

# BUILDING A PROPER RESUME

FIU Honors College

## OVERVIEW

There are many different sections to consider when creating your resume. Below is an overview of the different options – you **do not** need to include all of these headings – **just** the ones that pertain to you. The headings that are **must haves** will be noted as such.

### WORK EXPERIENCE (must have)

Make a list of your previous jobs/internships, starting with the most recent to the least recent (if you have multiple experiences). Keep in mind that experiences do not necessarily have to be PAID positions. If you assisted a company or organization in any way, chances are that it may fall under Experience. If you were a part of a school club or organization, this *does not* belong under Experience.

For each job experience, list in **bullet points** some of the things you did in that role. Think hard. Be specific. Don't sell yourself short!

#### EXAMPLE:

*Rather than,*

- Answered telephones

*Consider writing,*

- Communicated effectively and clearly when answering telephones and giving information to callers, taking messages, or transferring calls to appropriate individuals

*Rather than,*

- Tutored students

*Consider writing,*

- Worked closely with students and faculty to enhance the learning process and facilitate student participation and success

**NOTE:** Make sure your bullet points start with a verb. Make sure the verb is PRESENT tense if you are CURRENTLY in the position, or PAST tense if you are no longer in that position.

This section is the **MOST IMPORTANT** section to most employers, so take time to think carefully about what you did. If you earned any awards, promotions, or special accomplishments during this time, be sure to list these. If you can **quantify** any of your results, this is especially effective.

#### EXAMPLE:

- Increased the number of Twitter followers by 50% within 3 months
- Trained over 20 associates on product knowledge, sales skills, customer service, and operations
- Planned and promoted fundraising event that hosted over 100 guests and raised over \$2,000

*You may not always have these kinds of metrics to use, but if you do – use them!*

Anywhere from 3 – 5 bullet points for each position is ideal.

## SKILLS (HIGHLY recommended)

Skills should also be listed in **bullet point** form.

If you know any languages other than English, list this as your first bullet point.

If you know any computer programs other than the standard Microsoft Office programs (Word, Excel, PowerPoint), list these as your second bullet point.

Additional bullet points should describe what makes you unique and what makes you appealing to the employer. This is a terrific place to really make yourself stand out as the right candidate for each job you apply to. What makes you different? What makes you an asset to an organization? What personality traits can you bring to the table? If you are applying for a specific position, take a look at the job description – they will usually list requirements or desired skills. Take some of those traits that you feel apply to you, and add them as your skills. Yes, this means that **your resume should actually be different for every position you apply to**. Take the extra 5 – 10 minutes to cater your resume each time.

### EXAMPLE:

*Sample job description for an internship/job of interest:*

*Intern will be involved in developing the company's marketing strategy and making fundamental business decisions to assist in growing our new start-up business. Desired skills and qualities: Desire to learn and work hard, detail-oriented, good communicator, self-starter, problem-solver.*

*Sample corresponding Skills section:*

- Fluent in Spanish; Basic Italian
- Proficient in Adobe Photoshop and InDesign; Familiar with QuickBooks
- Strong written and verbal communication skills
- Hard-working, meticulous, and dedicated to producing high quality results
- Entrepreneurial spirit with superior problem solving skills

Anywhere from 3 – 5 total bullet points under Skills is ideal.

## EDUCATION (must have)

List Florida International University and include the degree you are seeking. You should also include what your **expected** graduation date is. **Be sure to include the Honors College**. If you have a GPA over a 3.3, you can include this in your resume, although it is not necessary. If you are working towards a minor and/or certificate, you should also include this information.

If you are a freshman, you can include your high school information underneath your University information. Once you are a sophomore, you should consider removing your high school information.

If you've ever participated in a professional training or achieved any certifications, this is the place to put them.

### EXAMPLE:

**Florida International University, Honors College**  
Bachelor's Degree in Accounting  
Minor in Women's Studies

Expected May 2018

- 3.76 GPA

## ADDITIONAL SECTIONS TO CONSIDER

### Leadership Experience

List any community service or club/organization involvement. If you do not have a lot of work experience, this is a section where you can really expand. In fact, you can treat it much like the experience section, complete with bullet point(s) describing your role(s). If your work experience section is strong, you may consider just listing your Leadership experience.

