

THE TARGETED STUDENT RESUME & COVER LETTER

Quick Reference Guide

Tara Chiari
Assistant Director, Career Engagement
Wagner College
Center for Academic & Career Engagement (CACE)
Tara.Chiari@wagner.edu

THE TARGETED STUDENT RESUME

Business Student (Sample)



STUDENT NAME

000-000-0000 • student.name@wagner.ed
www.linkedin.com/in/studentname

ASPIRING ACCOUNTANT

WAGNER COLLEGE ACCOUNTING MAJOR (3.95 GPA)
Dean's List | NCAA Division I Lacrosse Scholar-Athlete
Omicron Delta Kappa National Leadership Honor Society

EDUCATION

Wagner College, Staten Island NY
B.S., Business Administration; Accounting Major (Expected: 2019)
Dean's List (Consecutive 2015, 2016, 2017); All-Academic Team, NEC Commissioner's Honor Roll, NEC Academic Honor Roll, Outstanding Academic Achievement Award

RELEVANT COURSEWORK

| | | | |
|----------------------------|-----------------------|---------------------------------|-----------------------|
| Financial Accounting I, II | Principles of Finance | International Business | Microeconomics |
| Macroeconomics | Management | Excel for Business Professional | Managerial Accounting |

CERTIFICATIONS & TECHNICAL SKILLS

Microsoft Office Specialist – Excel (Recognized by Certiport) (Dec 2016)
Capsim Business Simulation- Ranked 94th Percentile out of 1500 international competing teams (May 2017)
Microsoft Office Suite: Word, Excel, PowerPoint; Google Docs

CAMPUS LEADERSHIP & BUSINESS CLUBS

| | |
|---|---------------------|
| Student Professional Association <i>Vice President of Public Relations, Secretary, & Mentor</i> Conduct workshops to assist students with resumes, proper business attire, interviews. | May 2017 - Present |
| The Accounting Society <i>Vice President</i> Insight to the accounting culture through guest speakers & trips. | Sept 2016 - Present |
| Business Administration Student Advisory Committee Enhance business department by providing critical input for academics. | Jan 2017 – Present |
| Finance Club Establish knowledge of the finance industry through related activities. | Jan 2017 – Present |
| Women's Professional Network (Invitation Only) Develop professional relationships with Wagner alumni through monthly meetings. | Sept 2017-Present |

WORK EXPERIENCE

| | |
|--|-------------------|
| Long Island Beach Club (Massapequa, NY) <i>Concession Stand Cashier & Cook</i> • Processed payments by cash, check, and credit card. Compiled concession reports, maintained records. • Solved account balances and handled customer inquiries | Summer 2016, 2017 |
|--|-------------------|

VOLUNTEER PARTICIPATION

| | |
|---|----------------|
| Port Richmond Partnership – El Centro del Immigrante (Staten Island, NY) | Sept– Dec 2015 |
|---|----------------|

THE TARGETED STUDENT RESUME

Biological Sciences (Sample)



Your Name
123-111-1111 | your email | LinkedIn Profile

EMERGING SCIENTIST IN GOVERNMENT AFFAIRS

5 years research experience in molecular biology of infectious diseases and host responses to infection
Recent Graduate of Wagner College, M.S. Microbiology

PROFESSIONAL EXPERIENCE

Richmond University Medical Center, Staten Island, NY

2016- Present

Infection Control Coordinator

- Monitor and investigate known or suspected sources of infections in order to determine the source and contain outbreak. Review sterilization and disinfection techniques and recommend changes.

