

## Resume Preparation

### WHAT IS A RESUME?

A resume is a 1-page summary of your education, experience, and skills for potential employers, which can help get you to the interview stage. Employers may spend only 10-30 seconds evaluating a resume's content and formatting. Update your resume each time you accomplish something, or each semester. Always focus on your accomplishments and transferable skills, and suggest contributions you could make to the employer. Resumes should be tailored to the kind of job they are intended for, which means they can look different depending on the field and the applicant's strategy, so these are general rules.

### CHECKLIST

- 1  **Header** – Include first and last name, email, address, phone number.
- 2  **Objective statement (optional)** – Follow this general format: “Seeking [position X] in [company Y] where my [a, b, and c skills or background] will support [intended accomplishment for that position].” Focus on what you offer, not what you want. The contents of your resume should relate to and support your objective statement.
- 3  **Education section** – Write out degree fully (e.g. Bachelor of Arts in French), then list the university and location. Optional: can also include minor, GPA, relevant coursework.
- 4  **Other sections** - These follow in order of strength or relevance to the job. Typically can include: experience, work experience, leadership, involvement, research, service, awards, projects (for technical fields), shadowing, and skills (often with skill sub-headers of languages, software, certifications, etc.). This is flexible; you probably won't use all the headers listed here, and might think of others to best display your experiences.
- 5  **Positions and experiences** – List your position title, then the organization and location. Use titles that specify your contribution (e.g. instead of “intern,” say “design intern”). Eliminate outdated experiences (i.e. by the end of second year, remove high school items).
- 6  **Dates** – Under each header, list experiences in reverse chronological order so that more recent experiences are towards the top. Dates should be stated in terms of month and year, not semester.
- 7  **Bullet points** – Use sentence fragments; don't use pronouns (e.g. I). Begin each with a past-tense action verb, and reference an accomplishment. To illustrate them, concisely use some details, like *who, what, why, where, when, how, how many, how often, how much?*
  - Relevance** – To catch an employer's eye, you must show that you have what they need. Find this out by reading the job description, company website, and mission. Use verbs similar to those found in the job posting or a description of that kind of work. Also, use nouns (keywords) that relate to things that are part of the job with which you may have previous experience (e.g. software, procedures, or tools you used in classes or extracurricular involvement).
  - Consistency and proofreading** – All dates, abbreviations, and formatting should be consistent. Have three people read your resume for errors before sending it out!
  - Contact the CRC** – You can make an appointment or drop by for assistance or questions.

# Sample Resumes

**1**

**Alberta Gator**  
albertgator@gmail.com • J. Wayne Reitz Union • Gainesville, Florida 32611 • 352.392.1601

**EDUCATION**  
**Bachelor of Science in Aerospace Engineering** **May 2019**  
University of Florida, Gainesville, FL  
GPA: 3.81/4.00  
Financed 100% of college tuition with merit based scholarships

**TECHNICAL SKILLS**  
**Computer:** AutoCAD (Beginner), SAP (Beginner), LabVIEW (Intermediate), SolidWorks (Intermediate), Excel (Intermediate)

**WORK EXPERIENCE**

**4** **Delivery Tracking Intern**, The Boeing Company **January 2015 – Present**  
Seattle, WA

- Developed tool to track Undefined Contracts in an effort to increase organizational transparency in future work
- Communicated with buyers and engineers to support perfect product delivery by tracking “late to need” and “past due” parts
- Assisted team members in accomplishing their day to day tasks allowing for a greater level of efficiency on an individual basis

**5** **Assistant Project Manager**, BF Productions **June 2014 – May 2015**  
Miami, FL

- Remedied mechanical, electrical, and communication errors efficiently under extreme time constraints
- Set up and safely operated equipment worth between \$2,500-\$5,000
- Directed successful multi-thousand dollar events for high end clientele
- Managed all entertainment aspects of events with an average of 100 guests

**Cashier**, Publix Super Markets Inc. **August 2013 – June 2014**  
Gainesville, FL

- Ensured customer satisfaction through quick and accurate responses to concerns and requests
- Coached newly hired employees to effectively accomplish their duties
- Calculated cash balances to maintain consistent financial records at the end of each shift

**PROJECT EXPERIENCE**

**Team Member**, Final project for “EAS 4700: Aerospace Design 1” **August 2015 – May 2015**

- Investigated efficiency of structural design approaches and recommended preferred approach
- Guided four team members in meeting timeline and project goals during the semester
- Designed specialized wing shape to decrease resistance by 20%

