encourage students to dress in "smart" business attire. Examples include business suits khakis, dress pants, skirt suits, button-down long sleeve shirts, sweater sets, higher neck blouses. Consult [Acing the Interview | Center for Career and Professional Development](#) on our webpage for more information.
- **Take notes.** Be sure to have a notebook and pen with you to jot down notes and contact information. Make sure your notebook is plain and business appropriate. If you feel nervous about taking notes during your time with a recruiter, simply ask "Do you mind if I jot some of what you are saying down?". That's polite and good business etiquette.
- **Get contact information.** Be sure to get business cards for every recruiter or company representatives you talk to. It is also ok to ask about hiring processes/timelines to make sure you're following the right steps!
- **Cast a wide net!** The fair is a great chance to compare and contrast many opportunities in a relatively short time (and is much more efficient than attending a one-hour presentation by each participating organization!). Be sure to do your research ahead of time so that you understand what each company does, what kinds of opportunities they are hiring for, and be prepared to talk about why you might be a good fit. Even if you come across a company that originally didn't interest you, there is no harm in meeting with them anyway. You never know what opportunities can present themselves.
- **After the Fair.** Follow up. Send a thank-you note (hard copy or email) along with another copy your resume; use the opportunity to reiterate how your background and skills match their needs. Consider using [LinkedIn](#) to connect with the contacts you made. Reference someone you engaged with at the fair in the opening paragraph of your thank you note. For example, "After interacting with Jane Doe at the Diversity Opportunities Fair, I learned a great deal about your innovative Diversity program that seems to be creating a sense of inclusion among your staff. know my own commitment for diversity and inclusion would be a good fit for the marketing Internship role at WGBH." You do not need to know the contact extensively but be genuine in how you refer to him or her. Send your Thank You Note as soon as you can after the Fair. No more than 24 hours! Remember Thank you notes have become very important to recruiters in the hiring process, especially post COVID!
Ask Career Center staff for examples of Thank you Notes
- **Maintain contact.** Companies are busy doing what they do and may not get back to you right away. It's okay to send a reminder if you haven't heard anything after a week to 10 days. Better yet, find an article based on what you discussed during the fair, or related to the organization's industry, and send that along with your email. It shows that you are genuinely interested in their work and actually paid attention.

View additional [tips on attending a career fair](#)

STUDENTS

Don't know what to do when you get to the Fair?

CAREER FAIR TIPS

WHEN YOU ARRIVE

- Check your business attire – make sure you “look the part”
- Have copies of your résumé readily available (avoid fumbling!)
- Make sure you are prepared to discuss anything listed on your résumé.
- Review list of companies attending and target those of interest to you
- Rehearse your “20 second” self-marketing presentation
- Talk with a career team member if you feel nervous

AT THE FAIR

- Smile! Be optimistic and confident as you approach recruiters
- Introduce yourself with a firm handshake and make good eye contact
- Engage recruiters by submitting your résumé and answering questions clearly
- Don't be afraid to ask questions-specifically questions related to what recruiters are looking for in an intern or new hire
- Thank recruiters for their time and make sure to collect business cards

AFTER THE FAIR

- 
- Compose a handwritten (preferred) thank you note to recruiters as soon as you leave the Fair. (sample provided below)
 - Have someone proofread your thank you note if you are not sure about spelling/grammar.
 - Mail thank you note within 24 to 48 hours at the latest
 - Follow up with the Center for Career and Professional Development for your “next steps” in this internship or job search.

REMEMBER TO PERSONALIZE BY FILLING IN THE BLANKS!

SAMPLE THANK YOU LETTER

Dear _____,

Thank you for taking the time to speak with me today at the XXX Career Fair. I enjoyed talking with you and learning more about the opportunities offered at _____.

As I mentioned in our discussion, I am greatly interested in the field of _____ and I am eager to apply my interest and knowledge to a position in your organization.

Again, thank you for the opportunity to briefly interview with you. I look forward to speaking with you again soon.

Sincerely,

Jane Career

“To know the road ahead,
ask those coming back...”

Would you like to connect with a CSI
alumni mentor who can help you with
your career goals? ?

Complete this form below and we will
contact you to match you with a mentor

<https://docs.google.com/forms/d/e/1FAIpQLSe9vIPaIX7j7rNFhkA1cUNudFKFVOG97GXRG2NxaWySgXGfrA/viewform>

