

GUIDE TO RESUME WRITING



The Sage Colleges Office of Career Planning Troy Campus Guide

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<http://www.sage.edu/career>

Hours: 8:30am-5:00pm, Monday through Friday

Walk-in hours: 12:00pm-4:00pm, Wednesdays



Sage Office of
Career Planning



Sage Office of
Career Planning

What should be on your resume?

When creating or updating your resume, there are a few key pieces and sections that need to be on your resume.

Give insight into relevant skills and experiences that you possess and/or have participated in through targeted headings and bulleted action statements. Based around the National Association of Colleges and Employers (NACE) Career Readiness Competencies, the Office of Career Planning recommends that all students work to develop and gain experience in the following nine competency areas:

- | | | |
|------------------------------|--|--------------------------|
| <i>-Self Awareness</i> | <i>-Communication</i> | <i>-Teamwork</i> |
| <i>-Leadership</i> | <i>-Global Perspective</i> | <i>-Problem Solving</i> |
| <i>-Interpersonal Skills</i> | <i>-Professionalism and Networking</i> | <i>-Digital Identity</i> |

When brainstorming your experiences and skills that you will list on your resume, keep these nine competencies in mind. You will be listing your major responsibilities and accomplishments in the action statements, so you may be able to incorporate many of these competencies into these action statements. Employers want you to demonstrate that you understand what they are looking for in a candidate by connecting the dots between the job description and your experiences and skillset.

What experiences and skills to list

During your time here at Sage, it is important for you to explore! Here are some different types of experiences that you can include on your resume:

- | | |
|--|--------------------------|
| - Jobs (work study positions count too!) | - Relevant Coursework |
| - Internships | - Job shadow experiences |
| - Community service/volunteering | - Athletics |
| - Clubs and organizations | - Conferences |
| - Research | - Leadership programs |

Section Information-Details Matter!

When listing important information on your resume, you should pay attention to what you are listing. Whatever is on your resume must be important and add to who you are as a candidate as it relates to your skills and experiences. Be sure to note that you do not have to have all of these sections and list only what you have done. For example, if you are not a college athlete, you will not need a “Collegiate Athletics” or “Athletics” section.

Here are recommended sections and how to format them and what information should be included:

College: When you list your college, you want to include the name of the college and the city and state in which it is located. Pay attention to the name of the college that you list- Russell Sage College, Sage College of Albany, Sage Graduate School, or The Sage Colleges. It is also acceptable for you to list two colleges (for example: Sage College of Albany, The Sage Colleges).

Degree: For those students that are undergraduate students, you can earn either a Bachelor of Arts, Bachelor of Science, Bachelor of Professional Studies, or a Bachelor of Business Administration.

Graduate students can get a Master of Science, Master of Business Administration, Master of Science in Education, Master of Arts, Doctor of Education, Doctor of Nursing Practice, Doctor of Physical Therapy, or an Advanced Certificate.

In order to see which one yours is, you can visit the <https://www.sage.edu/academics/programs-degrees>.

Section Information-Details Matter!

Major/Minor/Concentration/Pathway: List your major after your degree (see our sample resumes for examples of each of these). Your minor can go after that, or on one of the lines below your degree and major. If you are in a pathway or accelerated program (BA/BS and MS, Occupational Therapy 3+2, Accelerated MBA, etc.), you can also list that under the degree name and college.

Ex. **Bachelor of Science in Health Sciences**, May 2019
Russell Sage College, The Sage Colleges, Troy, New York
Accelerated Pathway Program into Master of Science in Occupational Therapy

Date of Graduation: You must list the month and year of your graduation. If you are in the process of working towards your degree, you have the option of stating what your expected date of graduation is

Ex. May 2020 or Expected May 2020

Grade Point Average (GPA): You can list cumulative GPA if it is a 3.0 or above for most majors, whereas it is generally recommended for a Business, Science, or Healthcare related major only list their GPA if it is 3.5 and above.

Honors & Awards: Academic honors such as Dean’s List, scholarships, selection for an academic honorary or other special types of recognition can be listed in a separate category (generally with the name “Honors and Awards” or combined with the Education Section). Make sure you do not list every award or honor you have ever received; select only those that are most important and relevant to what you are applying for, or those that would be nationally recognized (ex. Girl Scouts Gold Award, National Honor Society for your major, etc.)

Study Abroad Experience: You should include your study abroad experience under education as it’s own experience. Following a similar format as your degree, you will list “Study Abroad Semester, University Name, City, Country, Date (Semester and Year). You have the option to list in a bullet point what you studied while at that semester abroad by listing major courses or the overall focus of your program.

Relevant Coursework: If you are applying for a position in which you have taken relevant courses that make you qualified for the position, this section is recommended. Do not list introduction level courses here.

Collegiate Athletics: If you are a member of a Sage athletic team, this is a great item to add to your resume. Think of your position on the team as being a “Member” and/or “Captain” when listing this experience on your resume.

Ex. **Member**, *Sage Women’s Soccer Team*, Albany, NY, August 2016-Present

Campus Involvement: Being involved on campus is a great way to get relevant leadership experience and be part of a team/group. Give insight into what you do in the club, what your position is, and any information that is relevant to the position that you are applying to.

Skills: The skills section can look different depending on what types of skills you have. These skills can be computer skills, language skills, etc. This section can be broken down many different ways, so please browse the sample resumes to see different formats. One example of a proper format is below.

Ex. **Skills**

Language: Fluent in written and oral French, beginner knowledge of American Sign Language
Computer: Proficient in Microsoft Office Suite, SPSS, iMovie

Section Information-Details Matter!

Other: There may be other sections that you wish to add to your resume such as “Professional Development”, “Publications”, “Leadership Experience”, etc. Please consult a member of the Career Planning Office for more information about this.

References: Your references should be on a different page. Please see our handout on how to format your reference list and who counts as a reference.

Resume Example

The example below gives insight into what the key components of a resume are.

Keep your margins the same all the way around the document. The margins should be between .5 and 1 inch.

