

# PROCEDURES FOR RÉSUMÉ CD

GRADUATE BUSINESS CAREER SERVICES  
256 BRYAN HALL

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## RÉSUMÉ CD DIRECTIONS

All résumés submitted for inclusion in the University of Florida MSRE Graduate Business Résumé CD will have a standardized format. This will provide a more uniform, quality-recruiting tool for the employer. The formatting requirements are listed below, as well as a sample résumé. Graduate Business Career Services (GBCS) will critique each student's résumé to ensure that it meets these minimum requirements.

Once your résumé has been critiqued by a GBCS staff member, you will need to upload a copy onto **JobConnect**, after first creating a "User Profile." Uploading a version onto the Career Resource Center's (UF's campus-wide career center) Gator CareerLink is also recommended.

If you have any questions please contact GBCS between the hours of 8:00am and 5:00pm, Monday through Friday: office location BRY 256, by phone at (352) 273-3264 and ask to be connected to a counselor.

## IMPORTANT DEADLINES

**Friday 07/17/09 at 4:00pm** - Deadline for MSREs to set up JobConnect Student Profile

**Monday 08/10/09 5:00pm** - Deadline for MSREs to upload Resumes in JobConnect

## LAYOUT/FORMAT REQUIREMENTS

**Length:** All résumés will be one page in length. GBCS recognizes that many of you may have enough experience to warrant more than a single page résumé, but we need everyone to condense their experiences into a one-page format for the Resume CD.

**Margins:** The left margin should be approximately 1". The other margins (top, bottom, and right), should be between 1" and .5". Please do not make your top, bottom, and right margins smaller than a half-inch; it makes your résumé appear overcrowded and cumbersome to read.

**Font:** The font style used will be Times New Roman; the font size will be 10, 11 or 12 point, with the exception of the "NAME," which will be 14 point.

**Required Sections:** All résumés will contain your name, contact information, education, experience, and skills - in that order. Other sections may be added, but will remain consistent in format to the required sections, as shown in the sample résumé.

**Other Formatting:** No lines or underlining will be used in the résumé. Heading titles will be bolded and will be in upper case letters. Indenting and bullets will be used as shown in the sample résumé.

**Specific Sections:** Requirements and suggestions for résumé sections are indicated below:

**Name:** The student's name will be placed approximately 1" from the top of the page, will be centered in 14 point font, with text in **UPPERCASE BOLD**.

**Current Contact Information:** Your current contact information will be centered beneath your name as shown in the sample résumé. Please include an e-mail address, preferably your College of Business Administration (CBA) account address, and remember to check it often and also ensure that it is professional in nature. The contact information will be the same size font as the text in the rest of the résumé (10, 11 or 12 point).

**Objective:** Your résumé should have an objective, which should be congruent with your specific area of interest within the MSRE Program.

**Education:** The Education section will be directly underneath the résumé objective. The degree title and institution will be presented. If a student will be obtaining a joint- or dual-degree, each degree will be listed separately. It is recommended that the most career-related degree should be listed first. Appropriate titles for degrees are:

- ✓ Master of Science - Real Estate
- ✓ Juris Doctor

Other information may be provided in this section, including overseas study, honors or activities, and relevant coursework.

**Experience:** Each experience subheading consists of a job title, dates of employment, company/organization name, and city, state or country. The format of these entries will be as shown in the sample résumé. When possible, focus on accomplishments, not job duties. Accomplishments can include problems solved, training, special projects or assignments, and commendations, awards or honors. Some additional tips for writing effective experience statements include:

- Keep sentences short and concise.
- Use action words to begin sentences.
- Use quantities, amounts, and/or dollar values where these enhance the description of what was accomplished.

**Skills:** this section should include items such as computer skills, language skills and licenses and/or certifications. For foreign language listings, describe your level of proficiency (e.g. fluent, proficient, basic familiarity).

**Other Sections:** Other sections may be added to the résumé, but they must be in a format consistent with the other sections. Other sections may include activities, certifications, licenses, honors, or memberships.

Students should not include any unrelated personal information (e.g., age, marital status, height, weight), or list their personal references.

**NAME**

14pt font, upper case, bold & centered

5400 NW 39<sup>th</sup> Avenue, Apt. 103B  
Gainesville, FL 32606  
(352) 123-4567  
GatorAE@cba.ufl.edu

Use your current contact information.

All other text should be 10, 11 or 12pt font

**OBJECTIVE**

To obtain a position in real estate land development.

All headings should be in all upper case, bolded, flush left

**EDUCATION**

**UNIVERSITY OF FLORIDA – Hough Graduate School of Business** Gainesville, FL  
**Master of Science – Real Estate** Graduation Month and Year

*Relevant Business Coursework (Optional section):*

- Fixed Income Valuation
- R.E. Market Analysis
- Primary Mortgage Markets
- Investment Property
- Venture Finance

Use your tab key to indent as shown

All dates should be flush right as shown

**UNIVERSITY OF... (Undergrad Institution)** City, State (except if Gainesville, then omit)  
**Bachelor of Arts/Science in...** Graduation Month and Year  
Major in Marketing  
GPA: 3.9/4.0

**EXPERIENCE**

**Project Development Manager** June 20\_\_ - August 20\_\_  
Alliant Partners, L.L.C. Orlando, FL  
• Supervised several real estate design and development projects in Florida, Arizona and Colorado. Responsible for all initial architectural coordination and construction management.  
• Consulted on site design for retail and mixed-use development.  
• Coordinated contracts, due diligence assessments, and legal document timelines, along with all new site proposals for 10 new Eckerd Drug Stores in Phoenix, Arizona.

**Real Estate Appraiser** May 20\_\_ - August 20\_\_  
Don R. Scheidt & Company Tampa, FL  
• Appraised all types of commercial real estate including industrial, warehouse, apartments, land development, office and retail.  
• Appraisal values ranged from \$150,000 to \$3,700,000.

**SKILLS**

**Computer:** ARGUS, Adobe Illustrator, Microsoft Office (Word, Excel, PowerPoint)  
**Language:** Fluent in Spanish, proficient in French and German

**LICENSURE/ACTIVITIES**

Florida Real Estate License, 2002  
**Vice President**, University of Florida Marketing Association, 20\_\_ - 20\_\_  
**Member**, Urban Land Institute  
**Volunteer**, Gainesville Boys and Girls Club

Use Times New Roman for all text

Even margins around entire document – default to .75” or 1”