



RESUME BUILDER



DAYTONA STATE COLLEGE

Career Services
Lemerand Student Center
(Building 115), Room 224
386.506.3073
CareerServices@DaytonaState.edu





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RESUME BUILDING

Building your resume to showcase your ability

WHAT IS A RESUME?

A **resume** serves as a concise summary of your educational background, professional experience, skills, and achievements. Its purpose is to highlight how your strengths align with the requirements of a specific role, positioning you as a strong candidate within a competitive applicant field.

DIFFERENT TYPES OF RESUMES

Chronological Resume: Lists work experience in reverse chronological order, emphasizing career progression and stability. Ideal for those with a consistent work history.

Functional Resume: Focuses on skills and achievements rather than work history, highlighting capabilities relevant to the job. Best for career changers, gaps in employment, or limited experience.

Combination Resume: Blends chronological and functional formats, showcasing both skills and work history. Suitable for those with a strong skill set and steady career path.

MUST HAVE SECTIONS FOR A RESUME

- Contact Information
- Professional Summary
- Skills
- Education/Certification
- Experience/Employment

RESUME BUILDING TIP

When **updating your resume**, always keep the job description of the position you're applying for readily available. This allows you to tailor your resume effectively, ensuring that your skills, experience, and accomplishments align closely with the specific requirements in the job posting.

WHEN FORMATTING YOUR RESUME

- Use a clean, **professional layout**
- Choose a **readable font**
 - Use **10-12** size font in a professional style
- Keep it **1-2** pages
- Utilize bullet points & white space for **readability**
- Avoid excessive colors, graphics
- Your margins should never be smaller than **0.5 inches**
- Insure all abbreviations and dates are **consistent**

Edard D. Snark

South Daytona, FL | (386) 506-3073 | ed.snark33@email.com | LinkedIn or Professional URL (optional)

Legal Investigator

Professional with an in-depth educational background in criminal justice, seeking to contribute to legal teams through skilled administrative support, case preparation, and research. Proficient in legal documentation, client communication, and court procedures. Committed to maintaining confidentiality, and ethical standards while assisting attorneys, paralegals, and court officials.

Skills

Case Management	Microsoft 365	Conflict Resolution
Client Intake	LexisNexis	Negotiations
Interview preparation	File Organization	Communication

Education

Associate of Science – Paralegal Studies Anticipated Graduation 2026
Daytona State College – *Daytona Beach, FL*

Bachelor of Fine Arts – Fine Arts 2019
Winter College – *St Augustine, FL*

Experience

Court Clerk 2023-Present
Town County Circuit Court – *Town, FL*

- Support legal staff by managing case files, preparing court calendars, and processing official documents
- Interface with judges, attorneys, law enforcement, & the public while maintaining confidentiality
- Attend court proceedings, record events, and update case management systems in real time

Emerging Museum Professional 2020-2023
Cool Museum – *City, FL*

- Greeted and assisted guests, providing information about exhibitions, programs, and museum policies
- Supported daily operations, including ticket sales, gift shop transactions, and visitor flow
- Assisted with special events, exhibit openings, and educational programs
- Maintained public areas and exhibit spaces for cleanliness and visitor safety

Guest Services (Volunteer) 2016-2018
Cool Museum – *City, FL*

- Guided 2-5 daily tours and educational sessions for school groups and public visitors
- Assisted in cataloging artifacts and maintaining collection records
- Supported the setup of temporary exhibits and seasonal displays

Cersei L. Anistar

Oak Hill, FL | (386) 506-3073 | cersei_la@email.com | LinkedIn or Professional URL (optional)

Customer Service Coordinator

Experienced client-facing professional with over 5 year’s valuable experience in the customer service industry. Ability to work efficiently and effectively in a fast-paced environment. Culturally sensitive and skilled working with a diverse customer base. Strong written and verbal communication skills.