List your name and contact information at the top of your resume. Your name should be at least two font sizes bigger than the rest of the text. Your personal email (as long as it is appropriate) or Sage email can be used.

Cara Bow-Chu

4 Tangerine Avenue · Bennington, Vermont 05201 · CaraBowChu@gmail.com · (276) 555-0201

EDUCATION

Bachelor of Arts in Psychology, May 2022
Russell Sage College, Troy, New York

The first section after the heading is education. List the full name of your degree (**Bachelor** of Science, not *Bachelors* of Science), college (Sage College of Albany, Russell Sage College, Sage Graduate Schools, or The Sage Colleges), and the month and year of your expected graduation. You may list your GPA if it is 3.0 for most fields, and 3.5 and above for the sciences or health fields.

Be sure to keep consistent formatting when listing the details of your experiences. For example, if the position title and your degree is in bold and italics, all other position titles on the resume should also be bolded and italicized.

WORK EXPERIENCE

Swim Instructor, Camp Green Mountain, Bennington, Vermont
Summer 2017 & 2018

- Supervised and trained a staff of 5 junior swim instructors; Coordinated schedules of staff
- Led swim lessons for 40 to 50 children, aged 5 to 15 multiple times a day
- Created and implemented fun and engaging activities for children to participate in
- Engaged the children to foster a safe and fun learning environment

Quantify when possible- this shows off specific skill sets and gives insight into what you have accomplished/can do.

See the list of sample verbs to use for your bulleted statements. Use present tense verbs for positions that you currently hold, and past tense verbs for positions you are no longer in.

Keep the formatting of the dates the same. Spell out the name of the months- general format is Month Year-Month Year or Month Year-Present. You can use seasons as well to denote time frames (ex. Summer 2018).

CAMPUS INVOLVEMENT

Member, Hiking/Outdoor Club, The Sage Colleges, Albany, New York
August 2018-Present

- Participate in hikes and outdoor adventures with the Adirondack Hiking Club in the Adirondack Park and surrounding areas around the Capital Region
- Promote the club to fellow classmates on campus

Each section on your resume can be customized based off of your experiences. For example, if you do not have much work experience, you can list your involvement in volunteering, on campus groups, athletics etc. The title of the section should reflect the content.

SKILLS

Computer: Microsoft Word, Powerpoint, and Excel
Language: Proficient in oral German

The skills section should list hard skills and not soft skills. These sections can list hard skills in areas such as foreign languages, research tools (such as SPSS), laboratory skills, and computer skills.

Soft skills such as “team player, communication, leadership” are important skills to have, but should be woven into your position descriptions, not in the skills section.

Writing Action Oriented Statements

In the bulleted action statements that will follow many of your experiences on your resume, it is important to emphasize the skills, responsibilities, and accomplishments. When developing a bulleted action statement, you want to make sure to answer the following questions:

TASK / WHAT

- What did you do in the position/experience that you are supporting with a bulleted statement?
- Use an assertive action verb for each bullet point. Avoid repeating the same verb for each position/experience.
- See the list of action oriented verbs on page 6.

ACTION / HOW

- Provide the employer with all relevant information that gives them an idea of what exactly you accomplished.
- Quantify whenever relevant.

RESULT / WHY

- Employers want to see tasks, outcomes, results and achievements of your work at relevant positions, not just duties.

Action statement brainstorming process:

1) *Action*

2) *Task*

3) *Result*

When brainstorming action statements to list on your resume, follow these 3 steps to create an action statement that informs employers of the information that they want to know!

	ACTION (1)	TASK (2)	RESULT (3)
Ex 1	Raise money	Fundraise	People went to national conference
Ex 2	Design craft activities	Engage and entertain children	Enhanced peer interactions
Ex 3	Create and promote	Make a flyer	Get more students to join Dance Ensemble

Now put these statements together and fill in the gaps- remember quantify and qualify whenever relevant.

Ex. 1- Raised over \$6,000 with fellow club members over the course of 5 months through fundraising and were able to send 4 members to a national conference

Ex. 2- Designed craft activities that engaged and educated 8 - 12 children with special needs in an effort to enhance peer interaction and develop motor skills

Ex. 3- Created flyers that promoted the Dance Ensemble and encouraged getting involved in the organization

Your turn! Use the table and lines below to start brainstorming your action statements!

ACTION (1)	TASK (2)	RESULT (3)

Action Verbs

Choose action verbs to describe your skills, abilities and accomplishments confidently.

ACHIEVEMENT: Achieved, Awarded, Earned, Elected, Maintained, Mastered, Performed, Salvaged, Saved, Solved, Started, Succeeded, Utilized, Volunteered.

ANALYSIS: Analyzed, Appraised, Ascertained, Assessed, Calculated, Clarified, Conducted, Determined, Discovered, Evaluated, Forecasted, Identified, Integrated, Interpreted, Investigated, Pinpointed, Planned, Probed, Researched, Revised, Selected, Solved, Studied.

COMMUNICATION: Addressed, Argued, Authored, Clarified, Collaborated, Communicated, Composed, Consulted, Contracted, Corresponded, Counseled, Debated, Explained, Interacted, Interpreted, Moderated, Motivated, Negotiated, Persuaded, Petitioned, Presented, Promoted, Published, Recommended, Reported, Synthesized, Translated, Wrote.

COORDINATION: Activated, Arranged, Assembled, Controlled, Coordinated, Directed, Facilitated, Harmonized, Maintained, Orchestrated, Presided, Scheduled, Shaped, Steered, Systematized.

CREATION: Animated, Authored, Composed, Conceived, Conceptualized, Created, Defined, Designed, Developed, Engineered, Fashioned, Formulated, Founded, Illustrated, Initiated, Invented, Mapped, Originated, Pioneered, Reproduced, Visualized, Wrote.

DEVELOPMENT: Analyzed, Converted, Cultivated, Designed, Developed, Devised, Engineered, Established, Evaluated, Examined, Explored, Improved, Improvised, Installed, Planned, Refined, Researched, Updated, Upgraded.

