

**Name formatting** is generally 14 font and bold (12-10 font for resume body), with a standard font style throughout resume, such as Calibri, Times New Roman or Arial. You may adjust resume style/formatting to reflect specific industry standards.

## Name

Street Address, Town, NY 11207 • 111-222-3333 • name@farmingdale.edu

**OPTIONAL Objective:** When applying for a specific position, you may consider incorporating the position title and company name.

**OBJECTIVE** To obtain a Marketing Assistant position with Canon USA

**OPTIONAL Summary:** This bullet-pointed section works best for candidates looking to highlight accomplishments relevant to a specific employer or industry. Avoid generalized statements.

## SUMMARY OF QUALIFICATIONS

- Experience with physical and occupational therapy exercises.
- Certified in XYZ treatment methods.
- Excellent written and verbal communication skills, including presenting at multiple industry conferences.

## LANGUAGES

- Bilingual: English and Spanish

**OPTIONAL Languages:** Include only if other than English fluency. Indicate level of proficiency (conversational, fluent, or native/bilingual).

**Formatting:** Avoid abbreviations. Dates may be aligned to the left, right or listed immediately after the position name following a comma. Alternatively, employer/organization names may be listed before position names. **BE CONSISTENT.**

**Technical Skills (Optional):** CPIS students may expand this section to include Operating Systems, Programming Languages, Database, Software, Website Development. Engineering students may include Tools and Machines. If relevant, include Social Media section.

**TECHNICAL SKILLS** **Software:** [list those relevant to application]

## EDUCATION

Anticipated May 2019

**Candidate for B.S. in Business Management**  
**Farmingdale State College, Farmingdale, NY**  
GPA 3.4, Dean's List

**Education:** Include GPA if > 3.2

**Relevant Coursework (Optional):** Include upper level coursework relevant to application. Do not list all courses.

**RELEVANT COURSEWORK** Advertising Principles, Industrial Marketing, Electronic Commerce, Marketing Principles

**Projects (Optional):** Consider adding this section if you have completed a project as part of your coursework which demonstrates relevant experience.

## PROJECTS

Fall 2017

[Class Name/Professor Name] **Consumer Behavior and Advertising**

**Farmingdale State College, Farmingdale NY**

- Collaborated with team to research consumer buying trends.
- Developed marketing campaign for fictitious start-up company.

In your **Experience** section (which may be alternatively titled Work Experience/Relevant Experience), begin each bullet point with an action word. Seek to incorporate the Key Words/requirements/desired qualifications of the specific job opportunity/posting. Highlight accomplishments and relevant responsibilities. Use quantitative statements when possible. **List your experience in reverse chronological order.**

## WORK EXPERIENCE

February 2017 - Present

**Marketing Assistant**

**Forster & Garbus, Farmingdale, NY**

- Update client database by compiling and consolidating information from distribution reports.
- Perform market tracking and research, analyzing and summarizing data and trends.

Additional sections: Internships, Volunteer Experience/Community Service, Awards and Recognition, Professional Membership, Clubs and Organizations, Military Experience