

MACAULAY HONORS COLLEGE
CAREER DEVELOPMENT OFFICE

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**RESUME, CV,
& COVER
LETTER
WRITING**

**CAREER
DEVELOPMENT** | **M**



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INTRODUCTION

In this guidebook, you will learn the ins and outs of writing resumes, CVs and cover letters. You will also find a reference list of action verbs you can use for any documentation or professional profiles you may have.

If you would like to schedule an appointment with the Macaulay Career Development Office to go over your resume, CV, or cover letter, log onto CareerPath and you will find the appropriate banner on the home page under “Schedule An Appointment.” We strongly suggest that you go over the tips offered in this guidebook before meeting with Career Development staff.

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RESUMES

GENERAL TIPS

01. On the first day of any new job or internship, create a running document on your personal account (i.e. google docs) to keep track of everything you accomplish and every new skill you learn. This will make it much easier for you when updating your resume later on.
02. You do not have to state everything you have done on a resume, but everything you state must be true.
03. Generally speaking, after freshman year, high school education should not appear on your resume. By sophomore year, no high school experience should be listed.
04. Be sure to proofread your resume for any spelling or grammar errors. Have someone proofread it as well. Four eyes are better than two.
05. If mailing or presenting a resume, print your resume on [resume paper](#) and use a [resume envelope](#). These can be purchased at office supply stores. And if you want to look super professional, you can buy a [‘fancy resume padfolio’](#) to keep your resume crisp. The best part—it’s only a one-time purchase!
06. When emailing your resume to a recruiter, send it in PDF format (unless instructed not to do so) – so that the resume format appears as intended. Different versions of Microsoft Word or a Mac to PC conversion might change the formatting or result in an extra page.
NOTE: If you plan to meet with a career counselor, send your resume as a word file (doc) not a PDF. As that will allow them to make edits.
07. Be sure to save the resume with your full name in the file name. For example, Jane.Doe.Resume.pdf. When employers receive several resumes with the file name “resume.doc,” it can be hard for them to locate the file later.
08. Set up different folders on your computer for each company/program you have applied to. Be careful to send the right resume to the right organization.

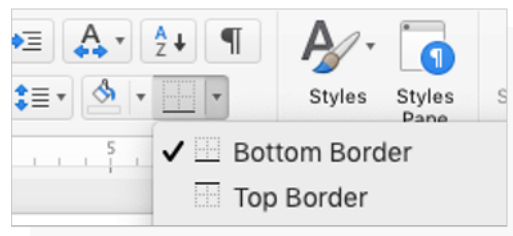


09. You can have more than one resume as it should be a living and growing document tailored to the position you are applying for. Highlight different skill sets each time. Be sure to label and organize these resumes accordingly, as you don't want to send the wrong resume to the wrong recruiter.

10. DO NOT: Copy and paste a template when writing your resume.

NOTES ON FORMATTING

- Use Microsoft Word not Google Docs.
- For margins, always select one of the following settings: Normal (1"x 1") or Narrow (.5" x .5").
- Keep your resume to only one page.
- For your name, do not go larger than size 18 font.
- Use a 10-12 size font for the body of your resume. Arial, Times New Roman, Garamond, Cambria, Calibri, Helvetica, Georgia, or Book Antiqua fonts tend to be preferred and are recommended.
- **Do not** underline or italicize.
- Be consistent. For example, if your headings are in bold type, all headings should be in bold. If you use four digits for the year (e.g. 2008), then use that format everywhere. (do use the full year and month)
- Avoid using symbols. Utilize line breaks instead (|).
- Refer to [this video](#) for a quick formatting trick for aligning your resume items!
- Separate headers to differentiate sections. Add a border line to separate a header by using the bottom border function on Microsoft Word.



It should look like this:

EXPERIENCE

Macaulay Honors College at Baruch College
Bachelor of Arts in Communication

New York, NY
May 2024

- Leave blank space between the separate sections on your resume. Don't make your resume look crowded!



APPLICATION TRACKING SYSTEM (ATS)

WHAT IS ATS?

ATS (Applicant Tracking System) is a tool used generally by large organizations but is growing quickly within small and medium businesses. It is used by these companies to track applicants for positions. The ATS usually functions by using techniques similar to search engines - finding specific keywords, such as skills, past employers, schools, and years of experience. Because of ATS, many people are beginning to use resume optimization techniques when creating resumes.

According to Amanda Cornwall, assistant director of Career Development at Northeastern University, 75% of resumes do not make it through an ATS to be seen by a human. This statistic is also backed up by Josh Bersin, principal at HR consulting firm Bersin by Deloitte, as well as several other people in prestigious positions.

WHY IS IT USED?

Applicant Tracking Systems are used by companies who don't have the time or manpower to review every application they receive. Applicants simply apply through the ATS and only resumes that get through the system (often by keyword or skill) are viewed by actual humans.

WHAT CAN YOU DO FOR YOUR RESUME FOR IT TO PASS THE ATS?

Although there are several tricks you can use to get your resume past an ATS, the main thing to do is to keep it simple. No headers or footers (the ATS can't read those), no images, nothing fancy.

To better understand how to format your resume to pass the ATS stage, you should learn how the ATS itself works. The ATS is pretty much a search engine that scans your resume and picks out keywords that the actual human employers are looking for. It then converts your resume into a broken down version, picking out the skeleton of the resume and reading the main words. If the ATS finds keywords or specifics that the employer is



looking for, your resume gets passed on to human recruiters.

Because the ATS is simply a machine, it doesn't notice that you've used a different format, or that you've included images, or anything else besides the plain text on the page. It also won't go beyond what it's told to do or notice any spelling errors.

