

CAREER SERVICES

RESUME AND COVER LETTER GUIDEBOOK



Career Services

CAREER SERVICES

New York City Campus

41 Park Row, 14th Floor
New York, NY 10038
(212) 346-1950

Westchester Campus

Paton House
861 Bedford Road, Pleasantville, NY 10570
(914) 773-3415

www.pace.edu/careers



Table of Contents

Introduction	Page 3
Resume Styles	Page 4
ATS & Writing a Strategic Resume	Page 5
Resume Guide	Page 6
Transferable Skills	Page 7
STAR Method	Page 8
Strong Action Verbs	Page 9
Resume Samples -Table of Contents	Page 10
Sample Resumes	Pages 11-27
Differences Between Cover Letters / E-Notes	Page 28
Writing an Effective Cover Letter / E-Note	Page 29-30
Example of Cover Letter & E-Note	Page 31-32

Introduction

GOALS – SKILLS – STRENGTHS – ACCOMPLISHMENTS – INTERESTS = BRAND

What is a resume? A resume is a marketing document that promotes a product, and that product is YOU! It highlights your academic, professional, and extracurricular accomplishments. It is written to the future, targeted to your career goals, and explains how your education and work experience has qualified you for your next step.

If done right, it provides insight into your strengths, accomplishments, and goals. This critical component is your **BRAND – what makes you unique and what qualities and skills you bring to the employer.**

It is important that you know what your brand is and that your message is consistent in your resume, LinkedIn profile, interview and while networking. Your resume is one of the most important tools in your job search toolbox and is often the first step in career development and career readiness.

A strong resume immediately grabs the attention of the reader. A strong resume convinces employers to call you in for an interview. A strong resume proactively answers the question: **Why should we hire you?**

STEP 1: Clarify your career goals and identify your skills, strengths, accomplishments, and relevant interests.

STEP 2: Organize the information and use strong verbs and active voice to maximize impact.

STEP 3: Create a resume that is aesthetically pleasing, concise, error-free, and easy to read.

**This workbook will help you create a strong resume.
Review the tips and examples as you prepare to write your own unique resume.**

Common Concerns of Resume Writing

- “I don’t have a lot of experience.”
- “I don’t have any relevant experience.”
- “My experience is from another country.”
- “My resume has time gaps.”
- “I’m not in any clubs/student orgs.”
- “My GPA is not very good.”

Have no fear! This guidebook is chock full of solid advice for any job seeker regardless of their level of experience or career goals. Here are a few ways to show employers that you are a well-qualified candidate:

- **Volunteer** and meet people, develop hard and soft skills, and gain exposure to and knowledge of your target industry and/or field of work.
- **Join** an Organization (on/off campus) – Expose yourself to people and information in a particular industry and expand upon what you learn in school. Go one step further and join a committee or run for President, Vice President, Secretary, or Treasurer – beef up your leadership skills and grow your professional network.
- **Take** an elective course in an area of interest.
- **Read** the newspaper, trade journals, blogs, press releases, and books—stay abreast of current industry trends!
- **List** academic courses and class projects to demonstrate your knowledge and interest. Include both your technical and language skills as well as any relevant additional skills.
- **Emphasize** accomplishments and why your accomplishments set you apart from other job seekers.

Resume Styles

REVERSE CHRONOLOGICAL FORMAT

This is the most commonly used style.

List experience and education in reverse chronological order (most recent items first).

Advantages

- Preferred by the vast majority of employers
- Highlights employer name, job titles, job responsibilities, and achievements for each position
- Emphasizes continuity and career growth
- Easy to follow

Best Used...

- When career direction is clear and can be highlighted
- By entry-level or experienced students who have a fairly steady, conventional work history

Tips

- Emphasize the relevant and de-emphasize the irrelevant. Target your resume towards your current career goal and write to how each position has qualified you for your next step. Mimic the keywords in the job posting.
- Begin work experience section with present or most recent position and work backward
- Emphasize how well you did your job. Resumes should be skill and accomplishment driven, not task driven
- Focus primarily on your most recent ten years of experience
- Note major position changes (showing progress) with a particular employer
- Quantify (#, \$, %) your accomplishment wherever possible

FUNCTIONAL FORMAT

This is a less commonly-used style and is for job seekers with specific needs.

Emphasize your major accomplishments, strengths, and skills—not your work history.

Some employers dislike this style because it does not list work history and progress as clearly.

Advantages

- Focuses on the skills needed for new position, instead of work history
- Gives considerable flexibility

Best Used...

- For career changers or those reentering the job market
- When experience is limited or when you wish to emphasize a particular strength or skill
- When you have lengthy gaps of time between jobs
- When you have had several jobs with similar responsibilities

Hints

- **NOTE – this format is rarely recommended – recruiters may suspect you are hiding something**
- **Discuss this format with you career counselors before you use this style for your resume**
- Group your skills and/or areas of expertise into 2-4 categories such as “Leadership” and “Technical”
- List categories in order of importance and relevance

ATS & Writing a Strategic Resume

1. **Write to the Applicant Tracking System (ATS) AND to Human Resources / Hiring Manager.** The ATS is the computer screen software that a resume must get past when applying through a job board or an employer website. You must target the resume to the job description. Each resume will be different!

DO USE:

- .doc / .docx when submitting your resume online
- Simple fonts (Calibri, Cambria, Verdana, Tahoma, Arial, Georgia)
- Bullets (not symbols *, +, -)
- Left align your college, company names and job titles; right align dates (set with right tab)
- Dates = May 2014-June 2015; 05/2014-06/2015; 05/14-06/15 all are fine
- Basic language for: Education, Work Experience, Skills, etc.
- Acronyms and spell out: Applicant Tracking System (ATS)
- Your most relevant and marketable skills, experiences, and accomplishments
- Brief, concise, and achievement-oriented bullets
- Bullet points, action words, and an active voice—write your resume in the “Implied First Person” voice
- Correct verb tenses (current job=present tense; past jobs = past tense) and keep formatting consistent
- Proofread! Check for grammar, spelling, and formatting errors
- **Pack your resume with relevant Keywords!**

DO NOT USE:

- .pdf unless attaching a resume to an e-mail (or when specifically instructed)
- Italics or underline
- Lengthy, dense text
- Text boxes, Templates, Headers or Footers
- Graphics, logos, charts, or columns
- Fancy Headings (Academic Achievements)
- '14-'15
- Only “spell check”—it doesn’t catch everything (E.g., form vs. from)
- Your age, birthday, sexual orientation, marital status or religion, NO photograph
- Personal pronouns (I, me my)
- References/supervisors (Tip: Create a separate reference page)

2. **Write to the Human Being (HR and Hiring Manager):**

- One-page resume with even borders (.5 – 1”)
- Font size 10pt – 12pt
- Consistent in structure and formatting
- Top loaded – make sure your strengths are clear and on the top half of the page and your most impressive bullets are the first bullets in each section
- Accomplishment driven bullets – quantify when possible (#, \$, %)
- Easily scanned – categories are well defined and your accomplishments / strengths are easy to identify
- Use ALL CAPS, Small Caps and Bold for emphasis
- Use borders or white space to define categories
- Write to the future – focus on your immediate career goal
- Emphasize the relevant that supports your career goal and de-emphasize the irrelevant (Don’t write about your waiter skills unless you want to be a waiter – write about the transferable skills you gained in this job)
- **Your resume needs to be focused and tell the story of how your background (education and work experience) qualifies you for your targeted next step.**

3. **Identify Keywords and Phrases!**

- Find a few job postings (Indeed.com) that you like and feel that you meet the qualifications
- Go to **jobscan.co** and copy/paste the job posting (duties and qualifications) and your resume, and **SCAN**
- Use the Keywords reports and sprinkle these words (hard skills and soft skills) and phrases all over your resume (when applicable and you have the experience)

What to Include on Your Resume

RESUME GUIDE

WHAT TO INCLUDE ON YOUR RESUME

- Highlight your relevant qualifications & transferable skills
- Emphasize what you bring to the table, not what you hope to gain
- This section is **OPTIONAL**

Include major and minor

Include GPA if above 3.0

List courses related to your major and/or target industry

- 1 - 3 significant class projects that relate to your major/and or position
- Especially useful for students with little to no work experience

- Full-time, part-time jobs, internships
- Experience should be relevant to major and/or position and/or highlight transferable skills
- Include 3-4 bullets for each position

Any leadership roles you have held: E-board, Orientation Leader, Peer Leader

Clubs, student organizations, fraternity/sorority, athletic groups professional or community organization

- Tools, languages, software
- This section should appear after education for students pursuing technical opportunities

Fluency, proficiency or knowledge of a language (s) other than English

Add LinkedIn Profile, Blog, Website, Github account, portfolio here, if applicable

NAME

Address (City, State) | Email (Professional) | Phone (Working/Voicemail/ Professional) | <https://www.linkedin.com/in/your URL>

PROFILE (Optional)

EDUCATION

Name of School #1

Degree Title

Honors:

GPA:

City, State
Expected or Date of Graduation

Name of School #2

Degree/Diploma

City, State
Date of Graduation/Dates Attended

RELEVANT COURSEWORK

Course Title | Course Title | Course Title

ACADEMIC PROJECTS

Project Name

- Use Bullet Formula: Action Verb + Accomplishment (What you did) + Result (Why/How you did it)

Date

Project Name

- Use Bullet Formula: Action Verb + Accomplishment (What you did) + Result (Why/How you did it)

Date

EXPERIENCE

Company

Title

- Use Bullet Formula: Action Verb + Accomplishment (What you did) + Result (Why/How you did it)

City/State
Date

Company

Title

- Use Bullet Formula: Action Verb + Accomplishment (What you did) + Result (Why/How you did it)

City/State
Date

LEADERSHIP

Organization Name

Position

- Use Bullet Formula: Action Verb + Accomplishment (What you did) + Result (Why/How you did it)

City, State
Date

ACTIVITIES / VOLUNTEER WORK

Club/Team/ Organization Name, Position

Club/Team/ Organization Name, Position

SKILLS

Technical:

Language:

Transferable Skills

Skills Employers Need

NACE (National Association of Colleges and Employers) conducts an annual survey asking employers to describe the “ideal candidate.” They compare employers’ “wish list” of skills with those new graduates—how do you measure up?

