

RÉSUMÉ WRITING

A résumé documents your qualifications and demonstrates your educational and experiential skills. It is a marketing tool that summarizes your qualifications and presents a positive image of you to the reviewer. Each résumé is unique to each job or position.

STYLE OF A RÉSUMÉ

The format should attract attention and create interest. Résumés follow several formats, but certain elements of the résumé have become standard.

- Use capitalization, italics, bold, indentations, white space, and underlining to emphasize important information.
- Two basic formats are reverse chronological (general), which lists and dates the details of each experience separately, and functional, which consists of selections from your total experience.
- Use a word processing program to create. Stay away from templates, as search engines and applicant tracking software have difficulty reading templates.
- Choose a conservative font and résumé style.
- Use a reverse chronological or combination format.
- For current positions, use present tense; for past experience, use past tense.
- Don't use "I," "my," or other personal pronouns.
- The résumé is a summary, so use bulleted text as opposed to paragraphs.
- Make sure to research formats for your field! The tone and content of your résumé should be customized according to your career field and prospective employer.
- The length of your résumé depends on the purpose for which you are using it. The traditional résumé length is one page.
- Multi-page résumés may be appropriate when applying to graduate school programs, scholarships, or more academically oriented programs.

FSU Panama City & Distance Students

The Career Center offers many online resources available to assist FSU Panama City and distance learning students with career exploration and planning, including résumé critiques. View services and more at career.fsu.edu/pc-distance.



RÉSUMÉ CATEGORIES OF INFORMATION

Choose appropriate categories for your information and list them in order of relevance.

1. Identification

Your name, address, phone number, and email address.

2. Career Objectives/Professional Summaries (optional)

An objective section is not required and it is more common to relay this information in the cover letter. If you choose to include one, state clearly whether you are looking for an internship, part-time job, or full-time position.

- Be clear and concise.
- Keep your professional summary to no more than three lines.
- Focus the objective or summary on the job you want by focusing on specific knowledge, skills, and abilities listed in the job description.

3. Education

- Most recent degree first (high school optional).
- Full name of degree.
- List degrees in reverse chronological order .
- Include the date of degree completion, not the span of time in school.
- Include area of specialization, thesis, or dissertation if you have a graduate degree.
- City/state of educational institution.
- Graduation month/year.
- GPA (if higher than 3.0 or a graduate degree).

4. Experience

Your contact with specific employers such as internships, co-ops, part-time jobs, volunteer work, summer jobs, special projects, leadership, or military experience.

- Emphasize skills relevant to the position/field for which you are applying and list them first.
- Use examples of skills found in the job description of the position for which you are seeking.
- List position titles, names of organizations, locations (city and state), start and end dates, duties, and accomplishments.
- Focus on accomplishments and results versus duties in your position descriptions (e.g., reduced costs, increased performance, led team, etc.); include promotions and recognitions.
- Use numbers to describe your accomplishments (e.g., value of transactions, number of people impacted, etc.).
- Use industry keywords and phrases from the job description that describe your strengths and competencies.
- Highlight technical skills, foreign languages, and other skills that are relevant to the job for which you are applying.

Employers are interested in the degree of responsibility you held and the skills you demonstrated. Outline your duties in a way that emphasizes your job experience and at the same time relates it to your professional objective. For example:

Crew Supervisor, Seminole Cafe

Tallahassee, FL, January 2018 - Present

- Manage operations and lead a team of 10 service employees in providing efficient services to guests
- Compile and track inventory data to effectively maintain an effective stock of products
- Interview, hire, and train new employees

Always start with positive action words to identify and document your skills and accomplishments from your past experiences. Use the list on the next page to help you select positive action words for your résumé.

5. Review

- Proofread your résumé for spelling and grammar errors.
- Have a Career Advisor or Career Liaison critique your résumé. You can visit The Career Center for drop-in career advising Monday - Friday, 9 a.m. - 4:30 p.m. or identify and locate your Career Liaison's office and advising hours at career.fsu.edu/hours.

CONSTRUCTING EFFECTIVE EXPERIENCE DESCRIPTIONS

Every position requires skills which are transferable to work after college. Effective bullet point descriptions contain references to these skills or describe examples of projects you completed that produced tangible, positive results and accomplishments for an employer. Below is a diagram of 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).