LABORATORY RESEARCH EXPERIENCE

| | | | |
|-------------------|------------------|------------------------------|-------------------------------|
| Molecular Biology | Light Microscopy | Scanning Electron Microscopy | Bacterial Biofilm Observation |
|-------------------|------------------|------------------------------|-------------------------------|

SCIENTIFIC SKILLS & TECHNIQUES

Gram staining • Biochemical testing • PCR • Optic nerve injections • Dissection and extraction of Zebrafish organs • Streaking and spread plating • Slide cultures • Serial dilutions • Spectrophotometer • Centrifugation • Pipetting • Qubit meter • Sonification • Growing culture • Making isolation media • ELISA • Light microscope • Digital microscope • Anaerobic chambers • Vortex • Fungal cultures • Slide culturing • Gallyas Silver Staining • Western blotting • Ultramicrotomy • Scanning Electron Microscopy

EDUCATION

Wagner College, Staten Island, NY

Master of Science in Microbiology (4.0 GPA)

May 2018

Bachelor of Science in Microbiology, Minor in Chemistry

May 2017

Thesis: The Structural Analysis and Observation of Biofilms on Central Venous Catheters

May 2018

MICROBIOLOGY EXPERIENCE

Wagner College, Staten Island, NY

Chemistry Tutor and Introduction to Biology Tutor

2013- 2017

PRESENTATIONS & CONFERENCES

Eastern College of Science Conference, Wilkes University

2017

Oral Presenter - The Effect of *Listeria monocytogenes* on amyloid plaque build up and neurofibrillary tangle formation in the brains of adult zebrafish

Eastern Colleges of Science Conference, Poughkeepsie, NY

2013

Poster Presenter - Development and molecular analysis of *Listeria monocytogenes* infecting the central nervous system of adult zebrafish

RELEVANT COURSEWORK

Medical and Public Health Microbiology • Microbial Physiology • Cellular Biology • Clinical and Anatomical Pathology • Microbial Genetics • Clinical Microbiology • Electron Microscopy • Immunology • Virology • Biological Anthropology • Biological Statistics • Medical Mycology • Medical Ethics • General Chemistry I and II • Organic Chemistry I and II • Medical Chemistry • Physics I and II • Calculus

THE TARGETED STUDENT RESUME

Nursing Student (Sample)



YOUR NAME
Your Email Address • xxx-xxx-xxxx
<https://www.linkedin.com/in/YourName>

ASPIRING REGISTERED NURSE
Recent Graduate Wagner College (B.S., Nursing)
3 years' experience as Pharmacy Technician & Hospital Volunteer

EDUCATION

Evelyn L. Spiro School of Nursing at Wagner College, Staten Island, NY
B.S., Nursing | Honors: Sigma Theta Tau International Nursing Honor Society, Epsilon Mu Chapter

Expected: December 2017

State University of New York College at Cortland, Cortland, NY
B.S.: Biology, Minor: Chemistry

May 2015

CERTIFICATIONS: Basic Life Support Provider, American Heart Association

September 2016

NURSING SKILLS: Vital Signs, Patient Assessment, Bed Baths, Catheterization, Medication Administration, Suctioning, Proper Sterilization techniques, Computerized charting, Microsoft Word, Excel, and PowerPoint

PRECEPTORSHIP

New York-Presbyterian/Columbia University Medical Center, Neurosciences, New York, NY September 2017-November 2017

- Completed 120 hours of clinical rotations (Step Down Unit, Epilepsy Monitoring Unit, Neurology Unit)
- Administered patient medications, patient documentation, provided patient care

CLINICAL EXPERIENCE (Combined Total Hours: +150)

| | | |
|--|---|-------------|
| Community Health Nursing | Mt. Loretto Senior Center Friendship Club, Staten Island, NY | Fall 2017 |
| Medical/Surgical Nursing II | Staten Island University Hospital- North, Staten Island, NY | Summer 2017 |
| Psychiatry | Maimonides Medical Center, Brooklyn, NY | Summer 2017 |
| Medical/Surgical Nursing I | Maimonides Medical Center, Brooklyn, NY | Spring 2017 |
| Obstetrics/Maternal Child & Pediatrics | Richmond University Medical Center, Staten Island, NY | Spring 2017 |
| Fundamentals of Nursing/Geriatrics | Eger Health Care and Rehabilitation Center, Staten Island, NY | Fall 2016 |

RELEVANT EXPERIENCE

CVS Pharmacy (Staten Island, NY)

