

CENTER
FOR
CAREER
ENGAGEMENT
&
INTERNSHIPS



HIREQC

Eleanor Mavashev
*Associate Director of
Business Careers*

emavashev@qc.cuny.edu

[www.linkedin.com/in/
eleanor-mavashev](http://www.linkedin.com/in/eleanor-mavashev)



Resume Tips

1

Organize Your Info

Make your info have maximum impact on the reader – use reverse chronological order because the most important and applicable experiences, education, etc. are likely to be most recent.

2

Proofread

Ensure there are no spelling, typographical, or grammatical errors. Be careful of word choice and redundancy.

3

Keep it Short!

For recent graduates, one page is considered best. If you have 10 years of extensive work experience per page, it is acceptable to use two pages. The second page should fill at least $\frac{3}{4}$ of the page.

4

Avoid Overcrowding

Leave at least 0.5-inch horizontal and vertical margins. Use capitalization, underlining, bold type and spacing to make your resume easy to read and emphasize the important points.

5

Make it Action Packed

Begin sentences with action verbs and make sure all verb tenses agree, with present experiences in the present tense, and past experiences in the past tense.

6

Make it Easy to Read

Use a clean font (such as Arial or Times New Roman). Good sizing guidelines are contact information at 14-16 point, section headings at 12 point, and content at 10-11 point.

7

Use Bullets

They help you emphasize points and avoid long sentences

8

Spell Out Abbreviations

Spell it out the first time you mention something. Complete degree titles should be written (ex. Bachelor of Science in Psychology).

9

Results Sell

Include quantifiable measurements and stress actions that resulted in accomplishments (ex. supervisor ratings, productivity increases by percentage, number of people you manage).

10

Speak the

Employer's Language

If possible, use the terms in the job description to describe your skills in the resume.

STAR Method

The STAR Method is a formula for writing strong resume bullets that incorporates concrete examples of relevant accomplishments, skills and characteristics.

Situation

Set the stage. Where are you? What is the background?

Task

What were you assigned to do in the above situation?

Action

What did you do to complete the task? Use strong action verbs to describe the specifics of what you did.

Result

How did your action turn out? What were the results? Use quantifiable information if possible.

Here is an example of how to use STAR on a resume:

BEFORE STAR:

Weak Resume Bullet: "Organize charity event for business fraternity"

S(ituation): Business Fraternity
T(ask): Charity Event
A(ction): Manage logistics, collaborate, organize
R(esult): Raised \$4,000

AFTER STAR:

Strong Resume Bullet: "Manage logistics and collaborate with campus partners to organize business fraternity philanthropic events, resulting in generating over \$4,000 in proceeds."



ACTION Verbs

Start with an action verb to describe Who, What, How, and Why with an End Result.

Technical Skills	Consulting Skills	Leadership	Communication	Problem Solving
<ul style="list-style-type: none"> ▪ Adapted ▪ Applied ▪ Assembled ▪ Built ▪ Computed ▪ Conducted ▪ Configured ▪ Debugged ▪ Designed ▪ Developed ▪ Diagnosed ▪ Engineered ▪ Implemented ▪ Installed ▪ Maintained ▪ Migrated ▪ Operated ▪ Participated ▪ Performed ▪ Planned ▪ Programmed ▪ Provided ▪ Remodeled ▪ Solved ▪ Standardized ▪ Upgraded 	<ul style="list-style-type: none"> ▪ Advised ▪ Aided ▪ Analyzed ▪ Answered ▪ Assisted ▪ Clarified ▪ Coached ▪ Contributed ▪ Consulted ▪ Demonstrated ▪ Diagnosed ▪ Educated ▪ Encouraged ▪ Evaluated ▪ Explained ▪ Facilitated ▪ Guided ▪ Helped ▪ Individualized ▪ Informed ▪ Instilled ▪ Instructed ▪ Persuaded ▪ Planned ▪ Recommended ▪ Resolved ▪ Simplified ▪ Supported ▪ Taught ▪ Trained 	<ul style="list-style-type: none"> ▪ Administered ▪ Aligned ▪ Analyzed ▪ Appointed ▪ Approved ▪ Assigned ▪ Assisted ▪ Attained ▪ Authorized ▪ Chaired ▪ Coordinated ▪ Decided ▪ Delegated ▪ Directed ▪ Established ▪ Executed ▪ Led ▪ Managed ▪ Mentored ▪ Motivated ▪ Organized ▪ Oversaw ▪ Planned ▪ Prioritized ▪ Reviewed ▪ Scheduled ▪ Supervised 	<ul style="list-style-type: none"> ▪ Arranged ▪ Authored ▪ Collaborated ▪ Communicated ▪ Consulted ▪ Contacted ▪ Corresponded ▪ Defined ▪ Discussed ▪ Drafted ▪ Edited ▪ Explained ▪ Interacted ▪ Interpreted ▪ Interviewed ▪ Joined ▪ Listened ▪ Negotiated ▪ Observed ▪ Participated ▪ Presented ▪ Recommended ▪ Reported ▪ Responded ▪ Translated ▪ Wrote 	<ul style="list-style-type: none"> ▪ Acted ▪ Aligned ▪ Composed ▪ Created ▪ Customized ▪ Designed ▪ Developed ▪ Diagnosed ▪ Directed ▪ Established ▪ Modeled ▪ Performed ▪ Planned ▪ Provided ▪ Recommended ▪ Shaped ▪ Solved