EFFICIENCY: Combined, Converted, Eased, Expedited, Facilitated, Mobilized, Remodeled, Reorganized, Repaired, Reshaped, Restored, Revitalized, Simplified, Streamlined.

GROWTH: Accumulated, Advanced, Amplified, Augmented, Broadened, Concentrated, Condensed, Consolidated, Doubled, Enhanced, Enlarged, Expanded, Gained, Heightened, Increased, Intensified, Maximized, Reinforced, Saved, Strengthened.

LEADERSHIP/SUPERVISION: Administered, Appointed, Controlled, Directed, Explained, Governed, Guided, Managed, Orchestrated, Presided, Recruited, Scheduled, Stimulated, Supervised, Trained.

MANAGEMENT: Accomplished, Administered, Analyzed, Approved, Arranged, Conferred, Consulted, Contacted, Contributed, Coordinated, Determined, Directed, Discussed, Established, Facilitated, Formulated, Fostered, Handled, Maintained, Marketed, Organized, Planned, Prepared, Prescribed, Promoted, Recommended, Reviewed, Supervised, Trained.

ORGANIZATION: Arranged, Catalogued, Classified, Collated, Collected, Indexed, Itemized, Organized, Revised, Scheduled, Specified, Systematized.

REDUCTION: Alleviated, Curbed, Curtailed, Declined, Decreased, Diminished, Divided, Lowered, Minimized, Reduced, Simplified.

SALES: Distributed, Energized, Generated, Marketed, Obtained, Penetrated, Promoted, Recruited, Sold, Stimulated.

SUPPORT: Assisted, Augmented, Boosted, Participated, Relieved, Represented, Strengthened.

TRAINING: Advised, Briefed, Coached, Counseled, Educated, Enhanced, Enlightened, Groomed, Guided, Instilled, Instructed, Motivated, Oriented, Stimulated, Taught, Trained.

*****Remember: action verbs for positions that you are currently still at will be in the present tense, and positions that you no longer hold will be in the past tense*****

Formatting Tips

Too much white and blank space on a resume is not good... follow these tips to make the most of your resume.

Spacing:

Pay attention to the line spacing on resumes! See below for more information and examples.

EXPERIENCE

Sales Attendant, TJ Maxx, Troy, NY

January 2016-August 2016

VS.

- Engaged customers in conversation, answer questions, and market store merchandise to enhance the quality of their shopping experience
- Processed customer transactions in an accurate and timely manner

EXPERIENCE

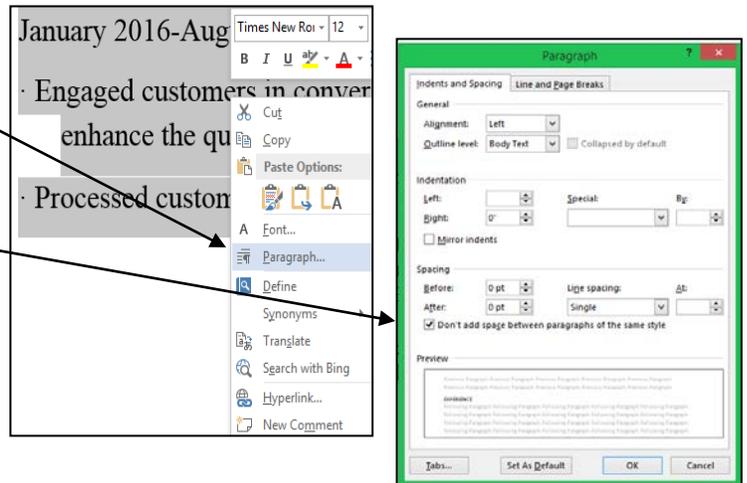
Sales Attendant, TJ Maxx, Troy, NY

January 2016-August 2016

- Engaged customers in conversation, answer questions, and market store merchandise to enhance the quality of their shopping experience
- Processed customer transactions in an accurate and timely manner

How to fix this:

- Go to the "Paragraph" tab or right click on the text
- In the "Paragraph" tab, select "Single" for line spacing, and click the box that says "Don't add space between paragraphs of the same style".
- Make sure the spacing also is 0pt for "before" and "after" as seen in the example to the right.



Symbols:

Do NOT use other symbols like the "∞" sign or the "~" on your resume!

Leslie Knope

2 South Main Street • Troy, NY 12180
LeslieKnope@gmail.com • (203) 123-1234

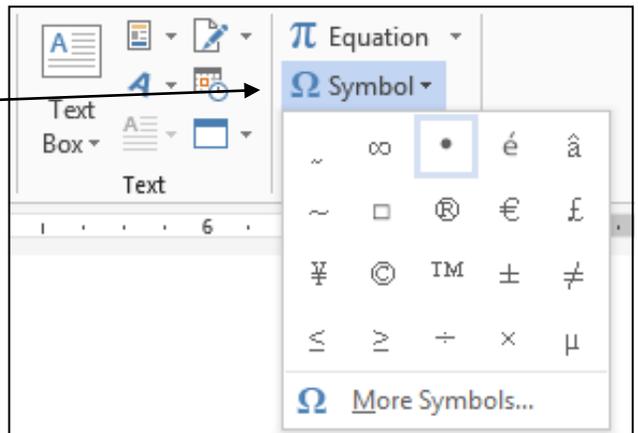
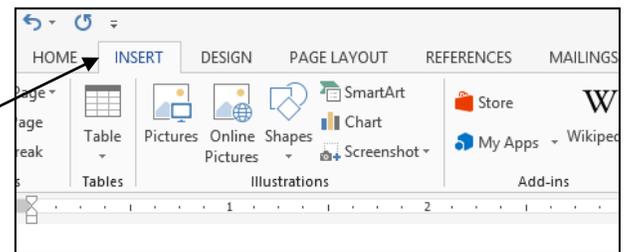
VS.

