



Table of Contents

Developing Your Résumé	2
Sample Action Verbs.....	3
Sample Résumés.....	4
Reference Page Example.....	9
Résumé Tips for Transitioning from Military to Civilian Careers.....	10
Military to Civilian Résumé Sample.....	12
Writing a Cover Letter.....	13
Sample Cover Letters.....	14
Interview Preparations/Tips.....	16
Sample Interview Questions.....	19
Thank You Email.....	20
Professional Networking Sites.....	21

Résumé Preparation

Here are a few guidelines to get you started. For more details see your campus office for résumé writing workshops, or make an appointment with Career Services.

What is a résumé?

A résumé is a marketing tool, an advertisement for you and what you can offer a company. Make sure that your résumé represents you and links your skills, interests and abilities to the job for which you are applying.

Purpose

Are you looking for a job or an internship? Are you interested in one specific area or do you want to be more general? Is there a specific job that you are applying for?

Market

Be sure to highlight all of your skills, abilities and education that you feel will market you best. Employers are frequently looking for transferrable skills because they can be applied to any job no matter where you learned them. Please see the sample résumés for ideas.

Language

Check, double check and triple check your résumé for any spelling, punctuation or grammatical errors. Also make sure that you use the proper tenses to correlate with time periods.

Organization

While the sample résumés will give you some ideas as to how to arrange a résumé, feel free to organize it however you feel represents you best. Keep in mind that you should keep the most important information on the top half of the page to draw the reader in.

Length

25 Oak Street Oakdale, NY 11769 (631) 555-5555 smitj99@mail.sunysuffolk.edu

Hardworking, enthusiastic student with excellent communication skills seeking an internship in the information technology field.

Programming: Java, Python, C++

Operating Systems: Windows 7 / 8 / 10, Windows Server 2019, Linux, MAC OS

, Selden, NY

A.A.S. in Information Technology: Network Design & Administration May 2023

, Coram, NY

Manager/Digital Projectionist

May 2022 – Present

Supervise employees and ensure day-to-day operations run smoothly

Handle programming and maintain digital projector o p

Résumé Sample

51 Main Street
Holbrook, NY 11741
631-555-6555

jonem22@mail.sunysuffolk.edu
www.linkedin.com/in/maryjones

MICHAEL MILLER

89 Green Avenue
Medford, NY 11763
(631) 666-9999
millerm@yahoo.com

OBJECTIVE

Highly organized, creative, resourceful student with a strong work ethic and the ability to adapt to changing priorities seeks an internship in the field of criminal justice.

EDUCATION

Suffolk County Community College, Selden, NY
Associate of Science in Criminal Justice

May 2023

SKILLS

- Ability to interact with all levels of management
- Thrives in a challenging environment
- Ability to work both as a team member and independently
- Excellent oral and written communication skills
- Oral and written knowledge of advanced Italian

EMPLOYMENT HISTORY

Italian Pizza Kitchen, Lake Grove, NY

Take Out Server/Busser

July 2019 – Present

- Maintain order and cleanliness
- Provide outstanding customer service
- Demonstrate outstanding interpersonal skills

KATE THOMAS

20 Tree Road
Ridge, NY 11961
631-444-5444
katethomas@gmail.com

REFERENCES

Ms. Juliette Smith

Store Manager

ShopRite

95 Sunrise Highway

Patchogue, NY 11772

(631) 555-5555

jsmith.shoprite@yahoo.com

Mr. Joe Brown

Shift Manager

Starbucks

1710 Route 112

Coram, NY 11727

(631) 111-1111

jbrown.starbucks@yahoo.com

Dr. Karen Clark

Professor, Business and Accounting Department

Suffolk County Community College

533 College Road

Selden, NY 11784

(631) 222-2222

kclar@sunysuffolk.edu

Résumé Writing Tips for Veterans

Translating your military experience

1. Consider **core competencies** and understand how your experience relates to them.

Leadership	Adaptability
People management	Analytical skills
Project/Program management	Problem solving
Teamwork	Strategic decision making
Innovation	Risk management
Communication	

2. Consider these questions when describing your work/project experience.
 - a. What was the business value added?
 - b. What was the purpose of the project?
 - c. Did you do analysis, design or planning of the project?
 - d.** What tools or software did you use?
 - e. Did the project increase user productivity? By how much?
 - f. Was it re-engineered or new?
 - g. What development methodologies were used?
 - h. How many users did it support? What team size was impacted?

3. Tailor your résumé to each job.
 - x Think about how is your experience relevant to the position
Most relevant experience may come from somewhere other than primary job- collateral billet, volunteer work or something in your spare time outside military

- 4.

MILES ADAMS

22 Washington Avenue • Ronkonkoma, NY 11779

Home: 310-555-6798 • Cell: 310-555-1234 • adamsm@yahoo.com

PROFILE

Accomplished in developing effective processes and directing complex logistics functions for multi-million-dollar projects.

Excel at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, materials and resources.

