

Your resume is the storyboard of who you are

A resume isn't just a list. It tells the story of what you've done, what you've learned, and how you show up. Readers look for a pattern: excellence, involvement, and care. Lead with your strongest story, not just your most recent job.

Keep it in perspective

Your resume is table stakes. It gets you in the door. People land the job: the handshake, the referral, the follow-up. Spend most of your search time talking to people. (Jeffrey J. Fox, *Don't Send a Resume*)

The essentials

- **Contact:** phone, email, customized LinkedIn URL.
- **Education:** school, degree and major, expected graduation date.
- **Experience:** internships, jobs, research, projects. Every job counts.

Show it, don't list it

Instead of "Reliable and hardworking," try "Worked 20 hours a week through the school year while carrying a full engineering course load." If a trait matters, a line should prove it.

One page, used well

- One page for most students. Two only if it's truly relevant.
- Reclaim wasted space, but keep it clean and easy to scan.
- Quantify: "Managed a \$5,000 project budget."
- Use the job posting's language. Software screens for keywords.

What students often leave off

- **Select courses** that show your interests and strengths.
- **Projects:** what you made, the challenge, your role.
- **Activities:** club sports, intramurals, student orgs.
- **Volunteer work.** It shows character and care.
- **Standout awards,** even from high school. Try "Activities and Awards."

References

Keep them off your resume, on a separate one-page list. Ask each person first.

Asking for help

Pick 3 people or resources for feedback (include career services and someone who hires):

Name 3 people who are working and ask to see their resume:

More examples: UF Career Connections Center, Sample STEM Resumes (careerhub.ufl.edu).

After an internship

Update the week it ends. Write down 3 to 5 things you learned, turn the best into resume lines, and update LinkedIn too. (Jim Riney, Freese and Nichols)

Resume + LinkedIn checklist

- ☐ Recognizable head-and-shoulders photo
- ☐ Custom LinkedIn URL, also on your resume
- ☐ School, degree, graduation date, logo showing
- ☐ All jobs, with what you did and learned
- ☐ "Open to work" with titles, locations, type
- ☐ Search your name: profile near the top