

## HCZ Resume Template Checklist

- ☐ **Margins:** Top/Right/Left – 0.75”, Bottom – 0.50”
- ☐ **Spacing:** Single and no extra space after paragraphs
- ☐ **Font:** Calibri, size 11 (Section Headers should be size 12, Name should be size 20)
- ☐ **Punctuation:** There should be no periods at the end of any bullets
- ☐ **Number format:** Numbers should not be written as words (ex., supervised 3 students), except for phases with numbers (ex., one-on-one training)
- ☐ **Initial Spell Check:** Make sure spell check in Word is on and run through to check for errors
- ☐ **Tabs:** Check for alignment and uniformity
  - Section headings are aligned to the left margin
  - Company names are aligned to the left margin
  - Dates are right-aligned at 7.75”
- ☐ **Bullets:** Check indentation and alignment
  - Bullet points start at margin, Text starts at 1/4<sup>th</sup> inch in from bullet
  - Items in the Work Experience, Community Involvement, and Additional are bulleted
- ☐ **Heading:**
  - Check format to the HCZ resume template
  - Name should be bold, all caps, size 20, No abbreviations (ex. Spell out apartment)
  - There should be one line break after the heading and before Education section
- ☐ **Titles:** Consistent with the template (Education, Work Experience, Community Involvement, Additional)
- ☐ **Education:**
  - Name of educational institution is in all caps and in bold
  - Degree is in bold and proper caps (Ex., **Bachelor of Science, Chemistry**, GPA: 3.5)
  - *Optional considerations to include in school info:* Second major/minor, GPA, and relevant coursework under school section in bullets
  - Dates are right aligned. If completed, should say (May 2016), if not, should say (Expected, May 2016)
- ☐ **Work Experience:**
  - Experiences should be in chronological order with the present experience listed first even if it started in the past (ex., 2009 – Present goes above 2010 – 2011 experience)
  - **Company names** in bold only, *Job title* is italicized only
  - Dates include months (not abbreviated) and years with space before and after the dash, not in bold (ex., September – December 2012) and are fully right aligned to the page
  - Student should add any HCZ work experience in which they were paid to fill a formal internship role
  - Check the way the company names are presented. Google to confirm property punctuation and spelling
    - Ex. **MAC** should be **MAC Cosmetics** and **Time** should be **Time Inc**
- ☐ **Community Involvement:**
  - **Organization** is listed in bold with proper caps, *role* is italicized, years are (year – year) and right justified, can add short description of activity if space permits
  - If desired, student should add HCZ participant experience (see template for example wording)
- ☐ **Additional:**
  - Remove any subheadings that do not apply to the student (ex., Language, Trainings and Certifications)
  - Format for subheadings should be consistent with the resume template
- ☐ **Grammar & Punctuation:** Is each phrase a complete thought? Do you understand the role from the description?
- ☐ **Send to Julie or Christa when complete**

# HCZ Annotated Resume Template

**Directions:** Follow the checklist and this annotated resume to screen the resumes for your students.

0.75"

0.75"

**PAULINE MITCHELL**

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**EDUCATION**

**NEW YORK UNIVERSITY**, New York, NY Expected, May 2016  
**Bachelor of Science, Chemistry**, GPA: 3.5

- Dean's List (2 semesters, 2012-2013)
- G. W. Canada Scholarship
- Study Abroad: Johannesburg, South Africa (September – December 2012)

**WORK EXPERIENCE**

**L'Oréal Group**, New York, NY December 2013 – Present  
*Intern, Research and Innovation Team*

- Draft initial list of harmful biochemical ingredients to include in predictive evaluation of new products
- Summarize feedback on Max Factor products from African-American user surveys for supervisor and team

**Harlem Children's Zone**, New York, NY July 2012 – November 2013  
*Teaching Artist, Learn to Earn*

- Designed and executed weekly workshops on fashion content for 15 regular middle school attendees
- Provided feedback in meetings on improving cross-site teaching artist trainings and on-site communication

*After-school Program Aide, Countee Cullen Community Center* July – August 2012

- Transitioned 6<sup>th</sup> and 7<sup>th</sup> graders from classrooms, distributed afternoon snack, reinforced behavior policies
- Assisted in the daily facilitation of math-based lesson plans for 10 middle school students

**Estée Lauder Headquarters**, New York, NY September 2011 – July 2012  
*Receptionist*

- Fielded and answered general phone inquiries, transferred calls, welcomed and guided company guests
- Supported office data management, copied and organized client contact files to enter into database

**MAC Cosmetics**, New York, NY July – August 2011  
*Sales Associate*

- Provided customer service and sales assistance to store guests
- Managed cash, credit, and debit transactions and handled returns and exchanges of goods

**COMMUNITY INVOLVEMENT**

- **NYU Fashion Business Association**, *Creative Director* February 2013 – Present
- **NYU Junior Varsity Basketball Team**, *Point Guard* September 2012 – September 2013
- **Harlem Children's Zone**, *Participant* September 2008 – May 2012
  - Attended college prep seminars, enrichment programming, and college visits, received tutoring support

**ADDITIONAL**

- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint), CSS, Python, Adobe Photoshop and InDesign
- **Languages:** Spanish (native), Portuguese (advanced), German (intermediate), French (beginner)
- **Personal Interests:** Basketball, chess, writing, Southern-style cooking
- **Trainings and Certifications:** American Red Cross CPR, Certified MAC Pro Makeup Artist
- **Volunteer Activities:** Breast Cancer Walk (October 2012), Toys for Tots Drive (December 2013)

0.5"

**FINISHED?** Run a quick spell check before sending to Julie or Christa!

Bullet points are aligned with text; bulleted text is indented by 1/4<sup>th</sup> inch

For all line items: Header should be in caps & size 12, rest of text size 11, Company in bold, role italicized. Single-spaced text

An example of how to format multiple work experiences at the same organization

Initial words should be in past tense (unless a current job role – see L'Oréal example)

Determine which subheadings apply, make sure formatting is consistent with this template

Chronological order, most recent first

Use numerals

Dates are all right-aligned

Double-check company name and job title

Check each bulleted phrase for grammar and punctuation. Do you understand the description?

Spell out months, add spacing & long dash