Leslie Knope

2 South Main Street ∞ Troy, NY 12180
LeslieKnope@gmail.com ~ (203) 123-1234

How to fix this:

- This "•" is not a bullet point!
- Go to the "Insert" tab, click on "Symbol" and you'll have to scroll to find the "•"



Fonts:

Good: Times New Roman, Cambria, Calabri, Arial, Garamond

Vs.

Bad: Comic Sans, *Script*, Berlin Sans FB, ETC.

Sample Resumes

The next section has sample resumes based off of common majors and programs that are found on the Troy campus of The Sage Colleges. Many of the resumes have slightly different formats and fonts, as there are many ways to format your resume. For most majors and programs, any of our sample resume formats would be acceptable. You can pick and choose which items you like and are attractive to you, but be sure to keep the formatting consistent throughout your entire document.

Please see the examples below for common mistakes:

Edie Tour

4 Tangerine Avenue
Misty Mountain, VA 20106

(276) 555-0201
edith.tour@gmail.com

WRITING EXPERIENCE

Contributing Writer, The Quill Newspaper, Russell Sage College, Troy, NY
August 2013-Present

- Write weekly opinion...

ADDITIONAL EXPERIENCE

Sales Attendant, **TJ Maxx**, Troy, NY
October 2013-Present

- Engage customers....

Keep this in the same format as the *Contributing Writer* position and the *Dishwasher* position (bold and italicized). It should look like this: ***Sales Attendant***, TJ Maxx, Troy, NY

Dishwasher, Cavaliers Bar & Grill, Fairfax, VA
March 2011-August 2013

- Maintained restaurant...

Ben Dibble

12 Backbrace Lane • Albany, NY 12210 • (111) 111-1111 • dibblb@sage.edu

EDUCATION

Doctor of Physical Therapy, May 2016
Sage Graduate School, Troy, NY

Bachelors in Health Sciences, May 2013
Boston University, Boston, Massachusetts

Both degrees should be spelled out completely and kept in the same format. The ***Doctor of Physical Therapy*** is correct, and the second degree should look like this: ***Bachelor of Science in Health Sciences***. In addition, keep the way you type the location of the institution the same... if you choose to use the state's abbreviation, keep it that way throughout the entire resume. In this example, if you use NY for New York, use MA for Massachusetts.

Cara Bow-Chu

4 Tangerine Avenue
Bennington, Vermont 05201
CaraBowChu@gmail.com
(276) 555-0201

EDUCATION

Bachelor of Arts in Psychology, May 2022

Russell Sage College, Troy, New York

Minor in Biology

WORK EXPERIENCE

Waitress, Blue Benn Diner, Bennington, Vermont

September 2017-Present

- Assist patrons select food and beverages by presenting menu, suggest courses, and answer food preparation questions
- Transmit orders to kitchen in a timely manner and identify patrons' dietary needs and special requests
- Total charges and deliver the bill, as well as return change and receipt to patrons
- Maintain table setting by removing courses as completed, replenish utensils, refill water glasses, and provide overall customer service to all patrons

Sales Associate, TJ Maxx, Bennington, Vermont

October 2016-August 2018

- Engaged customers in friendly conversation, answered questions, and marketed store merchandise to enhance the quality of their shopping experience
- Processed customer transactions in an accurate and timely manner; exchanged returned merchandise efficiently
- Assisted with resetting the store, displaying and arranging items as needed
- Helped customers find and choose items based off of personal style

CAMPUS INVOLVEMENT

Member, Hiking/Outdoor Club, The Sage Colleges, Albany, New York

August 2018-Present

- Participate in hikes and outdoor adventures with the Adirondack Hiking Club in the Adirondack Park and surrounding areas around the Capital Region
- Promote the club to fellow classmates on campus

COMPUTER SKILLS

Microsoft Word, Excel, Publisher, and PowerPoint

Amy Bah

234 2nd Street, Apt 2B
Troy, NY 12180

847-328-7788
baha@sage.edu

EDUCATION

Bachelor of Science in Biology, May 2020

Russell Sage College, Troy, NY

GPA: 3.5, Dean's List Fall 2017, Spring 2018

LABORATORY SKILLS

- Proficient in Gel Electrophoresis, Cell Culture and Plate Development, and Primer Creation
- Knowledgeable in Bioinformatics (ORF finder programs, BLAST, and MFold), Protein Extraction and Transposon work

RESEARCH EXPERIENCE

Researcher, *Genomics Initiative, Cornell University*, Ithaca, NY, May 2018-August 2018

- Constructed a partial genetic map for the genome of nitrogen fixing *A. vinelandii*
- Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen *A. tumefaciens*
- Developed the mutants for two malate dehydrogenase genes in *A. tumefaciens*
- Performed growth curves to determine the purpose of four mutants in *A. tumefaciens* for malate dehydrogenase.

SUPPORTING EXPERIENCE

Patient Care Associate, *Albany Medical Center*, Albany, NY, October 2017-May 2018

- Provide patient care to postoperative orthopedics patients by assisting them with daily living activities and occupational/physical therapy
- Utilize basic medical terminology and emergency medical care techniques such as Basic Life Support and Verbal De-escalation

Teaching Assistant, *Children's Museum of Science and Technology*, Troy, NY, May 2017-August 2017

- Aided children ages 6-13 in conducting basic laboratory experiments demonstrating chemical reactions, optical illusions, and human biological processes
- Facilitated education sessions on soil composition, photosynthetic processes, and air pollutants

ADDITIONAL EXPERIENCE

Student Worker, *Office of Academic Advising, Russell Sage College*, Troy, NY, September 2016-Present

Cashier, *Hannaford Supermarket*, Altamont, NY, June 2014-August 2015

ATHLETICS

Member, *Sage Women's Soccer Team*, Albany, NY, August 2016-Present

- Maintain a full academic course load while dedicating more than 20 hours a week to practices, training sessions, games and team meetings
- Named Skyline Conference's NCAA Woman of the Year in 2015

CAMPUS INVOLVEMENT

Member, Circle K, Russell Sage College, Troy, NY, September 2017- Present

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Access, and SPSS statistical software

