

If you prefer using an online resume builder, OptimalResume is available through the CCM website at: <https://ccm.optimalresume.com>  
CCM's Access Code: earth



# The Resume

A concise  
guide to  
writing  
effective  
resumes and  
cover letters.

RESUME

Career Objective:

Management Consultant with 20 years of  
objective advice, expertise in  
maximizing growth and improving business

Professional Experience

- Over 20 years of in-depth
- Improved the accuracy of forecasts
- Established good working relationships
- Developed

 **CAREER  
SERVICES**

## Introduction

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The Office of Career Services is pleased to provide job search assistance to students and alumni of the County College of Morris.

Among the support services offered to the job seeker are presentations and materials related to preparation of the resume. This particular publication is designed to provide useful suggestions and styles in a ready reference format.

The helpful hints and sample resumes will improve the quality and value of your resume, whether you use it to obtain a part-time job, an internship, or full-time career employment.

County College of Morris  
Office of Career Services  
(973) 328-5245  
[www.ccm.edu/student-life/career-services/](http://www.ccm.edu/student-life/career-services/)

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### Office Services

Internship Programs  
On-campus Student Employment Program  
Career Week  
Class Presentations  
Employment Counseling  
Internet Resources  
Interview Tips and Practice  
Job Fairs  
Job Listings (JobConnect)  
Job Search Publications  
Optimal Resume  
Resume Critiquing

## What to Consider

Think of your résumé as a one-page, personal advertisement. Because it will most likely be read at the same time as many others, it has to tell a story and create an image that will make you stand out from the rest. Focus on your skills and experiences, then think about how you want to present your information. The following will help you decide where to begin.

### Gather Information

Don't try to write the final version of your résumé at the same time as you create it! Begin by brainstorming. Make a list of experiences you've had. Include skills, abilities, special talents and interests.

### Assess Your Experience

Your résumé should include any full or part-time jobs you've had. Don't just focus on your duties. Think instead about the specific functions and roles you performed as well as the contributions you made.

If you don't think you have enough work experience, remember that internships, volunteer work, community or school activities, and participation in organizations are all good "résumé builders." Through these non-paid activities, you may have developed useful work-related skills and demonstrated qualities that employers look for, such as initiative, motivation and leadership.

### Choose a Style

There is no single best way to set up your résumé but two styles, chronological and functional, are used most often. A third option would be a combination of the two.

#### *Chronological*

This style focuses on where and when you've worked, beginning with your most recent employment. It works well for individuals with consistent work histories whose experiences have increased in responsibility and are directly related to the jobs they seek. Many employers prefer this format.

#### *Functional*

This style focuses on the job functions you have performed rather than where and when you performed them. The functional résumé is especially useful for those who are changing careers or re-entering the job market. Bear in mind, though, that some employers are suspicious of this form thinking the candidate may be trying to cover up employment gaps or something worse.

## Writing the Résumé

Experiment with different résumé styles to see which works best for you. Then create a rough draft, rewriting information in short phrases.

Regardless of the format you choose, a résumé should incorporate the following information.

### Contact Data

Include your proper name, current address, phone number, and email address. Don't forget zip and area codes and avoid abbreviations.

### Profile/Objective /Summary

This information needs to be realistic, concise, and targeted, but not restrictive. Many job seekers prefer to use a "Summary" or "Profile" instead of an objective, providing a short bulleted list of their skills and experience.

### Education

List the degree you are pursuing or have earned, the institution you are presently attending with city and state, and your anticipated graduation date. Include your GPA if it is higher than a 3.2, academic honors, and coursework related to your objective. Include other degrees if you have them and if they add to your qualifications. Related training and additional certification can be identified here or under a separate heading.

### Experience - Related and Unrelated

Address experiences that are directly related to your career path whether you were paid or not. Internships, volunteer work, and summer employment may offer the opportunity to highlight skills and to prove your abilities.

Paid experiences, even those unrelated to your job objective, help to create a more complete picture of you as an employee. Transferable job skills such as supervision, leadership, communication, and administrative responsibilities can offset the lack of specific career experience. List each experience starting with the most recent. Don't just give a job description or a list of your duties. Think about the functions and roles you performed and the contributions you made.

Be sure to identify the position you held, the employer or organization name (city and state), and starting and ending dates.

## Skills

Identify computer skills, technical abilities, fluency in foreign languages, and special training that may add to your qualifications.

## Honors and Achievements

Mention scholarships, community awards, Dean's List, and any other special recognition you have received.

## References

Do not include these on your résumé. Prepare a separate list with names, titles, address, phone and email of individuals who have agreed to provide reference information. Have this list ready to offer if it is requested during an interview.

