



WHAT IS THE PURPOSE OF A RESUME?

A resume is a strategic document that helps you proceed through the process of your next step. This could be to secure an on-site interview at an organization for an internship or job, be awarded a scholarship, or gain admission to a graduate program. It is a summary of your education, experience, and skills. Focus on your accomplishments, strengths, and transferrable skills. Think about experiences you are most proud of and want to highlight to tell your story and how you will add value.

GENERAL TIPS

- Avoid using templates online – they can be difficult to revise in the future
- Tailor to the job/program applying for
- When applying for industry positions, keep resume to 1 page
- When applying for graduate programs or those with advanced degrees, resume can be 1-2 pages
- Use 10-12 size font in a professional style
- Margins should be no smaller than 0.5 inches
- Experiences are to be listed in reverse chronological order or by importance/relevance
- Proofread! Check punctuation, grammar, and sentence structure
- Use verbs similar to those found in the job posting or that kind of work
- Use nouns (keywords) that relate to things that are part of the job with which you may have previous experience
- All dates, abbreviations, and formatting should be consistent

QUESTIONS TO ASK YOURSELF BEFORE BUILDING YOUR RESUME

1. Who is my audience? To whom am I writing and why will they care?
2. What are my professional career goals?
3. What are the unique strengths I bring?
4. What experiences am I most proud of?
5. Do my descriptions summarize what I've learned or accomplished?
6. Which competencies and skills do I want to highlight throughout my resume?
7. Can the reader visualize my experiences?

FIRST NAME LAST NAME

Mailing Address | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio

PROFESSIONAL SUMMARY (a summary is **optional** but can be helpful if you have extensive experience – click [here](#) for more context)

A personal statement consisting of 2-3 sentences that demonstrates overarching themes and competencies portrayed in previous places of employment. Include the most relevant skills that align with the needs of the reviewer. This section is optional.

- May include a brief bulleted list of highlights and accomplishments in previous jobs
- Quantify your experience where possible
- You may also use alternate names such as Highlights, Professional Profile or Qualifications Summary

Bachelor of Arts in Education Sciences

University of Florida, Gainesville, FL

Specialization: _____

Month and Year of Expected Graduation

Overall GPA or Major GPA ____/4.0 (OPTIONAL)

Study Abroad (*optional*): Include institution and coursework if related

Month Year – Month Year

Relevant Coursework (*optional*): List 4-6 classes relating to career goals/that help you stand out from other applicants

RELEVANT EXPERIENCE

Position Title

Month Year – Month Year

Name of School/Organization, City, State

- Use bullet points not paragraphs
- Begin each bullet point with a present tense action verb – if it happened in the past, use past tense verbs
- Use formula ACTION VERB + TASK + RESULT
- Answer the questions, “What did I accomplish?,” “How did I do this?,” “Why is this important?”
- Focus on quantifiable accomplishments vs. tasks and job duties
- Use verbs similar to those found in the job posting or a description of that kind of work

WORK EXPERIENCE

Position

Month Year – Month Year

Name of Company or Organization, City, State

- Use similar formula as above
- Avoid repeating same action verbs and fragments

VOLUNTEER EXPERIENCE

- Should be formatted similar to other experience sections
- Other headings can include military service, volunteer/community service, academic projects, personal projects, shadowing, and research (below are formatting options for additional headings)

LEADERSHIP AND INVOLVEMENT (*optional*)

Kappa Delta Pi International Honor Society in Education, *Member*

Dates

ABC School Tutor, *Reading Tutor*

Dates

AWARDS OR HONORS (*optional*)

Dean’s List

List semesters or range of semesters


Recipient, Scholarship

Year Awarded

SKILLS

Computer skills, technical skills beyond MS Office, certifications, databases

Language skills (fluent, bilingual, conversational)

 **Career Tip!** These are just suggestions – remember that your resume highlights your unique strengths. For more individualized help or for an expert review, schedule a career planning appointment with your career coach.

