

# RESUME WRITING GUIDE

The following is a guide for assisting individuals in preparing a resume. A resume is an individually designed summary of your personal educational, and experiential qualifications as they relate to the type of employment you are seeking.

The purpose of a resume is to get an interview; the purpose of an interview is to get you a job.

## Things to consider when creating your Resume...

- ✓ Think about your skills, brainstorm your experiences, and gather information before you begin
- ✓ Clarify your thoughts regarding your skills and your job objective
- ✓ Be relevant, choose information that supports your job objective and enhances your qualifications
- ✓ Be aware of your image and how you want to be viewed
- ✓ Carefully choose words; select strong action verbs and use concise phrases
- ✓ You may need to re-format your resume according to what you are applying for
- ✓ Eliminate unimportant and unrelated details and jobs from your resume
- ✓ Be consistent, in the wording, formatting, and overall appearance of your resume
- ✓ Be intentional in selecting headings for your resume and order them in importance
- ✓ Use equal margins on all sides and balance the information on the page
- ✓ Make sure your name stands out without being overwhelming
- ✓ Use a current address and a phone number where you are most accessible during the day
- ✓ Do not include personal information (age, sex, race, marital status, social security, etc.)
- ✓ Be brief, keep your resume to one or two pages
- ✓ Proofread
- ✓ Print final copies with a reliable, workable printer on resume quality paper
- ✓ Keep your resume current and adjust as needed
- ✓ Never lie or exaggerate the facts
- ✓ Include a cover letter with your resume
- ✓ Utilize Career Development Services for assistance in writing and critiquing your resume



**The Career Center • Terrace 200 • Phone 727.873.4129 [career@stpt.usf.edu](mailto:career@stpt.usf.edu)**

**SAMPLE CHRONOLOGICAL RESUME** (Most common, categorical listing of information presented in reverse order of occurrence, ideal for demonstrating steady employment or education history)

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## ROCKY D. BULL

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500 Sea Gull Avenue  
St. Petersburg, FL 33700

727-555-0272  
rockydbull@mail.usf.edu

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**OBJECTIVE** Seeking a sales position in the greater metropolitan area of Tampa that utilizes my proven sales ability, previous experience, and educational concentration in business administration.

### EDUCATION

**University of South Florida**, St. Petersburg, FL  
**Bachelor of Arts**, May 2004  
Major: Business Administration GPA: 3.6

**St. Petersburg College**, St. Petersburg, FL  
**Associate of Arts**, May 2001

### EXPERIENCE

**Sales Representative**, ABC Incorporated Aug 2000 - Present  
*St. Petersburg, FL*

- Generate sales of manufactured products to a client base of 25 commercial companies
- Conduct daily inventory using a computerized database system
- Receive performance-based salary increases every four months

**Bank Teller**, Tri Bank Jan 1998 - June 2000  
*Tampa, FL*

- Provided counter and drive-up checking account transactions for bank customers
- Assisted in financial management presentations to groups of college students
- Managed a balance of three thousand dollars in the front counter register

**Intern Editor**, Economics in Action June 1999 - Aug 1999  
*Clearwater, FL*

- Composed and edited numerous articles related to small business economics
- Advised a group of high school seniors in magazine layout and design
- Utilized U-Win computer software program in publication format

**Work Study**, St. Petersburg College Admissions Office June 1997 - May 1998  
*St. Petersburg, FL*

- Lead campus tours to prospective St. Petersburg College students
- Designed brochures and hand-outs for prospective student publications

### ACTIVITIES

- Student Business Organization President, University of South Florida St. Petersburg
- American Heart Association Community Volunteer

### HONORS

- University of South Florida President's Scholarship
- Young Community Businessman Award
- Dean's List each semester attended

**SAMPLE FUNCTIONAL RESUME** (Emphasizes capabilities, skill levels, or accomplishments, ideal if you have limited work experience, highlights marketable skills)

**ROCKY D. BULL**

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**SKILLS SUMMARY**

**Computer Graphics Technology**

- Install cameras, color printers, scanners, video boards, and communication devices
- Manage hardware and software installation and maintenance
- Implement design station for Digital Image
- Utilize Computer-Aided Design (CAD)

**Graphics Applications**

- Utilize the following applications on Windows and Macintosh Systems: Canvas, Illustrator, Zenographics, AutoCAD, VersaCAD, Photoshop, Pagemaker, Publisher, Harvard Graphics, Powerpoint, Freehand, Targa, Video Taster, and Studio 3D

**Training/Technical Support**

- Assess customer needs and specifications
- Supervise, train, and support a staff of seven engineers
- Support thirty technical sales staff
- Install, configure, and administer ethernet network
- Work with vendors for new product implementation, technical support, and performance improvement

**EDUCATION AND TRAINING**

**University of South Florida St. Petersburg**, St. Petersburg, FL

**Bachelor of Arts**, May 2004

Major: Information Management Systems GPA: 3.5

**Professional Training:**

Successful completion of training in: C++ Programming, Visual C++ Development, Rational Rose C++, Borland Delphi, Novell Appware, Web Server Installation