A good GPA is important, but employers look for more than good academic standing. In fact, year after year, the #1 skill employers say they want to see in job candidates is strong communication skills: the ability to write and speak clearly.

Employers also want new hires that are honest, work well in teams, and have a strong work ethic.

What College Candidates Lack

“Communication” annually tops employers’ list of most-desired skills, but is also on their list of skills that new graduates lack the most!

Many employers reported that students have trouble with grammar, cannot communicate in writing clearly, and are poor public speakers. Weak communication skills are often evident in the interview, where students are unable to articulate **what they have done and why it matters to the position and the company.**

In addition, employers pointed to other skills and attributes that had made their “wish list”, but that new graduates lacked, including conducting oneself in a professional manner.

Gain Experience

Translation? You need some real-world experience before graduation. You won’t learn everything about the workplace with an internship, but you can continuously build, improve upon, and practically apply many of the skills employers need. What skills do you need to gain or beef up?

Hard, Soft & Transferable Skills

Hard Skill – Specific, teachable abilities that can be defined and measured (e.g., Excel, Quantitative Analysis)

Soft Skill – Less tangible, harder to quantify skills (e.g., Team-player, Flexibility, Confidence)

Transferable Skills – Skills that are non-position/industry specific (e.g., Communication, Multi-tasking)

After identifying and grouping your specific skills into Hard, Soft and Transferable, find examples from your academic and professional life that prove it. Quantify (#, \$, %) your accomplishments whenever possible – it will increase your credibility and demonstrate the value you bring to the position and the company.

S.T.A.R. Method

Outline what you want employers to know about you, then prepare **bullets** using the **S.T.A.R.** method (Situation/Task + Action + Result). This method forces you to identify the results of your actions and demonstrate how well you achieved the task.

S.T.A.R.	Example
S/T – Situation/Task	Publicized a Homecoming Weekend event by...
A – Action	Created and distributed flyers and posters through student organizations, the school website, and local newspapers, resulting in a...
R – Results	65% increase in attendance over the previous year

Bullet Point formula

Action Verb + Accomplishment (What you did) + Result (Why/How you did it) OR Skill + Task + Result

Action verb = Skill that you want to showcase

(i.e. – Management skills = Managed, Led, Supervised, oversaw, etc.)

Accomplishment = Task (what/ who)

(i.e. – Created = what did you create/ Led- who did you lead?)

Result = Why/how *Quantify when possible (#,%, \$)*

(i.e. – How did you create it? / Why did you lead them?)

Examples

Entrepreneurial Skills, Creativity, Motivation/Initiative, and Self-Confidence

- Increased overall company sales volume +20% through innovative marketing campaign including the use of emails, social media, and blogs

Creativity, Attention to Detail, and Computer Skills

- Designed advertisements/graphics using Adobe Photoshop and Quark for nationally recognized television hair product promotion

Teamwork, Communication, Interpersonal and Leadership Skills

- Trained and supervised 2 new employees on company policies, procedures, and effective sales techniques to ensure maximum profit achieved with minimal error

Communication Skills, Self-Confidence, and Teamwork

- Developed and implemented targeted communication and persuasive strategies, resulting in 3rd place ranking during a national debate competition

Interpersonal Skills, Strong Work Ethic, Outgoing Personality, and Leadership Skills

- Selected as “Employee of the Month” for demonstrating superior customer service skills and product knowledge

Honesty/Integrity, Tactfulness, Detail-Oriented, and Interpersonal Skills

- Completed cash and credit transactions accurately including returns and exchanges of \$6K daily

Communication and Analytical Skills

- Presented PowerPoint demonstrating anxiety disorder research results to a group of 35+ at American Psychological Society’s Annual Convention

Organizational Skills and Friendly/Outgoing Personality

- Designed and implemented social, recreational, and educational activities focused on learning disabilities for 20 children to stay engaged for 4-8 hours

Analytical Skills, Detail-Oriented, Organizational Ability, and Computer Skills

- Prepared financial reports using Excel for departments with weekly sales averaging \$260K

Strong Action Verbs

Management/Leadership Skills

administer
allocate
apply
appoint
assign
attain
authorize
chair
consolidate
coordinate
delegate
direct
educate
enable
evaluate
execute
expedite
facilitate
implement
improve
increase
initiate
manage
motivate
organize
oversee
plan
prioritize
recommend
resolve
review
sanction
schedule
spearhead
supervise

Creative Skills

create
design
develop
establish
illustrate
integrate
introduce
invent
market
perform
plan
revise
revitalized

Communication Skills

address
advertise
advise
articulate
authored
clarify
coach
collaborate
communicate
compose
consult
contact
conveyed
correspond
counsel
develop
discuss
direct
draft
edit
elicited
encourage
explain
express
facilitate
familiarize
formulate
guide
influence
inform
instruct
interact
interpret
involve
lecture
listen
market
mediate
moderate
motivate
negotiate
network
observe
outline
persuade
presented
promote
publicize
refer
report

Organizational Skills

arrange
catalog
classify
collect
compile
coordinate
enter/input
estimate
generate
implement
inspect
monitor
operate
organize
prepare
prioritize
process
purchase
reconcile
record
retrieve
scan
schedule
screen
specify
systematize
tabulate
validate

Technical Skills

assemble
build
calculate
compute
design
devise
engineer
install
maintain
operate
overhaul
program
remodel
repair
solve
test
train
upgrade
validate
verify

Problem Solving/ Analytical Skills

analyze
appraise
audit
balance
budget
calculate
compute
conceptualize
deliberate
develop
diagnose
evaluate
forecast
formulate
investigate
identify
observe
plan
project
research
resolve
troubleshoot

Interpersonal Skills

adapt
advise
assess
clarify
counsel
enable
facilitate
familiarize
greet
guide
listen
refer
represent

Resume Samples -Table of Contents

DYSON

Bianca Balti – Communications – Note use of 3-line border to divide sections, relevant and well developed editorial internship experience section, Greek life leadership involvement. Font = Veranda 10.5 pt.

Charles Dickens – English – Note use of box border around contact information, profile - target job titles, larger font to fill page, relevant interests. Font = Arial 12 pt.

Eva Peron – Women’s and Gender Studies, Non-profit Studies – Note contact information left aligned, target job titles, relevant academic projects, and volunteer work. Font = Tahoma 10 pt.

James D. Watson – Biology – Note research and relevant experience section – biology skills - placed above work experience, highlighted relevant honors societies and coursework in education section. Font = Garamond 11pt.

Marsha Rivera – Psychology – Note contact right aligned, strong border, profile – keywords, target industry, and bilingual (important for her target career goals). Font = Tahoma 10.5 pt.

Yingluck Shinawatra – Economics – Note conservative format, relevant business certifications between education and experience sections, keywords throughout, extracurricular activities and interests relevant to career goals. Font = Times New Roman 10.5 pt.

LUBIN

Adam Khoo – Management Student and Veteran – Note use of “Willing to Relocate”, profile with “Navy Veteran | Business Management Student”, use of relevant projects, nice use of metrics in US Navy experience to give the reader a sense of the scope of his military experience. Font = Arial 10.5 pt.

Monica Goldstein – Business Management student - Note study abroad section, despite minimal internship experience very involved in relevant on-campus business. Font = Calibri 11 pt.

Jamie Dimon – Finance – Note conservative format and border, an extensive summary with a headline, lots of relevant internship experiences and keywords, bold high GPA. Font = Arial 10 pt.

Sarah Johnson – Marketing student with little work experience. Note extensive and related involvement on-campus business and related, high school is removed after Sophomore year. Font = Times 11.5 pt.

Lady Gaga – Arts and Entertainment – Note detailed profile, a lot of relevant experience – Education mentioned in profile, relevant interests. Font = Arial Narrow 10.5 pt.

