

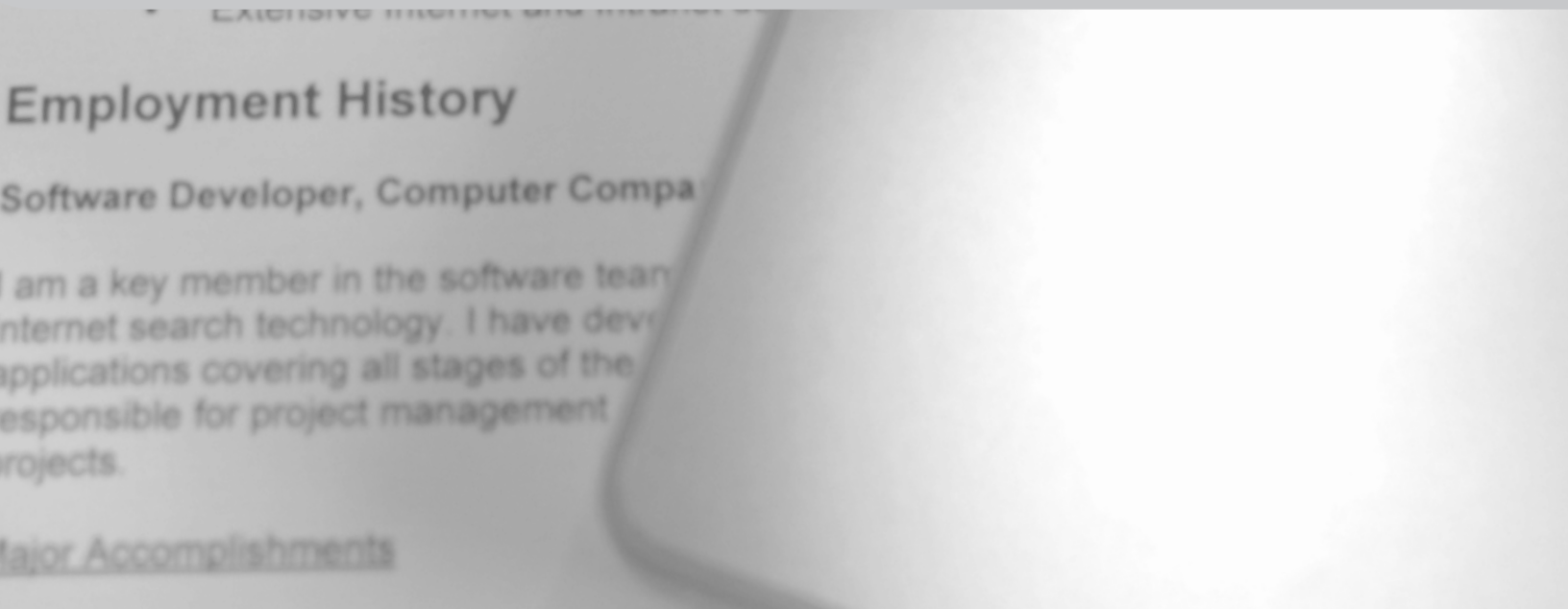
RESUME

Ann Another

Address 10 High Street
Jobsville

Telephone 01234 567890

**THE MAGNER CAREER CENTER'S
QUICK REFERENCE GUIDE TO
RÉSUMÉS & COVER LETTERS**



Employment History

Software Developer, Computer Compa

I am a key member in the software team
internet search technology. I have dev
applications covering all stages of the
responsible for project management
projects.

Major Accomplishments

2013

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THE MAGNER CAREER CENTER'S

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First Last Name

Street Address, Apt. #, Brooklyn, NY 11210
(xxx) xxx-xxxx • [firstlastname@yahoo.com](mailto:firstname@lastname@yahoo.com)

Objective

Event planning internship requiring leadership, communication and problem solving skills.

Education

Brooklyn College, City University of New York
Bachelor of Arts in Sociology and Psychology – Fall 2008-Spring 2013
GPA: 3.09/4.0

Relevant Courses

- Research Methods
- Social Psychology
- Personality Psychology
- Business Statistics
- Abnormal Psychology
- Sociology Of Gender

Work Experience

AMC Theaters, New York, NY

2012 – Present

Film Crew Member

Perform cashier duties, handling cash and credit card transactions. Greet guests, enhancing film-going experience by providing courtesy and service. Provide critical information, answers to guests' questions, and solutions to problems including seating and lost items. Promote new products and services offered at AMC.

Special Funds Conservation Committee, New York, NY

2011

Claims Examiner

Non-profit organization that deals with maintaining and defending Special Disability Fund and Fund for Reopened Cases under Workers' Compensation Law. Communicated with insurance carriers. Researched unfamiliar medical terms. Researched prescribed medications to ascertain that prescriptions were written for appropriate conditions or illnesses. Replied to insurance companies' queries under supervisor's directions or on own. Partnered with other claims examiners on complicated claims.

- Audited approximately 25 claims daily resulting in funds released to insurance companies and individuals.

Computer Skills

Proficient in Microsoft Word, Excel, PowerPoint

Languages

Fluent in French (Haitian)

THE OUTDATED VERSION

FIRST LAST NAME

BROOKLYN, NY 11210

LINKEDIN.COM/IN/FIRSTLASTNAME ☒ (XXX) XXX-XXXX ☒ FIRSTLASTNAME@YAHOO.COM

SUMMARY

Brooklyn College senior, double-majoring in Sociology and Psychology, expecting to graduate in Spring of 2013. Aspiring event-planner for not-for-profit organizations dedicated to assisting partially or totally disabled adults. Capable, articulate, versatile individual, with ability to juggle numerous tasks simultaneously, and to work collegially with clients and colleagues of widely diverse ages and cultures. Recognized for being well-organized, outgoing and inventive. Proficient in Microsoft Word, Excel and PowerPoint. Fluent in French (Haitian).

