ABOUT THE FLEISHMAN CENTER

WE HAVE ONE GOAL: YOUR SUCCESS

The Fleishman Center for Career and Professional Development is dedicated to providing a transformative learning community that prepares students with all majors for advanced education, careers and purposeful living. The Fleishman Center is committed to helping undergraduate and graduate students develop career-readiness skills and secure opportunities by creating connections through high-impact learning, alumni and employer events and career consulting sessions.

OUR SERVICES

Résumé, CV and cover letter review
Major and occupational information and consultation
Internship and job search
Credit-bearing internship opportunities (CDCI)
Interview advice and mock interviews
Networking and LinkedIn
Graduate school planning and application material review
Accepting/declining a job offer
International opportunities

To meet with a Fleishman Center career consultant, stop in during our walk-in hours, or schedule an appointment in hireBING.

FLEISHMAN CENTER
UU-133

SATELLITE OFFICES
C4 Student Success Center: C4-101E
CIW, Cayuga: CA-2nd Floor Conference Room
Hillside Commons: CM
Hinman Success Center: RC 104-B
Mountainview, Appalachian: AP-101
Mountainview, Hunter: HT-G23
Susquehanna, Choconut: CU-102
Student Support Services: UU-256
Q Center: LS-G549
Pharmacy Building: PB
Graduate Student Organization: LNG-204
Harpur Academic Advising: OH-110
CAREER READINESS COMPETENCIES

CRITICAL THINKING/PROBLEM SOLVING
Exercise sound reasoning to analyze issues, synthesize information, make decisions, and solve problems using original ideas.

COMMUNICATION
Effectively articulate thoughts and ideas using written, oral and nonverbal communication skills and listen for meaning to gain understanding.

PROFESSIONALISM/WORK ETHIC
Demonstrate integrity, resilience, accountability and ethical behavior; take initiative, prioritize, plan and manage work to produce high-quality results and project a professional presence.

LEADERSHIP
Motivate, organize and delegate work by leveraging the strengths of others; use empathetic skills and a positive attitude to guide and influence others.

INFORMATION TECHNOLOGY APPLICATION
Select and use appropriate technology to accomplish a given task and apply computing skills to solve problems.

TEAMWORK
Build and maintain collaborative relationships, work effectively in a team setting through shared responsibility, empathy and respect, and manage one’s emotions while contributing to a common goal.

CAREER MANAGEMENT
Articulate relevant skills, strengths, knowledge and experiences and identify areas for professional growth; explore and pursue job options and self-advocate for new opportunities.

GLOBAL/INTERCULTURAL FLUENCY
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.
TRANSFERABLE SKILLS

Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs and your general life experiences. These skills are not limited to any one academic discipline or knowledge area but are transferable to many occupations. A prospective employer expects you to apply the skills you have learned through your studies, work, and life experiences to the work environment.

WHAT SKILLS AND QUALITIES ARE IMPORTANT TO EMPLOYERS?

According to the 2018 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills:

- Problem Solving
- Ability to Work in a Team
- Written Communication
- Leadership
- Strong Work Ethic
- Analytical/Quantitative
- Verbal Communication
- Initiative
- Detail-Oriented
- Flexibility and Adaptability

The table below provides examples of transferable skills that are developed from gaining experience within each of the 5 categories. To demonstrate how these skills can be marketed to an employer on a résumé, the bolded words are formed into résumé bullet points on the following page.
DEVELOPING RÉSUMÉ BULLET POINTS

Transferable Skill: Providing Customer Service
Supporting Experience: Server
Résumé Bullet Point: Engaged with patrons to provide an excellent customer experience while managing a 3-5 table section in a popular family restaurant.

Transferable Skill: Brainstorming New Ideas
Supporting Experience: Event Coordinator Internship
Résumé Bullet Point: Brainstormed innovative and cost-effective crafts for annual welcome week program and successfully implemented ideas in the following year.

Transferable Skill: Promoting and Working in a Team
Supporting Experience: Greek Life
Résumé Bullet Point: Collaborated with marketing committee of 5 members to promote fundraising events by creating eye-catching posters using Photoshop and tabling in high-traffic areas.

Transferable Skill: Leading & Coordinating Tasks
Supporting Experience: Group Project
Résumé Bullet Point: Led a team of 3 through semester-long project that required delegating weekly tasks, organizing and facilitating 8 meetings, and presenting completed product to faculty and students.

Transferable Skill: Analyzing Data & Gathering Information
Supporting Experience: Student Research Assistant
Résumé Bullet Point: Gathered information from 3 academic journals and analyzed outcomes data in each study to develop a research proposal.

See page 8 for more information on developing bullet points to market your experiences.

REPRESENTING YOUR LEADERSHIP EXPERIENCE ON A RÉSUMÉ
Student leaders gain skills in teamwork, advising, event/program planning, public speaking, leadership development, and assessment among many others. Before you can articulate your leadership experience to others, it is necessary to review your experiences and to identify the skills you have gained and/or used through your leadership positions.

Step 1: Brainstorm what you do
Step 2: What aspects of your leadership position are most important to you?
Step 3: Describe what you do

Leadership Experience: Lacrosse Team Captain
Highlighted Skill: Organization
Résumé Bullet Point: Utilize Google calendar to manage time and to record all games, practices, study hours, and community service events required throughout the season.

Leadership Experience: Residential Hall Council Member
Highlighted Skills: Gathering Information
Résumé Bullet Point: Discuss and informally survey residents to determine program and event topics of interest and relay feedback during monthly program planning meetings.
Some of the world’s most remarkable breakthroughs began with an idea that evolved from the mind of a scientist, engineer, and software specialist. ENSCO Avionics, Inc. wants to work with you to create the next generation of innovative products and forward-thinking solutions for defense and commercial applications.

ENSCO, Inc. and its wholly owned subsidiaries deliver innovative engineering, science and advanced technology solutions for the national security, rail, avionics, and aerospace industries.

www.ensco.com

An EO/AA employer committed to Diversity in the Workplace. All qualified applicants including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

ENSCO, Inc. and its wholly owned U.S. subsidiaries are Equal Employment Opportunity/Affirmative Action employers and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.
Creating Your Résumé

A résumé is meant to market you to a potential employer by drawing attention to the skills and accomplishments the employer values. A résumé should be well-organized and emphasize your most marketable qualifications relevant to the position.

**Focus:** Tailor your résumé to the skills, experiences and qualities employers seek in a candidate.

**Font:** Use a plain typeface and a font size between 10-12 pt.

**Margins:** Set margins between 0.5 and 1.0 inches

**Length:** Create a 1-2 page document (may vary by career field)

**Format Options**

- **Chronological:** Most common and recommended for current students and recent graduates; Present information in reverse-chronological order (most recent first) within each category.

- **Functional:** Emphasizes skills, qualifications and accomplishments rather than position titles, employers and dates. Can be effective for career changers or those with limited work histories.

- **Combination:** Combines the functional and chronological styles. Experience is organized chronologically with duties and responsibilities presented through skill clusters.

**Résumé Tips**

1. **Create a master copy of your résumé** that lists all of your work history, campus and community involvement.

2. **A résumé is different than a Curriculum Vitae (CV).** For information on creating a CV, see page 41.

3. **If you attended another institution prior to Binghamton University but did not receive a degree from that institution, you are not required to list it.**

4. **References are not included in the résumé itself.** They should be listed on a separate document. Make sure to ask their permission first!

5. **If listing a major GPA and an overall GPA, specify the type of GPA and list the higher GPA first.** Specify the maximum GPA possible, example: 3.75/4.00.

6. **Make sure your text is single spaced.** Your computer may default to a different spacing option—you can change that in the paragraph settings.

7. **At the Master’s level, your résumé can be two pages in length.** Make sure to include your last name and page number as a header or footer of the document.

8. **Infographic résumés are used for specific fields.** To create your own, pick up an Infographic Résumé Guide from the Fleishman Center.

**Before you submit a résumé:**

Review the checklist on page 14.
GETTING STARTED

Begin by creating a master list of all positions and activities in which you have been involved. Next, review the list to identify those that relate most to the employer’s needs - these are the positions on which you will focus. Choose appropriate categories based on what aspects of your background are most relevant to the position(s) you seek.

CONTACT INFORMATION
Name, address, phone number, email address, and URL for LinkedIn page or personal website/portfolio.
No personal information (gender, age, birth date, marital status, citizenship, Social Security number).
If you regularly use an English nickname, put it in parentheses between your first and last name.
Example: Mei-Ling (Molly) Wang

OBJECTIVE
(Optional)
Brief statement providing focus to your résumé indicating the kind of position or field you are seeking.

EDUCATION
Include institution(s) attended, degree(s) obtained or expected, major(s), graduation date, minors, and concentrations.
Double majors receive only one degree. Students with majors from two different schools receive two degrees.
BS is listed before BA.
May include relevant courses, study abroad, honors, or scholarships.
Binghamton’s official school name is “Binghamton University, State University of New York”.

EXPERIENCE
Group experiences in sections based on themes, keeping in mind the needs of the position/employer.
Category headings may change based on personal experience, examples: relevant experience, supporting experience, research, leadership, etc.
List in reverse chronological order within each category (most recent first based on end date).
For each experience, include position title, organization name, city, and state, dates of activity, and description.
Use the job posting to help you decide what experiences to include on your résumé.

Baxter BearCat
(607) 111-1111 | bbaxter@binghamton.edu
PO Box 1234, Binghamton, NY 13902

OBJECTIVE
Participation in the Liberal Arts to Careers Externship program.

EDUCATION
Binghamton University, State University of New York
Bachelor of Science, Majors in Environmental Studies and German, Expected in May 20XX
Cumulative GPA: 3.4/4.0, Dean’s List Spring 20XX
S.T.A.R. Early College School, Brooklyn NY
High School Diploma, June 20XX
• Gold Honor Role Fall 20XX – Spring 20XX

LEADERSHIP
TRIO Student Support Services, Binghamton University
Peer Mentor, June 20XX-Present
• Organize and present college readiness workshops for 13 low-income, first-generation college freshmen
• Direct students to campus resources, programs and services
• Handle various administrative duties and serve as RA for the students for one week
Dickinson Leadership Certificate Program, Binghamton University
Participant, August-December 20XX
• Attended multiple workshops, wrote journals, and obtained a Leadership Certificate
• Strengthened leadership skills in listening, public speaking, prioritizing and group work

VOLUNTEER
Christa McAuliffe School, Brooklyn, NY
Teacher’s Aid, February 20XX - May 20XX
• Assisted 6th and 7th grade science teacher with students during classes; distributed materials, provided one-on-one support, took attendance

SKILLS
Computer: Microsoft Word, PowerPoint
Language: Basic conversational Spanish

SKILLS
Highlight skills relevant to the position/employer.
Can be grouped by functional area (ex: languages, software, laboratory, technical).
Limit to hard skills.
**WRITING BULLET POINTS**

- Identify the skills you used/developed and compare them to the position description
- Begin each bullet point with an action verb (use the list below to identify verbs that show your skills)
- Avoid “responsible for” and “duties include” and do not use personal pronouns (i.e. I, my, our, we)
- Be sure all descriptions focus on YOUR skills and contributions
- Include numbers (ex. quantities, dollar amounts, percentages) when appropriate
- Use past tense verbs for positions you have completed, present tense verbs for current positions

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**ACTION VERBS**

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**List of Action Verbs**

Résumé Samples

Use these samples to guide the creation of your own résumé. You should not copy these samples, rather use them to get ideas for how you might organize information on your own résumé. You will also see examples of effective bullet point writing throughout the samples provided.

