



USFSP CAREER CENTER RÉSUMÉ WRITING GUIDE



TIPS & TRICKS

TAILOR
YOUR
KESUMÉ

DEVELOP AN EFFECTIVE RÉSUMÉ

DO'S & DON'TS EXAMPLES

STEP BY STEP
OMPREHENSIV

ANY QUESTIONS?

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Before you begin...

Before creating a résumé, determine the reason for doing so. Reflect on the following questions:

- · How will it be used...at a job fair, via a job application, sent online, via mail, shared with your network?
- What type of job are you looking for?
- · What skills do you have?
- · What experiences do you have?
- · What qualities do you possess?
- · Do you have any areas of knowledge expertise?

According to a study done by The Ladders, an online job search site, employers may take as little as **6** seconds to review a résumé. You have just six seconds to grab their attention and get them interested in reading further.

Being *concise* and *organized* in your format, along with only including relevant information to the job application, may be the ticket to gaining employer attention.

A résumé is

a written summary of your educational background, professional experiences, and accomplishments used to apply for jobs or internships. This guide will assist you in developing an effective résumé for your job or internship search.

A good résumé is

the key to a job interview
which can then lead to a job
offer. Include information
about your academically or
professionally related
experiences to show you are a
good fit for the job.

CHRONOLOGICAL

RÉSUMÉ

Chronological résumés list experiences in reverse chronological order. Simply put, you'll want your most recent job first and every job before that to follow. (TIP: Consider the months too! A position you help in April 2019 is more recent than February 2019) These are easy to scan through quickly for employers. Chronological résumés are what most traditional students and entry level professionals choose to use. The example résumé on pg. 9 is chronological.

VS

FUNCTIONAL

RÉSUMÉ

Functional résumés are sorted by *specific skills* that relate to the application. Section headings are areas of skill or *knowledge expertise*. Functional résumés do include a *reverse chronological* employment summary section. This type of résumé can be most helpful for job seekers who are *career changers* or have many years of experience.

Probably the most important information on your résumé is your contact information. If this information is left off the résumé, you are guaranteed to not get the job- no matter how qualified you are, employers will not know who you are or how to reach you without your contact information. Here are components to include:

CONTACT INFORMATION

1 YOUR NAME

Make this bold and a bit larger than the rest of the résumé.

Use your full, given name not a nickname.

You may include both your current (usually temporary) and permanent addresses. You may choose to exclude your address if you are posting your résumé publicly. In which case, it is best to include just your city and state

2 address

number

Include only one phone number. The one that you will answer and have the easiest access to. Most times, this is a cell/mobile phone. Make sure as well that you have an appropriate and professional voicemail message.



PHONE 2 SADDRESS

Include only one email address. Use a professional email address that is some iteration of your name. Use your email.usf.edu email or a personal email with a professional username. Things like Raysgurl2010@yahoo.com or live4surfing@gmail.com are not appropriate.

Example

Rocky D. Bull

140 7th Avenue South, St. Petersburg, FL 33701 rdbullemail.usf.edu 727-873-4129

LinkedIn: linkedin.com/in/rockyDbull/

online profile

Optional information to include on the résumé can be a link to an online portfolio, website, or LinkedIn profile.

