

Putting Your Story on Paper: Resume Workshop

BROOKLYN JCC | February 2017

With Dana Leavy-Detrick of Brooklyn Resume Studio

DANA LEAVY-DETRICK

159 20th Street, Brooklyn, NY 11232
dana@brooklynresumestudio.com



- High school graduate targeting internship opportunities in computer science and programming.
- Strong knowledge of HTML, CSS, graphic design, basic website development, and social media.
- Actively involved in volunteer projects focused on technology and education.
- Passionate about design, programming, and remaining up-to-date on industry trends.

Education

Morristown High School, Morristown, NJ

EXPERIENCE

Verizon Headquarters | New York City

January 2017 – Present

Social Media Intern

- Assists the marketing team in evaluating social media campaigns using Twitter, Facebook, and Instagram.
- Participates in product marketing team meetings, reporting to the Director of Device Technology.
- Prepares reports for the leadership team.

Girls Who Code | New York, NY

September 2016 – December 2016

Technology Intern

- Attended daily sessions and completed self-directed projects as an introduction to HTML coding
- Built a mobile gaming application to educate users on symptoms of multiple mental health disorders

Café XYZ | Brooklyn, NY

June 2015 – November 2016

Hostess

As a hostess, I greeted and directed customers to open tables upon entering the restaurant. I also answered phones and assisted customers in booking reservations for small and large groups. I participated in daily team meetings to understand menu specials and review upcoming reservations.

VOLUNTEER WORK

Habitat for Humanity

April 2014 – Present

Volunteer

Part of a team responsible for rebuilding houses impacted by Hurricane Sandy and other disasters.

JCH Summer Camp

Summer 2014 / Summer 2015

Camp Counselor

Supervised children ages 4 and 5 in daily camp activities such as swimming, arts and crafts, and meal time.

AWARDS

William Paterson University Annual Foreign Language Poetry Contest – Honorable Mention (2015)

Academic Scholarship, Boston University (4 Years)

SKILLS

- **Software:** Adobe Photoshop, Adobe Illustrator, Microsoft Office (Word, PowerPoint, Excel), HTML
- **Social Media:** Twitter, Facebook, LinkedIn, Instagram
- **Languages:** Bilingual Fluency in English and Spanish; Knowledge of Russian
- **Other Skills:** Cello (6 years), Waterskiing; Types 70 Words Per Minute

WHAT BELONGS IN A RESUME?

INCLUDE

- Introductory Summary
- Education
- Work / Professional Experience
- Skills & Technical Proficiencies
- Memberships & Organizations
- Volunteer Work
- Awards
- Relevant Social Media Profiles

DO NOT INCLUDE

- Photographs or Images
- Personal Data (Marital Status, Nationality, Date of Birth, Religion)
- Pronouns – “I”, “They”, etc.
- Slang
- Some Abbreviations
- Social Media Profiles (Personal Use)
- “References Available Upon Request”

FORMAT & DESIGN

- Keep the resume to 1 page
- List positions in chronological format starting with most recent
- Choose a font and weight that is easy to scan (serif or sans serif, 10 to 12 point) – such as Arial, Times, Helvetica, Gill Sans, Georgia, Palatino
- Set margins between .7” and 1.25”
- Make sure formatting is consistent
- Using (some) color can make the resume stand out
- Always send your resume in PDF format with your name and month/year in the file name

DANA LEAVY-DETRICK

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PHONE: (347) 123-4567 | EMAIL: dana@brooklynresumestudio.com

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EDUCATION

Boston University, Boston, MA Expected 2017
BA, Communications, Italian Minor

Morristown High School, Morristown, NJ 2013
Computer Science Club, Students Against Drunk Driving (SADD), Soccer Team

EXPERIENCE

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VOLUNTEER WORK

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Part of a team responsible for rebuilding houses impacted by Hurricane Sandy and other disasters.

JCH Summer Camp Summer 2014 / Summer 2015
Camp Counselor
Supervised children ages 4 and 5 in daily camp activities such as swimming, arts and crafts, and meal time.

AWARDS

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EDUCATION

Northern Valley Regional High School Computer Science Club, Students Against Drunk Driving (SADD), Soccer Team	Graduating 2017
Baruch College –Pre-College Enrichment Program Attends weekly classes in Chemistry, Pre-Calculus, and Psychology	Sept 2013 – Present

EXPERIENCE

Verizon Headquarters New York, NY Social Media Intern	June 2016 – Present
<ul style="list-style-type: none">• Assists the marketing team in evaluating social media campaigns using Twitter, Facebook, and Instagram.• Participates in product marketing team meetings, reporting to the Director of Device Technology.• Prepares reports for the leadership team.	