First-Year – Sophomore Résumé

First Last  
1234 Resume Road | Binghamton, NY 12345  
(123) 456-7890 | resume2@binghamton.edu

Education

Binghamton University, State University of New York  
Bachelor of Science in Psychology | GPA: 3.75/4.00 | Dean’s List: Fall 20XX  
Pulaski High School  
Advanced Regents Diploma | GPA: 92.00

Work Experience

After School Recreation Program  
Recreation Counselor  
Central Square, NY  
September 20XX – Present

• Supervise 5-15 teenagers at a time to promote engagement with activities, enforce conduct when needed, and ensure safety
• Develop crafting programs by incorporating a basket weaving activity, which required training 3 staff members, budgeting for all the supplies, and leading the activity for 15 teenagers

JCPennys  
Sales Associate  
Watertown, NY  
July 20XX – August 20XX

• Provided effective customer service in a fast-paced environment, resulting in promotion to lead trainer for all new hires transitioning into the same role
• Initiated engagement with customers to offer assistance and promote current sales in order to enhance customer satisfaction

Volunteer Experience

National Honor Society  
Tutor/Member  
Pulaski, NY  
October 20XX – June 20XX

• Lead 9 tutoring sessions for 3 students to provide an individualized learning experience
• Served as host at the incoming inductees ceremony, greeting incoming audience members and providing pamphlets of the event

Richland Park Clean-Up Project  
Volunteer  
Richland, NY  
June 20XX

• Collaborated with 23 community members to perform various tasks in order to enhance the park’s accessibility, appearance, and functions
• Requested donations from neighborhood with 2 other volunteers, raising a total of $150.00

Awards & Honors

Jordan Smith Scholarship  
Recipient  
Binghamton, NY  
Fall 20XX

• Awarded to incoming freshman who demonstrated academic excellence and solid citizenship

National Honors Society  
Member  
Pulaski, NY  
September 20XX – June 20XX

• Inducted based on excellence in the areas of scholarship, character, leadership, and service

Skills

Language: Basic conversational French
Computer: Word, Excel, PowerPoint, Facebook, Twitter, Google Docs, Fluent Touch Typer, Photoshop

As a first-year and sophomore, it is okay to include high school activities and work experience on your résumé until you become more involved on campus.
First Last  
429 Any Street, Anytown, New York 12345 | 555.555.2555 | anyone@binghamton.edu

Education

**Binghamton University, State University of New York**  
Bachelor of Arts in Biology, expected 5/XX

**Finger Lakes Community College (FLCC), Canandaigua, New York**  
Associate of Science in Biotechnology, 5/XX

Skills

**Laboratory:** calculations, unit conversion, notebook keeping, safety protocol, sterile technique

**Equipment:** light microscope, balances, spectrophotometer, pH meter, micropipettes

**Laboratory Techniques:** electrophoresis, cell/bacterial culture, Gram staining, genetic transformation, PCR

**Imaging:** Gel Doc XR unit, Adobe Creative Suite software, image processing & printing

**Computer:** HTML/CSS, Windows and Mac OS, data analysis, system building/repair

Research

**Research Assistant, QUEST REU, 6/XX–8/XX**  
Annis Water Resources Institute | Muskegon, Michigan

- Developed a research project that focused on differentiating between field vs. streambank erosion in the Lake Macatawa Watershed
- Recorded levels of sediment erosion using a system of horizontal staves in stream sites that displayed a valid representation of the entire watershed
- Created a minimally-invasive data collection protocol specific to extremely sensitive streambanks
- Participated in several NSF funded projects through Steinman Lab including Muskegon Lake long-term monitoring, Project Clarity: Macatawa restoration, and Bear Lake Restoration
- Gathered hydrologic data using a YSI 6600 and processed water samples in the lab

Class Projects

**Genetic transformation of *Escherichia coli* with pGLO/GFP, 4/XX**  
Binghamton University, Binghamton, NY

- Induced competence of E. coli cells, introduced pGLO plasmid
- Analyzed transformation efficiency

**Analysis of cytotoxicity of hydrogen peroxide**  
Finger Lakes Community College, 2/XX

- Applied knowledge of cell culture techniques to separate and provide nutrients for a primary culture of CHO cells
- Prepared a control culture and two experimental cultures to subject to 100 mM and 200 mM hydrogen peroxide
- Determined degree of toxicity by counting cell populations in the experimental and control groups

**Demonstration of evolutionary divergence by SDS-PAGE**  
Finger Lakes Community College, 11/XX

- Obtained samples of muscle tissue from a variety of freshwater fish
- Prepared myosin and actin protein samples for analysis by polyacrylamide gel electrophoresis
- Compared differences in muscle proteins to known phylogenetic information

Work Experience

**Technical Support 10/XX–5/XX**  
Help Desk, Binghamton University

- Answered support calls from faculty and students
- Documented problems to be interpreted and solved by technical staff
- Applied computer knowledge to solving issues not requiring technical staff

**Library Assistant 9/XX–5/XX**  
Charles J. Meder Library, Finger Lakes Community College

- Assisted senior library staff with the daily operation of the circulation desk and library computers
First Last

340 Management Street | Upstate, NY 10999 | (914) 123-4567 | astudent@binghamton.edu

EDUCATION AND HONORS

Binghamton University, State University of New York

Bachelor of Science in Business Administration
Concentrations in Management Information Systems, and Consulting and Leadership
Cumulative GPA: 3.98/4.00

Binghamton University Scholars (Honors) program- Binghamton’s only undergraduate university-wide honors program, by invitation only to top 3% of students

University of Sydney

Study Abroad: Course in Cross Cultural Management

PROFESSIONAL EXPERIENCE

Fleishman Center for Career and Professional Development
Peer Assistant
January 20XX – Present

• Advise undergraduate students by navigating website resources to help them successfully find information regarding internships, part time jobs, and career assessments
• Evaluate presentations and provide feedback in order to ensure candidate skill level, personality fit, and campus atmosphere fit during interviews for career consultant positions

Association for Chartered Certified Accountants

Student Engagement and Education Intern
May 20XX – July 20XX

• Tracked 75+ ACCA members researching their current jobs to show impact of education and ACCA certification
• Processed data about competitors’ collaboration with universities into charts and spreadsheets to improve communication with partners

LEADERSHIP EXPERIENCE

Society for Human Resource Management (SHRM)
President
May 20XX – Present

• Organize HR guest speakers, restaurant fundraisers, and workshop events by collaborating with other executive board members in order to spread awareness of careers in HR and to grow the club
• Create the first University-wide HR case competition with other executive board members including additional case preparation workshops to help students develop the skills required for successful case completion

BU Scholars Community Service Committee
Active Member
August 20XX – Present

• Participate in community service events, including Soup Kitchen Saturdays, school supplies collection drives, beautifying downtown Binghamton, and letter writing to veterans
• Collaborate in bi-weekly meetings focused on increasing involvement through new calendar updates and community service projects

BU Scholars Program
Teaching Assistant
August 20XX – December 20XX

• Led weekly class discussions on Thinking like Leonardo da Vinci, promoting critical thinking through conversation about nonfiction writings from noteworthy authors
• Built positive connections between first year students by organizing team-oriented activities such as vertical card towers, class nature walks, bowling competitions, team yoga classes, and ice breaker games

BU Scholars Freshman Mentoring Program
Student Mentor
August 20XX – May 20XX

• Planned events as one of ten selected leaders to help assimilate the incoming freshmen class by organizing group events of over 75 people such as a Thanksgiving Banquet and hikes to foster a sense of community between students in the program
• Arrange smaller-scale activities such as individualized classroom location tours, wellness activities, and smaller family style dinners in an effort to ensure new students are comfortable in a more personalized environment

TechX Case Competition
Finalist – 2nd Place
October 20XX

• Analyzed struggling technology firm’s current products and financial standing to resolve their issues and provide solutions to implement 24-hour customer service and hire a new executive to oversee additional responsibilities
• Advanced to final round as one of three teams in a competition of over 250 participants to showcase PowerPoint presentation outlining our recommendation to panel of EY senior managers

ADDITIONAL INFORMATION

• Skills and Certifications: Proficient in Microsoft Office (Word, PowerPoint, Excel), Certified SHRM Student Member
• Activities and Interests: Aerial Arts, Volleyball (Intramural Team Captain), Traveling, Zumba and Cycling Fitness, Guitar
Baxter BearCat  
1234 Resume Road, Binghamton, NY 12345  
(123) 456-7890 | resume1@binghamton.edu  

Education:  
Binghamton University, State University of New York, Watson School of Engineering  
Bachelor of Science in Electrical Engineering  
Cumulative GPA: XXX/4.00 | Dean’s List: Fall 20XX, Spring 20XX  
IBM Honors Scholarship 20XX  
Tau Beta Pi Engineering Honor Society | Phi Eta Sigma Honor Society  


Technical Skills:  
- LabWindows/CVI  
- Visual C#  
- Eagle PCB  
- C/C++  
- MATLAB  
- OmniUpdate  
- Soldering  
- Basic UNIX  

Professional Experience:  
National Institute of Standards and Technology (NIST) – Physical Measurement Laboratory (PML)  
Summer Undergraduate Research Fellowship  
Maryland, MD  
May XXXX – August XXXX  
- Developed Smart Grid Test Facility prototype laboratory within Power Device Metrology Group of PML  
- Configured the Home Area Energy Network (HAN) to incorporate Power Conditioning System (PCS), Energy Management System (EMS), battery storage, solar cell emulator, and programmable load interfaced to PC  
- Implemented Graphical User Interface (GUI) in LabWindows/CVI to control programmable load parameters, show live output parameters, and log outputs to .csv file utilizing asynchronous timers and integrated device drivers  