### Honors & Awards

If you have received any scholarships, awards, or honors, this is the place to list them. If you have been on the Dean's List, you can include this here.

### Research

If you are in a field that will require research and you have completed some, list it here. Perhaps you have participated in a Research Conference or conducted research on your own or with faculty. If you held a position within a company that required research, this may be better off listed under Experience.

### Publications

If you are in a field that will require publishing articles and you have completed some, this is the place to list them.

## ORDER OF SECTIONS

An employer typically looks at a resume for an average of 6 seconds. That's it! So we want to put what's most important to them at the top. Generally speaking, these sections are Work Experience and Skills. For this reason, they should be listed first on your resume. Education should be listed last. Any additional sections can go in between Skills and Education.

The **EXCEPTION** to this general rule is for those who are **pre-law or pre-med**. For students in these fields, Education should be listed at the top, followed by Work Experience, Skills, and any other sections you choose to include.

## ADDITIONAL COMMENTS

### Do Not Use a Microsoft Office Template

Template will restrict you. You want to be able to make any changes you'd like throughout your lifetime. Give yourself that freedom by creating your resume from scratch.

### Objective Statements

FIU strongly advises against an objective statement. Employers don't have time to read this. You are better off jumping straight into the things they want to know.

### Resume Length

You may hear some different opinions about this out there, but the truth is that many employers still believe in the 1-page rule. You don't want to minimize your chances.

### References

There is no need to make mention of references on your resume – employers know to ask you for references if they need it. You should keep your list of 3 references on a separate document, complete with each person's name, company, title, phone, and email. Save the document on your computer and have it ready to go for when an employer asks for it specifically.

### Only the Truth

DO NOT, under any circumstances, lie on your resume. Do not say you speak a language if you don't speak it. This will be immediate grounds for dismissal.

- Notice that each bullet starts with a verb

## SAMPLE RESUME

- use quantitative data when possible

### John Doe

12345 Main Street, Miami, FL 33199 | 305-555-5190 | jdoe@email.com



#### Professional Experience

**Florida International University Research Department** December 2013 – Present

*Student Assistant*

- Research 200+ potential donors weekly by request from multiple FIU departments and the University President
- Analyze gift capacity of potential donors and prospects and categorize them accordingly
- Write and review weekly executive reports of individuals and/or corporations

**Lion's Club International**

April 2014 – August 2014

*Intern*

- Served more than 10 different impoverished communities every year with health and education programs
- Condensed labor efforts between multiple clubs and organized 50+ volunteers in dental hygiene events
- Assisted the existing Lions Club International-La Planicie with event and activities logistics

**GAP Kids**

November 2012 – May 2014

*Sales Associate*

- Greeted visitors and callers in a friendly and professional manner to handle their inquiries and provide assistance
- Put out new merchandise, organized displays, and tracked and maintained inventory needs
- Maintained knowledge of current products, sales, promotions, and policies to assist customers and make sales
- Efficiently processed payments collected from customers at the cash register

#### Skills

- Conversational in Spanish
- Strong interpersonal and communication skills
- Detail-oriented worker with strong multitasking, analytic, and problem-solving skills
- Responsible, professional, and punctual

#### Leadership Experience

**United National International Children's Emergency Fund (UNICEF)** May 2015 – Present

*Vice President*

- Collaborate with 10 E-board members to fulfill UNICEF's mission to educate, advocate, and fundraise the public
- Create and coordinate at least 12 events and outreach programs per semester
- Construct monthly and quarterly budgets to ensure the availability of \$2000+ funds
- Fundraise at least \$2000 per semester towards the UNICEF U.S. Fund

#### Clubs and Organizations

Financial Management Association, *Member*

April 2015 – Present

Future Business Leaders of America, *Member*

March 2015 – March 2016

Korean Culture Club, *Member*

February 2014 – January 2015

#### Education

**Florida International University, Honors College**

May 2017

*Bachelor of Business Administration in International Business*

*Certificate in Finance*

3.5 GPA; Dean's List

**Broward College**

May 2015

*Associate Degree in Finance*

# SAMPLE RESUME

## Jane Doe

12345 Main Street, Miami, FL 33199  
305-555-5190  
jdoe@email.com

### Education

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**Florida International University, Honors College** Expected December 2018  
Bachelor of Science in Biology  
Pre-med track