## **Résumé Dos and Don'ts**

### Do:

- Write your own résumé
- Be clear, concise, specific, and honest
- Be brief; a one-page résumé is best
- Allow white space; résumés are skimmed, not read
- Avoid changes in type size and font; use bold and caps for emphasis
- Proofread, then proofread again

### Don't:

- Include unnecessary personal information
- Use personal pronouns ("I," "me," "my")
- Exaggerate your accomplishments
- Use abbreviations
- Write long paragraphs or sentences
- Specify salary requirements

## **Common Employer Complaints**

- Misspelled words, poor grammar
- Wordy, too long
- Poor appearance
- Irrelevant information
- Missing information

## Action Words for Résumés

The following “action” words can be used as the first word of sentence fragments in your résumé. Always begin your statements with an action word that describes a certain skill or ability you possess. A thesaurus can be a helpful tool in this process!

designed	developed	devised
directed	doubled	drafted
edited	effected	eliminated
enlarged	equipped	established
evaluated	exhibited	expanded
expedited	formulated	generated
guided	helped	implemented
improved	increased	influenced
initiated	installed	interpreted
invented	launched	lectured
maintained	managed	motivated
negotiated	operated	organized
originated	participated	performed
pinpointed	planned	prepared
produced	promoted	programmed
proved	proposed	recommended
provided	reduced	recorded
researched	reinforced	revamped
reviewed	revised	scheduled
set up	sold	simplified
streamlined	solved	succeeded
structured	supervised	supported
taught	trained	translated
trimmed	tripled	uncovered
unraveled	widened	wrote

## Quick Tips for Résumé Formats

- Keep sentences short and to the point. Use bulleted phrases.
- Give examples of size, volume, money, time, effort, tools, or results. Don't exaggerate.
- Minimize the use of abbreviations and industry jargon.
- Use keywords to optimize your resume for scanning.
- Try to limit your résumés to one page.
- Use standard typefaces such as Arial or Times New Roman. These fonts are easier to read and recognize, use font size 10 to 12 points.
- Avoid italics, script, and underlining. Substitute with all capital letters or bold.
- Single space within sections and double space between sections.
- Avoid using multiple columns within sections.
- Your name should be the first text on the résumé and on a line by itself.
- Omit parentheses around telephone area codes and list each phone number on a separate line.
- Proofread, proofread and proofread again!!

## Optimal Resume

As the use of technology in the job search expands, the tools used to prepare résumés have changed. Job seekers need to have the ability to easily revise and edit their résumés depending on their audiences and Optimal Resume is a program that can provide that flexibility

Optimal Resume is an online, web-based suite of career tools including a résumé builder and it is available at no cost to CCM's students and alumni.

With Optimal Resume, it's easy to create, save, and manage your résumé. Simple instructions and dozens of examples make creating a dynamic résumé simple for the new graduate and the experienced professional.

You can simply download your résumé from Optimal to Microsoft Word and send it as an email attachment following the employer's instructions.

To get started, go to [www.ccm.edu/careerservices](http://www.ccm.edu/careerservices) and select the Optimal button. This will bring you to the site where you can view sample résumés and, by contacting our office and obtaining the passcode, you can "Create New Account."

## SUGGESTED FORMAT FOR A CHRONOLOGICAL RÉSUMÉ USEFUL FOR STUDENTS

Name  
Street Address  
City, State Zip Code  
Phone Number  
E-mail Address

**SUMMARY or OBJECTIVE** State briefly the type of position for which you are applying OR provide a bulleted list of your skills and qualifications. (You can identify a specific job title in your cover letter.)

**EDUCATION** Degree received, major, date awarded, name of college attended, city, state. (Say “pursuing” if you have not yet graduated, "candidate" if you are in your last semester.)

Grade Point Average (if 3.2 or higher), Dean’s List.

Related Courses

**SKILLS** Foreign language fluency, computer knowledge, technical or laboratory skills.

**EXPERIENCE** Include full and part-time work experience, volunteer work, co-op or internships. List your most recent employment first (position, dates employed, organization, city, state). Describe skills and roles performed, using brief phrases which begin with action words.

You may want to separate “related” from non-related experience.

**ACTIVITIES** Organizations, positions held, dates of involvement.



## SUGGESTED FORMAT FOR A FUNCTIONAL RÉSUMÉ USEFUL FOR ALUMNA

Name  
Street Address  
City, State Zip Code  
Phone Number  
E-mail Address

### SUMMARY or OBJECTIVE

State briefly the type of position for which you are applying OR provide a bulleted list of your experience and skills instead.

