



## Resume Guide

A strong resume is a necessary tool for the internship and job search. Regardless of your major or concentration, the purpose of a resume remains the same: to provide potential employers with a summary of your experience, skills, and qualifications. While providing this summary, the goal is to convey your strengths and objectives in a way that creates employer interest, ultimately leading to an interview. The resume is used to apply for online and email postings, as well as position posted through *eRecruiting* for the On Campus Interviewing program. You will also distribute your resume to employers at job fairs, information sessions, and through networking opportunities.

Most employers, regardless of industry, spend approximately one minute reviewing a resume to decide whether the candidate will receive an interview. To increase your chances of receiving an interview and effectively conveying your qualifications and skills to an employer, the resume must be written in a concise manner presenting facts and figures. The resume must be in a format that is easy to read (or skim) and provide strong, relevant information. Employers should not have to search the resume for information, nor interpret the meaning of a bullet point.

Following are guidelines offered by the School of Management to help you prepare your resume for the job and internship search. While several of the guidelines represent traditional methods to organizing a resume, there is room for some flexibility. Take note of the industry and firms to which you are applying as many prefer the more traditional, or conservative formatting methods. Regardless of the format you implement, the resume should be only one page in length for current students and recent graduates with limited work experience. Choose to highlight experiences and skills most relevant to the position to which you are applying; do not provide a list of everything you have done. Remember, the goal of the resume is to represent you, your skills, experiences, and interests while creating interest on the part of the reader.

The School of Management (SOM) Placement Office and the Career Development Center (CDC) are available to critique resumes during office/resume hours. CDC also offers various resume workshops during the semesters.

## **SOM RESUME REQUIREMENTS**

The following guidelines should be followed when preparing your resume.

### **Use the Official Name of the University and School:**

Binghamton University, State University of New York  
School of Management

### **Degrees:**

Bachelor of Science in Accounting  
Bachelor of Science in Management  
Master of Science in Accounting  
MBA

Expected date of graduation (month and year) is also required.

### **Concentrations:**

It is important to list your concentration area(s) to show your specialization(s).

### **Listing Courses:**

If you choose to list "Relevant Coursework" on the resume, only include courses which you have completed, are high-level or honors courses, and are relevant to the position. You should not list all courses taken.

### **Listing GPA:**

While including your GPA on the resume is a personal choice, most employers expect it to be listed. If an employer has a GPA requirement it must be listed to be considered for an interview. Employers prefer to know your overall, or cumulative GPA, as well as your concentration GPA should you have one. Your GPA must be listed exactly as it appears on your transcript. If rounding, it is recommended you round to the nearest hundredth decimal point.

If you are a transfer student, you may list all the schools you attended or just Binghamton University. If you only list Binghamton the rules above apply when including your GPA. If you list the school(s) from which you transferred, you may include your GPA from that school(s), or choose to leave it off. If you choose to list GPAs from Binghamton and your transfer school(s), you must list each of the schools you attended and the corresponding GPA separately. You may not combine the GPAs from the different institutions into one.

You must always update your resume to reflect changes in your GPA, relevant courses, etc.

### **Please Note:**

**Students known to have falsified information on their resume will no longer receive services from the SOM Placement Office. It is extremely important to act in an ethical manner at all times. Your actions reflect on your reputation, as well as the reputation of the School of Management.**

## RESUME CONTENT

There are several acceptable ways to organize information on your resume. How you order and name the categories may change depending on your experience and the position to which you are applying. A student with minimal work experience should begin with Education, not Work Experience. However, if you have strong computer and language skills that are relevant, you should present this Special Qualifications/Skills category after Education, but prior to Experience. When “building” or organizing a resume it is very important to pay attention to the relevancy of the information you choose to include.

Typically resumes include the following sections.

### Name and Contact Information

This section includes your name, address, phone number and email. You may choose to have two addresses listed, one for the academic year and one for school breaks, but this is not required. It is very important your contact information is correct and kept up-to-date. Employers must be able to reach you easily. Make sure to include the email address you check regularly. When including your cell phone number you must realize that employers may contact you at any time. If you do not recognize the number of the incoming call let it go to voicemail. You do not want to take an employer’s call if you are not in the proper mindset, or when out with friends. Also, remember to change your voice message to one that is professional when in the midst of an internship or job search.

