



USFSP CAREER CENTER  
**RÉSUMÉ WRITING GUIDE**



TIPS  
&  
TRICKS

TAILOR  
YOUR  
RÉSUMÉ

DEVELOP  
AN  
EFFECTIVE  
RÉSUMÉ

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DO'S  
&  
DON'TS

STEP BY STEP  
COMPREHENSIVE  
EXAMPLES

ANY QUESTIONS?

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UNIVERSITY of  
**SOUTH FLORIDA**  
ST. PETERSBURG

# 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

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 held 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.

## RÉSUMÉ

VS

## FUNCTIONAL

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.

## RÉSUMÉ

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

## PHONE number 3

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.

## EMAIL ADDRESS 4

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

rdbull@mail.usf.edu

727-873-4129

LinkedIn: [linkedin.com/in/rockyDbull/](https://www.linkedin.com/in/rockyDbull/)

## online profile 5

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

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.

Optional items to include:

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

## 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.

## 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

## 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

**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.

use these  
in your  
skills section

## 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

|                                                                                        |                       |
|----------------------------------------------------------------------------------------|-----------------------|
| USFSP Marine Adventure Club   Saint Petersburg, FL<br>President (August 2012-May 2013) | August 2018-Present   |
| USFSP Harborside Activities Board   Saint Petersburg, FL                               | November 2018-Present |
| USFSP Wellness Center P.E.E.R.S.   Saint Petersburg, FL                                | November 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<br>Clearwater, FL<br>Volunteer Child Care Provider | May 2012 - June 2012 |
|---------------------------------------------------------------------------------|----------------------|

- 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

75%  
done







# 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

#### 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

#### Florida Atlantic Aquarium, Jacksonville, FL

June 2019–August 2019

#### *Marine Mammal Intern*

- Prepared diet and daily food for consumption according to animal feeding schedule
- Assisted trainers during training sessions by providing equipment and following direction
- Conducted enrichments sessions and interact with aquarium visitors
- Maintained detailed records of animal behavior, diet, and health condition

#### JC Penny Department Stores, St. Petersburg, FL

November 2015–May 2017

#### *Sales Associate*

- 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

August 2016–December 2016

#### *General Operations Assistant*

- 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

### 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***