Maria Melendez – Human Resources – Note color in border, profile packed with relevant keywords. Wrote internship bullets to the future job goal (Recruiter/Talent Acquisition). Emphasized relevant tasks for bullets. Font= Calibri 10.5 pt.

Walter L. Morgan – Accounting grad student – Note contact information is right aligned, conservative format with thin single line for borders, profile – just bullets, keywords used in bullets, accounting software in technical skills. Font = Tahoma 10 pt.

SEIDENBERG

Steven Wozniak – Computer Science undergrad – Note simple single thin line border, technical skills above work experience, use of tech keywords in profile and experience. Font = Cambria 10.5 pt.

Zhe Xu – Computer Science grad student – Note thin line border to separate sections, Github in contact section, relevant experience separated from additional experience, tech keywords use in projects and relevant experience. Font = Arial 10 pt.

SCHOOL OF EDUCATION/COLLEGE OF HEALTH PROFESSIONS

Max Houlihan – College of Health Professions (Nursing) undergrad – Note coursework, research, lab experience, certifications, clinical rotations, healthcare experience vs. work history, special skills section. Font = Calibri 11pt.

Barry Hardy – School of Education grad – Note teaching profile, certifications, student teach, field observation, special classroom “technical skills”. Font = Calibri 11 pt.

BIANCA BALTI

Pleasantville, NY 10570 | 914-123-4567 | bb12345p@pace.edu | [linkedin.com/in/biancabalti](https://www.linkedin.com/in/biancabalti)
biancabalti.wordpress.com | bbalti.contently.com

EDUCATION

Pace University, Dyson College of Arts and Sciences: Pleasantville, NY **May 2017**
Bachelor of Arts in Communications
GPA: 3.77 | Honors: 2015 Top 100 Scholars at Pace University

EDITORIAL EXPERIENCE

Westchestermagazine.com: Rye, NY **Jan 2016 – Present**
Digital Editorial Intern

- Research and write web exclusive stories against tight deadlines
- Recognized for having over 7,000 page views for article addressing recent festival
- Attend events as a reporter in order to interview featured professionals
- Pitch and execute story ideas weekly for Digital Editor
- Edit and monitor online calendar of events to maintain accurate information

Vox Art's and Literary Journal: Pace University, Pleasantville, NY **Sep 2014 – Present**
Editor of Prose (Sep 2015 – Present)

- Solicit fiction and non-fiction submissions campus-wide social media campaigns
- Edit and review submissions for style, punctuation, and grammar before sending to print
- Manage final decisions efficiently on prose content resulting in most submissions to the Prose section in last three years

Social Media Manager (Sep 2014 – May 2016)

- Established and maintained Vox's Twitter and Facebook accounts increasing membership in both by 25% through use of engaging content

The Pace Chronicle: Pace University, Pleasantville, NY **Sep 2014 – Present**
Featured Writer

- Write up to three weekly feature articles with a focus on University's campus news and relevant news in the area

Hooplaha.com: Norwalk, CT **Jun 2016 – Sep 2016**
Content Intern

- Worked with Blog Editor to develop content and curate materials from outside sources
- Attended weekly content meetings to help the team brainstorm new strategies

LEADERSHIP EXPERIENCE

LGBTQA+ and Social Justice Center, Pace University **May 2016 – Present**
Philanthropy Chair

- Plan fundraising walk for up to 100 people to raise money for Breast Cancer
- Organize 5 mid-size events for members to connect with peers and build relationships

Alumni Chair **Nov 2015 – May 2016**

- Created monthly newsletters for Alumni in order to keep them up to date with the sorority

TECHNICAL SKILLS

WordPress, Microsoft Office Suite, Adobe Creative Suite, S.E.O., Sales Force, Final Cut Pro

CHARLES DICKENS

[linkedin.com/in/charlesdickens](https://www.linkedin.com/in/charlesdickens)
(212) 987-6543 | wcdickens@yahoo.com | New York, NY 10038

Writer | Editor | Journalist | Public Relations Coordinator

EDUCATION

Pace University, Dyson College of Arts and Sciences, New York, NY May 2016
Bachelor of Arts (B.A.) in English Language and Literature, Minor in Public Relations
GPA: 3.5 | **Honors:** Dean's List

RELEVANT COURSEWORK

Creative & Critical Writing | Editing and Publishing | Writing for Electronic Media

WORK EXPERIENCE

Weplan, New York, NY June 2015 – Present
Special Events Assistant

- Invited 25 media VIP guests and ensured attendance of editors from GQ and Esquire through repeated follow up and detailed documentation
- Generated all guest correspondence via phone, e-mail, and social media to keep efficiency with all communication efforts
- Distributed post-event survey to compile and analyze event feedback for future event planning
- Coordinated and observed 30+ publicity interviews for multiple clients

Oprah Magazine, New York, NY January 2015 – May 2015
Public Relations Intern

- Prepared targeted media lists, media impressions, and press round-ups for 10 team meetings
- Developed pitches for relevant media contacts under time-sensitive deadlines
- Organized and prepared New York Live set for filming of 'Oprah's Favorite Things' segment

The Village Voice, New York, NY May 2014 – August 2014
Journalism Intern

- Assisted senior editors with generating engaging content ideas and promoted via social media
- Wrote and published 20 news articles, opinion pieces, and interviews per week
- Outreached to community and increased reader subscription by 20%

ACTIVITIES

Pace Press, Front Page Editor, Monthly Contributor
Social Media Club, Secretary, Content Editor
Center for Community Action and Research, Paint a School Volunteer

SKILLS

Microsoft Office (MS Office) Word, Excel, PowerPoint; Adobe, Cision

INTERESTS

Write poetry and short stories; play piano; competitive runner (5K, 10K, marathons)

EVA PERON

212-365-1010 | eva.peron@pace.edu | [linkedin.com/in/evaperon](https://www.linkedin.com/in/evaperon) | New York, NY 10003

FIELD MANAGER | ACTIVIST | HUMAN RIGHTS CAMPAIGNER | NON-PROFIT ORGANIZER

EDUCATION

Pace University, Dyson College of Arts and Sciences, New York, NY

Dec 2018

Bachelor of Arts in Women's and Gender Studies, Non-Profit Studies

Double minor in Peace and Justice Studies, Sociology / Anthropology

GPA: 3.8 | Honors: National Society for Leadership and Success

RELEVANT COURSEWORK

Sexuality and Society | Transgender Studies | Men and Masculinities | Feminist Theory | Intercultural Communication

Gender & Television | The Gay Male Experience | Gender, Race, and Class | The Girl Child: A Global Perspective

ACADEMIC PROJECT

"I Want to Be Me"

Nov 2015-Dec 2015

- Pitched an idea for a children's book that combats gender socialization to prevent prejudice
- Collaborated with 4 group members to create a plot, develop illustrations, and promote marketing plan

EXPERIENCE

NYC Humanitarian Campaign, Field Manager/Canvasser, New York, NY

Sep 2015-Present

- Increase memberships for the organization through in-person contacts; raised over \$5K in 6 months
- Inform people about the campaign and walk them through member registration as a way to maximize donation follow through
- Train 5 new employees each month and supervise crew members at various sites

Pace Office of Student Development, Orientation Leader, New York, NY

May 2015-Sep 2015

- Supervised groups of 15+ students during an overnight program to maintain a safe environment
- Resolved parents' questions and student telephone calls regarding program specifics
- Promoted the university and orientation program using social media to increase conversion of prospective students to enrolled

VOLUNTEER

LGBTQA Center, Welcome Volunteer, New York, NY

Oct 2015-Present

- Interact with individuals visiting the center and provide customized information about available resources based on their specific needs
- Update and arrange materials and brochures in the common room for visitor use

City Tutors, Math Coordinator, New York, NY

Jun 2014-Aug 2015

- Designed and implemented daily after-school programming for 60 students including homework support and enrichment clubs, service learning, and behavior and instructional assistance
- Collaborated with a team of 10 individuals to provide training in applying literacy skills to math intervention

AmeriCorps, Member, Brooklyn, NY

Sep 2013-May 2014

- Partnered with Community Liaison to survey and interview residents in order to create a needs assessment
- Supported the community through service projects; developed a program identifying community assets and implementing several community resource fairs

ACTIVITIES

Pace Stonewall Coalition | Women's Political Caucus | Women's Empowerment Network

SKILLS

Computer: Proficient in Adobe Photoshop, Microsoft Office Suite (Word, Excel, PowerPoint), Social Media Platforms

Language: Bilingual English & Spanish, Intermediate Italian

JAMES D. WATSON

914-678-1234 • jdwatson5@gmail.com • [linkedin.com/in/jdwatson55](https://www.linkedin.com/in/jdwatson55) • White Plains, NY

EDUCATION

Pace University, Dyson College of Arts and Sciences, Pleasantville, NY

GPA: 3.63

Bachelor of Science in Biology

Expected May 2018

Honors: TriBeta Honors Society, Golden Key International Honor Society

Selected Coursework: Biochemistry, Anatomy, Sociology, Biology I & II, Chemistry I & II, Organic Chemistry I & II, Genetics, Molecular and Cellular Biology

