

# SUNY Potsdam Resume Guide

Spring 2025

Make a great first impression with a clear, marketable resume! The resume is an essential part of the job search process. It is used by employers as a screening tool.

# Lougheed

Center for Applied Learning

EXPLORE EXPERIENCE REFLECT BECOME

## Getting Started - Formatting

1. Do NOT use any kind of a template. This way you can fully control the formatting.
2. Begin with a blank document set to single spacing and 0 pts before and after paragraphs.
3. Set margins to between .5" and 1" for entire document.
4. Be consistent in use of indentation, underlining, CAPITALIZATION, *italics*, dates, locations, and spacing.
5. Aim to fill complete pages and go no longer than 2 pages front and back.
6. If your resume is more than one page, you must use at least 1/2 of the next page.
  - a. If your resume goes onto a second page, list your name and contact information the same way as on the first page.
7. Do not use acronyms. Fully spell them out.
  - a. SUNY = State University of New York

Special Note: Use the same formatting, including font types and sizes, for your list of references and cover letter. Think of this strategy as a form of professional branding for yourself.

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## Sections of the Resume

### Objective Statement - Optional

This is only relevant for networking event distribution or if you are not applying for a specific job.

State the position you are looking for, the name of the employer, and skills you bring that match what the employer is seeking. Specify if you are looking for a part-time, full-time, job or internship.

### Sample Objective Statement

To obtain an entry-level position as a [Specific Job Title] that will allow me to utilize the skills gained at [Name of College or University] and build a long-term career in [specific profession].

## Education

Note: Highest degree is listed first

**Degree Title** (double check the title in Bearpaws)

Month and year received or Anticipated date

*Name of College, City, State/ Province*

Subcategories if applicable: *Scholarships, Certifications, Honors, Special Training, Study Abroad*

## Coursework

### Course Title

Month and year

- Use coursework that is hands-on and transferable to the job
- Include a bullet under each course indicating the enhanced knowledge, skill, project, presentation, research, case studies, group work, etc.
- Use the STAR bullet point writing method OR use a 3-part resume bullet point – see the attached page for details on these methods

## Work Experience

### Job Title | *employer | city, state/province*

Month year – Month year or present

- Bullets: action statement that reflects the contributions and results
- Use the STAR method or 3 part method – always remember to include results or impact of your work in each point

May be renamed "**Related Experience**" with an optional following section called "**Other Experience**"

## Community Engagement/ Leadership

- Use same formatting as the experience category
- Volunteer activities should be listed as follows

### Name of Activity/Event, Your Role, *location*

Month and year

## Skills

Includes

- technology/software
- Languages if multi-lingual

Examples: Google; Docs, Sheets, Teams, Classroom, Forms | Microsoft; Word, Excel, PowerPoint | Windows OS, Apple IOS, Social Media Apps

Any other skills should show up in your bullet points to demonstrate how you used them and the results of your work.

Book a 1:1 appointment with Career Services Staff on Starfish or using this QR!



## First Name Last Name

Street Address  
City, State Zip

555-555-5555  
email@email.com

### PROFESSIONAL/OBJECTIVE STATEMENT

To obtain an entry-level position as a [specific job title] that will allow me to utilize the skills gained at [name of college or university] and build a long-term career in [specific profession].

### EDUCATION

#### Bachelor of Arts/Science

State University of New York at Potsdam, Potsdam, NY

Major: [enter major] Minor: [enter minor] Major GPA [enter gpa]/4.0

Expected Month Year

#### Study Abroad

[enter name of program/country] [enter semester]

#### Awards and Achievements

Graduated Magna Cum Laude Dean's list five semesters

National Honor Society President's Award for outstanding client service Phi Beta Kappa

Alumni Association Science Scholarship

### RELEVANT COURSEWORK

#### [enter relevant course name]

- Administered research, gathered data, and analyzed findings to complete a research paper
- Collaborated with group on semester long project; planned and presented presentation on findings
- Facilitated group activity and reflection on topic with the goal of enhancing classroom learning

### EXPERIENCE

#### Job Title | Name of Employer | City, State

Month Year – Month Year

- Assisted with administrative tasks and earned increased responsibilities for strong work ethic
- Managed time effectively to balance 10-15 hours per week while in college and maintained a 3.7 GPA

#### Event Organizer | enter name of organization | City, State

Month Year – Month Year

- Organized fundraising marathon with 300 participants to include planning, marketing, registration, and day of event logistics
- Raised \$30,000 over 3 years gaining a 5% increase in proceeds annually

### LEADERSHIP

#### President | enter name of club | City, State

Year – Year

- Facilitated weekly meetings with over 60 club members to raise awareness of club and plan events
- Acted as voting member of Student Government; collaborating with over 100 fellow senators making decisions related to student clubs and campus policies
- Liaison for organization among university leadership; advocating for organization campus-wide

#### Member | enter name of club | City, State

Year – Year

- Attended weekly meetings, served on committees, and actively participated in programming and raising awareness on campus

### SKILLS

**Language** - Proficient in [enter foreign language]

**Technological Skills** – List any technology skills you have that meet the needs of the job you are applying for.



# Action Verbs - to start each bullet point

## COMMUNICATION

Addressed  
Advertised  
Arbitrated  
Arranged  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed  
Conferred  
Consulted  
Contacted  
Conveyed  
Convinced  
Corresponded  
Debated  
Defined  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Explained  
Formulated  
Furnished  
Incorporated  
Influenced  
Interacted  
Interpreted  
Interviewed  
Involved  
Joined  
Judged  
Lectured  
Listened  
Marketed  
Mediated  
Moderated  
Negotiated  
Observed  
Outlined  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Publicized  
Reconciled  
Recruited  
Referred  
Reinforced  
Reported  
Outlined  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Publicized  
Reconciled  
Recruited  
Referred  
Reinforced  
Reported  
Resolved  
Responded  
Solicited  
Specified  
Spoke  
Suggested  
Summarized  
Synthesized  
Translated  
Wrote

