



Career Development & Experiential Learning Center

RESUME

[Redacted resume content with placeholder bars and bullet points]



Lets start!

Contact us:
careercenter@norwalk.edu
(203) 857 - 6947

CT STATE
COMMUNITY COLLEGE
NORWALK

The Basics of Resume

1 Your resume's job is to get you an interview.

- Look at job descriptions carefully. If certain keywords, skills, or traits keep popping up, check that they are reflected in your resume in your own words.
- Experience comes not only from internships and jobs, but from campus activities, class projects and volunteer work as well.
- There is value - what employers call transferable skills - in all you do as a student.
- Readers only know what you tell them. Include concise yet thoroughly detailed action statements to pique a reader's interest.
- Demonstrate skills through your bullet points in addition to listing them in "Skills" section.
- Think ahead to the interview. Make sure the content you'd talk about is well-represented in your resume

3 Your resume should be easy to scan and digest in 15-30 seconds.

- Use bullet points instead of paragraphs. Avoid pronouns (I, we) and minimize the use of articles (a, an, the).
- Use CAPS, bold fonts, and line spacing to distinguish between sections.
- Keep documents to one page. Set margins between 0.75" and 1" (ideal) and no less than 0.5".
- Use consistent font styles and sizes (10-12pt) throughout the document.
- Save space by leaving off your mailing address. Your phone number and email suffice. Include your LinkedIn profile link.
- List content in reverse chronological order in each section of your resume.

2 The document should be written with the reader in mind

- Consider the context for which you're using your resume and adjust content, header and details to match the specific job/internship posting, scholarship application, career fair/Meetup or other opportunity.
- Note differences in style, tone, keywords and content across industries and around the globe.
- Distinguish yourself from other students by detailing your individual role and unique impact, especially when several students may have the same experience (for ex: club officer or honors program student).
- Do not include personal information like age, Social Security Number, marital status, religion or parent's occupations.
- Do you need a CV or resume? In the U.S., a CV is used primarily for admission to - or roles in - academia. It is a type of resume with an in-depth focus on research, presentations, academic awards, and/or publications.

4 As long as you are aspiring to professional advancement, your resume is a work in progress.

- Know that resume writing can be complex and take several tries to master.
- Save all versions of your resume. Keep prior versions of your resume for reference.
- Do not fear changing directions. You can reposition any experience by focusing on transferable skills.
- Set an appointment with a career counselor to review your resume. Contact: careercenter@norwalk.edu



Introductory Resume Worksheet

This worksheet is meant as a guide, not a template.
Keep to the format but focus on the categories that reflect your experience.

Full Name
City, State Zip Code
Phone Number | Email Address
LinkedIn Custom URL

EDUCATION

CT State Community College Norwalk Campus, Norwalk, CT
Associate of Science/Arts/Applied Science, Major: _____
GPA if higher than 3.0, Dean's List

Expected Graduation: MM/YYYY

Relevant Coursework: _____, _____, _____, _____
Awards: _____, _____, _____, _____

Phi Theta Kappa International Honors Society (if inducted)

Induction: MM/YYYY

Trainings, Courses

MM/YYYY – MM/YYYY

RELATED WORK AND VOLUNTEERING EXPERIENCE

Organization, Location
Title or Role

MM/YYYY – MM/YYYY/Present

- List experiences from most to least recent
- Convey your contributions with at least 4 bullet points
- Start bullet points with action verbs and use qualitative and quantitative terms to show the value of your contribution
- Use past tense action verbs for experiences that have ended

SKILLS

Technical: Software Applications, Hardware, Relevant Tools, Microsoft Office, Etc.

Certifications: CPR, Wildlife First Responder, Technical Training

Foreign Languages: Not English. Fluent, Proficient, Intermediate.

Additional Subcategories: Social Media, Business, Laboratory, etc.

ACTIVITIES

Organization, Location
Title or Role

MM/YYYY – MM/YYYY

- Include athletic, academic, social, performance, professional, extracurricular activities
- Special Projects: Thesis, Research



Crafting Your Description

Adapted from South Dakota State University Office of Career Development

Step 1: Identify your transferable skills

Place a check mark next to each skill you possess. Then, circle the ones you consider to be your top 10.

