

# WRITING A RESUME



FLORIDA STATE UNIVERSITY  
DIVISION OF STUDENT AFFAIRS

THE CAREER CENTER

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# What You'll Find in this Guide

<b>What's in a Resume?</b> .....	<b>2</b>
Explore all of the components you will need for your resume	
<b>Listing Experience</b> .....	<b>3</b>
How to showcase your previous experience on paper	
<b>Objectives and Summaries</b> .....	<b>7</b>
When to use an objective statement and how to write one	
<b>Skills</b> .....	<b>8</b>
Identifying and naming skills that make you a qualified candidate	
<b>What Not To Do</b> .....	<b>9</b>
Things to avoid when crafting your resume	
<b>Writing an ATS-Friendly Resume</b> .....	<b>9</b>
Applicant Tracking Systems and how to get your resume seen by employers	
<b>Sample Resumes</b> .....	<b>10</b>
Examples of resumes for students from all majors	

# What's in a Resume?

## What should you include?

- Name
- Contact Information
- Education (Include any current or previous degrees. If you are graduating within a year, you do not need to include your high school diploma.)
- Experience ([see p. 4](#))

## Optional Categories to Consider

- Skills ([see p. 8](#))
- Relevant Coursework
- Awards and Honors
- Certification and Licenses
- Publications, Presentations, or Research
- Professional Memberships
- Involvement

## HOW SHOULD IT LOOK?

<b>Fiona Spear</b>	
Tallahassee, FL 32306 - student@email.com - 555-555-5555 - Portfolio, Website, or LinkedIn	
<b>EDUCATION</b>	
<b>Florida State University</b>	Tallahassee, FL
<i>Bachelor of Science, Psychology</i>	May 2027
Minor: Spanish	
<b>RELEVANT EXPERIENCE</b>	
<b>Publix Super Markets, Inc.</b>	Tallahassee, FL
<i>Cashier</i>	July 2023 - Present
<ul style="list-style-type: none"><li>• Include 2-5 bullet points highlighting skills you have gained. Make sure to highlight results and accomplishments.</li><li>• Start each bullet with a clear and relevant action verb.</li><li>• Quantify your experience with numbers, amounts, or percentages wherever possible.</li></ul>	

- Use 10-12 pt font size for the body of your resume.
- Use a larger font size (14-16) for your name.
- You can use margins as low as 0.5 inch on all sides ("narrow" setting) to save space/use space efficiently.
- Use a combination of all caps, bold, italic, and regular type to differentiate headers and subsections.
- Use a consistent format for dates, job titles, and company names.
- Save your document as a PDF with a standardized file name that is easy to distinguish (e.g., "NameResumeMonthYear").

## One or Two Pages?

- Certain industries and employers (Fortune 500, journalism) might prefer one page, while others (education, social services) are okay with one or two pages.
- If submitting through an applicant tracking system (ATS), word count is more important ([see p. 9](#)).
- Strive for readability, clarity, and relevance.
  - Do not put so much on one page that it becomes unclear or unreadable, but at the same time, do not fill a second page with irrelevant information.

# Listing Experience

**Highlight the most relevant skills and accomplishments from your professional experience. “Experience” does not just mean “paid employment”; this section could also include:**

- Full- or part-time employment
- Volunteering/service
- Research experience
- Job shadowing (e.g., FSUshadow)
- Organizational/campus involvement or leadership
- Internship / Co-op
- Independent projects
- Experience from classes (group projects)
- Military experience

**Unsure if your experience is relevant? Ask the Career Liaison for your College/Major!**

## Constructing Effective Bullet Points

**Resumes will be read quickly by hiring managers. To make your document easier to read, outline your experience in bullet points. Here are some strategies to write effective bullet points:**

- Begin the bullet with a strong and relevant action verb.
- Highlight skills, languages, and competencies that are relevant to the opportunity you are seeking.
- Focus on accomplishments and results rather than duties.
- Quantify and specify information wherever possible.

