

Professional Panther Packet



The Office Of Career &
Professional Readiness

"Connecting College to Your Career Path"



PASSAIC
COUNTY
COMMUNITY
COLLEGE

HOW DOES IT WORK?



A resume is a living and breathing document. As long as you are aspiring professional advancement, your resume is a work in progress.



List content in reverse chronological order in each section of your resume

Readers only know what you tell them, so include concise, action-oriented statements to pique readers interest



Consider the context for which you're using your resume and adjust content, headers and details to match the job/internship posting.

Firstname M. Last Name

Ksmith@students.pccc.edu | Personal Phone Number

CAREER OBJECTIVE

To obtain the _____ position at _____

EDUCATION

Passaic County Community College

Associates of _____ in _____

Relevant coursework: _____, _____, _____

Awards: _____, _____, _____

Paterson, NJ

Expected Grad Month /Year

EXPERIENCE

Organization

Job Title

City, State

Month/Year- Present

- List opportunities from the most recent/current
- Begin bullet points with action verbs
- Provide context using quantitative and qualitative terms
- Watch the tenses for job descriptions- if present job write present verbs, if past, write past verbs

Organization

Job Title

City, State

Month/Year - Month/Year

- Use past tense action verbs for experiences that have ended
- Convey how you contributed, what was accomplished, and the results of your efforts

ACTIVITIES

Social clubs, organizations, honors, sports teams, performance groups, volunteer opportunities, etc.

SKILLS

Languages: Multilingual abilities (e.g., fluent in Arabic) or computer programming (e.g., proficient in C++)

Certifications: Any certifications you may have such as CPR, software certifications, etc.

Additional subcategories: Examples Laboratory, Business and Innovation/Design

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Organization

City, State

Job Title

Month/Year - Month/Year

- Use past tense action verbs for experiences that have ended
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LEADERSHIP ROLES

Organization

City, State

Title/Role

Month/Year - Month/Year

- You can include academic, athletic, professional, and social activities
- Consider roles in which you held significant decision-making responsibilities

CLUBS & ORGANIZATIONS

Club Name

- Consider roles in which you held significant decision-making responsibilities

Community Service/ Volunteering

Organization

- Mention level of involvement, hours, and impact

SKILLS

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Helpful Headers

Education

Education Objective
Education and Training
Educational Background
Academic Honors
Professional Skills
Teaching Objective
Additional Skills
Career Objective
Teaching Certificate (s)
Study Abroad

Experience

Academic Training
Academic Highlights
Part-Time Work Experience
Academic Experience
Special Skills
Additional Experience
Technical Skills Licensure
Special Talent
Part-Time Work
Areas of Specialization
Skills/Competencies
Coaching Interests
Honors/Distinctions

Special Skills

Certifications
Licenses
Technical Skills
Special Training

Activities

College Activities
Community Activities
Volunteer Work
Internships
Professional Activities
Community Service Experience
Community Involvement
Field Experiences
Extracurricular Interests
Civic Activities
Employment
Achievements
Exhibits

Honors

Accolades
Academic Honors
Scholarships
Achievements
Honors and Awards
Fellowships
Awards

Action Verbs

Goal Achievement

Accomplished
Expedited
Accelerated
Generated
Achieved
Advanced
Improved
Amplified
Boosted
Managed
Completed
Maximized
Converted
Outpaced
Created
Produced
Delivered
Raised
Reached
Enhanced
Expanded
Stimulated

Managed

Cultivated
Directed
Enabled
Facilitated
Fostered
Guided
Hired
Inspired
Mentored
Mobilized
Motivated
Recruited
Regulated
Shaped
Supervised
Taught Trained

Improved

Boosted
Converted
Customized
Integrated
Merged
Overhauled
Raised
Redesigned
Refined
Remodeled
Reorganized
Restructured
Revamped
Slashed
Streamlined
Strengthened
Updated

Teamwork

Lended Joined
Co-authored
Married
Collaborated
Merged
Cooperated
Partnered
Coproducted
Teamed (up)
Forged United
Gathered Wove

Researched

Analyzed
Assessed
Audited
Calculated
Compared
Discovered
Examined
Explored
Identified

Team Player

Acknowledged
Assimilated
Collaborated
Contributed
Diversified
Embraced
Encouraged
Energized
Gathered
Harmonized
Ignited
Joined
Melded
Merged
Participated
Partnered
United
Volunteered

Worked

Actualized
Accomplished
Implemented
Administered
Performed
Operated
Executed
Completed
Realized
Developed
Enforced
Prepared
Fulfilled
Organized

Leadership

Authorized
Chaired
Cultivated
Delegated
Directed
Enabled
Executed
Facilitated
Fostered
Guided
Headed
Inspired
Mentored
Mobilized
Operated
Orchestrated
Oversaw
Spearheaded
Trained

Communication

Addressed
advertised
articulated
authored
clarified
communicated
composed
consulted
described
Edited
Expressed
Influenced
Mediated
Persuaded
Suggested

Cover Letter Template

Your Name

City, State

201-973-0000 Phone Number

Here Your Email Here.com

[RecDATE]

DESIRED COMPANY

RE: DESIRED POSITION

Dear Mr./Mrs. [Last Name], To [Full Name]/ Dear Director of Human Resources/ Dear Search Committee/ Dear Hiring Professional.

INTRO:

2-3 sentences that describe for the reader what position you are applying for, why you are qualified, and why they should keep reading.

[I was excited to learn of the DESIRED POSITION opportunity with DESIRED COMPANY and wanted to contact you in hopes of your consideration. Having reviewed the position requirements, I believe that the skills I offer and my educational pursuits are a great fit with the kind of DESIRED POSITION your company is looking for.]

BODY:

2-3 Examples

a. 12-15 sentences total

b. 2-3 examples that are 3-4 sentences each and cover the following areas

It will bring value to your organization through my well-developed skills and academic experiences.

[insert professional experience, personal experience, and/or passion] | have a strong understanding of [Skill 1] and [Skill 2] while being proficient in [Skill 3]. I have contributed significantly to team projects through my collaborative efforts, employing [Soft Skill 1] and [Soft Skill 2] abilities.

CLOSER:

a. 1-3 sentences that thank the ready for their time and express your interest in interviewing.

[I am very interested in meeting to review your needs and possible solutions I could bring to the table.]

Sincerely,

First Name Last Name

Want to schedule an appointment?

Click here

or

Scan the code below!