Communication & Creativity

- Writing clearly and concisely
- Listening attentively
- Expressing ideas
- Using media to present ideas
- Reporting information
- Public speaking
- Making presentations
- Describing feelings
- Improvising
- Doing more with less
- Appreciating diversity
- Providing accurate descriptions

Problem-Solving

- Anticipating potential problems
- Defining problems and possible causes
- Identifying and selecting solutions
- Creating innovative approaches
- Involving group members in problem-solving
- Developing plan to implement solutions
- Establishing general principles
- Teaching/training others
- Solving problems/mediating
- Implementing sound decisions

Teamwork

- Making decisions with others
- Respecting others
- Eliciting input and providing feedback
- Developing rapport
- Sharing credit/cooperation
- Interacting effectively
- Collaborating in diverse or multicultural environment
- Meeting team expectations
- Perceiving feelings, situations
- Listening to others

General Work

- Managing time
- Setting and meeting deadlines
- Accepting responsibility
- Enlisting help
- Editing/proofing
- Negotiating/persuading
- Seizing opportunities for professional growth
- Taking initiative
- Managing time and stress
- Responding well to feedback
- Remaining calm under pressure

Leadership

- Generating and initiating ideas
- Managing and supervising groups
- Delegating responsibility
- Promoting and adapting to change
- Prioritizing tasks
- Identifying areas for improvement
- Facilitating meetings or group discussions
- Coaching/mentoring/counseling
- Evaluating progress
- Giving praise and credit
- Setting and accomplishing goals

Research

- Forecasting/predicting
- Designing an experiment
- Imagining alternatives
- Identifying resources
- Extracting important information
- Defining needs
- Developing strategies
- Formulating conclusions
- Conceptualizing ideas
- Observing and discovering
- Analyzing information
- Presenting findings
- Learning new tools/techniques



Crafting Your Description

Step 2: Brainstorm examples of how you used each skill

List your top 10 skills in the far-left column, then note the place(s) where you demonstrated each skill

Transferable Skill	Employment & Internship Experiences	Course Projects & Research	Campus and Community
Example: Public Speaking	End of summer presentation to department staff	Group presentation in class last semester	Submitted proposal for campus-wide event

Step 3: Bring it all together with an accomplishment statement

Turn these general concepts into bullet points on your resume. You can ACE this part of resume-writing by starting with an Action Verb to show you did something, providing the Context for that action using quantitative and qualitative terms and then demonstrating the End Results of your actions to show the value of your contribution.

Action Verb	Context	End Result
Example: Coordinated	Idea for a fundraising event for local food pantry	Raised \$1000 with over 250 people participating



Sample Accomplishment Statements

- Allocated \$1,500 budget to promote annual National Coming Out Day rally, increasing participation by 25% over previous year.
- Coordinated three fundraising events for local shelters, raising \$8,000 and greatly improving community awareness.
- Collaborated with a partner to formalize a 400-page training curriculum, creating a structure that made the progression of material clear and logical.

Action Verbs

Communication

addressed
advertised
articulated
authored
clarified
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
defined
described
discussed
edited
elicited
enlisted
expressed
influenced
informed
instructed
interacted
interviewed
joined
judged
listened
mediated
moderated
motivated
negotiated
observed
outlined
persuaded
presented
promoted
proposed
publicized

recruited
reinforced
reported
responded
specified
suggested
synthesized
translated

Organization/ Detail

arranged
cataloged
categorized
charted
classified
coded
collected
compiled
distributed
generated
implemented
incorporated
logged
monitored
obtained
ordered
organized
prepared
processed
purchased
recorded
registered
reserved
reviewed
routed
scheduled
submitted
standardized
systematized
updated
validated
verified

Creative

acted
combined
conceptualized
created
customized
designed
developed
displayed
drew
entertained
established
fashioned
founded
illustrated
initiated
integrated
introduced
invented
modeled
modified
originated
performed
photographed
revised
revitalized
shaped

Helping

advised
advocated
answered
cared for
coached
collaborated
contributed
cooperated
counseled
demonstrated
educated
enabled
encouraged
ensured
expedited
explained
facilitated
familiarized
furthered
guided
intervened
motivated
provided
referred
rehabilitated
simplified
supplied
supported
taught
trained
tutored
volunteered

Management & Leadership

administered
appointed
approved
assigned
attained
authorized
chaired
consolidated
controlled
coordinated
decided
delegated
directed
eliminated
emphasized
enforced
enhanced
executed
handled
headed
hired
hosted
increased
insituted
led
managed
overhauled
oversaw
planned
prioritized
produced
recommended
streamlined
strengthened
supervised