**Below are two effective bullet-writing strategies. Each bullet point may contain three important elements: an action verb, skill, and tasks that evidence the skill OR an action verb, project, and result produced from the project (accomplishment).**

### Server

- **Managed** dining experience for up to 30 customers at once through **excellent customer service skills**.  
(Action Verb) (Tasks that evidence skill) (Skill)
- **Created new order taking system** decreasing guest wait times by an average of two minutes.  
(Action Verb) (Project) (Result)

**Below are more examples of effective descriptions for previous experience:**

- Edited social media profile by timing postings according to data reflecting busiest times on platforms, resulting in a 25% increase in likes/followers.
- Organized a new working committee structure for Registered Student Organization enabling project-based teams for specific tasks.
- Trained and mentored a total of eight new waitstaff to orient them to food service, resulting in six of those staff retained after one year.
- Compiled and sorted large Excel sheets of participant data to align with National Institute of Health grant submission deadlines which allowed a faculty member to apply for two additional grants.
- Scheduled new patient appointments using updated software that generated automatic text reminders, reducing missed appointment times by 12%.

**Based on the recommendation from ATS 2.0 Webinar from Quinncia, action verbs should be categorized by skill or competency.**

<b>Realistic</b>	<b>Shaped</b>	<b>Communication</b>	<b>Communication</b>
Acted	Solved	Formulated	Reported
Adapted	<b>Communication</b>	Furnished	Resolved
Began	Addressed	Incorporated	Responded
Combined	Advertised	Influenced	Solicited
Composed	Arbitrated	Interacted	Suggested
Conceptualized	Arranged	Interpreted	Summarized
Condensed	Articulated	Interviewed	Translated
Created	Authored	Involved	<b>Teaching</b>
Customized	Clarified	Joined	Advised
Designed	Collaborated	Judged	Advertised
Developed	Communicated	Lectured	Arbitrated
Directed	Composed	Listened	Arranged
Displayed	Condensed	Marketed	Articulated
Drew	Conferred	Mediated	Authored
Entertained	Consulted	Moderated	Clarified
Established	Contracted	Negotiated	Coached
Fashioned	Conveyed	Observed	Communicated
Formulated	Convinced	Outlined	Conducted
Founded	Corresponded	Participated	Coordinated
Illustrated	Debated	Persuaded	Critiqued
Initiated	Described	Presented	Developed
Instituted	Developed	Promoted	Enabled
Integrated	Directed	Proposed	Encouraged
Introduced	Discussed	Publicized	Evaluated
Invented	Drafted	Reconciled	Explained
Modeled	Edited	Recruited	Facilitated
Originated	Enlisted	Referred	Focused
Performed	Expressed	Reinforced	Guided
Photographed			Individualized
Planned			Informed
Revised			
Revitalized			

<b>Teaching</b>	<b>Technical</b>	<b>Management</b>	<b>Management</b>
Instilled	Overhauled	Directed	Produced
Instructed	Programmed	Eliminated	Recommended
Motivated	Rectified	Emphasized	Reorganized
Persuaded	Regulated	Enforced	Replaced
Set goals	Remodeled	Established	Restored
Stimulated	Repaired	Evaluated	Reviewed
Taught	Replaced	Executed	Scheduled
Tested	Solved	Generated	Secured
Trained	Specialized	Handled	Selected
Transmitted	Standardized	Hired	Strengthened
Tutored	Studied	Hosted	Supervised
<b>Technical</b>	Upgraded	Improved	<b>Helping</b>
Adapted	<b>Management</b>	Incorporated	Advocated
Applied	Administered	Increased	Aided
Assembled	Analyzed	Initiated	Answered
Built	Appointed	Inspected	Arranged
Calculated	Approved	Instituted	Assessed
Computed	Assigned	Led	Assisted
Conserved	Attained	Managed	Cared for
Constructed	Authorized	Merged	Clarified
Converted	Chaired	Motivated	Coached
Debugged	Considered	Organized	Collaborated
Designed	Consolidated	Originated	Contributed
Determined	Contracted	Overhauled	Cooperated
Developed	Controlled	Oversaw	Demonstrated
Devised	Converted	Planned	Diagnosed
Engineered	Coordinated	Presided	Educated
Fabricated	Decided	Prioritized	Encouraged
Fortified	Delegated		
Installed	Developed		
Operated			