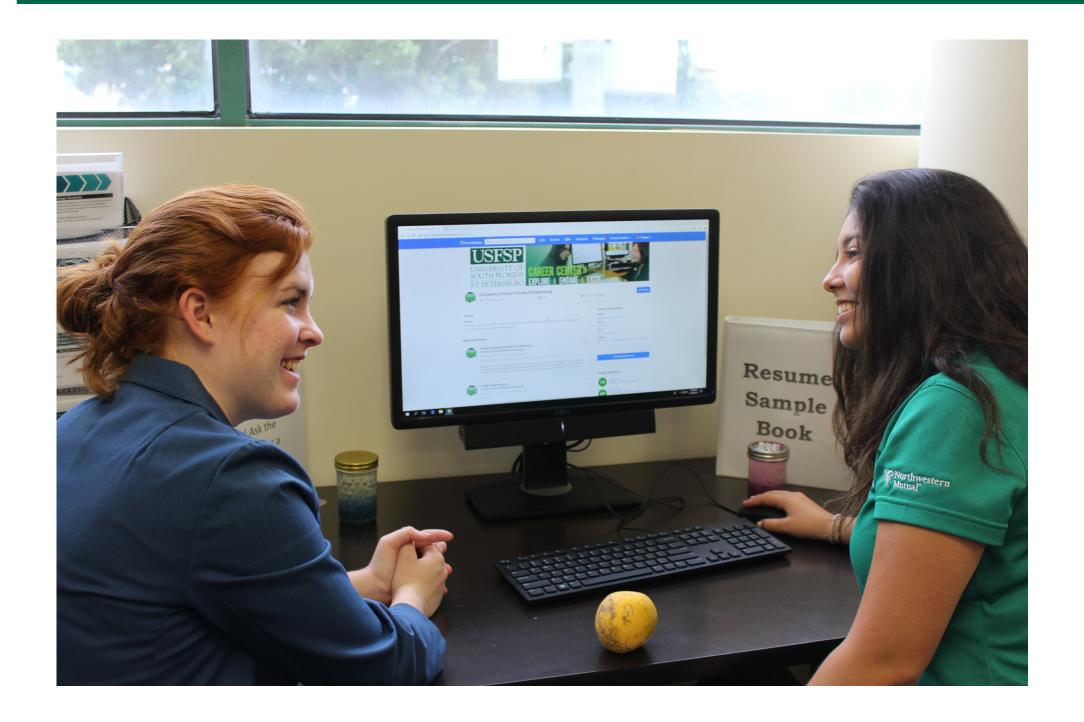
OBJECTIVE

The objective is an optional section of your résumé. It can be a valuable piece of the résumé if well written. A good objective includes relevant and applicable skills, is job specific, and is concise. The objective statement should be employer-oriented and not self-oriented, that is to say that it should explain what you will do for the employer not vice versa.

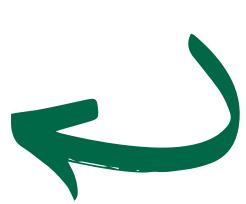
EXAMPLES

The position of Account Specialist at Widgets International where I can increase client satisfaction with my problem solving, communication, and customer service skills developed through years of customer service and management experience.

Seeking the position of Marine Biologist at Ocean's Eleven Corporation using knowledge of ocean life and the impact on its surroundings in order to assist in marine projects.



don't forget we're here to help



The Career Center is open M-F 12-5pm for walk-in hours if you have any questions or need any extra help!



Education

Optional items to include:

- GPA: include 3.0+
- Study Abroad Exp.
- Relevant Courses
- Academic Projects
 - o major research
 - thesis
- Scholarships
 - including academic scholarships may be included here as well.

This section should include a list of academic experiences resulting in credentials. If you attended, but did not receive a degree or certificate you should not list the school. High school education should be left off of a résumé, as a diploma is required to attend college. High school education also dates a student giving the employer a range to estimate the applicant's age. The education section should include the full name of the institution, including city and state, and the name of the degree or certificate spelled out. The actual or anticipated graduation date should be listed in lieu of a date range of attendance. Be sure to include any major, minor, or concentrations with each degree.

Example

University of South Florida St. Petersburg (USFSP) | Anticipated May 2022

Bachelor of Science

Major: Biology Concentration: Marine Biology

GPA: 3.85

Study Abroad Experience

Field Studies in Biology: Puerto Rico, San Juan, Puerto Rico | May 2019

- Explored the diversity of sea grasses, mangroves, and coral reef systems that are located along the coast
- Observed and explore the important adaptation of bioluminescent microorganisms
- Discussed biology based research with local scientists and observed local culture and context

Experience

The Experience section is a reverse chronological (or functional) list of the jobs that you have or have had and/or related experiences that may have been paid or unpaid. There are 4 key pieces of information needed for each experience: the *organization*, the *location*, the *dates* of the experience, and the *position title*. You'll want to follow this information with three, well-developed bullet points that best summarize your position. Each bullet should not only include what you did but why and how,

utilizing numerical and frequency data.