Technical

adapted
assembled
built
constructed
converted
debugged
engineered
fabricated
installed
maintained
operated
programmed
rectified
regulated
remodeled
repaired
replaced
solved
specialized
studied
upgraded

Financial/Data

adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
estimated
forecasted
marketed
projected
reconciled
retrived



Engineering Technology - Sample Resume

Full Name
City, State, Zip Code
Email Address - Phone Number - Custom LinkedIn URL

EDUCATION

CT State Community College Norwalk Campus, Norwalk, CT
Associate of Science, Engineering Science; Major GPA: 3.16

05/2023

SKILLS & ASSESSMENTS

Technical: Proficient in 3D Modeling (SOLIDWORKS, Autodesk Inventor, Autodesk Fusion 360), Mid-skill level in MATLAB and Java, Proficient in Microsoft Office 365 (Word, Power Point, Excel, Outlook, Teams).

RELEVANT EXPERIENCE

Tunix Community College, Farmington, CT

The Mechanical & Manufacturing Technologies for Energy & Sustainability Program (MET2)
Intern

01/2023 - Present

- Group oriented project based on incorporating technical as well as interpersonal skills.
- Project's goal is to replicate LEGO helicopter by use of SOLIDWORKS and importing modeled helicopter into an Augmented Reality (AR) space, virtually building the AR Helicopter to scale with use of Oculus Rift (AR) headset.
- Create a business plan utilizing Lean Manufacturing to be presented to the sponsors.

CT State Community College Norwalk Campus, Norwalk, CT

Makerspace Fabricator

09/2022 - Present

- Educate both students and faculty on the uses as well as benefits of both laser cutting and 3D printing (Additive Manufacturing)
- Current projects include:
 - AR Sandbox- Using augmented reality software to mimic organic terrain on physical sandbox.
 - Infinity Mirror- Creating a mirror that when looked through is an optical illusion of a never-ending tunnel.

OTHER WORK EXPERIENCE

JM Murray, Cortland, NY

Direct Support Professional

12/2022 - Present

- Assist children aged 10 to 15 years with developmental disabilities by engaging them in activities that support their intellectual wherewithal.
- Provide an environment that allows for consistent growth and independence while teaching them valuable skills for improving their self-esteem.



Respiratory Care - Sample Resume

Full Name

City, State, Zip Code

Email Address - Phone Number - Custom LinkedIn URL

EDUCATION/CERTIFICATIONS

CT State Community College Norwalk Campus, Norwalk, CT

Associate of Science, Respiratory Care

Certified Respiratory Therapist

Certificate in Nursing Assistant

Basic Life Support Certified, American Heart Association

Advanced Cardiac Life Support Certified, American Heart Association

05/2023

Expiration: 01/31/2025

Expiration: 01/13/2026

Expiration: 08/2024

Expiration: 01/2025

SKILLS

Technical: EMR (Cerner), Microsoft Office 365 (Word, PowerPoint, Excel, Teams, Outlook)

Language: Proficient in Tagalog; Basic knowledge of Spanish

Respiratory Care: Beside Manner, Physiological Knowledge, Infection Control, Medical Teamwork.

CLINICAL EXPERIENCE

ICU, CCU and Telemetry Floor, Norwalk Hospital, Norwalk, CT

Surgical ICU, Medical ICU, ED, Burn Unit, Bridgeport Hospital, Bridgeport, CT

Medical ICU, Stamford Hospital, Stamford, CT

Burke Rehabilitation Center, White Plains, NY

- Helped patients accomplish treatment plan and support life by administering inhalants; managed mechanical ventilators per hospital protocol, therapeutic gas administration apparatus, environmental control systems and aerosol generators
- Recommended weaning and extubating to physicians per hospital protocol
- Assisted in cardiopulmonary emergencies and rendered care as per ACLS/BLS standard
- Administered respiratory therapy treatments by performing bronchopulmonary drainage; instructed patients with breathing exercises; monitored physiological responses to therapy (vital signs, abgs and blood chemistry changes)

VOLUNTEER EXPERIENCE

Person-to-Person, Darien, CT

Clothing Department

03/2022 - Present

- Performed administrative tasks including clothes collection and shelving if need to be cleaned up
- Assisted customers in sizing and other clothing need to suit family's requirements