September 2015 - Present

Pharmacy Technician/Inventory Specialist

- Provide customer care to patients with prescription orders. Count, pour, measure, and weigh medications.
- Process and submit insurance claims and insurance related problems. Maintain patient profiles.
 - Result: Multi-task average 100x prescriptions plus average 100x customer pick-up and drop-offs (within 5hr shift)

New York-Presbyterian Weill Cornell Medical Center, Emergency Department (New York, NY) (Part-Time) August 2015 - January 2016
Hospital Volunteer

- Provided comfort and compassion for patients & families Ex: engage in conversation, assisted patients unable to eat on own
- Helped discharge patients with wheel chair transport to vehicle and provided measures to ensure safety

IMakeSmiles, Dr. Marc Meiselman (New York, NY)

Dental Assistant

(Part-Time) June 2013 - January 2015

- Assisted the dentist through procedures. Provided sterilization techniques to ensure proper hygiene and cleanliness of the dental office/practice.

CAMPUS LEADERSHIP

Student Nurses Association, Second Degree Vice President, Student Mentor
Delta Chi Fraternity, Philanthropy Chairperson, Secretary, Treasurer

Fall 2016-Fall 2017

Fall 2012-Spring 2015

COMMUNITY SERVICE

Project Sunshine - visited children in hospitals
CarolingKind, Alzheimer's Walk Team Leader/Volunteer/Fundraiser
Breast Cancer Annual Walk/Fundraiser
Wagner College Ambassador for the New York Blood Bank
Student Nurse Representative, Senator Lanza's Senior Resource Fair

(Part-Time) August 2015 - January 2016

Fall 2016 & 2017

Fall 2017

Fall 2017

Fall 2017

THE TARGETED STUDENT RESUME

Headline Positioning Statement = Snapshot of your “Greatest Hits”

- **OBJECTIVE:** Tease reader to want to continue reading your resume
- **Always target your Headline Positioning Statement to job or internship you are applying**
- **Summarize your most relevant accomplishments to the job**

THE HEADLINE POSITIONING STATEMENT

ASPIRING PHYSICAL THERAPIST

**SENIOR AT WAGNER COLLEGE MAJORING IN BUSINESS
ADMINISTRATION**

*Dean's List (2014 – 2017) | Student-Athlete: NCAA Division 1 Women's
Water Polo*

Scholarship Recipient: Division I Water Polo & Founder's Presidential

Use **ASPIRING** if 1st - 3rd yr
Student

**EMERGING DIGITAL MARKETING PROFESSIONAL IN THE MUSIC INDUSTRY
WAGNER COLLEGE SENIOR & BUSINESS MAJOR**
Campus Radio DJ (WCBG)

Use **EMERGING**
if you are a Senior

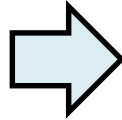
ENTRY-LEVEL PROFESSIONAL IN FINANCIAL INDUSTRY
Recent Wagner College Graduate Magna Cum Laude. Major: Finance
President, Wagner Business Club | Student-Athlete NCAA Division 1 Baseball
1 year internship experience in Private Equity & Wealth Management firms
Barclay's | Credit Suisse

Use **ENTRY-LEVEL**
if recent graduate

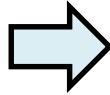
THE HEADLINE POSITIONING STATEMENT

EXAMPLES

Optimize your resume in this style
when applying for a specific
internship.

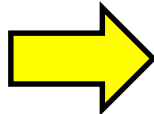


ASPIRING INTERN IN BOOK PUBLISHING INDUSTRY
WAGNER COLLEGE HONORS STUDENT
DUAL MAJOR: ENGLISH & GOVERNMENT & POLITICS
Writing Intensive Tutor and Blogger for Campus Communications
Awarded Scholastic's "Best of Young Writers"



ASPIRING MICROBIOLOGIST
Targeting R&D (Research & Development) Internships
Wagner College Junior | Biology Major
Student Athlete: NCAA Division I Water Polo

If you are undecided on intern/job target and need a resume for
networking; consider general
terminology.