Ivana Gogh-Green

561 Oak Street, Worcester, MA, 01601
goghi@sage.edu • (508) 555-6631

Education

Bachelor of Arts, Environmental Studies

May 2019

Russell Sage College, Troy, NY

Study Abroad Experience

Spring 2018

Trinity College Dublin, The University of Dublin, Dublin, Ireland

Relevant Experience

Campaign Assistance Intern

May 2017 – August 2017

MassRecycle Inc., Boston, MA

- Developed, executed and oversaw distribution of “The Grassroots Guide to Recycling” to municipal employees on town, county, and state levels
- Engaged in public outreach efforts by editing and distributing press releases on recycling initiatives and political campaigns
- Coordinated resolution updates, wrote “What’s Next” articles, and highlighted current municipal campaigns on MassRecycle’s website, www.MassRecycle.org
- Researched corporate funding and grant information, and aided in drafting and securing grants totaling over \$30,000
- Planned, scheduled, and organized facility tours of Massachusetts recycling plants for nearly 100 MassRecycle volunteers to increase awareness of in-state operations

Leadership Experience

Resident Assistant

August 2016 – Present

Department of Residential Life, Russell Sage College, Troy, NY

- Promote and market Russell Sage events and opportunities, including athletic events and area specific programming, to students within residence halls through newsletters, flyers, targeted e-mails and social networking websites to increase student engagement
- Collaborate with Resident Director & Assistant Director of Residential Life in developing creative marketing strategies that generate student interest in Union events
- Develop and implement academic and wellness programs for a 100 person residential hall to help build a sense of community

Vice President/Member

December 2016 – Present

Biology Club, Russell Sage College, Troy, NY

- Manage the recruitment process of new members, including advertising club information sessions, educating potential members on club initiatives, and strategically collaborating with other student organizations to identify potential club members
- Increased active membership by 82% in less than one year

Campus Involvement

Member, Dance Ensemble, Russell Sage College, Troy, NY

August 2016-Present

Member, Phi Kappa Phi – National Honor Society, Russell Sage College, Troy, NY

April 2017-Present

Skills

Language: Fluent in written and oral French, beginner knowledge of American Sign Language

Computer: Proficient in Microsoft Office Suite, SPSS, iMovie

ANA TOMY

235 Paddock Lane • Saratoga Springs, New York 12866 • (518) 252-9238 • AnaTomy@gmail.com

EDUCATION

Bachelor of Science in Health Sciences, May 2019

Russell Sage College, The Sage Colleges, Troy, New York

Accelerated Pathway Program into Master of Science in Occupational Therapy

RELEVANT EXPERIENCE

Patient Care Aide, Loudonville Assisted Living Facility

Albany, New York, June 2017-Present

- Facilitate three activities each week, such as group walks and games, to increase physical activity in residents diagnosed with dementia.
- Promote and market upcoming events within residential facility to increase attendance and participation of residents.
- Engage and interact with residents daily during breakfast and lunch times.

VOLUNTEER EXPERIENCE

Blood Drive Donor Ambassador, American Red Cross

Albany, New York, July 2015-Present

- Welcome and greet donors, escort as necessary and assist with initial intake assessment, and ensure that donors have relevant and proper information for donation.
- Assist in making reminder calls, re-schedule donor appointments, and perform donor follow up tasks as assigned.
- Ensure that all donors are recovering well after donating blood by giving donors snacks and beverages, as well as providing general wellness checks.

Neo-natal Patient Care Volunteer, Samaritan Hospital

Troy, New York, January 2017-August 2018

- Provided support to family members of patients with newborn infants in the ward.
- Prepared gift baskets and cards for the families of long-term patients.
- Assisted staff members with filing and record keeping, as well as maintaining a safe and clean reception area.

PRESENTATIONS

Tomy, A. (2018). *The use of cognates in native bilingual speakers. National Conference in Undergraduate Research. Memphis, Tennessee.*

CONFERENCES

National Conference in Undergraduate Research, Memphis, TN, June 2017

PROFESSIONAL ASSOCIATION MEMBERSHIPS

Member, American Medical Association, January 2016-Present

Member, Council on Undergraduate Research, May 2016-Present

Member, National Academies of Science, March 2017-Present

COMPUTER SKILLS

Proficient in Microsoft Excel, Word, Publisher, and SPSS statistical software

Carrie Giver

The Sage Colleges, Box 197 • 65 First Street • Troy, NY 12180
(518) 867-5309 • giverc@sage.edu

EDUCATION

Bachelor of Science in Nursing, May 2018

Russell Sage College, Troy, NY

Cumulative GPA: 3.74, Dean's List

Transfer credits from SUNY at Buffalo, Buffalo, NY (60 credits)

Fall 2014 – Fall 2016

Cumulative GPA: 3.92, Dean's List

LICENSURE

Registered Nurse Licensure, Pending examination, June 2018

STUDENT NURSING CLINICAL EXPERIENCE

Student Nurse, ICU Unit, St. Joseph's Hospital, Glens Falls, NY, February 2018-May 2018

Capstone: 240 clinical hours

- Provide holistic care for diverse clientele in Intensive Care Unit, analyzing rhythm strips, assessing lab values, administering medications, and communicating with patients and families
- Improve emergency room nursing techniques by drawing blood, placing heart monitors on patients, performing EKG's, and assisting in a code on a trauma patient
- Rotate on medical-surgical unit, provide care for four patients while educating them on medication uses, self-care, and preventative diseases

Additional Student Nurse Clinical Experiences:

Schuyler Ridge, Clifton Park, NY (nursing home, assisted living, and rehabilitation facility)

Cardiac Telemetry, St. Peter's Hospital, Albany, NY

Neurology, Albany Medical Center, Albany, NY

Community Health, Capital District, NY

Postpartum, Albany Medical Center, Albany, NY

Pediatrics/PICU, Albany Medical Center, Albany, NY

Capital District Psychiatric Center, Albany, NY

RELATED WORK EXPERIENCE

Patient Care Technician, St. Peter's Hospital Emergency Department, Albany, NY, May 2015-Present