EDUCATION

BA, *Sociology and Psychology*, Brooklyn College, City University of New York – degree expected Spring 2013

- **GPA: 3.09/4.0**

RELEVANT COURSES

- Research Methods
- Business Statistics
- Social Psychology
- Personality Psychology
- Abnormal Psychology
- Sociology of Gender

WORK EXPERIENCE

AMC Theaters, New York, NY

2012 – Present

Film Crew Member (part-time)

Perform cashier duties, handling cash and credit card transactions. Greet guests, enhancing film-going experience by providing courtesy and service. Provide critical information, answers to guests' questions, and information about lost items, future screenings, discounted tickets and family events. Promote new products and services offered at AMC.

- Chosen by management to train 5 newly hired Film Crew Members in all aspects of job, due to thorough knowledge and successful performance of all tasks, and receiving letters of recommendation from theater patrons for assistance given.

Special Funds Conservation Committee, New York, NY

2011

Claims Examiner

Non-profit organization that deals with maintaining and defending Special Disability Fund and Fund for Reopened Cases under Workers' Compensation Law.

Communicated with insurance carriers regarding outstanding WC cases. Replied to insurance companies' queries under supervisor's directions or on own. Partnered with other claims examiners on complicated claims.

- Researched unfamiliar medical terms to become familiar with terminology.
- Researched prescribed medications to ascertain that prescriptions were written for appropriate conditions or illnesses.
 - Audited approximately 25 claims daily resulting in \$75,000 in monies owed being released to insurance companies and individuals.

3

THE RECOMMENDED FORMAT! USE THIS!

WORDS TO AVOID ON YOUR RÉSUMÉ

DEFINITE AND INDEFINITE ARTICLES

Eliminate: a, an, the. Except in the case of legal names or titles – The Dreyfus Fund, or “The Wizard of Oz” – your résumé should have a clipped sound, like an old-fashioned telegram. Think of it as paying by the word. Articles add words, and bulk, but don’t change the clarity of a sentence in any way. You can save amazing amounts of space by avoiding these words, which gives you more room for information about your accomplishments. This is standard résumé form, by the way; potential employers expect this.

PERSONAL PRONOUNS

Eliminate: I, you, he, she, we, they, me, you, him, her, us, them. They’re as unnecessary as “a,” “an,” and “the,” and take up just as much room. Simply start your sentences with the action verb itself. The pronoun will be clearly understood in the context of the sentence.

POSSESSIVES

Eliminate: his, hers, their, its, our, mine, yours, etc. Just as with the pronouns, possessives are small words that will be understood, even in their absence, in the context of the sentence.

“RESPONSIBLE FOR” AND “DUTIES INCLUDED”

Don’t use them. These words put a sentence in the “passive voice,” and make your résumé sound washed out and dull. Listen to the difference between these two sentences:

- Responsible for writing, editing and collating weekly reports for senior management.
- Wrote, edited and collated weekly reports for senior management.

The first one sounds remote and sterile. The second one sounds energetic and important. Besides, readers don’t care what you were responsible for doing; they care what you **actually did**. **Use the “active voice.”**

LONG WORDS OR PHRASES, WHEN SHORT WORDS WILL DO

“**Use,**” instead of “utilize;” “**before,**” instead of “prior to;” “**daily,**” instead of “on a daily basis;” “**including,**” instead of “including, but not limited to;” “**after completing,**” instead of “following the completion of;”

CLICHÉS

“Communication skills,” “organizational skills,” “interpersonal skills,” “analytical skills,” “team player,” “detail-oriented,” “results-oriented,” “problem solver,” “highly motivated,” self-motivated,” “self-starter,” “good with people.” These words and phrases have been used so often that no one really “sees” them anymore. The potential employer wants to know **specifics**. What kind of communication skills are you talking about? Persuasive? Spoken? Written? Presentation? The ability to fine-tune your words to reach readers or listeners at all levels? Give clear examples, including results. **Show, don’t tell!**

10 PHRASES YOU SHOULD BAN FROM YOUR RESUME

“I’m a Team-Player.”

This is one of the most over-used clichés, so try to find a way you can show that you are this team player. Did you collaborate with someone or with a department to meet an objective? Put that on your resume instead of a vague, clichéd expression. Be detailed about your achievement.

“I Have Great Communication Skills.”

Communication skills can mean so many things, which is why using this term on your resume only makes you lose your recruiter’s interest. What communication skills did you use to contribute to your employer? Did you create a presentation, a press release or lead a conference call? State your specific achievement.

“I Have a Proven Track-Record.”

So prove it! What did you do to give you this track record? Be specific, and try to quantify your impact; “I brought in 10 new customers, adding \$50k profit for 2009” sounds far more impressive than some vague statement, and will help you stand out among the dozens of resumes.

“I’m a Problem Solver.”

Everybody loves a problem solver, which is why so many resumes state this skill with pride. You can do better: tell your prospective company what problem you solved. Did you optimize a troubling schedule, did you solve an employee dispute or did you iron out a problem with a customer? Again, be specific to be memorable.

“I Assisted In X Task.”

Maybe you weren’t the lead on a particular project, but saying you “assisted” is the kiss of death for your resume. What was it that you did? Did you write a sales report or keep inventory? Write that on your resume with pride, and lose the “assisted” - you’re better than that.

