



# Career Development & Experiential Learning Center

## RESUME

[Placeholder text for resume content, including bulleted points and horizontal lines representing text blocks.]



Contact Us:  
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# The Basics of Resume

## 1 Your resume's job is to get you an interview.

- Look at job descriptions carefully. If certain keywords, skills, or traits keep popping up, check that they are reflected in your resume in your own words.
- Experience comes not only from internships and jobs but from campus activities, class projects and volunteer work as well. There is value – what employers call transferable skills – in all you do as a student.
- Readers only know what you tell them. Include concise yet thoroughly detailed action statements to pique a reader's interest.
- Demonstrate skills through your bullet points in addition to listing them in a "Skills" section.
- Think ahead to the interview. Make sure the content you'd talk about is well-represented in your resume.

## 3 Your resume should be easy to scan and digest in 15-30 seconds.

- Use bullet points instead of paragraphs. Avoid pronouns (I, we) and minimize the use of articles (a, an, the).
- Use CAPS, bold fonts, and line spacing to distinguish between sections.
- Keep document to one page. Set the margins between 0.75" and 1" (ideal) and no less than 0.5".
- Use consistent font styles and sizes (10-12pt) throughout the document.
- Save space by leaving off your mailing address. Your phone number and email suffice. Include your LinkedIn profile link.
- List content in reverse chronological order in each section of your resume.

## 2 The document should be written with the reader in mind.

- Consider the context for which you're using your resume and adjust content, headers and details to match the specific job/internship posting, scholarship application, career fair/ Meetup or other opportunity.
- Note differences in style, tone, keywords and content across industries and around the globe.
- Distinguish yourself from other students by detailing your individual role and unique impact, especially when several students may have the same experience (for ex: club officer or honors program student).
- Do not include personal information like age, Social Security number, marital status, religion or parents' occupations.
- Do you need a CV or resume? In the U.S., a CV is used primarily for admission to – or roles in – academia. It is a type of resume with an in-depth focus on research, presentations, academic awards, and/or publications.

## 4 As long as you are aspiring to professional advancement, your resume is a work in progress.

- Know that resume writing can be complex and take several tries to master.
- Save all versions of your resume. Keep prior versions of your resume for reference.
- Do not fear changing directions. You can reposition any experience by focusing on transferable skills.
- Set an appointment with a career counselor to review your resume. Contact [careercenter@norwalk.edu](mailto:careercenter@norwalk.edu)

# Introductory Resume Worksheet

This worksheet is meant as a guide – not a template.

You do not need to fill in every blank or section, just focus on those that reflect your experience.

Name \_\_\_\_\_

Email address | Phone Number | LinkedIn Profile \_\_\_\_\_

## EDUCATION

**Norwalk Community College**, Norwalk, CT

Associate of Science/Arts/Applied Science , Major: \_\_\_\_\_ Expected Grad Month YYYY

Relevant Coursework: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Awards: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Prior College**, Location \_\_\_\_\_

Degree Name, Major: \_\_\_\_\_ Grad Month YYYY

Relevant Coursework: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Awards: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## EXPERIENCE

Title or Role, **Organization**, Location \_\_\_\_\_ Month YYYY-Present

- List the most recent/current experience first
- Consider formal and informal jobs, volunteer work and community activities
- Start bullet points with action verbs providing context using quantitative and qualitative terms, and demonstrating the end result to show the value of your contributions
- Quantify bullet points with information like number of people involved or time spent on a project

Title or Role, **Organization**, Location \_\_\_\_\_ Month YYYY - Month YYYY

- Use past tense action verbs for experiences that have ended
- Describe the scope/pace of the work and your level of responsibility
- Convey how you contributed, what you accomplished and the results of your efforts

## ACTIVITIES

Title or Role, **Organization**, Location \_\_\_\_\_ Month YYYY - Present

- Can include athletic, academic, performance, professional or social activities
- Consider a separate “Leadership” section for roles with significant decision-making responsibility

## SKILLS

**Languages:** Multilingual abilities (Fluent in Spanish), separate from programming (Proficient in Python)

**Certifications:** Examples: CPR, Wildlife First Responder, technical training

**Technology:** Software applications, hardware, and other tools relevant to your field(s) of interest

**Additional Subcategories:** Examples: Social Media, Laboratory, Business and Innovation/Design

## INTERESTS

- Anything from band to soccer, from modern art to mountain climbing! This is an opportunity to convey personality and perseverance, especially if these interests showcase skills and talents not otherwise evident on your resume.

