

The background of the slide features a photograph of a grand, classical-style building with a portico supported by white columns. The building is partially obscured by trees with green and yellowing leaves, suggesting an autumn setting. The right side of the image is faded into a white background where the text is located.

Career Services Overview Resumes & Cover Letters

Updated Spring 2023



How Career Services Helps

- Handshake!
- Conversations about majors and careers
- Document reviews (resume, cover letters, and personal statements) - Drop-In Hours
- Teacher certification information
- Opportunities to connect with employers (regional/national) and graduate schools
- Internship program
- Student Employment Services
- Headshot photos
- Job Search and networking guidance

Importance of Articulating Power Skills



- [National Association of Colleges and Employers \(NACE\)](#) *Career readiness is “attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.”*
- POWER SKILLS (Soft Skills) versus Hard Skills
- Why does this matter?



Resume Writing

format, content, audience

Sample resume

Blaze Dragon

(607) 123-4567 | RedDragontraining@gmail.com

Education:

State University of New York at Cortland (SUNY Cortland), Cortland, NY

Master's of Science: Exercise Science

Bachelor's of Science: Fitness Development

Expected May 2023

May 2021

Tompkins Cortland Community College, Dryden, NY

Associate's of Science: Environmental Studies

May 2019

Professional Experience:

Personal Trainer

Dragon Training- Personal Trainer and Wellness Coach, Freeville, NY

September 2021 – Present

- Instruct clients in physical fitness through constructing exercise and training geared towards their ultimate goals
- Analyze client's initial mobility and functionality tests to establish different workout routines geared towards the clients' abilities
- Motivate and encourage clients to meet their goal by creating a progressive and positive workout environment
- Conduct individual coaching sessions with clients to develop accurate fitness goals that ultimately stimulates and encourages progress in the gym and everyday life
- Advise client on nutrition, health, and lifestyle changes geared towards meeting their ultimate goals
- Teach clients the importance of safety regulation within the workout environment
- Maintain a clean and organized workout environment by cleaning and arranging equipment regularly
- Record and create reports of client's workouts to analyze progress and adjust workouts for further progression

Gymnastics/ Ninja Zone Coach

Finger Lakes Gymnastics Center - Coach, Ithaca, NY

December 2021 – April 2022

- Guided groups of 6 children between the ages of six-and-twelve through warm-up and dynamic stretching routines to increase fine and gross motor skill development
- Developed strength, speed, stamina, agility, and self-confidence through obstacle course training
- Influenced children to follow directions, listen, and not speak out of order
- Communicated with parents at the end of classes to establish and encourage the understanding of training and what is expected within the environment
- Collaborated directly with co-workers to create a positive, diverse, and inclusive work environment for all involved

Fitness Development Department

SUNY Cortland Personal Training Internship (360 hours), Cortland, NY

January – May 2021

- Observed how to create programming geared towards clients' specific needs and goals
- Learned how to develop and manage excel sheets to enhance workout effectiveness
- Trained clients on various platforms including in-person and virtually

SUNY Athletics Department

SUNY Cortland Strength and Conditioning Intern (Football), Cortland, NY

September 2020 – December 2020

- Facilitated practices and workout routines to enhance players strength, conditioning, mobility, and skill development
- Established a positive workout atmosphere by developing interpersonal relationships with athletes
- Implemented an inclusive and progressive training environment by developing activities with head coach
- Encouraged athletes to maintain and promote healthy lifestyle habits including sleep, nutrition, and hygiene

Certifications:

NASM Certified Personal Trainer CPT

Abuse Preventions Systems Certificate

Ninja Sports International Level One Certified Coach

CPRAED/First-Aid Certification

in progress

2021

2021

December 2020



Sample resume

BLAZE DRAGON

Cortland, NY

(123) 456-7891

blaze.dragon@cortland.edu

EDUCATION

State University of New York at Cortland, Cortland, NY

Bachelor of Arts Degree in History

Anticipated May 2023

- GPA 3.60/4.0

RELATED EXPERIENCE

Campus Manager, University Tees, Cortland, NY

September 2022 – Present

- Promote the sale of organization specific merchandise by responding to customer messages and communications on social media
- Cultivate relationships with the leaders of on campus organizations via Instagram to discuss available products and services available to them through University Tees
- Create an effective marketing strategy by discussing the needs of customers with a mentor and executing their requests and vision

