Resume Building

A resume is a personal summary of your professional history and qualifications. It should include information about your education, work experience, activities, involvement, honors/awards, special skills, and references.

General Formatting and Resume Sections

- General Suggestions
  - ➢ Make your name stand out with a bolded, larger font size
  - ➢ Use standard fonts (ex: Times New Roman)
  - ➢ Type size: 10-12 point
  - ➢ Limit length to one page only

- Heading
  - ➢ Should include contact information (i.e. name, address, telephone number, and a professional email address)
  - ➢ Sample Heading

> **Giana Williams**
> 83 Prospect Road · Orlando, FL 32837 · (111) 111-1111 · gwilliams@gmail.com

- Education
  - ➢ Should include name and location of your school and anticipated graduation date
  - ➢ Include GPA if it is 3.2 or higher
  - ➢ Include relevant coursework if applicable
    - ○ Include courses that provided you with a unique skill or knowledge
    - ○ Include advanced courses if they are relevant to a certain position you are applying for
    - ○ Do not include courses from your required curriculum, such as an English class
  - ➢ Sample education section

> **EDUCATION**
> **Winter Park High School**, Winter Park, FL   August 2015 – Present
> - Graduating May 2019
> - GPA 3.2
> Relevant Courses: Business Systems Technology; Marketing

- Experience
  - Experience can take on many forms: paid positions, summer jobs, internships, volunteer work, community service, involvement in clubs/sports/band, etc.
    - Include the most relevant experiences
      - Structure experiences in reverse chronological order (most recent activities at the top)
      - Use strong verbs in the past tense to describe your experiences
      - Provide evidence of skill by acknowledging your accomplishments and quantifying information
      - Sample experience section

WORK EXPERIENCE
Waitress, Pizza Paradiso, Orlando, FL   August 2016 - Present
- Provided excellent guest service in fast-paced environment
- Trained newly hired wait staff
- Calculated cash balances

- Special Skills
  - Include skills that make you stand out (i.e. computer skills, certifications, or foreign languages)
  - Sample special skills section

Computer/Technical
SAS/STAT; Javascript; Microsoft Word, Excel, and PowerPoint

Languages
Spanish (Fluent), French (Conversational)

- References
  - Choose references that are knowledgeable about your skills, abilities, and work ethic
  - Good references include former employers, teachers, and counselors
  - Always obtain permission from references in advance
  - Sample references section

REFERENCES
Kristin Wilkin, English Teacher, Winter Park High School, 111-111-1111

Bob Jones, Supervisor, Valley State Bank, 111-111-1111

- Master Resume
  - ➢ A master resume is a complete list of all activities and involvements, and it can be much longer than one page
  - ➢ Creating a master resume will help you to remember all of your experiences
    - ➢ This resume gives you something to draw on when creating a resume for a specific job
  - You may need to submit a cover letter with your resume when applying for certain jobs/programs
  - Proofread your resume! This will be an employer's first impression of you, and you want to make it a good one