To get your resume to pass the ATS, here are a few things you can do:

- **Keep it Simple** - As stated before, the ATS won't notice the creative effort used in your resume. Use a simple font, and don't add logos, text boxes, headers, images or shading, or anything of that sort. Also, stick to the regular categories on your resume: Education, Experience, Leadership, Volunteer and Skills. There is no need to add anything extra.
- **Use Proper Keywords** - The ATS is all about searching your resume for keywords. That is why it is super important to use the right words. Generally, a good rule to follow is to tailor your resume to match the job you are applying for. For example, if the job description/title includes a title such as "social media manager" or a software such as "Final Cut Pro," be sure to include the same words in your resume - not just something similar, because the ATS does not know if you've put in something similar.
- **Follow Up!** - If your resume is not getting past the ATS but you feel like you're qualified or you really want the job, why not reach out to the employers themselves? It can be good to send some sort of follow up email or to reach out via your connections on LinkedIn. If you don't know their email, Hunter.io is a good site for finding professional email addresses. Find their email and contact them! Usually, this can be enough to get the employers to check the ATS for your resume, even if it didn't get past it.

All in all, keep your resume simple and don't be discouraged because a machine is reading your resumes.

MORE RESOURCES:

[8 Things You Need To Know About Applicant Tracking Systems](#) from [Jobscan Blog](#)

RESUME SECTIONS 101

EXAMPLES OF TYPICAL SECTIONS ON A RESUME:

- Education
- Experience (no need to write Professional Experience)
- Leadership
- Community service
- Honors/awards
- Skills

CONTACT INFORMATION

- Your name should be the first thing on your resume in large, bold type, 12-18 size font, followed by your address (city, state zip), phone number (with professional voicemail), and email (school or a professional personal email address).

If you are a senior or have already graduated, try to use a **professional personal email address** rather than your student email address on your resume. As a Macaulay student, you get to keep your Macaulay email for life, but you don't want full-time recruiters to still view you as a student after you have graduated!

- You can also link to your LinkedIn alongside your contact information in this section of your resume.

EDUCATION

This should be the first item on the resume, after your name and contact information, while you are a current student.

- Name of School (e.g. Macaulay Honors College at Brooklyn College or Macaulay Honors College at The City College of New York (CUNY))
- City and State
- Degree, Major, and Expected Graduation Date (e.g. Bachelor of Arts, Psychology, June 2018)
- GPA (ex. GPA: 3.5)

HONORS & AWARDS

Include any honors or awards with dates. After freshman year, focus on college-level honors.

All students should include “**Macaulay Honors College**, University Macaulay Scholar (four-year full-tuition merit scholarship).”

ACTIVITIES

- What is at the top of your resume should be most relevant and tailored to what you are applying for even if it is not the most recent one.
- If you want, you can create a section called **Relevant Experience** to separate these particular experiences.

EXPERIENCE SECTIONS:

Each experience (i.e. job, internship, assistantship, volunteer, or activity) should include:

- Dates of involvement in reverse chronological order (e.g. May 2020; September 2018 – September 2019 or August 2020 – Present)
- City and State
- Title (e.g. Office Assistant or Treasurer)
- Name of Organization
- List of responsibilities and accomplishments

RESUME BULLET FORMULA:

Action Verb, What You Did, How You Did It and Why You Did It

BONUS: Quantify to show the scope of your responsibilities

Example: Increased follower engagement by 20%

EXAMPLE: Showcasing Administrative Skills

Bad Bullet: Helped team organize files

Good Bullet: Organized and collaborated on transferring paper files into digital documents utilizing a scanner to allow easier access for all current and future team members

EXAMPLE: Showcasing Phone Skills

Bad Bullet: Answered phone calls from constituents.

Good Bullet: Resolved complaints of 100 constituents weekly on issues such as sanitation and tree removals, which contributed to the Council Members efforts to support community health and safety.

GENERAL TIPS WHEN WRITING RESUME BULLETS

- Always use at least two bullets to describe every experience.
- Diversify your language to showcase both hard and soft skills. You can do more “telling” in the **Skills** section, but your **Experience** sections are a great way of “showing” these skills.
- Do not use first person (“I”).
- Do not use abbreviations that are not commonly known (e.g. DDU Scholarship Recipient).
- Start each description with an **action word**. Use present tense verbs when referring to current activities. Use past tense verbs when referring to past activities.
- Avoid listing tasks and instead, focus on accomplishments and overall purpose of work. Refer to the *Resume Bullet Formula*.
- Include any recognition you have received (e.g. “new procedure recognized by Executive Director as...”).
- You can find more examples of resume accomplishments in [this blog](#) from [Jobscan!](#)

LEADERSHIP/VOLUNTEER EXPERIENCE:

Include recent leadership/volunteer experiences with dates (Month Year – Month Year, title (if any), name of organization, and city/state.

Some students choose not to list the actual tasks. However, this can be helpful if:

- You need to fill up space on your resume
- There were significant accomplishments, and/or
- The work is related to the position you are pursuing.

SKILLS

There are many resources online that you can use to build your hard and soft skills.

Hard skills Hard skills such as technical knowledge in Microsoft, Excel, coding, and G-suite are great attributes to highlight to employers your technical skillsets.

Soft skills such as public speaking, writing, and conflict resolution are amazing qualities to showcase, so that employers can see that you know how to effectively communicate with colleagues.

A good balance of hard and soft skills will let employers know that you add to company efficiency and work-flow. It is important that **both sets of skills** are showcased on your resume.

A good way to list your skills is to split them into categories. Examples:

- **Software**

NOTE: When listing Microsoft Office programs you are skilled in, specify if it's a short list. If you are skilled in almost all Microsoft Office programs, list Microsoft Office and not each program individually.

- **Programming Languages** (can specify proficiency)
- **Languages Other Than English** with fluency, specify written/spoken (e.g. Spanish (Fluent) or French (Conversational))

OTHER SECTIONS

- Objectives are not necessary to include on resumes.
- Do not put names of references on your resume, and do not write "References Available Upon Request" on your resume (this is a given). When requested, references are listed on a separate document.
- Do not use a picture, and do not include personal information such as height, weight, health status, marital status, nationality, age, religion, race, or social security number on your resume.

