






RESUME WRITING WORKSHOP

PROGRAMS

Center for the Women of New York
 Empowerment Through Education and Equality Since 1978

Join CWNY for a Zoom Webinar
 Saturday, September 26
 10:00am – 11:00 am
 Art as Therapy



Presented by Argie Moutafis-Agelarakis
 Artist & Adjunct Professor at Adelphi University and the School of Visual Arts

This presentation will explore the history and role of Art Therapy, its uses and benefits. How the creative process serves to heal, particularly in times of personal crisis and turmoil, will be examined as well as the simple process of creating for pure pleasure and

Health & Wellness in the Age of Quarantine Webinar



CWNY

CENTER FOR THE WOMEN OF NEW YORK

PARENTING SCHOOL CHILDREN DURING A PANDEMIC WORKSHOP

Tips and resources to manage the stress of virtual and blended learning

Thursday Oct. 15, 2020 | 10 AM to 11 AM
 Held on Zoom, free of charge

https://us02web.zoom.us/webinar/register/WN_pT0bg6gdT4SQ8DV022671Q

GUEST SPEAKERS:

Sandra X Pradas Martin, CPC, ELI-MP Parent & Leadership Coach, Certified Positive Discipline Parent Educator

Joanne Tsianos Certified Health Coach, Founder of the QueenBee Club

CWNY CENTER FOR THE WOMEN OF NEW YORK

FC FIRST CENTRAL SAVINGS BANK
 nyfcbs.com

Member FDIC

THE POWER OF FINANCIAL INDEPENDENCE COVID AND BEYOND

Are you having trouble with budgeting during these unusual times? Join us for a conversation on financial literacy.

TUESDAY, NOVEMBER 10, 2020 AT 6:30PM

GUEST SPEAKERS:
 ANNA-MARIE VALLONE & PATRICIA FULTON
 FIRST CENTRAL SAVINGS BANK

HELD ON ZOOM, FREE OF CHARGE

PLEASE REGISTER IN ADVANCE:
[HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN_BK4_1NYMQQ17XZHOXR3_2W](https://us02web.zoom.us/webinar/register/WN_BK4_1NYMQQ17XZHOXR3_2W)

To become a member or make a donation please visit www.cwny.org

CENTER FOR THE WOMEN OF NEW YORK

INTIMATE PARTNER VIOLENCE AND STALKING AWARENESS PANEL DISCUSSION

A discussion on the response to Intimate Partner Violence and Stalking and resources available to victims and providers from the NYPD, Safe Center of Long Island and Mount Sinai SAVI.

**Tuesday, January 19th, 2021
 7 to 8pm via Zoom**

Register at tinyurl.com/cwny-ipvsa

Panelists:

Sgt. Joseph Alohan
 NYPD Domestic Violence Unit

Keith Scott
 Director of Education at The Safe Center

Alpana Patel, LCSW
 Program Coordinator/Clinician at Mount Sinai Sexual Assault and Violence Intervention (SAVI) Program

CENTER FOR THE WOMEN OF NEW YORK PRESENTS

FIRST BUT NOT THE LAST

JOIN US AS WE CELEBRATE WOMEN'S HISTORY MONTH WITH QUEENS' FIRST FEMALE DISTRICT ATTORNEY MELINDA KATZ AND THE NYPD'S FIRST FEMALE CHIEF OF PATROL JUANITA HOLMES

**MARCH 11, 2021
 6:00 TO 7:00 PM**

VIRTUAL EVENT
 This is a free event

Register at:
<https://tinyurl.com/firstbutnotlast-QDA>

FOR MORE INFORMATION
 CONTACT EVENTS@CWNY.ORG

CWNY

SUPPORT SERVICES AND CLASSES

CENTER FOR THE WOMEN OF NEW YORK

WOMEN IN CRISIS SUPPORT

ONE ON ONE SESSION WITH A LICENSED SOCIAL WORKER
BILINGUAL SPANISH AND ENGLISH

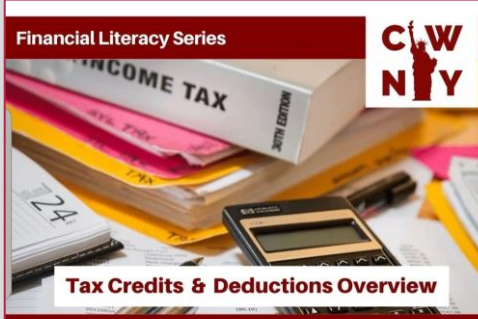


Call 718-793-0672 and leave us a message or Email events@cwny.org with subject "one on one social worker sessions"

Please include your name and phone number and/or email address and we will get back to you as soon as possible.