RESEARCH EXPERIENCE

Dr. Charlene Hoeghler, PhD-Pace University, Pleasantville, NY

Cancer Cell Research

May 2016-Present

- Recipient of Provost's Undergraduate Research Grant
- Grow cancer cells in 3-D culture for the purpose of experimentation
- Perform SDS-PAGE, western blots, immunofluorescence, gene knock down, and analyze results
- Maintain neat records of analyzed data, procedures, and results to facilitate research documentation

RELEVANT EXPERIENCE

Northern Westchester Hospital, Mount Kisco, NY

Volunteer

March 2015-Present

- Contact 50 admitted patients daily via telephone to sign them up for patient portal
- Handle confidential patient information when delivering paperwork to patient rooms
- Provide one-on-one training to patients regarding bedside tablets

Pace University-Biology Science Department Pleasantville, NY

Lab Technician

January 2016-May 2016

- Supported faculty through the set-up, cleaning and organizing of laboratory for Genetics, Microbiology, Cell Biology, Immunology and Physiology courses
- Prepared chemical solutions, microbiological media, and Drosophila cultures with strict adherence to lab policies
- Cultivated and biochemically tested the bacterial library of the department
- Utilized standard laboratory equipment such as the autoclave, glassware washer, and balances/meters

Telehealth Intervention Programs for Seniors, White Plains, NY

Telehealth Technician Associate

April 2015-December 2015

- Measured vitals including; blood pressure, pulse, and oxygen level for seniors
- Independently operated various sites for senior participants

WORK EXPERIENCE

Wood and Fire, Pleasantville, NY

Hostess

January 2015-April 2015

- Recorded and managed reservations and provided information via the telephone
- Greeted patrons, resolved questions by using active listening in order to provide an excellent customer experience

Pace University, Pleasantville, NY

Peer Leader

Fall 2015

- Mentored students individually to assist in the transition to college life
- Composed lesson plans and facilitated lectures to provide students with resources needed to be successful

LEADERSHIP EXPERIENCE

Pace University Black Student Union, Secretary

November 2015-Present

Pace University Alpha Lambda Delta National Honor Society, Vice President

January 2015-May 2015

COMPUTER SKILLS

Microsoft Office Suite-Word, PowerPoint, Excel, SPSS

PROFILE

Bilingual (English & Spanish) Psychology graduate with excellent interpersonal and communication skills available for entry level opportunity. Experienced with children, adolescents, and adults in non-profit and health care industries. Hard worker who puts forth full effort to every task; patient, reliable, empathetic, and detail oriented.

EDUCATION**Pace University, Dyson College of Arts and Sciences****New York, NY**Bachelor of Arts (B.A.) - **Psychology**

12/2015

Minor: Philosophy**GPA: 3.95****RELEVANT COURSEWORK**

Introduction to Psychological Counseling; Child Psychology; Social Psychology; Experimental Psychology II

RELEVANT EXPERIENCE**New York Surgical Center****Brooklyn, NY**

Child and Adolescent Medicine Department Interpreter

3/2015-Present

- Translate conversations and documents for Spanish speaking patients and effectively communicate next steps resulting in reduction of patient anxiety
- Provide patients with hospital and comfort supplies; survey and restock inventory

Harlem Multicultural Youth Program**New York, NY**

Program Development Intern

5/2013-7/2013

- Contacted elementary school guidance counselors to educate them about the organization's summer youth program so they could disseminate the information and recommend the program to their student caseloads
- Helped organize events to publicize the organization's goal of promoting diversity and tolerance

One to World**Queens, NY**

English Language Conversation Partner

10/2012-3/2013

- Helped immigrant students improve their conversation skills and English vocabulary
- Educated students about the American culture and provided them with the confidence required to engage with others outside of their native background

COMMUNITY SERVICE**Hospital for Special Surgery****New York, NY**

Social Services Volunteer

6/2011-5/2012

- Socialized with youth patients presenting with development delays and requiring surgery

CAMPUS ACTIVITIES**Psi Chi, Psychology Honor Society**

3/2015-Present

Vice President

- Collaborate with key board members to conceptualize and implement panel presentations for memberships to learn more about career paths and to develop strong networking skills

SKILLS**Technology:** Microsoft Office (MS Office) - Word, Excel, PowerPoint**Languages:** Bilingual - English & Spanish

YINGLUCK SHINAWATRA

New York, NY 10018

631-629-9199 • yingluckshin@hotmail.com
[linkedin.com/in/yingluckshin](https://www.linkedin.com/in/yingluckshin)

EDUCATION

Pace University, Dyson College of Arts and Sciences; Pforzheimer Honors College **New York, NY**

Bachelor of Arts: Double Major – Economics Theory and Mathematics • **GPA: 4.0**

May 2017

Honors: Dean's List First Honors (2013-2014), Golden Key International Honor, Honors College Scholarship

Coursework: Multivariable Calculus, Probability and Statistics Analysis, Applied Multivariable Statistics, Mathematics for Economics, Macroeconomics, Microeconomics, Applied Game Theory, Quantitative Analysis & Forecasting, Financial Management, Financial Accounting, Managerial Accounting

Georgia Institute of Technology

Atlanta, GA

Coursework towards Bachelor of Engineering: Chemical Engineering

September 2013-May 2014

Coursework: Differential Equations, Calculus II, Microeconomics, Programming for Engineers

BUSINESS CERTIFICATES

CitiBank Market Concepts Program

New York, NY

Certificate

December 2015

- Trained in 4 modules – Economic Indicators, Currencies, Fixed Income and Equities
- Introduced to basic Bloomberg command functions
- Practiced integrating Bloomberg data, news, analytics, and television with analytical skill to make predictions

New York University Financial Management Program

New York, NY

Certificate

August 2015

- Trained intensively in financial management, report, and analysis, planning and budgeting
- Practiced tax management, cash flow, and balancing checkbooks

WORK EXPERIENCE

Institute of Financial Data

Chicago, IL

Investor Intern

June 2015-August 2015

- Analyzed the world capital market, money market and insurance industry to increase overall skill set
- Performed technical and fundamental analysis of Thai stock market (SET, Thailand), and presented results to analysts
- Researched and simulated equity instruments, specifically LTF and RMF
- Provided investment strategy recommendations to improve profit margins for new entrepreneurs and SMEs

EXTRACURRICULAR ACTIVITIES

Sales and Trading

New York, NY

Independent Trader

August 2014-Present

- Manage real money in personal account with 7% returns YTD
- Perform equity research with basic mathematical modeling for future projections
- Practice fundamental and technical analysis, focusing on commodities (crude oil, gold, natural gas)

Economics Society, Vice President, Member

Student Government Association, Sophomore Class President

SKILLS

Computer: Microsoft Office (Word, PowerPoint, Excel), Basic C++ • **Languages:** Bilingual - English / Native Thai

INTERESTS

Currency Trading, Foreign Exchange Market, Chinese, Guitar

ADAM KHOO

212-555-7777 • adamkhoo2@gmail.com • [linkedin.com/in/adamkhoo](https://www.linkedin.com/in/adamkhoo) • New York, NY – Willing to relocate

Navy Veteran | Business Management Student

Experienced in logistics, supply chain management, and acquisition procedures, available for summer 2017 internship. Hardworking, tech savvy, detail oriented, and a skilled multi-tasker. Current Secret Security Clearance.

EDUCATION

PACE UNIVERSITY, Lubin School of Business, New York, NY

June 2017

Bachelor of Business Administration (BBA), Business Management

Coursework: Acquisition Procedures | International Management | Project Management
Managerial/Organizational Concepts | Business Strategy

PROJECTS

Consumer Behavior Case Study

Jan 2015-May 2015

- Collaborated with 4-person team to predict consumer buying patterns in a simulated study

Navy Uniform Change

Jan 2012-Apr 2012

- Organized replacement of all service men and women accessories and uniforms stationed at Naval Computer and Telecommunications Station Bahrain to comply with change of uniform in the region

RELEVANT EXPERIENCE

UNITED STATES NAVY, Virginia Beach, VA and Manama, Bahrain

July 2008-July 2012

Supply Chain Manager

- Achieved performance award for flawless acquisition and delivery of 20K parts to Military Jet Fighter Aircraft Readiness Centers in 2009; 98% requisition to delivery accuracy
- Managed 240 Jet Aircraft repairable engine components with value of \$17M, with 100% accountability and no loss due to theft or damage of organizational items
- Supervised 8 employees directly on supply chain training and mentoring
- Managed accounts with \$25K monthly budget
- Recognized for 3 years of good conduct; honorary discharge

ADDITIONAL EXPERIENCE

UPS, Brooklyn, NY

Nov 2014-Jan 2015

Data Processing Coordinator

- Processed data received, corrected over 10K records for UPS customers with packages wrongly addressed
- Trained new coordinator in processing data received and correction of records to ensure delivery accuracy