- Communication
 - Time Management
 - Microsoft 365
- Google Workspace
 - Creativity
 - Social Media Marketing
- Collaboration
 - Canva
 - Davinci Resolve

Education

Associate of Arts Degree	Anticipated Graduation 2027
Daytona State College – <i>Daytona Beach, FL</i>	
High School Diploma	2025
High School – <i>Ormond Beach, FL</i>	

Experience

Communication

- Effectively diffused & resolved customer complaints
- Answered phone calls and directed calls to appropriate parties or take messages
- Maintained composure and worked efficiently in a fast-paced environment
- Updated social media sites such as LinkedIn, TikTok and BlueSky

Office Administration

- Prepared reports for intake statistics and program success rates
- Rapidly learned and mastered various computer programs
- Developed letters for mailings to advertise upcoming programs and events
- Detail oriented and resourceful in completing projects
- Scheduled appointments for 30+ clients per day

Employment History

Server – Juice Bros, Daytona Beach, FL	2024 - Present
Receptionist (Volunteer) - Humane Society, Deland, FL	2023 - 2025

Professional Affiliations and Community Involvement

Relay for Life-American Cancer Society Team Leader	2025
Volusia County Schools Volunteer	2024- 2025



PROFESSIONAL SUMMARY

Sell your skills in the Professional Summary

WHAT IS A PROFESSIONAL SUMMARY?

A **professional summary** is a brief, impactful statement at the top of a resume that highlights your key skills, experiences, and career achievements. It serves as an introduction, giving potential employers a quick overview of what you bring to the table.

WHAT IT ACCOMPLISHES:

Grabs Attention Quickly

It acts as a hook, capturing the recruiter's attention immediately by providing a snapshot of your skills, strengths, and experiences.

Showcases Your Value

This section gives you the opportunity to highlight what makes you unique, such as notable certifications, technical skills, or accomplishments.

Establish Who You Are

A well written summary can help build a personal brand, reflecting your professional identity, values, and unique skills.

MAKING YOUR PROFESSIONAL SUMMARY LOOK PROFESSIONAL:

Keep It Concise: Limit your summary to 2-5 sentences, focusing on the most compelling details about your qualifications.

Start With The Job Title: Begin your summary with the exact job title from the listing to show you're a perfect fit and help your resume pass ATS scans.

BONUS TIPS:

- Avoid **"I," "me," and "my"** to maintain a professional tone
- Do not include **outdated or irrelevant skills**
- Avoid making it **too long or too short**
- Stay away from being too **vague or generic**



RESUME SKILLS

Using Technical, Hard, or Soft skills on your resume.

WHAT ARE HARD & SOFT SKILLS?

Hard skills are specific, teachable abilities or knowledge (Example: programming, data analysis) and should be highlighted when the job requires technical expertise. **Soft skills** are interpersonal or character traits (Example: communication, teamwork) and should be emphasized when the role involves collaboration, leadership, or client interaction.

Tailor your resume to the job description, balancing both types of skills to match the employer's needs.

HARD SKILLS (JOB-SPECIFIC & TECHNICAL)

- Computer & Software Proficiency** (Microsoft Office, Google Workspace, CRM software, etc.)
- Data Analysis & Research** (Excel, SQL, Python, Tableau, Power BI)
- Project Management** (Agile, Scrum, Jira, Trello, Asana)
- Coding & Programming** (Java, Python, C++, JavaScript, HTML/CSS)
- Graphic Design & Video Editing** (Adobe Suite, Canva, Final Cut Pro)
- Marketing & SEO** (Google Analytics, SEO optimization, social media marketing)
- Sales & Customer Relationship Management (CRM)** (Salesforce, HubSpot)
- Financial & Accounting Knowledge** (QuickBooks, SAP, financial modeling)
- Writing & Editing** (Copywriting, content creation, technical writing)
- Foreign Languages** (Spanish, French, Mandarin, etc.)
- Industry-Specific Skills** (ex., nursing certifications, engineering tools, legal research)

SOFT SKILLS (TRANSFERABLE & INTERPERSONAL)

- Communication & Public Speaking**
- Leadership & Team Management**
- Problem-Solving & Critical Thinking**
- Time Management & Organization**
- Adaptability & Resilience**
- Collaboration & Teamwork**
- Creativity & Innovation**
- Attention to Detail**
- Negotiation & Persuasion**
- Conflict Resolution**

HOW TO CHOOSE THE RIGHT SKILLS

Match with the Job Description: Tailor your resume to the specific job posting by including relevant skills.