Please call 911 if you are in immediate danger

Financial Literacy Series



Tax Credits & Deductions Overview

Join us for the second part of our tax workshop, in which we will learn about tax credits and deductions:

- earned income
- child credit
- dependent care
- education

To view part one, on filing taxes visit <http://cwny.org/past-events/>

Wednesday, February 17th, 2021

8 - 9pm via Zoom

Guest Speaker, Kathleen Carroll, E.A.

Register via tinyurl.com/financial2021



CENTER FOR THE WOMEN OF NEW YORK

LEGAL SUPPORT TEAM

CONTACT THE LEGAL SUPPORT TEAM AT LEGALSUPPORT@CWNY.ORG
718-793-0672

Legal information
Referral information
Resources
Support groups
and more
ALL FREE OF CHARGE

JOIN CWNY FOR OUR WEEKLY

CAREGIVER PHONE SUPPORT GROUP




Thursdays from 3pm to 4pm

FOR FAMILY MEMBERS WHO HAVE FOUND THEMSELVES TAKING CARE OF THEIR LOVED ONES. JOIN US TO DISCUSS THE ISSUES AND CONCERNS OF FAMILY CAREGIVERS. EMAIL EVENTS@CWNY.ORG TO REGISTER.



Center for the Women of New York



Empowering Women to Achieve Full Equality Since 1987

CENTER FOR THE WOMEN OF NEW YORK

ZUMBA CLASS


via Zoom
Wednesday 6pm
Friday 9am

CARDIO RESISTANCE CLASS

via Zoom
Tuesday 8am
Thursday 8am

Suggested donation \$5 to CWNY at cwny.org/donations/

To register for the class(es), write the specific event(s) in the subject line and send your name, email address and phone number to events@cwny.org



CENTER FOR THE WOMEN OF NEW YORK

Conversational English as a Second Language (ESL)

For more information:
(718)793-0672 events@cwny.org

► cwny.org/past-events



Q & A

Use the Chat Box at the bottom of your Zoom screen to ask questions.

If you dialed in, email your questions to events@cwny.org





RESUME WRITING WORKSHOP

Keynote Speaker



Sarah Dutille

Recruitment
Operations Manager
The NPD Group



RESUME WRITING

Get Your Resume Noticed!

February 3, 2022

ABOUT ME: SARAH DUTILLE



- Has worked in Recruiting for 10+ years
- Proficient with LinkedIn, Indeed, Glassdoor and various other recruiting platforms
- Manage Internship Programs
- Why do I Enjoy Recruiting? Because I get to assist people in their journey to landing their dream job

RESUME WRITING:

PERSONAL INFORMATION & OBJECTIVE OR SUMMARY

- **Personal Information**

- Name should always be first and in largest font size used on resume
- City, State & Zip Code of where you live
 - At minimum you should provide state
 - You do not need to include full address
- Active phone number (home or mobile)
- E-Mail Address

- **Objective or Summary**

- Use one or the other - max. 2-4 sentences
- **Career Summary** - High level statement on professional experience and call out a few relevant skill sets you possess
- **Objective** - High level statement on career opportunity you are seeking based off the skill sets you possess
 - Use when you are new to the workforce, have limited professional experience or have an employment gap

Jane Smith

City, State Zip Code • Phone Number • E-Mail Address

Career Summary

Results oriented and accomplished Office Administrator with experience in highly competitive service focused environments. Proficient in process improvement, cost savings, office integrations/consolidations, and contract negotiation. Expertise in staff development and training for customer service agents.

(Example Of A Concise Career Summary)

Jane Smith

City, State Zip Code

Phone Number

E-Mail Address

OBJECTIVE

Seeking a position in Human Resources where I can utilize my proven people-oriented skills to develop and promote a positive and successful work environment. (Example Of A Concise Objective)

RESUME WRITING:

PROFESSIONAL EXPERIENCE

- Start with most recent job and work back
- List name of employer, city/state you worked in, job title(s) and years worked
 - Job title can be Intern (or other unpaid work, ex: Teacher's assistant while in college)
 - Do not include months worked unless you started and left an employer in the same year
 - If you have held multiple positions at one employer, break into separate sections (see example on this slide)
- Professional Experience bullets
 - Max. of 5 and min. of 3 bullets of experience for each job
 - Can go up to 7 bullets for most recent employer if necessary
 - Bullet should be 1 sentence (can be 2 lines)
 - Concise sentences providing information on accomplishments and work performed