“I Have a Strong Work Ethic.”

A strong work ethic - that sounds great, right? You’re not the only one using this cliché, so freshen up your resume by stating how you go that extra mile. Did you take a class to improve your skills? Did you meet some really tough deadline? Show the hiring official what makes you this person with a strong work ethic, instead of using another cliché like your fellow applicants.

“I’m Bottom-Line Focused.”

Another hollow term that is overused and now means nothing - so show what you did that added to the bottom-line of your company. It’s very important to quantify for this skill: list amounts of money, time, or resources you saved or added to the business.

“I’m Responsible For X.”

We’re all responsible for something when we go to work, whether a janitor or a CEO. Drop this expression and just state what your job title is and what you added to the company’s success. Cutting these clutter words will make your resume stronger and more to-the-point.

“I’m Self-Motivated.”

What you’re really trying to say is that you’re not that slacker who clocks out at three every day, but this cliché is not going to help you get your point across. Find a way to show that you’re self-motivated: did you overhaul a broken inventory system, or find a new way to expand your sales territory? Self-motivated employees find innovative ways to improve on what they’ve been handed - put what you actually did on your resume.

“I’m Accustomed to a Fast-Paced Environment.”

What does this mean, exactly? Fast-paced work environments are the norm in this recession, where most people do more work for less money. To be specific, look at one of your busiest days in your (former) job. What did you accomplish, and how did you adapt to the obstacles thrown your way? Put that achievement on your resume to prove that you can adapt when challenged - a quality employers look for.”

[For the complete article by Claire Bradley, go to Investopedia.com](#)

THE IMPORTANCE OF QUANTIFYING RESULTS

Your resume must not only highlight your skills and abilities, it must also present them in a way that will make employers want to meet you. You need to demonstrate the RESULTS of your actions!

A result is a “tangible, measureable final product, achievement, accomplishment or outcome that you have created or produced out of your involvement or participation in a particular activity or job.”

Ultimately, you want to show potential employers what you are capable of producing as a member of their team. Consider the following examples of how to quantify job descriptions for entry-level students.

SAMPLES OF QUANTIFYING RESULTS FOR ENTRY-LEVEL STUDENTS

Edie’s Edibles, Brooklyn, NY

Summer 2012

Delivery and Stock Person

- Averaged 15 deliveries during each 5-hour shift, while stocking shelves and taking inventory.
- Handled approximately \$500 in cash transactions daily.

Harmony High, Brooklyn, NY

Academic Year 2011 – 2012

Senior Class Representative

- Planned 10 social and cultural events for 300 students.
- Increased attendance by 10% at annual semi-formal event by changing location and negotiating lower costs.
- Edited weekly 4-page newsletter with circulation of 500.

Seashell Lake Summer Camp, Far Rockaway, NY

Summer 2010

Lifeguard

- Monitored 250 campers, between ages 5 and 16, to ensure safety and enforce regulations.
- Saved two campers from drowning in 8-week period.
- Certified in CPR.
- Trained 4 assistant lifeguards and prepared weekly schedules.

Bonita Boutique, New York, NY

2009 – 2010

Sales Associate

- Personally assisted 30-50 customers during each 6-hour shift.
- Handled more than \$3000 in daily cash and credit card transactions
- Hired, trained and supervised 8 new employees in use of cash register, customer relations, and how to close sales.
- Performed monthly inventory on merchandise valued at \$10,000.
- Successfully met monthly sales goals.
- Won “Employee of the Month” award for alerting security to shoplifting customer.

A CHECKLIST TO JOG YOUR MEMORY ABOUT YOUR ACCOMPLISHMENTS

Achievements are critical for demonstrating your value to potential employers, because past success is the single best predictor of future success. Identifying your accomplishments now, including them on your resume, and speaking about them on interviews will enable recruiters and hiring managers to determine what you can do for them and where you will contribute most to their companies.

1. Solved difficult problems? (What was the result? What was the problem? What was the solution?)
2. Identified and solved problems that others didn't see? (What was the result? What was the problem? What was the solution?)
3. Done something for the very first time? (What was the result? What did you do? Why was it important?)
4. Developed, created, designed or invented something? (What was the result? What was it you developed, created, designed or invented? Why was it important?)
5. Been promoted or upgraded? (From what to what? When? Because of what?)
6. Received any awards or special recognition? (What were they? When? For what?)
7. Written papers, reports, articles? (What was the topic? Where did they appear or what did they achieve? Why were they important?)
8. Trained employees? (What was the result? How many? In what? Over what period of time?)
9. Developed or implemented a new system or procedure? (What was the result? What was the new system or procedure?)

Please remember: To be most effective for the reader, the RESULT must be stated first, with the way in which the result was obtained stated afterward. In other words:

FIRST THE "WOW!!!" THEN THE "HOW?"

EXAMPLE:

NOT THIS – Trained new floor clerks and cashiers, which reduced problems.

BUT THIS – Significantly increased customer satisfaction by training new floor clerks and cashiers in customer service skills including courtesy and respect, proper forms of address, and being attentive to customer expression and body language.