Campus Tour Guide, SUNY Cortland, Cortland, NY

December 2020 – Present

- Engage in public speaking through talking to groups of 2 – 20 people and sharing campus knowledge
- Effectively educate campus visitors regarding facilities and academic programs while answering questions with an approachable and welcoming demeanor
- Market SUNY Cortland by encouraging prospective students to further explore the school and its various amenities

ADDITIONAL EXPERIENCE

Inductee, National Society of Leadership and Success, Cortland, NY

Spring 2022 – Present

- Enhance leadership and communication skills by attending and contributing to meetings for selected exemplary students at SUNY Cortland
- Expand management skills by attending leadership training and speaker broadcasts
- Achieve goals by setting and sticking to set plans for success

Member, Best Buddies Club International Member, Cortland, NY

Winter 2022 – Present

- Form new relationships by attending educational philanthropic events for people in the community who have intellectual disabilities
- Speak with people in the Cortland community to practice and solidify public speaking skills
- Adopt a better understanding of others by building connections with people who have developmental and intellectual disabilities

Caterer, Rockland Boulders, Rockland, NY

Seasonal Summers 2017 – 2021

- Expanded customer loyalty through taking customers' catering orders and maintaining team spirit
- Fulfilled the needs of groups in luxury suites by communicating and delivering specific requests
- Provided effective customer service and sales by food and beverage services

SKILLS

- Proficient in Microsoft Office Suite, Google Suite
- Beginning level American Sign Language
- Proficient in Adobe
- Proficient in Virtual Meeting Platforms (Zoom, Webex, Google Meets)



Sample resume

Blaze-Ella Dragon

(607) 753-4715

career.services@cortland.edu

EDUCATION:

- State University of New York at Cortland, Cortland, New York
Bachelor of Science Degree in Early Childhood/Childhood Education (Dual Major) **May 2023**
- Concentration in Humanities
 - GPA: 3.77/4.0, Kappa Delta Pi and Phi Kappa Phi, International Honor Societies

CERTIFICATIONS:

- New York State Initial Certification, Early Childhood Education (B-2), Expected June 2023
New York State Initial Certification, Childhood Education (1-6), Expected June 2023

TEACHING EXPERIENCE:

- Cayuga Heights Elementary School, Ithaca, New York
Student Teacher, 4th Grade **Spring 2023**
- Planned and taught a six-lesson unit with integrated curriculum using hands-on materials and engaging activities
 - Supported student's critical thinking skills including analysis, evaluation, and synthesis
 - Involved with and experienced in PBL, STEM/STEAM, and district case study activities
- Groton Elementary School, Groton, New York
Student Intern, Kindergarten **Fall 2022**
- Implemented science, math, social studies, and literacy lessons
 - Supported student learning through one-on-one, small group, and large group assistance in a classroom of 20 children
 - Learned transitional activities designed to smoothly bridge lesson and related activities

RELATED EXPERIENCE:

- Signature Dance Studio, Homer, New York
Dance and Acrobatics Instructor, Ages 5-16 Years **July 2021 – Present**
- Mentored students as a teaching artist by sharing choreography with them to connect to their characters and stories
 - Collaborated with an education director, musical director, and theatre director for performance goal
- Newark Valley Youth Cheerleading, Newark Valley, New York
Tumbling Instructor, Age 8-12 Years **July 2020 – August 2021**
- Taught students to improve abilities through a safe environment by correctly spotting the students in their tumbling
 - Explained the importance of safety and demonstrated proper tumbling techniques

CAMPUS INVOLVEMENT AND LEADERSHIP:

- SUNY Cortland Education Club, Cortland, New York
Vice President **September 2019 – May 2023**
- Communicated with professional teachers in order to have guest speakers at club events
 - Mediated between club members during meetings ensuring all members had a chance to have their thoughts heard
- SUNY Cortland Student Activities Board, Cortland, New York
Executive Board Chair: Siblings Weekend **January 2020 – September 2022**
- Created events to reunite siblings and reinforce family bonds
 - Contacted services around campus to provide various activities for event

SKILLS:

- Certified Google Educator since April 2022
Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint)
CPR and First Aid certified

Education resumes are often 2 full pages. This is a shortened example to be used as a guide



