

Resume Best Practices for Landing an Interview

To maximize your chances of securing an interview, your resume should be a targeted, results-oriented marketing document that passes both automated screening systems and human review. Here are five resume writing tips to help you land that interview:

- Use **keywords** (specific skills, job titles, and phrases) directly from the job description
- Instead of listing duties, **focus on results**
- Start every bullet point with a **powerful, descriptive action verb**
- Use a **clear, standard font** (like Calibri or Arial) and a **professional layout**
- Make an appointment with the [Center for Career & Professional Development](#) to help you

Opportunities

- **CSI Internships on Campus!**
 - [Photography/Videography Intern](#)
 - [Communications Intern: News Reporter](#)
 - [Social Media and Student Outreach Intern - CSI Career Center](#)
- Interested in a career in sports? Intern with the New Jersey Bearcats Arena Football Team – Email resume to jerseybearcatsarenafottball@gmail.com
- [JPMorgan Chase Fellowship Program](#)
- [New York City's Economic Development Corporation Summer 2026 Internship Program](#) – Scroll to internships
- [Department of Buildings Scholar Program](#) – 10-week education program for engineering and sustainability students
- [CUNY Career Launch Student Interest Form - Applications will open January 2026](#)
 - [*Follow CUNY Internship and Employment Program Opportunities Collection in Handshake for more CUNY Opportunities*](#)
- [IT Field Tech Support Intern \(Staten Island\), DOHMH OSH at CUNY Office](#)
- [Social Media Intern at Kings Psychological Services, PLLC](#)
- [National Institute of Health Summer Internship Program](#)
- [NYC DCAS Internships and Fellowships Program](#)
- [LifeSCINYC Internship Program](#) - Opportunities vary widely, encompassing science, business, and tech at dozens of companies and organizations
- [Summer Student-Digital Content Marketing at Voya Financial](#)

[**View more internships and opportunities on Handshake**](#)

[**Got an Internship? Let Us Know**](#)

[Check out on campus student jobs](#)

Need some hands-on experience? Students from all majors can execute short-term, paid, typically remote, professional projects that allow you to build and demonstrate skills while exploring potential career paths. [**Get started today!**](#)

Upcoming Events

[NJ Transit Info Session: 2026 Summer Internship Program - City University of New York \(CUNY\)](#) - Tuesday, Dec. 9 from 1-2pm, virtual

[IBM USA College and University Student Tech Talk Wednesdays](#) - Wednesday, Dec. 10 from 5-6pm, virtual

[Peter Roth Internship Info-Session, hosted by the Paley Center for Media](#) - Thursday, December 11th from 7:30-8:30pm, virtual

[Recording - Crafting Your Standout Resume: A Guide to Career Success at Verizon](#) Pass key: kSNvYZx4

[View more career events on Handshake](#)

Activate Your Handshake Account

Your first and most important step is to [activate your Handshake account](#) by logging in with **your CIX email and SLAS password**. This is our official platform for jobs, internships, career fairs, and workshops. Don't just activate it—**complete your profile!** A complete profile makes you significantly more likely to be contacted by employers who are actively looking for candidates just like you.

Center for Career & Professional Development (CCPD)

The Center for Career and Professional Development (CCPD) contributes directly to the social mobility of College of Staten Island students by empowering them to be marketable and competitive for life-long career opportunities through the delivery of a comprehensive range of services and individualized support that respects student needs and diversity. [Learn more by visiting our website](#). Follow us on [Instagram](#) and connect with us on [LinkedIn](#).

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