



# **UF CAREER CONNECTIONS CENTER**

## **Resume Guide**



**CAREER CONNECTIONS CENTER**  
STUDENT LIFE | UNIVERSITY OF FLORIDA



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## WHAT IS THE PURPOSE OF A RESUME?

A resume is a strategic document that highlights your accomplishments and experiences for use in an application process. 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. This document should focus on your accomplishments, strengths, and transferrable skills. Think about experiences you are most proud of and want to highlight to tell your story.

## GENERAL TIPS

- Avoid using templates online - they can be difficult to revise and customize for your unique experiences
- Tailor your document to the job/program you are applying for
- When applying for industry positions, keep your resume to 1 page
- When applying for graduate programs or those with advanced degrees, your resume can be 1-2 pages
- Use 10-12 size font in a professional style
- Margins should be no smaller than 0.5 inches
- List your experiences in reverse chronological order or by importance/relevance
- Proofread! Check for appropriate punctuation, spelling, grammar, and sentence structure
- Use verbs and keywords similar to those found in the job posting
- All dates, abbreviations, and formatting should be consistent throughout your document

## 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 to this position?
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 experience?

## RESUME REVIEWS

The Career Connections Center provides several options to review your resume and provide customized feedback.

- Visit Express Drop-In (in-person or via Zoom) to meet with a Career Ambassador- no appointment needed
- Utilize Quinncia- our on-demand resume review tool (see page 6 for instructions)
- Attend a C3 workshop or lab to learn more about creating effective job search documents
- Schedule a Career Planning Appointment with a Career Coach via your Gator CareerLink account

**For more specific resume examples, visit [career.ufl.edu/resource-library/](https://career.ufl.edu/resource-library/)**



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## CUSTOMIZING YOUR JOB SEARCH MATERIALS

Customizing your application materials means utilizing space, action verbs and keywords strategically to demonstrate that you have the knowledge, experience, transferable skills, and personal attributes necessary to perform well in the position.

Your application materials, including resume, cover letter, supplemental questions, and application, need to be organized and customized to each position.

### STRATEGIES FOR CUSTOMIZING YOUR RESUME

#### Scan the Job Posting for Keywords

- Job Title
- Job Description
- Duties and Responsibilities
- Preferred Qualifications

#### Prioritize the Qualifications

Review how the job posting lists and describes the qualifications, responsibilities, and requirements. Next, structure and organize your materials in a manner that a 10-20 second scan reveals that you exceed the minimum requirements.

- Prioritize experiences that reflect your transferrable skills to match the duties and responsibilities of the role
- Mimic the posting's language for action verbs, competencies, and experience titles (if they are similar)

### Sample Job Description

#### Full Job Description

The New York Times Editing Center, 40-person editing and production operation based in Florida but working remotely, seeks an experienced copy editor to join a team delivering content through the New York Times News Service and producing dozens of publications, including The New York Times International Weekly. Taking the tasks seriously without taking yourself too seriously would separate the top contenders for a position that comes with high expectations and responsibility.

#### Responsibilities:

- Edit and trim New York Times stories for a global audience, while adhering to Times procedures and standards.
- Slot other editors' work and prioritize being the first or second edit on a story.
- Update stories as news develops.
- Compile story budgets and edit others' budgets for accuracy and completeness.

#### Qualifications:

- At least 5 years' experience as an assigning/copy editor for a professional publication.
- Bachelor's degree in journalism or a related subject.
- Preferably a background leading process and/or personnel.
- Strong news judgment and a deep understanding of world events and how The Times covers them.
- Ability to work on multiple projects, on multiple deadlines, with clarity and consistency.
- Excellent interpersonal and communication skills, both written and verbal.



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## CUSTOMIZING YOUR JOB SEARCH MATERIALS

### ASSESS FOR POTENTIAL FIT

When customizing your application, determine how you can infuse elements of the job description, your knowledge about the organization, and your unique experiences into the following:

- Supplemental Questions
- Resume
- Cover Letter
- Other Application Documents

Below you will find ideas for customizing and personalizing your application materials.

### Values

An organization's values are principles that guide an organization's day to day operations, beliefs, and culture. Demonstrate how your behaviors contributed to the success of your previous organizations or teams by using strong action verbs that mirror the values listed in the job posting or on the organization's website.

### Interest

Start with the why. What specifics can you provide that show you want to contribute to this organization and the work that they do? Where are you highlighting specific attributes, accomplishments, and skills that show how you can contribute?

### Competencies and Skills

What evidence are you providing that you have the knowledge, skills and personal attributes detailed in the job posting and organizational research to perform well in the required capacity?

### Resources

C3 Resume Template (see Resume Samples Guide)

<http://jobscan.co/>

<https://cultivatedculture.com/tools/>

<https://skills.emsidata.com/resume>

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## Application Tracking Software (ATS) Compatibility

If you are submitting an online application to a job, chances are you will be submitting your documents into an Application Software System (ATS). ATS are tools used by recruiting teams to streamline the hiring process.