Helping	Organizational	Research	Financial
Expedited	Logged	Compared	Administered
Facilitated	Maintained	Conducted	Adjusted
Familiarized	Monitored	Critiqued	Allocated
Guided	Obtained	Diagnosed	Analyzed
Helped	Operated	Evaluated	Appraised
Insured	Organized	Examined	Arranged
Intervened	Ordered	Experimented	Audited
Motivated	Prepared	Explored	Balanced
Prevented	Processed	Extracted	Budgeted
Referred	Purchased	Formulated	Calculated
Represented	Recorded	Gathered	Computed
Resolved	Registered	Identified	Conserved
Simplified	Reserved	Inspected	Corrected
Supplied	Responded	Interpreted	Determined
Supported	Retrieved	Interviewed	Developed
Organizational	Reviewed	Invented	Estimated
Approved	Routed	Investigated	Forecasted
Arranged	Scheduled	Located	Managed
Catalogued	Screened	Measured	Marketed
Categorized	Specified	Organized	Measured
Charted	Submitted	Researched	Planned
Classified	Supplied	Reviewed	Prepared
Collected	Standardized	Searched	
Compiled	Updated	Summarized	
Corrected	Validated	Surveyed	
Corresponded	Verified	Systematized	
Dispatched	Research		
Executed	Analyzed		
Filed	Clarified		
Generated	Collected		
Implemented			
Inspected			

# Objective and Summaries

## OBJECTIVE

## SUMMARY

### What is it?

A brief statement (1-2 sentences) that explains the position or industry you are seeking and how you would contribute to the employer

A short paragraph (3-4 sentences) that highlights your most impressive accomplishments, skills, and/or experiences

### When to use?

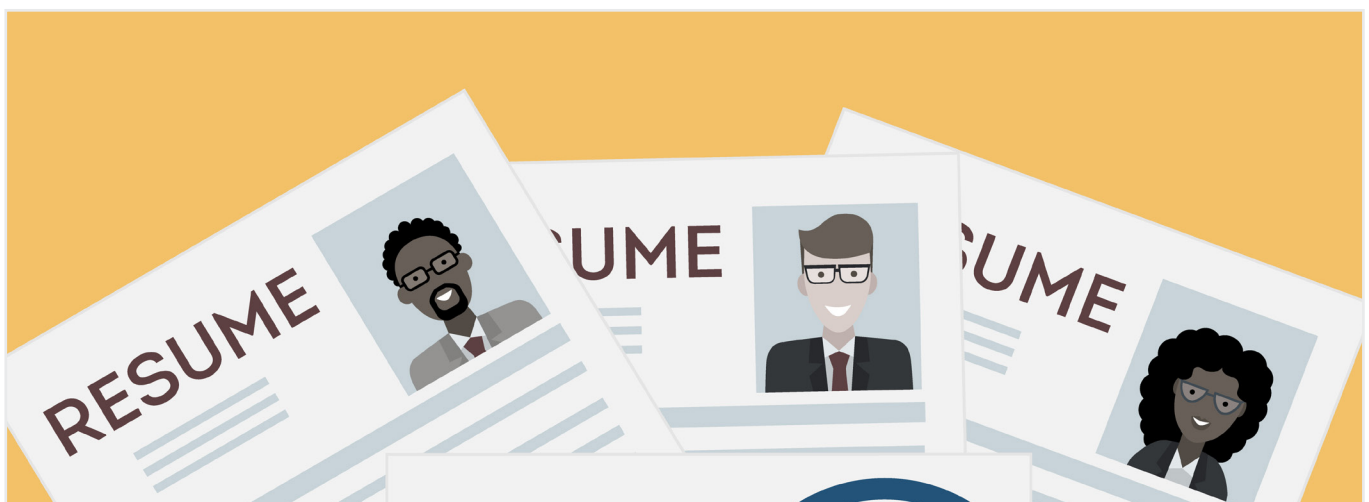
When the purpose of your resume is unclear; at career fairs, networking events, informational interviews; when seeking to gain experience with little to none on resume