RESUME EXAMPLES

GENERAL RESUME

Jane Doe

New York, NY 10065 | 123.456.7890 | jane.doe@macaulay.cuny.edu | www.linkedin.com/in/jane-doe

EDUCATION

Macaulay Honors College at Hunter College New York, NY
Bachelor of Arts in Education | Minors: Community Organizing and Statistics | GPA: 3.8 June 2023

EXPERIENCE

Macaulay Honors College New York, NY
Career Development Intern January 2020 – Present

- Vet new opportunities, resources, and events to share with Macaulay's student and alumni network via email, Macaulay's career management job portal, and Macaulay LinkedIn groups
- Compile and analyze annual report data highlighting event turnout and feedback, job posting statistics, and recurring opportunities to inform employer relations efforts, identify popular opportunities among students, ensure a diverse range of postings is being shared, and improve future events
- Conduct outreach and planning for career events by researching potential speakers, managing logistics for upcoming programming, and developing industry specific questions to best engage panelists and attendees
- Write and update career resource guide books covering topics including interview tips, networking, and internships by field to help best prepare students and alumni for the job market
- Curate blog content on various career-related topics, such as transitioning to full-time work and mentoring opportunities via weekly posts

A+ Academy Brooklyn, NY
Teaching Assistant July 2019 – August 2019

- Tutored a class of 30 4th and 5th graders in SHSAT reading and math to ensure mastery of the skills taught in weekly classes
- Graded student homework assignments and kept detailed records of all grades to track student progress
- Assisted teachers in creating supplemental material and in curriculum development for after-school programming and classwork
- Communicated effectively with parents about any concerns regarding the program or their child's progress

Sweets House New York, NY
Sales Associate January 2018 – June 2019

- Provided quality customer service by communicating patiently and knowledgeably with customers about new products and offers to ensure an enjoyable experience at the shop
- Prepared in-person and online delivery orders in a timely manner to accommodate customers' busy schedules
- Utilized the Square POS system to process 100+ daily transactions and track customer loyalty points
- Organized supply stock and sanitized the floors, tables, and counters to maintain store cleanliness

LEADERSHIP & ACTIVITIES

Pre-Education Society New York, NY
President August 2020 – Present

- Plan interactive workshops and panel events featuring professionals from all aspects of the education sector to provide networking opportunities for members and provide useful information about a career in education
- Promote new education-related opportunities and events via email and social media to 200+ members to foster club engagement
- Lead club meetings and events of 200+ club members and coordinate the associated logistics including arranging the agenda and tracking attendance using Google Sheets
- Manage five executive board members and ensure each club leader is executing their respective responsibilities and contributing adequately to the club's overall success and mission

SKILLS

Computer: Microsoft Word, PowerPoint, Excel

Language: Mandarin (Fluent), Spanish (Conversational)

TECHNICAL RESUME

Ariana Grande

Brooklyn, NY 11225 | AriG@gmail.com | 917.555.5555

EDUCATION

Macaulay Honors College at Hunter College (CUNY) New York, NY
Bachelor of Science in Chemistry & Computer Science | GPA: 3.6 June 2023

Goldman Sachs HQ | Girls Who Code Summer Immersion Program New York, NY
Coding Languages: Python, HTML July 2018 – August 2018

TECHNICAL SKILLS

Coding Languages: Python, C++, HTML, PHP
Software: Microsoft Word, PowerPoint, Excel
Databases: Github
Design Software: AutoCAD, Lightworks, Revit Architecture, Final Cut Pro, Autodesk Inventor
Spoken Languages: Russian (fluent)

EXPERIENCE

Tom's Printing New York, NY
Administrative Assistant January 2020 – Present

- Analyzed information for Customer Relationship Management databases and spreadsheets to better understand how clients are finding Tom's services
- Managed client relationships and initiated 307 new contacts to secure business 40% more business in the summer months

Kaplan Brooklyn, NY
Tutor October 2017 – January 2018

- Tutored SAT-level reading comprehension and grammar one-on-one and to groups of five students
- Taught analysis of Shakespeare's Hamlet including syntax, character development, and themes

LEADERSHIP

Executive Student Advisory Council Staten Island, NY
GSA Representative October 2018 – May 2019

- Led group of 11 representatives to improve equity for all students in District 31 schools by creating safe spaces for students to discuss issues
- Researched and created presentations detailing policy suggestions for school administrators to enhance the policies implemented by the faculty and staff

TECHNICAL PROJECTS

French Fries Finder (FFF) New York, NY
Developer November 2016 – March 2019


- Conceptualized mobile application to help New Yorkers find the best French Fries and favorite style from curly, waffle, shoe string and more
- Designed and executed iOS application, FFF, using Google Maps API with branding to create a community of French Fry lovers and explorers

ACTIVITIES

Macaulay Theater Club, Assistant Stage Manager January 2019 – Present
Macaulay Marauders Quidditch Team, Member September 2019 – Present
Hunter Queer Student Union, Member September 2019 – Present
Alex's Lemonade Stand Foundation for Cancer Research, Event Planner August 2017 – August 2018

DESIGN RESUME

Use this opportunity to showcase your design style and brand!



**MOUNTAIN
LION**

m_lion@mail.com

(123) 456-7890

MountainLionM.mevvv

SKILLS

Photoshop	● ● ● ● ●
Illustrator	● ● ● ● ○
InDesign	● ● ● ● ●
After Effects	● ● ● ● ○
Lightroom	● ● ● ○ ○
Dreamweaver	● ● ● ○ ○
HTML/CSS	● ● ● ● ○
Javascript	● ● ● ○ ○

EDUCATION

Graphic Design, Macaulay Honors College at Hunter College
GPA: 4.0 | Exp Graduation: May 2018
Awards: Dean's Scholarship, Design Departmental Award

WORK EXPERIENCE

User Experience Designer, XYZ Company
May 2016 - Present / San Francisco, CA

- Lorem ipsum dolor sit amet, consectetur adipiscing elit
- Morbi fringilla, eros faucibus rhoncus imperdiet, eros purus mattis odio, sed tincidunt lorem metus vitae libero.
- Aenean ut vulputate felis, sit amet elementum erat. Nullam non maximus eros. Quisque ac ligula massa.