### SKILLS

List several transferable skills. Illustrate the development and application of those skills without specifying where or when they were developed.

### EXPERIENCE

List your most recent employer first and work back in time. Omit any description of duties. Include full and part-time experiences, volunteer work, co-op or internships, student teaching.

### EDUCATION

Degree received, date awarded, major, name of college attended, city, and state.

Grade Point Average (if 3.2 or higher), Dean's List.

Related Courses.

### ACTIVITIES

Organizations, positions held, dates of involvement.

### HONORS

Academic, athletic, or civic recognition

## The Cover Letter

Cover letters give you an opportunity to promote your abilities and qualifications in a more direct, less structured manner. Above all, it makes that important first impression.

As in any business letter, the cover letter contains three main parts: introduction, a message, and a closing sentence or two. A good cover letter will expand upon your résumé by adding personal flavor to your approach. Don't make the reader "guess" what you are applying for – be specific!

The short introductory paragraph establishes your intent to apply for a particular job opening. Use a strong opening sentence that will motivate the employer to read further. If you are responding to an ad, or if someone has referred you to the employer, put that contact point first!

The middle paragraph sells your credentials to the employer. Establish a connection between what you have to offer and the employer's needs by briefly describing some high points of your background. Don't repeat everything on your résumé but rather create a desire to read the résumé to get the details.

The closing paragraph should be brief and direct. State a time period when you would be available for an interview and ask for an appointment. Add your phone number and email and assure the employer that you respond promptly if a message is left.

Optimal Resume has several sample cover letters to choose from and customize.

Some other important points:

- Addressing the letter to a specific person is best, or "Dear Hiring Manager" is acceptable. Try not to use "To Whom It May Concern."
- Tailor each letter to a specific employer and job. Learn all you can about the employer before you write, and know why you want to work for that particular organization.
- Limit the letter to one page or less in length.
- Try to be "reader-oriented." Use "you" or "your organization" more than you use "I" and "my."
- PROOFREAD!!! Any misspellings, poor grammar, or typing errors will eliminate you immediately.
- Don't forget to sign the letter if in print. Omitting something simple like this is a sign of carelessness.

## Sample Cover Letter

Your Address

Date

Ms. Mary Washington  
Director, Human Resources  
ABC Corporation  
76 East Blackburn Avenue  
Old City, NJ 00001

Dear Ms. Washington,

I am writing to you in response to your advertisement in Sunday's Star Ledger for a staff accountant. A recent graduate of County College of Morris, I completed a degree in accounting and hope to secure a full-time position while continuing my education.

As indicated on the enclosed résumé, I am familiar with Excel, Access, and Word and have some bookkeeping experience with a non-profit organization. While at CCM, I completed elective courses in Cost Accounting, Financial Accounting, and Principles of Accounting I and II, receiving an A in each course.

I appreciate your consideration and will make myself available for an interview, at your convenience. I am very excited about the possibility of working with your organization and will follow up with you to set up a meeting.

Sincerely yours,

Your Name

# SAMPLE RESUMES

STUDENTS  
*following*

ALUMNI  
*Page 20*

## NAME

Street  
City, State Zip  
Phone  
Email

## SUMMARY

- Developed and implemented lesson plans for preschoolers.
- Camp counselor in outdoor education program.
- Nanny to two young boys for two years.

## EDUCATION

**Pursuing AS, Early Childhood Education**  
County College of Morris, Randolph, NJ  
Anticipate completion 2020

## RELATED EXPERIENCE

<b>Group Teacher</b> Get Ahead Day Care Center, Caldwell, NJ • Responsible for daily activities for group of 7-10 three year olds • Provide feedback to parents and participate in parent meetings	Aug. 2018 – Present
<b>Nanny</b> Private home, Chester, NJ • Supervised and cared for two young boys	Aug. 2016 – Jun. 2018
<b>Counselor</b> Camp Co-Ke-Ho-Kee, Mendham, NJ • Planned and supervised arts and crafts and recreational activities for teenage campers	Summers 2015 & 2016

## ADDITIONAL EXPERIENCE

<b>File Clerk</b> Corneal Associates, Livingston, NJ Organized and filed over 10,000 files for small insurance company	Sept. 2017 – Jul. 2018
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**NAME**

Street  
City, State Zip  
Phone • Email

**OBJECTIVE** To obtain an administrative position within a social service environment in which education and strong interpersonal skills can be utilized.

