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BUF 4900

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 Resume Workshop

 On Wednesday, July 10th, 2024, a Brooklyn Navy Yard Summer Internship Professional Development Resume Workshop took place at 63 Flushing Avenue in Brooklyn. The development workshop started at 1:00pm and ended at 2:30pm. Edwin Rivera, Program Manager at BNY presented the workshop. Resumes are the most important document needed when job searching. They provide one’s educational background, work history, objectives and skills. Resumes provide context about who one is without them having to speak.

 During this workshop, one was provided with tips on how to build a clear and concise resume. Font and font size used for one’s resume is extremly important because viewers have to be able to see what is typed and also read what is typed legibly. Artistic and extravagant fonts may look eye catching to the resume owner but for the viewer, it can be very distracting and although a persons resume may be outstanding, the presentation alone can be the reason why one’s resume is not being read.

 One takeaway from the resume workshop was the importance of concisely explaining ones job responsibilities. Another takeaway from the workshop was the importance of using numbers, especially when working in sales, so adding numbers in when discussing work accomplishments shows improvement. An additional takeaway was the importance of not adding pictures and symbols to one resume because it is not necessary and can potential send the wrong message to potential employers.

 When explaining the resume workshop to a collegue/peer, one should first start off by stating the correct formatting (page size, font, font size), where ones information (name, email, phone number) should be listed, education (reverse chronological), job history (current first) with detailed and concise responsibilities and accomplishments and skills (professional). One would also suggest brainstorming ideas on paper and then typing everything out.

 Currently, as a senior attending New York City College of New York, City University of New York (CUNY), majoring in the Business & Technology of Fashion, BUF 4900, taught by Dr.Adomaitis requires for students to work on a perfect their resume. Although Dr. Adomaitis has provided thorough and precise resume formatting and structure, the BNY resume workshop provided necessary information that is crucial for a great resume. All of the information provided from the workshop and BUF 4900 useful to have throughout one’s life.