



WHAT IS THE PURPOSE OF A RESUME?

A resume is a strategic document that helps you proceed through the process of your next step. This could be to secure an on-site interview at an organization for an internship or job, be awarded a scholarship, or gain admission to a graduate program. It is a summary of your education, experience, and skills. Focus on your accomplishments, strengths, and transferrable skills. Think about experiences you are most proud of and want to highlight to tell your story and how you will add value.

GENERAL TIPS

- Avoid using templates online – they can be difficult to revise in the future
- Tailor to the job/program applying for
- When applying for industry positions, keep resume to 1 page
- When applying for graduate programs or those with advanced degrees, resume can be 1-2 pages
- Use 10-12 size font in a professional style
- Margins should be no smaller than 0.5 inches
- Experiences are to be listed in reverse chronological order or by importance/relevance
- Proofread! Check punctuation, grammar, and sentence structure
- Use verbs similar to those found in the job posting or that kind of work
- Use nouns (keywords) that relate to things that are part of the job with which you may have previous experience
- All dates, abbreviations, and formatting should be consistent

QUESTIONS TO ASK YOURSELF BEFORE BUILDING YOUR RESUME

1. Who is my audience? To whom am I writing and why will they care?
2. What are my professional career goals?
3. What are the unique strengths I bring?
4. What experiences am I most proud of?
5. Do my descriptions summarize what I've learned or accomplished?
6. Which competencies and skills do I want to highlight throughout my resume?
7. Can the reader visualize my experiences?

FIRST NAME LAST NAME

Mailing Address | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio

OBJECTIVE

Optional– Seeking [position] at [company] where my [a, b, & c skill/background] will support [intended accomplishment for position]

Bachelor/Master of Degree Obtained

Name of School/Organization, City, State
Minor/Outside Concentration/Certificate:

Month and Year of Expected Graduation
Overall GPA or Major GPA ____/4.0 (OPTIONAL)

Study Abroad (OPTIONAL): Include institution and coursework if related

Month Year – Month Year

Relevant Coursework (OPTIONAL): List 4-6 classes relating to career goals/that help you stand out from other applicants

EXPERIENCE

Position (ex. Student Intern, Practicum Intern, Teaching Assistant)

Month Year – Month Year

Name of School/Organization, City, State

- Begin each bullet point with a present tense action verb – if it happened in the past, use past tense verbs
- Use formula ACTION VERB + TASK + RESULT
- Answer the questions, “What did I accomplish?,” “How did I do this?,” “Why is this important?”
- Focus on quantifiable accomplishments vs. tasks and job duties
- Avoid repeating same action verbs and fragments
- Use verbs similar to those found in the job posting or a description of that kind of work

WORK EXPERIENCE

Position

Month Year – Month Year

Name of Company or Organization, City, State

- Use similar formula as above
- Should have at least 2-3 bullet points

VOLUNTEER EXPERIENCE

- Should be formatted similar to other experience sections
- Other headings can include military service, volunteer/community service, academic projects, personal projects, shadowing, and research (below are formatting options for additional headings)

LEADERSHIP AND INVOLVEMENT (optional)

Kappa Delta Pi International Honor Society in Education, *Member*
ABC School Tutor, *Reading Tutor*

Dates
Dates

AWARDS OR HONORS (optional)

Dean’s List
Recipient, Scholarship

List semesters or range of semesters
Year Awarded

SKILLS (optional)

Computer skills, technical skills beyond MS Office, certifications, databases
Language skills (fluent, bilingual, conversational)

These are just suggestions – remember that your resume highlights your unique strengths

ALBERTA GATOR

Address | Email | Phone | LinkedIn URL / ePortfolio link

Education

Bachelor of Arts in Education Sciences

Specialization: Education Technology

University of Florida, Gainesville, FL

May 20XX
(optional) GPA: 3.8/4.00

University of Barcelona

UF Study Abroad Program, Barcelona, Spain

May 20XX - August 20XX

Experience

Substitute Teacher

August 20XX - Present

Baby Gator Child Development Center, Gainesville, FL

- Provide materials and resources for children to explore and manipulate in imaginative play
- Establish rules for behavior to emphasize classroom safety and character development
- Design and teach lessons on colors, shapes, and reading skills to provide stimulating environment for 15 children