Professional Experience

MOST RECENT COMPANY YOU WORKED FOR, City, State

Job Title, Year Started Working – Year Ended Working (or Present if still there)

- Bullet one with work performed
- Bullet two with work performed
- Bullet three with work performed
- Bullet four with work performed
- Bullet five with work performed

2nd MOST RECENT COMPANY YOU WORKED FOR, City, State

Job Title When You Left Company, Year Started New Position – Year Ended Working

- Bullet one with work performed
- Bullet two with work performed
- Bullet three with work performed
- Bullet four with work performed

Job Title When You Started, Year You Started Working – Year You Transitioned to New Position

- Bullet one with work performed
- Bullet two with work performed
- Bullet three with work performed
- Bullet four with work performed

PROFESSIONAL EXPERIENCE II

- First word of each bullet should be a key word/verb and should be alternating
- Tense of words

- Bullets for current employer should be in present tense
- Bullets for previous employers should be past tense
- **Metrics** of work performed (numbers are important)
 - **Examples** - How many calls/e-mails answered daily/weekly?, How many people did you train?, How many people did you support?, Cost savings of how much?

- **Specific Projects/Initiatives/Accomplishments** you have successfully completed, managed, supported, coordinated, executed etc.

- **Examples** – “Worked on hiring task force which resulted in 35 interviews and 5 quality hires.”
“Created a more time efficient accounting process which led to cost savings.”



RESUME WRITING:

EDUCATION, CERTIFICATES, SKILLS & INTERESTS

- **Education:**

- Provide name of college, university or high school you graduated from along with its city/state and the degree you obtained
- You do not need to list the year you graduated

- **Certifications (if applicable):**

- List any certifications or licenses completed/that are active
 - **Examples – CPR/First Aid** Training (American Red Cross), **OSHA** (Occupational Safety and Health Administration), **Notary Public**, **ESL**, **DRC** (Direct Care Certificate), Training certificates from LinkedIn or Community Centers

- **Professional Development (if applicable)** – Can list course work you completed that did not result in a degree

- **Skills:**

- **Technical Skills Examples** – Microsoft Suite (Office, Outlook, Excel, PowerPoint, Teams), Mac, Coding, Operating Systems, Accounting Systems, Zoom, WebEx, Adobe, Google Office Suite (Docs, Sheets, Slides), Slack, etc.
- **Soft Skills Examples** – Organization, strong communicator, writing, editing, fast learner, dependable, etc.
- If you speak multiple languages list them here

- **Interests (not required) (should be no more than 5 and general):**

- **Examples** – Volunteering, Writing, Health/Wellness, Hiking, Cooking, Crossword Puzzles, Painting, etc.

EDUCATION

NAME OF COLLEGE/UNIVERSITY/HIGH SCHOOL, City, State

Degree You Obtained (Masters of ---, Bachelors of ---, Associate Degree of ---, Or High School Diploma)

CERTIFICATIONS

Name of Certification, Name of Organization It Was Obtained for
CPR, The American Red Cross (Example of Certification Listed)

PROFESSIONAL DEVELOPMENT (You Can Include This If You Started A Degree But Did Not Finish OR Took A Handful Of Classes On A Topic Of Interest – If You Include This And You Do Not Have A College Degree Be Prepared To Clarify Why You Have Not Obtained A Degree)

Name of College/University, City, State, Classes in Communications (Example Of Type Of Classes)

SKILLS

List of Technical Programs You Have Experience In
List Of Soft Skills You Have

RESUME WRITING:

FORMATTING, EDITING & PROOFREADING

- **Font and Formatting:**
 - Standard Fonts: Arial, Calibri, Times New Roman
 - Headers of sections, names of employers, job titles, etc. should all have consistent formatting throughout your entire resume (bolding, font size, spacing etc.)
 - Save your resume as a PDF (versus a Word doc.) to ensure formatting stays the same when you share it with employers/submit applications
- **Editing:**
 - Read through your resume multiple times to refine your content to make sure your information is concise, accurate and relevant
 - Length – Should be no more than 2 pages (1 page, if possible, without leaving out relevant information)
 - Concise information on one page is more valued compared to lengthy information over several pages
- **Proofreading:**
 - It is extremely important to confirm that all grammar, spelling and punctuation are correct (recruiters/hiring managers can disqualify candidates over this)

★ **LEAN ON YOUR FRIENDS/FAMILY/COMMUNITY AND ASK SOMEONE TO PROOFREAD YOUR RESUME AND TO REVIEW IT TO ENSURE THE FORMATTING IS CONSISTENT** ★



