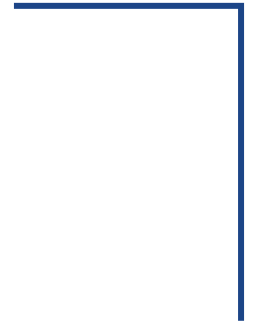


College of Human Ecology

Resume Tips & Tricks

Career Exploration Center



Where is the CEC?

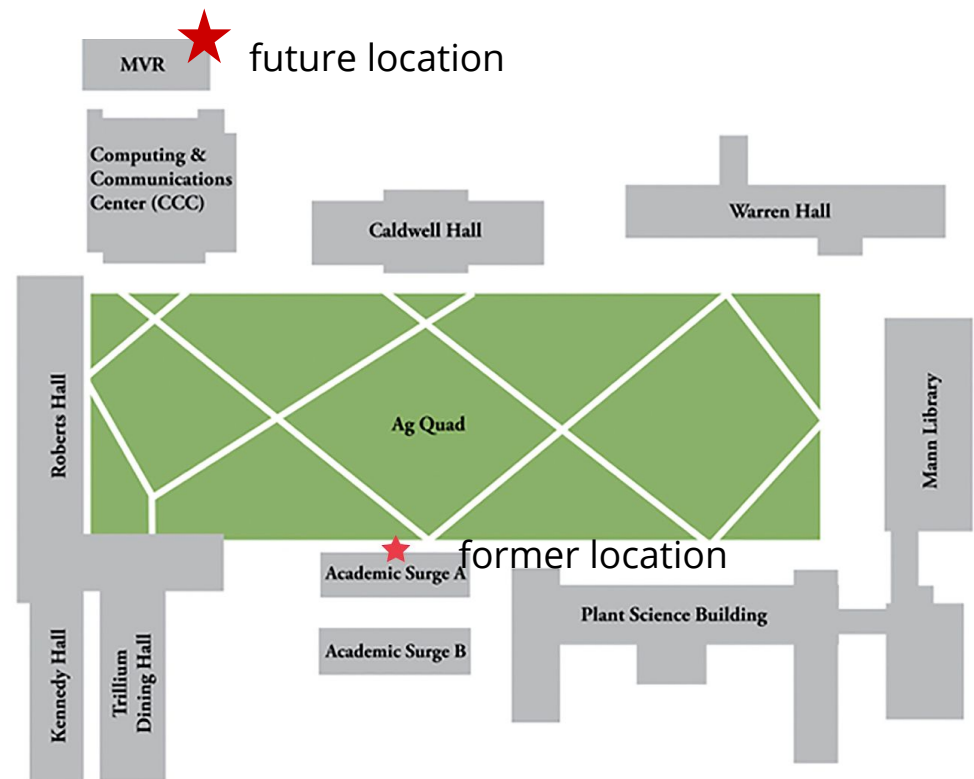
All Services are remote for the Fall 2020 semester, but we will eventually be in MVR.

Our Hours:

10:00 AM – 4:00 PM M – F

Extended Hours

8:00 AM & 10:00 PM Mon & Fri



Check out our website!

<https://hecec.human.cornell.edu>



College of Human Ecology Career Exploration Center

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What can the CEC do for you?

- Resume and cover letter critiques
- Mock interviews (schedule at least 3 business days in advance)
- Help jumpstart your internship, job, or graduate school search
- Facilitate your career exploration at any stage
- Provide information on off-campus opportunities, like Practicing Medicine, Cornell in Washington, and study abroad
- Foster student-alumni connections
- Networking advice through CUELinks, Handshake, and LinkedIn

A Resume...