- Collaborate with the medical staff in order to provide quality patient care
- Draw blood, perform electrocardiograms, obtain lab specimens, ambulate patients, assist with patient safety and patient satisfaction
- Engage and interact with residents daily during meal times

Office Assistant, Medical Center at Novelis, Clifton Park, NY, May 2014-November 2014

- Completed pre-physical tasks, including: medical history, vitals, vision tests, hearing tests, electrocardiograms and pulmonary function tests
- Scheduled appointments for patients over the phone and in person

ADDITIONAL WORK EXPERIENCE

Student Worker, Russell Sage College Wellness Center, Russell Sage College, Troy, NY, August 2017-Present

Carrie Giver (page 2)

ADDITIONAL WORK EXPERIENCE (Continued)

Student Assistant, Office of Career Planning, Russell Sage College, Troy, NY, August 2016-April 2017

Camp Counselor, Hidden Lake Girl Scout Camp, Lake George, NY, May-August 2015 and 2016

Information Desk Assistant, Samaritan Hospital, Troy, NY September 2014-May 2015

LEADERSHIP EXPERIENCE

Member, Sage Select Leadership Program, The Sage Colleges, Troy, NY, September 2015-May 2016

- Attended workshops on topics such as teamwork, communication skills, networking, and ethical in a 3 semester long leadership development program
- Participated in a team capstone service project in which each team member contributed 10 to 15 hours of community service with a local non-profit organization to fundraise money towards their annual Thanksgiving food drive

VOLUNTEER EXPERIENCE

WIC Nutrition Program Volunteer, Commission on Economic Opportunity, Troy, NY, May 2016-Present

- Provide nutrition and health education to participants of various ages, such as how to use WIC coupons at farmers' markets
- Assist WIC nutritionists and staff to plan activities for annual health fair

Volunteer, Literacy Volunteers of Rensselaer County, Troy, NY, January 2017-June 2017

- Facilitated training sessions on basic technology, including: using the internet, Microsoft Word, Microsoft Excel, and Powerpoint
- Helped clients build a resume and assisted in online job search
- Assisted clients in preparing for interviews by reviewing practice questions and answers, as well as discussing different strategies on how to answer certain types of questions

CERTIFICATIONS AND AFFILIATIONS

CPR and AED, American Heart Association, December 2014-Present

Water Safety Instructor, American Red Cross, January 2015-Present

Member, American Nurses Association, September 2016-Present

Member, Emergency Nurses Association, September 2016-Present

AWARDS AND SCHOLARSHIPS

The Sage Colleges Transfer Excellence Award, 2016

Girl Scout Gold Award, 2015

Novelis Oswego Works Scholarship, 2016

New York State Scholarship for Academic Excellence, 2016

Compass Credit Union Scholarship, 2016

SERVICE EXPERIENCE

Participant, Sage Engaged Day of Service, The Sage Colleges, Troy, NY, August 2017

Volunteer, Samaritan Hospital Children's Center, Troy, NY, November 2015-Present

Representative, Student Advisory Committee, School of Nursing, March 2016-Present

Member, Beta Omega Chapter of Sigma Theta Tau International Honor Society for Nursing, May 2017-Present

Member, Who's Who Among America's Universities and Colleges, May 2015

COMPUTER SKILLS

Microsoft Word, PowerPoint, Excel, Access, Publisher, Sorian, SPSS

Barack O. Li

12 1st Street | Troy, NY 12081 | (518)-555-5555 | liba@sage.edu

EDUCATION

Dietetic Internship Program May 2018
Sage Graduate School, Troy, NY

Post Baccalaureate Certificate in Nutrition Science May 2017
The Sage Colleges, Troy, NY

Bachelor of Science in Psychology May 2015
State University at Geneseo, Geneseo, NY

CERTIFICATIONS

ServSafe Certification, The Sage Colleges, Troy, NY August 2016-Present

PROFESSIONAL EXPERIENCE

Dietetic Intern (Clinical), Albany Memorial Hospital, Albany, NY February 2018-May 2018

- Assess patients, identify patient-focused nutrition prescriptions and interventions, and monitor and re-assess as appropriate
- Review individual patient menu selections and collaborate with foodservice personnel for special menu requests
- Provide evidence-based nutrition education to patients, families, and staff individually and in groups
- Interpret daily laboratory data and provide enteral and parenteral nutrition recommendations
- Document nutrition care plans in electronic records using standardized nutrition language
- Research and present a clinical nutrition in service on activity and stress factor use in clinical practice and provide recommendations for bust-waist-hip protocol

Dietetic Intern (Community), NYS Department of Health, Menands, NY November 2017-February 2018

- Ran a MyPlate workshop for approximately 20 children and adults in the community at the Health Expo
- Led a 4-week workshop series to educate pre-diabetic population on preventative lifestyle modifications
- Wrote brief articles on budgeting and meal planning for the Department's bi-weekly online publication

Dietetic Intern (Foodservice), Chartwells, University at Albany, Albany, NY August 2017-November 2017

- Conducted a process improvement project on how recipe compliance influences nutrition information
- Worked with the Foodservice Director in menu planning and nutrient analysis
- Created and implemented a marketing plan to increase students' consumption of fruits and vegetables

Dietetic Technician, St. Peter's Hospital, Albany, NY May 2016-June 2017

- Assisted Dietitians in screening all new admissions and obtaining food preferences
- Consulted nursing staff regarding patient complaints and food issues and Clinical Nutrition staff regarding patient needs
- Processed, modified, collected and checked patient menus for each meal, updating menus with most current information to assure compliance with dietary modifications and restrictions

COMMUNITY INVOLVEMENT

WIC Nutrition Program Volunteer, Commission on Economic Opportunity, Troy, NY January 2016-Present

- Provide nutrition and health education to participants, such as how to use WIC coupons at farmers' markets
- Assist WIC nutritionists and staff to plan activities for annual health fair