If you choose to list both addresses, we recommend the following format:

### John Job

*Permanent Address*

1000 Main Street  
Nowhere, NY 12121  
Cell Phone: (000) 111-2222  
johnj@gmail.com

*School Address*

00-00 Seminary Avenue  
Binghamton, NY 13905  
E-mail:

When listing one address, there are several options. Choose the one that fits your resume and is easy for employers to identify. If space is an issue you may put all your identifying information on one line. Following are examples:

### John Job

1000 Main Street  
Nowhere, NY 12121  
(000) 111-2222  
**EMAIL@binghamton.edu**

### John Job

1000 Main Street ▪ Nowhere, NY 12121 ▪ (000) 111-2222  
johnj1@binghamton.edu

## Objective

The objective is located below your contact information and is optional. Some students decide to explain their career goals in a cover letter instead of through an objective. If you choose to include an objective it must be tailor-made to the position and company to which you are applying, or at minimum be specific to the type of position and industry in which you wish to work. A generic objective often turns employers off as it provides no link between what you seek and what the firm offers. **Avoid listing more than one industry or position as this will make you look unfocused and confused in your search.**

The purpose of an objective is to inform the reader of what is to follow on the resume. It should give the reader some idea of your interests and career plans while being clear and concise. The remainder of the resume should be relevant to and supporting of the objective. The objective may also outline the skills you have developed and wish to use in your position. If you have several unrelated interests it is strongly recommended you write more than one resume, each with a different objective. Remember, the rest of the resume, including bullet points, should be formatted to support your objective.

You may choose to leave the objective off the resume. Although some employers prefer to read the objective to get a sense of what you seek, most agree that it is better to leave it off than to have a vague, generic statement.

### **Samples of poor objectives:**

- "To obtain a position that will combine responsibility and challenge."
- "An exciting and challenging position leading to management."
- "A position that will utilize my skills and allow me to development professionally."

### **Samples of good full-time objectives:**

- "A financial analyst position at an investment bank with strong interest in mergers and acquisitions."
- "Seeking a position on the audit staff of a public accounting firm."
- "To obtain a position as financial analyst with Goldman Sachs."

### **Samples of good summer internship objectives:**

- "To obtain a summer internship in Structured Finance with PricewaterhouseCoopers."
- "Seeking a summer internship with exposure to internal audit practices."

## Educational Background

The education section is an important section for recent and upcoming college graduates and should be emphasized. A concise and well organized education section can provide employers with answers to questions regarding academic preparation and performance, especially when there is minimal work experience.

Your educational background should be listed in reverse chronological order. You must include the name of the most current institution, most current degree, expected graduation date, and concentration(s). You may also include the name of the school – School of Management, and city, state. Remember the School of Management offers a BS (not BA) at the undergraduate level in either accounting or management (not business). At the graduate level the School offers a MBA and a MS Accounting. The goal is to highlight educational experiences which demonstrate your abilities, knowledge, and interests related to the position

you are seeking. Studying abroad for a semester also demonstrates a unique, global experience that should be included.

Students transferring to the School of Management may also list the school they came from and length of time attended. Any relevant courses and honors may be included, as well as GPA. Make sure your transcript(s) accurately support the information on the resume.

### **Education Examples:**

#### EDUCATION

#### **Binghamton University, State University of New York**

MBA, expected graduation May 2008

Concentrations in Finance and MIS

Overall GPA: 3.7

#### EDUCATION **Binghamton University, State University of New York**

School of Management, PricewaterhouseCoopers Scholars Program

B.S. in Accounting, expected graduation December 2008

Cumulative GPA: 3.5 Major GPA: 3.8

Study Abroad, University of New South Wales, Sydney, Australia (Fall 2006)

While a strong GPA is important, it is not the only information that should be stressed on a resume. Employers seek well-rounded candidates who have taken part in internships, been involved in extracurricular activities, and held leadership positions.

Relevant coursework may be listed within the education section, or be its own category heading. If you have one or two courses that are relevant you may add them to the education section. If you have several high-level, relevant courses it is recommended you create a separate category if space permits. Regardless of where you place the courses, relevant high-level or honors courses should be stressed on the resume. Also, projects, research papers, or independent studies that support your goals should be included within the education category or within the experience category if bullet points are warranted.

When choosing information to include on your resume, it is important to evaluate all information and choose that which will demonstrate experience and skills, and best support your objective. If you are interested in financial sales, you need to show that you possess people-skills and can be persuasive while having finance competence. You may indicate this in various ways like participation in student government, taking the lead on a team project, or participating in a case competition while highlighting your finance coursework and relevant internships.

Freshman and sophomore students usually list high school or other institutions they attended before coming to Binghamton. Juniors and seniors typically do not include any information relating to high school unless they attended a well-known school, received significant honors, or gained strong experience while there. If a junior or senior chooses to include high school related information, but space is an issue or the resume looks cluttered, it is highly recommended that this is the first section to take off.