# Crafting Your Descriptions

Adapted from South Dakota State University Office of Career Development; includes content from <http://artsbridge.com/how-can-a-theatre-major-prepare-you-for-success/>

Students often lament a perceived lack of experience, struggle to make connections between their experiences and what is required in a job description or worry about how experiences in one realm (e.g., independent research) translate into another (e.g., an industry internship). To allay those fears, use this three-step worksheet to (1) identify your transferable skills or the skills listed in a specific job description (2) note where those skills were learned/developed, and (3) turn these general concepts into action statements.

## Step 1: Identify your transferable skills

Place a check mark next to each skill you possess. Think about all settings in which you may have used/developed each skill, for example: in a work experience, during an internship, while working on a class/group project, as a member of a club. Then, circle the ones you consider to be your top 10.

### Communication & Creativity

- Writing clearly and concisely
- Listening attentively
- Expressing ideas
- Using media to present ideas
- Reporting information
- Public speaking
- Making presentations
- Describing feelings
- Improvising
- Doing more with less
- Appreciating diversity
- Providing accurate descriptions

### Problem-Solving

- Anticipating potential problems
- Defining problems and possible causes
- Identifying and selecting solutions
- Creating innovative approaches
- Involving group members in problem-solving
- Developing plans to implement solutions
- Establishing general principles
- Teaching/training others
- Solving problems/mediating
- Implementing sound decisions

### Teamwork

- Making decisions with others
- Respecting others
- Eliciting input and providing feedback
- Developing rapport
- Sharing credit/cooperation
- Interacting effectively
- Collaborating in diverse or multicultural environment
- Meeting team expectations
- Perceiving feelings, situations
- Listening to others

### General Work

- Managing time
- Setting and meeting deadlines
- Accepting responsibility
- Enlisting help
- Editing/proofing
- Negotiating/persuading
- Seeking opportunities for professional growth
- Taking initiative
- Managing time and stress
- Responding well to feedback
- Remaining calm under pressure

### Leadership

- Generating and initiating ideas
- Managing and supervising groups
- Delegating responsibility
- Promoting and adapting to change
- Prioritizing tasks
- Identifying areas for improvement
- Facilitating meetings or group discussions
- Coaching/mentoring/counseling
- Evaluating progress
- Giving praise and credit
- Setting and accomplishing goals

### Research

- Forecasting/predicting
- Designing an experiment
- Imagining alternatives
- Identifying resources
- Extracting important information
- Defining needs
- Development strategies
- Formulating conclusions
- Conceptualizing ideas
- Observing and discovering
- Analyzing information
- Presenting findings
- Learning new tools/techniques

## Step 2: Brainstorm examples of how you used each skill

List your top 10 skills in the far-left column, then note the place(s) where you demonstrated each skill. Do not sweat the details here, you'll get to that in Step 3. Although the example below illustrates a skill in use across all three categories, some of your specific skills may have only be used on one or two.

Transferable Skill	Employment & Internship Experiences	Course Projects & Research	Campus and Community
Example: Public speaking	End of summer presentation to department staff	Group presentation in class last semester	Submitted proposal for campus-wide event

## Step 3: Bring it all together with an accomplishment statement

Turn these general concepts into bullet points on your resume. You can ACE this part of resume-writing by starting with an Action Verb to show you did something, providing the Context for that action using quantitative and qualitative terms and then demonstrating the End Result of your actions to show the value of your contributions.

Action Verb	Context	End Result
Example: Coordinated	Idea for a fundraising event for local food pantry	Raised \$1000 with over 250 people participating

# Sample Accomplishment Statements

Allocated \$1,500 budget to promote annual National Coming Out Day rally, increasing participation 25% over previous year.

Coordinated three fundraising events for local shelters, raising \$8,000 and greatly improving community awareness.

Collaborated with a partner to formalize a 400-page training curriculum, creating a structure that made the progression of material clear and logical.

## Action Verbs

### Communication

addressed  
advertised  
articulated  
authored  
clarified  
communicated  
composed  
condensed  
conferred  
consulted  
contacted  
conveyed  
convinced  
corresponded  
defined  
described  
discussed  
edited  
elicited  
enlisted  
expressed  
influenced  
informed  
instructed  
interacted  
interviewed  
joined  
judged  
listened  
mediated  
moderated  
motivated  
negotiated  
observed  
outlined  
persuaded  
presented  
promoted  
proposed  
publicized  
recruited  
reinforced  
reported  
responded  
specified  
suggested  
synthesized  
translated

### Organization / Detail

arranged  
cataloged  
categorized  
charted  
classified  
coded  
collected  
compiled  
distributed  
generated  
implemented  
incorporated  
logged  
monitored  
obtained  
ordered  
organized  
prepared  
processed  
purchased  
recorded  
registered  
reserved  
reviewed  
routed  
scheduled  
submitted  
standardized  
systematized  
updated  
validated  
verified