FIVE 5 W's METHOD

WHO – Who did you help in your role? The company? Consumers, customers, clients?

WHAT – What happened as a result of the task(s) of your job? If you did research, why was that information needed? If you had to do a report what was done with that information? Was any of your work published?

WHEN – When did this happen? Was it on a daily, weekly, monthly basis? Mentioning how often you did a task shows that you were productive.

WHERE – Where did your job task (s) occur? Did you travel? Were you responsible for networking with contacts outside of the organization you worked for?

WHY & HOW – Why did you do this? How did your duties or tasks help or support the organization's functionality?

VIRGINIA FRESE

New York, NY 11208 | virginia.frese21@gmail.com | 516-463-6060 | [linkedin url](#)

EDUCATION

Queens College/CUNY, Flushing, NY

Bachelor of Business Administration in Accounting (120 or 150 credits)

Expected: May 20xx

GPA 3.2 (list GPA if above 3.0)

- Work(ed) 25 hours per week while attending school full-time (Add if you work(ed) 20+ hours)

RELEVANT COURSEWORK (list if no relevant experience)

Intermediate Accounting

Cost Accounting

Federal & NY State Tax

Auditing

Financial Statement Analysis

Gov & Not for Profit Acct & Auditing

Advanced Accounting

Accounting Information Systems

Data Analytics for Accountants

CLASS PROJECT(S) (list if no relevant experience)

Spreadsheet Programming

Fall 2020

- Elaborate on a project and whether you worked by yourself or collaborated with a team

EXPERIENCE

Company Name, City, State

Position Title (most recent title with company)

Month Year – Present

- Highlight accomplishments in this space. (e.g. Developed, created, or invented something, or trained 10 employees)
- Start your sentence with an action verb not a passive one, to show what you have accomplished
- Quantify results as much as possible (e.g. Generate \$55,000 in sales commission by collaborating on 25+ residential rental and sales transactions OR Attracted 70+ applicants through job boards, LinkedIn, and attending campus recruiting events)
- Use keywords from job description that will catch recruiter's attention (www.Jobhero.com or www.ONETOnline.org)

Company Name, City, State

Position Title

Month Year – Month Year

- Emphasize accomplishments that are relevant to the job you want (Promoted to manager for...)
- Be specific-omit unnecessary words and sentences. Delete pronouns ("I," "me," "my," "he," "she," "them," "they")
- Verbs in past-tense if you are not working at job

LEADERSHIP OR VOLUNTEER EXPERIENCE (Pick One)

Organization Name, City, State

Position Title

Month Year – Month Year

- Highlight accomplishments in this space
- Start your sentence with an action verb, not a passive one

ALPFA QC Chapter, *Member*

Month Year – Present

Ascend Leadership QC Chapter, *Member*

Month Year – Present

QC Accounting Club, *Member*

Month Year – Present

SKILLS

Computer: software that are relevant to desired position(s)

Languages: Do Not list English (Basic, Intermediate, Conversant, Fluent)