## CREATIVE

Acted  
Adapted  
Combined  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Designed  
Developed  
Devised  
Directed  
Displayed  
Entertained  
Established  
Fashioned  
Formulated  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Modeled  
Modified  
Originated  
Performed  
Photographed  
Planned  
Revised  
Revitalized  
Shaped  
Solved  
**DATA/FINANCIAL**  
Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budget  
Calculated  
Computed  
Conserved  
Controlled  
Corrected  
Decreased  
Determined  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Measured  
Netted  
Planned  
Prepared  
Programmed  
Projected  
Qualified  
Reconciled  
Reduced  
Researched  
Retrieved  
**HELPING**  
Adapted  
Advocated  
Aided  
Answered  
Arranged

Assessed  
Assisted  
Clarified  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Encouraged  
Ensured  
Expedited  
Facilitated  
Familiarized  
Furthered  
Guided  
Helped  
Insured  
Intervened  
Motivated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified  
Supported  
Volunteered  
**MANAGEMENT**  
Accomplished  
Administered  
Advanced  
Analyzed  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Considered  
Consolidated  
Contracted  
Controlled  
Converted  
Coordinated  
Decided  
Delegated  
Developed  
Directed  
Eliminated  
Emphasized  
Enforced  
Enhanced  
Established  
Executed  
Generated  
Handled  
Headed  
Hired  
Hosted  
Improved  
Incorporated  
Increased  
Initiated  
Inspected  
Instituted  
Led  
Managed  
Merged  
Motivated  
Navigation  
Organized  
Originated

Oversaw  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Reorganized  
Replaced  
Restored  
Reviewed  
Scheduled  
Secured  
Selected  
Streamlined  
Strengthened  
Supervised  
Terminated  
**ORGANIZATIONAL**  
Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified  
Coded  
Collected  
Complied  
Corrected  
Corresponded  
Distributed  
Executed  
Filed  
Generated  
Incorporated  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Operated  
Ordered  
Organized  
Prepared  
Processed  
Provided  
Purchased  
Recorded  
Registered  
Reserved  
Responded  
Reviewed  
Routed  
Scheduled  
Screened  
Submitted  
Supplied  
Standardized  
Systematized  
Updated  
Validated  
Verified  
**RESEARCH**  
Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Critiqued  
Detected  
Determined  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored

Extracted  
Formulated  
Gathered  
Identified  
Inspected  
Interpreted  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized  
Researched  
Reviewed  
Searched  
Solved  
Summarized  
Surveyed  
**TEACHING**  
Adapted  
Advised  
Classified  
Coached  
Communicated  
Conducted  
Coordinated  
Critiqued  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused  
Guided  
Individualized  
Informed  
Instilled  
Instructed  
Motivated  
Persuaded  
Simulated  
Taught  
Tested  
Trained  
Tutored  
**TECHNICAL**  
Adapted  
Applied  
Assembled  
Built  
Calculated  
Conserved  
Constructed  
Converted  
Debugged  
Designed  
Developed  
Engineered  
Fabricated  
Installed  
Maintained  
Operated  
Overhauled  
Printed  
Programmed  
Rectified  
Regulated  
Remodeled  
Repaired  
Replaced  
Restored  
Solved  
Specialized  
Studied

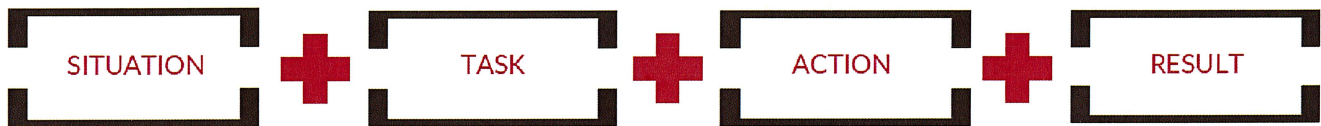


# Bullet Point Activity

Bullet points are essential to a resume. It allows the reader to build a visual picture on your skills, talents, and strengths you would bring to their team.

**1** Start by brainstorming your job functions, tasks, and responsibilities. Visualize yourself on the job. Write in paragraph form or in a list.

**2** Next, take each sentence or list item and use the formula below to create a bullet that showcases your skills, accomplishments, to create a visual picture of what you can do for the prospective employer.



Situation: What initially happened? *Action Verb*

Task: What task or goal did you set out to accomplish? *What | Who | When | How Often | How Many*

Action: What did you do to achieve the task? *How | What | Software | Equipment | Techniques | Skills*

Result: What happened as the result of your action? *Examples | Details | Benefits | Outcome*

## Put it all together

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

# Three Part Bullet Point Exercise

Writing a strong bullet point takes time and effort. When you arrive at just the right wording you know it well represents the skills you are communicating to those reading your resume.

The three part bullet point includes:

1. Verb – use the strongest, most accurate verb you can
  - a. Consult with a thesaurus to help you find the best word
2. Details – how, who, how many, any specifics you can add to paint the picture of what you are like at work
3. Results – what happened as a result of the work you did?
  - a. Use these transition phrases to help you write about the results of your work
    - i. Leading to, resulting in, enhancing, improving, growing, etc.
    - ii. Results can be general or very specific
    - iii. The results you list are proof of the work you did

Let's practice!

1. Verb (using the correct tense) -

2. Details -  
\_\_\_\_\_

3. Results-  
\_\_\_\_\_  
\_\_\_\_\_

Put it all together!

\_\_\_\_\_  
\_\_\_\_\_

Use the same process for all bullet points. Keep each point to two lines of text or less.