Lawrence Aerospace – Liquids Dynamic Division  
Software Intern  
New York, NY  
May XXXX – August XXXX  
- Utilized object-oriented programming and GUI concepts to develop an application in Visual C# that decodes 128KB of raw data from the Non-Volatile Memory into readable fault information, which resulted in discovery of code issues regarding packet data transmission and decoding  
- Devised test procedures of both high and low level program requirements of Bombardier C-Series main fuel-gauging computer to validate software requirements to be used by quality assurance engineers and customer  

Project Experience:  
Senior Design: Magnetic Field Mapper  
Team Member  
Binghamton, NY  
September XXXX – Present  
- Collaborate in multidisciplinary team of four, to design, implement, and test a magnetic field mapper intended for biomedical applications  

Junior Design  
Team Member  
Binghamton, NY  
January XXXX – May XXXX  
- Tested and successfully built robot that navigates board through line-tracking technology while communicating with nodes via infrared (IR) LED and compiled final design into professional report  
- Designed and populated 2-layer PCB using Eagle software, which consisted of schmitt triggers for hysteretic line tracking, power management, and IR module  

Leadership and Involvement:  
Watson Career and Alumni Connections  
Student Assistant  
Binghamton, NY  
October XXXX – Present  
- Organize layout and content of career services website, in OmniUpdate, that will provide resources and opportunities for students and alumni of Watson School of Engineering  
- Advise students on résumé, interviewing, and professionalism skills necessary for successful and rewarding career path  
- Coordinate networking events and meetings for undergraduate and graduate students to meet and learn from professionals and faculty that have experience in engineering  

Binghamton Nicaragua Initiative (BNI)  
Member  
Binghamton, NY  
January XXXX – April XXXX  
- Generated over $1500 in donations to fund construction of house in Nicaragua through soliciting family, friends, as well as the student body at campus-wide events which resulted in enough money to fund an entire house  
- Cultivated language and communication skills during alternative Spring break trip by contributing to construction of house and traveling around the cities of Managua, Léon, and Granada  

Include class projects if they show technical skills relevant to the position; format like a job and highlight accomplishments.
First Last  
111 Main Street, Vestal, NY 10101 | 607-000-0000 | email@binghamton.edu

Education
Binghamton University, State University of New York, Decker School of Nursing
Bachelor of Science, Nursing, May 20XX | GPA: 3.57/4.00
Honors: Dean’s List, Florence B. Decker Foundation Scholarship, Eckler Scholarship, Empire Diversity Honors Scholarship, induction into Sigma Alpha Pi: National Society of Leadership and Success

Projects

**Quality Management Project: UHS Wilson Medical Center, Johnson City, NY** January 20XX-Present
- Work with a cross-functional team to research and develop a standardized and efficient communication method for transitioning care between providers

**Community Health Promotion, Lourdes Hospital, Binghamton, NY** September-October 20XX
- Facilitated a six week workshop to educate individuals ages 50-65 with chronic conditions on effective skills and strategies to manage their health

Clinical Experience

**Capstone Clinical – Cardiac: UHS Wilson Medical Center, Johnson City, NY** January 20XX-present
- Pediatric: Golisano Children’s Hospital, Syracuse, NY Winter 20XX
- Community Health: Barnes-Kasson Home Health, Susquehanna, PA Fall 20XX
- Orthopedic: Lourdes Hospital, Binghamton, NY Fall 20XX
- Cardiac: Lourdes Hospital, Binghamton, NY Fall 20XX
- Medical/Surgical: Lourdes Hospital, Binghamton, NY Fall 20XX
- Maternal and Newborn: UHS Wilson Medical Center, Johnson City, NY Fall 20XX
- Psychiatric: Binghamton General Hospital, Binghamton, NY Spring 20XX
- Geriatric: Ideal Senior Living Center, Endicott, NY Spring 20XX

Relevant Experience

**Nursing Assistant, Float Pool** January 20XX-present
UHS Binghamton General Hospital, Binghamton, NY
- Assist nursing staff in providing quality care to patients on orthopedic and telemetry units
- Observe patient conditions, measure and record food and liquid intake/output and vital signs, and report changes to RN

**Student Intern** May-June 20XX
Southern New York Neurosurgical Group, Johnson City, NY
- Filed medical records, answered phone calls, showed patients to their rooms for office visits
- Observed surgeries and follow-up appointments

**Emergency Department Volunteer** January 20XX-May 20XX
UHS Wilson Medical Center, Johnson City, NY

Certifications
- BLS First Aid/CPR/AED expires June 20XX
- Trained facilitator, Open Airways for Schools expires June 20XX
- Certificate in Forensic Nursing, Decker School of Nursing expires June 20XX
- NIP-IT completion (Nursing Initiative Promoting Immunization Training) expires June 20XX

Employment
Sales Associate, Old Navy, Vestal, NY May 20XX-May 20XX
Cashier, Boscov’s, Binghamton, NY June 20XX-April 20XX
Final Résumé Checklist

☐ Did you proofread...and proofread again?

☐ Are your dates formatted consistently (i.e. 5/20XX, May 20XX)?

☐ Do you have the same type of information bolded/italicized in each position?

☐ Have you either written out the name of the state (New York) or abbreviated (NY) consistently?

☐ Is your font size consistent throughout your document?

☐ Have you used action verbs to begin each of your statements?

☐ Have you kept the experiences within each category in reverse-chronological order?

☐ Are your current experiences in present tense and your past positions in past tense?

☐ Did you check the verbs in your bullet points using the “I” test? (Insert an imaginary “I” in front of the verb. If the phrase makes sense, you are using the correct verb tense.)

☐ Are you following the résumé guidelines for the country to which you are applying?

☐ Did you tailor your content to the desired skills the employer has outlined in the job description?

☐ Did you upload your résumé to VMock for initial feedback, make edits, and re-upload your résumé for more helpful feedback?

☐ Did you have your résumé reviewed in person?

VMock provides instant feedback on your résumé or CV and checks for formatting, consistency and action verb usage.

If you are starting a new résumé, you can download a template created by the Fleishman Center directly from VMock.

SUBMITTING YOUR APPLICATION MATERIALS ELECTRONICALLY

Save all Word documents in PDF format before uploading them to an application.

Name your document appropriately, indicating your name and the type of document you are submitting.

For example, “resume_bearcat.pdf” or “cover letter_deloitte_smith.pdf”. This will ensure you upload the appropriate materials.
We are a fast growing, customer-focused tech company providing world-class service to some of the largest tech companies in the world.

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Financial Security
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Advancement Opportunities
92% of senior level leadership started in Customer Service.

Health & Wellness
Your health is important to us. We offer extensive medical, dental, vision and life insurance, gym memberships and much more!

Employee Perks
More than just a job – Rapid employees enjoy pizza Fridays, event ticket giveaways, reward programs and an ultra-modern campus.
Cover letters are used to create interest in you as a candidate for jobs and/or internships and are an important part of the application process. Each cover letter you write must be unique. The goal is to motivate the recipient to review your résumé and ultimately invite you for an interview. A good letter will clearly demonstrate how you fit with the particular organization and position to which you are applying.

**STEPS TO WRITING A STRONG COVER LETTER**

1. **Learn about the organization.**
   - What are the goals and mission?
   - Why are you interested in working for them?

2. **Review the position description.**
   - Highlight key words, skills, and required experiences.
   - How do your skills and experiences connect?

3. **Write down examples that showcase the skills and experiences you want to highlight.**
   - Connect your academics, involvement, work, etc. to the requirements of the position.

4. **Clearly write out why you are a good candidate.**
   - Provide 2-3 examples that demonstrate your qualifications.
   - Be specific. Highlight what you have to offer.

**SAMPLE INTERNSHIP POSTING**

**Project Management Internship**

Empire Development

Manage projects to assist with business retention, growth and start up in the Southern Tier Region. Assist Regional Director with Regional Economic Development efforts and Consolidated Funding Application administration and processing.

**RESPONSIBILITIES:**
- Respond to inquiries, address concerns, and explain programs services and to stakeholders
- Prepare various administrative documents, reports, presentations, and budget materials
- Develop project analysis and review and coordinate financial analysis of projects with Finance team
- Monitor project compliance to ESD guidelines and regulatory requirements
- Perform all aspects of project management including grant disbursements and loan closings
- Monitor, prepare, and analyze Funding Applications and other program applications and proposals
- Perform outreach, manage relationships and maintain contact with IDAs, Chambers, municipalities, and other key economic development agents
- Other projects as assigned by Regional Director

**REQUIREMENTS:**
Knowledge of: Project development, financial analysis, data analysis, strong reading, writing, and verbal communication skills. Strong computer skills including Microsoft Office Word, PowerPoint, Excel.

**MY RELATED EXPERIENCE**

**BAXTER BEARCAT**

1234 Resume Road, Binghamton, NY 12345
123.456.7899 - baxterbearcat@gmail.com

**EDUCATION**

Binghamton University, State University of New York
Bachelor of Science in Psychology

**EXPERIENCE**

Office of Admissions, Binghamton University
Campus Tour Guide
- Provide campus tours for prospective students and families to promote Binghamton University as a premier public university
- Answer student and parent questions, respond to concerns and provide information about the programs and services available to Binghamton University students
- Assist Admissions Staff at various campus events including: Open House, Preview Days, Orientation, and Homecoming
- Attended the NYC College Recruitment Fair in April and spoke with 200+ high school students and various school administrators to promote Binghamton University

YMCA of Buffalo
Buffalo, NY
Activities Coordinator
- June 20XX-August 20XX
  - Coordinated daily activities for 30+ children ages 5-8 during summer day camp sessions
  - Led children in sports and games such as: soccer, capture the flag, and tennis
  - Supervised groups of 10 children during camp trips to local museums and attractions
  - Communicated with parents regarding children’s behavior on a daily basis

**CAMPUS INVOLVEMENT**

Active Minds, Binghamton University
Treasurer
- January 20XX-Present
  - Manage a $5,000 annual budget in accordance with the Binghamton University Student Association budgeting guidelines and requirements
  - Write monthly expense reports for organization president and provide budget statements at all executive board member meetings
  - Provide training for all members on the required documentation for disbursements
  - Overseas the spring 2018 fundraising campaign raising $2,500 through bake sales, a car drive, and online donations

**SKILLS**

Computer: Microsoft Office Word, Excel, and PowerPoint

See page 18 to see how the highlighted related experience was used to create a cover letter for this Project Management internship posting.
**COVER LETTER FORMAT**

Your Local Street Address  
City, State and Zip Code  
Date  

Dr./Mr./Ms. First and Last Name  
Title  
Name of Company or Organization  
Street Address  
City, State and Zip Code  

Dear Dr./Mr./Ms. Last Name:

**First Paragraph:** Indicate your interest in the position and how you learned about it (i.e. website, hireBING, referral). Provide a brief overview of who you are. Optional: include why you want to work for the company or organization.

