



## Your email Grad Connect - News from Utica College has been sent

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#### Subject: Grad Connect - News from Utica College

# GradConnect

Utica College's Graduate Student e-Newsletter



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Issue 14

## Resume Writing for a Promotion

By the time you reach graduate school, most of you have had to write at least one resume. Being a graduate student may pose new questions in regards to resume writing. Receiving your masters or doctoral degree can open up the path to furthering your career or lead to a promotion. So what is different about a resume when you are seeking an internal promotion versus applying for a new job? Grad Connect spoke with Halina Lotyczewski, Utica College's Director of Career Services to find out.



## Important Dates

Please note the upcoming deadlines:

**June 24** - First day of online D2 classes

**June 26** - Last day to add/drop a D2 class

**June 28** - Last day to withdraw from a 16 week online class

**July 1** - suggested time

It's especially important, Halina emphasizes, for a promotional resume to be achievement oriented. Move past general job descriptions and focus on evidence based achievements to illustrate specific successes, especially those that speak directly to the expectations of the position to which you're applying. Do not assume that because you are an internal candidate, those reviewing your resume will already know you and your abilities; you still need to sell yourself. When highlighting your achievements, validate them with accurate facts and figures. This kind of quantitative information, sometimes referred to as metrics, offers the reader something tangible. Some points to include are demonstrable leadership skills, increases in productivity and efficiency, cost cutting, trainings, supervisory experience, and any work completed that went above and beyond your general job description. For an example, consider the following comparison:

"Streamlined the patient intake process, allowing for more efficient office operations."

vs.

"Streamlined the patient intake process, reducing wait time by 30% and increasing number of patients seen by 10 per day."

Clearly, the latter offers the kind of detail that would be more impressive to your reader and helps to reinforce your argument that you are ready to take on more responsibility in a promotional position.

It is important to keep your resume up-to-date as opportunities for a promotion may arise when you least expect them. Sudden departmental changes may present circumstance for career advancement and you will want to be ready. In order to do so, you will want to keep an organized log of accurate facts and figures that support your achievements. Document everything even if your organization does not require it so that you have records ready whenever an opportunity presents itself. Such a list would also come in handy for a performance evaluation, which many organizations conduct yearly. So keep your resume updated and be ready because you never know when opportunity will arise!

For more information regarding how to write a resume, [dos and don'ts](#), and answers to more questions, visit the [Career Services](#) website. They can also be reached at [careerservices@utica.edu](mailto:careerservices@utica.edu) or 315-792-3087.

## The Write Idea: Focus Your Topic

Many students have been told from early on in their academic program to start thinking about a topic for their thesis or capstone project. Generally your initial ideas will be broad topics that you will work to narrow down, and focus to create your topic. How do you know when your



frame capstone project to chair/ committee

## Looking to Connect with Other Students?

Trax Connect is a secure, online social networking site created for graduate students at Utica College.

New and returning students in campus-based or distance graduate programs are invited to log in (with your UC user ID and password) and create a profile. Students can connect on a wide variety of topics from, room sharing, carpooling, residency and issues related to graduate students and getting to know fellow graduate students.

## Did You Know?

Students can access thesis or capstone projects via the Library Database.

Thesis and capstone projects can be accessed by visiting the [Library Website](#), click find books, click on advanced search, enter a topical search term, and in the subject box enter dissertations, click search. Students at any point in their program may want to see what has been written within their program or that their adviser has approved. Students currently working on a

topic is too broad or too specific? You do not want to focus your topic so much that there is little to no research to write about; however you also do not want a topic so broad that your paper lacks focus or suffers information overload.

While researching if you find there is not a lot of information available, your topic could be too limiting and need to be expanded. On the other hand if you cannot explain the gist of your topic in thirty seconds or less, it may be too broad. Every program differs on the requirements for its thesis or capstone project, which means that the amount of sources and topics will vary as well.

It is recommended that you work closely with your thesis or capstone adviser. Chris Riddell, who teaches the capstone for the Master of Cybersecurity, suggests students should answer the question "what is the purpose of the research. To do so students can use verbs such as interpret, analyze, clarify, differentiate, examine, prepare, produce, assess, evaluate, infer. For example: how does the integration of X effect the process of Y. These questions should be open ended and not have yes/no answers. Peter Pawson, Associate Professor for Physical Therapy, recommends that his students use an all-encompassing database when beginning research. Initially students will get an overabundance of search results which is a clue that their topic is too broad. From there, they can become more specific about the population, area, or time period to reduce search results, using "not" in the qualifier terms can help to exclude more results. Once the student is presented with a manageable number of results, this can be a signal that their topic is well focused.

In addition to working with your capstone or thesis adviser, students can visit the [Office of Graduate Studies](#) page for [submission deadlines](#). There you will also find a [step by step guide](#), [formatted template](#), and [formatting and submission guide](#) as well as other helpful resources and writing tips. You can email the office at [ogs@utica.edu](mailto:ogs@utica.edu) or call 315-792-3335.

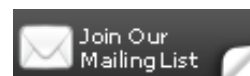


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thesis or capstone may gain new insight and ideas to add to their work.

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