

RESUMES

WHAT TO INCLUDE

Name, Address, Phone Number, Email

Education: List the institution you have graduated from in reverse chronological order.

Experience: List the positions that you have held (consider all paid, volunteer, leadership, military, and internship experiences). You don't have to list every job you have ever had, instead prioritizing experiences that are current or relevant to the position you are applying for.

When writing your bullet points, ask yourself:

- What were my major accomplishments?
- What were my main responsibilities?
- What skills did I learn, improve, or utilize?
- What special knowledge did I gain?

Activities: Were you are part of any clubs, Greek Life, non-profit groups, honor societies, or athletic teams? Did you serve in a leadership role in an organization? Did you participate in research, training, presentations, or conferences? Describe your accomplishments.

Skills: What skills do you possess? (e.g. language ability, computer skills, technical skills?)

Chris C. Chronological

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OBJECTIVE

Seeking an internship where I can utilize my skills in communications, public relations, and event planning.

EDUCATION

Bachelor of Arts in Multimedia Studies

August 20XX

Major: Multimedia Journalism

Florida Atlantic University

Boca Raton, FL

Overall GPA: 3.5/4.0

RELEVANT COURSEWORK

Mass Communication

Theory Public Opinion and Modernity

U.S. Journalism

Television Production

Video Production

Photo Journalism

U.S. Telecommunication

Industry Communication & Social Power

Political Communication

EXPERIENCE

Spring Concert Coordinator

September 20XX – Present

Associated Students, Inc. Productions

Boca Raton, FL

- Allocated a budget of over \$115,000 for the event
- Communicated with various individuals within the company to ensure the participation of local artists
- Created a detailed publicity plan as well as public relations tactics
- Attended weekly contact meetings with the advisor and staff to ensure the success of the event

Union and Special Programming Coordinator

May 20XX – August 20XX

Associated Students, Inc. Productions

Boca Raton, FL

- Managed a budget of over \$15,000
- Planned and coordinated three small scale and one large scale event per semester
- Maintained excellent communication with agents and talent
- Attended weekly staff and street team meetings

Crew Leader

May 20XX – April 20XX

Sherry's Muffins

Fort Lauderdale, FL

- Supervised a crew of seven workers and managed bakery's daily operations, while providing superior customer service.
- Trained 20+ employees and created schedules for all under-management employees resulting in an effective scheduling procedure.
- Responded to customer questions and complaints, and oversaw the sales and baking processes to provide the optimal bakery experience.

MEMBERSHIPS

Lambda Pi Eta

20XX – Present

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint)

BASIC TIPS

- Resumes are usually 1-2 pages in length
- Page margins can range from 0.5" to 1.0"
- Standard font is recommended, such as a sans-serif font like Arial or Calibri, with font sizes ranging from 10-12 point, although your name can be larger
- Proper use of verb tense: current jobs = present tense, previous jobs = past tense
- Dates are in reversed chronological order (most recent to least recent) in each section
- Effective use of space: not too little/ too much white space
- Format is clean and consistent, easy to read. Avoid overuse of colors, lines, boxes or borders
- Avoid use of templates when creating your resume and refrain from overusing AI-generated content.