Administrative Skills

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

Communication Skills

addressed	corresponded	enlisted	interviewed	negotiated	recruited
arbitrated	developed	facilitated	lectured	persuaded	spoke
arranged	directed	formulated	mediated	promoted	taught
authored	drafted	influenced	moderated	publicized	translated
clarified	edited	interpreted	motivated	reconciled	wrote

Creative Skills

acted	crafted	directed	founded	integrated	performed
composed	created	drew	illustrated	introduced	planned
conceptualized	designed	established	innovated	invented	revitalized
conducted	developed	fashioned	instituted	originated	sculpted

Financial Skills

administered	appraised	budgeted	developed	marketed	researched
allocated	audited	calculated	forecasted	planned	saved
analyzed	balanced	computed	managed	projected	

Helping Skills

aided	clarified	demonstrated	encouraged	familiarized	rehabilitated
assessed	coached	diagnosed	expedited	guided	represented
assisted	counseled	educated	facilitated	referred	

Management Skills

administered	conducted	developed	improved	planned	saved
analyzed	consolidated	directed	increased	prioritized	scheduled
assigned	contracted	evaluated	managed	produced	spearheaded
attained	coordinated	executed	organized	recommended	strengthened
chaired	delegated	handled	oversaw	reviewed	supervised

Research Skills

clarified	diagnosed	extracted	interpreted	organized	summarized
collected	evaluated	identified	interviewed	researched	surveyed
critiqued	examined	inspected	investigated	reviewed	systematized

Teaching Skills

adapted	communicated	encouraged	guided	instructed	set goals
advised	coordinated	evaluated	influenced	led	stimulated
clarified	developed	explained	informed	motivated	taught
coached	enabled	facilitated	initiated	persuaded	trained

Technical Skills

architected	calculated	devised	maintained	programmed	solved
assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained

PERSONAL DESCRIPTORS

- *Accountable, accurate, active, adept, alert, analytical, articulate, aspiring, assertive, astute, attentive, authentic, autonomous, aware*
- *Capable, careful, caring, cheerful, clear-sighted, collegial, committed, compassionate, competent, composed, confident, conscientious, considerate, constructive, courteous, creative*
- *Dedicated, detailed, determined, diligent, discerning, dynamic*
- *Eager, educated, effective, efficient, eloquent, empathetic, energetic, enthusiastic, even-handed, experienced, expert, expressive*
- *Fair, firm, fluent, focused, friendly*
- *Imaginative, incisive, independent, industrious, informed, ingenious, intelligent, insightful, initiator, instrumental, intuitive, inventive, involved*
- *Judicious*
- *Knowledgeable*
- *Level-headed, logical*
- *Meticulous, motivated*
- *Objective, observant, orderly, open*
- *Perceptive, persistent, persuasive, poised, positive, powerful, practical, pragmatic, precise, prepared, productive, proficient, prudent*
- *Rational, realistic, reasonable, reliable, responsive, resourceful*
- *Savvy, self-directed, self-possessed, sensible, skilled, supportive, stable, steady, strategic, structured, sympathetic, systematic*
- *Thorough, thoughtful, trustworthy*
- *Up-beat*
- *Versatile, vigilant*
- *Well-reasoned, willing*



Attributes employers seek on a candidate's resume

Leadership



Problem-solving skills



Written communication skills



Ability to work in a team



**Analytical/
quantitative skills**



Strong work ethic



Verbal communication skills



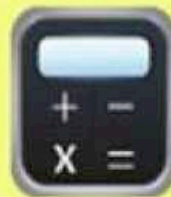
Initiative



Computer skills



Technical skills



Source: Job Outlook 2013

Courtesy of the National Association of Colleges and Employers

COVER LETTER / RESUME SAMPLES

FIRST LAST NAME

Brooklyn, NY 11233

(XXX) XXX-XXXX

x.myname@gmail.com

www.linkedin.com/in/firstname

xx/xx/xxxx

To Whom It May Concern:

I am writing to apply for the position of Real Estate Coordinator, as advertised recently at Magner Center web site of Brooklyn College.

In my present role, I assist the property management team with all their administrative needs, and I am therefore very familiar with what real estate coordination entails. My duties include writing notices for landlords and tenants, addressing client inquiries and issues with proper documentation, assisting with the composition and filing of lease agreements and other documents, creating and distributing affect marketing material, and various other general administrative duties.

I am currently majoring in Business economical at Brooklyn College and will receive m MA degree in December 2013. My working hours are fellable, as all my classes are scheduled for late evenings.

I am an enthusiastic and motivated worker, eager to pursue a career in Real Estate management. I find the field an exciting one, and I believe that, as a Coordinator, O could greatly contribute to your team while developing my own skills.

My resume is attached and I look forward to being able to discuss the position with you further.

Yours sincerely,

First Last Name

THE RECOMMENDED COVER LETTER FORMAT

FIRST LAST NAME

CITY, STATE ZIP CODE

FIRSTLAST@EMAIL.COM ♦ MOBILE ♦ WWW.LINKEDIN.COM/IN/FIRSTLAST

Date (spell out the month, give the year using all four digits)

Ms. Pippy Longstocking
Director, Human Resources
Sample Corporation
123 N. Michigan Avenue
New York, NY 10030

Re: Accounting Representative position, Job # 677352

Dear Ms. Longstocking: (Dear Recruiter or Dear Hiring Manager, if there is no specific name/title provided)

Please consider this my application for the Accounting Representative position that is currently being listed on Brooklyn College's job site. I've been a follower of the Sample Corporation on LinkedIn for the past year. It's because of the corporation's dedication to sustainability, and to providing services to communities that are generally underserved, that I would like to join your team and contribute to your success.

I believe that my qualifications strongly match the job's requirements as stated in your job posting:

One to three years of accounting experience

- Two summers assisting the accountant of a small fashion retail company, where I reduced cost and improved inventory control by designing an Excel spreadsheet to track expenses and inventory.
- Three years' experience as sole bookkeeper working with payroll, accounts payable, accounts receivable, data entry and office administration for a \$20 million mattress company.