A great way to develop your experience section is to use the job description of the positions you were in previously. These job descriptions are often bulleted lists of the duties you completed. Also, look at job descriptions of positions you would like to apply for and include keywords and appropriate industry vernacular.

Experience

Florida Atlantic Aquarium, Jacksonville, FL

Marine Mammal Intern

May 2019-Present

- Prepare diet and daily food for consumption according to animal feeding schedule
- Assist trainers during training sessions by providing equipment and following direction
- Conduct daily enrichments sessions and interact with 20 aquarium visitors per session
- Maintain detailed records of animal behavior, diet, and health condition

JC Penny Department Stores, St. Petersburg, FL

Sales Associate

November 2015-May 2017

- Used product knowledge to assist customers in the selection and purchase of merchandise
- Achieved high level of sales (\$250/hour compared to department average \$170/hour)
- Processed incoming merchandise reconciling any discrepancies
- Received three "Exceeds Standards" awards for outstanding customer service

Reach Out Garden Emporium, St. Petersburg, FL

General Operations Assistant

August 2016-December 2016

- Developed a new system for maintaining the grounds of the garden
- Managed a staff of 12 employees throughout a 6-day work week
- Implemented new policies for training within company guidelines

TIP

Bullet points are the best way to list your skills, accomplishments, and duties. Employers can quickly glance at this list and get a good sense of your abilities in a few seconds.

- 1. Begin each bullet point with an action verb
- 2. Develop your bullet points around accomplishments
- 3. Quantify your bullets (the number of customers you assisted, the percentage of sales you increased, etc)
- 4. Avoid personal pronouns

here's how it should look



SKILLS

A skills or qualifications section is beneficial to point out some of the *technical* or *career* related skills you possess. Showcase your areas of expertise and specific technical skills that *relate directly* to the job application. Some skills to list might include *language* skills, *technology* skills, *equipment*, *certifications*, and any specific, *technical knowledge*.

HARD skills

HTML Coding
Smart Board Utilization
Foreign Language Skills
Strategic Planning Processes,
Six Sigma
Compound Microscopes
micros POS
SPSS Software
Microsoft Office
Adobe
SafeServ
etc.

SOFT skills

Conversational Skills

"People Person"

Leadership

Team Player

Positive Attitude

Good Work Ethic

Creative Problem Solving

etc.

exemplify
these in your
experience
section

Activities | Volunteer

Listing your student organizations, activities or volunteer experiences is an optional but highly encouraged section. Employers like to see student engagement and leadership on résumés in most any field. It shows that you are able to work with others and that you are a good colleague and coworker. Depending on how much space you have on your résumé, this section can simply be a list of the organizations or detailed like a work experience. First time résumé writers, if you do not have work experience you may include some high school activities until you have new collegiate experiences to add to this section.

example

Activities

use these

in your

skills section

USFSP Marine Adventure Club | Saint Petersburg, FL President (August 2012–May 2013)

USFSP Harborside Activities Board | Saint Petersburg, FL USFSP Wellness Center P.E.E.R.S. | Saint Petersburg, FL

November 2018-Present November 2018-Present

August 2018-Present

(Note: We did not spell out the university name because we indicated what USFSP stands for in the education section)

Tip: volunteer experience can always be added to your work experience section to conserve on page space

Volunteer Experience

Springhouse Homeless Shelter

May 2012 - June 2012

Clearwater, FL

Volunteer Child Care Provider

- Supervised and ensured safety of children while their mothers attended classes
- Helped create a safe, caring and supportive environment for homeless shelter guests
- Provided administrative support by answering phones, filing and ordering supplies