Use Keywords: Many companies use applicant tracking systems (ATS) that scan for job-related keywords.

Provide Proof: If possible, add a brief example of how you've used these skills in your work experience section.



EDUCATION

Emphasizing your education to employers

HOW TO HIGHLIGHTING YOUR EDUCATION

The **education** section of a resume outlines your academic background and achievements. It provides employers with information about your degrees and certifications to showcase your knowledge and qualifications.

FOR STUDENTS OR RECENT GRADUATES

- **Place Education First:** Position it above your Experience/Employment section.
- **Highlight GPA:** Include it if it's 3.5 or higher.
- **Relevant Coursework:** Optional, but useful, especially if not included in a separate section.
- Use this section to showcase academic strengths, key projects, or honors.

BONUS TIP

Regularly update your Education section to reflect new learning, thus demonstrate your curiosity and commitment to growth.

WHAT MAKES THE EDUCATION SECTION LOOK PROFESSIONAL?

- **List Degrees in Reverse Chronological Order:** Start with your most recent or highest level of education.
- **Include Key Details:** Add the institution's name, degree earned, graduation date (or expected date), and any relevant honors.

FOR PROFESSIONALS

- **Move It Below Experience:** Let your work speak first; education comes after.
- **Remove High School Info:** Once you've earned a higher degree or certification.
- **Streamline Content:**
 - Omit GPA and coursework to prioritize recent achievements.
 - Consider replacing with:
 - **Certifications**
 - **Licenses**
 - **Professional Training**
 - **Memberships & Awards**



EXPERIENCE/EMPLOYMENT

Creating your Experience/Education section of your resume.

EXPERIENCE & EMPLOYMENT

The **experience** section of a resume is crucial because it showcases your professional history and demonstrates your qualifications for the job you're applying for.

INFORMATION TO INCLUDE

- **Job Title**
- **Company Name**
- **Location**
- **Dates of Employment**
- **Responsibilities and Duties**
- **Achievements**

WHAT TO AVOID

Being Too Vague: Avoid generic descriptions. Be specific about your roles and achievements.

Including Irrelevant Experience: Focus on roles that are relevant to the job you're applying for.

Exaggerating or Lying: Always be truthful about your experience. Employers can verify your information.

MAKE YOUR EXPERIENCE/EMPLOYMENT SECTION STAND OUT

Keep it concise: Use bullet points to make your experience section easy to read and focus on the most important information.

Using action verbs: In the experience section of a resume is all about starting each bullet point with a strong, specific verb to clearly show what you did and what impact you had.

Key responsibilities and achievements: all the bullet points need to emphasize the value you have delivered to previous employers while showcasing your skills and expertise. Achievements can demonstrate your ability to take initiative, solve problems, and exceed expectations.

Highlight transferable skills: Even if your experience isn't directly related to your desired field, emphasize skills that can transfer to the job you're seeking.



MORE OPTIONS!

WHEN DECIDING WHAT ELSE TO INCLUDE
ON YOUR RESUME

ARE OPTIONAL SECTIONS BENEFICIAL?

Optional sections of a resume can help you stand out and provide additional insights into your skills, experiences, and personality

If needed only include one extra section in your resume.

EXAMPLES OF ADDITIONAL SECTIONS

- **Professional Affiliations**
- **Community Involvement**
- **Volunteer Work**
- **Certifications**
- **Awards**
- **Relevant Courses**
- **Publications or Presentations**
- **Projects**
- **Hobbies and Interests (HS)**

ADDITIONAL RESUME TIPS

- When creating **strong bullet points** remember the formula :
 - **ACTION VERB + TASK + RESULT**
- Try not **repeating** the same action verbs.
- Send a **PDF version** of your resume unless otherwise stated
- **Update your resume every 6–12 months**, even if you're not actively job hunting
 - It's way easier to add achievements while they're fresh in your mind than to try and remember them a year or two later
- Use relevant **keywords** from the job description
- Make sure you **proofread** your resume before applying to a job and also before interviewing
- Focus on **quantifiable** achievements when possible (people love numbers 😊)
- Never **lie** on your resume
 - If you're caught, it can cost you the job, damage your reputation, and even get you fired later.





