

*creating my*

# RESUME

**This workbook belongs to:**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Let's Get Started!

## Let's get personal.

What are you studying?

\_\_\_\_\_  
(major)  
*University of South Florida*  
\_\_\_\_\_  
(school)

\_\_\_\_\_  
(expected graduation)  
\_\_\_\_\_  
(city, state)

Did you transfer or graduate from another school? Fill out that information here.  
If not, leave this blank. You don't need to put your high school information down.

\_\_\_\_\_  
(major)  
\_\_\_\_\_  
(school)

\_\_\_\_\_  
(expected graduation)  
\_\_\_\_\_  
(city, state)

## What have you been up to?

Have you worked before? How about as a volunteer or student leader? Talk about those types of experiences here. Got more than two? List your most recent experiences.

\_\_\_\_\_  
(position title)  
\_\_\_\_\_  
(company or organization)

\_\_\_\_\_  
(start date - end date/"present")  
\_\_\_\_\_  
(city, state)

\_\_\_\_\_  
(position title)  
\_\_\_\_\_  
(company or organization)

\_\_\_\_\_  
(start date - end date/"present")  
\_\_\_\_\_  
(city, state)

Never done any of these things? Think about some of the things you *have* done. Were you active in any clubs? Play any sports? Babysit or dog sit? Turn in a large individual or group class project? All of these are good experiences that you can use to create your first resume! Use the space below to jot down some of those ideas.

## Start talking about yourself.

What action verbs would you use to talk about the work you did in the positions you described? Just list them for now, and we'll show you what to do with them later!

*Here are a few examples: Created, Reviewed, Managed, Contacted, Operated, Measured*

\_\_\_\_\_  
\_\_\_\_\_

## You've got skills!

What kind of things are you good at? Do you speak languages other than English? Are you familiar with Microsoft Office products? Have you been Adobe certified? Taken coding classes? List all of those things here!

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Things like "communication skills," "leadership," and "critical thinking" are really good to have, but aren't appropriate here. We'll show you where to include them later!

## What makes you stand out?

Do you have awards, research, publications, or other information that could be relevant to a future employer? List that information here, and include as many details as possible. For example, what's the name of the award you received? Who did you do research with? Where have you been published? When did these things happen?

## You're doing great!

Now it's time to start putting some of these things together to build your resume!

# Digging Deeper ...

On page 3, we asked you to write down some words that described the work you did while you were in the positions you listed on page 2. Now, we want you to start creating bullet points for your resume!

## What's the point?

Bullet points help employers review your past experience to see if you'd be a good fit for a position with them.

## What does a bullet point look like?

First, start with one of the action verbs you listed on page 3. If the verb describes a position that you no longer hold, make it past tense. If the verb describes a current position, make it present tense.

\_\_\_\_\_ (write your action verb here)

\_\_\_\_\_ (write the position it matches with)

Now, think more about the action you did in relation to your position, and describe what you did. If you have numbers of people you helped, amounts of cash you were responsible for, or other facts and figures that might help an employer understand your role, be sure to make that clear.

Here are a few examples (the action verb is underlined):

### Vice President Leadership Role

Organized four general body meetings per semester to allow over 50 students to network and receive updates from the organization

### Food Pantry Volunteer

Developed new recipes to assist in meal planning for families of 8-10 people

### Customer Service Part-Time Job

Greeted each customer and assessed their needs to recommend appropriate products

## Now you try!

Try writing your own bullet point below. If you don't like your action verb, pick a new one (check out page 5 if you need help), or considering adding it with another one like in the customer service example above. If you have space, try writing more than one!

# List of Action Verbs

## Leadership

- Administered
- Assigned
- Chaired
- Consolidated
- Coordinated
- Developed
- Directed
- Established
- Generated
- Headed
- Improved
- Led
- Managed
- Merged
- Originated
- Oversaw
- Reviewed
- Streamlined
- Strengthened
- Supervised

## Communication

- Advertised
- Authored
- Collaborated
- Condensed
- Consulted
- Contacted
- Corresponded
- Defined
- Described
- Discussed
- Drafted
- Edited
- Influenced
- Interviewed
- Lectured
- Marketed
- Moderated
- Negotiated
- Presented
- Proposed
- Publicized
- Translated

## Research

- Analyzed
- Collected
- Compared
- Conducted
- Detected
- Determined
- Diagnosed
- Evaluated
- Experimented
- Formulated
- Gathered
- Identified
- Interpreted
- Investigated
- Measured
- Researched
- Surveyed
- Tested

## Technical

- Assembled
- Built
- Calculated
- Constructive
- Converted
- Designed
- Engineered
- Installed
- Maintained
- Operated
- Programmed
- Remodeled
- Repaired
- Replaced
- Restored
- Upgraded