### Research

analyzed  
compared  
conducted  
critiqued  
detected  
determined  
diagnosed  
evaluated  
examined  
experimented  
explored  
extracted  
formulated  
gathered  
identified  
inspected  
interpreted  
investigated  
located  
measured  
researched  
searched  
summarized  
surveyed  
tested

### Creative

acted  
combined  
conceptualized  
created  
customized  
designed  
developed  
displayed  
drew  
entertained  
established  
fashioned  
founded  
illustrated  
initiated  
integrated  
introduced  
invented  
modeled  
modified  
originated  
performed  
photographed  
revised  
revitalized  
shaped

### Helping

advised  
advocated  
answered  
cared for  
coached  
collaborated  
contributed  
cooperated  
counseled  
demonstrated  
educated  
enabled  
encouraged  
ensured  
expedited  
explained  
facilitated  
familiarize  
furthered  
guided  
intervened  
motivated  
provided  
referred  
rehabilitated  
simplified  
supplied  
supported  
taught  
trained  
tutored  
volunteered

### Management & Leadership

administered  
appointed  
approved  
assigned  
attained  
authorized  
chaired  
consolidated  
controlled  
coordinated  
decided  
delegated  
directed  
eliminated  
emphasized  
enforced  
enhanced  
executed  
handled  
headed  
hired  
hosted  
increased  
instituted  
led  
managed  
merged  
overhauled  
oversaw  
planned  
prioritized  
produced  
recommended  
streamlined  
strengthened  
supervised

### Technical

adapted  
assembled  
built  
constructed  
converted  
debugged  
engineered  
fabricated  
installed  
maintained  
operated  
programmed  
rectified  
regulated  
remodeled  
repaired  
replaced  
solved  
specialized  
studied  
upgraded

### Financial/Data

adjusted  
allocated  
analyzed  
appraised  
assessed  
audited  
balanced  
calculated  
computed  
conserved  
corrected  
estimated  
forecasted  
marketed  
projected  
reconciled  
retrieved



# Engineering Technology—Sample Resume

Name  
Email address · Phone Number · LinkedIn Profile

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## EDUCATION

**Norwalk Community College (NCC), Norwalk, CT**  
*Associate of Science, Engineering Science; Major GPA: 3.16* 05/2020

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## SKILLS & ASSESSMENTS

**Technical:** Proficient in 3D Modeling (SOLIDWORKS, Autodesk Inventor, Autodesk Fusion 360), Mid- skill level in MATLAB and Java, Proficient in Microsoft Office 2016 (Word, Power Point, Excel).

**Personality Assessments:** D.I.S.C. and Myers-Briggs

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## RELEVANT EXPERIENCE

**Tunxis Community College, Farmington, CT**  
**The Mechanical & Manufacturing Technologies for Energy & Sustainability Program (MET2)**  
**Intern** 01/2020 - Present

- Group oriented project based on incorporating technical as well as interpersonal skills.
- Project's goal is to replicate LEGO helicopter by use of SOLIDWORKS and importing modeled helicopter into an Augmented Reality (AR) space, virtually building the AR Helicopter to scale with use of Oculus Rift (AR) headset.
- Create a business plan utilizing Lean Manufacturing to be presented to the sponsors.

**Norwalk Community College (NCC), Norwalk, CT**  
**Makerspace Fabricator** 09/2019 - Present

- Educate both students and faculty on the uses as well as benefits of both laser cutting and 3D printing (Additive Manufacturing)
  - Current projects include:
    - o AR Sandbox- Using augmented reality software to mimic organic terrain on physical sandbox.
    - o Infinity Mirror- Creating a mirror that when looked through is an optical illusion of a never-ending tunnel.
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## OTHER WORK EXPERIENCE

**JM Murray, Cortland, NY**  
**Direct Support Professional** 09/2019 - Present

- Assist children aged 10 to 15 years with developmental disabilities by engaging them in activities that support their intellectual wherewithal.
- Provide an environment that allows for consistent growth and independence while teaching them valuable skills for improving their self-esteem.