PROFESSIONAL DEVELOPMENT

Member, Academy of Nutrition and Dietetics, May 2016-Present

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Publisher; Diet Analysis Plus; MEDITECH; GeriMenu; Webtrition

Olive Eaton

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(518)-555-5555 • eatono@sage.edu

Education

Bachelor of Science in Nutrition Science
Russell Sage College, Troy, NY

May 2018

Associate of Arts in Liberal Arts
Hudson Valley Community College, Troy, NY

May 2016

Certifications

ServSafe Certification, The Sage Colleges, Troy, NY

August 2016-Present

Nutrition Experience

Diet Technician, St. Peter's Hospital, Albany, NY

May 2016-Present

- Assist Dietitians in screening all new admissions and obtaining food preferences
- Consult nursing staff regarding patient complaints and food issues and Clinical Nutrition staff regarding patient needs
- Process, modify, collect and check patient menus for each meal, updating menus with most current information to assure compliance with dietary modifications and restrictions

Job Shadow-Observation Hours, Samaritan Hospital, Troy, NY

April 2017

- Observed two Dietitians for 30 hours to learn more about the occupation
- Interacted and greeted patients upon intake and throughout consultation
- Participated in and observed clinical appointments with 10 patients

Nutrition Education Volunteer, Cornell Cooperative Extension, Troy, NY

January 2017-July 2017

- Assisted with implementing nutrition education lesson plans for individuals and groups using appropriate language, communication skills and professional behavior
- Greeted class participants, distributed educational materials and recipe books, and answered participants' questions related to food preparation and nutritional benefits of those foods

Additional Professional Experience

Student Assistant, Office of Career Planning, Russell Sage College, Troy, NY

August 2016-Present

- Greet students, alumni, staff, and faculty and provide them with information about the services that the Office of Career Planning provides, as well as the other offices on the floor, including Academic Support, Disability Services, and the Higher Education Opportunity Program
- Answer phones and direct the phone calls to the proper office
- Input data and information using software such as Microsoft Excel to keep track of student and alumni appointments

Other Experience

Cashier, Price Chopper, Troy, NY

August 2015-May 2017

- Collected payments by accepting cash, check, or charge payments from customers
- Balanced cash drawer by counting cash at beginning and end of work shift
- Greeted customers and answered questions to provide quality customer service
- Assisted in training 4 new employees and provided an orientation to the job duties

Computer Skills

Diet Analysis Plus; MEDITECH; GeriMenu; Webtrition; Microsoft Word, Excel, PowerPoint

DEXTER RITY

123 Third Street, Apt 4
Troy, NY 12180

dexter.rity@gmail.com
(203) 239-4810

Education

Master of Science in Occupational Therapy, December 2017
Sage Graduate School, Troy, NY

Bachelor of Science in Health, Wellness, and Occupational Studies, May 2015
University of New England, Biddeford, ME

Licensure

Licensed Occupational Therapist, Pending completion of exam, January 2018

Fieldwork Experience

Student Occupational Therapist (FW2), Troy High School, Troy, NY
September 2017-December 2017

- Completed evaluations and implemented treatments with high school school-aged children with a variety of diagnoses such as ADHD, autism, and developmental delays.
- Lead groups within the classroom setting which focused on fine motor skills.

Student Occupational Therapist (FW2), Sunnyview Rehabilitation Center, Schenectady, NY
May 2017-August 2017

- Organized and implemented groups for adults with traumatic brain injuries within a day program in order to facilitate independence with their occupations in their home and community.

Student Occupational Therapist (FW1), Equinox PROS, Albany, NY
January 2017-April 2017

- Coordinated weekly activities for those who suffer from mental health and substance abuse issues, and PTSD.
- Interviewed one individual to address occupational goals and determine appropriate recommendations.

Student Occupational Therapist (FW1), Albany Medical Center, Albany, NY
July 2016

- Developed, implemented, and documented treatment plans in an acute care setting for individuals with various diagnoses such as TBI, stroke, and gastrointestinal issues.
- Collaborated with various members of the healthcare team to advance client goals.

Relevant Experience

Occupational Therapy Assistant, Benchmark Therapies, Inc., Bennington, VT
June 2014-August 2016

- Provided services to residents under the supervision of an OTR when appropriate and in accordance with Occupational Therapy Department procedures.
- Evaluated residents to obtain data necessary for treatment planning and implementation.
- Communicated evaluation findings to residents, family, and other team members, and documented results of resident's assessment, treatment, and follow-up of services.
- Established resident schedules in conjunction with other team members.
- Developed suitable home and or community programming with the help of a registered occupational therapist to maintain and enhance the performance of the patient in their own environment.

Certifications

Adult and Pediatric First Aid/CPR/AED Certification, American Red Cross, May 2012-Present

Anita Plan

123 State Street, Apt 3B | Latham, NY 12110 | anitaplan90@yahoo.com | (518) 853-1203

EDUCATION

Master of Science in Professional School Counseling, May 2017
Sage Graduate School, Troy, NY

Bachelor of Arts in Psychology, May 2012
The College of Saint Rose, Albany, New York

CERTIFICATIONS

New York State School Counselor Certification, K-12, pending graduation

SCHOOL COUNSELING EXPERIENCE

Intern, Columbia High School, East Greenbush, NY, January 2017-May 2017

- Counseled 25 students in grades 9 through 12, using cognitive behavioral and person-centered approaches to address depression, self-esteem, poor academic performance, and retention
- Discussed career and college paths with 27 juniors and seniors and provided guidance on the requirements for each path discussed
- Provided counseling to students in crisis dealing with issues such as bullying and eating disorders
- Led co-educational group counseling sessions weekly for between 6 and 10 students on topics such as bullying, self-esteem, assertiveness, and social skills
- Developed and implemented a weekly program primarily for high school female students on the topic of empowerment and assertiveness
- Participated in weekly meetings with teachers and professional staff to discuss student classroom performance and behavior

