

# CAREER SERVICES

## Resume Guide



**CAREER SERVICES**  
Mahoney Library  
[careerservices@steu.edu](mailto:careerservices@steu.edu)



**Saint  
Elizabeth  
University**

# Saint Elizabeth University – Resume Guide

## First & Last Name

Phone: (000)-000-0000 | Email: user@email.com

Customized LinkedIn Profile URL

### EDUCATION

---

**Saint Elizabeth University**, Morristown, NJ

*Bachelor of Arts* in **History**

Expected May 20XX

Minor: **Leadership**

**Bergen Community College**, Paramus, NJ

*Associates in Arts*

May 20XX

Major: **Liberal Studies** Concentration: **History**

### AWARDS/HONORS

---

Phi Alpha Theta Honor Society – Member

Sigma Tau Delta National Honor Society – Member

Lambda Alpha National Honor Society – Member

### INTERNSHIP EXPERIENCE

---

**Boys & Girls Club**, Newark, NJ

*Human Resources Intern*

May 20XX – September 20XX

- Coordinated interview schedules and assisted in the hiring process by interviewing potential caregivers
- Maintained relevant and required data including employee profiles and payroll timesheets
- Managed background checks and I-9 verification processes

**Alleva Construction Inc.**, Hackensack, NJ

*Human Resources Associate Intern*

January 20XX – May 20XX

- Assisted HR staff in recruitment and onboarding for 5,000-person construction management firm
- Conducted audits on 300+ personnel files for quality assurance, filing personnel and medical information, and scanning employee files into online personnel files
- Supported training and development teams by developing and co-leading onboarding sessions for new staff
- Utilized Workday to help review applications, forwarded materials to recruiters, assisted in scheduling interviews and maintaining correspondence with applicants

### WORK EXPERIENCE

---

**Saint Elizabeth University**, Morristown, NJ

*Arcade Attendant*

September 20XX – Present

- Verify I.D.s and schedule use of Pool, Ping Pong tables and other equipment
- Coordinate use of equipment when Arcade is scheduled for an event through Student Activities office
- Maintain inventory of supplies and equipment utilized in the Arcade
- Report all acts of vandalism and security breaches to supervisor and Campus Police
- Suggest ideas to make current procedures more efficient and effective
- Prepare and update, as required, all posting signs related to Arcade hours and rules

### SKILLS

---

**Computer:** Microsoft: Word, PowerPoint, Excel, Outlook, Adobe Photoshop, Workday, Taleo

**Social Media & Technology:** Instagram, Facebook, Twitter, TikTok, LinkedIn, Slack, Zoom



# Saint Elizabeth University – Resume Guide

## Formatting Tips:

- 1 - 2 pages full pages max, no 1.5 pages
- Margins no less than .5" all around
- Use **bold**, *italics* and space to distinguish different sections
- Suggested fonts include: Calibri, Arial, Georgia, Times New Roman
- Content font size 10 -13, Header size 16

## Creating Strong Bullet Points:

A resume is a tool to highlight your strengths and accomplishments. Your life experiences matter and we encourage you to showcase them in a way that feels authentic. Reflect on experiences from full/part-time jobs, internships, volunteer work, sports, clubs, academic projects and presentations and create your own strong bullet point.

- No personal pronouns
- Use industry specific terms
- Use consistent tense
- Use job description to craft bullets
- Provide metrics when available Use strong action verbs

## Action Verb + Skills Used + *Result/Value Added*

### Example:

- **Mastered** various coffee brewing techniques, including espresso, pour-over, and cold brew, *ensuring consistently high-quality beverages.*
- **Processed** financial transactions at highest profiting store in the area, handling over \$500 a day and counting, managing, and distributing tips to colleagues.

## Additional Resume Guidance:

### Header Section:

- Add LinkedIn if your profile is complete. Career Services can help you craft a profile and customized LinkedIn URL.

### Education Section:

- This is the place you can list concentrations, minors, study abroad experience, and relevant coursework/projects.
- You can also consider creating a separate section on your resume to highlight projects.

**Choose what to include on your resume based on what the job description is asking for. Find overlap between your experience and the job description**

### Possible Sections:

- Education, Additional Work Experience, Awards/Honors, Research Experience, Extracurricular Activities, Leadership Experience, Volunteer Experience, Skills, Certifications, Academic Projects

# Saint Elizabeth University – Resume Guide

## Include Transferable skills in your bullet points!

- **Transferable skills** are abilities and competencies that can be applied across different roles and industries. These skills are not limited to specific job functions, making them valuable assets that can be transferred and utilized in various contexts.
- We recommend highlighting transferable skills on your resume!
  - For example, skills like communication, problem solving, leadership, adaptability, teamwork, and time management are all transferable and can be relevant in multiple scenarios.

## Examples:

### Applying to another barista job

- Mastered various coffee brewing techniques, including espresso, pour-over, and cold brew, ensuring consistently high-quality beverages. (Job specific skills)

### Applying to a non-barista job

- Fostered a collaborative work environment by effectively communicating and coordinating with team members.
- Proactive problem solver, adept to resolving customer dissatisfaction and addressing any issues that arise during the shift

## Next Steps:

- Save the job description to keep for the interview and start writing your cover letter.
- Save the final resume draft as PDF (e.g. FirstName LastName \_ Resume\_Company Name)

## Career Services

Mahoney Library – A Wing – Room 107

[Acorsillo@steu.edu](mailto:Acorsillo@steu.edu)

*Hours: M-F: 8:30 am – 4:30 pm*

*Summer Hours: M-Th: 8:30 am – 4:30 pm*