Your Name

Email, phone number(s)

Current address
Ithaca, NY 14850

Permanent address (optional)
City, ST Zip code

Education

Cornell University, College of Human Ecology, Ithaca, NY

Bachelor of Science in your major, concentrations or minors

Expected May 20XX

GPA: X.XX (cut off after 2 decimals, do not round up; major GPA is optional)

Dean's List (can go here OR under Honors and Awards; be sure to specify which semesters)

Honors and Awards

Dean's List

Other awards (dates as applicable)

Experience

Company, City, State

Month 20XX – Present

Position

- Company and position are interchangeable, as well as the bold-type and italics to break up text
- Describe in these bullets what your responsibilities are, avoiding long sentences
- Limit descriptions to no more than 5 bullets in order to keep it easy to read (ideally 2 to 4 bullets suffice)

Company, City, State

Month 20XX – Month 20XX

Position

- List experiences in reverse chronological order: list most recent experience first
- Convert your dates to months—it is easier to stay consistent and is more specific than using seasons
- Use strong action verbs, and use present tense for ongoing experiences and past tense for experiences that have ended (see page 42 in the Career Guide for a list of useful verbs)
- Quantify your achievements when possible—for example, how many people did you supervise, how many clients were you responsible for, how many samples did you collect, or how many floor plans and renderings did you create

Company, City, State

Month 20XX – Month 20XX

Position

- Break up your experiences into different headers to avoid a long list and to best categorize your experiences
- Some examples include Work Experience, Research Experience, Volunteer Experience, Leadership Experience, Selected Experience, Extracurricular Activities, etc.
- Put the most important and relevant categories on the top, so your audience sees them first

Extracurricular Activities (an example of a heading)

Club, position

Month 20XX – Month 20XX

- Describe your position or club's mission here if it is not self explanatory

Skills and Interests

- List your technical skills here, such as software programs
- Mention the languages you speak and be sure to include your fluency
- Interests can also be listed here if you think they may help you stand out or start a conversation

Contact Information

Your Name

Email, phone number(s)

Current address

Ithaca, NY 14850

Permanent address (optional)

City, ST Zip code

DAVID SIMON

12345 Street Ave. • Seattle, WA 11111 • (555) 555-5555 or (555) 555-5555 • email@resumewriters.com

BROOKE ODLE

5619 Huntington Ave Apt 3 Lincoln, NE 68507

402.677.4342 bpyper@nebrwesleyan.edu

Education

Education

Cornell University, College of Human Ecology, Ithaca, NY

Bachelor of Science in Human Development with Honors

Expected May 2017

Minor in Law & Society ♦ Concentration in Law, Psychology, & Human Development

Cumulative GPA: 3.41 ♦ Major GPA: 3.79

EDUCATION

Bachelor of Science in Psychology, GPA: 3.4

June 2003

Portland State University, Portland, OR

Education

Bachelor of Arts, Mathematics (5-12)

2002

Western Professional University — London, England

Top 3% of class

Darning Academic Achievement Award

Honors & Awards

Honors and Awards

Dean's List

Other awards (dates as applicable)

HONORS AND AWARDS

- Dean's list five semesters
- National Association of Colleges and Employers Scholarship
- President's Award for outstanding client service
- Alumni Association Accounting Scholarship

Relevant Coursework

Relevant Coursework & Skills

- Information Systems
- Engineering Economic Analysis
- Productivity Analysis
- Probability and Statistics for Engineers
- Matrix Theory and Differential Equations
- Statics and Mechanics of Materials I
- Linear Circuits & Systems I
- Microsoft Project
- Microsoft Excel
- Microsoft Power Point
- Microsoft Access
- Matlab
- Maple
- HTML
- C
- Titration
- Distillation
- GC Mass Spectrometer

Relevant Coursework

Children's Testimony Research • Children and the Law • Law & Psychology • Death Penalty in America • Constitutional Politics
• Computing with Python • Object-Oriented Programming

Relevant Coursework

Introduction to Marketing
Promotional Strategy

Sales Marketing
Business Ethics

Experience

Experience

Company, City, State

Month 20XX – Present

Position

- Company and position are interchangeable, as well as the bold-type and italics to break up text
- Describe in these bullets what your responsibilities are, avoiding long sentences
- Limit descriptions to no more than 5 bullets in order to keep it easy to read (ideally 2 to 4 bullets suffice)