Branding Intern, Design Agency NYC
Jun 2015 - May 2016 / New York, NY

- Suspendisse sit amet metus augue; donec malesuada fermentum consectetur
- Donec volutpat arcu mi, in egestas dui pellentesque ac; sed vitae neque faucibus, dapibus lacus eget, pellentesque sem
- Nulla eget ex at nisi tempus iaculis. Proin tincidunt mollis

Digital Media Intern, Media Lab, Inc.
Sep 2014 - Apr 2015 / New York, NY

- Pellentesque varius, est vitae consectetur pulvinar, nulla ligula porttitor neque, ut commodo elit lectus vel odio
- Proin hendrerit tincidunt ultricies nunc sed leo sagittis nisi
- Aliquam erat volutpat; nam faucibus sapien et erat dictum, nec dictum turpis porttitor

LEADERSHIP & COMMUNITY

Graphic Designer, Macaulay Business Club
Sept 2015 - Present / New York, NY

- Phasellus id risus malesuada, rutrum metus quis, interdum
- Praesent nec ultrices orci, ullam dictum condimentum vehicula
- Diam et sem dignissim eleifen; liquam aliquam dapibus tellus, at ornare purus fringilla eu

Volunteer Instructor, Learning Academy
Jun 2015 - Aug 2015 / Bayside, NY

- Phasellus id risus malesuada, rutrum metus quis, interdum
- Praesent nec ultrices orci, ullam dictum condimentum vehicula
- Diam et sem dignissim eleifen; liquam aliquam dapibus tellus, at ornare purus fringilla eu



OTHER HELPFUL RESOURCES

- [Organizing And Maintaining Your Job/Internship Search](#): This blog will give you the tools necessary to not only organize your different resumes, but whole applications using an Excel spreadsheet.
- [The Balance Careers Guide To Resumes](#)
- [Resume Articles from The Muse](#)

CVs

WHAT IS A CURRICULUM VITAE (CV)?

A CV, or Curriculum Vitae, is an in-depth look into a working academic or research career. It has a clear chronological order under each section and includes education, teaching and/or research experiences, publications, awards, fellowships and grants, professional affiliations, and other relevant achievements. CVs are edited as your list of achievements grows. You will typically submit a CV if you are applying for graduate school or for academic and research positions.

RESUME VS. CV

Resume vs. Curriculum Vitae (CV)



- Showcases competence: work history, accomplishments, etc.
- Used for practically any job
- Typically concise (one page)



- Showcases credentials: certifications, research, affiliations, etc.
- Used for academic, scientific, and medical jobs
- Typically detailed (several pages long)



You can find a helpful breakdown of the **main differences** between a **CV** and a **Resume** in [this blog post](#) from our [Macaulay Career Blog](#)! The Balance Careers also has a helpful breakdown [here](#).




CV SECTIONS & FORMATTING

WHAT TO INCLUDE IN A CV

The following are examples of information that can be included in your curriculum vitae. The elements that you include will depend on what you are applying for, so be sure to incorporate the most relevant information to support your candidacy in your CV.

- **Contact Information:** At the top of your CV, include your name and contact information (address, phone number, email address, etc.).
- **Education:** This may include college and graduate studies. Include the school attended, dates of study, and degree received.
- **Honors and Awards:** Feel free to list your dean's list standings, departmental awards, scholarships, fellowships, and membership in any honors associations.
- **Thesis/Dissertation:** Include your thesis or dissertation title. You may also include a brief sentence or two on your paper, and/or the name of your advisor.
- **Research Experience:** List any research experience you have, including where you worked, when, and with whom. Include any publications resulting from your research.
- **Work Experience:** List relevant work experience, including non-academic work that you feel is related. List the employer, position, and dates of employment. Include a brief list of your duties and/or accomplishments.
- **Teaching Experience:** List any teaching positions you have held. Include the school, course name, and semester. You may also include any other relevant tutoring or group leadership experience.
- **Skills:** List any relevant skills you have not yet mentioned so far, like language skills, computer skills, administrative skills, etc.
- **Publications and Presentations:** List any publications you have written, co-written, or contributed to. Include all necessary bibliographic



information. You should also include any pieces you are currently working on. Include papers you presented at conferences and/or associations: list the name of the paper, the conference name and location, and the date.

- **Professional Memberships:** List any professional associations to which you belong. If you are a board member of the association, list your title.
- **Extracurricular Activities:** Include any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged.

— Adapted from [The Balance Careers](#)

FORMATTING NOTES

- Entry level CVs should be around 2-3 pages. As your list of accomplishments grows, your CV will run longer accordingly.
- CVs often contain a lot more sections than resumes as they are meant to highlight very specific aspects of your experiences and qualifications. For example, experience is often split into categories such as Research and Teaching.
- CVs are concise, structured, and organized. Keep your formatting consistent throughout the document.
- Relevant items should be listed in reverse chronological order under each section.

Vishnu Nair

Rego Park, NY | +1 (718) 355-0802 | vishnu4nair@gmail.com
GitHub: github.com/NairVish | LinkedIn: [linkedin.com/in/NairVish](https://www.linkedin.com/in/NairVish)

Education

Macaulay Honors College at The City College of New York, New York, NY Expected: Dec. 2018
Bachelor of Engineering, Computer Engineering | The Grove School of Engineering
GPA: 3.82/4.00 at 130 credits.

Université de Tours, Tours, France Jan. 2018
French AI Certification | Institut de Touraine
Winter abroad via The College at Brockport, SUNY.

Research & Teaching Experience

Lighthouse Guild, Arlene R. Gordon Research Institute, New York, NY Oct. 2017 – Present
Volunteer Research Assistant
Principal Investigator: Dr. William H. Seiple

- Researching novel mobile- and wearable-based assistive technologies for the blind and visually impaired.
- Facilitated three separate tests of prototypes with over 30 human subjects in order to gather feedback for further improvements.

