

Resume Preparation

WHAT IS A RESUME?

A resume is a summary of your education, experience and skills for potential employers. The resume's physical appearance, and more importantly, what you say and how you say it, will affect an employer's decision to interview you. Your resume should highlight your qualifications for employment in a particular position or career field. A resume prepared for one position might leave out information that would be included in a resume for another position. In all cases, your resume should focus on your qualifications and transferable skills, and suggest future contributions you could make to the employer.

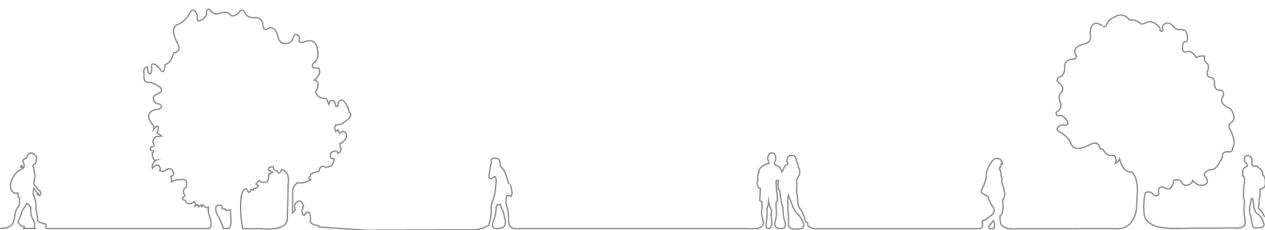
Your resume should always be up-to-date, so rewrite and reprint as often as necessary- in fact, it is a good idea to update your resume every time you have a new accomplishment or credential.

Keep in mind that your resume may get as little as 15- 30 seconds of consideration. Be relevant, concise, and consistent in your layout and writing style. Always remember, resumes get interview, not jobs!

CHECKLIST

Use this before asking someone to critique your resume for you.

- **Most Important Info First-** Everything on your resume should be written with the most important information first. Consider this when choosing the order of sections after the Objective.
- **Reverse Chronological Order-** Within each section, each entry should be arranged with the most recent experience first.
- **Relevant to Objective-** When you're trying to decide what to leave in and what to leave out, make certain that everything relates back to your Objective. Also, make sure that your descriptions highlight and accentuate the connection to your Objective.
- **Meet the Employer's Needs-** (academic, experience, leadership)- Everything on your resume should communicate to the reader that you know what the employer's needs are and that you have the experience, skills, leadership and education to meet employer's needs.
- **Be Professional-** When people seek an entry-level position, they are generally trying to bridge the gap between student and professional. You can accomplish this by keeping out or changing the items which remind people that you are student (high school education/activities, listing dates by semester rather than month, listing many "interests").
- **Consistency-** Everything from dates to abbreviations and formatting should remain consistent throughout your resume.
- **Past Tense-** Use past tense action words to demonstrate the transferrable skills you can offer the employer.
- **No Pronouns**
- **Sentence Fragments-** Employers look for short, direct pieces of information. If it is too long or overly descriptive, people may choose to skip it.
- **Include Skills, Memberships, etc.**
- **PROOFREAD!**
- **Contact the CRC-** You can make an appointment or drop by for more assistance.



Sample Resumes

Alberta Lagator 1234 Archer Road #56 Gainesville, FL 32608 ALagator@ufl.edu LinkedIn.com/in/albertlagator OBJECTIVE To obtain a full-time position as a study abroad adviser at the University of Florida that utilizes my organizational, creative, and interpersonal skills.	OBJECTIVE Seeking a summer Aerospace Engineering internship where I may use my engineering background and my interpersonal skills to further company growth and develop professionally	EDUCATION Bachelor of Science in Aerospace Engineering University of Florida, Gainesville, FL GPA: 3.51/4.00	May 2017	TECHNICAL SKILLS Computer: AutoCAD (Beginner), SAP (Beginner), LabVIEW (Intermediate), SolidWorks (Intermediate), Excel (Intermediate)	June 2013 - August 2013	WORK EXPERIENCE Intern, The Boeing Company Seattle, WA <ul style="list-style-type: none">Developed tool to track Undefined Contracts in an effort to increase transparency of organization with regards to future workWorked with buyer and engineers to support perfect product delivery by tracking "late to need" and "past due" partsAssisted SCA's in accomplishing their day to day tasks allowing for a greater level of efficiency on an individual basis	January 2013 – Present	Assistant Project Manager, BF Productions Miami, FL <ul style="list-style-type: none">Remedied mechanical, electrical, and communication errors efficiently under extreme time constraintsSet-up and operated equipment worth between \$2,500-25,000Directed successful multi-thousand dollar events for high end clienteleManaged all entertainment aspects of events with an average of 100 guests	August 2012 - Present	Cashier, Publix Super Markets Inc. Gainesville, FL <ul style="list-style-type: none">Ensured customer satisfaction in a continuous fast paced environmentCounseled newly hired employees to effectively accomplish their respective dutiesCalculated cash balances to maintain consistent financial records at the end of each shift	PROJECT EXPERIENCE Design Competition, TropicHOMP Transition Program Gainesville, FL <ul style="list-style-type: none">Identified and solved mechanical weaknesses of a number of other team's robots upon completion of personal robot.Directed a team of 4 focused on designing a personable, remote controlled robotic toy for around 15 sick children in Shands Hospital in under 3 weeks	July 2012 - August 2014	LEADERSHIP President, Rho Omega Rho Fraternity Gainesville, FL <ul style="list-style-type: none">Cooperated with 10 other executive board members to ensure proper proceduresPlanned an annual budget of \$25,000 to five committees for alumni and philanthropic eventsIncreased membership by 10% reaching out to incoming freshman students	September 2013 – Present	Member, Freshman Leadership Engineering Group Gainesville, FL <ul style="list-style-type: none">Planned, organized, and helped run an event for Freshman Engineering students aimed at promoting retention; the event was a success with well over 200 students attendingDeveloped tools and methods to increase membership and motivation for the organization	September 2012 – May 2013	SKILLS Languages: Spanish (Fluent), French (Conversational), Mandarin (Basic) Computer: SAS/STAT, MATLAB, Microsoft Word, Publisher, Excel, and PowerPoint; Certification: Microsoft Office Specialist: Microsoft Office Excel 2013	September 2013 – Present
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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.