RED BARRON SECURITY SERVICES, Denver, CO

Oct 2012-Sep 2014

Security Associate

- Provided organizational support for physical security requirements at Time Warner Cable corporate headquarters for western region
- Processed 2K+ guests for entry by generating security/visitor passes quickly

VOLUNTEER EXPERIENCE

New York Cares: Paint a School program, Center for Community Action & Research, Student Veterans Association, Wounded Warrior Project

TECHNICAL SKILLS

Microsoft Office (MS Office) Word, Excel, PowerPoint; Naval Aviation Logistics Command Management Information System (NALCOMIS), Relational Supply (RSupply), Defense Automated Addressing System (DAAS)

MONICA GOLDSTEIN

17 Park Lane, White Plains, NY 10603 | 917-773-4858
monica.b.goldstein@pace.edu | www.linkedin.com/in/MonicaGoldstein

EDUCATION

Pace University Lubin School of Business | Pleasantville, NY May 2017
BBA in Business Management, **GPA: 3.80**
Honors: President's Scholarship Award (2013-2017); Lubin Dean's List (2013-2015)

STUDY ABROAD

EM Strasbourg University | Strasbourg, France January 2016 – May 2016
Business Management Exchange Program

MANAGEMENT EXPERIENCE

Pace Mart | Briarcliff, NY September 2013 – Present
General Manager (June 2015- Present)

- Manage on campus business with 20+ employees and approximately \$120K in annual sales using effective team building and leadership strategies
- Communicate regularly with senior management team to keep updated on all aspects of the café including accounting and finance, human resources, marketing and purchasing

Senior Purchasing Manager, Assistant Finance Manager (September 2013 – May 2015)

- Oversaw sales analytics and agency filling system associated with purchases to manage store credit account and inventory control

SCHOTT North America Inc. | Elmsford, NY May 2015 – November 2015
Traffic and Purchase Intern

- Assisted Purchasing, Traffic and Logistics divisions as needed with air and ocean imports/exports, coordinating all aspects of incoming or outgoing shipments
- Worked closely with customs broker and carriers to ensure prompt delivery of goods
- Verified accuracy of information on invoices to related purchase orders: pricing, quantity, product information, codes; approved and received invoices and goods receipts into SAP Inventory

LEADERSHIP EXPERIENCE

Delta Sigma Pi – Professional Business Fraternity | Pleasantville, NY January 2015 – Present
President of Community Service

- Worked to create a better and stronger membership through teambuilding exercises that focused on service work for the community

Pace 4 Kids Dance Marathon | Pleasantville, NY February 2014 – May 2015
Committee Member, Logistics Director

- Managed Pace 4 Kids event including scheduling entertainment, food, technology, and volunteers
- Collaborated with advisor and Board of Directors regarding budget, marketing, and event logistics to ensure maximum attendance; raised \$2000 while meeting budgetary constraints

VOLUNTEER EXPERIENCE

Relay for Life, American Cancer Society, Runner/Fundraising Volunteer May 2015 – May 2016

SKILLS

Technical: Microsoft Word, Power Point, Excel, Outlook | HTML5 | ServSafe Certified | QuickBooks
Languages: Fluent Spanish | Intermediate French

Jamie Dimon

New York, NY 10011 • jamiedimon@gmail.com • 212-135-7924 • [linkedin.com/in/jamiedimon](https://www.linkedin.com/in/jamiedimon)

FINANCIAL ANALYST | DATA ANALYST | DATA SCIENTIST

Finance college graduate with excellent technical skills experienced in financial / data analysis, financial / statistical modeling, Advanced Excel, HTML/CSS coding, Axiom SL, Valkyrie, SQL, FactSet and Morningstar. Able to analyze large volumes of data and communicate key points effectively to team and senior management.

EDUCATION

Pace University, Lubin School of Business

New York, NY

BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE, Minor in Accounting, **GPA: 3.90**

May 2016

Honors: Lubin School of Business Leader Award, Dean's Honors List

WORK EXPERIENCE

JPMorgan Chase & Co.

New York, NY

SUMMER FINANCIAL ANALYST

May 2015 – August 2015

- Conducted UAT and prepared test scripts for builds of schedules related to FRY-9C in Axiom
- Utilized training and understanding of the compliance risk issues for an investment bank to ensure proper documentation for internal audit and Federal Banking regulations
- Compiled trading inventory to price test portfolios using independent market data
- Analyzed distressed assets such as CDS and bonds through various price testing methodologies

CitiBank

New York, NY

SEASONAL CLIENT ASSOCIATE

December 2014 – March 2015

- Assisted a team of 4 senior financial advisors that managed over \$100M of assets
- Developed relationships and marketing plans to suit each individual client
- Created advanced Excel spreadsheets to reflect the client's current financial position

GLOBAL WEALTH MANAGEMENT & INVESTMENT ADVISORY INTERN

September 2014 – December 2014

- Analyzed asset allocation models for portfolio managers
- Compiled lists of specific prospective clients to further the business development effort
- Built and maintained relationships with clients and provided exceptional client service

RMD, Ltd.

New York, NY

WEALTH MANAGEMENT INTERN

February 2014 – September 2014

- Performed daily research on financial markets and stock performance
- Conducted computer-based sourcing research resulting in 500+ potential clients for the firm
- Communicated with clients in a fast-paced environment understanding the methodical approach to developing clients through a tier process within a consistently transforming group

Barclays

New York, NY

EQUITY RESEARCH INTERN

September 2013 – December 2013

- Performed daily portfolio review and analyzed stock markets on behalf of the investment bank
 - Completed operational tasks in addition to mutual fund and syndicate research
 - Utilized financial software programs including FactSet and Morningstar for research and analysis
-

LEADERSHIP EXPERIENCE

National Student Initiative

New York, NY

Co-FOUNDER

September 2012 – Present

- Formed a nationwide non-profit organization dedicated to educating students on financial literacy
 - Manage over 100 speakers from finance, technology, and marketing industries
-

SKILLS & ACTIVITIES

Technical Skills: Advanced Excel and Financial Modeling, HTML/CSS coding, Axiom SL, Valkyrie, Python, and SQL

Certification: Bloomberg Terminal Certified

Training: Student Portfolio: Managed Pace University's endowment fund of \$250K

Languages: Fluent in English; Native Russian; Conversational Spanish

Activities: The National Honor Society of Leadership and Success: Sigma Alpha Pi, Golden Key Honor Society, Alpha Chi Honor Society, Pace University Queer Leader

SARAH JOHNSON

17 Central Avenue, Tarrytown, NY 10597
917-722-8916 | SJ7225p@pace.edu

EDUCATION

PACE UNIVERSITY, LUBIN SCHOOL OF BUSINESS, Pleasantville, NY
BBA-Marketing and Management

GPA: 3.26
Expected May 2019

TARRYTOWN HIGH SCHOOL, Tarrytown, NY
New York State Regents Diploma

June 2015

Advanced Courses: IB Business & Management, Introduction to Digital Advertising

PROFESSIONAL EXPERIENCE

PACE PERK CAFÉ, Pleasantville, NY

Shift Manager

August 2016 – Present

Assistant Marketing Manager

January 2016 – August 2016

- Design weekly promotional flyers to encourage patronage in the Café by students and faculty
- Promote business activities on social media platforms including Facebook, Twitter, and Instagram
- Collaborate with campus printing service to ensure accuracy and timely arrival of printed promotional pieces

LEADERSHIP EXPERIENCE

PACE UNIVERSITY MARKETING ASSOCIATION, (PUMA), Pleasantville, NY

Vice President of Creative Designs

January 2016 – Present

- Create promotional flyers to attract business students of all majors to association's events
- Collaborate with seven members of the executive board to brainstorm branding ideas
- Communicate with the President to compile event details to be used in promotional materials

SETTERS LEADERSHIP & SERVICE HOUSE, Pleasantville, NY

Member

August 2015 – Present

- Selected as a program participant to strengthen personal leadership capabilities on campus and professionally
- Represented program at all-campus holiday event

RELAY FOR LIFE, Pleasantville, NY

Team Captain

January 2016 – May 2016

- Developed and planned three fundraising events successfully engaging 100+ supporters
- Served as a liaison between student membership and outside community; raised \$1500 through strategic fundraising efforts

VOLUNTEER EXPERIENCE

CHILDREN'S VILLAGE, Dobbs Ferry, NY

Community Outreach Volunteer

January 2016 – May 2016

SKILLS

Technical: Canva Online Graphic Design Platform, Microsoft Office (Excel, PowerPoint, Word), Social Media: Facebook, Instagram and Twitter, Certified in ServSafe Manager

Language: Intermediate in American Sign Language

LADY GAGA

212-345-6789 | LADYGAGA@YAHOO.COM | [LINKEDIN.COM/IN/LADY](https://www.linkedin.com/in/lady) | NEW YORK, NY

Music Talent Buyer | Event Planner | Promoter

Music industry professional with **BBA in Arts and Entertainment**, experienced in booking shows, marketing, organizing, and managing live music events. Passionate about the music industry, highly organized, thrive under pressure and excel in a team environment.