Girls Who Code New York, NY Summer Intern	July 2015 – Aug 2015
<ul style="list-style-type: none">• Attended daily sessions and completed self-directed projects as an introduction to HTML coding.• Built a mobile gaming application to educate users on symptoms of multiple mental health disorders.	

Café XYZ Brooklyn, NY Hostess	July 2015 – Aug 2015
<ul style="list-style-type: none">• Greeted and directed customers to open tables upon entering the restaurant.• Answered phones and assisted customers in booking reservations for small and large groups.• Participated in daily team meetings to understand menu specials and review upcoming reservations.	

VOLUNTEER WORK

CLUB LUMINOUS – NYC REGION Chapter Leader, Volunteer	2016 – Present
<ul style="list-style-type: none">• Tutors elementary school students in the areas of science, technology, engineering, and math (STEM).• Leads weekly lessons and encourages students to work together in teams to complete projects.	

JCH SUMMER DAY CAMP Camp Counselor	Summer 2014
Supervised children ages 4 and 5 in daily camp activities such as swimming, arts and crafts, and meal time.	

HABITAT FOR HUMANITY Volunteer	2011 – 2015
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AWARDS

William Paterson University Annual Foreign Language Poetry Contest – Honorable Mention (2015)

SKILLS

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DANA LEAVY

442 16th Street, Brooklyn, NY 11232
PHONE: (347) 123-4567
EMAIL: dana@brooklynresumestudio.com

SUMMARY

Experienced administrative assistant with the proven ability to work in fast-paced and performance driven-environments. Well-versed in all standard desktop applications and social media platforms. Possesses excellent work ethic, organization, and communication skills.

EDUCATION & TRAINING

IONA COLLEGE | New Rochelle, NY
BBA, Management Major

Magna Cum Laude
Delta Epsilon Sigma, Member
Golden Key Honor Society, Member
CCF Scholarship, Recipient

AWARDS

Iona College Management Medal
Awarded the Hagan School of Business Management Medal from the management department at Iona College.

SKILLS

Administration, Problem Solving, Leadership, Teamwork, Time Management, Organization, Communication, Detail Oriented, Coaching

Software: MS Office (Word, PowerPoint, Excel, Outlook), Social Media, Photoshop, Basic HTML

EXPERIENCE

ASPYRE ASSOCIATES | New York, NY
Administrative Assistant July 2016 – Present

- Assist the recruitment team with administrative duties such as preliminary screening of candidate resumes, scheduling interviews, filing, data entry, and answering phones and emails.
- Researches active and passive candidates on job boards.
- Conduct phone interviews with potential candidates.

CHELSEA PIERS | New York, NY
Figure Skating Instructor Feb 2014 – Present

- Work with parents to develop schedules and provide feedback.
- Teach group classes of 5-15 students and private lessons.
- Train clients for competition, showcases and freestyle testing.
- Coordinate parties and events of 30-50 guests/skaters.

BROOKLYN RESUME, LLC | New York, NY
Administration Intern Oct 2014 – Jan 2015

- Provided administrative support to members of a real estate firm.
- Assisted with accounting, rent collection, and tracking payments.
- Managed calendars, incoming calls, and responded to messages.
- Performed additional customer outreach as required.

VOLUNTEER WORK

Young Adults Auxiliary | **COLUMBUS CITIZEN FOUNDATION**
Coordinate two events per year to raise money for the elementary, high school and college scholarship programs.

Competitive Figure Skater, Judge | **MULTIPLE ORGANIZATIONS**
Performed in charity showcases supporting Toys for Tots, 9/11 Victims, and Allergy Research at Chelsea Piers, Nassau Coliseum, and the Plaza Hotel. Served as a judge for multiple figure skating competitions across New York State.

Participant | **OUT OF THE DARKNESS WALK – IONA COLLEGE**
Raised \$5,000 as part of the Iona College Rowing Team to raise awareness for suicide prevention.

SUMMARY

- Introduces you to potential employers, and sets the tone for the rest of the resume
- Gives a quick snapshot of your skills, experience level, and desired position
- Communicates type of jobs you are targeting
- Highlights your best attributes and top skills
- 3-5 sentences (or bullet points) in length

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SKILLS

Highlight hard skills (tactical / technical) and soft skills (attributes) that bring value.