Strong communication skills

- Worked on teams and committees with classmates, which required the ability to listen, contribute and negotiate outcomes.
- Produced 2% annual savings by negotiating discounts with vendors.

Knowledge of accounting systems

- Created 1099s and reports for external accountants to review.
- Updated the existing accounting system in my most recent job to provide greater operational flexibility, reducing report production time by 50%.
- Highly proficient in Excel, QuickBooks, and Peachtree.

Additionally, I have enthusiasm, determination and energy, and I look forward to meeting you at your earliest convenience, and discussing the many ways in which my qualifications, experience and education can contribute to the success of the Sample Corporation. My resume is attached for your consideration.

Sincerely,

Name

FULL NAME
CITY, STATE ZIP CODE
FIRSTLAST@EMAIL.COM ♦ PHONE ♦ LINKEDIN.COM/IN/FIRSTLAST

SUMMARY

Mental Health Counselor eager to apply contemporary approaches to practice, assessment and treatment. Well-versed in talk therapy and role play techniques. Experienced in providing crisis counseling services to individuals and families. Culturally and linguistically competent with diverse groups. Assessed and referred clients to mental health and substance abuse programs. Excellent working knowledge of MS Office and IBM SPSS. Speak and write Spanish fluently.

EDUCATION

MA, Psychology-Mental Health Counseling, Brooklyn College, CUNY – degree expected **June 2014**

- GPA: 3.67

BA, Psychology (minor in Marketing), Brooklyn College, CUNY – **June 2012**

- GPA: Cumulative 3.80; Dean's List: Fall 2010, Spring 2011, Fall 2011
- Sheldon J. Korchin Memorial Scholarship

AREAS OF RELEVANT KNOWLEDGE

- Human Development
- Cognitive-Behavioral Counseling
- Counseling Theory
- Research Methods
- Psychopathology
- Experiential and Humanistic Counseling

EXPERIENCE

Magner Center for Career Development and Internships, Brooklyn, NY **2012 – Present**
Career Counseling Intern

Planned, prepared and conducted presentation on original idea for career workshop.

- Praised for excellent presentation and selected for highly competitive career counseling internship at Brooklyn College's Magner Center.
- Collected relevant information pertaining to resume trends and majors. Extracted details for inclusion in presentation.
- Prepared presentation slides on MS PowerPoint.

Assessed Brooklyn College students' career development needs.

- Administered Myers-Briggs Type Indicator and Strong Interest Inventory assessments.
- Provided information to students to enhance knowledge of self-exploration processes.
- Used MyPlan Assessment online tool during counseling sessions to discuss and identify career research options.

Lutheran Family Health Centers, Brooklyn, NY **October 2012 – January 2013**
Crisis Counselor, NYC Project Hope

Provided free crisis counseling services to individuals and families affected by Hurricane Sandy, as part of federal/state/city initiative, Project Hope.

- Successfully completed Crisis Counseling Assistance and Training Program.
- Conducted outreach, counseling and education in communities affected by Hurricane Sandy.
- Provided survivors with information regarding typical reactions to natural disasters, helpful coping strategies, and available disaster-related resources.

SUMMARY

Kindergarten Teacher who has earned trust and respect of students, colleagues, and administrators for over 5 years. Fully credentialed by State of New York. Experienced in creating developmentally appropriate lesson plans. Clear communicator who partners with parents to help children succeed. Collaborative team player who contributes to school-wide success. Hold CPR certification and Multiple Subject Teaching Credential, New York. Areas of expertise include:

- Early Childhood Education
- Reggio Emilia Teaching Philosophy
- Academic Goals and Standards
- Standardized Testing
- Low-Income, Diverse Cultures
- Children with Disabilities
- Individualized Curriculum
- Student-Centered Instruction
- Technology Integration

EDUCATION

Brooklyn College, CUNY, Brooklyn, NY

Master of Arts in Early Childhood Education – June 2013

Bachelor of Arts in Education – June 2011

RELEVANT COURSES

- Family and Community Relationships
- Early Childhood Education Foundations
- Parent as Educator
- Social Studies in Early Childhood Education
- Literacy Teaching and Learning in Early Childhood
- Teaching Mathematics in the Early Years

EXPERIENCE

SCHOOL NAME, New York, NY

2011 – 2012

Teaching Assistant

Worked as teaching assistant in elementary school while obtaining Master's degree in education.

- Assisted students requiring individual attention with reading and math skills, and made recommendations to teachers regarding those requiring specialized learning.
- Helped with bathroom issues, supervising snack breaks, and setting up art projects.

SCHOOL NAME, Kew Gardens Hills, NY

2008 – 2011

Teacher's Aide

While in college for Bachelor's Degree, worked as preschool assistant.

- Learned how to create enriching curriculum and developed engaging classroom environments.
- Used experience to begin research on Master's Thesis topic.

First Last Name

City, State Zip Code

firstlast@email.com • mobile • linkedin.com/in/firstlast

Summary

Aspiring **Human Resources professional**, currently majoring in Sociology at Brooklyn College. Able to handle numerous tasks simultaneously. Possess talent for working with customers, clients and colleagues from diverse backgrounds. Accurate and organized, with strong problem-solving skills, keen eye for detail, and ability to “read” people. Knowledge of bookkeeping and payroll. Basic working knowledge of computer application programs including MS Word, Excel, PowerPoint and Access. Fluent in Mandarin Chinese.