Mentor and Tutor

August 20XX - April 20XX

Boys and Girls Club of Alachua County, Gainesville, FL

- Instructed 10 students over a period of 2 years, averaging 20+ hours a semester
- Facilitated lessons in mathematics, reading, SAT reasoning, and critical writing
- Motivated students to use healthy emotional coping mechanisms to foster a sense of resiliency

Intern

University of Barcelona Study Abroad Office, Barcelona, Spain

May 20XX – August 20XX

- Communicated with advisors from global universities to establish stronger connections and implement new programs
- Learned how the University of Barcelona connects to other global universities to strengthen study abroad programs

Involvement and Service

Study Abroad Peer Advisor

August 20XX – present

UF International Center, Gainesville, FL

- Advise students weekly during office hours in the UF International Center to discuss study abroad programs and class schedules
- Present information sessions about study abroad programs for extension and outreach

Service Member

August 20XX - present

Alpha Phi Omega National Service Fraternity, Gainesville, FL

- Partnered with the Humane Society, Boys & Girls Club, Salvation Army, and Project Downtown to provide mentorship and economic relief to the surrounding Gainesville community
- Attend weekly general body meetings and discuss outreach and philanthropy

Service Member

August 20XX - April 20XX

Aces in Motion, Gainesville, FL

- Played tennis with middle and high school aged students in an after school program to promote a healthy lifestyle to individuals of all abilities
- Promoted character development and academic achievement with after-school life skills lessons and nutrition lessons

These are just suggestions – remember that your resume highlights your unique strengths

EduGator Counselor

Gainesville, FL | Email | Phone

Education

M.Ed./Ed.S in Mental Health Counseling

December 20XX

University of Florida, Gainesville, FL

Relevant coursework: Play Counseling, Advanced Play Counseling, Child and Adolescent

Bachelor of Science in Psychology

May 20XX

University of Florida, Gainesville, FL

Clinical Experience

Internship (600 hours)

May 20XX-December 20XX

Girls Place Inc., Gainesville, FL

- Managed case load of clients aged 5 to 15 years old, with a varied demographic across race, culture, socio-economic level, family structure and learning ability
- Directed social emotional learning groups across developmental levels intended to develop communication skills, emotional identification, emotional processing and peer relations
- Developed a play group directed toward building confidence and community for children identified as at risk for bullying
- Conducted intakes to gather information about familial dynamics, medical history, academic history, trauma history and relevant systems in clients' lives
- Supported parents in utilizing interventions in home and in gathering information regarding the clients' functioning in multiple systems
- Conducted family sessions to increase familial connected and utilization of skills
- Facilitated individual sessions utilizing a variety of theories, crisis session and individual play sessions
- Reported to DCF to meet ethical and legal requirements, as well as ensure the protection of the child and other vulnerable figures involved
- Collaborated with classroom counselors to observe clients' behaviors and utilize interventions in class

Practicum (400 hours)

January 20XX-May 20XX

Phoenix House Florida, Gainesville, FL

- Facilitated 3-hour psychoeducational groups with a varying size of 10-20 clients 3 times a week
- Managed a caseload of long-term residential clients referred by the Florida Justice System
- Developed skills in case management and online documentation systems
- Designed art-therapy groups intended to facilitate awareness, goals, self-efficacy, and emotional expression
- Conducted biopsychosocial intakes to gather familial history, medical history, trauma history, substance abuse history and orient clients to the facility

Work Experience

Teacher

June 20XX-Current

VipKids, Remote Work

- Instructs schools aged children in the basics of the English and conversation

Team Member

August 20XX-June 20XX

Target, Gainesville, FL

- Ensured guests had a quality experience through guidance on products, store appearance, teamwork and during checkout.