Core competencies:

Booking Talent | Negotiating Contracts | Marketing Shows | Planning Events and Festivals

EDUCATION

PACE UNIVERSITY, LUBIN SCHOOL OF BUSINESS, NEW YORK, NY

May 2016

Bachelor of Business Administration (BBA) - Major – Arts and Entertainment | Minor – Special Events Marketing

WORK EXPERIENCE

BROOKLYN POP-UP, BROOKLYN, NY

Jan 2016-Present

Music Promoter - Support local musicians - Musicians helping Musicians

- Market, book and organize house shows and small events for a group of local musicians to gain increased visibility
- Utilize social media and guerilla marketing to promote events that resulted in 110% increase in bookings in 1 month

MERCY LOUNGE, NASHVILLE, TN

Jun 2015-Aug 2015

Marketing / Promotion Intern for 3 large music venues

- Created and implemented innovative marketing strategies including SEO, social media, web, and print ads to increase attendance
- Organized online ticketing via TicketWeb and venue websites
- Supported live production acts, green room set up and break down, to provide performers with ideal pre/post room conditions

ANNUAL INTERN BENEFIT CONCERT, NASHVILLE, TN

May 2014-Jul 2014

Program Director

- Booked 3 bands and successfully negotiated zero fee contracts through development of individualized and targeted proposals
- Secured venue, and raised \$1K in monetary gifts from sponsors, 100 t-shirts, 20 posters, 500 flyers, bottled water and soft drinks for guests, and catering for the talent
- Organized and managed staff in planning of event, set up and break down resulting in pre and post event efficiency with \$0 overtime
- Recorded each set live, and served as Master of Ceremony
- Raised \$2.4K including donations at the door and as monetary gifts from sponsors

THE END, NEW YORK, NY

Sep 2013-Dec 2013

Music Promoter / Talent Buyer Intern

- Identified, hired, and scheduled vendors and sponsors for a 36-hour local festival, "The End of the World Festival"
- Negotiated deals with vendors and developed advertisement deals with sponsors; results included attendance of 300+ and festival gross of \$10K

AMIGO! AMIGO!, NEW YORK, NY

Jan 2012-Sep 2013

Artist Manager

- Managed talent, booked shows, organized finances and merchandise, marketing, and promotion
 - Negotiated deals and represented the band in negotiations and contract
-

INTERESTS

SINGER SONG WRITER– Write songs; play piano, ukulele, and guitar

SKILLS

MICROSOFT OFFICE: Word, Excel, PowerPoint

MARIA MELENDEZ

212-717-0864 | mariamelendez12@gmail.com | New York, NY 10023

PROFILE

Motivated, energetic **Taleo** experienced **Human Resources Professional** skilled in talent acquisition, candidate sourcing, interviewing, and closing deals. Excellent communication skills and able to multi-task efficiently.

EDUCATION

Pace University, Lubin School of Business, New York, NY June 2015
BACHELOR OF BUSINESS ADMINISTRATION (BBA), HUMAN RESOURCE MANAGEMENT
Honors: Dean's List, Beta Gamma Sigma | **GPA:** 3.73

Northern Virginia Community College, Alexandria, VA June 2012
COMPLETED 40 CREDITS IN BUSINESS MANAGEMENT
Honors: Dean's List • **GPA:** 3.42

RELEVANT COURSEWORK

Human Resource Management | Training and Development | Managerial Negotiations | Organizational Theory and Development | Organizational Behavior | Employment Law | Group Relations & Interview Techniques

RELEVANT EXPERIENCE

Eye Management, New York, NY January 2015–May 2015
HUMAN RESOURCE INTERN

- Assisted managers and agents with talent sourcing, interviewing, and selecting models/talent
- Collaborated with artists in managing model's portfolios, prints and distribution of show packages
- Handled incoming phone calls, office supply inventory, fashion closet and mail room organization
- Participated in the 2015 New York Fashion Week by distributing client packages and chaperoning models to and from castings to maintain efficiency of the show

Boss Music Group, New York, NY January 2014 –May 2014
INTERN, TALENT ACQUISITION TEAM

- Assisted in filling 35 internship openings by tracking applicants, reviewing resumes, and conducting interviews
- Facilitated pre-interviews for 26 national hiring managers to assess qualifications for internship positions
- Communicated with other interns to coordinate actions among different departments and divisions
- Planned, managed, and executed On Boarding and New Hire Orientation for 45 interns

LEADERSHIP

Students Business Association Club, Northern Virginia Community College November 2011–December 2012
COFOUNDER, VICE PRESIDENT

- Hosted toy drive for The National Center for Children and Families and achieved goal of 50 donations
- Developed marketing plans to increase membership that resulted in recruitment of 25 new members
- Created print/digital advertisements, updated flyers, and social media websites to engage student participation

ACTIVITIES

Society for Human Resource Management, MEMBER | American Marketing Association, MEMBER | Beta Gamma Sigma, MEMBER | Phi Theta Kappa Honor Society, MEMBER

SKILLS

Technical: Proficient in **Taleo**, Microsoft Office (Word, Excel, Outlook, and PowerPoint), LinkedIn, Facebook and Twitter

WALTER L. MORGAN

917-634-1206 • walterlmorgan@gmail.com
New York, NY 10065 • linkedin.com/in/walterlmorgan

ACCOUNTANT • CPA CANDIDATE • TAX ACCOUNTANT

Highly Organized • Strong Interpersonal and Communication Skills • Effective Leadership Skills

EDUCATION

Pace University, Lubin School of Business, New York, NY June 2016
MASTER OF SCIENCE (MS) – ACCOUNTING • GPA: 3.92/4.00

The Institute of Chartered Accountants of India, Delhi, India January 2012
CHARTERED ACCOUNTANT

University of Calcutta, Calcutta, India June 2010
BACHELOR OF ARTS (BA) – COMMERCE • GPA: 3.52/4.00

WORK EXPERIENCE

Ehome Fashions, New York, NY September 2015-Present

ACCOUNTING INTERN

- Support the transition from the legacy system to SAP accounting system including reconciliation of opening balances, review of accounts payable (AP) and accounts receivable (AR) cycle, impact on COGS
- Perform day-to-day activities including royalty calculation and computation of NY use tax

ABC Technology Solutions Ltd., Calcutta, India November 2012-November 2013
CONSULTANT

- Managed configuration of organizational structure including creation of company, codes, chart of accounts, fiscal period variant, posting period variant & field status variant using SAP system
- Created master data and conducted unit testing for accounts payable (AP), accounts receivable (AR) and asset management to ensure that all the cycles were working properly

XYZ Corporation, Calcutta, India April 2012-November 2012
ASSISTANT MANAGER IN TAXATION

- Led a team of 3 accountants to validate tax impact on the payments made by the organization; managed the process for 4 companies in Asia and Africa
- Calculated withholding tax, value added tax, service tax, excise, and custom duty

Calcutta Chartered Accountants, Calcutta, India February 2008-March 2011
ACCOUNTING APPRENTICE

- Directed a team of 2 members auditing 4 organizations, (turnover of \$2 million), by creating the audit plan, checking the internal controls, compliance of accounting standards, and provisions of income
 - Created audit reports, computed taxes, filed returns, and prepared financial statements/notes
-

ACTIVITIES

Beta Alpha Psi – Pace University Chapter, MEMBER December 2014-Present
The Institute of Chartered Accountants of India, MEMBER May 2012-Present

LEADERSHIP

Ascend – Pace University Chapter, COMMUNICATION DIRECTOR May 2015-Present

SKILLS

Accounting software (SAP, Tally), Microsoft Office (Advanced Excel, Word, PowerPoint, Outlook)

STEVEN WOZNIAK

Pleasantville, NY 10570 • (201) 818-0913 • stevewoz@yahoo.com

EDUCATION

Pace University, Seidenberg School of CSIS, Pleasantville, NY
Bachelor of Science in Information Technology • Minor: Cyber Security

Expected May 2018

RELATED COURSEWORK

Computer Forensics, Computer Security Overview, Healthcare Innovation and Technology, Information Security Planning, Network Security

TECHNICAL SUMMARY

Operating Systems: iOS (all versions), Mac OS X (10.6 Snow Leopard, 10.7 Lion, 10.8 Mountain Lion, 10.9 Mavericks, 10.10 Yosemite), Microsoft Windows (Windows XP, Windows Vista, Windows 7, Windows 8/8.1)

Software: Aegisub, Apple Configurator, Eclipse, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Pixelmator, Sketch, VMware Fusion

Hardware: Install and configure local/network printers, network interface cards, graphics cards, and drives

Computer Languages: C, HTML/CSS, Java, PHP, Shell scripting, SQL

ACADEMIC PROJECTS

Penetration Testing

- Ran a penetration test on virtual machine using the open source utility, Nessus
- Analyzed test reports of potential threats and risks by viewing solutions and determining the highest risks and the best responses

Database Design

- Created necessary logs, schedules, reports, and forms for database based on requirements sheet for a mock hospital, including information on patients, doctors, nurses, insurance, and other entities
- Utilized SQL, Access, and Oracle to manipulate data