Formatting

- Your resume should be content rich, easy to read, and error-free
- Resumes are 1-2 FULL pages
- Utilize your space
- Use 10.5-12 size font
- Make sure you have margins in range of .5”- 1.0”
- We do not recommend using templates – hard to “grow with you” and difficult to edit
- There should be consistency and uniformity throughout the entire document
- (e.g. headings, dates, punctuation, bolding, spacing)



Heading and Contact Information

- Name should be bolded and slightly larger than the rest of the font on the document.
- Address is not recommended for online versions.
- Include phone number and appropriate email address.
 - Cortland email or has your name in it.
 - Make sure your voicemail is professional and do not use callback tones.
- You can include your customized LinkedIn URL (optional)
- Resume must be visually pleasing and well-organized.

Objectives and Profiles

- Objectives:
 - One sentence statement that briefly shows a **SPECIFIC** employer what you can do for them.
 - Can use the job description for skills and experiences.
 - Example: To obtain a position as a Graduate Assistant with Recreational Sports to utilize experience in leadership, managing a budget, and event planning.
- Profiles:
 - Highlight your relevant skills and experiences in a few quick bullets.
 - Example:
 - Committed to creating a classroom atmosphere that is stimulating and encouraging to students.
 - Aptitude to remain flexible, ensuring that every child's learning styles and abilities are addressed.
 - Superior interpersonal and communication skills to foster meaningful relationships with students, staff and parents.
 - Demonstrated ability to consistently individualize instruction, based on student's needs and interests.
 - Use short phrases to highlight your strongest skill sets.... **Be consistent** with verb tenses. Generally experiences are in reverse chronological order.

Education

- Reverse chronological order- most recent school first.
- Do not include high school after sophomore year.
- Include other colleges/ universities if **received a degree**.
- Cortland → State University of New York at Cortland
- Spell out actual degree name.
- Include GPA over a 3.0; can specify overall or major GPA.
- Honors/Awards:
 - Honor societies, awards, competitive scholarships.
 - One of two awards can go in this category, i.e. Dean's List.
 - If more than 1 or 2, create honors section.



Education (Cont.)

Formatting **Cortland:**

State University of New York at Cortland, Cortland, NY
Bachelor of Science Degree, Psychology, Expected May 2025

Minor in Spanish

GPA: 3.55/4.0

Formatting an **Associate's Degree**

Westchester Community College, Valhalla, NY
Associate of Arts Degree, Liberal Arts, May 2022

GPA: 3.2/4.0



Experience

- The most important section(s). Experience includes what you have done and your skill sets.
- There should be more than 1 section, not just “Experience.”
- Employment, internships, volunteer work, clinical experiences, research, leadership, extracurricular activities professional affiliations, etc.
- One recommendation: “Relevant Experience” and “Additional Experience” sections.
- Highlight the most relevant experiences for the particular position.
- Use bullet points to talk about accomplishments and evidence of skills.

Bullet point writing

- Start bullet points with a strong action verb rather than a passive one, e.g. attained, collaborated, organized
versus
assisted, helped, worked.
- Never use I. Your bullet point can be thought of as an imaginary “I.”
- Quantify:
 - Numbers and amounts should be used in describing results; they pop out on the page, e.g. “supervised x number of people,” “fundraised a certain amount of money”
- Resulting in statements....
 - Organized a fundraiser resulting in \$1000 to donate to cancer research.
- Avoid using the phrases “duties include...” and “responsible for...”.

Sample Bullets

Cortland Auxiliary Services, Cortland, NY

Dining Hall Student Employee, Fall 2022- Spring 2023

- Coordinated and communicated with each food station in order to provide assistance in different areas as needed.
- Trained 5 new staff members in procedures and policies to ensure positive customer dining experience.
- Cleaned and sanitized workstations and equipment following all client and regulatory rules and procedures.

SUNY Cortland Residence Life and Housing Office, Cortland, NY

Resident Assistant, August 2022- Present

- Supervise the health and well-being of 30 residents in a hall .
- Create an inclusive environment for a diverse campus population by building rapport and providing support and resources.
- Develop and implement educational programs to promote intellectual and personal growth of residents on topics such as Financial Aid and First Generation Students and Transgender issues.
- Complete managerial and administrative tasks including health and safety checks.
- Enforce student conduct based on University and Residence Life policies.
- Submit incident reports regarding student misconduct within the residence hall.
- Communicate maintenance requests in buildings and work with facilities staff to ensure a safe and sustainable living environment.