## Teaching

- Advised
- Clarified
- Coached
- Encouraged
- Evaluated
- Facilitated

- Guided
- Individualized
- Instilled
- Instructed
- Motivated
- Set goals
- Taught
- Tested
- Tutored

## Data

- Adjusted
- Allocated
- Appraised
- Assessed
- Audited
- Balanced
- Calculated
- Computed
- Estimated
- Forecasted
- Measured
- Projected
- Reduced

## Creative

- Acted
- Conceptualized
- Created
- Customized
- Designed
- Drew
- Entertained
- Fashioned
- Illustrated
- Invented
- Modeled
- Originated
- Performed
- Photographed
- Wrote

## Helping

- Advocated
- Aided
- Assisted

- Cared for
- Counseled
- Diagnosed
- Provided
- Rehabilitated
- Supported
- Volunteered

## Organization

- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Coded
- Compiled
- Filed
- Generated
- Logged
- Maintained
- Monitored
- Organized
- Processed
- Recorded
- Reviewed
- Routed
- Standardized
- Systematized
- Updated

## Other Verbs

- Achieved
- Completed
- Expanded
- Exceeded
- Improved
- Pioneered
- Reduced
- Resolved
- Restored
- Spearheaded
- Succeeded
- Transformed
- Won

On page 3 we told you not to list words like "communication skills," "leadership," and "critical thinking" as your skills, but you can describe these in your bullet points! For example, you can say: "Distributed weekly email communication to students about club activities"

# Put the Pieces Together!

You're doing great! With the information you listed on pages 2-4, you can begin building your resume. The sample below will show you where to put information, and what page of this workbook you can find it on.

We recommend building your resume using Microsoft Word as most employers will have access to it. Do not use a pre-built template. If you do not have Word, you can use other word processing software, but should plan to save a copy of your resume as an Adobe PDF to share with employers in case they do not have access to that software.

When it comes to choosing a font, pick carefully! It shouldn't be distracting or difficult to read. The sample below uses Garamond, but other safe choices include Calibri, Georgia, Helvetica, and Arial. Do not purchase a font or use fonts that are only available on certain computers as employers may not have access to them.

## Header - Contact information from front page of workbook

You can also include a URL for your LinkedIn or other professional site.

Rocky Bull

(813) 974-2171 / rocky@mail.usf.edu / Tampa, FL

## Education - What you're studying from page 2

You may include your GPA as a bullet if you wish.  
We only recommend this if it is above a 3.0.

You can also include bullets listing classes you took that are relevant to a position.

### Education

Bachelors of Art in Psychology  
University of South Florida  
• GPA 3.55

May 2020  
Tampa, FL

## Experience - What you've been up to from page 2, bullet points from page 4

You can make separate sections for work, volunteer, leadership, or other types of experience, or you can keep it all in one general experience section.

List your experiences in reverse chronological order, with the most recent experience listed first, and the furthest back experience listed last.

You should have 3-5 bullet points for each experience that you list.

### Experience

Customer Relations Intern January 2017 - Present  
Barnes & Noble Bookstore Tampa, FL

- Greet each customer and assess their needs to recommend appropriate products
- Collect and interpret customer satisfaction survey results, presented monthly to supervisor
- Propose a list of new merchandise based on customer requests, resulting in increased sales

Vice President May 2017 - August 2017  
Undergraduate Psychology Student Association Tampa, FL

- Organized four general body meetings per semester to allow over 50 students to network and receive updates from the organization
- Collaborated with team members to raise over \$5000 for local homeless shelter by engaging in fund-raisers such as sponsored walks and silent auctions

## Skills - You've got skills from page 3

You can make separate these by type as below, or you can list them as bullet points.

### Skills

Computer: Adobe, Microsoft Office  
Language: Fluent in ASL

## Other Sections - What makes you stand out from page 3

### Awards

Intern of the Month March 2017

# Things to Keep in Mind

1. It's a good idea to have an overall resume that lists all of your past experiences, skills, education, and other information. Creating a generic resume with your entire bank of experiences will help you when it comes time to apply for positions!
2. Plan to create a custom cover letter and resume for each position you apply to. You can modify your bullet points or decide whether to include an experience on your resume by reading the qualifications and responsibilities for the position you are applying to.

## Your Next Step!

Work with your Career Consultant to determine what your next step should be from the list below!

Return to Career Services for a review your resume

Upload your resume to Handshake and use it to build your profile

Customize your resume to apply for a part-time job or internship

Other: \_\_\_\_\_



UNIVERSITY of  
**SOUTH FLORIDA**

**Student Success**  
Career Services

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