- Job-Related Skills
- Technical Skills / Software Proficiencies
- Coding Languages / Platforms
- Soft Skills (Personal Attributes, Traits)
- Additional Knowledge or Proficiencies

SKILLS

- *Software:* Adobe Photoshop, Adobe Illustrator, Microsoft Office (Word, PowerPoint, Excel), HTML
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EDUCATION

Recent graduates or current students should place the education section at the top of the resume, along with the (expected graduation date). Can Include:

- College Degrees (Completed, Incomplete, In Progress)
- High School Diploma
- Courses / Classes
- Training Seminars or Workshops
- Self-Paced / Online Learning
- School-Related Awards or Activities (Sports, Scholarships, Clubs, Honor Societies)

EDUCATION

Northern Valley Regional High School

Computer Science Club, Students Against Drunk Driving (SADD), Soccer Team

Graduating 2017

Baruch College –Pre-College Enrichment Program

Attends weekly classes in Chemistry, Pre-Calculus, and Psychology

Sept 2013 – Present

WORK EXPERIENCE

Highlight your most relevant experience, starting with most recent roles. Can include:

- Professional (Paid) Work Experience
- Paid or Unpaid Internships
- Contract or Freelance Work
- Self-Employment
- Independent Projects
- Related Pro-Bono Work (if not under Volunteer)
- Additional Experience

EXPERIENCE

Verizon Headquarters | New York, NY

June 2016 – Present

Social Media Intern

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VOLUNTEER EXPERIENCE

Experience that is unpaid, volunteer, or pro-bono, that doesn't fit under the Experience section. Can include:

- Community Organizations
- Cultural Organizations
- School-Sponsored Activities
- Non-Profit Groups
- Other Contributions or Involvements

VOLUNTEER WORK

CLUB LUMINOUS – NYC REGION

2016 – Present

Chapter Leader, Volunteer

- Tutors elementary school students in the areas of science, technology, engineering, and math (STEM).
- Leads weekly lessons and encourages students to work together in teams to complete projects.

JCH SUMMER DAY CAMP

Summer 2014

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HABITAT FOR HUMANITY

2011 – 2015

Volunteer

MEMBERSHIPS

- Community-Based Groups
- School Organizations or Clubs
- Professional Associations
- Athletic Groups / Clubs (School or Community)
- Volunteer Groups (See also Volunteer Section)

ADDITIONAL INFORMATION

- Personal Interests or Hobbies
- Athletic Accomplishments
- Leadership Experience
- Community Groups
- Other Relevant Information / Attributes

Cover Letters

- Introduction to the resume
- Summary of your qualifications, without being repetitive of the resume
- Discuss information that doesn't fit in the resume
- Talk about your interest in that particular company, job, or industry
- Highlight personal attributes
- Close with a 'call to action'
- Send as part of the email, or as an attachment

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[COMPANY NAME]

Re: [JOB TITLE]

February 16, 2017

Dear Hiring Manager,

I am reaching out with interest in the [JOB TITLE] opportunity with [COMPANY NAME]. I will be graduating high school this coming Spring 2017, and am targeting a summer internship where I can continue to build upon my foundation and interest in computer science.

I have always considered myself technically savvy, ambitious, and generally drawn towards engineering as a passion and career. At seven years old, I was fixing computers and exploring the world of gaming. Since then, I've completed several independent coding projects, traveled the world in a cultural immersion program, and lent my experience and skills as a mentor to young women.

This summer, I was selected to participate in a competitive internship program with Verizon's corporate headquarters in Basking Ridge, New Jersey – where I work with Verizon's product development team to develop reports and analyze social media campaigns related to their mobile products.

I believe my strengths include:

- A strong background that includes relevant professional and volunteer experience in technology and computer science.
- Knowledge of programming languages and software including JavaScript, Python, HTML, CSS, and Adobe Creative Suite.
- An ongoing commitment to exploring new opportunities, so I can remain at the forefront of the technology field and expand my programming expertise.

I look forward to speaking with you soon, and can be available immediately to interview. Thank you in advance for your consideration.

Sincerely,

Dana Leavy-Detrick

RECAP

- Resume should be 1 page
- Include all relevant sections (Summary, Education, Experience, Volunteer Work, Awards, Skills, etc.)
- Watch for consistency
- List experience in reverse chronological order
- Presentation and content are both important
- Use color, formatting elements & visuals sparingly
- Always send final document as a PDF
- Put your best foot forward!

THANKS!

- Questions? Feel free to contact me at dana@brooklynresumestudio.com
- Download the presentation & templates at: www.brooklynresumestudio.com/JCBH