WHAT IS THE PURPOSE OF A RESUME?

A resume is a strategic document that helps you proceed through the process of your next step. This could be to secure an on-site interview at an organization for an internship or job, be awarded a scholarship, 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
- When applying for industry positions, keep resume to 1 page
- When applying for graduate programs or those with advanced degrees, resume can be 1-2 pages
- 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?

For more specific resume examples, visit career.ufl.edu/communities.
(Click on your college and resumes link)

FIRST NAME LAST NAME

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

OBJECTIVE

Optional– Seeking [position] at [company] where my [a, b, & c skill/background] will support [intended accomplishment for position]

EDUCATION

Bachelor of Degree Obtained   Month and Year of Expected Graduation
University of Florida, Gainesville, FL   Overall GPA or Major GPA _____/4.0
Minor/Outside Concentration/Certificate:

Study Abroad: Include institution and coursework if related   Month Year – Month Year

Relevant Coursework: List 4-6 classes relating to career goals/that help you stand out from other applicants

RELEVANT EXPERIENCE

Position   Month Year – Month Year
Name of Organization, City, State
- Begin each bullet point with a present tense action verb – if it happened in the past, use past tense verbs
- Use formula ACTION VERB + TASK + RESULT
- Answer the questions: "What did I accomplish?", "How did I do this?", and "Why is this important?"
- Focus on quantifiable accomplishments vs. tasks and job duties
- 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

RESEARCH EXPERIENCE

Research Assistant   Month Year – Month Year
Name of Research Lab, Location
- Use similar formula as above
- Should have at least 2-3 bullet points
- If including publications, use appropriate format for field (MLA/APA/Chicago)

LEADERSHIP AND INVOLVEMENT

Position   Month Year – Month Year
Name of Organization, Location
- Include involvement such as student organizations, sororities/fraternities, sports activities
- List office positions held and committee involvement

ADDITIONAL EXPERIENCE

- Should be formatted similar to other experience sections
- Other headings can include military service, volunteer/community service, academic projects, personal projects, shadowing

SKILLS

Computer skills, technical skills beyond MS Office, certifications, databases
Language skills (fluent, bilingual, conversational)

AWARDS OR HONORS

Dean's List   List semesters or range of semesters
Recipient, Scholarship   Year Awarded

These are just suggestions – remember that your resume highlights your unique strengths