

Resume & CV Building Manual

City University of New York
Hunter College
Urban Policy & Planning Department

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Why Resumes Matter

- Your resume is your first impression, make it count.
- It helps you land interviews by showcasing your experience and skills.
- Tailoring your resume is key to standing out.
- It's a living document, update it regularly as you grow.

Resume vs. CV: What's the Difference?

- Resume: 1-page summary tailored to a specific job or internship.
- CV (Curriculum Vitae): Longer document used for academic roles or grad school.
- For most jobs and internships in urban studies, use a resume.
- Use a CV if applying for research, fellowships, or graduate programs.

Key Sections of a Resume

- Contact Info (top of page)
- Summary or Objective (optional)
- Education (including expected graduation date)
- Experience (jobs, internships, volunteering)
- Skills (technical & soft)
- Projects or Awards (if relevant)
- Leadership / Activities (if space allows)

Contact Info & Summary

Contact Info:

- Name, phone, professional email, LinkedIn URL
- Optional: city/state (no full address)

Summary or Objective (Optional):

- 1–2 sentence snapshot of your goals + what you bring
- Example: “Urban Studies senior with experience in housing policy research. Passionate about equitable development and seeking an internship in urban planning.”

Education Section

What to Include:

- Hunter College, City University of New York
- BA in Urban Studies, Expected May 2025
- GPA (if above 3.5)
- Relevant coursework (optional)
- Honors, scholarships, or study abroad (if applicable)

Experience Section

For each experience include:

- Job title, organization, location, dates
- 2–4 bullet points starting with action verbs

Focus on:

- What you did
- How you did it
- Why it mattered (impact)

- Example: “Led tenant outreach for housing workshop; Created bilingual flyers distributed to 150+ residents.”

Capstone, Class Projects & Research

You can include:

- Senior capstone project (title + 1–2 bullet points)
- GIS or mapping projects
- Independent or group research
- Community planning or engagement efforts

Tip:

- Emphasize tools used, stakeholders engaged, and skills gained.

Skills & Tools to Highlight

Urban Studies Students Might Include:

- ArcGIS / QGIS / mapping tools
- Excel, PowerPoint, Google Suite
- Public speaking, writing, community outreach
- Data analysis, survey design, report writing

Don't Forget:

- Customize based on the job posting.

Layout & Design Tips

- Keep it to 1 page (for now!)
- Use clean, legible fonts (11–12 pt)
- Consistent formatting, alignment, and bullet points
- Avoid graphics, colors, or photos
- Save as PDF before submitting
- Proofread for typos

Common Mistakes to Avoid

- No typos, grammar errors, or inconsistent formatting
- Don't include irrelevant jobs (unless skills transfer)
- Avoid vague phrases like "Responsible for..."
- Don't use first person ("I" or "my")
- Don't forget dates or locations on experiences

Final Tips & How I Can Help

- Tailor your resume for every application
- Keep a “master resume” with everything you've done
- Share drafts with mentors, professors, and peers