



Partners in Your Success
Rm 3M01, AC Building

<https://www.york.cuny.edu/student-development/career-services>

Resume Check-Off

Contact / Header:

- Spell out street name
- Specify Queens neighborhood
Ex.: Jamaica, NY; Rego Park, NY
- Abbreviate the state

Objective:

- What *you will give, not get*
Ex.: To apply my skills and training to benefit your company
- Do not include the word 'I' (anywhere on your resume)

Education:

- Below 'Objective' as long as you are in school
- Include GPA if @ least a 3.0
- Name of college
- Name of your degree spelled out (*Bachelor of Science*)
- Name of your major
- Estimated date of graduation

Relevant Coursework: (optional)

- Below 'Education'
- List the title of courses *in your major*

Experience:

- In chronological order from most recent at top, etc.
- Only include name of company, city & state
- Your title & duties
- No more than 4 bullets; (Shorten & combine sentences if too long)
- Dates of employment: month & year only

Internships:

- Include under 'experience' or as a separate section
- List & describe exactly as you would a job

Skills:

- List your abilities

Ex.: computer programs; languages; typing speed

- Put job-relevant skills first

Awards & Activities:

- List only those *relevant* to the job /your major / listed abilities
- Include time frame for involvement in activities
- Titles / names of awards & year
- If scholarships, include \$ amount from \$100 and up

Do not include...

- zip codes
 - phone numbers
 - supervisors' info
 - Soc. Sec. #
 - Your age
 - Marital status
 - No high school info (unless very short on data)
 - Inappropriate email
- No artistic elements (unless a graphic arts resume)

GO TO OUR WEBPAGE OR 3M01 FOR OTHER SELF-HELP TOOLS:

<http://www.york.cuny.edu/student-development/career-services>

- You-tubes
- Hardcopies
- Online resources
- Cardinal Careers Account
- Topics: Resume writing, cover letters, interviewing, job search

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OBJECTIVE

To secure a position where my academic training, my skills and my professional experience, can be used to assist your organization reach and maintain its highest goals.

EDUCATION & CERTIFICATIONS

City University of New York, CUNY, York College Jamaica, NY

Bachelor of Science in Occupational Therapy, May 2018

GPA: 3.4

American Red Cross course, Adult & Continuing Education, York College:

First Aid & CPR; HIPPA training

COMPLETED COURSEWORK

Essentials of Nutrition

Health and Fitness Program Management

Clinical Personal Training Orientation

Exercise Physiology

Human Anatomy & Physiology

Health Promotion & Education

Health Prescriptions

Applied Anatomy Kinesiology

Screenings & Fitness Evaluation

Health and Fitness Clinical Work

SKILLS

Languages: Fluent in French & Creole, knowledge of Spanish & currently learning fourth language

Computer: Microsoft Office: Word, Excel, Access, PowerPoint; MedicHelper

General: Strong communicator, prioritize responsibilities, interpersonal; Four years of customer service experience; Type 50 WPM

RELEVANT EXPERIENCE

Queensborough Physical Therapy Associates

Ozone Park, NY

Volunteer

Winter 2017

- Shadowed occupational therapists, and physical therapists in a very busy office; Received valuable professional feedback from mentor. Contributed to customer service by replicating professional demeanor of the office
- Prepared mobility equipment prior to therapies to lessen patient wait time; Helped to demonstrate exercises to patients
- Received training on MedicHelper software, and New York State insurance regulations

Maternity Ward, Jamaica Hospital

Jamaica, NY

Occupational Therapy Intern

11/14 – 11/15

- Provide valuable assistance with Airport Field Inspections; Responsible for creating ATC System presentations
- Arranging meetings between personnel and outside organizations; Hands-on involvement in planning Air Traffic Control Tower dedication

OTHER EXPERIENCE

TC Shipping

Jamaica, NY

Customer Service Representative

07/10-08/13

- Answered inbound calls and took messages for management staff. Provided accurate shipping information to customers seeking overseas deliveries. Processed international shipments