EduGator Educator

Address | Email | Phone | LinkedIn URL / ePortfolio link

Education

Bachelor of Arts in Education Sciences

Specialization: Education Psychology & Research

University of Florida, Gainesville, FL

May 20XX

GPA: 3.8/4.00

University of Barcelona

UF Study Abroad Program, Barcelona, Spain

May 20XX - August 20XX

Experience

Substitute Teacher

Baby Gator Child Development Center, Gainesville, FL

August 20XX - Present

- Provide materials and resources for children to explore and manipulate in imaginative play
- Establish rules for behavior to emphasize classroom safety and character development
- Design and teach lessons on colors, shapes, and reading skills to provide stimulating environment for 15 children

Mentor and Tutor

Boys and Girls Club of Alachua County, Gainesville, FL

August 20XX - April 20XX

- Instructed 10 students over a period of 2 years, averaging 20+ hours a semester
- Facilitated lessons in mathematics, reading, SAT reasoning, and critical writing
- Motivated students to use healthy emotional coping mechanisms to foster a sense of resiliency

UFLI Intensive Tutor

Summer Adventures in Literacy, Gainesville, FL

June 20XX

- Administered and interpreted diagnostic literacy assessments for a student with Specific Learning Disability in Reading
- Designed and implemented research-based, multisensory reading interventions informed by student assessment and progress-monitoring data and aligned with the research-based UFLI Intensive reading program
- Authored a Literacy Assessment Report for my one-to-one tutee, including pre- and post-assessment data and interpretation and research-based instructional recommendations for home and school

Involvement and Service

Study Abroad Peer Advisor

UF International Center, Gainesville, FL

August 20XX – present

- Advise students weekly during office hours in the UF International Center to discuss study abroad programs and class schedules
- Present information sessions about study abroad programs for extension and outreach

Service Member

Alpha Phi Omega National Service Fraternity, Gainesville, FL

August 20XX - present


- Partnered with the Humane Society, Boys & Girls Club, Salvation Army, and Project Downtown to provide mentorship and economic relief to the surrounding Gainesville community
- Attend weekly general body meetings and discuss outreach and philanthropy

Service Member

Aces in Motion, Gainesville, FL

August 20XX - April 20XX

- Played tennis with middle and high school aged students in an after-school program to promote a healthy lifestyle to individuals of all abilities
- Promoted character development and academic achievement with after-school life skills lessons and nutrition lessons

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EduGator Innovator

Email · Gainesville, Florida · Phone Number

EDUCATION

Bachelor of Arts in Education Sciences

Dec 20XX

Specialization: Educational Technology

Minor in Leadership

University of Florida, Gainesville, FL

Associate in Arts Degree

May 20XX

Miami Dade College, Miami, FL

EXPERIENCE

Florida Museum of Natural History

July 20XX – present

Museum Education Assistant, Gainesville, FL

- Assist with the development of new programs and securing supplies to ensure event success
- Revise current curriculum to enhance program's sustainability and environmental efforts
- Engage with visitors in hands-on activities and demonstrations to ensure learning and best guest experience
- Assist summer camp teachers with the implementation of lesson plans and classroom management

Educational Technology Intern

US Agency for International Development, Washington, D.C.

Sept 20XX - May 20XX

- Authored knowledge management materials for the 8th Annual Mobiles for Education Alliance Symposium including an inaugural newsletter and blog posts published to USAID Edu-Links
- Researched and authored three landscape reviews to inform the development of grants, including review of technology use for disability screening in schools and mapping of referral pathways for students with disabilities in South Asia

Gainesville High School

Oct 20XX - Nov 20XX

Student Intern, Gainesville, FL

- Observed and assisted educator through the course of an environmental management class
- Created and taught science lessons using technology resources to enhance student engagement
- Administered pre-lesson clinical interviews to create customized lessons

Aces in Motion

Aug 20XX - Oct 20XX

Student Intern, Gainesville, FL

- Co-authored and executed science lessons to students from local under-resourced areas
- Fostered students curiosity in learning through hands-on activities that promote collaboration and team work

WORK EXPERIENCE

Team Member

Aug 20XX-June 20XX

Target, Gainesville, FL

- Ensured guests had a quality experience through guidance on products, store appearance, teamwork and during checkout.
- Organized racks and shelves to maintain store visual appeal, engage customers and promote merchandise

Shift Leader

Dairy Queen, Gainesville, FL

June 20XX-July 20XX

- Lead on shift teams, ensured quality guest experience, ordered money from banks and completed paperwork

INVOLVEMENT AND AFFILIATIONS

UF Collegiate Veterans Society

Jan 20XX - Present


Member

- Coordinate and organize club sponsored events that promote transition from the military to college life.

SKILLS

Languages: English (Fluent), Spanish (Fluent)

Computer/Software: Nearpod, Google Classroom, TI-Nspire series, Canvas

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