The City College of New York, City College Visual Computing Laboratory, New York, NY Apr. 2016 – Present
Undergraduate Research Assistant
Principal Investigator: Dr. Zhigang Zhu

- Developing assistive technologies for individuals who have difficulties in navigating large, complex transportation hubs; a collaboration between researchers from various academic, industrial, and governmental institutions.
- Exploring and testing multiple technologies, including Bluetooth beacons, Google Tango, and computer vision techniques, as part of a mobile solution to guide individuals indoors with high (centimeter-level) accuracy and reliability.
- Mentored a high school senior on a spin-off project that utilized Google Tango to produce map annotations for navigation.
- Led a three-person team on a related Senior Design project (“ASSIST”) that created a highly robust and user-centric system to assist visually impaired and autistic individuals in safely and accurately navigating complex indoor environments.
- Currently mentoring three Senior Design teams (2 CS, 1 EE) on continuation and spin-off projects.

Department of Homeland Security, Summer Research Team Program for MSIs May 2016 – July 2016
Command, Control, and Interoperability Center for Advanced Data Analysis at Rutgers, The State University of New Jersey
Team Member
Principal Investigator: Dr. Jie Gong

- Served as the only undergraduate team member on a project utilizing Bluetooth beacons and computer vision approaches to provide navigation support and crowd behavior analysis inside large transportation hubs.
- Subsequently awarded a \$45,000 follow-on grant to continue the work during the following year.

Icahn School of Medicine at Mount Sinai, Division of Liver Diseases, New York, NY Sept. 2015 – Jan. 2016
Volunteer Research Assistant
Principal Investigator: Dr. Yujin Hoshida

- Assisted a post-doctoral fellow with identifying biomarkers and therapeutics targets for chronic liver diseases.
- Performed computer-aided data analysis on large datasets using R, Python, and Gene Set Enrichment Analysis.

Let's Get Ready, New York, NY Jun. 2015 – Aug. 2015
Volunteer SAT Math / College Application Coach

- Assisted four low-income high school students on improving their SAT Math scores and navigating the college application process.
- Planned all weekly lessons, kept in constant contact with students, and coordinated directly with Site Directors on logistics.

The City College of New York, City College Chemistry Peer-Led Team Learning Program Jan. 2015 – Jan. 2016
Workshop Leader / Teaching Assistant

- Led a weekly, required workshop for a total of 40 students taking General Chemistry I.
- Administered worksheets and quizzes to students, and assisted students with any issues they may have had with concepts.

Publications

V. Nair, M. Budhai, G. Olmschenk, W. H. Seiple, and Z. Zhu, “ASSIST: Personalized indoor navigation via multimodal sensors and high-level semantic information,” accepted for oral and poster presentation at the Sixth International Workshop on Assistive Computer Vision and Robotics (ACVR) at ECCV 2018, Munich, Germany, Sep. 9, 2018.

V. Nair, C. Tsangouri, B. Xiao, G. Olmschenk, W. H. Seiple, and Z. Zhu, “A Hybrid Indoor Positioning System for BVI Using Bluetooth and Google Tango,” *Journal on Technology and Persons with Disabilities*, 2018.

(Continued to next page)

J. Gong, C. Feeley, H. Tang, G. Olmschenk, **V. Nair**, Z. Zhou, Y. Yu, K. Yamamoto, and Z. Zhu. "Building Smart and Accessible Transportation Hubs with Internet of Things, Big Data Analytics, and Affective Computing," presented at the 2017 International Conference on Sustainable Infrastructure, New York, NY, Oct. 22-25, 2017.

J. Gong, C. Feeley, H. Tang, G. Olmschenk, **V. Nair**, Y. Yu, Z. Zhou, K. Yamamoto, and Z. Zhu, "Building Smart Transportation Hubs with Internet of Things to Improve Services to People with Special Needs," presented at the Transportation Research Board (TRB) 96th Annual Meeting, Washington, D.C., Jan. 8-12, 2017.

Presentations

V. Nair and M. Budhai. "ASSIST: Assistive Sensor Solutions for Independent and Safe Travel," CREATE (Cultivating Resources for Employment with Assistive Technology) Expo, Albany, NY, Apr. 25, 2018. YouTube video: <https://youtu.be/Hq1EYS9Jncg>

Z. Zhu, G. Olmschenk, **V. Nair**, C. Tsangouri, W. H. Seiple, C. Feeley, H. Tang, and J. Gong, "Smart and Accessible Transportation Hub," 2017 Annual Meeting of the Command, Control & Interoperability Center for Advanced Data Analysis, Washington, D.C., May 18-19, 2017.

Z. Zhu, J. Gong, H. Tang, C. Feeley, G. Olmschenk, **V. Nair**, and M. Lysicatos, "Towards Smart Transportation Hub: Services to Persons with Special Needs Requiring Minimal New Infrastructure," 2016 Global City Teams Challenge Expo, Austin, TX, Jun. 13-14, 2016.

Personal Projects

C-Flow

Oct. 2015 – Dec. 2016

Co-Founder / Technology Coordinator

- Oversaw initial development of a learning management system to simplify school and classroom administration.
- Prototyped apps (web and Android mobile) and managed server (building, hardening, and maintenance).
- Selected as semifinalists into a venture competition and awarded seed funding (\$1,500) to develop our idea while participating in a startup "bootcamp" (for 4 months).
- Managed work associated with venture competitions, including preparing pitches, meeting with mentors, and performing demos.
- Played vital role in major decisions, including allocating future equity among team members and suggesting shifts in focus.

Zahn Innovation Center – Royal Bank of Canada FinTech Hackathon

Oct. 2016

"Abacus" (2nd Place)

- Built a search engine using Flask (Python) over the course of 20 hours to handle client queries on stock information and performance using data from disparate sources.
- Notably used regular expressions to create a pseudo-natural language processor for processing queries.