**EDUCATION** Pursuing AA, Humanities / Social Science  
County College of Morris, Randolph, NJ  
Anticipate completion Spring 2020

**SKILLS**

- Familiar with MS Word, Excel, PowerPoint
- Strong communication, presentation, and organizational skills
- Extensive customer service experience

**EXPERIENCE**

**Salesperson/Customer Assistant** 2018 - Present  
Abercrombie & Fitch, Short Hills, NJ

- Assume duties of manager in her absence
- Assist customers with purchasing decisions
- Manage daily receipts

**Front Desk Attendant/ Tutor** 2017 - Present  
Testing Center, CCM, Randolph, NJ

- Perform receptionist and administrative duties
- Tutor other students in algebra, geometry, and calculus

**Salesperson/Cashier** 2016 - 2018  
Gap, Inc., Morristown, NJ

**VOLUNTEER ACTIVITIES**

**Campaign Assistant** Summer - Fall 2018

- Wrote letters and designed flyers
- Supported campaign activities

**NAME**  
Email

Street • City, State Zip  
Phone

## **OBJECTIVE**

Seeking internship/entry level position using training and education in the field of protective service with particular interest in domestic violence.

## **EDUCATION**

### **Pursuing Associate of Science – Criminal Justice**

County College of Morris, Randolph, NJ

GPA 4.0/4.0

Anticipate completion Fall 2019

## **RELEVANT COURSEWORK**

Criminal Justice System

Introduction to Corrections

Criminal Evidence and Procedure

## **SKILLS**

- Excellent communication skills developed by serving as waiter for 18 months
- Creative problem solving and analytic abilities
- Bilingual: English/Spanish

## **EMPLOYMENT**

### **Sales Associate/Cashier**

2016 - Present

Ramsey Outdoor, Ramsey, NJ

- Recognized for outstanding customer service; proactively assist co-workers with challenging customers
- Train new hires on store policies and practices using corporate guidelines
- Selected for Employee of the Month for three consecutive months

### **Waiter/Bartender**

2014-2016

Black Horse Pub, Mendham, NJ

- Assisted with monitoring and tracking inventory for bar area
- Covered as bartender when staff was late or not available

**NAME**  
Street • City, State Zip  
Phone • Email

## **EDUCATION**

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**Candidate, AAS, Hospitality Management. 2019**  
County College of Morris, Randolph, NJ  
Cumulative GPA 3.8/4.0, Dean's List Member, Gourmet Club

## **CERTIFICATIONS**

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**Servsafe Certificate, 2017** (scored above 90% on exam)  
**Presenting Dining Room Service Certificate, 2017**  
**Culinary Arts Certificate, 2016**

## **HONORS**

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Alpha Beta Gamma, International Honor Society  
Phi Theta Gamma, International Business Honor Society  
Recipient, Kraft Foods Scholarship

## **RELATED EXPERIENCE**

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<b>Server</b> La Strada, Randolph, NJ • Interact with guests and assist other personnel • Set, serve, and clear tables • Operate espresso and cappuccino machines • Open and serve wine correctly	Oct 2017 - Present
<b>Server/Trainer</b> Ruby Tuesday's, Ledgewood, NJ • Assisted with the training of new staff, as requested	Mar 2015 - Sep 2017
<b>Hostess</b> Alexis Diner, Denville, NJ	Jun 2013 - Apr 2014

## **ADDITIONAL EXPERIENCE**

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<b>Trainer/Administrator</b> Arconic, Dover, NJ • Trained new QA workers in policies and procedures • Provided administrative support to supervisors, managers, and group leaders	May 2011 - Jan 2013
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Optional  
Logo

## NAME

Street, City, State Zip  
Phone ▪ Email

## SUMMARY

- Strong computer and design skills
- Illustration and cartooning experience
- Interest in consumer product branding

## EDUCATION

**Candidate, AAS, Graphic Design**  
County College of Morris, Randolph, NJ  
Anticipate completion January 2020

**Related Coursework**      Electronic Prepress  
   Typography  
   Photography  
   Two-Dimensional Design  
   Color Theory  
   Commercial Illustration  
   Drawing  
   Computer-Assisted Page & Cover Design  
   Marketing

## SKILLS

Computer: Adobe Photoshop, Adobe Illustrator, QuarkXPress  
Languages: Fluent in Spanish; acquiring proficiency in Italian and French

## EXPERIENCE

<b>Sales Consultant</b> Lord & Taylor, Livingston, NJ	2018 - Present
<ul style="list-style-type: none"><li>• Create special orders to meet customer needs.</li><li>• Advise customers and complete purchases.</li><li>• Maintain floor and merchandise displays.</li></ul>	
<b>Sales Associate</b> Kohl's, Ledgewood, NJ	2016 - 2017

**NAME**

Street • City, State Zip

Phone • Email

**OBJECTIVE** To obtain an internship in media that will utilize technical skills in web design, computer graphics, and animation.