# Respiratory Care—Sample Resume

Name

Email address | Phone Number | LinkedIn Profile

## EDUCATION/CERTIFICATIONS

### **Norwalk Community College, Norwalk, CT**

Associate of Science, Respiratory Care

05/2019

Certified Respiratory Therapist

Expiration: 01/31/2022

Certificate in Nursing Assistant

Expiration: 01/13/2022

Basic Life Support Certified, American Heart Association

Expiration: 08/2021

Advanced Cardiac Life Support Certified, American Heart Association

Expiration: 01/2021

## SKILLS

**Technical:** EMR (Cerner), Microsoft Office 2015 (Word, PowerPoint, Excel)

**Language:** Proficient in Tagalog; Basic knowledge of Spanish

**Respiratory Care:** Bedside Manner, Physiological Knowledge, Infection Control, Medical Teamwork

## CLINICAL EXPERIENCE

**ICU, CCU and Telemetry Floor, Norwalk Hospital, Norwalk, CT**

**Surgical ICU, Medical ICU, ED, Burn Unit, Bridgeport Hospital, Bridgeport, CT**

**Medical ICU, Stamford Hospital, Stamford, CT**

**Medical ICU, St. Vincent Medical Center, Bridgeport, CT**

**Burke Rehabilitation Center, White Plains, NY**

- Helped patients accomplish treatment plan and support life by administering inhalants; managed mechanical ventilators per hospital protocol, therapeutic gas administration apparatus, environmental control systems and aerosol generators
- Recommended weaning and extubating to physicians per hospital protocol
- Assisted in cardiopulmonary emergencies and rendered care as per ACLS/BLS standard
- Administered respiratory therapy treatments by performing bronchopulmonary drainage; instructed patients with breathing exercises; monitored physiological responses to therapy (vital signs, abgs and blood chemistry changes)

## VOLUNTEER EXPERIENCE

**Greenwich Hospital, Greenwich, CT  
Emergency Department Volunteer**

03/2018-Present

- Transported patients to their testing areas including: CT scan, X-ray and ultrasound
- Organized and restocked personal protective equipment supplies in patient's rooms
- Performed administrative tasks including coordinated patient's appointments, greeted visitors and provided directions at reception areas

**Person-to-Person, Darien, CT  
Clothing Department**

10/2019-Present

- Performed administrative task including clothes collection and shelving if need to be cleaned up
- Assisted customers in sizing and other clothing needs to suit family's requirements

## GENERAL WORK EXPERIENCE

**Child Care Giver, Fairfield, CT**

08/2019-03/2020

- Plan and prepare meals and bottles, and feed, children aged three years and one year old
- Performed housework related to child-care, including washing the children's clothes, cleaning up after meals, tidying play areas, washing bottles and dishes
- Create a stimulating, nurturing, and safe environment for the children

## ACTIVITIES

- Vice President of Respiratory Care Club, Student Member
- American Association for Respiratory Care, Active Member



# Teaching—Sample Resume

## Diane Teacher

Bridgeport, CT 06604

(203) 555-5555 /diane.teacher@gmail.com / www.linkedin.com/in/DianeTeacher

### SUMMARY OF QUALIFICATIONS

- Certified early childhood education teacher (pre-k – 3rd grade) who incorporates diverse teaching methods to meet students' varying needs and interests
- Excellent communicator, whether reading creatively and energetically to students or building rapport with students, parents, faculty and administration
- Creative professional utilizing technology (Smart Boards, Smart Tables, iPads), materials and resources to create imaginative lesson plans and play opportunities.

### EDUCATION & CERTIFICATION

#### **IONA College, New Rochelle, NY**

*Bachelor of Science, Education*

Expected 05/2021

#### **Norwalk Community College (NCC), Norwalk, CT**

*Associate of Science, Early Childhood Education*

05/2019

New York State Initial Certification Pre-K-6

Requirements fulfilled 05/2019

### TEACHING EXPERIENCE

#### **Landmark School, Queens, NY**

*Student Teacher, Kindergarten*

08/2019 - Present

- Developed and implemented semester-long kindergarten classroom lesson plans, meeting all learning objectives.
- Communicated with supervising teacher to identify students' progression.
- Met with parents/guardians to discuss students' progress and determine mutual goals and priorities for their children.
- Observed Dynamic Indicators or Basic Early Literacy Skills (DIBELS) assessment.
- Implemented discipline plan, managing full classroom supervision and instruction for four weeks.
- Attended all grade level, faculty, reading data, and school-wide professional development meetings.

### RELATED EXPERIENCE:

#### **Summer Day Camp, Stamford, CT**

*Head Counselor*

06/2018 - 08/2018, 06/2019 – 08/2019

- Supervised and directed campers throughout daily activities and events.
- Evaluated performance of group counselors and assigned specific tasks.
- Conducted problem solving techniques for behavioral issues.

#### **Early Childhood Education Department, NCC, Norwalk, CT**

*Student Labor*

09/2018 –05/2019

- Assisted Chair of Education Department and professors with paperwork and scheduling appointments.
- Creating event flyers and assisting with event set-up, break down and follow-up activities.

### TECHNICAL SKILLS

Proficient in Microsoft Office 2016 (Word, Excel, PowerPoint, Outlook, and Access), Adobe Acrobat, Class Dojo