### Work Experience

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**Baptist Hospital** March 2014 – May 2014  
*Shadower*

- Shadowed Dr. Richard Lee in the Outpatient Orthopedic Rehabilitation Center during procedures
- Provided assistance and care to patients, guests, coworkers, and physicians
- Worked with doctors in the film room to evaluate films, specifically X-rays, and determine the malignancy of visible masses
- Assisted registered nurses in the Quality Management department with clerical work and in the implementation of a pilot program involved with acute kidney infection rates

### Skills

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- **Languages:** Basic French
- **Computer:** Proficient with social media platforms, including Facebook, Twitter, and Instagram
- Excellent customer service skills
- Able to work well within a group or team but also functions well independently

### Research Experience

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**Advanced Research and Creativity in Honors (ARCH) Conference** March 19 – 20, 2014

- Performed research alongside of faculty member, Dr. Ranu Jung, and delivered 2014 presentation on “Investigation of UV Damage upon Genome Organization in Human Lymphocytes” at Florida International University

### Leadership Experience

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**Alternative Breaks Service Program** September 2013 – March 2014  
*Participant, Nicaragua Service Trip*

- Raised \$1,500+ in funds to buy educational and health supplies for HIV/AIDS awareness and prevention education
- Collaborated with 11 students to research HIV/AIDS-related issues and educational methods for young adults
- Translated Spanish and English for a better understanding and bigger impact of our service

### Honors and Awards

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Pamela Silva Conde Scholarship Recipient  
UWS Lucille E. Snaith Memorial Scholarship Recipient  
Dean’s List  
Academy of Leaders Certificate

# Suzy Smith

(555) 555-5555 | [suzysmith@fiu.edu](mailto:suzysmith@fiu.edu)

## EDUCATION

### **Florida International University, Honors College**

*Bachelor of Business Administration International Business and Finance*

**Cumulative GPA:** 3.4

**Honors:** Panther Baja Financial Member, Honors College Student, Post 9/11 GI Bill Scholarship.

**Relevant Coursework:** *Financial Accounting, Statistics, Business Calculus, Microeconomics, Macroeconomics, Commercial Bank Management, Securities Analysis, International Banking, Financial Markets & Institutions, Latin American Financial Markets & Institutions, Intermediate Financial Management, Financial Engineering*

Miami, FL  
December 2020

## PROFESSIONAL EXPERIENCE

### **Nations Healthcare Consulting**

*Administrative Assistant*

Dallas, TX  
June 2014 - May 2016

- Assisted the director in client advocacy, serving as the liaison between the healthcare provider and the client.
- Provided education and support in available community benefits through health fairs and special events.
- Advocated in giving a voice to the needs of the elderly and less fortunate.
- Assisted youth in life preparation and awareness to many community needs.

### **Duncanville High School**

*Business Academy Committee Member*

Duncanville, TX  
August 2015 – May 2016

- Created a Business Academy in order to progress the level of education.
- Fostered organization and productivity within the Academy.
- Created a successful academy for students to pursue the career of business in all fields and as a result students produced better grades and were better prepared for college.

## LEADERSHIP & ACTIVITIES

### **FIU Rugby Club**

*President, Team-Captain*

Miami, FL  
May 2011 – December 2016

- Structured the team officer's responsibilities (recruiting, fundraiser, treasurer, match secretary and media).
- Led team to regionals final, Florida Collegiate finalist and multiple appearances in the FIU student magazine.

### **Panther Baja - FIU Collaboration Project**

*Financial Team Member*

Miami, FL  
September 2016 - Present

- Find sponsorships and donations for budget.

### **Ignite The Future - FIU, Google funded program**

*Facilitator*

Miami, FL  
October 2016 - Present

- Teach project based learning/STEM to elementary students.

### **FIU Marching Band**

*Baritone Member*

Miami, FL  
August 2016 - Present

- Conduct rehearsals, marching techniques, and instrument repair.

## OTHER

**Languages:** Fluent in Spanish.

**Interests:** Reading, writing, traveling.