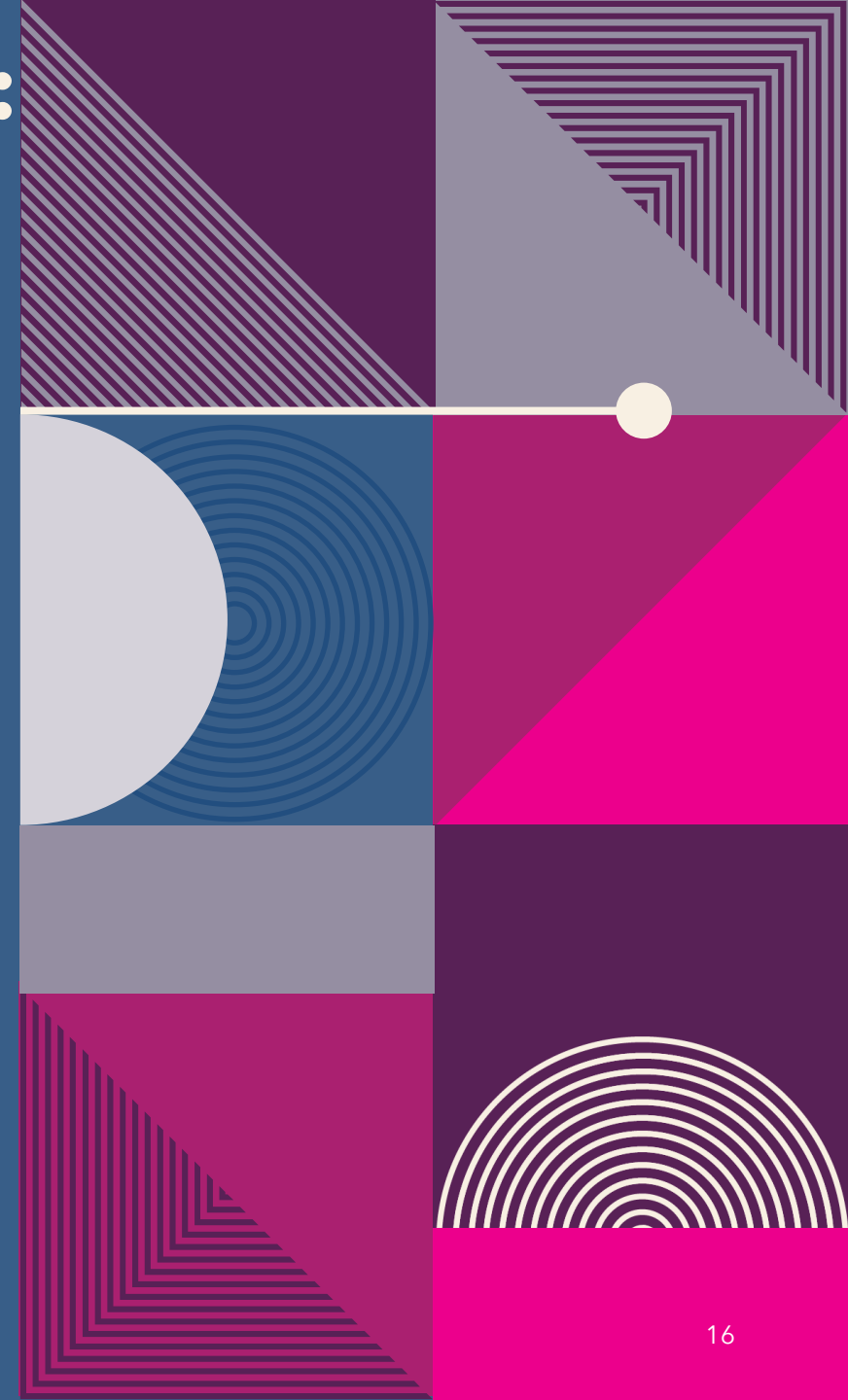
ADDRESSING EMPLOYMENT GAPS:

- Employers will notice significant employment gaps, so it is important to address them head on.
- Honesty is the best policy, as lying about employment dates to cover up gap can be grounds for dismissal in future if it's uncovered.
- When explaining, conciseness is key. Offer an explanation/reason for the gap, mention anything you did during that time period that could be constructed as career development (furthered your education, started business, etc.).
- Be prepared to talk about gaps by taking time, prior to an interview, to create talking points that will help you explain the reason for the gap.
- Gaps in employment from 4+ employers ago do not need to be addressed.
- **How/Where to address employment gaps:**
 - **Cover Letter** - Cover letters are usually not required; however, they can be a good place to explain an employment gap. You should have an introductory paragraph informing the reader of your motivation and key qualification. Your 2nd paragraph should reiterate your strongest skill sets and experience you bring. In your 3rd paragraph you should briefly address the employment gap and state why you are eager to reenter the work force. You should then conclude your letter by mentioning the value you would bring to the company.
 - **Objective Section** - You can use this section to state why you are returning to the work force.
 - **Experience Section** - If you are applying to a job that requires experience you have gained during your employment gap, you can include it in your experience section. You should provide examples of activities you did that are relevant to the responsibilities of the position.
 - Example - You took time off to be a caregiver and you are now applying to a healthcare position.

