

# RESUME MINIMUM REQUIREMENTS

## Name & Contact Information

## checklist

- Full name included at top of resume
- Optional: Address including city, state,
  - May include current/local and permanent address
- Phone number
- Professional e-mail address (suggested USF email, or another that use your name not a nickname)

## Education

- Name of Institution spelled out completely(i.e. University of South Florida, St. Petersburg campus)
  - List the city and state of the university you have attended/are attending
- Full name of degree earned or being sought (i.e. Bachelor of Art or Bachelor of Science, etc.)
- Field of study: major, minor, and/or concentrations
- Graduation Date (Month & Year) or anticipated graduation date instead of dates attended
- Do not include High School Diploma on resume

## Work Experience

- Name of Organization/Company
- Location including City and State
- Dates of Employment listed Year to Month Year (i.e. January 2020 to October 2020)
- Title/Type of Experience (i.e. Assistant Manager, Cashier, Intern, Volunteer, etc.)
- Description of experience, including duties and accomplishments in bulleted format
- Bullet points must begin with action words and demonstrate a skill, knowledge, or quality
- Avoid using any personal pronouns, such as I, me, my, etc.

## General Requirements

- No grammatical or spelling errors
- No false or inaccurate information
- Do not include the following: photograph, gender, marital status, religion, ethnicity, date of birth, or any other personal identification information (i.e. SSN, U#)
- References should be a separate document and not included on resume

## Layout & Design

- Margins should be at least .5-.7 on all sides or larger
- Font is easy to read and is a minimum of 10pt. font (For example we suggest: Times, Calibri, Tahoma, Garamond, and not fonts such as Comic Sans, Stencil, or any Script )
- Style and layout are consistent throughout page (including same font throughout, same heading styles, and spacing and alignment match up in sections)
- College/entry level resumes should generally be only one page
- If your resume is more than one page, subsequent pages should include name and page number