Professionals with multiple page resumes to showcase key information first; when switching careers after many years of experience to highlight most relevant skills and accomplishments

### When not to use?

On a singular job application when submitting a cover letter

On a one-page resume, which already serves as a summary





# Skills

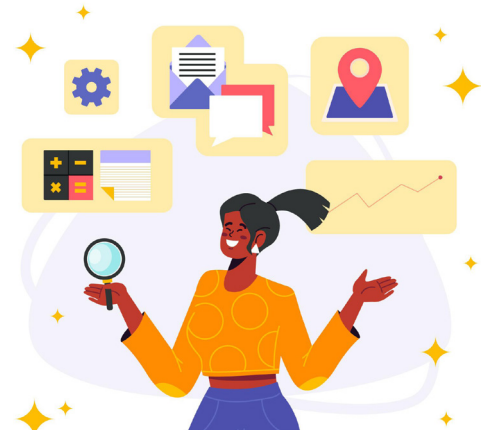
## HARD SKILLS

### Best to include:

- Foreign languages: define fluency and/or skill level, e.g. Spanish (Beginner Conversational), Mandarin (Native Speaker)
- Computer software proficiency: Photoshop, Dreamweaver, Excel
- Technical Skills: Coding languages, photography, data analysis
- Other relevant skills not included in your experiences

### How to Showcase:

- Define your level of fluency and use.
- Be specific (e.g. Instagram aesthetic design vs “Social media”).



## SOFT SKILLS

### Refrain from including:

- Interpersonal skills: Teamwork, leadership
- Professional competencies: Attention to detail, critical thinking, time management, self-motivated
- Hobbies and interests: Kayaking, hiking, knitting

### How to Showcase:

- Write strong descriptions (in an Experience section) to demonstrate how you developed and utilized these skills to accomplish responsibilities.
- These skills can also better be highlighted through a well-written cover letter.

# What Not to Do Checklist

In general, there are certain things that we don't recommend for resumes.

- ✘ Templates
- ✘ Columns; instead use a standard left-to-right, top-to-bottom page structure
- ✘ Pictures/Headshot (except performing arts)
- ✘ Color (except graphic design)
- ✘ References (separate document)
- ✘ Experience prior to high school
- ? Experience from high school
- ? Hobbies and interests

✘ **Never or Rarely**

? **Maybe! Ask your Career Liaison**

# Writing an ATS-Friendly Resume

## What is an ATS?

An applicant tracking system (ATS) is a type of resume scanning software used by employers and recruiters to manage the hiring process. An ATS uses algorithms to sort, analyze, and rank applicants' resumes. Because a computer, not a person, is reviewing your document, it is important to follow specific formatting and style guidelines:

### Tips on making an ATS-Friendly Resume:

- Create your resume in Microsoft Word. To submit, save your Word document as a PDF.
- Use standard section titles: Work Experience, Education, Projects, Skills.
- Do not include templates, graphics, photos, charts, tables, or columns.
- Experience
  - Use full company name (e.g., "Publix Super Markets, Inc." instead of "Publix").
  - Use only past tense verbs.
  - Use keywords (skills, experience) from the job description.
- Aim for 475-600 words (page length does not matter).
- Do not include content in the header or footer.

# Current Student Resume

This format works for most industries and is a great starting point for those with minimal experience as they build their resume. After your first year, consider removing high school from your resume.