**Certifications:**

- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified Product Specialist – Internet (MCPS-I)

**PROFESSIONAL HISTORY**

**Information Technology, Inc.**, Clearwater, FL

Graphic Design Specialist

Jan 2000 - Present

**University of South Florida St. Petersburg**, St. Petersburg, FL

Computer Lab Supervisor

Aug1998 - Dec 1999

**Systems To Go**, Ocala, FL

On-Site Developer

Jan1996 - May 1997

**PROFESSIONAL ORGANIZATIONS**

- Management Information Sciences Society (MISS), Vice-President
- National Society of Information Technology (NSIT), Member

## ACTION VERBS

Action verbs should be used to describe your job task descriptions, responsibilities, and skills. A variety of action verbs can stand out and give an overall summary of your experience and skills. The following are some common action words that may be useful in preparing your resume:

Achieved	Drew	Marketed	Reported
Acted	Drove	Mediated	Represented
Adapted	Edited	Memorized	Researched
Administered	Established	Met	Resolved
Advised	Estimated	Modeled	Responded
Analyzed	Evaluated	Monitored	Restored
Anticipated	Examined	Motivated	Retrieved
Arbitrated	Explained	Navigated	Reviewed
Arranged	Expanded	Negotiated	Sang
Assembled	Experimented	Observed	Scheduled
Assessed	Expressed	Obtained	Selected
Attained	Extracted	Offered	Separated
Audited	Facilitated	Operated	Serviced
Budgeted	Filed	Ordered	Set
Built	Financed	Organized	Shaped
Calculated	Followed	Originated	Shared
Chartered	Formulated	Oversaw	Showed
Checked	Founded	Painted	Sketched
Classified	Gathered	Perceived	Sold
Coached	Generated	Performed	Solved
Collected	Guided	Persuaded	Sorted
Communicated	Handled	Photographed	Spoke
Compared	Headed	Piloted	Studied
Compiled	Helped	Planned	Summarized
Composed	Hypothesized	Played	Supervised
Computed	Identified	Predicted	Supplied
Conducted	Illustrated	Prepared	Synthesized
Consolidated	Imagined	Prescribed	Systematized
Constructed	Implemented	Presented	Tabulated
Conserved	Improved	Printed	Talked
Consulted	Improvvised	Processed	Taught
Controlled	Increased	Produced	Team-built
Coordinated	Influenced	Programmed	Tended
Counseled	Informed	Projected	Tested
Created	Initiated	Promoted	Trained
Decided	Inspected	Proofread	Transcribed
Defined	Inspired	Protected	Translated
Delegated	Installed	Provided	Treated
Delivered	Instituted	Publicized	Traveled
Designed	Instructed	Purchased	Trouble-shot
Detailed	Integrated	Questioned	Tutored
Detected	Interpreted	Raised	Typed
Determined	Interviewed	Realized	Umpired
Developed	Invented	Reasoned	Understood
Devised	Inventoried	Received	Undertook
Diagnosed	Investigated	Reconciled	Unified
Directed	Judged	Recommended	United
Discovered	Lectured	Recorded	Upgraded
Dispensed	Led	Recruited	Washed
Displayed	Learned	Reduced	Weighed
Disproved	Listened	Referred	Worked
Dissected	Logged	Rehabilitated	Wrote
Distributed	Maintained	Related	Verbalized
Diverted	Managed	Remembered	Verified

## COVER LETTER

A cover letter serves as an introduction; it gives you the opportunity to discuss your interest and qualifications for the position you are seeking.

Things to consider when creating your Cover Letter...

- ✓ Include with your resume, print on the same resume paper used for your resume
- ✓ Keep it concise
- ✓ Tailor to each employer, research the position in relation to how you may benefit the company in that
- ✓ Be specific and personal

### Cover Letter Format

Your Name *(This section may match the heading on your resume)*

Address

City, State, Zip

Date

Employer Contact Name

Title

Organization

Address

City, State, Zip

Dear (Mr., Ms., Dr., Contact's Last Name):

Paragraph 1: State why you are writing and your interest in the position. If you are writing to apply for a certain position, state the title. Be sure to explain where you heard of this person, organization, or opening. When writing to inquire about possible openings, state the specific area you are interested in. Be enthusiastic here so they read on!

Paragraph 2 & 3: State the specific qualifications that make you a strong candidate for this opportunity. This is where you sell yourself. Relate your skills to the job description and responsibilities as well as the company's values and purpose (but NEVER lie about this information). Show that you have an interest in this particular job or organization rather than just a general interest in having any job. Remember that the employer is interested in how you can fill his or her needs, not just how the job will fill your needs. This information may be divided into 2 paragraphs to further relate specific qualifications you have or things you have done that are directly related to the requirements of this position.

Paragraph 3: State what next steps you will take. Express your desire for an interview and specify how and when you are going to contact the person to set one up. Provide your phone number for contact. Always thank the person and express your appreciation for their time.

Sincerely,

*(Your signature)*

*Your Name Typed (as it is on your resume)*