

New York Jobs CEO Council

Resume & Cover Letter Writing Guide

Resumes and cover letters are documents that allows job seekers to highlight their relevant skills, experiences, and interests to a specific role. These documents are NOT a total representation of who you are as a candidate and aren't meant to be a list of everything you've done in the past.

Resumes and Cover letters are tools to communicate how your skills and experience apply to a job, industry, and potential employer, and can open the door to an in-person interview experience that will allow you to further showcase your skills, interest and potential.

The below is meant to be a guide to help you create your resume and cover letter. Please reach out to us at talentnetwork@nyjobsceocouncil.org if you have any questions.

-The Jobs Council Student Engagement Team

Resume Writing Tips

TIPS	GUIDING NOTES
Emphasize your education	All students currently enrolled in school, and recent grads should list education at the top of their resume. Include your highest level of education, expected graduation date; major(s), minors, relevant coursework, academic achievements, and any specialized training or certifications. GPA, degree, honors, awards, certifications, and online courses. GPA can be listed on your resume if an employer or job requires it, however it is not always necessary to include.
Highlight relevant skills	Identify and emphasize transferable skills that you have acquired through coursework, projects, or extracurricular activities. These might include communication skills, problem-solving abilities, teamwork, time management, leadership, or technical skills. For example, transferable skills such as cash handling and customer service experience gained while working at McDonald's. Moreover, showcase client-facing abilities via babysitting experience interaction with parents and guardians or care for siblings. Leverage your personal and professional network to help you articulate your skills to support your resume development.
Showcase previous work experience including volunteer work and internships	All work experience is valuable to highlight including work-study, full and part-time work in various capacities including retail, hospitality, babysitting because it is an opportunity to showcase your transferable skills. If you do not have professional work experience, include any volunteer work or internships you have undertaken. Or perhaps you served in a leadership role for a group project or with a student association on campus. Highlight the responsibilities, skills, and accomplishments gained during these experiences and emphasize the impact you have made. List these experiences in chronological order with the most recent experience at the top of the resume.
Include relevant projects and coursework	If you have completed any projects or coursework that aligns with the position you are applying for, provide a brief description and highlight the skills or knowledge acquired through those experiences. This is critical if applying for a technical role because employers are looking to see how your technical projects demonstrate the skills that align with the job. Also, you may indicate taken financial courses if you are looking for a job in finance but are not a finance or business major to show your interest and experience.
Mention relevant extracurricular activities	Participation in student clubs, organizations, or activities can show your leadership, teamwork, interests, or organizational skills and should be included in a separate section. <i>Give employers some extra insight into your personality, what motivates you, and what skills you own.</i> Adobe Photoshop, programming languages and social media are examples of skills you can include.
Tailor your resume to the job description	Read the job description carefully and find the key skills and qualifications needed. Customize your resume to highlight how your skills, education, and experiences align with the job requirements. <i>You should have multiple versions of your resume tailored to the types of roles you are applying for.</i>
Keep it concise and well-organized	It is important to keep your resume to one page as a student or a jobseeker with less than ten years of work experience. Use clear headings and bullet points to ensure readability and make it easy for employers to scan your resume quickly. Feel free to tweak the margins as required when formatting, but avoid making significant changes to the font size, maintain it at 10 or 11 points, and avoid using distracting fonts.
Proofread and edit	Finally, review your resume carefully to ensure there are <i>no spelling or grammatical errors</i> . Ask a friend, family member, or mentor to supply feedback and suggestions for improvement. Be consistent in your language and verb tenses throughout the resume. Seemingly minor edits could look like a lack of attention to detail!

Resume Template [General] | Recommended Font: Times New Roman Size 11

FIRST LAST

Professional Email ▪ Phone # ▪ LinkedIn URL

EDUCATION

School Name

Bachelor of Arts in [Degree Name], Minor in [Degree Name]

Location

Expected Graduation Month, Year

- Honors/Achievements
- GPA: #/4.0 [do not list GPA if under 3.0- and if it's not required by the employer, leave it off!]