ASPIRING BUSINESS PROFESSIONAL

ASPIRING ARTS ADMINISTRATION PROFESSIONAL

ELEMENTS OF A TARGETED STUDENT RESUME

- ✓ Categorize your resume using the below sections relevant to your experiences.
- ✓ Prioritize based on most relevant to job target.

Education

Honors & Awards

Collegiate Sports

Relevant Coursework

(or) Sample Coursework

Campus Clubs

Campus Leadership

Relevant Work Experience

(full-time, part-time, volunteer within relevant field of interest or office experience)

Work Experience (any jobs or service jobs held)

Technical Skills

Language Skills

Research Skills

Certifications & Licensures

ADDITIONAL ELEMENTS OF A TARGETED STUDENT RESUME

- ✓ Categorize your resume using the below sections relevant to your experiences.
- ✓ Prioritize based on most relevant to job target.

Research Projects

Thesis

Poster Presentations

Clerkship

Preceptorship

Externship

Clinical Experience (Total hours: __)

Clinical Rotations (Total hours: __)

Healthcare Experience

International Fieldwork

Health-Related Community Outreach (*Min. 100 hours required*)

Civic Engagement

ADDITIONAL ELEMENTS OF A STUDENT NURSE RESUME

EXAMPLES FOR SPECIALIZED SECTIONS

Nursing

CERTIFICATIONS

- CPR Certified (BLS)
- Infection Prevention: A Hierarchy of Controls Approach from Medscape - Mar. 2018
- Infection Transmission Risks Associated With Nonsterile Glove Use from Medscape - Mar. 2018
- Recognizing Infection Risks in Medical Equipment from Medscape - Mar. 2018
- Risk Recognition in Healthcare Setting from Medscape - Mar. 2018

NURSING SKILLS:

Vital signs, Patient Assessment, Bed Baths, Medication Administration, Suctioning, Proficient in Sunrise EMR

RESEARCH & POSTER PRESENTATIONS: *“Adolescent Pregnancy and Adverse Fetal Outcomes in the Bronx”* – Presented April 4, 2018 (**Wagner College**); April 17, 2018 (**Staten Island University Hospital**)

ADDITIONAL ELEMENTS OF A STUDENT NURSE RESUME

EXAMPLES FOR SPECIALIZED SECTIONS

Biological Sciences

LABORATORY RESEARCH EXPERIENCE

Molecular Biology | Light Microscopy | Scanning Electron Microscopy | Bacterial Biofilm Observation

SCIENTIFIC SKILLS & TECHNIQUES

Gram staining • Biochemical testing • PCR • Optic nerve Injections • Dissection and extraction of Zebrafish organs •
Streaking and spread plating • Slide cultures • Serial dilutions • Spectrophotometer • Centrifugation • Pipetting •
Qubit meter • Sonification • Growing culture • Making isolation media • ELISA • Light microscope • Digital microscope
• Anaerobic chambers • Vortex • Fungal cultures • Slide culturing • Gallyas Silver Staining • Western blotting •
Ultramicrotomy • Scanning Electron Microscopy

MORE ELEMENTS:

Specialized for Student-Athletes

- Your job as a student athlete is to train, achieve goals and support your team to a win.
- Quantify your contributions to collegiate sports and identify your transferrable skills.

Example #1

COLLEGIATE SPORTS EXPERIENCE

NCAA Division I Football - Offensive Lineman (2016 – present)

11 games per regular season with travel games

Training includes: 20 hours per week (Practice, meetings, and lifting)

Transferrable & Soft Skills: Time management, team leadership, coachable, self-motivated, strong work-ethic, Resilient

MORE ELEMENTS:

Specialized for Student-Athletes

Example #2

COLLEGIATE SPORTS

Wagner College NCAA Division 1 Student-Athlete – Basketball (Guard) – 2016 – Present

Full Student-Athlete Scholarship

Training: 12 hours a week (practice, lifting, body treatments) | Seasonal Games: 28

Results:

