

ESF
Career Services
110 Bray Hall

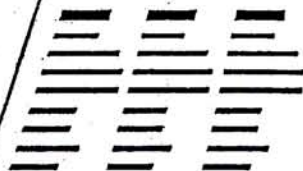
Help Yourself!

#1 Resume Writing



A resume is an organized summary of an individual's qualifications and achievements as they relate to one's present career objectives. It is a brief, usually one page, concise presentation highlighting education, experience, skills, interests, activities, and occupational objectives. It is unique to the individual, represents you in your absence and serves as a guide to the employer/interviewer. It will not get you a job, but can present a favorable impression that could allow you to be further considered for employment.

RESUME



In writing a resume, keep in mind the audience you are communicating to and the message you want to convey that best represents you as a candidate. No two resumes will be alike, and no two "experts" will agree as to proper format. However, there are basic elements of a resume that should be included in all resumes regardless of format.



Name - In full, by itself in a prominent location.

Address(es) - Temporary and Permanent; include zip codes.



Phone Number(s) / E-mail address

Objective - Without giving yourself a job title, indicate as specifically as possible what it is you are seeking. By

putting your objective in print, you are indicating you have specific goals and a career direction in mind. If you are considering several different job types, you should have two or three resumes, each with an appropriate objective and supportive material.



Education - Should include institutions where degrees were conferred, dates, majors and areas of emphasis. GPA if over 3.0, summer programs, special seminars, workshops or related learning opportunities. List your most recent involvement first and work backwards. If you have very little related experience, expand on your education and career related independent study projects, related research, labs and or/specific courses directly supportive of your objectives.

Experience - Full-time, part-time, paid and volunteer. Explain in more detail experiences that are job related and de-emphasize non-related endeavors. Include the names of employers, dates involved, location and responsibilities you held. If you have a lot of experience, de-emphasize education and other items and present completely but concisely your related experience.





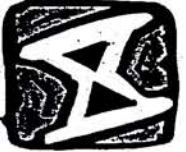
Honors/Memberships - List any academic honor, scholarship or recognition and career related memberships.

Interests/Activities - To indicate you are a well rounded individual, mention a few activities, hobbies or interests you have. Preferably they will be somewhat relevant to your career. Often these items are used as initial subjects of conversation in an interview.



Personal Data - Generally, it is discouraged unless you feel it will be to your advantage. Current state and federal legislation prevents employers from asking most personal question. Unless there is a direct relationship to the job—leave it off.

Special Skills Categories - Are sometimes listed if you are experienced with special laboratory techniques, equipment, hold licenses or have had special experience not included above.



References - If you have room left you can indicate they are available upon request. You should have spoken with your references in advance to secure recommendations or permission to give their name, address and telephone number.

Remember to spend sufficient time writing it to be sure it will do what you want it to. Proof read it, making sure there are no grammatical or spelling errors. One typo could discredit your credentials.

Scannable Resumes

Several large employers are now moving to scanning resumes into their data banks. When ever possible inquire if the resume will be scanned. If it will be scanned, there are a few hints that will assure your resume is scanned properly.

1. Do not have any vertical or horizontal lines. Don't underline words.
2. Do not use italics or script fonts.
3. Do not use several fonts or font sizes.
4. Use White paper - 8 1/2 x 11
5. Do not use graphics, shading, or reverse imaging.
6. Spell out all terms. No abbreviations.
7. Use key words and phrases associated with your field of study.
8. Don't infer - be specific and direct in your comments.
9. If you use "bullets" keep a space between them and the first letter of the word.

Remember, a scanned resume will be read by a computer and does not have to be visually appealing as for a person. The computer will be searching or specific key words, so try to get as many "hits" as possible.

The resume itself should be on good quality paper; white paper is traditional, but subtle colored paper is acceptable and more visually appealing. Consider emphasizing key words, heading or names by **bolding**, underlining or *changing type style* and size. Once you have a good original, have it reproduced (100-300 copies), and use it!

There are two basic formats to consider:

The **chronological resume** presents your material in reverse order of occurrence. This is most traditional and often used method by recent graduates.

The **functional resume** is broader in scope bringing together experiences from a variety of times and places to support general functions associated with the success of the position sought. Generally this type of resume is used by persons with a lot of experience and who may be looking to change career fields and need to demonstrate how their past experiences can be transferred to new requirements.

Attached are four example resumes to use as guides. Be sure to adapt them to your needs. You do not have to follow them exactly or at all. Try writing out all relevant information, and once you have developed a draft have someone look over it who has some experience with writing and or reviewing resumes. Then go back and fine-tune the material.

Do not put off writing your resume too long, as the process takes about two weeks. AND, you never know when you will need it! It is better to have it ready for use.