Company, City, State

Month 20XX – Month 20XX

Position

Leadership Experience

Undergraduate Student Representative *Federalist Society, Cornell Law School, Ithaca, NY*

March 2016–Present

- Promote undergraduate attendance at Federalist Society events
- Liaise between the Law School and undergraduate community

Winter Ambassador *Admissions Office, Cornell University, Ithaca, NY*

January 2016

- Hosted a roundtable discussion to answer questions about Cornell with 12 high school students
- Coordinated with C.W. Baker High School to schedule a visit at a convenient time

Ambassador and Membership Committee *Human Ecology Ambassadors, Cornell University, Ithaca, NY* August 2015–Present

- Speak with prospective students and their families through panel discussions, informal lunches, and greeting sessions
- Present on career development topics during fall semester monthly meetings as liaison between Ambassadors and the Human Ecology Career Exploration Center
- Collaborate with 3 other students on the Membership Committee to assess the best way to further the group's understanding of our job as Human Ecology representatives and devise agendas for meetings accordingly

Extracurricular Activities

Extracurricular Activities (an example of a heading)

Club, position

Month 20XX – Month 20XX

- Describe your position or club's mission here if it is not self explanatory

Activities

Cornell Law Federalist Society ♦ Cornell Red Carpet Society ♦ Cornell Review ♦ Cornell Big Red Bands ♦ Cornell Cru ♦

NIH COMPETENCIES PROFICIENCY SCALE

Skills & Interests

Fundamental Awareness (basic knowledge)	You have a common knowledge or an understanding of basic techniques and concepts.
Novice (limited experience)	You have the level of experience gained in a classroom and/or experimental scenarios or as a trainee on-the-job. You are expected to need help when performing this skill.
Intermediate (practical application)	You are able to successfully complete tasks in this competency as requested. Help from an expert may be required from time to time, but you can usually perform the skill independently.
Advanced (applied theory)	You can perform the actions associated with this skill without assistance. You are certainly recognized within your immediate organization as "a person to ask" when difficult questions arise regarding this skill.
Expert (recognized authority)	You are known as an expert in this area. You can provide guidance, troubleshoot and answer questions related to this area of expertise and the field where the skill is used.

Skills and Interests

- List your technical skills here, such as software programs
- Mention the languages you speak and be sure to include your fluency
- Interests can also be listed here if you think they may help you stand out or start a conversation

Additional Skills:

Foreign Language: Proficient in Mandarin - oral, reading, and written.

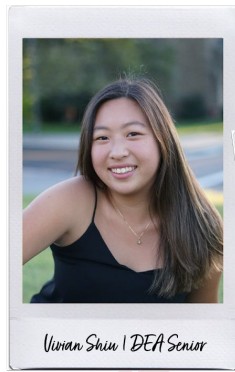
Computer Skills: MAC platforms, software, and programming.

General & Formatting Tips

- Headings
- Font
- Margins
- Positioning
- Dashes
- Consistency
- Running Resume
- File types
- Personal Brand
- Audience appropriate

Questions?





Vivian Shiu | DEA Senior



Claire Choi | DEA Junior



Annabelle Dang | DEA Junior



Abby Lerner | DEA Senior



Noa Khen | HBHS Junior



Angella Lee | HBHS Sophomore



Julia Kan | DEA Senior



Courtney Landis | HBHS Junior



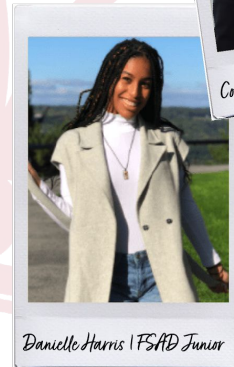
Matthew Canabarro | DEA Junior



Naomi Fischhoff | HD Sophomore



Anita On | HD Junior



Danielle Harris | FSAD Junior



Angel Nkwain | HBHS Senior

<https://hecec.human.cornell.edu>