Education

BA, Sociology, Brooklyn College, Brooklyn, NY

- Expected graduation date: June 2013

AS, Liberal Arts, Kingsborough Community College, Brooklyn, NY

- Graduated: Spring 2012

Experience

Mount Sinai Hospital, New York, NY

Summer 2012

Summer Intern at Environmental Services Department

Collected surveys and input data into computer. Organized employees' files and schedules. Analyzed payroll and took employee attendance. Received supplies and posted work orders into system. Answered phone and performed other administrative and clerical duties as requested.

- Reduced research time by reorganizing employees' files alphabetically *by department*, using color-coding of labels to ensure folders were more easily returned to correct drawers.

Allstate Insurance Company, New York, NY

Spring 2012

Internship

Performed clerical and administrative functions, 2 days per week, 10 AM to 5 PM.

Insurance Brokerage, New York, NY

Spring 2011

Internship

Assisted with clerical and administrative work, 2 days per week, 10 AM to 4 PM. Organized files according to types of insurance. Entered and screened computer data, and verified documentation. Answered phones and assisted customers with payments.

- Provided translation from English to Mandarin and Mandarin to English for non-English-speaking clients. Assisted with completing forms, obtaining information, and explaining policies.

Family Business, Brooklyn, NY

2005 to Present

Cashier / Stock Clerk

Assist behind counter in family retail business. Ensure that shelves are properly stocked, and orders placed with vendors. Operate computerized cash register. Count cash, collect, perform ledger entries and bank daily receipts of up to \$1,200.

- Interviewed, hired and trained 2 part-time assistant stock clerks in summer of 2010, both of whom are still employed and have been promoted to sales and bookkeeping responsibilities.

JOHN Q. PUBLIC

BROOKLYN, NY 11204

WWW.LINKEDIN.COM/IN/MYNAME • (XXX)-XXX-XXXX • EMAILADDRESS@GMAIL.COM

PERSONAL PROFILE

Aspiring **finance and investment professional** with 3 years of successful combination of business and academic progress. Three years of personal investment experiences in US stock market. Strong knowledge of investment and small business. As potential graduate, interests lie in career path with heavy analytical duties and responsibilities. Visionary, proactive, disciplined, cooperative businessman, with good communication skills, and passion for investment and analyzing economics. Proficient in MS Office – Word, Excel, PowerPoint, and in QuickBooks. Knowledge of Peachtree. Fluent in English, and Mandarin and Cantonese Chinese.

AREAS OF SPECIAL STRENGTH

- Financial needs analysis
- Strategic Business Planning
- Market Knowledge
- Customer Focused
- Problem Solving
- Multi-Tasking
- Results Driven
- Oral Communication
- Fluent in English/Chinese

EDUCATION

BA, Economics, Brooklyn College, City University of New York (expected in December 2012)
Current GPA: 3.85 / 4.0; Minor: Small Business Management and Urban Entrepreneurship
AAS, Liberal Arts, Kingsborough Community, City University of New York (June 2010)

WORK EXPERIENCE

ABC Stormdoor Co., Newport Center Mall, NJ

2008 – 2011

Self-employed

Regulated prices and stock inventory depending upon requirements of customers and season of year. Met planned sales goal by forecasting requirements, preparing annual budgets and analyzing variances. Identified current and potential customers' needs to ensure correct mix of merchandise. Developed well-planned retail store layout, permitting maximum sales for each square foot of allocated selling space. Cooperated with business partner to arrange schedule and responsibilities.

- Increased annual net profits \$20,000 per annum from 2008 through 2011.
- Maintained stable business for 3 years despite recession.

XYZ Bottle Cap Co. Ltd., Guangzhou, China

2004 – 2006

Customer Service Representative

Delivered professional customer service and built customer satisfaction. Provided resolution for range of customer inquiries including questions regarding product information, erroneous subscriptions, company policies, etc.

- Prepared detail product and/or service reports by collecting and analyzing customer information.
- Played critical role in efficiency of staff by training and providing detailed plan information to colleagues.

YOUR NAME

BROOKLYN, NY 11210

YOURNAME@GMAIL.COM • (XXX) XXX-XXXX • LINKEDIN.COM/IN/YOUR NAME

SUMMARY

Aspiring **Public Accountant**, pursuing dual degrees in Accounting and Business, Management and Finance. Excel at hands-on activities, constantly working to improve processes and striving for excellence. Offer analytical, resolute, and genuine personality to workplace through working cooperatively as team member and lead by example. Skills include proficiency with Mac and Windows operating systems, Excel, Word, PowerPoint, Access, and iWork.

EDUCATION

BS, Accounting (Public Accountancy) / Business, Management & Finance, BROOKLYN COLLEGE/CUNY

- Degree expected: May 2015
- GPA: 3.65

Coursework: Financial Accounting, Managerial Accounting, Macroeconomics, Marketing Management, Computer Applications, Introduction to Management, Business Law.

Clubs / Activities:

- Accounting Society (Pending decision)
- National Association of Black Accountants (Brooklyn College)

AA, Liberal Arts, KINGSBOROUGH COMMUNITY COLLEGE, Brooklyn, NY

- Graduated June 2012

Clubs / Activities:

Peer Mentor: Provided assistance and advice to students in need of guidance regarding schoolwork or personal problems.