List of Action Verbs for Résumés & Professional Profiles

repaired

replaced

restored

specialized

standardized

solved

studied

Management/

Leadership

administered analyzed appointed approved assigned attained authorized chaired considered consolidated contracted controlled

produced recommended reorganized replaced restored reviewed scheduled streamlined strengthened supervised terminated achieved

elicited enlisted explained expressed formulated furnished incorporated influenced interacted interpreted

involved

joined

judged

lectured

listened

marketed

mediated

moderated

negotiated

participated

persuaded

presented

promoted

proposed

publicized

reconciled

recruited

referred

reinforced

determined

diagnosed

evaluated

observed

discussed

edited

interviewed

explored extracted formulated gathered identified inspected interpreted interviewed invented investigated located measured organized researched searched solved summarized surveyed

examined

experimented

upgraded utilized Teaching adapted advised clarified coached communicated conducted coordinated critiqued developed enabled encouraged evaluated explained facilitated focused guided individualized informed instilled instructed motivated persuaded set goals simulated stimulated

taught

tested

trained

tutored

adjusted

allocated

analyzed

appraised

assessed

audited

transmitted

administered

printed programmed rectified regulated remodeled repaired replaced restored solved specialized standardized studied upgraded utilized **Helping** adapted advocated aided answered arranged assessed assisted cared for clarified coached collaborated contributed cooperated counseled diagnosed educated

balanced

calculated

computed

conserved

corrected

determined

developed

fabricated

fortified

installed

maintained

overhauled

operated

expedited facilitated familiarize furthered guided helped insured intervened motivated provided referred rehabilitated presented resolved simplified supplied supported volunteered

recorded registered reserved responded reviewed routed

Accomplishments

converted completed coordinated decided expanded delegated exceeded developed improved directed pioneered eliminated restored emphasized spearheaded enforced succeeded enhanced surpassed established transformed executed generated handled headed

Communication outlined addressed advertised hired arbitrated

hosted arranged improved articulated incorporated authored increased clarified initiated

inspected instituted composed led condensed conferred managed consulted merged motivated contacted

organized conveyed originated convinced overhauled corresponded debated oversaw planned defined

presided described prioritized developed directed

won collaborated communicated

> reported Research analyzed clarified collected compared conducted critiqued detected

Technical

systematized

adapted assembled built calculated computed conserved constructed converted debugged designed determined developed engineered fabricated fortified

installed

regulated

remodeled

maintained Financial /Data operated overhauled printed programmed rectified

demonstrated encouraged ensured

Organizational /

Detail

approved arranged cataloged categorized charted classified coded collected compiled corresponded distributed executed filed generated implemented incorporated inspected logged maintained monitored obtained operated ordered organized prepared processed provided purchased



sample resume



Sally R. Smith

123 Main Street, St. Petersburg, FL 33701 Email: sallystudent@mail.usf.edu Phone: 555-123-4567

LinkedIn: http://linkedin.com/in/sallyrsmith/

OBJECTIVE

Seeking the position of Marine Biologist at Ocean's Eleven Corporation using knowledge of ocean life and the impact on its surroundings in order to assist in marine projects.

EDUCATION

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Anticipated May 2022

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Major: Biology Concentration: Marine Biology | GPA: 3.85

Study Abroad Experience

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ACTIVITIES

USFSP Marine Adventure Club

August 2018-Present

President (August 2019-May 2020) **USFSP Harborside Activities Board**

November 2018-Present

USFSP Wellness Center P.E.E.R.S.

November 2018-Present

SKILLS

Microsoft Office (Advanced in Word and Excel, Basic knowledge of PowerPoint) Fluent in Spanish PADI Scuba Certification

An EXCELLENT Résumé

Resume does not exceed one page in length
Includes the most relevant information
The style is original, not a template
The chosen font is legible and approx. 12pt
There is a good balance of text and white space
There are no grammar or spelling errors
Your contact information is professional and up to date
The education section follows the guideline and there is no high school
information present
The experience is in the correct order by date
You have no more than 3 well developed bullet points per position
Your completed resume has been submitted to Handshake for review and
approval

Log onto https://usfsp.joinhandshake.com using your NETID Select Your Name in the top right hand corner

Click on "Documents"

Select "Add New Document"

Upload a PDF or Word doc of your resume

Submit for review and approval

Your resume will be reviewed w/in 2 business days and if changes are required you will receive comments and/or an email with suggested changes.

Once approved you can apply to the thousands of jobs available to you as a USF student!

how to submit to handshake

100%

You officially have a completed resume