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Depending on your field and where you are in your education, your resume may display more educational or volunteer experience than professional work history. The goal is to make sure the experience on your resume is relevant to the position you're applying for.

A C (Curriculum Vitae)

CV typically contain information about your education, publications, work experience, conference presentations, and awards. Some applications may have a specific page limit for your CV (i.e. 2-3 pages). Others will expect a complete CV that gives a comprehensive look at your background.

like graduate school, grants, fellowships, and scholarships

This document will help you organize information on your resume or CV to create a stronger application. A

you're applying for in order

Also, consider reaching out to a mentor in your field for advice on building your resume. Your mentor will know best practices and can help you tailor your resume for the position you're applying for.



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Do a Google search for a template for your word processor. If you're rewriting a resume, search for resume

C

N

Use the name you want to go by on your resume.
I.e. don't put Alexander if you want to be called Alex.

C

I

Include your phone number and your email address. Make sure your email address is professional. Your email should be some version of your name. It's always a good idea to use your USF email. *a#* and app.

There's no need to put your home address as that takes up space. Your address will likely be included in a different part of your application.



E

Include your GPA, major, concentration (if applicable), and expected graduation date. If you are currently a student or if you are just starting out your career, put your education at the top of your resume.

UNIVERSITY of
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