There are several Resume Guides as well as personalized assistance available in the Career and Counseling Center Office in 110 Bray.

Linda Black

Objective

To work for an environmental organization as an environmental educator, or communication specialist.

Education

May 1998

State University of New York College of Environmental Science and Forestry
MS in Environmental Science

May 1996

State University of New York College of Environmental Science and Forestry
BS in Biology

Work Experience

Environmental Educator - Summers 1996 and 1997

New York State's DEC

Hired to develop and teach environmental education courses to youngsters, ages 12-15

Part Time Faculty Member - Summer 1997

SUNY College at Cortland

Part-time faculty member in Biology

Volunteer Experience

Connecticut River Watershed Council

Hired to help lead a "source-to-the-sea" canoe expedition down the river, and to participate in its educational, publicity, and fund-raising events scheduled en route.

SUNY College at Cortland

Helped lead a nine-day field trip to the coastal and inland wetlands of Florida for biology students

Publications

"The Ecologist," published in "Blueline," an Adirondack literary magazine.
"To End the Journey Where it Began," accepted for publication in "Nature Study," published by the American Nature Study Society.

250 Long Road
Syracuse, NY 13210

(315)449-0000
Lblack@mailbox.syr.edu

Edward Stone

16 Maple Street
Syracuse, NY 13210
(315)475-0000

Objective

To obtain a position as a fisheries biologist.

Education

May 1998

B.S. in Biology
State University of New York College of Environmental Science and
Forestry, Syracuse, NY

Awards, Fellowships

New York State Regents Scholarship
Deans List

Positions Held

Summer 1997

Fishery Consultant
Fisheries Consultants Inc., Avon, NY

Responsibilities included: stream analysis for fishing improvement program. Worked with a team that analyzed species, health, food supply, water quality and pollution factors inhibiting fish population expansion. Gained familiarity with collection methods and equipment, water analysis and stream management.

September 1997-

May 1998

Lab Assistant
Biology Department, SUNY - ESF

Assisted professor in zoology lab course. Topics included: food analysis, health, and anatomy of fish.

Skills

Writing Skills

Have taken three courses in technical and creative writing. Wrote several articles in college newspaper and in two regional magazines concerning the relationship of environmental pollution and fish/wildlife survival.

Leadership Skills

President of College Fraternity
Junior and Senior Class Representatives

JOHN SMITH

455 Small Street
Syracuse, NY 13210
(315)442-0000

Objective

To obtain a position in Production Engineering/Design in the forest products industry.

Education

B.S. Wood Products Engineering May 1998
State University of New York College of Environmental Science and Forestry,
Syracuse, NY
GPA 3.2

A.S. Pre-ESF May 1996
Herkimer County Community College, Herkimer, NY

Work History

Millman Summer 1997
H.F. Lynch Lumber Co., West Springfield, MA
Manufactured pallets, skids, crawler mats, surveyors' stakes, re-sawed and cross-cut timbers to customer's specifications, and pointed sheathing.

Security 1/96-Present
Syracuse University, Syracuse, NY
Patrol residential areas of the University after dark. (12 hours per week)

Farm Labor Summer 1992-1996
Kiyiwana Farms, Stormville, NY
Assisted in the care of a herd (100) of prized purebred cattle as well as the maintenance of a large estate. (50 hours per week)

Computer Skills

Experienced using Microsoft Word, Excel, and Power Point.

Awards

N.C. Brown Scholarship for Wood Products Engineers
New York State Regent's Scholarship

Interests and Activities

Wood Products Engineering Club, Intramural Sports, Forestry Basketball League

Mary McDonald

600 Main Street
Syracuse, NY 13210
(315)423-0000

OBJECTIVE

To obtain a responsible engineering position in paper production or related fields.
Interests include: process optimization and economics.

EDUCATION

SUNY College of Environmental Science and Forestry, Syracuse, NY
Bachelor of Science, May 1998
Paper Science and Engineering

SUNY Columbia-Greene Community College, Hudson, NY
Associate of Science May 1996
Paper Science and Engineering

AWARDS

Syracuse Pulp and Paper Foundation Scholarship Holder
New York State Regents Scholarship Holder
Who's Who in American Junior Colleges, 1996
Dean's List, Spring 1996

WORK EXPERIENCE

Research Technician, 1997
International Paper Company, Tuxedo Park, NY
Worked with advanced diagnostic equipment and techniques applied to problems in paper manufacture.

Student Aid, 1994-1996
Columbia-Greene Community College
Office Work; Coordinating student government and student social events

Additional positions, 1992 to present: Sales Representative, Short Order Cook, Waitress, Amusement Park Game Operator

INTERESTS/ACTIVITIES

Papyrus Club
National TAPPI
Syracuse Student Chapter TAPPI
Syracuse Pulp and Paper Foundation

Willing to Travel