

Professional Development Center
at CUNY- New York City College of
Technology

Cover Letters & Resumes

BUF 4900: Internship Professional Critique Development
By: Giselle Leon

A few days before November 21, 2024, one registered for a webinar hosted by the Professional Development Department Center at CUNY–New York City College of Technology. The session focused on improving social skills and developing strategies to position myself effectively in the job market as I approach graduation from my final undergraduate semester. During the webinar, I had the opportunity to connect with Shavon Overstreet, an Academic Internship Coordinator, who provided personalized guidance on refining my resume. Shavon highlighted three key areas for improvement: condensing my resume to a single page for clarity and customization, emphasizing the most relevant and recent technical skills, and removing outdated software experience from over seven years ago. These actionable suggestions gave me a clearer understanding of how to present myself effectively to potential employers.

This professional development aligns closely with the courses and skills I have developed throughout my Business and Fashion of Technology degree. Many of my classes, including those in product development and branding, emphasize clear communication and tailoring information to specific audiences, which directly relates to the advice I received on customizing resumes for different positions. Furthermore, understanding how to highlight relevant technical skills reflects the emphasis on staying current with industry trends and tools, a key focus in my academic training.

The webinar also offered practical strategies for improving my professional presence. For instance, Shavon provided insights on using concise language to make a stronger impact and identifying which accomplishments best demonstrate my expertise in specific fields. These strategies will help me develop a targeted approach when applying for roles, ensuring my resume stands out while maintaining professionalism. As I transition into the job market, this session has

equipped me with a stronger foundation to market myself effectively and confidently navigate the hiring process.

The most important takeaway from this webinar was understanding how to create a concise, targeted resume that highlights my most relevant skills and experiences for specific job opportunities. During the session, Shavon Overstreet provided me with a sample one-page resume that closely aligns with my professional background, giving me a clear example of structuring and presenting my qualifications effectively. I plan to follow up with her, as she expressed willingness to continue assisting me in refining my resume to ensure it is as strong as possible before I begin applying for jobs. I would encourage my peers to take advantage of similar professional development opportunities, as they provide valuable, personalized guidance and resources to help navigate the job market with greater confidence and preparedness.

Figure 1, Professional Development Meeting Confirmation Details



Hello Giselle Leon,

Thank you for registering for PDC Virtual Drop-in Sessions Fall 2024. You can find information about this meeting below.

PDC Virtual Drop-in Sessions Fall 2024

Date & Time	Nov 21, 2024 03:00 PM Eastern Time (US and Canada)
	Dec 4, 2024 11:00 AM Eastern Time (US and Canada)
	Dec 12, 2024 03:00 PM Eastern Time (US and Canada)
Meeting ID	841 6102 2078
Passcode	621173


[Add to Calendar\(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)


To edit or cancel your registration details, [click here](#).


Please submit any questions to: pdc@citytech.cuny.edu.



Figure 2, Shavon Overstreet Follow-Up Email

To: Giselle.Leon Fri 11/22/2024 4:13 PM

 **Flagged**

 PDC_Resume_Tip_Sheet.pdf
703 KB ▼

 PDC_-_Resume_Power_Verbs....
408 KB ▼

2 attachments (1 MB)  Save all to OneDrive - The City University of New York  Download all

Good afternoon Giselle,

I hope you're doing well.

I was glad to be able to speak with you yesterday.

As we discussed I have attached the resume samples for you to use as a resource. I also attached the Power verbs resource which will help with the bullet points, and help with ensuring you're using different verbs through out your resume.

When you feel ready, you can share with me your revisions, and I will provide my feedback.

Have an amazing weekend, and enjoy your holiday.

Best regards,

Shavon Overstreet
Academic Internship Coordinator
Professional Development Center
New York City College of Technology, CUNY
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(718) 260-5050 - www.citytech.cuny.edu

Reference

Team, C. W. (n.d.-d). *Professional Development Center (PDC) - career services*. Professional Development Center - City Tech. <https://www.citytech.cuny.edu/pdc/>