ADDRESSING EMPLOYMENT GAPS:

EXPLANATION FOR AN INTERVIEW

- **If you were let go unexpectedly** – Be up front. If you were let go because of reasons beyond your control (business concerns, downsizing, corporate restructuring, laid off due to COVID), explain this to your interviewer in a sentence or two.
- **If you voluntarily took time off** – Taking time for passion projects, traveling, volunteering, addressing mental health are all valid reasons for an employment gap. Address this by explaining the reasoning that led you to take time off and explain ways you grew, personally and professionally.
- **If you (or a family member) were ill** – Caring for yourself and being a caretaker can prevent you from working. When providing an explanation about these circumstances, you do not need to offer extensive details; a short, concise explanation is more than enough.
- **If you were on maternity leave** – Similar with a health issue, this should be addressed simply and directly. Use this as an opportunity to explain the skills you learned while caring for a child.
- **If you went back to school** – This is not uncommon and is perfectly reasonable. Be prepared to explain how the learning will impact your career, the skills you learned and how they will make you more effective in your professional life.



GET YOUR RESUME NOTICED!

- Target your resume to each job
- Include a persuasive resume objective
- When listing out your professional experience, start with your most recent job
- Highlight your relevant skill sets and strengths in a separate section on your resume
- Use specific keywords and powerful verbs when describing your experience
- Quantify your accomplishments by listing out specific achievements
- Eliminate any irrelevant details
- Keep the format and font simple
- Review and update your resume regularly

Don't forget to do spell/content checks, save as a PDF to ensure formatting consistencies and title your resume with an appropriate title!

HOW TO LAND AN INTERVIEW?

- **Treat the job search like a job** - Devote time, energy and fully commit to the process.
- **Be engaged in deep self-introspection** - Apply for roles that are relevant to your skill sets, education and other competencies.
- **Proceed with tenacity, drive, determination and confidence** - Don't let rejection, ghosting or non-acknowledgement get in your way and know that rejection is not always a "no"; it might be a "not now" and that's okay! Most importantly, remember that you can only control two things, **attitude** and **effort**.

Don't forget to ensure your voicemail inbox is not full and check your e-mail (and spam folder) frequently!



RESOURCES:

- **How to Make A Resume (with Examples)**
 - <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-make-a-resume-with-examples>
- **A Complete Resume Summary Guide (40+ Examples)**
 - <https://www.indeed.com/career-advice/resumes-cover-letters/writing-a-resume-summary-with-examples>
- **Resume Objectives: 70+ Examples and Tips**
 - <https://www.indeed.com/career-advice/resumes-cover-letters/resume-objective-examples>
- **10 Core Competencies and Skills Valued by Employers**
 - <https://www.indeed.com/career-advice/resumes-cover-letters/core-competencies-and-skills-valued-by-employers>
- **Action Verbs to Make Your Resume Stand Out**
 - <https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out>
- **How to Explain Gaps in Employment**
 - <https://www.indeed.com/career-advice/resumes-cover-letters/employment-gaps-on-resume>
- **5 Steps to Manage the Inner Critic Standing Between You and Your Dream Job**
 - <https://www.linkedin.com/business/learning/blog/job-seeking-tips/manage-inner-critic-between-you-and-your-dream-job>
- **How to Write a Cover Letter (Plus Tips and Examples)**
 - <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cover-letter>
- **These 6 Things Are Killing Your Resume and LinkedIn Profile**
 - <https://www.topresume.com/career-advice/these-6-things-are-killing-your-resume-and-linkedin-profiles>

JOB BOARDS:

- **LinkedIn**
- **Indeed**
- Zip Recruiter
- Glassdoor
- CareerBuilder
- Monster



QUESTIONS?

**THANK YOU
&
GOOD LUCK ON YOUR
JOB SEARCH!**

**FEEL FREE TO CONNECT WITH ME
ON LINKEDIN TO STAY
CONNECTED**



Thank you, Sarah Dutille

Recruitment Operations Manager

The NPD Group

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