Awards

Dean's List, The City College of New York

Aug. 2014 – Present

CREATE Capstone Seed Funding (\$1,000), New York State Industries for the Disabled

Dec. 2017

Fellowship (\$4,500), DHS Summer Research Team (SRT) Follow-On Grant

May 2017

Semi-Finalist, Zahn Tech Innovation Seed Prize (\$1,500), Zahn Innovation Center

Dec. 2015

New York City Council Merit Scholarship (\$350/semester), City of New York

Aug. 2014

Macaulay Scholar (Four-Year Full Tuition Merit Scholarship), Macaulay Honors College

Aug. 2014

Affiliations

Member, Association for Computing Machinery

Since Mar. 2018

Member, Institute of Electrical and Electronics Engineers

Since Mar. 2018

Member, Association for Computing Machinery, CCNY Chapter

Since Sept. 2015

Volunteer, New York Cares

Since Oct. 2014

Skills

Programming Languages: Python (*fluent*), Java (*fluent*), C++ (*proficient*), C (*proficient*), HTML (*working*), CSS (*working*), MATLAB (*working*), MIPS (*working*), VHDL (*working*), x86 Assembly (*working*), Swift (*elementary*), and R (*elementary*).

Technologies: Experienced with Git, Android, Amazon Web Services (EC2/Glacier/Polly), Google Cloud (Compute/Cloud TTS), Unix/Linux (server setup, hardening, maintenance), LAMP/LEMP stacks, Numpy, OpenCV, Flask, Django/uWSGI, and Docker (+ Compose).

Verbal Languages: English (*fluent*), Malayalam (*fluent*), and French (*working reading, elementary conversational*).

MORE SAMPLE CVS

You can find more sample CVs [here](#) from The University of Illinois. We do not recommend, however, attaching references to your CV. Your references should be listed in a separate document and given to an employer upon request.




OTHER HELPFUL RESOURCES

- [Curriculum Vitae Tips and Samples](#) from the [University of Illinois](#)
- [CV WRITING TIPS](#) from the [University Of Wisconsin-Madison Writing Center](#)
- [What Is a CV? Curriculum Vitae Definition and Examples](#) from [Indeed](#)
- [The Balance Careers Guide To CVs](#)

COVER LETTERS

GENERAL TIPS

01. Do **NOT** regurgitate your resume in a cover letter. Listing everything you have accomplished offers recruiters no additional information about you separate from your resume and will not differentiate you from other candidates. Your cover letter is a chance to demonstrate your problem solving, analytical, and transferable skills through anecdotes and clear examples directly related to the organization and opportunity you are applying for.
02. The header of your cover letter should be consistent with the one you use in your resume.
03. Include the name and title of the HR contact person who will be reviewing your application, the company name, address (as you would a letter), and the date.
04. If you do not know the name of the person receiving your application, you should be able to locate this information on LinkedIn or by contacting the company directly.
 - **NOTE:** HR roles have multiple different titles across companies. Examples: talent acquisition manager, people specialist, campus recruiter.
 - You should choose the contact who recruits from your location or campus.
05. Cover letters are concise! Keep them to no more than 1 page.
06. The cover letter should be tailored and personalized to express your interest to each position you apply to.
07. You can use academic experience, internship/research experience, volunteer experience, and/or general activities in your cover letter to showcase your skills.
08. Your cover letter should emphasize the value you will bring to the team, not what you can get out of the experience.
09. Think about and convey why this particular company aligns with your career goals, interests, or values.

- 
10. A good exercise is to look at the job description and list out the requirements and qualifications. This will help you think in the mindset of the recruiter. What does their dream candidate look like?
 - Highlight out of those things what you have accomplished, the skills you currently have, and what you can contribute. These are the areas you should further showcase and emphasize in your cover letter.
 - Refer to the **Sample Cover Letter Writing Process** later in this section for an example.
 11. Another great way to learn more about the company and recent news that might be relevant to include in your cover letter is to look at the company's recent posts on LinkedIn. This further demonstrates your interest in working for them!
 12. Be sure to save the cover letter with your full name in the file name. For example, Jane.Doe.CoverLetter.pdf. This way, you make it as easy as possible for recruiters to locate your cover letter when going through applications.

COVER LETTER FORMAT

Sam Smith

City, State Zipcode | 555.555.5555 | Email

Date (Month Day, Year)
Name of Hiring Manager
Title
Name of Company
Address
City, State ZIP

Dear Ms. / Mr. _____ [and/or Hiring Manager and/or Internship Coordinator],

FIRST PARAGRAPH (Note: the following paragraphs do not need to be double spaced)

The first paragraph of your letter should state your interest in obtaining the job/internship position at the company/organization [the reason why you are writing and the position you are applying for]. Include the name of a mutual contact, if you have one. Identify 2-3 skills listed in the post that qualify you as an excellent fit. ["I am very interested in this position, and as you will see from my enclosed resume, I have the education, skills and experience to meet the position's requirements."] Be clear and concise.

SECOND PARAGRAPH

Illustrate via an anecdote from past experience (academic or work) what you have to offer, how your experience is valuable to their organization and why you are the perfect candidate for the role. Make strong connections between your abilities and their needs. Remember you are interpreting your experiences, not repeating your résumé in long form. Formula: [Insert skill 1 from job post → relevant experience using skill 1. Insert skill 2 from job post → relevant experience using skill 2. Insert skill 3 from job post → relevant experience using skill 3].

THIRD PARAGRAPH

Highlight something unique/positive about the company/organization. Seek out brand-specific information from its website or trusted periodicals. Look to the mission and/or vision of the company/organization. A great resource is their LinkedIn page as they post recent news, developments and accomplishments from their organization. This will also prepare you for the interview when the time comes! The more knowledge of the employer you can demonstrate, the more invested in the position you seem.

CLOSING PARAGRAPH

Indicate that you have enclosed your résumé for their review, emphasizing again that they will see on your résumé that you meet the qualifications for the position. Lastly, indicate that you look forward to the opportunity to meet with them to discuss your qualifications and how you can contribute to their company/organization. Re-share how you are best reached [email] or via [phone number]

Thank you for your time and consideration.