Individual Stats: Points Per Game (PPG) +6pts in one year; Minutes Per Game (MPG): From 16minutes to 30minutes | Rebounds Per Game (RPG): from 2 to 7

Team Stats: Current records: 6 – 1 (Best start in Wagner history)

Student-Athlete: Division 1 Odessa Junior College: Basketball (Guard) – 2015 - 2016

Training: 10 hours a week (practice, lifting, body treatments) | Seasonal Games: 28

Results:

Individual Stats: ***Awarded Full Student-Athlete Scholarship to Wagner College***

Team Stats: Won 2015 Conference; Won District; Competed in a National Tournament

Transferrable Skills: Team leadership, strong work-ethic, self-accountability, self-motivated, coachable

THE TARGETED STUDENT RESUME

HOW TO LIST YOUR WORK / RELEVANT WORK EXPERIENCE:

WORK EXPERIENCE= any (Full or Part Time) job that is non-career related; non-office work related; non-research related. Ex: *Pizza delivery; Uber driver.*

Hiring managers want to see you have experience holding a job. These jobs demonstrate many valuable transferrable skills. Include them on your resume (i.e. accountability; customer relations; time management; interpersonal communication; ability to work under pressure, etc.)

RELEVANT WORK EXPERIENCE= career-related; office or research experience – could be Full, Part-Time or Volunteer/ Pro Bono work

HOW TO LIST ‘EXPERIENCE’ ON RESUME

- Give **Company Name**. Include one sentence description about company (*unless they are global household name like Apple*).
- Summarize responsibilities & tasks – be brief.
- Notate results you delivered on job. Quantify & Qualify as best as you can.
- **Use Power Verbs!** Instead of: Responsible for = Managed, Directed, Initiated | Supported = Facilitated, Produced
- Worked on = Coordinated, Designed, Produced (Check out The [muse.com](https://www.muse.com) / Power Verbs)
- Don't state hyperbole phrases: “Results-driven” “Detailed-oriented” “Strong work-ethic”. Prove it in your Results and Accomplishments.

EXAMPLE

La Pink (Merrick, NY) - *Local retail clothing store*

Sales & Marketing Associate / Store Manager

Evaluated inventory and acted as assistant buyer for seasonal clothing lines.

Result: Generated business and exposure: accelerated sales by 40%. Expanded age range of consumers by 10%

REMEMBER

- ✓ #1 rule with resume: Easy to scan in 8sec for relevant and quantifiable content!
- ✓ Use clean fonts. Prefer: Calibri / Arial Size: 11 or 12 PT
- ✓ Margins - White space is a friend. **Recommend:** .6 to .75"
- ✓ Spell check
- ✓ Design in Word (not Excel); no 'tables' except if organizing Skills or Coursework. Send as a PDF to job!
- ✓ Grammar. Do the tenses match?
- ✓ Add hyperlinks where relevant (personal website, portfolio etc)
- ✓ Be Chronologic with timeframe
- ✓ If you have significant Relevant Work Experience, put first instead of Education
- ✓ Do not use 1st person anywhere on your resume. Resumes are composed in 'no subject'.
- ✓ No lies!
- ✓ Summarize activities - Don't give lots of details
- ✓ Student resumes ideally fit 1pg. Only if you have extensive real-work experience, go 2pgs. Be succinct!
- ✓ Always add a [Custom LinkedIn Profile URL w/ hyperlink](#)



THE COVER LETTER

The purpose of a Cover Letter

You need to connect your qualifications and achievements to the requirements and responsibilities outlined by the job description. Essentially, you need to connect the pieces so the recruiter can clearly (and quickly) see the big picture: **why** the company should hire you. Write about what makes you a well-qualified applicant for a specific position with a unique company. To achieve this message, you need to do a **thorough reading of the job description**. It's important to know what qualities the employer seeks in an applicant and to **answer *how you can help them***.

Every cover letter—regardless of type—should answer the following questions:

- Who are you?
- Why are you writing?
- Why are you interested in the specific position?
- Why do you want to work for the specific company?
- What makes you qualified for the position?
- What specific experiences (i.e. student organizations, courses, internships) prepared you for the role?