**EDUCATION** **Pursuing AAS - Digital Media Technology**  
County College of Morris, Randolph, NJ  
Recipient, J.R. Howell Media Scholarship  
GPA 3.3/4.0, Dean's List  
Anticipate completion May 2020

**RELATED COURSES** Multimedia I & II  
Multimedia Authoring and Design  
Computer Graphics for TV  
Microcomputer Software Applications  
Video graphics and Animation  
Internet and Web Page Design

**TECHNICAL SKILLS** Internet and Webpage Design  
3D Studio Max  
Mobil App Design  
HTML  
Adobe Premiere and Photoshop  
Microsoft Office

**EMPLOYMENT** **Cashier and Inventory Clerk**2017-Present  
Morris County Farms, Denville, NJ

Provide excellent customer service and operate register for purchases, returns and lay- away items.

Phone  
Email

NAME

Street  
City, State Zip

**PROFILE**

Three years of experience in technical network support and web design. Strong skills in programming, troubleshooting, and end user support.

**SKILLS**

Windows OS, Active Directory, Exchange, Unix, Visual Basic, Visual C++, Java, Flash, ASP, Dreamweaver UltraDev, Microsoft Word, Access, Excel

**EDUCATION**

**Pursuing AAS, Information Technology**

County College of Morris, Randolph, NJ  
Anticipate completion, May 2021

**Certificate, Client/Server VB/ASP Developer, 2018**

PC Age Career Institute, Parsippany, NJ

**EXPERIENCE**

**Technical Networking Assistant**

Aug 2018 – Present

Terra Grade, Morris Plains, NJ

- Perform hardware and software upgrades to network
- Create and support user accounts
- Install and troubleshoot network cabling

**Designer's Assistant/Troubleshooter**

Feb 2016 - Aug 2018

AccuWeb Design, Fairfield, NJ

- Developed and maintained web pages utilizing Flash, ASP, IIS, and Dreamweaver
- Incorporated audio and visual components to enhance web page design
- Performed troubleshooting on all internal and external network issues

**NAME**

Street, City, State Zip

Phone

Email

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**SUMMARY**

More than four years of experience in a service-oriented environment developing strong skills in problem solving, customer support and sales.

**RELATED SKILLS**

Microsoft Excel, Word, Outlook, Publisher  
Strong communication and negotiation skills

**EXPERIENCE**

**Assistant Manager/Sales Representative**  
Zip Zap Electronics, Inc., Rockaway, NJ

2015 to Present

- Provide product support to customers.
- Utilize electronics knowledge and troubleshooting skills to assist contractors.
- Recognized as top salesperson three consecutive years.
- Responsible for inventory management, purchasing, vendor relations, and volume price negotiation.

**EDUCATION**

**Pursuing AS, Business Administration**

County College of Morris, Randolph, NJ

Anticipate completion Jan. 2020

Alpha Beta Gamma Business Honor Society, GPA 3.8/4.0

Completed coursework in accounting, economics, business information systems, computer concepts and problem solving, marketing, and small business operations.

**ACTIVITIES**

Officer, Student Activities Programming Board, Spring 2018 - Present

**NAME**  
City, State  
Phone ♦ Email

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**OBJECTIVE**

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Seeking a position in a health care environment in which communications, human relations, supervisory, and crisis intervention skills may be utilized.

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**EDUCATION**

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**Pursuing AAS, Nursing**

County College of Morris, Randolph, NJ  
Anticipate completion Spring 2020

**BA, Psychology, 2017**

University of Nebraska, Lincoln, NB

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**EMPLOYMENT**

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COUNTY COLLEGE OF MORRIS, Randolph, NJ

**Student Aide, Biology/Chemistry Lab**

Nov 2018 - Present

- Assist with inventory and preparation of lab for classes

HOMELESS SHELTERS OF MORRIS COUNTY, Morristown, NJ

**Administrative Assistant**

Jul 2017 - Present

- Assist clients seeking food, shelter, money and counsel
- Edit and produce monthly newsletter and weekly program
- Manage administrative staff (2) and volunteers (7)

PHARMACEUTICAL INSIGHTS, Lincoln, NB

**Technical Writer**

May 2015 - Apr 2017

- Prepared reports and clinical pharmaceutical research materials for publication

**Materials Coordinator**

Sep 2014- May 2015

- Coordinated and edited staff submissions
- Developed production report using Excel

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**COMMUNITY INVOLVEMENT**

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**Hotline Volunteer**, First Call for Help, Parsippany, NJ

2016 - Present

**EMT**, Morris Minute Men, Morristown, NJ

2016 - 2017

Street, City, State Zip

**NAME**

Phone • Email

## **SUMMARY**

Developed human relations and administrative skills during more than six years of experience in retail and medical environments. Secured challenging positions with increasing responsibility.