GENERAL WORK EXPERIENCE

Child Care Giver, Fairfield, CT

09/2021 - 03/2022

- Plan and prepare meals and bottles, and feed, children aged three years and one year old
- Performed housework related to child-care, including washing the children's clothes, cleaning up after meals, tidying play areas, washing bottles and dishes.
- Create stimulating, nurturing, and safe environment for the children

ACTIVITIES

- Vice President of Respiratory Care Club, Student Member
- American Association for respiratory Care, Active Member



Teaching - Sample Resume

Diane Teacher
Bridgeport, CT, 06604
diane.teacher@gmail.com - (203) 555-5555 - www.linkedin.com/in/DianeTeacher

SUMMARY OF QUALIFICATIONS

- Certified early childhood education teacher (pre-k - 3rd grade) who incorporates diverse teaching methods to meet students' varying needs and interests
- Excellent communicator, whether reading creatively and energetically to students or building rapport with students, parents, faculty and administration.
- Creative professional utilizing technology (Smart Boards, Smart Tables, iPads), materials and resources to create imaginative lesson plans and play opportunities.

EDUCATION & CERTIFICATION

IONA College, New Rochelle, NY Expected 05/2025
Bachelor of Science, Education

CT State Community College, Norwalk Campus, Norwalk, CT 05/2023
Associate of Science, Early Childhood Education

New York State Initial Certification Pre-K-6

TEACHING EXPERIENCE

Landmark School, Queens, NY
Student Teacher, Kindergarten 09/2022 - Present

- Developed and implemented semester-long kindergarten classroom lesson plans, meeting all learning objectives.
- Communicated with supervising teacher to identify students' progression.
- Met with parents/guardians to discuss students' progress and determine mutual goals and priorities for their children
- Observed Dynamic Indicators or Basic Early Literacy Skills (DIBELS) assessment.
- Implemented discipline plan, managing full classroom supervision and instruction for four weeks. 01/2023 - Present
- Attended all grade level, faculty, reading data, and school-wide professional development meetings.

RELATED EXPERIENCE

Summer Day Camp, Stamford, CT 06/2021 - 08/2021, 06/2022- 08/2022
Head Counselor

- Supervised and directed campers throughout daily activities and events.
- Evaluated performance of group counselors and assigned specific tasks.
- Conducted problem solving techniques for behavioral issues.

Early Childhood Education Department, NCC, Norwalk, CT 09/2022 - 05/2023
Student Labor

- Assisted Chair of Education Department and professors with paperwork and scheduling appointments.
- Creating event flyers and assisting with event set-up, break down and follow-up activities.

TECHINICAL SKILLS

Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, and Access), Adobe Acrobat, Class Dojo



Business - Sample Resume

Full Name
City, State, Zip Code
Email Address - Phone Number - Custom LinkedIn URL

EDUCATION

CT State Norwalk, Norwalk, CT

Associate of Science, Marketing, GPA 3.4

CT State Norwalk Honors Program

Phi Theta Kappa International Honor Society

Expected graduation: 05/2024

Inducted: 08/2023

Inducted: 10/2022

Relevant Coursework: Statistics, Principles of Financial Accounting, Principles of Managerial Accounting, Principles of Macroeconomics

Awards: Outstanding School Leadership Performance 2022-2023

05/2023

SKILLS

Language: Native in Italian, Understand Spanish and Portuguese.

Technical: Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams), Google Workspace (Docs, Sheets, Forms, Slides, Gmail), Zoom, Blackboard.

Social Media: Instagram, Twitter, TikTok, Facebook.

LEADERSHIP ENGAGEMENT

- President, Student Government Association, CT State Norwalk 07/2023 - Present
- Vice President, Marketing Club, CT State Norwalk 05/2022 - 07/2023
- Senator, Student Government Association, CT State Norwalk 05/2022 - 07/2023
- Student Representative, Organization of Women in Business, NYC 08/2023 - Present

RELEVANT EXPERIENCE

CT State Norwalk, Norwalk, CT

Marketing Intern

01/2023 - Present

- Manage social media resulting in a 65% increase in engagement.
- Write social posts with grammatical accuracy and an effective and captivating communication style.
- Design all promotional materials for programs and workshops.