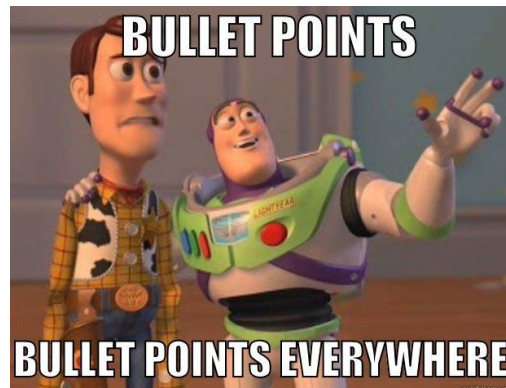
Let's Practice

- Prompt #1: What skills have you gained?
 - Think about a job you have had. Write down 3 skills you gained from the position.
 - Share your skills with a partner. Discuss if they are soft skills and/ or hard skills and how they are important to a future employer.



Let's Practice

- Prompt #2: Writing bullet points:
 - Write a bullet point or two for practice
 - Take a skill / job duty and turn them into a bullet point that would be listed on a resume. Remember to start with an action verb or a qualifying adverb.





Cover Letters

format, content, audience



Formatting

- There are many types and styles of letters
- Generally contents will contain-
 - your contact information (header from resume)
 - Addressee information
 - Salutation
 - Opening paragraph
 - 1-2 body paragraphs
 - Closing paragraph
 - Letter ending and signature

Content

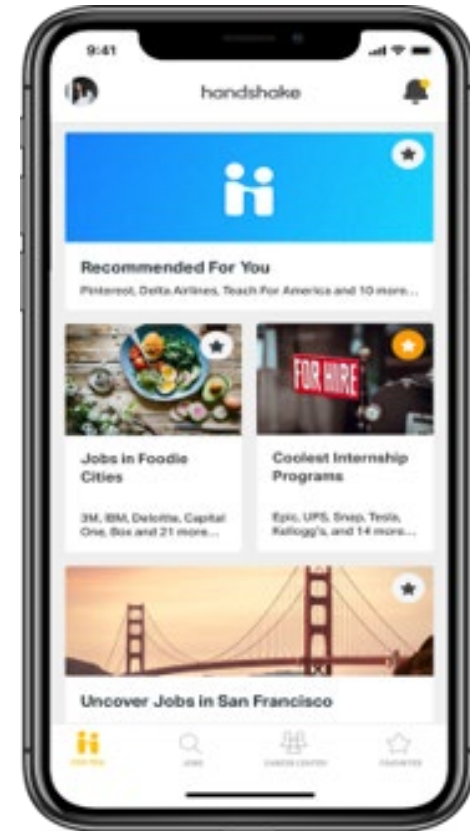
- **Opening:** Concisely state why you are writing and why you are interested in the organization. Include source of advertisement or connection to organization.
- **Body paragraph:** Discuss skills, attributes, and qualifications. Highlight accomplishments. Personalize letter to include information relevant to organization or advertisement. How can you meet organization needs? Include several items. Research organization and job. Use keywords from job ad.
- **Body paragraph:** Refer reader to resume or other included application materials for a more detailed description of experience and background.
- **Closing:** End with enthusiasm and a way to be reached. State future action desired. Be sure to say thank you.

Musts

- Typed, neat, easy to read, interesting
- Address to an individual (research) if possible, or hiring manager or search committee
- Check spelling and grammar. Be sure organization of letter makes sense.
- Remember it is about you, but it is more about them... discuss how your skills meet organizational needs and provide specifics.
- Have someone else proofread it!

Handshake

- Your job search tool!
- Jobs, internships, volunteer opportunities.
- All students have access:
It's FREE!
- You can set up appointments.
- cortland.edu/handshake



Next Steps

- Work with Career Services! Drop-in hours:
 - Mondays through Thursdays: 1-3 p.m.Access drop-in link at cortland.edu/career or stop in to Van Hoesen Hall, Room B-5
- Scheduling appointments:
 - Handshake
 - Call 607-753-4715