## **EDUCATION**

### **Pursuing BA, Communication & Marketing**

Monmouth University, West Long Branch, NJ  
Anticipate completion May 2020

### **AA, Communication, 2018**

County College of Morris, Randolph, NJ

## **RELATED EXPERIENCE**

### **Assistant Manager**

2016-2018

### **Sales Associate**

2015- 2016

Leatherology, Rockaway, NJ

- Sales Associate of the Month (three times)
- Trained in strategic advertising and promotion
- Recognized for strong customer service skills

## **ADDITIONAL EXPERIENCE**

### **Account Administrator**

2018 - Present

Medix, Parsippany, NJ

- Resolve problems creatively and with patience
- Maintain positive relationships with colleagues and patients
- Utilize organizational and administrative skills to manage customer records

### **Administrative Assistant**

2014 - 2016

UniCare, Denville, NJ

- Composed correspondence and scheduled appointments
- Maintained patient and accounts database

## **SKILLS:**

MAC & Windows OS, MSWord, Excel, PowerPoint, QuickBooks, InDesign

**NAME**  
City, State  
Phone ♦ Email

**SUMMARY** \_\_\_\_\_

- NJ State Registered Nurse License #26NR1#####
- Enrolled in Bachelor of Science in Nursing Program
- Neonatal and perinatal certifications
- American Red Cross blood bank volunteer

**EDUCATION** \_\_\_\_\_

**Pursuing Bachelor of Science in Nursing**

Anticipate completion Spring 2020

Ramapo College, Mahwah, NJ

**Associate in Applied Science Degree, Nursing, 2018**

County College of Morris, Randolph, NJ

Clinical:

**CERTIFICATIONS** \_\_\_\_\_

Neonatal Resuscitation Program (NPP) Provider

Certificate in Perinatal Issues

Intravenous Therapy Certification

Certified in Basic Cardiac Life Support

**RECOGNITION** \_\_\_\_\_

Recipient, Cicily Ross Memorial Scholarship

Member, Phi Theta Kappa International Honor Society

Named to National Dean's List

**VOLUNTEER EXPERIENCE** \_\_\_\_\_

**Volunteer, 2010-2015**

*Atlantic Health*, Morristown, NJ

- Deliver samples to designated departments and interact with patients

**NAME**  
City, State  
Email ◦ Phone  
www.businesswebsite.com

## **SUMMARY OF QUALIFICATIONS**

- Extensive art education, background, and experience
- Taught children and adults various mediums, including painting, drawing, and needle arts
- Own and operate a successful creative business

## **RELATED EDUCATION**

**AutoCad Certificate**, 2018, County College of Morris, Randolph, NJ  
**BFA, Fine Arts**, 2017, William Paterson University, Wayne, NJ  
**Certificate, Professional Picture Framing**, 2016, Larson Juhl  
**AFA, Fine Arts**, 2016, Fashion Institute of Technology, New York, NY

## **TEACHING and DESIGN EXPERIENCE**

**Owner/Manager**, Creative Creations, 2014 - Present

- Teach courses in hand and machine knitting, embroidery, and beading
- Design custom mats and frames for needlework and photos
- Sell and provide training on knitting machines

**Textile Colorist**, 2016 - Present

TransPrints, Wayne, NJ

- Color textiles for women's wear, children's wear, men's wear and home furnishings

**Framing/Sales**, 2016 – 2018

Deck the Walls, Wayne, NJ

**Substitute Teacher**, 2015 - 2016

Randolph Public Schools, Randolph, NJ

**Instructor**, 2013 - 2015

Cake Decorating, Wegmans Supermarket, Parsippany, NJ

Arts & Crafts, YMCA, Randolph,, NJ

## **ADDITIONAL EXPERIENCE**

**Customer Service/Gift Wrapping**, Lord & Taylor, 2011 - 2013



**NAME**  
Street, City, State Zip  
Phone  
Email

- PROFILE**
- Knowledge of PC and peripheral setup and installation
  - Ability to troubleshoot a variety of computer issues
  - Experience training individuals in system operations
  - Familiar with Windows, MAC, Linux Operating Systems