The Lounge at Greendale, Bridgeport, CT

Customer Service

05/2022 - 07/2023

- Descalated customer complaints professionally, resolving issues in a timely and friendly manner.
- Trained over 10 new hires on company-specific policies, procedures, and compliance guidelines.
- Greeted customers and contributed to positive community relationships.



Computer Science - Sample Resume

Full Name
City, State, Zip Code
Email Address - Phone Number - Custom LinkedIn URL

EDUCATION

CT State Norwalk, Norwalk, CT

Associate of Science, Computer Science
UPLIFT Program, STEM Club
NCC Foundation Scholarship Recipient

Expected graduation: 05/2024

Fall 2023, Spring 2024

SKILLS

Technical Skills: HTML, CSS, JavaScript, SQL, ReactJS, Git, Bitbucket, Figma

EXPERIENCE

CT State Norwalk IT Department, Norwalk, CT

Helper and Support (Student-Worker)

01/2022 - 07/2022

- LiteTouched 100+ laptops to update operating systems and applications for student loaners.
- Regularly guided callers in troubleshooting, and instructional assistance on software.
- Inspected, maintained, and updated several printers, instructional devices, projectors, and computers with documentation.

Synchrony Financial, Stamford, CT

Tech Winter Intern

01/2022 - 02/2022

- Developed a new site for the Skills Academy using the ReactJS Framework and presented the final product to tech leaders.
- Designed a wireframe for their Skills Academy website using Figma.
- Participated in and practiced Agile methodology and learned how to use bitbucket to collaborate with a team.

CT State Norwalk Food Pantry and Garden (UPLIFT)

Intern

08/2022 - 05/2023

- Performed garden maintenance and set up 3 compost tumblers to provide ease of access for student involvement.
- Organized the pantry and assisted in creating over 100 thanksgiving food baskets for students and families in need.

LG Digital, Shelton, CT

Internet Response Expert

01/2023 - 07/2023

- Ranked top 5 company-wide for call volume and customer conversion; maintained a quality assurance score of 98%.
- Awarded 8 new client campaigns to expedite prospective client performance expectations.

Eastern Account Systems, Brookfield, CT

Customer Service Representative

05/2023 - Present

- Assigned to outreach Comcast business clients to secure payments that have balances over \$500.
- Cold called over 400 customers daily and consistently secured 20 payments on average.



Legal - Sample Resume

Full Name
City, State, Zip Code
Email Address - Phone Number - Custom LinkedIn URL

EDUCATION

Mercy University, Westchester, NY Graduation: 05/2023
Bachelor of Arts, Business Management with a Concentration in International Management GPA: 3.6
Minor: Legal Studies
Campus Involvement: National Honor Society Phi Theta Kappa & National Society of Leadership and Success Member

Norwalk Community College, Norwalk, CT Expected Graduation: 05/2025
Associates of Science, Legal Assistant GPA: 3.5
Relevant Courses work: Business Organization, Real State Practice, Introduction to Paralegal, Principles of Marketing.
Campus Involvement: Student Government Treasurer, Career Success Club & Gaming Club member

SKILLS

Legal: Court Calendaring, E-Filing/Record Management Legal Document Preparation, Legal Research, Trial Preparation
Computer: Proficient in LexisNexis Outlook, Microsoft Office, Google Drive, Canva
Languages: Fluent in Spanish and Proficient in Portuguese

PROFESSIONAL EXPERIENCE

Deed & Moore Associates, Stamford, CT 05/2023 - Present
Paralegal

- Assist with calendaring and docketing court deadlines, appointments and tasks
- Receive and respond to court notifications and inquiries from the clients with utmost discretion
- Assist attorneys during pre-mediation and foreclosure mediations
- Write correspondence communicating with clients, court and opposing counsel

Global Tech Co., Stamford, CT 01/2022 - 05/2023
Digital Marketing Consultant

- Developed effective presentations to demonstrate products and services
- Produced contract overview and agreement disclosures
- Served as the Chief of Social Media for 10 clients ensuring all needs were met

Mercy College, Office of Student Activities, Westchester, NY 05/2021 - 01/2022
Office Assistant

- Greeted all the visitors and directed them to appropriate contact ensuring a positive experience
- Assisted with administrative functions regarding event planning, scheduling appointments, performing data entry and other ad-hoc tasks
- Monitored office supplies and replenished as necessary

