Transfer Planning and Scholarships: Resumes
By Edwin Roman, Academic and Transfer Resources Coordinator

Part two of three looking at scholarships. Part one may be found online.

The Transfer Planning timeline (detailed on the last page of this newsletter as well as on the Transfer Planning website) recommends that students start researching scholarships prior to earning 30 credits. The timeline also recommends that students work on their resumes.

What is a resume? A resume is a personal, individual summary of your experiences and education. It is also an opportunity to present your best qualities to scholarship review boards (as well as employers and admissions officers). Resumes are among the tools used to compare your specific qualifications to those of other candidates. While there is no definitive way to format a resume, an effective one is easy to scan, read, and comprehend.

The Top Half of the Page
The top fold of the printed edition of *The New York Times* is where the most important news stories are placed. Think of applying this idea to your resume: list your strongest skills near the top of the page. For most students, this means placing your educational experiences at Bronx Community College near the top. If your GPA is a 3.0 or higher, and if you have made the Dean's and/or President's List, you should note both on your resume near the top of the page. You should also note any scholarships you have previously won, no matter how small or large, because it fosters credibility, especially if it is being used for a scholarship application.

> **BRONX STUDENT**
> 2155 University Avenue #2 ▪ Bronx, New York 10453 ▪ (718) 289-5100 ▪ fictionalstudent@fakemail.com
>
> **EDUCATION**
> 8/11-Present **City University of New York / Bronx Community College** BRONX, NY
> *Associate in Science Degree - Engineering Science*
> ▪ Anticipated date of graduation: June 2016
> ▪ GPA: 3.9
>
> **HONORS**
> ▪ Dean's List: 2012-Present
> ▪ Phi Theta Kappa Member
>
> **SCHOLARSHIPS**
> Spring 2015 **National Science Foundation**
> ▪ Scholarship awarded to students majoring in math, engineering or a related field
>
> Fall 2015 **Hispanic Scholarship Fund**
> ▪ Scholarship awarded to Hispanic students who have academically excelled

Activities and Volunteer Work
The inclusion of activities and volunteer work, especially on a resume written for a scholarship, cannot be emphasized enough. Extracurricular activities and volunteer work on your resume demonstrates leadership and commitment beyond the classroom. Having a section devoted to these is encouraged. In fact, if the number of activities and volunteer experiences is significant, it is advisable you have two separate sections devoted to each. Where on the page you decide to place them should depend on the relevance to the scholarship you are applying for. If the scholarship is placing emphasis on volunteer work, then certainly place it near the top of the page, directly under the headings for education, honors and scholarships.

> **ACTIVITIES**
> 8/14-Present **City University of New York / Bronx Community College** BRONX, NY
> *Math and Computer Science Club*
> ▪ Vice President, 2014-2015 Academic Year

Font
Making a resume font choice is not at all inconsequential; a bad choice can pull focus from your accomplishments. Select a font that allows for numerous legible variations such as bold, italic, all caps, small caps, etc. A key part of easy resume comprehension is making sure that schools, degrees, and titles are easy to pick out. Perhaps the safest fonts to use are Times New Roman and Perpetua because both are always legible no matter what variation you use. With regards to font size, the largest should be at 12 points, while the smallest at 10 points. Your name, at the top, should be larger, anywhere between 16 and 18 points. And, of course, you should choose one font and use it throughout, using variations to help distinguish information (see the full sample on the next page).

Experience and / or Employment

Strategic use of headings play a role in making a resume easy to scan, read and comprehend. One suggestion, if applicable, would be to distinguish experiences from employment. Experiences are paid positions with at least some relevance to your major and/or career goals. Employment would be those other jobs with little to no relevance to future goals. If you look at the sample on the right, the student, who is majoring in engineering, lists a position as a math tutor under experience while listing a position at a fast food restaurant under employment (and near the bottom of the page). Similarly, you may also have a separate heading to detail internships. Nursing and radiologic technology students can use a heading for "Clinical Experience" to highlight that aspect of their education. Within each heading, it is advisable to place the information in reverse chronological order, starting with the most recent and working your way back. With regards to noting dates, use the numerical representations for the months, with the last two numbers of the year. For seasonal positions, you may want to note them in that way as the sample resume does under the heading for experience.

Accomplishments

With regards to noting achievements some may feel that it is prudent to be modest, but not if you want your resume to get noticed. Proudly note accomplishments throughout your resume and certainly include things such as promotions, awards and club elections.

Skills

The information detailed under the skills heading allows you to list and expand upon relevant abilities. If you take a look at the sample resume, you will notice that under that heading the student created subheadings making it easier for the reader to pick out information.

The next and final installment will look at writing essays.

The Transfer Planning Timeline recommends writing a resume by the time you complete 24 Credits.

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EDUCATION
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Associate in Science Degree - Engineering Science
- Anticipated date of graduation: June 2016
- GPA: 3.9

HONORS
- Dean's List: 2012-Present
- Phi Theta Kappa Member

SCHOLARSHIPS
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Fall 2015
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- Scholarship awarded to Hispanic students who have academically excelled

COURSEWORK
Science:
- Introduction to Chemistry
- General College Chemistry I & II with Qualitative Analysis

Mathematics:
- Analytical Geometry and Calculus I, II and III
- Differential Equations and Selected Topics in Advanced Calculus

EXPERIENCE
Summer 2015
City University of New York / Herbert H. Lehman College BRONX, NY
The Mathematics and Science Partnership in New York City / Tutor
- Assisted and instructed high school students in mathematics

ACTIVITIES
8/14-Present
City University of New York / Bronx Community College BRONX, NY
Math and Computer Science Club
- Vice President, 2014-2015 Academic Year

SKILLS
Computer and Office:
- Microsoft Word, PowerPoint, Excel, Access, and Outlook
- Database creation and Data entry
- Intranet and Internet skills
- Basic HTML; Web Site Creation
- SIMS

Professional and Language:
- Fully fluent in Spanish
- Experience working with cash and credit transactions
- Peer Advisement
- Registration Sectioning

Certification:
- College Reading & Learning Association Regular Tutoring Certificate June 2014

EMPLOYMENT
1/09-6/11
White Castle Restaurant BRONX, NY
Assistant Manager

REFERENCES FURNISHED UPON REQUEST

DO'S AND DONT'S OF RESUMES

Do...
- Lead with action verbs.
- Use direct and simple English and avoid "thesaurusizing" your resume.
- Make sure your resume is one page in length, but never more than two. Also, never use a second page for one or two lines.
- Edit and proofread. Do it yourself and get others to assist. Your resume must be free or errors!

Don't...
- Make general claims ("Good communication skills") without using examples.
- Include long, generic objective statements. If you are going to use an objective, be sure to tailor it.
- Include personal information such as height and weight or a picture.
- Lie! Sometimes they have lasting consequences.