ACTION VERBS

These are a few of the many action verbs that can enhance your resume

Leadership and Management:

Directed
Supervised
Managed
Organized
Oversaw
Coordinated
Executed
Facilitated
Delegated
Led

Achievement and Results:

Achieved
Delivered
Exceeded
Improved
Reduced
Resolved
Completed
Surpassed
Generated
Optimized

Organizational Skills:

Budgeted
Allocated
Audited
Forecasted
Balanced
Projected
Negotiated
Reconciled
Invested
Appraised

Initiative and Innovation:

Designed
Developed
Launched
Created
Initiated
Proposed
Implemented
Engineered
Pioneered
Transformed

Technical Skills:

Programmed
Operated
Built
Engineered
Configured
Debugged
Automated
Optimized
Maintained
Upgraded

Analysis and Problem-Solving:

Analyzed
Evaluated
Diagnosed
Researched
Strategized
Assessed
Solved
Investigated
Forecasted
Calculated

Customer and Client Support:

Advised
Consulted
Educated
Trained
Supported
Assisted
Resolved
Guided
Handled
Mediated

Teamwork and Collaboration:

Contributed
Participated
Supported
Assisted
Partnered
Shared
Integrated
Coordinated
Unified
Joined

Communication:

Presented
Advocated
Negotiated
Collaborated
Documented
Informed
Explained
Moderated
Drafted
Promoted

Cover Letter

The cover letter is an introduction to your resume. Your letter should show why the employer should read your resume, and how your talents will benefit the company.

- Write a separate, customized letter for each job application. Tailor your content to address the specific needs of the employer and the position.
 - Convey confidence, personal interest and specific talents for the position.
 - Length should be one-half to two-thirds of a page.
- State the position you are seeking and the source of the job opening (job board, Career Placement office, referral from a friend, etc.)
- In the body of the letter, include highlights of your qualifications and information about your education, related experience and accomplishments that relate to the employer's needs.
-

Cover Letter Outline

Heading:

Your Name

City, State

Date

Employer's Name

Address

Salutation:

- Address the letter to person responsible for hiring (if you absolutely cannot find that information, you may use "Hiring Committee" or "Hiring Manager").
- Do **NOT** use "Dear Sir or Madam" or "To Whom it May Concern"

Opening (2-4 sentences):

- Reveal your purpose and interest.
- Identify the position and where you found the job posting.

Body (1-2 paragraphs):

- Outline your strongest qualifications that match the position requirements.
- As much as possible, provide evidence of your related experiences and accomplishments - Discuss your education, skills and personal qualifications that make you a strong candidate.
- Reference your enclosed resume, but do not simply regurgitate it.

Closing (2-4 sentences):

- Reiterate your interest in obtaining an interview to discuss the position.
- Thank the employer for their time and consideration.

Sincerely,

Signature

Your Name Typed

Michelle Smith
Daytona Beach, FL 32114

February 2, 2020

Mr. Scott Murphy
Volusia Schools
100 South Street Daytona Beach, FL 32114

Dear Mr. Murphy:

I am interested in applying for a teaching position, on the elementary level, in your school district. As a 2018 graduate of Daytona State College, I have student teaching experience on the third and sixth grade level, in both suburban and urban school districts.

Currently, I am teaching “at-risk” preschool children. This position enables me to provide these students with a “head start” in mastering basic skills. I am challenged to be creative, nurturing and most of all, patient. In my junior year at Daytona State College, a passion for Marine Science created an opportunity for me to work for Marineland. This position allowed me to teach every fourth grade class in the local school system. I coordinated field trips along with classroom instruction.

My experience combined with my ability to be a compassionate, enthusiastic teacher will enable me to make a positive contribution to your school district. Thank you for taking the time to review my qualifications. I welcome an interview and look forward to hearing from you soon.

Sincerely,
Michelle Smith