

Sections	Details	Hints	To Do List
Heading	Name (large font/ BOLD) Address Phone # TCC Email Website/LinkedIn ePortfolio	<ul style="list-style-type: none"> View Résumé Development video & Résumé samples on our website: www.tcc.fl.edu/careercenter Attend Resumania & CareerFEST Use a professional email address & voice mail greeting 	
Education	School Name City & State Major Projected graduation GPA (if 3.0 or higher) Relevant Coursework List previous schools List internships/externships or clinical experiences	<ul style="list-style-type: none"> Include your High school information if you graduated in the last year No abbreviations Emphasize certificates &/or degrees completed (BOLD) Reverse chronological order throughout résumé Include your transfer major & institution 	
Work Experience	Company Name City & State Title Timeline (month/year) 3-5 bullet statements Describe accomplishments	<ul style="list-style-type: none"> Refer to Résumé Writing Guide on our website www.tcc.fl.edu/careercenter Begin each bullet statement with an action verb Do not use "I" Use keyword strategies & quantify Consider a job shadowing experience and/or internship (careercenter@tcc.fl.edu) 	
Format	Grammar/punctuation/spelling Verb tenses Be consistent Spacing Prioritize content	<ul style="list-style-type: none"> Do not use a template Visit Learning Commons for writing assistance Research résumé best practices for your major 	
Additional Info	Technical Skills Leadership Community Service/Volunteer Profile or summary Professional Affiliations Languages Awards Certifications	<ul style="list-style-type: none"> Consider campus involvement (TCC Student Life) View all professional development video workshops on our website www.tcc.fl.edu/careercenter Participate in Career Center events Schedule a résumé review appointment or attend walk-in Thursdays (9am-1pm) Consider including a quote from current employer or professor 	