RELEVANT EXPERIENCE

ITS Help Desk, Pace University, Pleasantville, NY

September 2015-Present

Student Aide

- Assist 45+ users daily by troubleshooting and resolving technical issues on devices
- Install computers across several offices on campus to ensure functionality and connectivity to the university's domain
- Update software and hardware necessary for university's users and servers

Sam's Club, Elmsford, NY

September 2014-August 2015

Wireless Connection Center Associate

- Provided customer service and technical solutions to over 20 customers daily
- Troubleshoot hardware and software issues in mobile devices as well as desktop and laptop computers
- Ranked top performing sales associate 8 quarters in a row for meeting/exceeding sales quota by 3%
- Trained new employees on the process of activating mobile devices and cellular plans

ACTIVITIES

Northeast Collegiate Cyber Defense Competition, Participant

April 2016-Present

Institute of Electrical and Electronics Engineers (IEEE), Member

February 2016-Present

Westchester Computing Society, Member

September 2015-Present

Zhe Xu

New York, NY 10003

(703) 234-9876 | zhexu@gmail.com | github.com/zhexu | linkedin.com/in/zhexu.com

EDUCATION

Pace University, Seidenberg School of Computer Science and Information Systems

Master of Science (MS) in Computer Science / **Concentration:** Internet Computing

GPA: 3.65

New York, NY

June 2016

New York University, Stern School of Business

Bachelor of Business Administration (BBA) in Entrepreneurship | **Minor:** Economics

GPA: 3.4

New York, NY

January 2012

TECHNICAL SKILLS

Operating Systems:	Windows, OS Operating Systems, UNIX/ LINUX
Programming Languages:	Assembly Language, C++, Java
Web Development:	AngularJS, CSS, HTML, Ionic (Android, iOS), JavaScript, Mobile & Responsive Websites, SASS
Software:	Microsoft Office, Adobe Photoshop

ACADEMIC PROJECTS

Mobile application

- Designed a mobile application to rearrange furniture in a bedroom using Ionic Framework, HTML, SASS, and AngularJS
- Developed the front-end user interface and made it available on iOS and Android devices

Pentagon

- Developed a simple multiplayer game using Java and Socket Programming

Lyft Scheduling Algorithm

- Collaborated with a team of 4 to research and compose a paper on different algorithms Lyft or car services can utilize in optimizing their services

RELEVANT EXPERIENCE

HealthStat

New York, NY

Independent Contractor, Mobile App Engineer

June 2015 – September 2015

- Developed user Interface of mobile application which will integrate health device information for patients to use in monitoring daily activities related to health and well-being
- Utilized Ionic Framework, AngularJS, SASS and Photoshop Elements throughout the development and included platforms for iOS and Android
- Modified application according to management team's requests and adjustments

ADDITIONAL EXPERIENCE

Update Corporation

New York, NY

Accounts Receivable Coordinator

October 2013 – January 2014

- Conducted electronic billing on a weekly basis, researched incoming payments and applied unallocated cash application through Microsoft Dynamics and deposited checks on a daily basis
- Reduced sizeable overdue accounts through collaboration with relationships made with attorneys, sales, and accounts payable managers

Fastmoney Institutional Investor

New York, NY

Credit Controller

October 2011 – March 2013

- Assisted team in development of web-based applications, increasing efficiency of daily accounting processes
- Trained team in the use of in-house applications and created manuals for instructional and training purposes
- Administered overdue payments while collaborating internally and communicating with clients regarding payment options to balance client accounts and handled allocations from suspense account
- Generated statements and reports while researching cash receipts, maintaining financial records for audits, and providing monthly financial and management reports

MAX HOULIHAN

Tarrytown, NY 10591 ▪ 914.675.4321 ▪ max.houlihan@pace.edu

PROFILE

Energetic self-starter, ready to utilize excellent communication skills and a positive work ethic in a hospital setting

EDUCATION

Pace University, Lienhard School of Nursing, Pleasantville, NY
Bachelor of Science in Nursing

GPA: **3.41**

Expected May 2018

Relevant Coursework: Professional & Therapeutic Communication, Anatomy & Physiology I & II, Pathophysiology I, Introductory Statistics for the Life Sciences, Psychology, Microbiology, and Keys to Global Peace: Non-Violent Conflict Resolution & Sustainable Development Learning Community

Evidence-Based Practice Research: "The Use of Hydrotherapy in Geriatric Stroke Patients to Decrease Fall Risks"

Simulation Lab: Obtained validations in hand hygiene, patient assessment, medication administration (all routes), ambulation, catheterization, line priming/blood transfusions, sterile field, and wound/trach/central line/nasogastric care

CERTIFICATIONS

CPR and AED certified-BLS for Healthcare Providers through the American Heart Association
NIH Certificate Protecting Human Research Participants

Jul 2015 – Present

Sep 2016

CLINICAL ROTATIONS

Medical Surgical I (75 hrs.)	NewYork-Presbyterian Lower Manhattan Hospital , ICU/OR/PACU	Sep 2016 – Dec 2016
Obstetrics (60 hrs.)	White Plains Hospital , Labor & Delivery and Post-Partum	Sep 2016 – Dec 2016
Gerontological (60 hrs.)	The United Jewish Home	Jan 2016 – May 2016
Psychiatric (60 hrs.)	NewYork-Presbyterian-Westchester Division	Jan 2016 – May 2016

HEALTHCARE EXPERIENCE

Home Health Aide, Private Client, Easton, CT May 2016 – Present

- Provide support to a special needs adolescent and an adult stroke patient
- Assist with activities of daily living and light housework
- Assist primary Aide in administering prescribed oral medication
- Execute exercise and speech therapy care plans for stroke client
- Engage in educational/recreational activities recommended by adolescent's physician
- Create a positive and supportive environment for patients and their family

WORK HISTORY

Freelance Tech Advisor , Easton, CT	Sep 2011 – Present
Sales Associate, Chaves Bakery , Monroe, CT	Aug 2012 – Sep 2014
Sales Associate, Silverman's Farm , Easton, CT	Sep 2012 – Dec 2012

ACTIVITIES

Fundraiser, Football for Futures through Phi Sigma Sigma Organization	Sep 2015 – Present
Member, Future Health Care Leaders-Pace University	Sep 2014 – Present
Luminaria Chair, Relay for Life, American Cancer Society	Jan 2016 – May 2016
Camp Counselor, Camp Sunshine (Disease Focus: Lupus)	Jun 2013 – Aug 2013
Volunteer, Habitat for Humanity	Jun 2013 – Aug 2013

SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
Exposure to the use of EMR & PYXIS

BARRY HARDY

136 Albion Street | Yonkers, NY 10701 | 914-555-5555 | Barry.Hardy@gmail.com

TEACHING PROFILE

- Elementary Education, Grades 1-6 – expected June 2018
- Strong knowledge of science curriculum and development and educational software
- Fluent in Spanish and Portuguese

EDUCATION

Pace University, School of Education: Pleasantville, NY

Expected May 2018

Bachelor of Arts, Childhood Education

Program Concentration: Biology

- GPA: 3.7
- Honors: Alpha Chi National Honor Society, Dean's List Transfer Scholarship

CERTIFICATION

New York State Childhood Education, Grades 1-6

Expected Jun 2018

STUDENT TEACHING

Public School #130: New York, NY

Sep 2017-Dec 2017

Student Teacher

- Developed interdisciplinary project involving fall foliage, weather/climate changes and poetry
- Utilized cooperative learning strategies to teach 1st and 4th Grade classrooms
- Organized and created learning centers and bulletin boards
- Utilized positive classroom management strategies for 25 students

FIELD OBSERVATION

Observed and assisted teachers in 1st and 3rd Grades at the following schools:

Sep-Dec 2016 and Jan-May 2017

- George Washington: White Plains, NY
- Briarcliff Elementary: Briarcliff, NY
- Hillside Elementary: Hastings-on-Hudson, NY

RELATED EXPERIENCE

Pace Writing Lab: Pleasantville, NY

Jan 2015-Jan 2017

Tutor

- Assisted 45 undergraduates with writing assignments including term papers and research reports

Town of Greenburgh: Greenburgh, NY

Jun-Aug 2015 and 2016

Camp Counselor

- Supervised groups of 3rd and 4th graders in day camp activities
- Developed special activities relating to nature and environment

ACTIVITIES

Pace University Hillel, Member | Future Educators of America, Member

SKILLS

Technical: Microsoft Office (Word, PowerPoint, Excel, Access, Outlook) | SMART Board | Google Classroom | Class DoJo

Languages: Spanish & Portuguese

Cover Letters and E-notes

Differences between Cover Letters and E-notes

Cover Letter = attached to an application online or e-mail

- A little more detailed; 3-4 short paragraphs (or bullets)
- Format contact info on top to match resume contact info

E-note = E-mail - Short, crisp, concise, and brief

- Use a descriptive Subject Line
- Name – Position; Name – Experienced Financial Analyst; Budget Analyst Candidate
- Bullets or brief paragraphs
- Create an e-note signature

3 sections: Introduction, Body and Close

Introduction

- Demonstrate your purpose, be interest piquing, mention names, use it for branding yourself
- Briefly state why you are writing; grab their attention if possible
- Keep it brief and get to the point
- Avoid being overly clever – be professional
- If you do not know the contact name – eliminate the salutation (no Dear Sir or Madam)

Body

- Strongest qualifications for the position - can be accomplishments, functional areas, or a brief/compelling story
- What is your #1 qualification/strength, or do you have a “theme”?
- Match job requirements
- Quantify and give results when possible
- Do not use same bullets as in resume (modify / re-state)
- Bullets or short paragraph (2-3 sentences)
- Can share a relevant story not in resume or expand on an achievement
- Don’t disclose everything – Cover Letter = Appetizer; Resume = Main Course

Closing

- Thank them for their consideration, express interest / enthusiasm
- Be assertive and polite
- Indicate follow-up or next steps
- Develop a few closings that you like to draw from
- If you say you will follow up – make sure that you do follow through

Writing an Effective Cover Letter

How can you get the attention of a busy potential employer? By creating a great first impression through a well written cover letter or E-Note. Those with a well written cover letter have a much better chance of surviving the screening process. Your cover letter should grab the reader's attention to set the stage for your resume.