## JANE SMITH

Tallahassee, FL | 123-456-7890 | student@email.com

### EDUCATION

**Bachelor of Arts in English (Editing, Writing, and Media)** Expected May 2026  
*Florida State University, Tallahassee, FL*  
3.8 GPA

**High School Diploma** June 2022  
Tampa High School, Tampa, FL  
3.9 GPA

### EXPERIENCE

**Receptionist & Library Assistant** January 2023 – Present  
*Florida State University Libraries, Tallahassee, FL*

- Maintain accurate loan records, including processing checkout/returns and reshelving.
- Greet and orient visitors to library services, computer use, and printing processes.

**Nanny/Caregiver** June 2021 - Present  
*Self-Employed, Tallahassee, FL & Tampa, FL*

- Provide transportation for children ages 8-11 to and from extracurricular activities.
- Perform light housekeeping and homemaking duties such as vacuuming, dusting, washing dishes, and preparing and serving snacks and meals.
- Tutored children in subjects such as math, languages, and sciences.

**Lifeguard** June – July 2020, June - August 2022  
*Tampa Swim Camp, Tampa, FL*

- Supervised swimmers and monitored overall pool safety, including active observation of potential threats and weather conditions.
- Ensured safety of campers ages 11-17, including performing first aid and emergency procedures when necessary.

### MEMBERSHIPS

**Vice Membership Chair** August 2023 – Present  
*FSU Askew Student Life Center Film Committee, Tallahassee, FL*

- Coordinate social engagement events for 40+ members to build teamwork and camaraderie.
- Maintain accurate and consistently-updated accurate records, attendance, and voting statuses.

### RESEARCH

**Honors in the Major Thesis**, Advisor: Dr. Eloise Harper March 2023 - Present  
*Digitizing the Rare: Special Collections Digitization Increases Access for Research*

### CERTIFICATIONS

Lifeguard Certification | 2022  
CPR Certification, American Red Cross | 2022

# Creative Resume

This format could be used in media, entertainment, and creative industries. We caution use for other industries – check with your Career Liaison for more information.



## ARTHUR ARTES

Tallahassee, FL • student@email.com • 850-123-4567

### EDUCATION

Dec 2023  
*Florida State University, Tallahassee, FL*  
**Bachelor of Arts in Studio Art and Advertising**  
Concentration in Digital Media & Moving Image  
**Minor in Innovation**

### MARKETING EXPERIENCE

Jan 2022 - Present  
**Digital Marketing Assistant**  
*Florida State University Athletics, Tallahassee, FL*

- Develop concepts and designs for digital and print graphics for web, social media, etc.
- Create advertising assets emphasizing brand standards and overall marketing objectives
- Increase social media engagement by 110% through strategic content and partnerships

Dec 2020 - Present  
**Graphic Designer**  
*Freelance, Tallahassee, FL & Remote*

- Consult with clients on original designs for logos, branding, and digital graphics
- Coordinate small- and large-scale creative projects for both new entrepreneurs and established brands utilizing research and careful analysis of client goals

Apr 2022 - Mar 2023  
**Social Media Vice Chair**  
*Florida State University Art Club, Tallahassee, FL*

- Design monthly event flyers in InDesign for printing and digital distribution
- Photographed members and events and to maintain active social media engagement

### CUSTOMER SERVICE EXPERIENCE

May 2021 - Present  
**Server**  
*Outback Steakhouse, Tallahassee, FL*

- Greeted and served up to 50 tables during busy dinner shifts, discussing daily specials, monitoring allergies and substitutions, and utilizing POS system to process payments
- Communicated with kitchen staff, hosts, and fellow servers to ensure a positive experience for customers and safe environment for colleagues

### AWARDS

Apr 2022  
**Arrowhead Advertising – Survey Research Team**  
1<sup>st</sup> Place – American Advertising Federation, National Student Advertising Competition

### MEMBERSHIPS

**Member, Florida State University Advertising Club, Tallahassee, FL**  
**Survey Researcher, Arrowhead Advertising, Tallahassee, FL**  
**Member, Florida State University Art Club, Tallahassee, FL**

### SKILLS

Adobe Illustrator, InDesign, Photoshop, Acrobat  
Microsoft Office Suite, Outlook, & Google Workspace  
Lightroom, Blender  
HTML & CSS

# IT/Computer Science Resume

A sample for use with computer science, data science, IT, and tech industries.

