

Your Name Should Be On Top in Large/Bold Font

Do not provide a concise street address; Use your current city and state

A phone number may be optional

DoNotUseYourStudentEmail@example.com

Skills

- Highlight relevant skills rather than specific tasks to help target towards your industry
- List program proficiencies or other personal attributes completely
- Professional social media accounts are optional

Experience

Make sure to include the names, time periods/dates and addresses of where your experience was gained

Always List Most Recent or Relevant Experience First– *List Chronologically From Top To Bottom*

- Start with positive actions verbs to describe past experience or leadership roles
- Be brief but concise in your descriptions; make it easy for information to pop out to potential employers as they quickly skim the page
- DO list relevant unpaid positions, such as volunteer experience, internships or Greek organizations
- DO NOT list any high school experience

Your Layout/Format Matters – *Keep It Short and Clean*

- Most resumes should not be longer than one page
- DO NOT include references; they should go on a separate document or application
- Keep the resume balanced between content on the left and right sides of the page

Other Basic Tips – *Ask If You Aren't Sure*

- Ask others to review or proofread. The more eyes see your resume, the more errors can be caught
- Some websites, such as Google Docs, have resume templates that are easy to format

Education

Include Dates Attended and/or Expected Graduation Date

University of North Florida, Jacksonville, Florida– *Label Your Degree and Minor Correctly*

- You don't need to have your GPA on your resume, but if you choose to include it, make sure it's a 3.0 or higher
- Honor societies may also be relevant to your resume, depending on what you are applying for
- Awards, scholarships and academic recognition can be summarized

- Do not include any high school information