

Resume Outline

*Many employers spend no more than 30 seconds on your resume, so you want to make it clear and precise.
Below is a general guideline for crafting your resume.*

Your Name

Include your name in a font slightly larger than the rest of the paper

Include your e-mail, phone number, LinkedIn URL and city/state location

We recommend not listing your entire address. Employers have found this to be unnecessary information because they won't be mailing you any information

QUALIFICATION SUMMARY (SEE PAGE 6 FOR INSTRUCTIONS ON WRITING A QUALIFICATION SUMMARY)

- Can be written in bullet or paragraph format. Keep information relevant and to the point.
- Answer the question, "Who are you?" as it relates to the job description. Look at the job posting for ideas as to what skills and qualities the employer is looking for in an applicant.
- Include a brief statement highlighting why you're qualified for the position

EDUCATION

School name, City, State

Date or expected graduation date

Degree with a minor/concentration in _____

GPA: ____ (Optional- Only include if it is a 3.0 or above)

Academic awards or scholarships

Relevant Coursework:

This is typically only used in situations where you don't have much work experience in the field you're applying for, you're a recent graduate or if you're applying for an internship. Include advanced, relevant coursework

PROFESSIONAL EXPERIENCE

Company Name, City, State

Dates the position was held

Position Title

- Use bullet points to describe your responsibilities and achievements
- Provide a clear and specific description of your role
- Use action verbs and highlight transferrable skills that are relevant to the desired position
- Focus on what you did individually to make an impact and provide quantitative data to demonstrate this impact

SKILLS

- Be specific and relevant to the position you're applying for
- Do not list general terms such as "Microsoft Office" or "Internet skills". List what differentiates you in these areas from others: "Experienced in Microsoft Excel", "Social Media Marketing", etc.
- The goal is to stand out and differentiate yourself from other applicants

For additional tips, schedule an appointment in the College of Business Collier Student Success Center with the Employer Relations staff.

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