**Second Paragraph:** Connect your skills, experiences, and education to the desired qualities and experiences listed in the position description. In this paragraph you want to sell your qualifications for *this specific position*. Avoid repeating what’s on your résumé and instead explain how your education, skills and interests, experience, and/or activities will contribute to *the position*.

**Third Paragraph:** Provide another example from your education, skills, and experiences that connects to the desired qualifications in the position description. Tell a story so that the employer understands how your skills and experience fit with what they are looking for.

**Final Paragraph:** Restate your interest and communicate your enthusiasm for the position. It is optional to include more information about why you want to work for the company or organization in this paragraph as well. Be sure to provide any other necessary information to support your candidacy and include your contact information when requesting an interview. Thank the employer for their time and consideration.

Sincerely,  
(Written signature)  
Your name typed here

**General Guidelines**

- Write in a professional, confident, and polite tone, but let your personality and enthusiasm for the employer and position come through.
- Avoid negative phrases such as, “Although I never . . .” and “While I don’t . . .”
- Proofread carefully and check for grammar, spelling and typos. Do not rely on spell check alone!

If you’re interested in an organization but not a specific position, consider writing a **LETTER OF INQUIRY:**

Used to ask about vacancies, get your résumé read, and network. It is similar to a cover letter, but begins with a statement such as “I am writing to inquire about employment.”
Dear Dr. Alex Smith,

I am extremely interested in the Project Management Internship position with Empire State Development that was recently posted on hireBING. As a junior Psychology major with experience in report writing and strong customer service skills, I am confident that I would be an ideal candidate for this position.

In my current role as an Admissions Tour Guide, I not only provide prospective students with tours of campus, but also answer students’ questions, respond to parental concerns, and explain the various services and opportunities available for Binghamton University students. Working as a tour guide has honed my communication and customer service skills as I promote Binghamton University as a premier school through various outreach efforts. This April, I was selected by my supervisor to attend a college recruitment fair for high school seniors in New York City. During this event I spoke with 200+ high school seniors and various administrators about the benefits of attending Binghamton University.

Additionally, for the last three semesters I have served as treasurer of Active Minds, a student organization that focuses on eliminating the stigma associated with mental health disorders. As treasurer, I manage a $5,000 annual budget and provide the organization President with monthly expense reports. It has been imperative in this role that I follow Student Association guidelines and requirements with regard to budgeting, purchasing, and reimbursements. Due to this, I schedule a training each semester during an all members meeting to share updates and to walk members through the various required documentation for all funding disbursements. This spring I successfully oversaw the 20XX annual fundraising campaign resulting in a $2,500 donation to Mental Health America. By effectively monitoring the organization’s budget during the fall semester and allocating specific funds to host this event, I was able to provide members with a specific financial breakdown of how much money could be spent on the event to increase the number of donations.

With my experience in customer service and my proven track record in managing a budget, I feel that I would be an ideal candidate for the Project Management Internship. I would love the opportunity to further discuss my skills and qualifications and how I can be an asset to the Empire State Development team. Please feel free to contact me at 555.555.5555 or via e-mail at baxterbearcat@binghamton.edu. Thank you for your time and consideration.

Sincerely,

Baxter Bearcat
First Last  
340 Management Street | Upstate, NY 10999 | (914) 123-4567 | student@binghamton.edu  
linkedin.com/in/first-last

July 2, 20XX

Dear Hiring Committee:

I would like to express my interest in the Data Analyst position at XYZ Company. I learned of this position via hireBING and was immediately interested. As a soon to be graduate of Binghamton University’s Master of Computer Science program, I feel that I have the skills and experience necessary to be successful in this role.

As both a graduate and undergraduate student, I gained extensive experience with SQL and R and have a broad understanding of data and statistical analysis as a whole. I have completed a number of data analysis and programming projects all of which I feel have prepared me for this role. For example, this spring I completed a web analysis project where I utilized Google Analytics to track data flow and views of the website I designed in the previous semester. I used Tableau as a tool to present the patterns and other findings in a visual way. Additionally, this past year I completed projects throughout my internship with ABC Company where I utilized data mining techniques to further analyze and understand the data I worked with. I developed insights by identifying key metrics and recommended business strategies to my supervisors based on that data. After presenting this information to my supervisors I was asked to also present these results during an undergraduate internship information session as an example for future interns.

In addition to my proficiency with data analytics, I am team oriented and have developed strong communication skills through my experience as a student leader. Most recently, I served as President of the Computer Science Graduate Student Organization where I led monthly meetings for 100+ members and organized a research symposium for first year Master’s students. By delegating tasks to the elected board members and seeking volunteers from the general membership, I gained valuable leadership and teamwork skills.

I am confident my education, skills, and experience working with and analyzing data make me a competitive applicant for the Data Analyst position. Attached you will find my résumé for additional information about my background. Please feel free to contact me with any questions or for additional information. Thank you for your time and consideration.

Sincerely,
First Last
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JOB AND INTERNSHIP SEARCH

STEP 1

CREATE A PLAN

Know what you’re looking for
Knowing what types of jobs or internships you’re looking for is the first step to a successful search. Determine what is important to you which could include: location, compensation, organization size, work environment, culture, mission/vision.
- Do you have a specific career or internship goal?
- If not, consider coming to the Fleishman Center to talk with a career consultant.
- Take stock of your skills: Research the most common skills required of the field or industry of interest.

Learn about the industry’s job and internship search timeline
Most industries have unique timelines for hiring. Be mindful of these timeframes so that you can plan your search accordingly.

Meet with a career consultant to plan your search

STEP 2

CONDUCT YOUR JOB OR INTERNSHIP SEARCH

Set aside time
- Searching can quickly become a full-time job in itself. Set aside time each week to focus on your search.

Tailor your documents
- As you are searching and applying for positions you should be tailoring your résumé and cover letter based on the specific requirements of each position.
- Take note of the keywords used in a position description and consider incorporating some of these keywords into your documents.

Network
- Networking is a constant part of job or internship searching and should be ongoing throughout and after your search.

Apply
- Utilize a variety of job and internship boards to search for positions, including sources such as hireBING, LinkedIn and Vault.
- Connect with your network to identify job or internship boards specific to your field.

Determine References
Selecting References
- Select people who can speak to your skills, abilities and work ethic in relation to your professional goals.
- Consider asking professors, supervisors, and advisors or colleagues. References should not be related to you.

Reaching out to references
- Prior to searching, contact your references to ask if they would be willing to serve as a reference and let them know what types of opportunities you will be applying to.
- Contact your references again when you’re being seriously considered for a position to let them know when they can expect to be contacted.

Follow Up on Applications
- Keep a list of the positions you’ve applied to and when the application closes. Following up 1-2 weeks after an application closes can be an effective way to show your interest in the position.
**EVALUATE YOUR JOB OR INTERNSHIP SEARCH**

**Finding the Right Organization**
Before undertaking a job/internship search, consider what qualities or values are important to you in a future employer. There are steps you can take to determine if an organization is a good fit for you.

- Check the ‘careers’ or ‘human resources’ page of the organization website. Look for information about diversity and inclusion policies and programs and other aspects of the organization’s culture that may be important to you.
- Research the organization through a Google search, relevant publications, and social media to gain an outside perspective. This can help to determine an organization’s attitude toward diversity and inclusion.
- Speak to current employees. Learn how to find current employees on page 31.
- During the interview, ask questions about the organization’s culture and how they embrace diversity.

**Sample questions:**
- **Tell me about the ways your company promotes inclusion in the workplace.**
- **Are there any programs you offer to employees to develop a sense of community?**

**OTHER CONSIDERATIONS**

- **Quality vs. quantity of applications...**
  - Are you applying to too many or too few?
- **Do you need to dedicate more time to your search?**
- **At any point reach out to a career consultant.**

**Ask the employer if the organization has Employee Resource Groups (ERGs), also called affinity groups. These are groups of employees who join together in their workplace based on shared characteristics or life experiences.**
Highlight Your Experiences
Your background makes you a unique candidate and has given you a set of experiences that could be valuable to prospective employers. Think about how your experiences will support the organization’s mission and goals and the position to which you are applying.

Build a Community through Networking
There is no question that networking has a valuable role in the job search process. There are opportunities for you to learn more and be more culturally aware through diverse networking. For students with diverse backgrounds and experiences, networking has added benefits. Some of them include:

- Hearing first-hand about someone’s own career path can offer insight and guidance. How did they overcome adversity and navigate challenges along the way? What can they tell you about an organization culture?
- Validation from hearing someone’s shared experience. They have gone through what you are about to go through and can offer advice and support.

How to Handle Discrimination in the Workplace? Know Your Rights and Resources

- Check local and state laws. Do research on the organization. Familiarize yourself with human resources at your organization. Consider online resources like the Equal Employment Opportunity Commission, the Human Rights Campaign’s Corporate Equality Index and the NYS Attorney General’s Office.
- On-Campus: Connect with resources like the Division of Diversity Equity and Inclusion, the Multicultural Resource Center (MRC), Q Center, or Human Resources.

Federal law prohibits discrimination in the workplace, and this law is enforced by the Equal Employment Opportunity Commission (EEOC). The EEOC is primarily focused on discrimination based on the following:

- **AGE**: Employers cannot treat an applicant or employee less favorably because of their age.
- **DISABILITY**: Employers cannot treat a qualified individual with a disability who is an employee or applicant unfavorably because they have a disability. For more information, review the Americans with Disabilities Act.
- **EQUAL COMPENSATION**: The Equal Pay Act requires that men and women in the same workplace be given equal pay for equal work. The jobs need not be identical, but they must be substantially equal.
- **GENETIC INFORMATION**: Employers may not discriminate against applicants or employees based on genetic information, such as genetic tests, diseases, or disorders within a person’s family.
- **HARASSMENT**: Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.
- **NATIONAL ORIGIN**: Employers cannot treat applicants or employees unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background.
- **PREGNANCY**: Employers cannot treat applicants or employees unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.
- **RACE/COLOR**: Employers cannot discriminate against applicants or employees based on race, skin color, or because of physical features associated with a particular race.
- **RELIGION**: Religious discrimination involves treating an applicant or employee unfavorably because of his or her religious beliefs.
- **RETRIALITION**: Employers are prohibited from punishing job applicants or employees for asserting their rights to be free from employment discrimination including harassment.
- **SEX**: Employers cannot treat an applicant or employee unfavorably because of that person’s sex.
- **SEXUAL HARASSMENT**: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

You should also review the employment discrimination laws for your state.
What is Networking?
Networking is the process of building relationships and alliances. It includes systematically seeking out and connecting with individuals who can support your career endeavors. This can be in the form of information about career fields, referrals to other professionals, advice on a particular career path, or in finding job or internship leads.

