



FIRST NAME LAST NAME

email | Phone | City, State | LinkedIn URL

EDUCATION

University of Tampa

B.A. /B. S. Name of Major

Minor/Concentration:

GPA (optional unless company requests)

Honors/Awards:

City, State

Graduation Date

Date

High School Name

Diploma, GPA

City, State

Graduation Date

RELEVANT EXPERIENCE (begin with most recent experience)

Class Project/Internship/Job Title

Month/Year-Month/year

Organization Name

City, State

(prioritize list from most to least important/3-6 bullet points)

- Begin with action verb(s) to describe tasks, accomplishments
- Begin with action verb (s) to describe tasks, accomplishments
- Demonstrated excellent interpersonal abilities by interacting with a diverse range of customers

LEADERSHIP (optional section)

Title

Month/Year - Month/Year

Organization Name

City, State

- Begin with action verb(s) to describe tasks, accomplishments
- Begin with action verb (s) to describe tasks, accomplishments

ADDITIONAL EXPERIENCE (not directly relevant to job/internship applying for)

Job/Internship Title

Month/Year - Month/Year

Organization Name

City, State

- Begin with action verb(s) to describe tasks, accomplishments
- Begin with action verb (s) to describe tasks, accomplishments

AFFILIATIONS (optional)

Organization Name, City, State (begin with most recent)

Month/Year - Month/Year

American Marketing Association, Tampa, FL

Month/Year - Month/Year

COMPUTER & LANGUAGE SKILLS

(list software and/or programming languages; list languages you speak conversationally or fluently)

EXPLORE

EXPERIENCE

ACHIEVE

The [Spartan Ready](#)® Pillars equip students with life, career, and digital skills that drive success in academics, the workplace, and beyond.

The University of Tampa | Office of Career Services | SFB 117 | Hireut@ut.edu | 813-253-6236 | ut.edu/career



FIRST-YEAR RESUME GUIDE

First-year resumes generally follow the same philosophy and format as any college student resume. Please see our [Comprehensive Resume Guide](#) for all information regarding resumes. Please use the First-Year Resume Guide below to understand additional information you can add to your resume as you begin your university experience.

EDUCATION SECTION

The Education section of your resume can include your high school information. Be sure to list your University of Tampa information first, followed by high school information (please see the First-Year Resume Outline that is part of this guide). Remove your high school information from your resume after you complete your first year of college. If there is a strategic reason for keeping your high school information on your resume after your first year, you may leave it.

RELEVANT EXPERIENCE SECTION

This section can include ANY experience, paid or unpaid, related to whatever roles you are using your resume to apply for. For example, if you are using your resume to apply for marketing internships and you completed a marketing class project, your class project would go in this section. Or, if you are applying for an on-campus job where customer service is important, you can include any past paid or unpaid roles where you used customer service. This section can include as many experiences as you would like related to the role(s) you are applying for. Please follow the formatting in the First-Year Resume Outline.

LEADERSHIP EXPERIENCE SECTION

This section is for your high school, or college leadership experience. It is an optional section. If you do not have leadership experience, do not include this section on your resume.

ADDITIONAL EXPERIENCE SECTION

This section can include any experience, paid or unpaid, that is NOT directly relevant to what you are applying for, but shows related skills. For example, if you were a nanny, or lifeguard, and you are applying to a marketing position, include the nanny or lifeguard role, and emphasize skills and tasks you did in the role which are related to skills you might use in a potential internship.

AFFILIATIONS SECTION

Include clubs, organizations, or service groups where you were active in high school and/or college. List your college affiliations first, then your high school affiliations

COMPUTER AND LANGUAGE SKILLS SECTION

List any software and programming languages you know. List any languages you speak conversationally.

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