**Design Competition**, TropiCHOMP Transition Program **July 2014 - August 2015**  
Gainesville, FL

- Identified and resolved mechanical weaknesses of a number of other team’s robots upon completion of personal robot
- Directed team of 4 in designing a personable, remote controlled robotic toy for about 15 hospitalized children in under 3 weeks

**Director**, “Keeping Yourself Grounded” College of Engineering Event **March 2014 – April 2014**  
Gainesville, FL

**7**

- Planned an event for the entire College of Engineering focused on helping engineering students de-stress before finals and providing tips on dealing with the most common challenges of being an engineering student
- Coordinated over 30 people to advertise, prepare, and set up for the event
- Coordinated the attendance of accomplished speakers for the event

**LEADERSHIP**

**President**, Rho Omega Rho Fraternity **December 2015 – Present**  
Gainesville, FL

- Cooperated with 10 other executive board members to ensure use of proper procedures in organization decision-making
- Allocated an annual budget of \$25,000 to five committees for alumni and philanthropic events
- Increased membership by 10% by reaching out to incoming freshman students

**Member**, Freshman Leadership Engineering Group **September 2012 – May 2013**  
Gainesville, FL

- Planned, organized, and helped run a successful event promoting retention for over 200 Freshman Engineering students
- Developed tools and methods to increase membership and motivation for the organization

**Albert Lagator**  
ALagator@ufl.edu  
LinkedIn.com/In/albertlagator

1234 Archer Road #56  
Gainesville, FL 32608  
(325) 123-4567

4321 Homesick Blvd.  
Orlando, FL 34567  
(235) 555-4286

**OBJECTIVE**  
To obtain a full-time position as a university study abroad adviser utilizing my organizational, creative, and interpersonal skills. **2**

**EDUCATION**

**3** **Bachelor of Arts in French and Francophone Studies** **May 2018**  
University of Florida, Gainesville, FL  
Minor: Leadership

**UF Paris Research Center – Summer Interdisciplinary Studies (Language and Culture)** **June – July 2015**  
University of Florida Paris Research Center, Paris, France

**Relevant Coursework:** Global Leadership; Intercultural Communication; Policy, Ethics, and Public Leadership

**EXPERIENCE**

**Resident Assistant**, University of Florida Department of Housing and Residence Education **August 2017 – Present**  
Gainesville, FL

- Advised undergraduate students on concerns such as campus resources, academics, and roommate relationships
- Designed and implemented programs for 10-400 people on topics such as diversity and appreciation of cultures through art
- Developed relationships through door-to-door visits focusing on residents’ unique needs and goals

**Document Translation Shadowing**, i2i Languages, Inc. **June 2016** **6**  
Gainesville, FL

- Observed and maintained records of translator initial contacts with potential clients via phone and email
- Suggested alternate translations for difficult phrases and observed nuances of business document translation

**Foreign Language Partner**, English Language Institute **May – August 2016**  
Paris, France

- Engaged in one-on-one conversations with international students to help them improve their mastery of the English language
- Enhanced understanding of the French language through self-directed immersion and community exploration
- Provided customized tutoring to partners in their English Composition and Literature classes

**INVOLVEMENT**

**Director of Public Relations**, UF French Club: Le Cercle Français **August 2015 - Present**  
Gainesville, FL

- Maintained the club’s Web presence utilizing social media platforms such as Facebook and Twitter
- Collaborated with the club’s Historian to publish videos and photos on the club’s website

**Active Member**, UF French Club: Le Cercle Français **August 2014 – Present**  
Gainesville, FL

- Participated in weekly round-table discussions to actively maintain spoken French skills
- Volunteered at French Club’s community events to help raise community awareness of Francophone cultures

**AWARDS & AFFILIATIONS**

Recipient, Anderson Scholarship **May 2016**  
Member, University of Florida Honors Program **August 2014 – Present**

**SKILLS**  
**Languages:** French (Fluent), Haitian Creole (Conversational), Spanish (Basic)  
**Computer:** SPSS; Microsoft Word, Publisher, Excel, and PowerPoint  
**Certification:** Microsoft Office Specialist: Microsoft Office Excel 2013

A resume is a strategic document. The resumes above are samples providing possible formatting and content options.

The format and content of a resume will change depending on the objective and amount of experience.