## Experience

You may choose to title the experience category "Experience," "Relevant Experience," "Leadership Experience" or whichever is most applicable. You may also choose to have more than one Experience category, i.e. "Relevant Experience" and "Supporting Experience". Regardless of the experience you have, whether it was working as a Camp Counselor or Life Guard, volunteering with children, or interning with a top firm, employers want to know that you have internship and/or work experience. Some students believe that only paid positions should be listed on the resume. This is a misconception. You may list internships (paid or unpaid), summer or part-time employment, work-study positions, volunteer experiences, or an extracurricular activity that provided you with leadership experience. You want to show employers that you have had "real world" experience with real responsibilities. Employers understand to a degree that college students may not have, or are unable to find, relevant experience. Because of this, it is your responsibility to present the experience you do have in the strongest, most convincing manner. Employers want to know that you are motivated, flexible, efficient in completing tasks, a team player, and possess leadership qualities.

## Reverse Chronological Format

There are several ways to format the experience section of the resume. The most commonly used is the reverse chronological format which lists the most recent or current experience first and maintains a reverse date ordering of experiences. This style is typically used by candidates whose most recent experiences are the most relevant to the position to which they are applying. When creating bullet points make sure to describe your accomplishments and responsibilities, not just duties. Also, whenever possible quantify the information by using numbers.

The reverse chronological format includes the name of the company, the department or division if applicable, the position you held or title (may be listed first), the city and state, and dates of employment. Your bullet points will include a description of the work you performed (duties), responsibilities, and accomplishments/results. Make sure that you prioritize within the bullet points, meaning the most impressive and relevant bullets come first for each entry. Remember it is critical that you are consistent with your formatting through the entire "Experience" section.

## Example of Reverse Chronological Format:

### EXPERIENCE

#### **My Campus Promotions**

*Assistant Project Manager*

Binghamton, NY

April-December 2006

Designed marketing strategy for local client, Midway Lanes; generated advertising revenue through selling space to local businesses; organized launch event to attract new business from students and members of community; recruited student promoters for major campus event with estimated attendance of 5,000 people.

#### **Binghamton Senators**

*Marketing Intern*

Binghamton, NY

September-December 2005

Created a 36-page Sponsors Catalog given to players and staff; updated promotions page on website; distributed promotional items in the community; assisted on game nights.

## Combined Format

Another way to organize the experience section of the resume is using a combined format. This format “combines” reverse chronological (common for more inexperienced candidates) and functional (common for experienced candidates). For current students or recent graduates, the combined format closely resembles that of reverse chronological with the major difference being more emphasis is placed on the most relevant experiences and skills, regardless of date order. Those skills and experiences that best support the objective are listed at the top of the section.

### Example of Combined Format:

#### EXPERIENCE

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##### **Bear, Stearns & Co. Inc.**

*Fixed Income Intern*

**New York, NY**

Summer 2006

- Interned in the High Yield Credit Research department with a focus on health care sector
- Developed a comprehensive, Excel-based analytic tool used to evaluate relative value among investment grade health care bonds, which included financial statement analysis, credit statistic comparisons, pricing comparables, and credit default swap analysis
- Created detailed, company-specific model for evaluation of laboratory supply company; model included full financial statements, capital structure breakdown, working capital analysis, and projected financial results
- Gained solid understanding of process of giving individual bonds positive and negative outlooks by attending daily high yield morning meetings with the sales force
- Shadowed multiple employees on various desks (including agency CMO reverse engineering, credit default swap trading, high yield sales, and whole loan trading), obtaining a more complete perspective of fixed income

##### **The Abernathy Group**

*Hedge Fund Analyst*

**New York, NY**

12/2006 – 05/2007

- Researched and summarized analyst reports to provide management with basis for investment thesis
- Analyzed advance valuation models to evaluate possible investment opportunities
- Assisted in the generation of investment ideas for daily investment committee meetings

## Content Reminders

The "Experience" section does not need to be limited to paid experiences. You may also include internships (paid or unpaid), independent research projects, and community/volunteer work.

Make good use of action verbs to describe your responsibilities and skills. Do not be vague or passive when describing your duties and accomplishments. “Duties included” or “Responsible for” are weak lead-ins to a bullet point.

Use numbers or percentages to quantify your achievements whenever possible.

## Special Qualifications/Skills

If you possess strong or unique technical or language skills you should include a section to clearly present them to an employer. Again, do not make an employer search the resume for skills, and do not assume

they believe you have such skills. Computer skills (languages, hardware, software), foreign languages you are proficient or fluent in (can read or speak), certifications (such as specific examinations passed, i.e., CFA) should be included.

### **Additional Information (or Interests)**

If you have room on the resume, you may choose to include your interests. This section should only be included if room allows (do not force the margins) and the interests are well organized. A large part of the resume should not be dedicated to interests. You may list professional affiliations, clubs or campus organizations, athletic activities, cultural or intellectual interests, artistic and musical abilities, and travel experiences.