Sincerely,

[Leave four spaces for a signature, in case they request a hard copy]

John M. Doe

Enclosure

SAMPLE COVER LETTER WRITING PROCESS

We will now walk through a sample cover letter writing process for an internship!

Once you have found a position you are interested in, copy and paste the **job description** and **qualifications** into a word document. If applicable, you should also copy and paste their **mission statement** or any information about what they value as an organization to help guide your writing.

Highlight the main values, qualifications, and skills you have that you would like to emphasize in your cover letter. See below for an example.

Position: GlamourGals Nonprofit Operations Internship

Mission Statement:

GlamourGals is a 501(c)(3) nonprofit whose mission is to inspire and organize teen volunteers to provide ongoing **companionship** and complimentary beauty makeovers to women living in senior homes. Our volunteers build a **deeper sense of community**. They enact local change, creating confidence in their ability to make a difference. Through **mentorship**, training, and our leadership curriculum, the GlamourGals National team supports the personal and professional development of our volunteers.

Job Description:

GlamourGals is seeking a college student to join our team as a **Nonprofit Operations** Intern for Fall 2020. Our Operations intern will assist our national team with **grassroots outreach, recruitment, grant research**, and will help manage our day-to-day operations as a small nonprofit.

GG offers our interns:

Mentorship and support from the GlamourGals team

- Opportunities to connect with and meet professionals
- Business and nonprofit knowledge
- Opportunities to participate in research, discussions, and implementation of programming strategies
- Professional development

Qualifications:

GlamourGals is always looking for creative and passionate college students who are interested in making a difference in the lives of teens and seniors. Students should have:

- Experience or interest in nonprofit work, social services, volunteer outreach, or youth development
- A desire to work as an integral part of a small, dedicated team
- Experience in Excel and G-Suite
- Excellent communication skills, including email writing, speaking, and phone etiquette
- Attention to detail and organizational skills
- Initiative and a sense of ownership over their work
- Experience with nonprofit work, volunteer management, and grant writing/research is a plus.

Summary of Highlighted Points

Values

- Companionship
- Deep sense of community
- Mentorship

Job Description

- Nonprofit Operations
- Grassroots outreach
- Recruitment
- Grant research

Qualifications/Skills

- Interest in nonprofit work, social services, volunteer outreach, or youth development
- Excel & G-Suite
- Communication skills, including email writing, speaking, and phone etiquette
- Attention to detail and organizational skills

Jane Doe

New York, NY 10065 | 123.456.7890 | jane.doe@macaulay.cuny.edu

August 3, 2020

Amanda Kruzynski
Program Manager
GlamourGals Foundation, Inc.
19 Fulton St #407
New York, NY 10038

Dear Ms. Kruzynski,

My name is Jane Doe and I'm a Macaulay Honors College at Hunter College student majoring in Education. I am applying for a Fall 2020 internship with GlamourGals Foundation, Inc. As an Education major combined with my past work experience, I have conducted outreach, employer recruitment and research to help students best navigate the job market. I believe my past experience will add value to your team and its mission by helping teen volunteers and seniors connect with one another and build community.

As an intern at the Office of Career Development at Macaulay Honors College, I was in charge of curating our Internships by Field Guidebook for college students. This project involved vetting, researching, and curating company and relevant internship information from 150+ employers across nine industries. Many companies offer interdisciplinary opportunities outside of their main industry, so I developed an alphanumeric code system to better organize the guidebook and make the process of locating these opportunities of interest more seamless for students. My organizational skills developed through this process as I began to understand best practices for making data and information easily accessible. Additionally, I was a moderator for several professional development panels where I researched, prepared questions and led discussions of career advice. This allowed my confidence to grow and I am excited by the opportunity to share my lessons with your key demographic.

GlamourGals Foundation's mission emphasizes not only the importance of giving back but the strength of companionship and community during tough times. GlamourGals' ability to adapt to this unprecedented time by developing a virtual pen-pal program bridges that gap of connection and allows for deeper and more meaningful experiences beyond the typical zoom call. Mentorship and guidance have always been things I have given back to my community. Recently, I have started my volunteer work at Reading Partners to help elementary school students reading below their grade level. This work has also taught me patience and empathy, which are integral skills for non-profit work.

I would greatly appreciate the opportunity to meet and discuss this position with you and the GlamourGals Foundation team. I can be reached via phone at 123.456.7890 or via email at jane.doe@macaulay.cuny.edu.

Thank you for your time and consideration.

Best,

Jane Doe

ANNOTATED COVER LETTER

Jane Doe

New York, NY 10065 | 123.456.7890 | jane.doe@macaulay.cuny.edu

August 3, 2020 →

Date of submission

Amanda Kruzynski
Program Manager →
GlamourGals Foundatio
19 Fulton St #407
New York, NY 10038

Contact according to
LinkedIn & the GlamourGals
website

Mirrors resume heading

Mirrors job description: "our
Operations intern will assist with
grassroots outreach, recruitment, and
grant research"

Dear Ms. Kruzynski,

My name is Jane Doe and I'm a Macaulay Honors College at Hunter College student majoring in Education. I am applying for a Fall 2020 internship with GlamourGals Foundation, Inc. As an Education major combined with my past work experience, I have conducted **outreach, employer recruitment and research** to help students best navigate the job market. I believe my past experience will add value to your team and its mission by **helping teen volunteers and seniors connect with one another and build community.**

Emphasize the value you will bring to the team and how you will contribute to the organization's mission

As an intern at the Office of Career Development at Macaulay Honors College, I was in charge of curating our Internships by Field Guidebook for college students. This project involved **vetting, researching, and curating company and relevant internship information from 150+ employers across nine industries.** Many companies offer interdisciplinary opportunities outside of their main industry, so I **developed an alphanumeric code system** to better organize the guidebook and make the process of locating these opportunities of interest more seamless for students. My **organizational skills** developed through this process as I began to understand **best practices for making data and information easily accessible.** Additionally, I was a **moderator** for several professional development panels where I **researched, prepared questions and led discussions of career advice.** This allowed my confidence to grow and I am excited by the opportunity to share my lessons with your key demographic.