Many career experts emphasize “Networking” as the #1 way that people find jobs and internships, therefore you should begin to tap into your networking sources long before you are looking.

EFFECTIVELY EXPANDING YOUR NETWORK
How do you effectively utilize networking contacts for career and/or job or internship advice?

- Ask individuals in your network if they know anyone who works in your field or industry of interest. Each person has their own network(s) and will generally be happy to assist you by making referrals to other contacts.
- Utilize the people search tool and alumni tool on LinkedIn. See page 31.
- Conduct informational interviews. See page 27.
30-SECOND COMMERCIAL

What is a “30-Second Commercial”? Your 30-second commercial is a brief, persuasive speech that you use to spark interest in yourself. It serves as an overview of your experience, skills, strengths, accomplishments and goals – your own personal “commercial”!

Since networking can happen anywhere, you should always be prepared to introduce yourself and be able to speak about who you are and what you want to do.

When will I use it?
- At a career fair when introducing yourself to a potential employer
- At professional networking events and conferences
- During an interview
- In a cover letter – to highlight your background and key abilities
- When cold calling employers for an internship or job

Before creating your 30-second commercial, ask yourself:
- What is your career goal? What you do or what you want to do.
- What skills, strengths, or experiences do you have that would help you realize that goal?
- What accomplishment proves you have that skill, strength, or experience?
- What are you searching for in a job or internship?
- How can you immediately benefit the organization?
- What should the listener do as a result of hearing this?

CREATING YOUR 30-SECOND COMMERCIAL

Your 30-Second Commercial should include:
- Who you are, plus a credential
- A specific objective
- How you have demonstrated your interest in the career field/position
- Why you are qualified
- A specific question about their organization/available position(s), based on your research

A commercial might look something like this:

My name is __________________ .
I am a ______________ major at Binghamton University and I am looking for ______________ .
I have experience/interest/skills in ______________ , for example ______________ .
I feel I could apply these same skills/abilities to your ______________ opportunity.
Can you tell me more about this opportunity?

Tips to Describing Your Strengths:
- Completing the FOCUS 2 assessment and reviewing the “skills, values and work interests” results
- Ask your friends what qualities they most admire about you
- Ask supervisors what they think your greatest strengths are

You will need to do some research into what employers are looking for to be able to comment on this.
Preparation
Take time to prepare for an upcoming networking event to increase your success at achieving your networking goals. Ask yourself the following questions:

Do I know who is going to be attending this event?
• Identify a few individuals you would like to network with and research them ahead of time through methods like reviewing their LinkedIn profile, so you can have content for conversation.

Are any of your current contacts also attending the networking event?
• The network you already have established may know other key players going to the event and may be able to introduce you

Do you have key talking points about yourself and a set of questions to ask other individuals that will help facilitate conversation?

During the Event
Remembering Names: To help with remembering names of new connections, immediately attempt to use their name in your conversations after the initial greeting; the repetition will help with memorization.

Body Language: Make sure your body language reflects you are genuinely interested in connecting by maintaining eye contact, avoiding closed off body posture, and using body/facial expressions.

Finishing Each Conversation
Wrap-up each new interaction by highlighting something positive about your conversation. Ask if they have a business card and/or if they have a LinkedIn profile. Aim to send a LinkedIn request within 48 hours after your meeting. (See an example on page 32.)

GOOD TOPICS FOR CONVERSATION
- Travel
- Weather
- Music
- Books
- Success Stories
- Food
- Education
- Projects

TOPICS FOR CONVERSATION TO AVOID
- Money/Salary
- Relationships
- Politics
- Religion
- Health Problems
- Family Issues
- Disaster
- War

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Making Contact

• Make an initial contact through e-mail, by phone, or with LinkedIn. Whatever your method of contact, introduce yourself and explain why you are contacting this person.
• Request a time to speak with the contact in-person or by phone (be mindful of time zone differences). Ask for between 20-30 minutes of their time. If your initial contact is by phone, ask to schedule a time to talk. Be prepared to conduct the interview immediately – you may have called at a time when they are available to talk!

Sample Initial E-mail / LinkedIn Message:

Dear _______,

I am a Binghamton University sophomore majoring in English and considering a career in marketing. I have been researching different roles within the industry, in hopes of helping me identify what experiences I should focus on applying to.

I came across your profile on LinkedIn when I was searching for alumni who also studied English and are currently marketing professionals. I noticed you work at a University, focusing in on the marketing for the career service department. I would greatly appreciate an opportunity to learn more about your role and your path. Therefore I’m wondering if you would be willing to do an informational interview in the next two weeks? I look forward from hearing from you and appreciate any help you could offer!

Sincerely,
Jordan Wisner

Preparation for the Informational Interview

• Research the industry and review your contact’s LinkedIn profile. Develop questions that help you assess your compatibility with the career/work environment and that test the accuracy of your knowledge and assumptions about the career. The focus of your questions can range from learning about the person, position, field, and the job/internship search process.

Questions Related to Information about the Interviewee

• How did you get into this kind of work?
• Please describe a typical workday.
• What do you find most rewarding about your work?
• What are the toughest problems that you encounter?
• What do you wish someone had told you about this field when you were in school?

Questions Related to Information about the Field of Work

• What can I do to best prepare myself for this work?
• What skills or talents are essential for effectiveness in this job?
• What are the major challenges facing your profession today?
• Is there a great deal of upward mobility in this field?
• How would you describe work-life balance in this type of work?

Conducting the Interview

• If you are using technology: Make sure to add their phone number or Skype account ahead of time.
• Have a quiet space reserved for your conversation and ensure that the technology you are using works.
• If you are meeting in person: Make sure you have the time, place, and directions. Just like a job interview, plan to arrive about 10 minutes ahead of the actual scheduled time.
• Dress for success in professional clothes and take notes during the interview.
• Bring your résumé or have a copy ready to email afterward in case the professional asks for it.
• Make sure you ask for the names and contact information of at least two other people before you leave.

Following-up After the Interview

• Send a thank you letter, email or a personalized LinkedIn note. See page 32 for an example.
• Ask your connection what their preferred way to stay connected is. Refer to page 31 for maintaining LinkedIn connections.
**Preparation**
- Use your hireBING account to identify employers who will be attending and research the organization
- Prioritize your list of organizations to ensure you make the most of your time
- Give yourself enough time to get your résumé reviewed and apply those edits, before printing several copies to be given at the fairs (keep résumés in a folder)
- Prepare to have a strong introduction by creating and practicing a tailored 30-second commercial. Review page 25.
- Plan to dress professionally

**During**
- Make sure to greet the recruiter first before handing over your résumé
- Be mindful of your body language throughout the fair
- Ask the employer questions you prepared in advance based on your research
  - *How would you describe your work environment?*
  - *What skills are you really looking for this candidate to have?*
  - *What is your favorite part about working for this organization?*
- There are often great opportunities with organizations with which you are not familiar - don’t just concentrate on the “big names”
- Ask for the contact information of employers that you are particularly interested in

**Follow-Up**
- Review the information materials you may have received and make notes about the important details you learned from the organizations you met with
- Evaluate the experiences with each employer and consider if they align with your career goals
- Send follow-up emails/LinkedIn connection requests

**Professional Dress**
Ask: “What image am I trying to present?”

Clothes should be:
- Tailored
- In good condition
- Wrinkle and lint free

Your culture, religion or gender identity might influence your definition of business attire. We encourage you to incorporate these elements into your wardrobe.
LinkedIn Profiles

LinkedIn is utilized by over 500 million users and supports you through all stages of your career. It acts as a source to collect and cultivate your networking connections, provides a job search engine that identifies alumni related to the employer, and allows users to create customizable professional profiles. When used properly, LinkedIn is a powerful tool for your career success.

Utilize the option to customize your LinkedIn URL and list it on your application documents. (Example: linkedin.com/in/baxter-bearcat)

Profiles with a photo receive 7x more views!

Utilize the option to customize your LinkedIn URL and list it on your application documents. (Example: linkedin.com/in/baxter-bearcat)

Profiles with a certification get 5x more views!

Experience

Binghamton University
Campus Tour Guide
Jan 20XX - Present
- Developed public speaking skills from facilitating 9 campus tours, ranging from crowds of 12-55
- Participate in setting up and coordinating Open Houses that includes creating and organizing advertisements, welcoming guests, providing tours, and answering a variety of questions pertaining to Binghamton University
- Perform office-related work tasks including filing, answering phone calls, mailing and directing students to campus services

Marketing Intern
BuroHappold Engineering
May 20XX - Aug 20XX
Greatest New York City Area
- Utilized Hootsuite to manage 1 social media account in order to continuously post marketing material in a timely and consistent manner
- Produced 3 office posters and collaborated with a team of 6 to develop graphic materials for proposal
- Collaborated with marketing interns to produce a video advertising fundraising event that was posted to company’s social media accounts for over 2,000 potential viewers

EDUCATION

Binghamton University
Bachelor of Arts - BA, English Concentration in Creative Writing | Psychology, 3.87/4.0
20XX - 20XX
Activities and Societies: Pipe Dreams, Delta Sigma Phi; Bowling Club Member; Emerging Leaders Program

State University of New York College of Agriculture and Technology at Morrisville
Bachelor of Science in Food Science, 3.8/4.0
20XX - 20XX
Activities and Societies: Resident Assistant, Assistant Advisor; Phi Theta Kappa; Technology Club

SKILLS

Public Speaking
Analytical Skills
Facebook
Accomplishments

Show more

Introduction Paragraph
Focus on creative ways to entice your viewers into clicking 'show more'.

Body
Consider your current purpose for using LinkedIn to guide you in determining how to complete this section. Different areas to consider might include: strengths, relevant experiences, work philosophy, hobbies, current goals.

Media
Add or link relevant external documents, photos, sites, videos, and presentations.
Examples: Résumé, Elevator Pitch Video, Website & E-Portfolio

Profiles with a photo receive 21x more views!