It is not necessary to state "References available upon request" as employers will ask if needed. Also, do not list the names and addresses of your references on the resume. If you would like to forward the names and addresses of references then develop a separate Reference page to be sent with cover letter and resume.

### **FORMATTING AND OTHER SOM RESUME TIPS**

It is important that you remember the average employer spends approximately thirty seconds to one minute skimming a resume. Therefore, your resume must be easy to read, organized in a logical manner, and attractive to the eye. When you prepare a resume apply the following tips.

- When choosing the style and layout of your resume, make sure you are presenting the strengths and abilities that will make you stand out, including: leadership roles, technical and language skills, oral and written communication skills, critical thinking abilities, organizational and time management abilities, and teamwork. Write about what you did, and more importantly the outcomes.
- Stay to one page if you are a current student or recent graduate. You do not need to list everything you have ever done, just the most relevant and supporting.
- Create your resume in Word to ensure the employer can open it when received. Also, when uploading to *eRecruiting* a Word document is needed.
- Make sure to use the Tab Key and not the Space Bar when formatting information. The resume may look fine on your computer using the space bar, but when opened on another computer may be jumbled and unattractive. The Tab Key formatting will hold true.
- Set all margins to 1" or .5". Do not set them for less than .3".
- Use font types that are more conservative and easy to read (Arial, Times New Roman). Do not use a point size less than 10 on your resume. Your name is typically 14 while text is 11.
- Select a good quality stock of resume paper, 8-1/2" x 11", and be conservative when choosing a color. Recommended shades include white, off-white, and beige. Darker shades do not photo copy well should the employer wish to share your resume with others in the firm. Be sure to buy matching envelopes to use when mailing resume and cover letter to an employer.
- Print your resume and cover letter using a laser printer for a more professional look.
- Resume must be 100% free of spelling, typing, and grammatical errors. It is hard to convince an employer you have strong oral and written communication skills with errors on ones resume. Never give anyone cause to question your literacy.
- Use conventional spelling. Do not abbreviate and make the reader guess at the meaning.
- Be specific, quantify when possible, and be descriptive when writing bullet points. Select action verbs and word choice carefully (see Action Verb List). Do not repeat the verbs over and over.

- Write at least two or three drafts of the resume before ever sending it to an employer. Have the resume critiqued by CDC, the SOM Placement Office, and an experienced professional/mentor/alum in the field.
- Be prepared to always review and evaluate your resume prior to sending it to an employer.
- You may use spacing, indenting, italicizing, capitalizing, and bolding to allow for easy skimming, but beware of over doing the visual effects. Too much takes away from it all.

## **ACTION VERBS**

accelerated	eliminated	performed
accomplished	employed	planned
achieved	established	pinpointed
adapted	estimated	prepared
administered	evaluated	presented
advised	examined	preserved
aided	exhibited	processed
allocated	expanded	produced
amplified	expedited	programmed
analyzed	explored	proposed
answered	extended	proved
appointed	fabricated	provided
approved	facilitated	received
arbitrated	focused	recommended
arranged	fortified	recorded
assessed	founded	recruited
assisted	generated	rectified
assumed	guided	reduced
augmented	handled	re-established
awarded	harmonized	referred
began	headed	regulated
broadened	implemented	reinforced
built	improved	reorganized
calculated	incorporated	represented
catalogued	increased	researched
chaired	influenced	reshaped
compiled	initiated	restituted
completed	innovated	restored
computed	installed	revamped
conceived	instituted	reviewed
condensed	instructed	revised
conducted	interpreted	scheduled
constructed	introduced	selected
consulted	investigated	set-up
contracted	involved	simplified
contrived	launched	solved
controlled	led	specialized
cooperated	lectured	streamlined
coordinated	listed	structured
counseled	maintained	substituted
created	managed	suggested

delegated  
demonstrated  
designed  
determined  
developed  
devised  
devoted  
diagrammed  
directed  
displayed  
distributed  
drafted  
edited

mediated  
modified  
monitored  
motivated  
negotiated  
observed  
operated  
ordered  
organized  
oriented  
originated  
overhauled  
participated

supervised  
supported  
systematized  
taught  
trained  
tutored  
unified  
used  
utilized  
volunteered  
widened  
worked  
wrote

## **SOM SAMPLE RESUMES**

As discussed in the preceding sections, resumes vary in format and style. While there is no one "absolute correct" way to write a resume there are general guidelines and rules to follow. Through the following samples, the School of Management recommends some styles to consider. The recommendations are based on employer feedback and success of past SOM candidates.

### **Sample Resume 1**

### **Sample Resume 2**

### **Sample Resume 3**