Clubs: Philosophy; Technology; Yearbook Secretary; Concert Choir

Athletics: Track & Field, Co-Captain

EXPERIENCE

Council on Foreign Relations, New York, NY

Summer 2011

Intern

- Learned how to approach and deal with United States Foreign Relations issues, as well as use information learned from sessions to teach other youths about Foreign Relation issues.
- Developed prominent communication and leadership skills by interacting with members of Council on Foreign Relations and other leading experts on global issues through roundtable discussions, and traveled to top international institutions such as United Nations, New York Times, and Human Rights Watch.

St. Francis Xavier School, Brooklyn, NY

Summers 2009 – 2012

Annual Summer Volunteer

- Worked as teacher assistant, helping teacher organize work and activities for up to 20 students aged 5 to 9.
- Kept children occupied in safe and age-appropriate manner.

Your Name

Brooklyn, NY 112XX

(XXX) XXX-XXXX • YName@gmail.com • www.linkedin.com/in/yourname

Brooklyn College student preparing for career in **Television, Radio and Film**; graduation expected May 2014. Provided assistance at key events for major entertainment organizations: CBS and HBO (twice). Highly disciplined, energetic and outgoing. Eager to learn, and to assist wherever needed. Excel at “thinking on my feet,” and finding quick, workable solutions to difficulties arising in fast-paced, stressful environments. Highly articulate, with excellent writing skills. Work effectively and well with colleagues and public of widely differing ages, cultures and nationalities.

- Computer Software: Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks
- Languages: English (spoken and written), Spanish (spoken and written), and Cantonese (spoken)

EDUCATION

BA, Television and Radio, Brooklyn College, CUNY, Brooklyn, NY – expected date of graduation 2014

- GPA: 3.0/4.0

AAS, Tourism and Hospitality, Kingsborough Community College, CUNY, Brooklyn, NY – 2009

- Concentration in Hospitality; GPA: 3.4/4.0

EXPERIENCE

HBO New York International Latino Film Festival, New York, NY

Summer 2012

Executive Assistant to Managing Director

Scheduled calls and meetings, sent recap e-mails, created timelines and contact sheets and performed other office duties. Conducted social media sites (Facebook, Twitter) with daily updates, photo posts, responses to comments and events invitations.

- Given full responsibility to ensure that all social media posts were appropriate to maintain reputation of Festival, and that all uploaded photos were highly professional and flattering to subjects.
- Executed online marketing strategy by establishing new relationships with other online sites through mutually beneficial barter.

CBS Television Distribution, New York, NY

Fall 2011

Audience and Production Intern at the Rachael Ray Show

Researched and gathered information on show segments and guests. Directed celebrities and audience members in and out of recording sessions. Performed wide range of tasks at all stages before, during and after filming.

HBO New York International Latino Film Festival, New York, NY

Summer 2011

Filmmaker Liaison and Creative Services Assistant (Internship)

Arranged event RSVP guest list, Q&A sessions, theater show-times and website content. Served as main contact, guide and translator for filmmakers prior and during festival event. Coordinated content and delivery of items such as brochures and catalogues.

- Selected by management to act as personal assistant to celebrity guests visiting festival, ensuring guests' comfort and privacy.

Mila International, Inc., New York, NY

2009 – 2010

Office Assistant and Sales Associate

Managed emails, calendar, sales, bookkeeping, telephone lines and inventory. Prepared purchase orders, invoices, sales training materials, and international and domestic shipments. Liaised and followed up with sales representatives, dealers, clients and vendors.

YOUR NAME

CITY, ST ZIP CODE

NAME@EMAIL.COM ◆ (XXX) XXX-XXXX ◆ LINKEDIN.COM/IN/YOURNAME

SUMMARY

Aspiring **Information Technology Intern** with high level of acquired technical and business skills, and overseas work experience in fast-paced and complex environments. Highly motivated and organized, with quick learning ability and ambition. Core competencies include:

- SDLC
- RDBMS
- Agile/Scrum
- Business requirement
- Modeling techniques
- Use case diagram
- Business Model diagrams
- Flowcharts
- Cross-Functional Supervision
- Team Building & Mentoring
- Client Relations & Presentations
- Vendor Management

TECHNICAL SKILLS

C, C++, HTML,UML, My SQL, SQL Server 2008, Oracle 11g, AS 400, MS Access, Visio, MS Project, Lotus Notes, Windows, Linux/Unix

EDUCATION

- **MS, Computer Information Systems**, CUNY, Brooklyn College **Expected December 2013**
- **MA**, Marketing, Dhaka University, Bangladesh
- **BA**, Marketing, Dhaka University, Bangladesh

EXPERIENCE

CEMEX CEMENT (BD) LTD, Dhaka, Bangladesh **2003 – 2008**
Manager, International Trade and Market Development (2007-2008)
Manager, Business Development (2005-2006)
Executive, Corporate Sales (2003-2005)

Conducted market research and devised effective sales strategies to identify and maximize opportunities for increased efficiency and profitability. Maintained market share of products and business development by analyzing and cross-checking competitors' product activity.

- **Increased global market share** by launching new product in overseas **resulting in 10% increase in sales.**
- Diversified products in different market segments in domestic markets; **added over 500 new outlets** in distribution channel and **grew sales volume 30% within 5 months.**

TAIHEIYO CEMENT CORPORATION LTD, Dhaka, Bangladesh **2002 – 2003**
Marketing Executive

Led and managed effective and efficient implementation distribution plans, field force development, merchandising plan, and trade relationship improvement and consumer engagement activities in territory to ensure brand availability.

- **Captured 70% of key accounts** through switch from other established companies to place order for brand.

DHAKA TOBACCO LTD, Dhaka, Bangladesh **1997 – 2002**
Territory Officer

Led team of 12 in implementing Trade Marketing and Distribution plan that would deliver volume and profit objectives in line with regional plans through effective management of trade channels, distributors and concerned stakeholders.