The beginning anecdote and specific examples of work completed mirrors the qualifications section. Skills emphasized: communication, attention to detail, organization, and research

GlamourGals Foundation's mission emphasizes not only the importance of giving back but the strength of companionship and community during tough times. GlamourGals' ability to adapt to this unprecedented time by developing a **virtual pen-pal program** bridges that gap of connection and allows for deeper and more meaningful experiences beyond the typical zoom call. **Mentorship and guidance** have always been things I have **given back to my community.** Recently, I have started my **volunteer work at Reading Partners** to help elementary school students reading below their grade level. This work has also taught me **patience and empathy,** which are integral skills for non-profit work.

Use LinkedIn for recent news/developments

Connect the organization's mission to your own life and use these parallels as a way to showcase skills directly related to work in that industry (e.g. community engagement and volunteer experience)



OTHER HELPFUL RESOURCES

- [How to Write the Perfect Cover Letter](#) from our [Macaulay Career Blog](#)
- [The Balance Careers Guide To Cover Letters](#)
- [Cover Letter Articles from The Muse](#)

ACTION VERBS

Use these for resumes, cover letters, and professional profiles when showcasing your accomplishments and skills!

MANAGEMENT/LEADERSHIP SKILLS

administered 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** organized **originated** overhauled **oversaw** planned **presided** prioritized **produced** recommended **reorganized** replaced **restored** reviewed **scheduled** streamlined **strengthened** supervised **terminate**

COMMUNICATION/PEOPLE SKILLS

addressed advertised **arbitrated** arranged **articulated** authored **clarified** collaborated **communicated** composed **condensed** conferred **consulted** contacted **conveyed** convinced **corresponded** debated **defined** described **developed** directed **discussed** drafted **edited** elicited **enlisted** explained **expressed** 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 **resolved** responded **solicited** specified **spoke** suggested **summarized** synthesized **translated** wrote

RESEARCH SKILLS

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 **searched** solved **summarized** surveyed **systematized** tested

TECHNICAL SKILLS

adapted assembled **built** calculated **computed** conserved **constructed**
converted **debugged** designed **determined** developed **engineered**
fabricated **fortified** installed **maintained** operated **overhauled** printed
programmed rectified **regulated** remodeled **repaired** replaced **restored**
solved **specialized** standardized **studied** upgraded **utilized**

TEACHING SKILLS

adapted advised **clarified** coached **communicated** conducted **coordinated**
critiqued **developed** enabled **encouraged** evaluated **explained** facilitated
focused guided **individualized** informed **instilled** instructed **motivated**
persuaded **set goals** simulated **stimulated** taught **tested** trained **transmitted**
tutored

FINANCIAL DATA SKILLS

administered adjusted **allocated** analyzed **appraised** assessed **audited**
balanced **calculated** computed **conserved** corrected **determined**
developed **estimated** forecasted **managed** marketed **measured** planned
programmed projected **reconciled** reduced **researched** retrieved **creative**
skills acted **adapted** began **combined** conceptualized **condensed** created
customized designed **developed** directed **displayed** drew **entertained**
established **fashioned** formulated **founded** illustrated **initiated** instituted
integrated introduced **invented** modeled **modified** originated **performed**
photographed **planned** revised **revitalized** shaped **solved**

HELPING SKILLS

adapted advocated **aided** answered **arranged** assessed **assisted** cared for
clarified coached **collaborated** contributed **cooperated** counseled
demonstrated diagnosed **educated** encouraged **ensured** expedited
facilitated familiarize **furthered** guided **helped** insured **intervened**
motivated **provided** referred **rehabilitated** presented **resolved** simplified
supplied supported **volunteered**



ORGANIZATION DETAIL SKILLS

approved arranged **cataloged** categorized **charted** classified **coded**
collected **compiled** corresponded **distributed** executed **fled** generated
implemented incorporated **inspected** logged **maintained** monitored
obtained operated **ordered** organized **prepared** processed **provided**
purchased **recorded** registered **reserved** responded **reviewed** routed
scheduled screened **set up** submitted **supplied** standardized **systematized**
updated **validated** verified

MORE VERBS FOR ACCOMPLISHMENTS

achieved completed **expanded** exceeded **improved** pioneered
reduced (losses) resolved (issues) **restored** spearheaded **succeeded**
surpassed **transformed** won

For more action verbs, check out [this sheet](#) from MIT!

KEY TAKEAWAYS

RESUMES, CVS, AND COVER LETTERS SHOULD BE TAILORED TO THE POSITION YOU ARE APPLYING FOR.

You should always take the time to edit, rearrange, and even rewrite these documents to ensure they reflect the job description and desired qualifications for each different opportunity you apply for. Try your best to mirror the language the employer uses on the posting as they are describing their dream candidate!

UTILIZE RELEVANT ACTION VERBS TO HIGHLIGHT A VARIETY OF SOFT AND HARD SKILLS.

You can find a comprehensive list of action verbs in the previous section. A good balance of hard and soft skills will let employers know that you add to company efficiency and work-flow. Great hard skills to showcase include Microsoft Suite and coding languages. Excellent soft skills to showcase include public speaking and leadership.

REMEMBER THE RESUME BULLET FORMULA!

Action Verb, What You Did, How You Did It and Why You Did It

This formula does not just apply for resumes. Keep these elements in mind when writing cover letters and CVs as well. The best way to showcase what you accomplished during a certain experience is to not only explain what you did, but also offer specific examples of how you did it and the purpose of the work. It is even better if you can quantify some of your accomplishments (e.g. Increased follower engagement by 20%).

ALWAYS PROOFREAD YOUR RESUME, CV, AND/OR COVER LETTER BEFORE SUBMISSION.

Often, these documents are the only materials employers receive from you before your interview. If your application documents are professional, organized, and well-formatted, you will definitely make an excellent first impression.