A good cover letter is probably the most underrated component of your job search and therefore worth the extra time and effort. A cover letter is not an obligation, but an opportunity to tell the employer why you are interested in and qualified for the specific position you are seeking. It is your chance to generate interest in meeting you by marketing your most appropriate skills, experiences, and accomplishments. Be sure to include a **customized** cover letter with every resume you send.

GUIDELINES AND TIPS

- Match your qualifications to the job posting! The job posting tells you what the employer is seeking. Explain how you meet the desired qualifications.
- Follow standard business letter writing format: include your name/contact information, the date, the name/contact information of the recipient, use a colon after the salutation; all paragraphs should be single spaced, left justified, and without indentation
- Address cover letters to a **specific person**; if you do not know the name of the appropriate individual, call the organization and request the proper contact person's name and title. If you do not know the name, skip the salutation.
- Always **personalize** your cover letter for maximum impact, but avoid beginning too many sentences with the "I" pronoun. This includes researching the company to integrate what you learn and know about them into the reasons why you should be selected to interview, demonstrating your abilities with **concrete examples**, but also reflecting your professionalism, individuality and creativity
- Do not tell the employer you are interested in the position to "gain experience"; instead, stress **how you can contribute to the organization**
- Before sending out any correspondence, **proofread** carefully! Mistakes in your cover letter can result in immediate rejection. Match your font size/style to the one used in your resume
- **Double check spelling** of employer name, contact information and titles
- Limit your cover letter to **one page**, with no more than three or four paragraphs
- When sending a cover letter electronically, convert it to a PDF before sending; have your name and the words "cover letter" as the name of the document (eg: **PerryPaceCoverLetter.PDF**)
- Mail, email, or fax a cover letter with your resume, but **do not staple** your resume to your cover letter

Basic Cover Letter Format

Date (*Month Day, Year*)

Mr./Ms. Employer First and Last Name, Job Title

Organization Name

Street Address or PO Box #

City, State, Zip Code

Dear Mr./Ms. Last Name: (*Place a colon after the last name*)

Tips for what to include in the first paragraph:

- State why you are writing and how you heard about the position
- Identify the position, field, or general area of your inquiry
- Note a special interest in the company/position or a summary of your top qualifications
- Include information about your major, degree and graduation date

Tips for what to include in the second paragraph (can be two paragraphs, if needed):

- Indicate your career or job objective and why you are particularly suited for this company or type of work
- Highlight your relevant achievements and qualifications, elaborating on key points from your resume without repeating them word-for-word
- Communicate to the employer that you understand the position and have the qualities the employer seeks and thus would be an excellent fit – match your qualifications to the job posting!
- Back up all assertions about your skills/qualities with relevant examples—THIS IS YOUR SALES PITCH!

Tips for what to include in the closing paragraph:

- Refer the employer to an enclosed/attached resume and/or application
- Request a personal interview
- Reiterate your interest in the position
- Provide specific contact information
- Thank the employer for their time and consideration

Sincerely,

[Hand-written Signature]

Your Full Name Typed

Sample Cover Letter

Perry Pace

212-345-6789 | PerryPace@gmail.com
Brooklyn, NY 11215

August 15, 2017

Ms. Sarah Kapo, Director
Japan Society
333 East 47th Street, 34th Floor
New York, NY 10017

Dear Ms. Kapo:

After researching the Japan Society's internship program on your web site, I am extremely interested in applying for the Centennial Development Intern position. Presently, I am a junior at Pace University majoring in Language, Culture and World Trade with a concentration in Japanese and Religious Studies. I know that my background and experience in Japanese language and culture, as well as my passion for furthering the purpose of not-for-profit associations make me an excellent candidate for this position.

As you can see from the attached resume, I displayed the ability to handle public relations activities by demonstrating Aikido at various public venues and at the Philippine Military Base, thereby encouraging more people to join the P.A.P.A. Association. My study abroad experience in Tokyo, Japan also enhanced my communication and interpersonal skills as I utilized the opportunity to teach English to adults and children. Additionally, I interviewed teenagers concerning youth fashion trends for an academic project and led an exciting and persuasive PowerPoint presentation for my class.

I am eager to contribute my knowledge and skills in a detail-oriented environment and be an asset to the Japan Society's goals. I will be in New York City until December 25th and would like to meet with you to discuss my qualifications. I look forward to hearing from you via phone (**917.555.4434**) or email (**perry123@gmail.com**).

Thank you for your time and consideration.

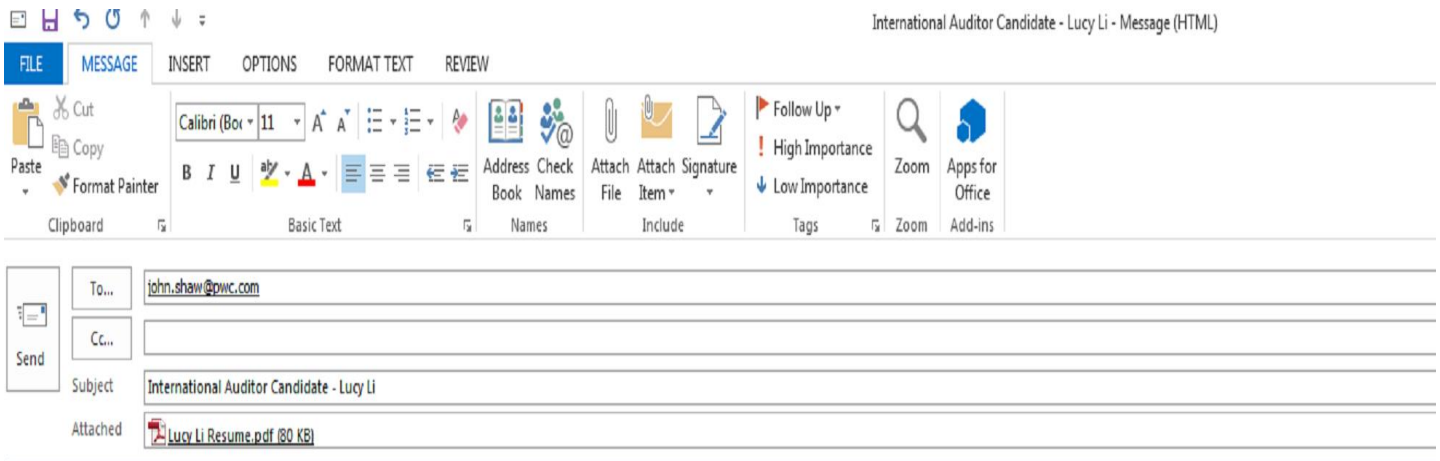
Sincerely,

[Hand-written Signature]

Perry Pace

(Enclosure)

Sample E-note



Dear John Shaw:

Please consider my application for the International Auditor position at PwC posted on Handshake. I am an MBA student majoring in Public Accounting at Pace University and will be graduating in May 2017. I feel confident that my accounting experience and academic background make me a highly qualified candidate for this position.

Highlights of my work experiences include:

- Supported activities within projects of varying complexities, including business process and information technology controls tested as part of operational audits
- Participated in audits from planning through reporting while completing timely and thorough reviews
- Assisted with data and document collection for internal and external audits
- Documented and updated process flows and narratives for internal controls

I look forward to discussing with you how my background and experience can add value to your team at PwC. Thank you so much for your consideration and I hope to speak with you soon.

All the best,

Lucy Li

212-123-4567

LucyLi123@pace.edu

OUR OFFICES:

NEW YORK CITY CAMPUS

41 Park Row, 14th Fl
New York, NY
212-346-1950

PLEASANTVILLE CAMPUS

Paton House
861 Bedford Rd. Pleasantville, NY
914-773-3415

www.pace.edu/careers

Stay connected!



PACECAREERS



PACECAREERS



PACECS

Revised Edition Spring 2018