Shift Leader

Dairy Queen, Gainesville, FL

June 20XX-July 20XX

- Lead on shift teams, ensured quality guest experience, ordered money from banks and completed paperwork

These are just suggestions – remember that your resume highlights your unique strengths

EduGator Teacher

Email · Gainesville, Florida · Phone Number

EDUCATION

Bachelor of Arts in Geology

UFTeach: Minor in Secondary Math and Science Education
University of Florida, Gainesville, FL

Dec 20XX

Associate in Arts Degree

Miami Dade College, Miami, FL

May 20XX

TEACHING EXPERIENCE

P.K Yonge Developmental Research School

Apprentice Teacher, Gainesville, FL

Aug 20XX – Nov 20XX

- Designed and implemented daily lesson plans for students in 8th grade science classroom
- Adapted lessons according to students' academic needs and provided support to students that needed extra guidance
- Integrated technology into curriculum, class lectures, and laboratories to promote student understanding of course material

Florida Museum of Natural History

Museum Education Assistant, Gainesville, FL

July 20XX – Aug 20XX

- Assist with the development of new programs and securing supplies to ensure event success
- Revise current curriculum to enhance program's sustainability and environmental efforts
- Engage with visitors in hands-on activities and demonstrations to ensure learning and best guest experience
- Assist summer camp teachers with the implementation of lesson plans and classroom management

Oak Hall Middle School

Student Intern UFTeach, Gainesville, FL

Jan 20XX – April 20XX

- Design and implement project-based lessons that encourage exploration in STEM
- Assess student learning through the use of formative assessment to identify student academic need

Gainesville High School

Student Intern UFTeach, Gainesville, FL

Oct 20XX - Nov 20XX

- Observed and assisted educator through the course of an environmental management class
- Created and taught science lessons using technology resources to enhance student engagement
- Administered pre-lesson clinical interviews to create customized lessons

Aces in Motion

Student Intern UFTeach, Gainesville, FL

Aug 20XX - Oct 20XX

- Co-authored and executed science lessons to students from local under-resourced areas
- Fostered students curiosity in learning through hands-on activities that promote collaboration and team work

WORK EXPERIENCE

University of Florida

College of Education Recruiter, Gainesville, FL

Dec 20XX – April 20XX

- Promote UFTeach minor program during course registration
- Engage with students interested in the program and present benefits of education courses
- Manage recruitment area and supplies

INVOLVEMENT AND AFFILIATIONS

UF Collegiate Veterans Society

Member

Jan 20XX - Present

- Coordinate and organize club sponsored events that promote transition from the military to college life.

SKILLS

Languages: English (Fluent), Spanish (Fluent)

Computer/Software: Nearpod, Google Classroom, TI-Nspire series, Canvas

These are just suggestions – remember that your resume highlights your unique strengths

****EXTENSIVE EXPERIENCE RESUME EXAMPLE**

EduGator Educator

Gainesville, FL | Phone: | Email | Website (portfolio or LinkedIn)

Education

Master of Education in Special Education

May 20XX

University of Florida, Gainesville, Florida

Certifications: Elementary Education (K-6), Special Education (K-12)

Endorsements: Reading, ESOL

Bachelor of Arts in Education

May 20XX

University of Florida, Gainesville, Florida

Teaching Experience

2nd/3rd Grade ESOL Intern; JJ Finley Elementary School, Gainesville, Florida

August 20XX-Present

- Leveraged knowledge of culturally-responsive and trauma-informed teaching practice to meet the social-emotional and learning needs of 25 English language learners from 12 countries
- Developed and implemented highly-differentiated whole and small group ELA instruction for students with varying levels of English and native language literacy, including students with IEP accommodations
- Integrated technology in alignment with principles of Universal Design for Learning to create engaging and accessible instructional experiences
- Utilized progress-monitoring data to drive instructional decision-making during small group phonics intervention

UFLI Intensive Tutor; Summer Adventures in Literacy, Gainesville, Florida

June 20XX

- Administered and interpreted diagnostic literacy assessments for a student with Specific Learning Disability in Reading
- Designed and implemented research-based, multisensory reading interventions informed by student assessment and progress-monitoring data and aligned with the research-based UFLI Intensive reading program
- Authored a Literacy Assessment Report for my one-to-one tutee, including pre- and post-assessment data and interpretation and research-based instructional recommendations for home and school

1st Grade Student Teacher; Chester Shell Elementary School, Hawthorne, Florida

January-April 20XX

- Designed and lead daily reading block including creating differentiated materials for center rotations
- Developed and executed an inquiry project based around the use of interactive writing as a means of strengthening students' ability to compose and construct writing and enhance their sense of efficacy as writers

4th Grade Student Teacher; C.W. Norton Elementary School, Gainesville, Florida

August-December 20XX

- Implemented lesson plans with consideration of accommodations and IEP goals in an inclusive classroom

American Sign Language Instructor;