Seminole FSU Eatery, Tallahassee, FL

August 2017 - November 2018

Server

- **Provided** quality **customer service** while **managing dining experience for up to 30 customers at once.**
(Action Verb) (Skill) (Tasks that Evidence Skill)
- **Created new order-taking system decreasing guest wait-times by an average of 2 minutes.**
(Action Verb) (Project) (Result)

In the space below, try writing your own bullet-point in each of the two formats:

- -----
Action Verb Skill Tasks
- -----
Action Verb Project Result

POSITIVE ACTION WORD LIST

accomplish	contribute	explain	mobilize	repair
account	control	facilitate	model	report
achieve	coordinate	formulate	motivate	research
act	correct	furnish	negotiate	review
administer	counsel	guide	operate	schedule
advertise	create	handle	order	select
advise	dance	hire	originate	sell
aid	delegate	implement	organize	serve
analyze	demonstrate	improve	paint	solve
appraise	decrease	increase	perform	speak
appeal	decide	influence	persuade	staff
arrange	design	initiate	photograph	start
assemble	determine	inspect	plan	structure
assign	develop	install	play	submit
attend	devise	instruct	predict	supervise
audit	diagnose	interpret	prepare	supply
authorize	direct	interview	present	synthesize
budget	discover	invent	preside	talk
build	document	investigate	produce	teach
calculate	draft	judge	program	test
catalogue	draw	landscape	promote	train
chart	edit	lead	propose	translate
clarify	engineer	learn	provide	travel
collect	entertain	listen	publish	tutor
communicate	establish	make	purchase	type
compete	estimate	manage	qualify	understand
complete	evaluate	manufacture	raise	verify
compile	exercise	market	read	write
compose	exhibit	measure	recommend	
conduct	experiment	meet	recruit	

FIRST YEAR EXAMPLE

Fiona Spear

School Address:
123 Learning Way
Tallahassee, FL 32306

fspear@my.fsu.edu
555-555-5555

Permanent Address:
321 Center St.
Portland, OR 97217

EDUCATION

Florida State University, Tallahassee, FL **May 2022**
Bachelor of Science; Intended Major: Nursing
• Relevant Coursework: Biology, Chemistry, Physics, Statistics

Central High School, Portland, OR **June 2018**
Advanced Studies Diploma
• Activities/Leadership: Relay for Life volunteer, Swim Team, Photography Club

CERTIFICATIONS

EMT-Basic, Portland Community College **January 2018 - Present**
Basic Life Support, American Heart Association **October 2017 - Present**

EXPERIENCE

City of Portland Community Hospital, Portland, OR **June 2017 - May 2018**
Emergency Medical Technician (EMT) *(June 2016 - May 2018)*

- Completed 100 hours of direct patient contact performing assessments, first aid, and basic life support in response to emergency and non-emergency calls at the scene and en route to the hospital
- Provided patient care according to clinical protocols, standing orders, and safety requirements
- Educated the public on the role of emergency medical services through monthly demonstrations and supported the coordination of special safety promotions events for the community

Gift Shop Volunteer *(June 2016 - May 2017)*

- Demonstrated empathy and compassionate communication while delivering treats, flowers, and gifts to more than 50 patients in a day; served two hospital floors with up to 100 patients each
- Maintained inventory of designated gift-shop items to support efficient ordering of stock items

ACTIVITIES/AWARDS

Emergency Medicine Interest Group, Florida State University **August 2018 - Present**
National Society of Collegiate Scholars, Florida State University **June 2018**
National Honor Society, *President*, Central High School **July 2016 - May 2018**
Emergency Management & Fire Club, *Member*, Central High School **August 2015 - May 2017**

SKILLS

Language: Intermediate Spanish (spoken and written)

Technical: Adobe InDesign, Microsoft Office (Word, Excel, PowerPoint)

GENERAL UNDERGRADUATE EXAMPLE

STEVEN SEMINOLE

1234 Park Ave. Apt. 15, Tallahassee, FL 32303

Home: (850) 555-7000 · Cell: (407) 555-6000

stevensemole@gmail.com

OBJECTIVE

To obtain a summer internship focused on research and conservation efforts to utilize my knowledge of marine life, animal rehabilitation, and environmental studies

EDUCATION

Florida State University, Tallahassee, FL

Expected: May 2020

Bachelor of Science, Biological Science

Concentration: Marine Biology Minor: Environmental Studies

Study Abroad Experience

FSU International Program, London

Summer 2018

FSU International Program, Valencia

Summer 2017

EXPERIENCE

Tallahassee Aquarium, Tallahassee, FL

August 2018 - Present

Aquarist Intern

- Present daily educational programs about marine life to groups of 10 to 200 patrons
- Maintain water chemistry and life support systems for salt and freshwater exhibits
- Prepare food for a variety of saltwater animals and present feeding demonstrations to guests

