Wolfie Seawolf

Town, State | Email | Phone | LinkedIn URL

EDUCATION

Stony Brook University   **Stony Brook, NY**
Title of Bachelor's Degree   *Expected Month Year*
Honors/Awards: Related to academic achievement at Stony Brook University
Relevant Coursework: 3 to 4 courses most related (name of course, not number)

RELEVANT EXPERIENCE

Name of Department at SBU   **Stony Brook, NY**
Title of Student Employee Role   *Start Month Year - Present*
- Resolve questions of 50+ students, staff and faculty daily through phone and email communication to connect the campus community with the department's resources
- Collaborate on a team of 5 to plan and host community events which has engaged over 200 student attendees with the department and resources
- Skill-based bullet #3

Name of Retail Store   **Town, State**
Title of Role   *Start Month Year - End Month Year*
- Greeted and assisted 70+ customers weekly to ensure an excellent customer experience
- Skill-based bullet #2
- Skill-based bullet #3

ADDITIONAL EXPERIENCE

Name of Club   **Town, State**
Title of Role or Member   *Start Month Year - End Month Year*
- Promote upcoming events in-person and creating social media posts using Canva to raise awareness of [club/organization's goal] and recruit new members
- Skill-based bullet #2
- Skill-based bullet #3

Name of Summer Camp   **Town, State**
Title of Role (Seasonal)   *Start Month Year - End Month Year*
- Led educational outdoor activities daily for 25 children, ages 10-12, to promote physical wellness
- Skill-based bullet #2
- Skill-based bullet #3

PROJECTS

Course Name of Project   **Town, State**
Title of Project   *Start Month Year - End Month Year*
- Analyzed 6 peer-reviewed articles related to [topic of project] to create a slideshow presentation using Google Slides
- Presented to a class of 30 people to clearly communicate [topic of project]
- Skill-based bullet #3

SKILLS

Computer: Google Workspace (Docs, Slides, Sheets), Microsoft Office (Word, PowerPoint, Excel), Canva
Language: List spoken language
Certifications: List certification (if there is an expiration date, can put Current through Month, Year)

Resume Tips*

- Create a resume with plain text in **Microsoft Word** or **Google Docs**
  - Templates, tables, columns, design elements do **not** parse well through **Applicant Tracking System (ATS)** - online software that track candidates during recruitment
- Create a **master copy resume** with everything listed that continuously is updated and use this to **create 1 page customized resumes tailored** to the specific jobs
- Review the posting and description to look for **keywords** to identify skills
- Undergraduate students resume will typically be **1 page of most relevant experiences** (including paid jobs, internships, academic projects, volunteering, student clubs and organizations)
- Margins can be minimum 0.5 inch or maximum 1.0 inch
- Formatting (bold, italics, etc.) should be **consistent** (if town and state is bolded once, it would be bolded all throughout) to allow for reader to find information quickly and show organization

By Section

All sections should be **reverse chronological** (most current experience at the top to the furthest away)

Name and Contact

- First and last name should be the largest font on the page (size 18 to 20)
- All other font should be the same size (minimum 10 and maximum 12)
- Do not need to list full address (instead can be town and state)
- Update hometown if living on campus (***Example:*** Stony Brook, NY)
- Make sure information is not in the header (text in the header does not appear in the ATS)
- Create a LinkedIn and customize URL ([View networking information on Career Center webpage](#))

Education

- List the expected graduation month and year (Example: Expected May 2026)
  - Education section is the only **without** start and end dates
- If you earned a degree at another college, this can can be listed as well

Experience

- Make sure to start with an **action-verb** based on the skill then description and outcome
- Check the tense of the verb (if the experience is completed, it would be in past tense)
- Each bullet point should showcase you and your skills
- Outcomes are very important as they describe how your skill helped the organization, team, people, etc.
- Create a clear picture (including frequency like daily or weekly, how many people or items)
- 3 to 5 bullet points of skill-based bullet points relevant to the specific posting

Skills

- List all technical and observable skills (Computer, Spoken Language, Certifications)
- Skills like teamwork and communication should be in a bullet point in the Experience section
- Skills section will be at the bottom, but IT & Engineering resumes have Skills section under Education

Book a [Resume Review appointment in Handshake](#) to help you with this process!

*This is a general guide but is not all encompassing. It is recommended to have your resume reviewed.