LinkedIn Profiles

LinkedIn is utilized by over 500 million users and supports you through all stages of your career. It acts as a source to collect and cultivate your networking connections, provides a job search engine that identifies alumni related to the employer, and allows users to create customizable professional profiles. When used properly, LinkedIn is a powerful tool for your career success.

Utilize the option to customize your LinkedIn URL and list it on your application documents. (Example: linkedin.com/in/baxter-bearcat)

Profiles with a photo receive 7x more views!

Utilize the option to customize your LinkedIn URL and list it on your application documents. (Example: linkedin.com/in/baxter-bearcat)

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Profiles with a photo receive 21x more views!
3 THINGS TO DO ON LINKEDIN TO BE MORE CAREER READY

Nearly 80% of employers reported that they use social media in their recruiting efforts and over 91% use LinkedIn (NACE 2017).

1 Expanding Your Network

**Alumni Tool:** View over 80,000 Binghamton University Alumni Profiles
- Step 1 – Go to the search bar and type in your University
- Step 2 – Click the option that is labeled “School”
- Step 3 – Choose “Alumni”
- Step 4 – Filter alumni by title, keyword, major, or company

**People Search Tool**
- Step 1 - Click on the search bar at the top of the page
- Step 2 - Choose the option labeled “People”
- Step 3 - Utilize the filters to help you tailor your people search

The following applies to the FREE LinkedIn membership!

Both the “Alumni Tool” and “People Search Tool” are great at identifying professionals to informational interview (Review page 27.)

2 Maintaining and Developing Connections

**Posts**
Allow your connections to interact with you by posting to the homepage. Furthermore, consider liking, commenting, and/or sharing others’ posts to create engagement.

**Notifications**
LinkedIn will indicate when your connections have a work anniversary, promotion, or job change. This is an opportunity to like or comment to support your contacts.

**Messaging**
Once connected, LinkedIn gives you the option to directly message your connections. Use this tool to check-in or to start discussions.

**Endorsements/Recommendations**
Review the skills your connections have listed and consider endorsing those that you’ve experienced firsthand, and/or writing them a recommendation to be displayed on their profile.

3 Job and Internship Search Strategies

**Job Search Tool**
LinkedIn provides several unique filters:
- **IDENTIFYING ALUMNI** currently working or who have previously worked at the organization associated with the position.
- **EASY APPLY**: Instantly submit your résumé and link to your profile to the recruiter of the position. Make sure your résumé is tailored before submitting.
- **UNDER 10 APPLICANTS**: Be one of the first to apply!
- **IN YOUR NETWORK**: Leverage your connections!

**Career Interests**
Turning on/off this option lets recruiters know if you are open to opportunities. Located in your Dashboard below your heading section.

**Posts**
Consider posting a blurb that indicates you are in your job/internship search process and are appreciative of any help your network can provide.
- Remember that any likes, comments, or shares your post receives increases exposure.
- Take your posting to the next level by marketing relevant media (pictures, videos, publications, etc.)
THANK-YOU NOTES

The thank-you note is an important part of the networking and job/internship search process that is frequently skipped. The letter should briefly thank the individual for their time, recap part of your conversation, and restate interest in the position and/or connection. It is best to send a thank-you letter within 48 hours of your interview or professional interaction.

Send a thank-you letter after:
- An interview
- A networking event
- The Job and Internship Fair
- An information session
- An informational interview
- An accepted LinkedIn connection

Sample Thank-You Note/E-mail

Dear Ms. Edmonds,

Thank you for taking the time to interview me for the Associate Engineer position on November 1st. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for Atlantic Engineering Systems were strengthened as a result of our conversation. I was pleased to learn how well my senior design project relates to current initiatives of AES. I am confident that I would make meaningful contributions to the position and the company.

I would like to reiterate my strong interest in the position and in working with you and your staff. Please contact me at 555-555-5555 if I can provide any additional information.

Again, thank you for the interview and continued consideration.

Sincerely,

Baxter Bearcat

LinkedIn Thank-You and Request for Connection

Hi Jordan, It was great to meet you at the [Organization] information session yesterday. I truly enjoyed learning more about the projects that you are working on at [Organization] and how you’ve utilized the skills you gained at Binghamton. I would love to connect with you on LinkedIn and continue our conversation.

Best,

Baxter Bearcat

Job and Internship Fair Thank-You

Dear Dr. Perry,

Thank you for taking the time to speak with me during the Job and Internship Fair at Binghamton University yesterday. I enjoyed learning about the summer internships you are recruiting for and am especially interested in the Program Outreach Internship.

I have attached an updated copy of the résumé that I provided you with during the Job and Internship Fair. I look forward to speaking with you further about a possible internship at Success Academy Charter Schools.

Sincerely,

Baxter Bearcat
LET THE GUARD PAY FOR YOUR DEGREE

WITH 100% TUITION ASSISTANCE & STUDENT LOAN REPAYMENT

We’ve got your college covered. Let us pay for 100% of your tuition up to the SUNY & CUNY rate and put cash in your pocket. Contact your local Guard Recruiter today.

$ ENLISTMENT BONUS
New, qualified applicants can receive up to $20,000.

❤ LOW-COST HEALTHCARE
Get comprehensive healthcare for your whole family.

✿ PAID SKILLS TRAINING
Over 100 career choices. We have an option for everyone.

♀ VA HOME LOAN GUARANTEE
Loans that eliminate your need to make a down payment.

CONTACT SFC WATSON: (607) 222-6453
MARLANA.S.WATSON.MIL@MAIL.MIL
NYARMY NATIONALGUARD.COM
The interview explores a candidate’s interests and qualifications beyond what is provided in a résumé, application, vitae, or cover letter. The interview is a two-way process. While the interviewer’s goal is to find the best candidate, the interview is also an opportunity for the candidate to gain insight into the position and organization to determine if it is, in fact, a good fit. Approach your interviews as a two-way conversation and you will be more successful.

**THE INTERVIEW PROCESS**

1. The interview starts the moment you walk in the door. Be confident in your greeting and make a strong first impression.

2. The middle of the interview focuses on the organization, position, and your qualifications. This is the longest part of the interview. The interviewer will most likely describe the organization and position, and ask questions.

3. Near the end of the interview, you are typically invited to ask questions you have about the organization and position. The interview isn’t over until you have left the building, so it is important to remain courteous and enthusiastic.

4. Follow up! Send a thank-you email or note within 24-48 hours of the interview. See a sample on page 32.

**PREPARING FOR THE INTERVIEW**

**Research**: Learn about the internship, scholarship, graduate program, or job for which you are interviewing, and make every effort to familiarize yourself with the field.
- Identify the skills, abilities, and attributes that are expected of candidates, which are outlined in the position description and on the organization’s website
- Research current trends and news in the field/industry
- Speak with alumni, current employees and/or past interns

**Know why you’re a strong candidate**: Interviewers expect candidates to know what they can offer. Identify your skills, abilities, and personal qualities and how you can apply them to the position. Be prepared to offer examples of when you acquired or demonstrated your skills through previous experiences.

When preparing for a specific interview, compare the job description to your résumé and note the skills, abilities, and attributes that support your candidacy.

Remember, always keep your answers in the context of the position for which you are interviewing.
ANSWERING INTERVIEW QUESTIONS

Through an interview, employers are trying to learn the following:

1. Why are you interested in the position?
2. How can you contribute to our organization?
3. How will your character/values fit into our organization?
4. What distinguishes you from other people who have the same skills as you?

COMMUNICATING YOUR MESSAGE:

It’s important to speak clearly and confidently, enunciate your words, and speak at a slower rate. Avoid “yes” and “no” responses. Provide examples. Avoid using too many filler words, such as “umm” “ah” and “like”.

5 COMMON INTERVIEW QUESTIONS

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>YOUR ANSWER SHOULD:</th>
</tr>
</thead>
</table>
| Tell me about yourself | • Outline your professional background, accomplishments, and future goals  
• Connect your skills and experience to the position |
| Why are you interested in this position? | • Describe your fit for the position, including your skills and previous experiences  
• Connect to the companies mission and values  
• Explain how the position fits into your future goals and your passions |
| What are your strengths? Weaknesses? | • For strengths: provide evidence by sharing examples from your experience of when you have used your strengths  
• For weaknesses: describe an area you would like to improve and explain how you are working toward addressing/improving this area  
*Do not highlight a weakness that is essential to the position.* |
| Where do you see yourself in 5 years? | • Describe your goals for the future and how this position fits your goals  
• Demonstrate your knowledge of the industry and your future in it |
| Why should we hire you? | • Highlight your skills and experiences in relation to the position  
• Explain the value you bring to the organization, your unique experiences and what sets you apart |

BEHAVIORAL INTERVIEW QUESTIONS

Behavioral interviewing is widely used by employers and is based on the premise that past behavior predicts future performances. Behavioral questions invite you to talk about an experience. These questions may begin with the prompts: “Describe a situation when...” or “Tell me about a time when...”. The interviewer expects you to talk about a specific situation. One strategy to use when answering behavioral question is to use the C-A-R method:

CIRCUMSTANCE | What was the situation? Provide a context. Briefly describe it.
ACTION | What were your tasks? Explain what skills were used.
RESULT | What was the result of your action? Share what you learned.

<table>
<thead>
<tr>
<th>QUESTION:</th>
<th>CIRCUMSTANCE</th>
<th>ACTION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tell me about a time you took on a leadership role</td>
<td>Led a team of 4 interns at my advertising internship</td>
<td>Served as project lead on a new advertising campaign with 4 fellow interns</td>
<td>Delegated tasks that utilized team members’ strengths</td>
</tr>
</tbody>
</table>
Behavioral Question Examples
• Tell me about a specific problem you solved for your employer or professor. How did you approach the problem?
• Tell me about a time you made a mistake. What did you learn from it?
• Give me an example of a time you managed numerous responsibilities. How did you handle that?
• Describe a time when you successfully worked on a team. Why was it successful? What was your role?

Questions for the Employer
Interviewers expect you to ask questions as part of the interview. Be prepared with questions that demonstrate your interest in the position. Research the organization and review the job description in order to prepare 3-4 questions. Your questions should be specific and try to get at information about the organization that is important to you. Questions should enable you to dig deeper into the position, organization culture, values, and the work environment.