## Renata Renegade

123.456.7890 • student@email.com  
LinkedInProfile

### TECHNICAL SKILLS

**Languages:** C, C++, Java, HTML, XML, MySQL, PHP, JavaScript, .NET, Perl  
**Databases:** Oracle 10 g, MS Access, Relational Database  
**Platforms:** Windows XP/Vista, Unix, Linux, MacOS

### EDUCATION

Florida State University, *Tallahassee, FL* December 2024  
**Bachelor of Science in Information Technology**  
Minor in Entrepreneurship  
GPA: 3.57

### PROJECTS

**Senior Design Calculator Project, *Project Manager and Webmaster*** January 2024 – May 2024  
Course: Advanced Web Applications Development

- Utilized C++ programming to create net solutions and debugging for project designed to calculate what years would be leap years
- Collaborated with three Information Technology students and met weekly to discuss design structure, project outline, designated tasks, and goals
- Created and promoted the website for the project, and advertised it to select college faculty members and students

### EXPERIENCE

**Florida State University Information Technology Help Desk, *Tallahassee, FL*** December 2022 – Present  
Technician

- Commended for excellent customer service by two faculty members and three staff
- Service user technology issues for three schools within the college, accounting for approximately 350 faculty and staff members
- Upgrade user settings and debug technical issues on Mac and Windows operating systems, resolving an average of 25 cases per week
- Evaluated services through biannual survey administered to all employees who utilized services within the preceding six months

**Yogurt Mountain LLC, *Jacksonville, FL*** May 2019 – September 2021  
Senior Team Member

- Promoted to Senior Team Member after six months
- Balanced accurate cash drawer of approximately 500 dollars and processed credit and debit transactions of approximately 1300 dollars per shift
- Communicated with an average of 140 customers per shift to ensure their satisfaction with their experience and bolster repeat customers
- Stocked about 35 products and rotated out old inventory to maintain aesthetic appeal, freshness, and exceed state and federal sanitation laws

### MEMBERSHIPS & AWARDS

**Awarded, Best in Class Online Portfolio** May 2024  
**Member, Association of Information Technology Professionals** December 2022 – Present  
**Member, Intramural Soccer** August 2021 – June 2022  
**Awarded, Fred Segal Education Scholarship** 2020 & 2021

# Graduate Student Resume

This format is best for graduate students and early career professionals.

Tina Tallahassee

Tallahassee, FL 32304 | student@email.com | (850) 555-5555 | [www.linkedin.com/in/ttallahassee](http://www.linkedin.com/in/ttallahassee)

## EDUCATION

**Florida State University, Tallahassee, FL**

*Master of Public Administration*

May 2024

GPA: 3.92

**Florida State University, Tallahassee, FL**

*Bachelor of Science, Political Science*

May 2022

## PROFESSIONAL EXPERIENCE

**Office of Policy and Budget, Executive Office of the Governor, Tallahassee, FL**

*Governmental Analyst*

May 2022 – Present

- Review and track requested and appropriated budgets
- Prepare legislative bill analyses and executive reports for legislation
- Develop and prepare budget and policy recommendations on complex issues and forecast the future impacts of proposed planning, budget, and policy decisions
- Plan and execute executive conferences, luncheons, and site visits with partner agencies and legislators

**Children's Campaign, Inc., Tallahassee, FL**

*Public Policy Apprentice*

January 2022 – May 2022

- Collaborated with apprentices on the Public Policy Team to track and analyze the impact of local and national legislation on vulnerable communities to better inform the public
- Completed legislative bill research by sending out updates on committee meetings and legislation relating to the organization's priorities.
- Engaged with 700+ high-level policy makers and candidates to aid in implementation of child advocacy policy

