



OVERVIEW

A resume is a strategic document that showcases the value you bring to an organization. It can be used to secure an interview for a job, or gain admission to a graduate program. It is a summary of your education, experience, and skills. Focus on your accomplishments, strengths, and transferrable skills. Think about experiences you are most proud of and want to highlight to tell your story and how you will add value.

GENERAL TIPS

- Avoid using templates online – they can be difficult to revise in the future
- Tailor to the job/program applying for
- Try to keep between 1-2 pages in length. Think 1 page for every 5 years of experience. Less is more.
- Use 10-12 size font in a professional style
- Margins should be no smaller than 0.5 inches
- Experiences are to be listed in reverse chronological order or by importance/relevance
- Proofread! Check punctuation, grammar, and sentence structure
- Use verbs similar to those found in the job posting or that kind of work
- Use nouns (keywords) that relate to things that are part of the job with which you may have previous experience
- All dates, abbreviations, and formatting should be consistent

QUESTIONS TO ASK YOURSELF BEFORE BUILDING YOUR RESUME

1. Who is my audience? To whom am I writing and why will they care?
2. What are my professional career goals?
3. What are the unique strengths I bring?
4. What experiences am I most proud of?
5. Do my descriptions summarize what I've learned or accomplished?
6. Which competencies and skills do I want to highlight throughout my resume?
7. Can the reader visualize my experiences?



FIRST NAME LAST NAME

Mailing Address | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio

PROFESSIONAL SUMMARY

A personal statement consisting of 2-3 sentences that demonstrates overarching themes and competencies portrayed in previous places of employment. Include the most relevant skills that align with the needs of the reviewer. This section is optional.

- May include a brief bulleted list of highlights and accomplishments in previous jobs
- Quantify your experience where possible
- You may also use alternate names such as Highlights, Professional Profile or Qualifications Summary

EDUCATION

Bachelor Degree Obtained

Month Year

University of Florida, Gainesville, FL

Minor/Outside Concentration/Certificate:

RELEVANT EXPERIENCE

Position

Month Year – Month Year

Name of Organization, City, State

- Use bullet points not paragraphs
- Begin with a present tense action verb – if it happened in the past, use past tense verbs
- Consider using section headers that speak to different skillsets
- Arrange sections in the order of relevance and importance. *e.g. Education may not need to be first*

Position

Month Year – Month Year

Name of Organization, City, State

- Use formula ACTION VERB + TASK + RESULT/PURPOSE/METHOD
- Answer the questions, “What did I accomplish?” “How did I do this?”, “Why is this important?”
- Focus on quantifiable accomplishments vs. tasks and job duties

RELEVANT EXPERIENCE

Position

Month Year – Month Year

Name of Organization, City, State

- Avoid repeating same action verbs and fragments
- Use verbs similar to those found in the job posting or a description of that kind of work

ADDITIONAL EXPERIENCE

- Does not need to be formatted similar to other experience sections
- Other headings can include military service, volunteer/community involvement, certifications
- Remember to check for spelling and grammatical errors

SKILLS

Computer skills, technical skills beyond MS Office, databases

Language skills (fluent, bilingual, conversational)

Note: These are just suggestions – remember that your resume highlights your unique strengths. For more individualized help or for an expert review, schedule a career planning appointment with your career coach.