Intern, Ballston Spa Middle School, Ballston Spa, NY, January 2016-May 2016

- Shadowed 4 high school counselors during individual and group counseling sessions once a week
- Assisted with individual counseling for fifteen 6th to 8th grade students on topics such as bullying and self-esteem issues
- Participated in Individualized Education Program and 504 meetings with relevant teachers of students in caseload

RELATED EXPERIENCE

Activities Coordinator, Boys and Girls Club, Troy, NY, June 2012-August 2015

- Planned and implemented program-related activities focused around relevant content to provide fun and educational learning opportunities for ages 13 to 18
- Provided guidance and advice to teenagers daily struggling with academics, social issues, bullying, and body image issues
- Monitored and evaluated assigned program areas and alter lesson plans accordingly to keep the program running successfully
- Developed professional relationships with site teachers, faculty, staff, and parents
- Created an effective outreach plan via social media platforms including Facebook and Instagram to recruit new members, and increase average daily attendance

VOLUNTEER EXPERIENCE

Habitat Humanity Service Trip to New Orleans, LA, The College of Saint Rose, March 2010, 2011, 2012
Relay For Life (American Cancer Society), The College of Saint Rose, Albany, NY, April 2011, 2012

PROFESSIONAL DEVELOPMENT

Member, American Counselor Association (ACA), August 2014-Present

Member, American School Counselor Association (ASCA), August 2014-Present

Ben Dibble

12 Backbrace Lane • Albany, NY 12210 • (111) 111-1111 • dibblb@sage.edu

EDUCATION

Doctor of Physical Therapy, May 2018
Sage Graduate School, Troy, NY

Bachelor of Science in Health Sciences, May 2015
Boston University, Boston, MA

LICENSURE

Pending completion of National Physical Therapy Exam, June 2018

RESEARCH EXPERIENCE

Impact of Utilizing Creative Physical Therapy Techniques to Meet the Needs of Pediatric and Geriatric Patients, April 2017

- Researched and analyzed the use of varying techniques across multiple diagnoses including osteoporosis, Alzheimer's, cerebral palsy, and spina bifida

CLINICAL EXPERIENCE

Student Physical Therapist, Bone and Joint Center, Albany, NY, August 2017-December 2017

- Conducted assessments and developed treatment plans for adult and geriatric patients with varied orthopedic conditions including osteoporosis, joint replacement and balance disorder
- Collaborated with doctors, nurses, occupational therapists, and physical therapists on treatment strategies in an outpatient orthopedic setting

Student Physical Therapist, The Eddy, Troy, NY, June 2017- August 2017

- Evaluated and treated geriatric clients with fractures, cerebrovascular accidents, total hip replacements, total knee replacement, and wounds
- Learned a variety of new techniques including soft tissue and joint mobilization, strain-counterstrain, and muscle energy techniques

Student Physical Therapist, Albany Medical Center, Albany, NY, January 2017-May 2017

- Provided physical therapy to adults with stroke, traumatic brain injury, and other serious medical conditions
- Educated families about patient treatment and helped them to become active participants in the healing process

Student Physical Therapist, Visiting Nurse Service, Albany, NY, September 2016-December 2016

- Conducted home visits to assess fall risks, examine assistive equipment, and determine overall safety of home environment
- Prepared justification letters to assist patients in obtaining necessary medical equipment to meet each patient's individual rehabilitation needs

RELATED EXPERIENCE

Graduate Assistant, Sage Graduate School Physical Therapy Department, Troy, NY, August 2015-Present

- Assist with instruction for several physical therapy courses, including preparing handouts, PowerPoint presentations, and educational materials to aid in student learning

LEADERSHIP EXPERIENCE

Participant, Access the Future of Physical Therapy Professional Development Day, Albany, NY, March 2017

PROFESSIONAL DEVELOPMENT

Student Member, American Physical Therapy Association, New York State Chapter, September 2015-Present
Attendee, PT 2017, American Physical Therapy Association, Boston, MA, June 2017

References List

The References List should be on a **separate sheet of paper**, and not attached to your resume. Before submitting a list of references to an employer/college or university, you must ask the individuals that you are listing if they would be willing to be a positive reference for you. Use the same heading that you used on your resume on this list. Do not include the sentence “references available upon request” in any of your career documents (resume, cover letter, personal statement etc.), as they will ask for references if they want them. Here is how you set up your list:

Person of Reference Name, Title/Affiliation to You

Company or Organization Affiliation

Address

City, State Zip Code

Work Phone number (if person is willing to be contacted by phone)

Work Email address (if person is willing to be contacted by email)

Make sure you ask the individual before you apply to a position. Once they have confirmed that they will be a positive reference, make sure you keep them up to date on your search and positions that you have applied for. You do not want a reference caught off guard by a potential employer! For example, if you have only been applying to be a school counselor but also submitted one application to be an Assistant Director of International Student Services at a college, make sure the references know that you are applying to positions other than your main search!

Who can be a reference?

- Individuals who know your work style, can attest to your performance, time management, professionalism on the job and ability to do the work, and other positive attributes that would be beneficial for a future place of employment are great references.
- Anyone from a significant professional experience that you have had... this includes: part-time, full-time, internship, and volunteer positions.
- Individuals on your reference list may include current or past supervisors, faculty members, campus staff or advisors, athletic coaches or anyone in a professional position who can speak about your character, skills and work ethic.
- References should NOT be family, friends or peers.
- Choose people who have known you for at least three months, though the longer they have known and worked with you, the better.
- If you must choose between several people who know you well, select those who witnessed you in positions most related to the position that you are applying to.

Sample Reference List Format

WALT STREET

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REFERENCES

Heather Smith, Financial Advisor/Internship Supervisor

AXA Advisors

1234 Park Avenue, Suite 123

New York, New York 10020

(123) 456-7890

browns@advisor.com

Charlie Murphy, Ph.D., Professor of Psychology/Faculty Advisor

Sage College of Albany

407 Kahl Campus Center

140 New Scotland Avenue

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MurphyC7@sage.edu