**Florida House of Representatives, Tallahassee, FL**

*Intern*

August 2021 – December 2021

- Served as liaison between citizens and government agencies by assisting with casework on IQ relating to policy areas such as immigration and social security
- Drafted constituent correspondence and researched relevant subject matter for the Congressman
- Provided exceptional guest services through welcoming constituents from Florida's 5th District through in-person and phone correspondence

## LEADERSHIP EXPERIENCE

**Florida State University College of Social Sciences Student Leadership Council, Tallahassee, FL**

*Vice Chair*

April 2021 – April 2022

- Served as liaison between working committees and the executive board to provide support and guidance
- Worked with the Chair in overseeing all student committees, preparing for events, and ensuring close collaborative relationship with the Dean and all College leadership

*Leadership Chair*

April 2020 – April 2021

- Managed events to increase student engagement in the College of Social Sciences
- Developed and facilitated leadership workshops to a group of 15 undergraduate students

**PeaceJam, Tallahassee, FL**

*Coach*

April 2018 – April 2019

- Served at Bond Elementary to educate groups of young people about the 13 Nobel Peace Laureates
- Assisted students with developing a service project to implement by the end of the school year

## SKILLS

**Technical:** Microsoft Excel, Microsoft Word, Qualtrics, ConstantContact

**Languages:** American Sign Language (Intermediate)

# Pre-Health Resume

This format demonstrates grouping experiences by type, featuring clinical and research opportunities.

## Cordelia Studentson

Crawfordville, FL 32327 • 850-123-4567 • [student@email.com](mailto:student@email.com) • [LinkedIn profile](#)

**OBJECTIVE :** To obtain a position at a physician's office to contribute to patient care in a non-hospital setting

### EDUCATION

Florida State University, Tallahassee, FL

**Bachelor of Science Biological Science**, Expected Graduation May 2024

Minor in Humanities (Women's Studies)

### CLINICAL EXPERIENCE

Tallahassee Memorial HealthCare, Tallahassee, FL

*Patient Care Assistant*, September 2022 -Present

- Provide assistance to patients with activities of daily living such as bathing, dressing, etc.
- Record vital signs and measurements of intake and output of food consumption
- Assist in patient care according to clinical protocols, standing orders, and safety requirements as assigned by registered nurse

### RESEARCH EXPERIENCE

Directed Individual Study, FSU Biological Sciences, Tallahassee, FL

*Student Research Assistant*, September 2020 - April 2021

- Performed data entry for yeast genetics lab using Excel and SPSS
- Counted and propagated yeast colonies including making fresh culture medium
- Presented data as a poster for Undergraduate Research Day

### WORK EXPERIENCE

Beef O' Brady's, Crawfordville, FL

*Hostess*, May-August 2019, 2020, 2021 (seasonal)

- Greeted guests and escorted them to table within 15 minutes of arrival
- Bussed and cleaned tables during busy evening shifts
- Took To-Go orders for customers, checked order for accuracy after leaving the kitchen, delivered to waiting customers in vehicles or in restaurant

### VOLUNTEER EXPERIENCE

Tri-Beta (Sigma Tau Chapter) Biological Honors Society, Tallahassee, FL

*Student Volunteer*, February 2021 - Present

- Beach clean-up on Alligator Point, Franklin County FL
- Light the Night fundraiser for Leukemia & Lymphoma Society, raised \$400

Tallahassee Memorial HealthCare, Tallahassee, FL

*Gift Shop Volunteer*, June 2019 - March 2020

- Demonstrated empathy and compassionate communication while delivering treats, flowers, and gifts to more than 50 patients in a day
- Maintained inventory of designated gift-shop items to support efficient ordering of stock items

### CERTIFICATES

Clinical Medical Assisting, CCMA

Stop the Bleed

July 2022 - August 2024

May 2022



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