Cover Letter Sample

202 River Road
Shirley, NY 11967
(631) 444-9999
campb42@mail.sunysuffolk.edu

July 5, 2022

Mr. Ronald Humphrey
Vice President of Authorization Systems
First Data
4531 Veterans Memorial Highway
Ronkonkoma, NY 11779

Dear Mr. Humphrey:

Enclosed please find my résumé in application for the technology internship at First Data, as seen posted on www.indeed.com.

Joe Carter
21 Carson Street
Selden, NY 11784
(631) 111-1111
Cartj16@mail.sunysuffolk.edu

June 13, 2022

Ms. Mary Boss, MBA
International Corporate Tax Senior Manager
Ernst & Young
123 Smith Road
Port Jefferson, NY 11777

Dear Ms. Boss:

Enclosed please find my résumé in application for the Tax Intern position advertised on Suffolk's College Central Network website. I am very interested in working at Ernst & Young because of your reputation of efficient service and commitment to entrepreneurs in both emerging and developed economies around the world.

Currently, I am enrolled at Suffolk County Community College pursuing an associate's degree in accounting, and also have two years of prior bookkeeping experience. My participation in the Business and Accounting Club and volunteer work with Big Brothers/Big Sisters has given me the opportunity to strengthen my leadership skills and improve my organizational skills.

The opportunity to be involved with a company who has been recognized by FORTUNE Magazine as one of the "100 Best Companies to Work For" excites me. Possessing a global mindset, I would love to be part of an organization who values include integrity, respect and teamwork. The internship program at Ernst & Young really prepares students and provides practical knowledge to gain hands-on experience. With a strong interest in the field, I look forward to being exposed to and receive training in your core practices of Assurance, Advisory, Tax and Transaction Advisory Services.

Eager to apply my energy, enthusiasm, and experience to a new career in accounting, I hope you will consider me to be a qualified applicant for your diverse culture. I welcome the opportunity to meet with you to further discuss employment opportunities. I will follow up with your office next week. Thank you for your time and consideration.

Sincerely,

Joe Carter

Joe Carter

Dress Professionally

Be on Time

Arrive at least 5 minutes early. Never arrive late for an interview.

Ask Questions

A list of sample questions follows. You are entitled to and should ask questions regarding the facility and the position, to demonstrate your interest and learn more.

Follow-Up/Write a Thank You Note

After your interview, make sure you ask for a business card from the person(s) who interviewed you and write a thank you note to each one. This can be beneficial in helping to develop a network with prospective employers in your field. (See sample thank you note on page 20)

REMEMBER:

- Learn about the company and prepare several questions prior to your interview
- Have your schedule of availability with you
- Bring an extra copy of your résumé and a separate list of references
- Dress professionally
- Turn off your cell phone or leave it in the car
- Be early for the interview
- Show enthusiasm
- Maintain eye contact with the interviewer
- Be conscious of non-verbal behavior
- After the interview, be sure to send a thank you email

SAMPLE INTERVIEW QUESTIONS THAT MAY BE ASKED

Tell me about yourself.

What are your long-term career goals?

What do you see yourself doing five years from now?

Tell me about a time when your course load was heavy. How did you complete all your work?

What three adjectives would you use to describe yourself?

In what ways do you think you can contribute to our company?

Why did you select your college or university?

What led you to choose your field of major study?

Why did you decide to seek a position with this company?

What have you learned from your mistakes?

What is your major strength/weakness?

Describe an experience in which you worked as part of a team

Give an example of a problem you encountered at school or at work, and explain how you solved it.

Why should we hire you?

BE PREPARED TO ANSWER: *DO YOU HAVE ANY QUESTIONS FOR ME?*

SAMPLE QUESTIONS YOU CAN ASK THE INTERVIEWER

What duties and responsibilities does this position involve?

What kind of on-the job training is allocated for this position?

Who would be my direct supervisor?

What experience is best suited for this position?

What are some of the problems that I might expect to encounter on this job?

What would a normal working day be like?

Is it possible to move between departments?

Have any new product lines/services/curricula been announced recently?

Are there opportunities for advancement within the organization?

Is there enough time to take me on a tour of the facilities?

How did you get involved in this field?

What is your timeline for filling this vacancy?

THE THANK YOU EMAIL

Within 48 hours of any interview, you should send a thank you email. It is an opportunity to make yourself stand out and reiterate your interest in the company. If you are uncertain of the name and position of the person you are interviewing, ask for a business card as you leave the interview. This also helps you make sure you have the correct name on the thank you email.

THANK YOU EMAIL SAMPLE

To: Employer's email address

From: Your professional email address

Subject: Thank you

Dear Mr./Ms. Last Name:

I enjoyed speaking with you today regarding the Technology internship at First Data. The position seems to be an excellent match for my skills and interests.

The innovative approach to transaction processing that you described confirmed my desire to work with you. In addition to my enthusiasm, I will bring to the position a strong work ethic, initiative, and the ability to cooperatively work with other team members within the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

Your Name

Professional Networking Sites

Networking is one of the most important components of job searching today. Most people know that the best way to find a job is through networking. You can go to networking meetings, tap into your own personal network, or ask friends who they know. Similarly, there are many ways to use social media in order to network, and eventually find a job. Below are some top social and professional networking sites to enhance your career and boost your job search.

LinkedIn –