Interests: (If you'd like to include, not mandatory)

VIRGINIA FRESE

New York, NY 11208 | virginia.frese21@gmail.com | 516-463-6060 | [linkedin url](#)

EDUCATION

Queens College/CUNY, Flushing, NY

Bachelor of Business Administration in Accounting (120 or 150 credits)

Honors/Awards: Dean's List

GPA 3.84

Expected: May 20xx

Fall 20xx and Spring 20xx

RELATED EXPERIENCE

PricewaterhouseCoopers (PwC), New York, NY

May 20xx-Present

Semester of Discovery Intern

- Engage with over 100 PwC professionals to develop an understanding of PwC business units throughout the program
- Create and implement 5 development projects focused on client engagement and business development
- Contribute to weekly project development meetings that include cross-functional partners in order to brainstorm over 15 new ideas for the team
- Volunteer for 5 different community services projects, including Habitat for Humanity

Urban Upbound, Bronx, NY

Volunteer Income Tax Assistant (VITA)

January 20xx-May 20xx

- Collaborated with a team of four to file over 175 tax returns to secure \$35,000 in earned income credits for low-income families
- Completed IRS certification program in order to legally process all tax forms; passed the basic and intermediate levels to perform duties as a tax preparer

OTHER EXPERIENCE

Center for Academic Excellence, Hempstead, NY

September 20xx- Present

Undergraduate Tutor for Accounting

- Work with 3 students per week to improve knowledge of accounting concepts
- Prepare appropriate instructional materials to evaluate and enforce learning

Forever 21, Garden City, NY

March 20xx- August 20xx

Sales Associate

- Established relationships with customers by answering questions, providing information on incoming styles and brands, and aiding customers through shopping experience
- Reached monthly sales goals and was chosen as employee of the month for June 20xx
- Recorded inventory in Excel of the store's merchandise twice per week to ensure all sales items were in stock

CAMPUS LEADERSHIP

Queens College Ambassador Program, Flushing, NY

September 20xx- Present

Mentor and Ambassador

- Interact with groups of 25 underclassmen each semester and help transition into college, encourage to get involved on campus and serve as a resource throughout the semester
- Connect with potential students by answering questions about my experience as an accounting major

ALPFA QC Chapter, Member

Month Year – Present

Ascend Leadership QC Chapter, Member

Month Year – Present

QC Accounting Club, Member

Month Year – Present

SKILLS

- **Computer:** Microsoft Word, PowerPoint, Excel, Outlook
- **Language:** Advanced French

PRO TIP: If you have a lot of white space at the bottom of your resume adjust the font and/or margins to make your resume fill the entire page.

ACCOUNTING RECRUITMENT

ON CAMPUS RECRUITMENT (OCR)

A program that provides QC students with an opportunity to apply to various firms for internships (fall, winter, spring, summer) and/or full-time jobs.

1. Register to attend both Resume and Interview Prep workshops
2. Complete online Google Career Readiness videos
3. Upload Resume in HireQC for approval

MEET THE FIRMS: ACCOUNTING RECRUITMENT FAIR PANEL

An opportunity to meet HR recruiters, partners, managers, alumni and other professionals from various Accounting firms all in one day. Create a strategy to learn more about the companies, diverse career opportunities, and tips for successful application. Practice communicating effectively during Q&A sessions.

JOBS/INTERNSHIP RECRUITMENT TIMELINE:

- June – August** (Resume and Interview Prep)
- September**
(Deadline to submit approved resume to HireQC: www.qc.cuny.edu/hireqc and apply for positions)
- October – November** (Interviews with the Firms)

QC ACCOUNTING STUDENTS' ELIGIBILITY:

- Undergraduate and Graduate students, Alumni within 1 year of graduation
- Attend both Accounting Resume and Interview Prep workshops
- Complete two Google Career Readiness Learning Pathway videos (<https://hacugwg.talentlms.com/> - register with your QC mail)
- Require to Attend the Career Center's Accounting - Meet The Firms Event
- Must use your QC mail for communications
- Update Profile in HireQC (Log in with your QC CAMS account User ID and Password)

FOLLOW US ON SOCIAL MEDIA



@QCCareer



@qc_career



<https://bit.ly/QCAcctClub>