DON’T ASK ABOUT...
• Salary/benefits
• Interviewer’s personal background (education, marital status, etc.)
• Questions that have already been answered
• Questions that you could have found through a simple search on the employer’s website

DO ASK ABOUT...
• Timeline for the hiring process
• Organization culture, values, and work environment
• Questions that expand on the responsibilities of the position
• Professional development and growth opportunities

Tips for Remote Interviews
Many employers choose to interview candidates on the phone prior to inviting them for a face-to-face interview. Remote interviews include Skype/video interviews, phone interviews, as well as pre-recorded interviews (self-paced or timed). For the most part, you would prepare as you would for any interview, following the steps above, however there are things that make these interviews unique. Here are a few tips:
• Practice! Complete a practice interview using Big Interview.
• Be ready 10 minutes before the phone/video interview appointment.
• Have a pen and paper ready to take brief notes.
• Keep your résumé/CV and the job description in view, avoid shuffling papers.
• Conduct the interview in a space free from distractions.
• Enunciate and speak slowly, clearly, and directly into the phone/microphone.
• Smile so your friendliness can be heard and seen.
• Address the interviewer(s) by name. Know who asked the question and address that person.
• Sit at a desk or table or consider standing.
• Respond as you would in person. If something sounds interesting to you, say it!
• Don’t be afraid to ask for a question to be repeated.

A Note about Skype/Video Interviews
• Do a test run of a Skype/video call with a friend the day before to make sure audio and video are working and appropriate.
• Try your best to make the background professional and not distracting.
• Dress in appropriate professional attire.
• Have the interviewer’s contact information (phone number) ready just in case the audio drops, screen freezes, or other technical hiccups occur. Stay calm and act professional and quickly if this happens.

Lawful Employment Interviewing
Various federal, state, and local laws regulate the questions a potential employer can ask a job candidate (See Page 23 for more information). If asked an illegal question, there are three things you can do.

1. Answer the question, but keep in mind that you may hurt your candidacy in some way.
2. Refuse to answer the question, which is well within your rights.
3. You can examine the question for its intent and answer it in a way that applies to the position.
   For example, if you are asked “Do you have children?” you can respond by saying, “I can meet the travel and work hour requirements of the position.”

If you’re not sure how to respond, consider asking a follow-up question to clarify the question and gauge their intent before you respond.
NEGOTIATING AN OFFER

Many employers expect that you will negotiate your salary or other aspects of your employment package upon receiving your job offer. Negotiating your offer is important because:

- This is a chance for you to advocate for yourself to ensure that you are not leaving money or benefits on the table, both now and in the future.
- Negotiating a salary shows the employer that you know your value
- Your current salary will follow you to the next job

The conversation can be difficult and uncomfortable, and certain groups, including women and women of color, are less likely to ask for a salary increase. Here are some steps to guide you through this process.

1. **RESPONDING TO THE OFFER**

   After receiving a job offer it is typical to thank the employer and to ask for time to evaluate the offer. Ask the employer for written confirmation that outlines the details of the employment package and includes a decision deadline.

2. **EVALUATING A JOB OFFER**

   It is important to evaluate a job offer based on a variety of factors and to determine which are most important to you and which you may want to negotiate. An employment package could include:
   - salary
   - benefits
   - culture
   - advancement opportunities
   - location (lifestyle/commute/cost of living)
   - overall fit
   - nature of the work

   **When researching salary information considering using:** O*Net, NerdWallet, Salary.com or NACE Salary Calculator

3. **INITIATING NEGOTIATIONS**

   After evaluating an offer you may decide to negotiate aspects of the offer. Make a list of the items you wish to negotiate and research trends related to the field/item you are negotiating.

   Initiating a negotiation should happen via phone or in person.

   **Conversation Starters:**

   “Thank you for the offer. I am very interested in this position and in _____ organization. I would like to know if the salary is negotiable.”

   “Thank you for the offer. Based on my research it seems that the salary range is closer to $___-$___ for someone with my degree and experience. Is the salary for this position negotiable?”

   “I understand that the salary is nonnegotiable, however I would like to discuss the other benefits included with this positions such as...”
When negotiating with an employer there will come a point when the negotiation ends. The next step is to re-evaluate the updated offer and then to make a decision if you will accept or reject the offer.

Negotiations conclude when you accept or reject an offer.

**Accepting the Offer**
- To accept an offer, it is most common to call the employer.
- Thank the employer for the offer
- Indicate that you will accept the offer – if you’ve negotiated, reiterate the negotiated benefits
- Ask about next steps
- Follow up via e-mail
- Withdraw from other ongoing searches

**Rejecting the Offer**
- Turning down an offer can feel uncomfortable but it’s important to do if the job isn’t the right fit.
- It is most common to call an employer to reject a job offer.
- Thank the employer for the offer
- Clearly indicate that you will not be accepting the offer
- Be prepared to respond to questions (Why? Did you accept another offer? Etc.)
- Follow up the phone conversation with a formal email.

If you have competing offers, or have received an offer while you’re waiting to hear from another, or have accepted an offer but have ongoing interviews, please speak to a career consultant about managing negotiation, accepting, and declining offers.
We’re Hiring Binghamton Grads

Engineering Positions

- Computer Engineering
- Software Engineering
- Computer Science
- Electrical Engineering

- 10% employer contribution for retirement
- 4+ weeks PTO and 9 holidays
- 100% tuition support

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srcinc.com/careers

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At Chemung Canal Trust Company, we are committed to attracting individuals who place a high value on customer service and building client relationships.

CAREER AREAS
- Administrative/Clerical
- Branch Banking
- Compliance/Risk
- Credit/Lending
- Finance/Accounting
- Human Resources
- Marketing
- Operations
- Technology
- Wealth Management

BENEFITS
We are an equal opportunity organization. We offer a competitive benefits package, including but not limited to: health and dental insurance, 401k, paid time off, and more!

LEARN MORE!
Visit our website: @chemungcanal.com
Contact: Human Resources - HR@chemungcanal.com
A Curriculum Vitae (CV) is an overview of your educational and scholarly background and accomplishments as they relate to your academic career goals. In academia, the CV is the foundation of applications for employment, funding, honors/awards, and/or fellowships. PhDs, MFAs, and Masters degree holders pursuing teaching or research positions in university or college settings submit a CV.

### A CV is different than a résumé.

<table>
<thead>
<tr>
<th><strong>PURPOSE</strong></th>
<th><strong>RÉSUMÉ</strong></th>
<th><strong>CURRICULUM VITAE (CV)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Outlines your personal, educational, and world related experiences in relation to a position</td>
<td>Comprehensive summary of your educational and professional experiences, including publications, presentations, professional activities, honors, and additional information</td>
</tr>
<tr>
<td><strong>POSITION TYPE</strong></td>
<td>Business, non-profit, technical fields, other non-academic positions</td>
<td>Faculty, research, clinical, scientific positions, graduate school applications, or when requested</td>
</tr>
<tr>
<td><strong>LENGTH</strong></td>
<td>One or two page document</td>
<td>Two or more pages in length, depending on your qualifications and level of experience</td>
</tr>
<tr>
<td><strong>FOCUS</strong></td>
<td>Strengths and qualifications for a specific position</td>
<td>Comprehensive biographical statement</td>
</tr>
</tbody>
</table>

### UNDERGRADUATE CV

At the undergraduate level, the CV is typically more of a hybrid of a résumé and a CV, as you likely will not have content for many of the suggested CV categories. Work with what you have and don’t worry about page length. Wondering which document you should use? Go with a résumé for industry jobs/internships, or a CV for research and many graduate school applications.

### KEYS TO A WELL-CONSTRUCTED CV

- **Organized**
  Organize your sections according to categories that are relevant to your specific qualifications.

- **Clear**
  Use concise and unambiguous language.

- **Consistent**
  Use consistent spacing and margins, and appropriate font (use 10-12 pt); include name and page number on a multi-page document.

- **Accurate**
  Everything on your CV should be accurately presented.
  Don’t rely on spell-check; ask others to review it before finalizing.

- **Tailored**
  There are general standards for an academic CV but no prescribed format, and there are different conventions for every discipline.
  Consult with members of your department about unique or particularly important features for your field.
CV SECTIONS

A CV can include many different sections depending on your experience, publications, etc. Use the sections that suit your field and experience.

Contact Information
• Name, address, phone number, email, web address (if you have one). Include both personal and department addresses and phone numbers.
• **Do not include** personal information such as age, gender, marital status, race, ethnic background, or religion.

Education
• Begin with your degree in progress and list all institutions, city and state, degrees and completion dates (month/year) in reverse chronological order. Include dissertation title and committee chair.

Research
• May include dissertation and possibly undergraduate or internship research or independent study.
• Include your position title, department, university, city and state, dates (month/year – month/year).
• Describe the project, your role, and any particular outcomes, accomplishments or skills developed.

Teaching
• Include all full-time, part-time, adjunct, or teaching assistant positions in reverse chronological order.
• List title, dates, institution, city and state.
• Include relevant information about course title (not number), level, number of students, and your responsibilities (lectured, created syllabus, held office hours, graded exams, etc.).
• Highlight courses introduced or innovative teaching methods.

Publications
• Journal articles, books, chapters, magazine articles, papers presented, workshops, work currently under submission and work in progress. Poems, recitals and exhibits may also be included.

Presentations
• List all talks you have **given** including the names/dates and locations where presented.

Professional Experience or Related/Relevant Experience
• Full-time or part-time professional work, including graduate and research assistantships, related to your field of study.
• Any experiences related to teaching, research, administration (i.e. conference organizing, tutoring, volunteer work, committee work).

Honors/Awards
• Include all relevant academic awards/recognition and dates received in reverse chronological order.
• Only include relevant or exceptional undergraduate honors.

Grants & Fellowships
• List research related grants, as well as dissertation supported grants, fellowships, awards and patents.

Certification(s)
• List all areas of certification relevant to the position, including type and year.

Professional Affiliations/Service
• Names of organizations, dates, and any positions held.

References
• List full name, title, institutional address, telephone number and email.

POSSIBLE CV SECTIONS

- Education
- Grants Received
- Professional Service
- Research Experience
- Publications
- Presentations
- Teaching Experience
- Internships
- Professional Experience
- Fellowships
- Certifications/Licensures
- Research Interests
- Honors and Awards
- Programs and Workshops
- Teaching Interests
- Professional Affiliations
- Creative Works
- Languages
- Foreign Study/Service
- Committees
- Works in Progress
- Service
- Skills
- References
- Professional Training
First Last
111 W. Main Street, Binghamton, NY 13902
(607) 777-7777 – student@binghamton.edu

EDUCATION

PhD in English  Expected May 20XX
Binghamton University, State University of New York
Dissertation: Southern Writers and the American Revolution
Committee: Dr. Andrea Stone, Dr. Martin Jackson, Dr. Cynthia Holt, Dr. Jay Jones (Chair)

MA in English
Binghamton University, State University of New York  May 20XX

BA in Mass Communications and Theatre
University of Scranton, Scranton, PA  May 20XX

TEACHING EXPERIENCE

Composition Instructor  August 20XX – Present
Research & Writing Program, Binghamton University
- Facilitate seven sections of English composition for first-year, undergraduate students.
- Plan and teach a writing-intensive course with topics based on current events.
- Use instructional technology to enhance pedagogical technique.
- Teach in part with an innovative, interdisciplinary team-teaching program design.