Kid's College at Hillsborough Community College, Tampa, Florida

June-August 20XX, 20XX

- Developed and implemented engaging curriculum for week-long summer camp sessions, reaching over 140 K-8 students at Tampa Bay Boys and Girls Clubs

UFLI Reading Intervention Tutor; William Talbot Elementary School, Gainesville, Florida

January-April 20XX

- Utilized the research-based UFLI Basic Tutoring Program as Tier 3 intervention for a second grade student
- Documented six months of reading fluency gains per eight weeks of intervention

Kindergarten Student Teacher; Joyce Bullock Elementary, Williston, Florida

August- December 20XX

- Developed small group language interventions for ELL students based on WIDA ACCESS data and in alignment with theories of second language acquisition and evidence-based ESOL practices

Deaf Education Intern; Haiti Deaf Academy, Cabaret, Haiti

June-August 20XX

- Lead instruction at a summer program serving 56 Deaf children with limited sign language acquisition and literacy
- Assisted in quantitative data gathering that contributed to the development of a school improvement plan

Classroom Volunteer; Indore Bilingual School for the Deaf, Indore, India

July-August 20XX

These are just suggestions – remember that your resume highlights your unique strengths

- Assisted in primary grade English classroom utilizing Indian and American sign languages

Professional Experience

Special Education and Literacy Advisor; Haiti Deaf Academy, Haiti November 20XX-Present

- Advised Haitian and American school staff on appropriate accommodations and supports for Deaf students with additional special needs in a residential school environment
- Performed literacy assessments on 50 Deaf students to evaluate the effectiveness of the academic curriculum and instruction, leading to the development of a new professional development program from Haitian Deaf teachers

Symposium Fellow; Mobiles for Education Alliance Symposium, Washington, D.C. August-October 20XX

- Assisted in the coordination of the 9th Annual Mobiles for Education Alliance Symposium, with attendance of over 330 development practitioners and Ministry of Education officials from 42 countries
- Organized and facilitated four special sessions by generating run-of-show documents, preparing presentation materials, and corresponding with international presenters representing 21 organizations

Educational Technology Intern;

US Agency for International Development, Washington, D.C. September 20XX-May 20XX

- Authored knowledge management materials for the 8th Annual Mobiles for Education Alliance Symposium including an inaugural newsletter and blog posts published to USAID Edu-Links
- Researched and authored three landscape reviews to inform the development of grants, including review of technology use for disability screening in schools and mapping of referral pathways for students with disabilities in South Asia

Gender and Disability Inclusive Education Intern;

US Agency for International Development, Washington, D.C. (*worked remotely from FL*) September 20XX-May 20XX

- Assisted in authoring of inclusive education guidance for dissemination to 44 international USAID missions
- Designed engaging and culturally-responsive communications materials to be used on USAID social media, during in-country staff trainings, and to promote All Children Reading: A Grand Challenge for Development

Education Policy and Advocacy Intern; League of Women Voters of Florida August 20XX- August 20XX

- Authored and presented report and recommendations on out-of-school time coordination systems and their applications in Alachua County; report was adopted by the Alachua County Commission, Gainesville City Commission, and Alachua County School Board to direct policy-making and the creation of a new advisory committee
- Assisted in the launch of the *Vote for Kids* Campaign supporting November 20XX ballot initiatives including a half-penny sales tax for school facilities and the creation of an independent tax district for the Children's Services Trust

Awards and Skills

Languages: American Sign Language (Fluent), Haitian Sign Language (Fluent), Hindi (Beginner)

Jamee and Gilbert Miller Fellow (20XX)

UF International Scholar (20XX)

Presentations

Educator, E., Name, A., and Name, L. (20XX, October). *Name of Presentation*. Poster session presented at Florida Council for Exceptional Children conference, Daytona, Florida.

Educator, E. (20XX, November). *Name of Poster*. Poster session presented at the 5th Annual SESPECS Research to Practice Symposium, Gainesville, Florida.

Conferences Attended

SESPECS Research to Practice Symposium- November 20XX, November, 20XX

The Imperative for Social Justice in Schools: Conversations with Community and Educational Leaders -November, 20XX

Florida Council for Exceptional Children Conference- October, 20XX

Mobiles for Education Alliance Symposium- November, 20XX, October, 20XX

Florida Connected Global Educator Conference- March, 20XX

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