

# THE ART OF WRITING YOUR RESUME

**Contact Information:** Include your Name, Phone Number, Email, & Address (optional)

**Education:** List the names of each institution you have graduated from, or are currently enrolled at, with the full title of your degree.

*You can optionally include some of the relevant courses that you are taking as part of your program.*

**Experience:** List the positions that you have held (consider all paid, volunteer, leadership, military, and internship experiences). You don't have to list every job you have ever had, instead prioritizing experiences that are current or relevant to the position you are applying for.

*When writing your bullet points, ask yourself:*

- What were my major accomplishments?
- What were my main responsibilities?
- What skills did I learn, improve, or utilize?
- What special knowledge did I gain?

**Skills:** What tangible skills do you possess? Examples include language ability, computer skills, certifications, or other technical skills.

**Activities (Optional):** Were you are part of any clubs, Greek Life, non-profit groups, honor societies, or athletic teams? Did you serve in a leadership role in an organization? Did you participate in research, training, presentations, or conferences? Describe your accomplishments.

## Samantha Sociology

500 Thomas Dr. Deerfield Beach, FL  
(561) 709-3456 • asmith@fau.edu

### EDUCATION

**Bachelor of Arts in Sociology**  
Florida Atlantic University  
GPA: 3.7/4.0

May 2019  
Boca Raton, FL

### CORE COURSEWORK

Contemporary Social US Cities  
Global Social Changes  
Organizational Sociology

Globalization and US Cities  
Sociology and Mental Health

### CERTIFICATIONS

CPR Certified

May 2015

### WORK EXPERIENCE

**Children Program specialist**  
House of Hope

January 2015 Present  
Fort Lauderdale, FL

- Design and carry out structured learning activities for children in the organization
- Assist children in crisis to overcome difficult family situations and interpersonal relationships
- Coordinate schedules and training session for volunteers and employees to support their professional development
- Create new programs proposals to get children actively involved and improve their interpersonal skills

### Receptionist

**Florida Health Care Group**

January 2014 - December 2014  
Deerfield Beach, FL

- Managed the front desk which included greeting visitors and responding to telephone and in-person requests
- Assisted in all the clerical aspects of the office and supported extended contractors in the assigned departments
- Scheduled patient appointments and completed registration efficiently
- Monitored email inquiries and requests to make sure they were addressed

### SKILLS

Microsoft (Word, Excel, PowerPoint)  
Social media (Facebook, Instagram, Twitter)

### LANGUAGES

Fluent in English and Creole

## UNDERSTANDING THE BASICS

- Resumes are usually 1-2 pages in length
- Page margins can range from 0.5" to 1.0"
- Standard font is recommended, such as a sans-serif font like Arial or Calibri, with font sizes ranging from 10-12 point, although your name can be larger
- Do not include references or "References available upon request"; these should be on a separate page and provided when requested
- Each section should be ordered in reverse chronological order, which lists items from most recent to least recent
- Try to use your space effectively, leaving not too much or too little white space
- Keep your format clean and consistent; avoid overusing colors, boxes, lines, or borders
- Proper use of verb tense is to use present tense for current jobs and past tense for previous jobs



FAU CAREER CENTER

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