Literature Instructor  August 20XX – May 20XX
English Department, Binghamton University
- Instructed two sections of literature, including Irish Authors of the Twentieth Century and Introduction to American Poetry
- Integrated multimedia and humanities approaches to teaching literature using film and instructions technology.

RESEARCH EXPERIENCE

Doctoral Research Assistant  August 20XX – Present
English Department, Binghamton University
- Conducted primary source research at numerous archives, examining publication history through multiple sources.
- Examined the writings of Arthur Millers, Eugene O’Neill, and Edward Albee, exploring their publication records, construction of literary identity, and personal narratives.

Research Assistant  January 20XX – May 20XX
English Department, Binghamton University
- Assisted Dr. Andrea Stone with resource, primarily conducting primary and secondary source research.

PUBLICATIONS


PRESENTATIONS

“Writing Under Pressure: Creating Writing and the Graduate Student Experience,” 20XX Annual Literary Scholars Research Symposium, Binghamton, NY, April 20XX.

HONORS AND AWARDS

Dissertation Award, American Literature Association  April 20XX
Harpur College Dissertation Award, Binghamton University  March 20XX
Summer Research Grant, American Writers Conference  May 20XX – August 20XX

PROFESSIONAL EXPERIENCE

Managing Editor  May 20XX – July 20XX
New England Journal of Literature, Newport, RI
- Processed approximately 20 manuscripts submitted for publication each quarter.
- Oversaw productions and publication process for quarterly publication.
- Maintained editorial correspondence with prospective contributors.
- Conducted business transactions including publicity, subscription services, and journal advertising.

UNIVERSITY SERVICE

President  May 20XX – May 20XX
Graduate Student Organization, Binghamton University
- Serve as president of student senate comprised of graduate student organizations across academic departments and schools.

PROFESSIONAL MEMBERSHIPS

Modern Language Association (MLA)
American Literature Association (ALA)

REFERENCES

Dr. Jay Jones, Assoc. Professor of English  Binghamton University
(607) 777-XXXX, jemail@binghamton.edu

Dr. Cynthia Holt, Assoc. Professor of English  Binghamton University
(607) 777-XXXX, cemail@binghamton.edu

Dr. Andrea Stone, Assoc. Professor of History  Binghamton University
(607) 777-XXXX, aemail@binghamton.edu
First Last  
1234 Vestal Parkway East  
Binghamton, New York 13905  
pharma@binghamton.edu  
(123) 555-1212

EDUCATION

Binghamton University, State University of New York  
School of Pharmacy and Pharmaceutical Sciences  
Pharm.D. Candidate 20XX

Binghamton University, State University of New York  
Harpur College of Arts and Sciences  
Bachelor of Science in Biological Sciences  
3.75/4.00 GPA

CERTIFICATIONS

Cardiopulmonary Resuscitation/ BLS  
20XX-Present

HIPPA Certified Binghamton University  
20XX-Present

APhA Pharmacy-Based Immunization Delivery  
20XX-Present

RESEARCH EXPERIENCE

National Research Institute of Infectious Disease  
Research Assistant  
Advisor: Ewan Hassock, M.D., Ph.D  
• Researched means of inhibiting several biological toxins, maintained cell cultures, performed cell assays

Binghamton University School of Pharmacy  
Research Assistant  
Preceptor: Adrian Medley, Pharm.D.,Ph.D  
• Studied the permeability of the blood-brain barrier to chemotherapeutic agents in bovine brain model

REU Program in Pharmaceutics Laboratory  
Auburn University, Al  
• Designed a lung-relevant Pseudomonas aeruginosa bacteria biofilm in vitro model, optimizing formulation and processing parameters for co-delivery dry powder aerosols.

CLERKSHIP EXPERIENCE

Veterans’ Affairs Outpatient Clinic  
Ambulatory Care  
Binghamton, New York  
Preceptor: Aurora Long, Pharm.D., BCPS

New Health Hospital  
Oncology/Hematology  
Endicott, NY  
Preceptor: Abigail Medley, Pharm.D., BCOP

New Health Cardiac Rehabilitation Hospital  
Cardiology  
Endicott, New York  
Preceptor: William Winkle, Pharm.D., Ph.D.

New Health Hospital-West and Satellite Clinics  
Internal Medicine  
Endicott, New York  
Preceptor: John Sample, Pharm.D, BCPS

Veteran’s Affairs Hospital  
Hospital Pharmacy Practice  
Binghamton, New York  
Preceptor: Marcus Dayton, R.Ph, M.Ph.

First Last  
Curriculum Vitae  
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PUBLICATIONS


PRESENTATIONS

“Implementing a pharmacist-managed dyslipidemia clinic” September 20XX
Pharmacy Grand Rounds
Veteran’s Affairs Outpatient Clinic
Binghamton, New York

“Novel chemotherapeutic agent permeability of the blood-brain barrier in a bovine brain model” August 20XX
Student Research Forum
Binghamton University
Binghamton, New York

“Medications for the Treatment and Prevention of Stroke” July 20XX
Southern Tier Chapter, American Heart Association
Binghamton, New York

AWARDS/HONORS

- Rho Chi Honor Society 20XX-Present
- Runner-Up Binghamton University Patient Counseling Competition 20XX
- Student Research Forum: Best Presentation by a Pharmacy Student 20XX
- Dean’s List with Distinction 20XX-Present

PROFESSIONAL ORGANIZATIONS

- American College of Clinical Pharmacy (ACCP)
- American Society of Health Systems Pharmacists (ASHP)
- American Pharmacists Association (APhA)
- ASP: Binghamton University Chapter
- Pharmacists Society of the State of New York (PSSNY)

PROFESSIONAL MEETINGS ATTENDED

- American College of Clinical Pharmacy Annual Meeting 20XX
- ASHP Mid-Year Clinical Meeting 20XX
- APhA National Convention 20XX
- PSSNY Annual Meeting 20XX-20XX

PROFESSIONAL LEADERSHIP & ENGAGEMENT

- PSSNY Student Ambassador 20XX-Present
- Graduate Student Organization member 20XX-Present
- ASP: Binghamton University Chapter President, 20XX-20XX
- Chair- Minority Veterans’ Health Screening Fair 20XX
- ASP: Binghamton University Chapter Programs Committee Chair 20XX-20XX
- Student Association - Binghamton University 20XX-20XX

COMMUNITY SERVICE

- White Lakes Mall Brown Bag Medication Review 20XX
- Binghamton Food Drive Committee 20XX
- Big Brothers-Big Sisters Volunteer 20XX-Present

Describe Your Experiences: Describe your research, teaching, and professional experiences using action-oriented, bullet point statements to describe accomplishments and the results of your work. For more help writing bullet points, see pages 4 and 8.

Seek Feedback: Obtain input from your dissertation chair and/or committee members. They often sit on hiring committees and can provide valuable feedback on an effective CV for your field. Fleishman Center staff will also provide feedback to you during Fleishman Center walk-in hours.

Keep Your CV Current: Create new categories, add accomplishments and re-organize as appropriate.
Use hireBING powered by Handshake to apply to internships and jobs, participate in Fleishman Center events, and access premium career resources.

Login at binghamton.edu/hirebing

**RESOURCES**

**FIND THE BEST RESOURCES BASED ON YOUR NEEDS**

- **Exploring Possible Careers/Interests**
- **Job/Internship Search**
- **International Students/International Searches**
- **Job/Internship Application**
- **Interview Preparation**
- **Graduate, Ph.D. Students and Postdoctoral Scholars**

**RESOURCE BEST FOR:** EASILY ACCESS THESE RESOURCES THROUGH YOUR HIREBING ACCOUNT

- **Candid Career:** Videos and informational interviews about careers in a variety of fields and industries
- **Vault:** Company profiles, industry and profession overviews, career advice and internship search
- **Self-Assessment Tests:** The Fleishman Center offers various career assessment options to assist you with your career planning and exploring career options based on your interests.
- **BingCareerDestinations.com:** Salary and career data for Binghamton University graduates by major
- **hireBING:** Binghamton University’s job and internship database
- **GoinGlobal:** Country-specific employment guides, H1-B database, job and internship listings
- **My World Abroad:** Gain international experience, international job and internship resources and postings
- **VMock:** Online résumé/CV review platform that offers feedback 24/7
- **Big Interview:** Record yourself answering interview questions and replay videos to gauge responses
- **Mock Interviews:** Practice interviewing with Fleishman Center staff
- **Fleishman Center Library:** Browse online for books available for rent in the Fleishman Center’s career library (UU-133)
- **Appointments and Walk-ins:** Check our online calendar for availability
- **MyIDP:** Planning resource for graduate students in the sciences that helps you develop an individual development plan (IDP)
- **Imagine PHD:** Career exploration and planning tool for Ph.D. students and postdoctoral scholars in humanities and social sciences

In addition to these premium resources, the Fleishman Center has sourced an online library with hundreds of recommended tools, guides, websites and more. Filter through our Career Tools online library to find resources based on:

- **Category** (Internships, volunteering, exploring careers, considering further education, gap year, etc.)
- **Topic** (Application essays, cover letters, résumés, CV’s, salary information, networking, negotiating offers, etc.)
- **Industry** (Art and communication, business, education, healthcare, sciences, engineering, IT, etc.)
- **Affinity Groups** (International students, LGBTQ, Students with disabilities, etc.)
It begins with a promise to make life better for individuals, communities, and our world.

Visit Eli Lilly at the Career Fair to learn more about opportunities in Sales

JOB OPPORTUNITIES AT UMH!

United Methodist Homes is a nonprofit organization, founded in 1958, that operates two multi-level senior living communities in the Greater Binghamton region of New York, a continuing care retirement community in the Scranton/Wilkes-Barre region of Pennsylvania, and a personal care campus in Tunkhannock, PA. UMH serves more than 1,100 residents at its four sites and has more than 1,000 employees.

Current Openings: Dietary Aides, CNA’s, Housekeepers, Activities Aides and MORE!

What we offer: Great Benefits, Flexible Scheduling, LPN & RN Tuition Forgiveness, Excellent Compensation, Opportunities for Growth and MORE!

Locations: Elizabeth Church Campus Binghamton, NY
Hilltop Campus Johnson City, NY
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