

STANDARD RESUME WRITING GUIDE FOR GRADUTE SCHOOL

A resume is a marketing tool that showcases the skills, achievements and qualifications related to the program for which you are applying and contains related information about your skills and experience that qualifies you for the program.

- Targeting the resume to the graduate school program is key just as it is in resumes for jobs. Focus more on education, publications, extracurricular activities, etc. The ideal length is 1-2 pages.
- You can include a standard resume or a C.V. (Curriculum Vitae) on graduate school applications, depending on the program and which format is most appropriate. A C.V. can be longer than resume, usually 2-4 pages.

Chronological Resumes (Standard)

This resume is great for individuals with several years of experience in the same field, since it highlights career progress. Pay attention to the following:

Font

- Use simple font (Ex: Times New Roman, Garamond, Calibri) and size should be 10-12pt

Layout

- Margins should be 0.5 to 1 inch
- Do not use tables or templates

Content

- **Bold**, underline, *italicize* and/or CAPITALIZE main headings and categories

Line Spacing

- Single space, with double spacing between sections and positions

Education:

- List most recent first and include name of institution, degree, major, graduation or expected date of graduation. Include an overall GPA if 3.2 or above.

Experience:

- List job experience in reverse chronological order with the most recent job first
- Include name of company, city & state, position, dates employed, and accomplishments in Action + Results Format

Can also include:

- Objective or Statement Summary, Honors, Relevant Coursework, Certifications/Licensures, Professional Affiliations, Internship and Volunteer Experience

Do not include

- Age/Date of Birth, Marital Status/Children, Gender/ Sexual Orientation, Racial/Ethnic Information, Political Affiliation, Religious Affiliation

Curriculum Vitae (C.V.)

A curriculum vitae is longer than the average 1-2 page resume because it provides a greater range of information which can include:

- Scientific or Academic Research, Laboratory Experience and Related Skills
- Description of Thesis or Dissertation, Papers Written, Publications
- Academic or Professional Presentations
- Related Extracurricular Activities, Professional and Association Memberships
- Technical and Specialized Skills such as Computer Programming or Laboratory Instrumentation

The order of topics in a CV format is flexible - Present your qualifications and achievements in a clear, concise, and organized fashion. Use topical headings and consider their order. What comes first will receive more emphasis. Includes same basic font, formatting, layout, line spacing as resume guidelines.

JONATHAN RAMIREZ

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SUMMARY

Ambitious, results-oriented HR professional seeking acceptance to Zicklin Executive Master of Science in Human Resource Management (EMS HRM) Program.

EDUCATION

Lehman College/CUNY

Bachelor of Business Administration in Human Resource Management

GPA: 3.5, Dean's List

Bronx, NY

May 2018

Thomas Edison State College

Associate in Science in Business Administration

Trenton, NJ

September 2016

HONORS & AWARDS

Office of Minority Affairs Scholarship

SHRM Scholarship

Trustees' Scholarship

September 2017-May 2018

September 2017-May 2018

September 2016-May 2017

PROFESSIONAL ASSOCIATION

Membership Coordinator, Society for Human Resource Management

June 2014 - present

EXPERIENCE

City of Ithaca Department of Personnel and Civil Service

Human Resources Associate

Ithaca, NY

June 2018 - present

- Collaborated with external agencies and partners to successfully fill open positions; partnered with HR Generalists at client companies utilizing innovative sourcing techniques (i.e. social networking, profiling and planning, internal and external relationship building and engaging passive job seekers) resulting in a 20% increase in manager satisfaction for 2014
- Administer Civil Service Exam Procedure: update eligible list, create canvas letters, follow up with clients and answer questions
- Audit personnel payroll for accuracy and input confidential employee salary increases into Civil Service data system
- Document procedures and assist in the training process

The Hunter Group

Human Resources Intern / Staffing Coordinator

Jamestown, NY

January 2018 - May 2018

- Successfully planned and executed events: Online Job Fair Program and Reception; the Optimal Internship & Scholarship Program; Awesome Service Awards, American Red Cross Blood Drives, The Hunter Group 25 Year Banquet
- Managed public information requests regarding recruitment, personnel records, performance evaluations, and payroll and benefits at The New York Office of the Attorney General
- Helped implement a new HRIS PeopleSoft system leading to significant improvements in time-to-hire

PUBLICATION:

- BJ Hoppers., & Potter, H. (2017). "Comparisons of Hiring Processes in Private and Public Organizations". SHRM: HR Magazine, June/July/August, 20-21.

PRESENTATION:

- Potter, H. (2018, June). "Strategies for Effective Implementation and Use of HRIS PeopleSoft Systems". Paper presented at the SHRM13 Annual Conference, Las Vegas, NV

SKILLS & INTERESTS

Community Service: American Red Cross, Volunteer/Donor; American Cancer Society, Fundraiser

Student Activities: Lehman College Tennis Club; Meet Organizer

Computer Skills: Microsoft Office Suite, SPSS, PeopleSoft, HRIS