

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

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(325) 123-4567

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.

EDUCATION

Bachelor of Arts in French

University of Florida, Gainesville, FL
Minor: Statistics
GPA: 3.73/4.00

Relevant Coursework- Regression Analysis, Theory of Interest, Design of Experiments, Introduction to Probability

UF Paris Research Center – Summer Interdisciplinary Studies (Language and Culture)

University of Florida Paris Research Center, Paris, France

June – July 2013

EXPERIENCE

Career Ambassador, University of Florida Career Resource Center

Gainesville, FL

August 2013 – Present

- Conducted mock interviews and critiques of résumés, cover letters, and personal statements written by University of Florida students on an individual basis
- Presented information about Career Resource Center programs and services to classes and student organizations
- Advised students on topics such as choosing a major or career, finding a job or internship, and applying to graduate school
- Foreign Language Partner**, English Language Institute
Paris, France
- Engaged in one-on-one conversations with international students to help them improve their master of the English language
- Gained a greater understanding of the French language
- Provided tutoring to partners in their English Composition and Literature classes

INVOLVEMENT

UF French Club: Le Cercle Français

Director of Public Relations

- Created and distributed fliers on campus to attract new members
- Maintained the club's Web presence utilizing social media platforms such as Facebook and Twitter
- Collaborated with the club's Historian to publish videos and photos on the club's website

August 2012 - Present

Active Member

- Participated in weekly round-table discussions to actively maintain spoken French skills
- Volunteered at French Club's community events to help raise community awareness of Francophone cultures

August 2012 – Present

AWARDS & AFFILIATIONS

Recipient, Anderson Scholarship

Member, Golden Key International Honour Society

Member, University of Florida Honors Program

May 2012

August 2014 – Present

August 2014 – Present

SKILLS

Languages: French (Fluent), Haitian Creole (Conversational), Spanish (Basic)

Computer: SAS/STAT; MATLAB; Microsoft Word, Publisher, Excel, and PowerPoint;

Certification: Microsoft Office Specialist: Microsoft Office Excel 2013

Albert Gator

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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

May 2017

GPA: 3.81/4.00

TECHNICAL SKILLS

Computer: AutoCAD (Beginner), SAP (Beginner), LabVIEW (Intermediate), SolidWorks (Intermediate), Excel (Intermediate)

WORK EXPERIENCE

Intern, The Boeing Company

Seattle, WA

June 2013 - August 2013

- Developed tool to track Undefined Contracts in an effort to increase transparency of organization with regards to future work
- Worked with buyers and engineers to support perfect product delivery by tracking "late to need" and "past due" parts
- Assisted SCA's in accomplishing their day to day tasks allowing for a greater level of efficiency on an individual basis

Assistant Project Manager, BF Productions

Miami, FL

January 2013 – Present

- Remedied mechanical, electrical, and communication errors efficiently under extreme time constraints
- Set-up and operated equipment worth between \$2,500-\$5,000
- Directed successful multi-thousand dollar events for high end clientele
- Managed all entertainment aspects of events with an average of 100 guests

Cashier, Publix Super Markets Inc.

Gainesville, FL

August 2012 – Present

- Ensured customer satisfaction in a continuous fast paced environment
- Counseled newly hired employees to effectively accomplish their respective duties
- Calculated cash balances to maintain consistent financial records at the end of each shift

PROJECT EXPERIENCE

Design Competition, TropiCHOMP Transition Program

Gainesville, FL

July 2012 - August 2014

- 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

Director, "Keeping Yourself Grounded" College of Engineering Event

Gainesville, FL

March 2013 – April 2014

- Planned an event for the entire College of Engineering focused on helping engineering students de-stress before finals and providing tips on dealing with the most common challenges of being an engineering student
- Directed over 30 people
- Responsible for coordinating the attendance of accomplished speakers for the event

LEADERSHIP

President, Rho Omega Rho Fraternity

Gainesville, FL

September 2013 – Present

- Cooperated with 10 other executive board members to ensure proper procedures
- Allocated an annual budget of \$25,000 to five committees for alumni and philanthropic events
- Increased membership by 10% reaching out to incoming freshman students

Member, Freshman Leadership Engineering Group

Gainesville, FL

September 2012 – May 2013

- 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 attending
- Developed tools and methods to increase membership and motivation for the organization

SKILLS

Languages: Spanish (Fluent), French (Conversational), Mandarin (Basic)

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.