RESUME WRITING GUIDE

OFFICE OF CAREER SERVICES

WHY DO YOU NEED A RESUME?

- The purpose of the resume is not to get a job, but to get an interview!
- The resume serves as a **marketing tool or highlight reel** of relevant skills and experiences, not a work history.
- It allows the employer to see relevant highlights/skills quickly in a 1-2 page document. Make sure you proofread.
- Includes information that either relates to the field you are applying to or clearly shows transferable skills & Spartan Ready competencies gained.

RESUME FORMATTING

- Balance the text vs. open white space on the page
- We read from left to right and top to bottom, so keep the important information on the left-hand side and towards the top
- Font size between 10-12 pt. with margins from .5”-1’
- Name should be in a larger font
- Do not use ‘phone’ or ‘email’ labels and only provide one phone number and email address. Include your custom LinkedIn URL and a portfolio URL if it makes sense to your career

REQUIRED RESUME SECTIONS

- **EDUCATION**
  - List most current degree first (reverse chronological order)
  - Omit high school information unless you are a recent HS graduate or if your HS experience is relevant to the position
  - Spell out degree (ex: Bachelor of Science or Bachelor of Arts) instead of BS or BA
  - List correct major/minor/concentration; include month and year the degree was completed or is expected; you do not need to put when you started, only the anticipated completion date
  - Include a GPA if 3.0 or higher; add any scholarships or honors, if applicable
- **RELEVANT EXPERIENCE**
  - Customize headings and organize sections in relevance to the desired position (i.e., you can say “Marketing Experience” instead of “Relevant Experience”)
  - Experience can be both paid and unpaid
  - Experiences must be in reverse chronological order within headings
  - Bullet point statements should be focused on your accomplishments and transferable skills
  - Make all your bullet points in past tense, so it’s an accomplishment statement
  - Statements are written without personal pronouns (I, me, we, us, my, our)

- Include internships, part-time positions, class projects, leadership, organizational and volunteer activities in addition to work experience

- **SKILLS**
  - You want this section to focus on hard/technical skills. Here are examples below:
    - Language (indicate level of proficiency – basic/conversational/ fluent); Computer (software, languages, programs as well as skill level); Production or Technical skills; certifications (CPR, lifesaving); laboratory skills (specific equipment or procedures); Social media skills (platforms)
    - Do NOT include soft skills such as time management, teamwork, etc. These are considered essential qualities and cannot be tangibly measured. Instead, prove soft skills by incorporating them into your bullet point position descriptions.

ADDITIONAL RESUME SECTIONS

- Projects
- Professional Development
- Leadership
- Community Engagement
- NCAA Athletic Experience
- Certifications
- Professional Affiliations
- Research Experience
- Honors & Awards
- Additional Experience
- Objective or Summary
- Publications
- Presentations

DO NOT INCLUDE ON YOUR RESUME

- References. List them on a separate paper with a full heading, just like your resume heading. References are presented only upon request
- Pictures, birthday, ethnicity, political/religious affiliation. Activities can refer to involvement "in a local church," or "for a State representative" without divulging affiliation

APPLYING IN ANOTHER COUNTRY?

- If you're applying to a position in another country, check out the Goin'Global country guides found on Handshake under the "Resources" tab.

BULLET POINT GUIDE

Bullet points are an effective way to demonstrate what skills you have obtained through a variety of experiences. Start by asking yourself these questions:

- What skills did you gain from this experience that match the job/internship description you are currently applying for?
- What do you remember most from this experience?
- What were your daily tasks in this role?

BULLET POINT FORMULA

Action Verb + Description of Task (%, $, #) + How, Why or Result

Example: Collaborated with 11 team members to sign up for events and presentations with the goal of educating the UTampa student body on various career resources.

ACTION VERBS

Communication Skills: Communicated, Ensured, Advised, Consulted, Guided, Published, Advocated, Coached, Educated, Fielded, Informed, Recommended, Resolved, Briefed, Campaigned, Conveyed, Counseled, Critiqued, Presented, Collaborated

Creative Skills: Designed, Drafted, Documented, Illustrated, Authored, Composed, Publicized, Wrote, Changed, Conceived, Created, Established, Formulated, Influenced, Launched, Revised, Staged, Updated

Administrative & Management Skills: Administered, Arranged, Chaired, Coordinated, Directed, Executed, Delegated, Headed, Managed, Operated, Orchestrated, Organized, Oversaw, Produced, Spearheaded, Mentored, Controlled, Founded, Motivated, Recruited, Appointed, Delegated, Obtained, Introduced

Analytical & Research Skills: Analyzed, Assessed, Discovered, Examined, Explored, Identified, Interpreted, Investigated, Mapped, Measured, Modeled, Projected, Qualified, Quantified, Tested, Visualized, Amplified, Studied, Detected, Experimented, Programmed, Observed

Planning & Development Skills: Planned, Developed, Built, Charted, Devised, Founded, Engineered, Established, Formalized, Formed, Formulated, Implemented, Incorporated, Initiated, Launched, Pioneered, Proposed, Enhanced, Invented, Produced, Expanded, Constructed, Modified, Proposed

Manual & Technical Skills: Contributed, Generated, Performed, Supported, Achieved, Delivered, Increased, Provided, Transformed, Worked

Financial & Recording Skills: Closed, Negotiated, Pitched, Secured, Sourced, Upsold, Audited, Calculated, Compiled, Forecasted, Classified, Maximized, Scheduled, Allocated, Collected, Guaranteed, Simplified

FIRST NAME LAST NAME

Email | Phone | City, State | LinkedIn URL

EDUCATION

The University of Tampa — City, State

Full Degree Title (e.g. Bachelor of Arts in Psychology) — Graduation Date

Minor/Concentration:

GPA if 3.0 or above

Selected Coursework: List relevant courses to your major or courses from your minor (200-level and above).

Honors/Awards:

RELEVANT EXPERIENCE *(unpaid or paid experience directly related to job/internship applying for: class projects/internships/labs)*

Project/Internship/Job Title *(begin with most recent)* — Month/Year-Month/Year

Organization Name — City, State

- Action Verb + Who/What + Results/Why/How
- Begin with past-tense action verb(s) to describe tasks or accomplishments.
- **Demonstrated excellent interpersonal abilities by interacting with a diverse range of customers daily.**

LEADERSHIP EXPERIENCE (optional)

Title (begin with most recent) — Month/Year - Month/Year

Organization Name — City, State

- Action Verb + Who/What + Results/Why/How
- Begin past-tense with action verb(s) to describe tasks, accomplishments.
- **Supported club meetings weekly by discussing meeting minutes, taking attendance, and sending out minutes to the list of attendees.**

ADDITIONAL EXPERIENCE *(not directly relevant to what you are applying for)*

Job/Internship Title (begin with most recent) — Month/Year - Month/Year

Organization Name — City, State

- Action Verb + Who/What + Results/Why/How
- Begin past-tense with action verb(s) to describe tasks, accomplishments.

AFFILIATIONS (optional)

Organization Name, City, State — Month/Year - Month/Year

American Marketing Association, Tampa, FL — 07/2025 - Present

SKILLS AND CERTIFICATIONS

SKILLS: Hard Skills Included Here (**e.g. Microsoft Office, Microsoft Excel, QuickBooks, etc.)**

CERTIFICATIONS: Licenses, certifications, or skillshops (**e.g. Microsoft Office Specialist: PowerPoint Certification, etc.)**