PROFESSIONAL EXPERIENCE

Company Name

City, State

Position Title

Month Year-Month Year

- Start with action verbs in the correct tense to provide specific examples of action and impact (do NOT use personal pronouns such as "I")
- List your work positions in reverse chronological order starting with the most recent jobs listed first
- Highlight the transferrable skills you gained during this experience and the impact your contributions had on the team (For example, don't just share what you did. Indicate why it mattered and supported the larger mission/objectives.)
- If possible, include any quantitative data to highlight your work. Emphasizing how you made an impact helps to build credibility. (eg conducted data entry to support management of 20+ vendors or responsible for training 8 new hires)

LEADERSHIP EXPERIENCE

Organization Name

City, State

Position Title

Month Year-Month Year

- State position or role; if you are on the executive board or in a leadership role versus a member
- Start with action verbs in the correct tense to provide specific examples of action and impact
- Include details that show your leadership, teamwork, innovation or organizational skills

VOLUNTEER ACTIVITIES

Organization Name

City, State

Position Title

Month Year-Month Year

- Include details that show your leadership, teamwork, or organizational skills
- Volunteer engagement is a great way to highlight your interests and values on a resume [Note: Optional section]

ACADEMIC PROJECTS

Project Name

City, State

Position Title [Note: e.g. Researcher, Team Leader]

Month Year-Month Year

- Describe your tasks in detail, and highlight the transferrable skills you used that are relevant to the role you are applying for, and include the outcome of the project [Note: Optional section]

SKILLS AND INTERESTS

Technical Skills: List computer software and programming languages, including level of proficiency such as "Knowledge of, Proficient, Advanced, Expert..." (eg, Proficient in Microsoft Office and Google Drive)

Languages: List languages other than English and level of fluency as "Beginner, Conversational, Fluent, Native"

Certificates/Trainings: List certifications (eg. **Google Career Certificate; AWS Cloud Certification, Bloomberg Market Concepts**)

Interests: List your interests and hobbies (optional)

FIRST LAST

Professional Email ▪ Phone # ▪ Portfolio URL LinkedIn URL

EDUCATION

School Name

Location

Bachelor of Arts in [Degree Name], Minor in [Degree Name]

Expected Graduation Month, Year

- Honors/Achievements
- GPA: #/4.0 [do not list GPA if under 3.0]

SKILLS

- **Certifications:** List certifications
- **Programming Languages:** List programming languages in which you have experience and proficiency
- **Frameworks/Libraries:** List framework and libraries
- **Spoken Languages:** List languages other than English and level of fluency as “Beginner, Conversational, Fluent, Native”

PROFESSIONAL EXPERIENCE

Company Name

City, State

Position Title

Month Year-Month Year

- Start with action verbs in the correct tense to provide specific examples of action and impact (do NOT use personal pronouns such as “I”)
- List your work positions in reverse chronological order starting with the most recent jobs listed first
- If possible, include any quantitative data to highlight your work. Emphasizing how you made an impact helps to build credibility. (eg conducted data entry to support management of 20+ vendors or responsible for training 8 new hires)
- Highlight the responsibilities, transferrable skills, and accomplishments gained during this experience

PROJECTS

Project Name

Month, Year

- Start with action verbs, describe your tasks in detail and the programming languages used, and include the outcome of the project

LEADERSHIP EXPERIENCE

Organization Name

City, State

Position Title

Month Year-Month Year

- State position if you are on the executive board or in a leadership role
- Start with action verbs in the correct tense to provide specific examples of action and impact
- Include details that show your leadership, teamwork, or organizational skills

VOLUNTEER ACTIVITIES

Organization Name

City, State

Position Title

Month Year-Month Year

- Start with action verbs in the correct tense to provide specific examples of action and impact
- Include details that show your leadership, teamwork, or organizational skills
- [Note: Optional section]