**EDUCATION**    **Certificate of Achievement, Information Security, 2018**  
**A+ Certification, 2018**  
**AAS, Computer Information Systems, 2014**  
County College of Morris, Randolph, NJ

- EXPERIENCE**
- |  |                |
|--|----------------|
| <b>Import Coordinator / EDI Clerk</b>  | 2016 – Present |
| <b>Import Coordinator</b>  | 2013 – 2016    |
| Tim’s Cutting, Lancaster, NJ   |                |
| <ul style="list-style-type: none"><li>• Enter and sent EDI documents</li><li>• Check paperwork for shipments coming into the USA from Honduras and Dominican Republic</li><li>• Prepare cost value statements for each style</li><li>• Serve on corporate safety committee</li></ul> |                |
| <br><b>Data Entry / Trainer</b>  | <br>2010- 2013 |
| Compute Tech, Lancaster, PA  |                |
| <ul style="list-style-type: none"><li>• Scheduled and trained office temporary personnel</li><li>• Data entry</li><li>• Scanned trust documents</li><li>• Performed general office duties</li></ul>  |                |
| <br><b>Casual Mail Handler</b>   | <br>2007- 2010 |
| U.S. Postal Service, Lancaster, PA   |                |
| <ul style="list-style-type: none"><li>• Configured and operated computerized postal sorting machines</li><li>• Sorted and organized mail for distribution</li></ul>  |                |

**NAME**

Street  
City, State Zip

Phone  
Email

**OBJECTIVE**

To obtain a position in photography which will offer hands-on experience while utilizing technical skills acquired through experience and education.

**EDUCATION**

**AAS, Photography Technology**, August 2018  
County College of Morris, Randolph, NJ

**TECHNICAL SKILLS**

- Working knowledge of 35mm, medium format, large format, and digital photography equipment and techniques
- Experienced in retouching and digitally enhancing photographs utilizing Adobe Photoshop
- Skilled in the use of flatbed and negative scanners and experience with enlargers
- Extensive experience in setup of photographic equipment, including reflectors, tungsten and strobe lighting
- Take light readings and adjust lighting at photo shoots

**RELATED EXPERIENCE**

**Photography Editor**, Youngtown Edition Student Newspaper, 2016-2018  
**Lab Assistant**, Photography Department, 2016-2018  
County College of Morris, Randolph, NJ

**ADDITIONAL EMPLOYMENT**

**Sales Associate**, 2016-Present  
Sports Authority, Morris Plains, NJ

- Organize floor displays to maximize space and call attention to latest merchandise
- Utilize interpersonal and communications skills with customers and employees
- Assist in department inventory and control activities
- Participate in the training of new employees

**NAME**

Phone ☒ Street ☒ City, State Zip ☒ Email

**SUMMARY**

- Strong technical, electronics, and engineering background.
- Experience utilizing 3-D drafting software.

**SKILLS**

C++, Visual Basic, MatLab, LabView, Mechanical Desktop, AutoCAD, MultiSim, C++, Visual Basic, Adobe Studio, Flash, MSWord, Excel, Publisher, PowerPoint

**RELATED EXPERIENCE**

**Intern, Electronics Engineering** Jul 2018 - Jan 2019

Siemens Building Technologies, Florham Park, NJ

- Monitored communication signals for cellular towers
- Coded microprocessors on digital signal boards
- Developed computer-based testing/data acquisition
- Troubleshooting of improper soldering
- Rewired circuits, deciphered complex circuit diagrams, drew schematics
- Performed computer-based testing of electronic circuitry
- Prepared technical reports and procedure documentation
- Used instrumentation on signal design technology

**Student Aide, Information Systems Department** Sep 2017 - June 2018

Hofstra University, Long Island City, NY

**EDUCATION**

**BS, Electronics Engineering Technology**, Jan. 2019

Hofstra University, Long Island City, NY

*Coursework:* Thermodynamics, Dynamics, Instrumentation and Controls, AC/DC, Machine Tooling, Micro Processing, Computer Programming, Calculus, IC Design, LAN Networking

**AAS, Electronics Engineering Technology**, 2017

County College of Morris, Randolph, NJ

**CAMPUS ACTIVITIES**

Captain, Men's Soccer Team; Coordinator, University Missions; Chaplain, Campus Housing

**NAME**

Street

City, State Zip

Phone

Email

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**SUMMARY**

Five years of experience working in mental health environments assisting children and adult clients within homeless, psychiatric, and domestic violence populations.

**EDUCATION**

**AA, Human Services**, County College of Morris, Randolph, NJ  
Phi Theta Kappa Honor Society, GPA 4.0/4.0

May 2019

**SKILLS**

Public speaking, community and government liaison, hotline training.  
Familiar with Windows 2010, Word, Excel and Publishing.