Each cover letter must be unique. Focus on what is **most relevant to the organization** you are targeting.

COVER LETTER FORMAT

ADDRESS YOUR LETTER AS FOLLOWS:

YOUR CONTACT INFORMATION

Name
Address
City, State, Zip Code
Phone Number
Email Address

DATE (write-out: November 1, 2017)

Employer Contact Information *(if you have it)*

Name
Title
Company
Address
City, State, Zip Code

SALUTATION

Dear Mr./Ms. Last Name,

Note: If you do not have a contact name, use Dear Hiring Manager, To Whom It May Concern, or one of the other examples listed in the link.

*Ideally, you will be able to address your cover letter to a specific person. Doing research can help you figure out who is the most appropriate person to receive the letter. **If you do not know the gender of your contact, you can write out the person's full name, e.g., "Dear Cory Smith" or "Dear Jordan Parish."*

GENERAL FORMAT OF A COVER LETTER

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. Organize the body of your cover letter into the following paragraphs:

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if relevant.

Opening sentence example: I am writing to apply for the position of ____ as seen posted on ____.

Then **give a statement or two that demonstrates your knowledge of the company and why it interests you.**

General Examples:

I have been researching and following the news on (Company Name) and am aware of xxxx.

Since my class in xxx, I learned of xxx and ever since have been following your company's growth and development in the news.

What especially resonates for me is your company's philosophy of xxxx.

I greatly admire your company's recent success in xxxx.

GENERAL FORMAT OF A COVER LETTER

Middle Paragraph(s)

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Keep in mind that employers will be more interested in what you can do for them, than a list of your background. It's not about telling them how the job is perfect for you. It's about how you are perfect for helping them achieve success. Make the connection between how your qualifications match to the job requirements. Use this section to top-line summarize your resume—don't repeat from it verbatim.

Example:

I am a Junior at Wagner College majoring in Arts Administration and have previous office work experience as a Sales Associate with Barnes & Noble as well as taking classes in the areas of Film, Art History and the business of the arts. (list what is relevant to the job). Here are some ways my academic experiences and skills align with the qualifications for the internship (Pick 3-4 items in the job description and match yourself to those items):

- 1. As a Division I Student Athlete (Water Polo) I have honed in on my skill to thrive under pressure, to act quick and problem-solve when pushed in a corner.*
- 2. As VP of an on-campus a cappella vocal group, I have experience with organizing and promoting music events for students.*
- 3. Having worked as a Summer Camp Counselor for 4 years, I am experienced in how to design and implement creative activities and programs; skills that are transferrable to thinking of innovative new ideas.*

GENERAL FORMAT OF A COVER LETTER

3rd PARAGRAPH: IF YOU CAN! – ADD SOMETHING PERSONAL BUT RELEVANT TO THE POSITION THAT YOU CANNOT INCLUDE IN RESUME

Start the paragraph with:

Beyond my resume, here is something else I would like you to know about me in consideration for the position.

Examples:

Ever since I was a young girl and my parents gave me their CD cases, I obsessed over the recordings from Atlantic Records. The diverse mix of genres, from Pop to Punk, Rock to Dance, drew me in to read the CD booklets over and over again and learn more about the artists on the recordings.

I made a choice to become a nurse after my own personal experience of being on the receiving end of excellent nursing care for a family member who was in the hospital over an extended period of time. I was so deeply moved by how meaningful and significant the nursing staff's presence and role had on the patient as well as me and my family that I discovered my own calling to become a nurse.

Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position.

Examples:

I am eager to learn more about the opportunity and to discuss how I can best support your team. Look forward to hearing from you.

Whether you decide to move forward with my application or not, I would still welcome the opportunity to connect for a brief 15-minute exploratory conversation to learn more about how I can continue to build my skills to best match with what you are seeking in a candidate.

Complimentary Close

Respectfully yours,

Need additional support?
Want to get your resume / cover letter improved?
Contact Career Services in the CACE office.

cace@wagner.edu