Resume Writing Tips

DCP

A RESUME IS AN <u>ORGANIZED</u> COMPILATION OF YOUR EDUCATION, EXPERIENCES AND ACHIEVEMENTS AND YOUR OWN <u>PERSONAL MARKETING TOOL</u> DESIGNED TO GIVE A PICTURE OF WHO YOU ARE. YOUR RESUME IS OFTEN THE <u>FIRST IMPRESSION</u> AN EMPLOYER WILL HAVE OF YOU AND IS USED TO GAIN THE INTERVIEW. IT IS A <u>LIVING DOCUMENT</u> THAT WILL CONTINUE TO CHANGE AND GROW AS YOU DO WITHIN YOUR CAREER.

BASIC RULES

Formatting

- One page
- 1" Margins
- Standard fonts with type size 10-12
- Printed on quality bond paper - white, beige, or light gray preferably

Content

Contact Information
- Formal name at the top of the resume using bold font
- Professional email address
- Phone number with a professional voicemail message
- LinkedIn URL (optional)

Objective/ Personal Statement (Optional)
- A clear and concise statement of what job title or type of position you are targeting
- Should be tailored for each position

Education
- Include University of Florida and your college name (i.e. University of Florida College of Design, Construction and Planning)
- Formal degree title on the next line (e.g. Bachelor of Science and include honors)
- GPA (optional)
- Study abroad experience (include general description of the program and specific focus of study)

BASIC RULES (continued)

Content (continued)

Summary of Qualifications (Suggested)
- Bulleted list that summarizes multiple aspects of your background and provides a description or overview of relevant functional skill sets
- Short list of both "hard" and "soft" skills
- Include computer and language skills
- Use keywords related to field or industry

Experience
- List in reverse chronological order (most recent first)
- Begin with the company name and job title followed by bullet point descriptions of your accomplishments and results
- Should include related employment, internships, co-op, service learning, volunteering, projects or academic research, work experience abroad, and capstone projects

Activities
- Structure the same as the Experience section
- Activities can include professional societies, Greek organizations, student organizations, off-campus organizations (Emphasize leadership positions or roles)

Publications/Research

Honors/Awards/Scholarships/Recognitions