Quick Guide to Creating your Resume

Career Services **732-255-0400 x2349** careerservices@ocean.edu

FORMATTING & APPEARANCE

Margins: 0.6" – 1" consistent on all four sides
Font Type: Times New Roman, Cambria, Garamond or other "serif" fonts
Font Size: Name: Bolded and slightly larger (up to size 16pt. font); Body: 11 to 12pt. font
Length: 1 page for most undergraduate resumes (depending on experience)
Reverse Chronological Order: List your most recent experience first under Education and Experience headings

COMMON CATEGORIES

IDENTIFICATION

- Name, Address, Phone Number, Email, LinkedIn URL

EDUCATION

Only include institutions that you have received a degree from

- List majors and minors
- Type of Degree (Associate of Arts), Month and Year of Graduation or Expected Graduation
- GPA: list if 3.0 or above

RELATED EXPERIENCE

Include jobs, internships, volunteer and field experiences relevant to your field of interest

WORK EXPERIENCE or OTHER EXPERIENCE

Include part-time or full-time jobs

- Incorporate specific accomplishments and skills transferable to your field of interest such as communication, time management, problem solving, administrative, etc.

SKILLS

This section can include skills that set you apart from other candidates

- ***Computer and/or Social Media Skills:*** Microsoft systems, Facebook, Twitter, LinkedIn
- ***Language Skills:*** Specify the language and whether or not you can speak, read and/or write it
- ***Certifications:*** CPR, AED, First Aid, ServSafe, etc., (all certifications listed should be current)

OPTIONAL HEADINGS

- **Volunteer:** campus clubs, walkathons, fundraisers, organized food or clothing drives, etc.
- **Professional Organizations:** include organizations you belong to
- **Activities:** campus clubs, community or campus sports and/or coaching
- **Honors and Awards:** academic, community or athletic awards or honors
- **Leadership:** leadership role in a club or organization; sports team captain or coach
- **Related Coursework:** related to your field of interest

Taylor Dulemba

Toms River, NJ
732-255-0400 x2306
tdulemba@ocean.edu

EDUCATION

Ocean County College, Toms River, NJ — Expected May 2024
Associate in Science in Business Administration with Health Administration Concentration

- GPA: 3.89, Pi Beta Lambda Honor Society

RELATED COURSEWORK

Introduction to Health Administration – brief description of project or presentation
Business Law I - brief description of project or presentation
Introduction to Public Health - brief description of project or presentation

RELATED EXPERIENCE

Hackensack Meridian Health, Brick, NJ — May 2018 – Present
Office Coordinator

- Schedule patients through system database and respond to any scheduling inquiries
- Process new patient paperwork through internal system
- Follow activities related to the policies and procedures

WORK EXPERIENCE

Ocean County College, Toms River, NJ — January 2019 – Present
Peer Advisor

- Triage for student population in between majors and students needing career services
- Schedule appointments for students' academic advisement
- Refer students to academic curriculum and two-year plan sheets for specific major requirements

Novartis Pharmaceuticals, East Hanover, NJ — May 2017 – August 2017
Summer Analyst

- Supported and contributed to the annual budget planning process, including analysis, preparation, and consolidation of financial data
- Completed budget variance analysis and identifying key business drivers including written business performance commentary

LEADERSHIP EXPERIENCE

Ocean County College, Student Government Association — October 2018 – Present
Class Treasurer and Finance Committee Representative

- Regularly monitor and prepare budgets for the SGA strengthening areas in finance, internal audit, and project management

SKILLS

- ***Computer and/or Social Media Skills:*** Microsoft systems, Facebook, Twitter, LinkedIn
- ***Certifications:*** CPR – certification good through May 2024