Many organizations use software to scan and parse your resume- essentially, to pre-screen your application materials before a recruiter ever sees them. The parameters of the software are set by the organization, but your application may be ranked or disqualified based on appropriate formatting, keywords that align with the desired education, skills, knowledge and experience for that specific role. Some programs are sophisticated enough to evaluate your resume's match percentage rate with the job posting. The organization sets the threshold for applicants to move through further screening.

Keep your formatting simple to ensure that your resume can be parsed accurately. It is likely that your resume will be parsed into a candidate profile that is easily filtered and searched. These common and seemingly harmless mistakes could cause errors with the software and disqualify you from consideration:

- Any kind of template including Canva, Word, Google etc.
- Tables and columns – as the content could be removed or distorted
- Using acronyms in place of keywords and skills
- Submitting in alternative document formats other than .docx or .pdf

### ATS Checklist

- Applicable Keywords from the job posting appropriately demonstrated in job titles, hard skills, technical skills, soft skills (personal attributes)
- Usage of headings for education, relevant experience categories
- Reverse chronological formatting
- PDF to preserve the formatting
- Passes the .txt test – a quick test to see if your resume is scannable when all formatting is removed

### Quinnia

Quinnia is a virtual tool that provides personalized feedback for resumes and mock interviews using artificial intelligence (AI) technology. Quinnia is a free resource open to all UF students and alumni with GatorLink credentials. To get started with Quinnia, follow the steps below:

- Navigate to [www.quinnia.io](http://www.quinnia.io)
- Click "Sign In/Up" button
- Sign in using your UFL Email and GatorLink login information

### Additional Reading

- [The Dos and Don'ts of ATS](#)
- [A Guide to Applicant Tracking Systems](#)
- [Resume Outline](#)



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## Creating Strong Bullet Points

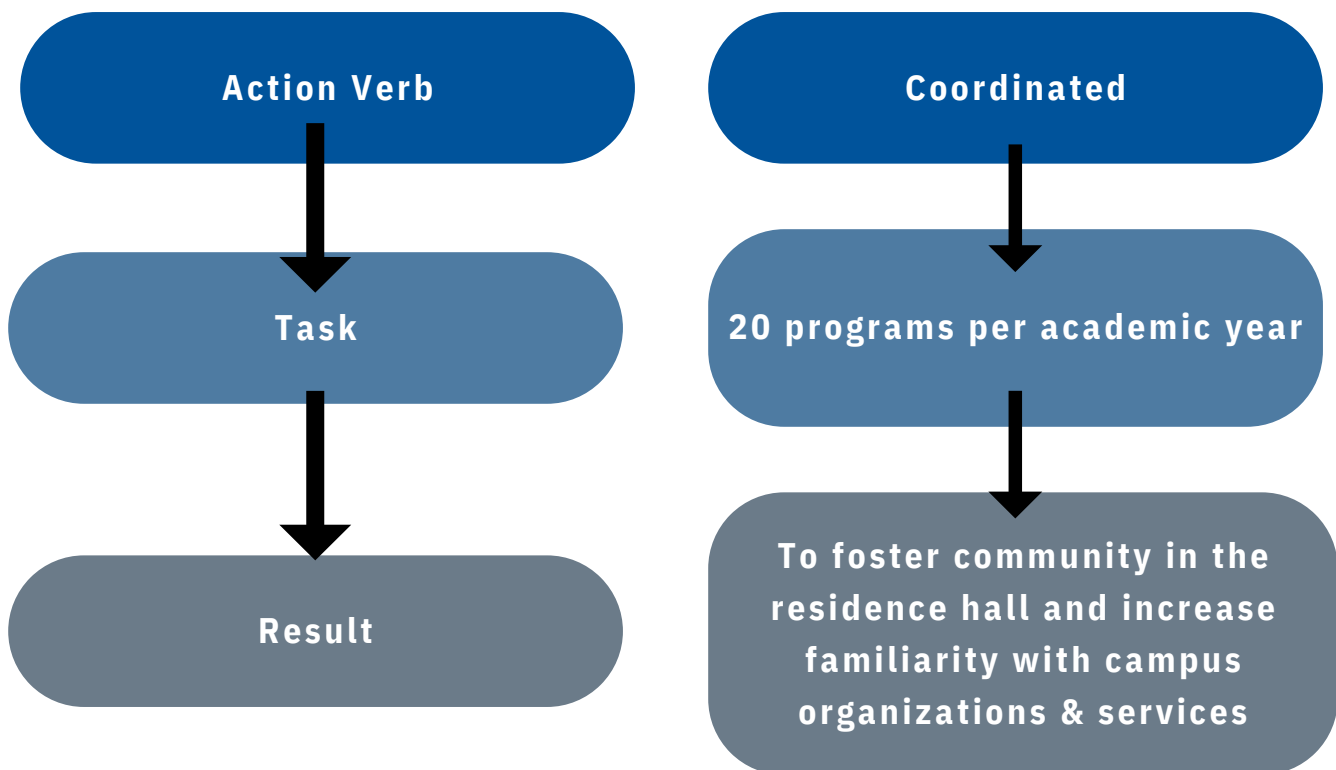
Resume bullet points should demonstrate effective use of skills. Each bullet point should directly correlate with a duty or responsibility that you see in a job posting. When crafting your bullet points, you want to evaluate what skills you are demonstrating and why that is important to the audience that will be screening your resume.