**EXPERIENCE****Mental Health Technician**

Apr 2017 - Present

St. Clare's Community Outreach Center, Denville, NJ

- Prepare charts, completed legal paperwork, obtained necessary signatures
- Document incoming patient property
- Perform breathalyzer tests
- Chart and monitored vital signs; assisted with body assessments
- Supervise clients awaiting treatment
- Provide assistance and support to parents of underage clients
- Handle crisis calls and assisted with emergency situations, conferring with law enforcement and medical personnel

**Assistant to the Director**

Jun 2015 - Apr 2017

Battered Women's Shelter, Morris County, NJ

- Coordinated domestic violence task force and group client/staff meetings
- Handled crisis calls, providing clients with safety plans and placement assistance
- Assisted women in obtaining restraining orders and advocating for them in court
- Made presentations to community organizations to increase donations

**Overnight House Manager**

Aug - Nov 2014

Homes for the Homeless, Bloomfield, NJ

- Enforced rules, monitored medications, and supervised clients

## NAME

Street

City, State Zip

Phone

Email

## PROFILE

- Mechanical engineering technology graduate with experience using Pro-Engineer.
- Knowledge of HVAC systems, plumbing and electrical supplies.
- Experience with AutoCAD/CAM, Microsoft Office and Excel.
- Familiar with milling machines, engine lathes, surface grinders and CNC machines.

## EDUCATION

### **BS, Mechanical Engineering Technology, Jan. 2019**

Stevens Institute of Technology, Jersey City, NJ, GPA 3.43/4.00, Dean's List

Related Coursework: Advanced Techniques in CAD/CAM, Machine Design I & II, Applied Thermodynamics, Heat Transfer, Fluid Mechanics, Technical Writing

### **AAS, Mechanical Engineering Technology, 2016**

County College of Morris, Randolph, NJ, GPA 3.3/4.0, Dean's List

## PROJECTS

- Designed mechanism to prove shear strength of materials
- Machined all parts from 1018 steel using milling machine, engine lathe, surface grinder, and CNC machine

## EXPERIENCE

### **Sales Associate**

May 2016 - Present

Stirman's Paint & Hardware, Wharton, NJ

- Assist customers with purchases of paint, electrical equipment, plumbing supplies, and general hardware

### **HVAC Assistant**

Summer 2015

AirPro, Merchantville, NJ

- Assisted project managers with estimating and installations

### **Stock Person**

Jan. 2013 - April 2015

Fortunato's Electrical and Plumbing Supplies, Butler, NJ

**NAME**

Street  
City, State Zip  
Phone  
Email

**EDUCATION** **Candidate, BS, Wildlife Science**, Jan. 2020  
Rutgers University, New Brunswick, NJ

Completed coursework:  
Soil Science  
Biology of Birds, Fish, and Mammals  
Atmospheric Science  
Oceanography  
Ecology

**AS, Biology**, Jan. 2018  
County College of Morris, Randolph, NJ  
Phi Theta Kappa, Dean’s List, GPA 3.95/4.00

**RELATED** **Volunteer** Summers 2016 & 2017  
**EXPERIENCE** NJ Dept. of Environmental Protection/Wildlife  
Conservation  
• Conducted wildlife census in Northern NJ  
• Prepared reports on environmental conditions/concerns  
• Educated public on environmental issues and involvement opportunities

**EMPLOYMENT** **Accounting Assistant** 2015 - Present  
James, Lawrence, and Johns, LLC, Chatham, NJ  
• Perform administrative tasks  
• Assist accountants with client tax return preparation  
• Provide first point of contact for clients

## INFORMATIONAL INTERVIEWS

Informational interviews can be very useful in helping you learn about the industry or company you are considering joining – also a great way to develop contacts in your field.

Identify potential informational interviews from personal references and LinkedIn. Message or email them requesting a short interview.

### EXAMPLE:

**Subject:** Question from a CCM Alum OR Referral from (name) regarding Informational Interview.

### Body:

Dear Mr. /Mrs.

My name is \_\_\_\_\_ and I am a recent graduate of CCM interested in a career in \_\_\_\_\_ and specifically opportunities in (field).

I am interested in speaking with you about your career, Company Name and your department's various programs. Would you be available to set up a short 20-30 minute informational interview with me in the next week or two discussing above?

I truly appreciate your time and consideration and look forward to hearing from you soon!

Sincerely,

Name

CCM Graduate, 2018

Email address and cell phone number