Create a Strong Résumé

Résumé Basics

- Need to be clear and concise
- Easy to read and format is consistent
- Length can be up to 2pgs, 1pg for entry level with little experience
- Only relevant information is included

Recruiters judge your resume in seconds!

Your **Résumé** is Your Professional Fact Sheet to Gain an Interview

Résumé Language & Content

- Be specific, include actual results and applicable skills
- Include content unique to you, avoid over used jargon
- Stick to the facts and professional language, no "I" or "My"
- Use action verbs to describe experiences
- Most used format is reverse chronological (newest to oldest experiences)
- Include up to the past 10 years experiences

Résumé Do's

- Include relevant examples that show how you meet job qualifications
- Use legible and professional fonts
- Provide white space for skimming
- Use bulleted lists
- Use professional voice

Résumé Don'ts

- Do not include SSN, photos, family info
- Do not use more than 2 fonts
- Do not put references- provide them on a separate reference sheet
- Do not use excessive bolding/italics
- Do not use loud colors, traditionally only black

handshake

https://fit.joinhandshake.com

Need Help?

1. Download a free template on www.fit.edu/career
2. Attend a resume workshop on campus
3. Make a resume review appointment on Handshake

Career Services
150 W University, Melbourne FL 32901
321-674-8102 - career@fit.edu

Sample Résumé Section Titles

Name and Contact Information

- Place your name in the header (your name should be large enough to stand out on the page)
- Use a local address and phone number (can use your school address)
- Make sure you use a professional e-mail address and voicemail (such as your .edu e-mail)

Education

- List Florida Tech first
- Add graduation date at right alignment (can be future date)
- Include official major title and your GPA if over 3.0

Florida Institute of Technology, Melbourne, FL	May 2022
Bachelor of Science, Mechanical Engineering, GPA 3.57	

Skills

- Most relevant or impressive skills listed first, technical skills preferred
- Avoid clichés and be specific, skills that can be proved and measured are best (instead of strong communication-use public speaking, negotiation, conflict resolution, or mentoring)
- Lab skills or machinery used; programming languages or software programs
- IEEE, APA standards, or other industry regulations and mastered concepts
- Aircraft flown or flight time
- Treatments or clinical assessments used
- Foreign Languages

Experience

- List paid & unpaid experiences related to career path
- List organization, location, and start/end dates (month and year)
- Newest experiences first (most recent to oldest)
- Start each bullet with an action verb and use past tense for previous positions- be specific!

Florida Institute of Technology, Melbourne, FL	Sep 2018- Present
Marine Laboratory Assistant	

- Annotate pictures of coral reef transects of the Caribbean to determine coral populations and disease
- Stich photos for coral health analysis using Photoshop
- Support two faculty members in open research leading to publication on coral reef death rates

Honors

- **Dean's** List (years)
- Honor Society
- Competition, professional, or student awards

Co-Curricular Activities

- Professional association or campus organization roles/memberships
- Non-major related volunteering and charity work; sports teams or sponsored events/conferences