Begin each bullet point with a skills-based action verb. See pages 8-10 for examples of action verbs.

- Use formula: ACTION VERB + TASK + RESULT
- Answer the questions, “What did I accomplish?”, “How did I do this?”, and “Why is this important?”
- Focus on quantifiable accomplishments
- Avoid repeating the same action verbs and fragments
- Use verbs similar to those found in the job posting or a description of that kind of work

## Communicating Your Transferrable Skills

The goal of your resume is to be a strategic (customized) overview of your knowledge, skills and abilities acquired in and outside of the classroom. The bullet points under each experience should link directly to the duties, responsibilities, and desired qualities detailed on the position or program description.



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## COMPETENCY DEFINITIONS & RESUME ACTION VERBS

**Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Accommodated	Edited	Persuaded
Adjusted	Formulated	Presented
Advertised	Guided	Promoted
Advised	Influenced	Provided
Arranged	Informed	Publicized
Assisted	Instructed	Recommended
Authored	Interpreted	Reconciled
Collaborated	Mediated	Recruited
Communicated	Moderated	Redirected
Composed	Modified	Referred
Consulted	Motivated	Represented
Contributed	Negotiated	Requested
Cooperated	Oriented	Resolved
Corresponded	Personalized	Respected

**Critical Thinking:** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Adapted	Conceived	Solved
Analyzed	Conceptualized	Administered
Applied	Created	Allocated
Calculated	Customized	Analyzed
Computed	Designed	Appraised
Designed	Developed	Audited
Developed	Directed	Balanced
Devised	Formulated	Budgeted
Diagnosed	Founded	Calculated
Engineered	Illustrated	Computed
Evaluated	Instituted	Developed
Examined	Integrated	Forecast
Identified	Introduced	Managed
Interpreted	Invented	Marketed
Investigated	Investigated	Measured
Researched	Modified	Planned
Reviewed	Originated	Projected
Solved	Performed	Quantified
Studied	Planned	Researched
Surveyed	Proposed	Reviewed
Tested	Revised	Surveyed



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## COMPETENCY DEFINITIONS & RESUME ACTION VERBS

**Equity & Inclusion:** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Reflected	Incorporated	United
Increased	Leveraged	Built
Embraced	Assessed	Galvanized
Promoted	Bridge	Demonstrated
Supported	Champion	Integrate
Advocated	Increase	Foster
Enhanced	Represent	Facilitated
Ensured	Foster	Prioritized

**Leadership:** Recognize and capitalize on personal and team strengths to achieve organizational goals.

Administered	Enforced	Managed
Advocated	Engineered	Mentored
Allocated	Enhanced	Motivated
Analyzed	Established	Negotiated
Approved	Evaluated	Organized
Assigned	Executed	Originated
Attained	Executed	Oversaw
Authorized	Founded	Persuaded
Awarded	Galvanized	Pioneered
Budgeted	Generated	Planned
Chaired	Grew	Prioritized
Conducted	Implemented	Produced
Consolidated	Improved	Recognized
Contracted	Increased	Reviewed
Coordinated	Initiated	Scheduled
Designated	Innovated	Spearheaded
Developed	Instituted	Strengthened
Diagnosed	Introduced	Supervised
Directed	Launched	Transformed

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## COMPETENCY DEFINITIONS & RESUME ACTION VERBS

**Teamwork:** Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Advised	Guided	Clarified
Aided	Initiated	Coached
Assisted	Instructed	Contributed
Coached	Persuaded	Encouraged
Collaborated	Represented	Ensured
Communicated	Supported	Expedited
Coordinated	Trained	Facilitated
Counseled	Tutored	Familiarized
Developed	Volunteered	Intervened
Educated	Administered	Listened
Enabled	Advocated	Motivated
Encouraged	Aided	Provided
Established	Alleviated	Represented
Explained	Arranged	Resolved
Facilitated	Assessed	Supported
Focused	Assisted	Treated

**Technology/Technical:** Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Accelerated	Formatted	Rebuilt
Analyzed	Identified	Reconstructed
Applied	Implemented	Recovered
Assembled	Initialized	Reinforced
Authenticated	Installed	Replicated
Automated	Integrated	Restored
Balanced	Launched	Retooled
Bridged	Maintained	Retrieved
Calibrated	Migrated	Retrofitted
Coded	Mined	Revamped
Configured	Modeled	Revised
Consolidated	Modified	Routed
Constructed	Networked	Scrubbed
Debugged	Optimized	Secured
Decoded	Overhauled	Sequenced
Deployed	Packaged	Stabilized
Digitized	Patched	Standardized
Discovered	Prevented	Systematized
Enhanced	Prioritized	Transitioned
Equipped	Processed	Upgraded