Atlanta Aquarium, Atlanta, GA

May 2017 - July 2018

Animal Husbandry Intern

- Sustained and nurtured marine aquarium systems and 15 tanks with a team of aquarists
- Conducted field research on the rescue and rehabilitation of loggerhead sea turtles

Center for Marine Life, Tallahassee, FL

August 2015 - May 2017

Administrative Assistant

- Tested, analyzed, and diagnosed water samples to ensure the care of saltwater animals
- Managed the appearance of 25 saltwater coral tanks within the aquatics specialty store

VOLUNTEER EXPERIENCE

- **Tallahassee Animal Service Center:** Instructed new volunteers on animal handling
- **International Marine-Eco Center:** Marine environment outreach and education venture
- **Panama City Beach Clean Up:** Beach project to protect marine life and beautify the area

INVOLVEMENT

Garnet and Gold Scholar Society, Florida State University

Expected Induction August 2020

Florida State Alternative Breaks, Coral Reef Ecosystems

March 2018

ServScript Program, Florida State University (200 hours)

August 2017

SPECIALIZED INDUSTRY (IT) EXAMPLE

Renata Renegade

850-555-2000

123 Park Avenue North, Tallahassee, FL 32301

renegade@yahoo.com

Education

Bachelor of Science in Computer Science

04/18

Florida State University (FSU), Tallahassee, FL

Major GPA: 3.5, with Honors, Dean's List

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

Projects

Web Design & Development, Florida State University

01/17-Present

- Utilize HTML to create a dummy site for a hypothetical tech consulting company.
- Develop website maps, image templates, and page templates to meet user needs.
- Translate "client" needs description into a functioning mock-up complete with landing page, on-line registration form, and embedded video content; presented to classmates.

Application Development, Florida State University

08/16-12/16

- Collaborated in a team environment to design and develop a series of applications using PHP and MySQL to increase information management and business functions.

Professional Experience

Computer Consultant

01/15-Present

FSU Computer Science Department, Tallahassee, FL

- Resolve issues regarding wireless network and email performance for a staff of 30.
- Deliver basic troubleshooting services via email, telephone, and face-to-face meetings.
- Assess systematic problems and provide recommended solutions to management.

Front Desk Clerk

06/14-12/14

State Attorney's Office, Tallahassee, FL

- Exercised strong customer services skills by responding promptly and accurately to over 50 customers while collecting and processing fees, receipts, and electronic files.
- Applied analytical skills to anticipate and solve problems; proposed new technology solutions that improved business operations and customer response times by 40%.

Activities

Member, WISE (Women in IT) Student Organization, Florida State University

Member, Association for Computing Machinery, Tallahassee, FL

Volunteer, Laptop & Computer Solutions (100 service hours), Tallahassee, FL

GENERAL GRADUATE RÉSUMÉ EXAMPLE

Tina Tallahassee

123 Ocala Rd
Tallahassee, FL 32304
(850) 555-4000; tah14@my.fsu.edu
www.linkedin.com/in/ttallahassee

Professional Summary

Experienced financial services professional with special interest in public operations. Competencies include taxation, asset management, and profit & loss assessment. Proven ability to produce positive results with a record of academic and professional success.

Education

Florida State University, Tallahassee, FL May 2020

Master of Accounting in Taxation

Overall GPA: 3.92

The University of Georgia, Athens, GA April 2018

Bachelor of Science in Accounting

Overall GPA: 4.00, Summa Cum Laude

Professional Experience

FSU College of Business, Tallahassee, FL, Teaching Assistant (ACG 2021) August 2018 - Present

- Present course content that align with student learning objectives
- Review course assignments and provide written feedback to approximately 50 students
- Administer and grade course exams; utilize Canvas to monitor student progress

Leon Co. Commission, District 5, Tallahassee, FL, Campaign Treasurer January 2018 - July 2018

- Supported fundraising efforts, achieving \$87,000 in campaign contributions
- Managed the campaign account utilizing BackOffice and VoterManager software
- Produced financial reports in accordance with Florida election law

State of Georgia DEP, Tallahassee, FL, Accountant I August 2016 - April 2017

- Reconciled work order accounts, processed checks, and prepared financial statements
- Assembled vouchers to pay project invoices while remaining within budget constraints

Leadership Experience

Accounting Society, Florida State University, Vice President August 2017 - Present

- Coordinate monthly member meetings in collaboration with other society officers
- Plan social events allowing members to network with local and national professionals

Honors/Activities

Member of National Society of Collegiate Scholars 2016 - Present

FSU College of Business Achievement Scholarship 2018

The University of Georgia Accounting Department – Outstanding Senior 2017



FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS

THE CAREER CENTER

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