FIRST LAST NAME

BROOKLYN, NY XXXXX

FIRST.LASTNAME@YAHOO.COM ♦ (XXX)-XXX-XXXX ♦ LINKEDIN.COM/IN/FIRSTLASTNAME

SUMMARY

Aspiring **Registered Dietitian** with experience working in multicultural environments. Proven ability to build positive relationships with patients, family members, and health care professionals. Strong science background. Interest in holistic and preventive medicine, and sports nutrition. Fluent in Russian, basic Spanish. Proficient in MS Office (Word, Excel, PPT), Diet Analysis and SPSS (statistical package).

Certifications include: **Skin Care Specialist** (Inga's Natural Mirror Institute, Brooklyn, NY), **Aroma Therapy Specialist** (Ki-Touch Health School, New York, NY), **Nutrition, Cosmetology and Personal Care** (Herbalife International Wellness, Brooklyn, NY), **BLS for Health Care Providers CPR and AED** (American Heart Association, New York, NY).

EDUCATION

BS, Health and Nutrition Sciences (Food and Nutrition Concentration), Brooklyn College/CUNY – due June 2013

- GPA: 3.6; Dean's List: Fall 2011

AS (premed courses), Borough of Manhattan Community College/CUNY, New York, NY – June 2010

- GPA: 3.7; Dean's List: Fall 2007, Fall 2008, Spring 2009, Spring 2010

VOLUNTEER AND WORK EXPERIENCE

New York Methodist Hospital, Brooklyn, NY (150 hrs.) **2012**

Health Literacy Program Volunteer: prepared and presented health-related information in waiting rooms of outpatient clinics. Topics included: nutrition basics for disease prevention and management, navigating nutrition and medication labels, safe dosage and management of multiple medications.

Patient Care Program Volunteer: worked as part of nursing team in Labor/Delivery and Mother/Baby units. Distributed and collected meal tray and nourishment, responded to patient call bells, provided translation for non-English speaking Russian patients, ran errands throughout hospital.

Medical Office of Internal Medicine and Hematology, Brooklyn, NY (150 hrs.) **2011 – 2012**

Shadow of Primary Physician: observed doctor and assistant in examination and testing rooms, greeted patients and performed anthropometric measurements.

VA New York Harbor Healthcare System/Cobble Hill Health Center, Brooklyn, NY (8 hrs.) **2011**

Field Experience in Clinical Nutrition: participated in pre-professional experience in clinical nutrition with on-site introduction to nutrition care process by clinical nutrition staff including guided "walk-through" of patient care areas to exemplify in-patient acute and long-term care.

Herbalife International of America Inc., Brooklyn, NY **2010 – 2012**

Products Distributor/Nutrition Consultant

Healthalicious Fast Food Restaurant, Brooklyn, NY **2012**

Assistant to Food Service Manager

Bright Kids CLUB Prep School, Brooklyn, NY **2012 – Present**

Nutrition Educator/Event Organizer

PROFESSIONAL MEMBERSHIPS

- Academy of Nutrition and Dietetics
- SCAN-Sports
- Just Food New York
- Greater New York Dietetic Association
- Cardiovascular and Wellness Nutrition

Your Name

Brooklyn, NY 11236

Linkedin.com/in/your name ♦ (xxx) xxx-xxxx ♦ email@yahoo.com

SUMMARY

Editorial Assistant with proven writing and speaking abilities, and high level of emotional intelligence. Passionate about women's issues and active participant in leadership skills building. Experienced in editing manuscripts, completing grant letters, and delivering excellent customer service via phone, email and in person. Work exceptionally well with colleagues and clients from highly diverse backgrounds. Innovative problem solver who can generate quick workable solutions. Proficient in MS Word, Excel and PowerPoint.

EDUCATION

BA, English/Women's Studies (dual major), Brooklyn College, CUNY – expected graduation May 2014

EXPERIENCE

ABC PLANNING SERVICES, Brooklyn, NY 2012 – Present

Client Acquisition/Service Assistant

Act as liaison between manager and advisory council in preparation for Advisory Breakfast Council Meeting with clients and professional businesswomen.

- Manage daily operation of sensitive information through ACT database software and tracking of client data via Excel.

DRESS FOR SUCCESS PRESS, New York, NY 2012

Editorial/Development Intern, Spring Semester

- Increased readership by identifying reasons for readers' lack of engagement with organization, and creating Facebook Fan Page to increase reader interest and involvement.

ACTIVITIES

Vice President, Women's History Month Committee 2010 – Present

- Organize events surrounding Women's History Month

Youth Society Directress, Neighborhood Youth Department 2012 – Present

- Direct total of 85+ members between ages of 10-35
- Manage executive staff of 20 people and general staff of more than 40 people
- Plan and organize events that promote social, spiritual, physical and mental development
- Work with church board committee to fund youth programs and advocate for youth issues

VOLUNTEER

Volunteer, S.H.E. (She Helps Empower) Summit Week, June 2012

Volunteer, Women's eNews Gala – 21 Leaders for the 21st Century, May 2012

AWARDS AND TRAINING

Accepted into "I Can Do That" Entrepreneur Program, Brooklyn College – Spring 2013

Scholarship Recipient, "Say What You Mean, Be Who You Are" Workshop at Omega Institute – August 2012

Leadership Training, Dale Carnegie Workshop "How to Win Friends & Influence People" – June 2012

Scholarship Recipient, Women and Power Retreat at Omega Institute – July 2011

