

****Example of Recent Graduate DVM Resume from UF CVM Careers****

FirstName LastName, DVM

email@gmail.com | (352) 123-4567 | City, State

[LinkedIn.com/In/customizedurl](https://www.linkedin.com/in/customizedurl)

(Margins can go to narrow setting (.5" all around page), Font size can go as low as 10 pt. depending on font)

OBJECTIVE (Optional Section)

An objective statement can be helpful if you are using your resume at a networking event or conference to help specify what positions you may be interested in, if you are included a cover letter than an objective statement may be redundant. Start off with detailed qualifiers of yourself, include what makes you different from all the other applicants and be specific about what types of positions you're are looking for, consider location, focus, type of medicine, clients, etc. Objectives should be limited to a couple lines and should not include personal pronouns.

EDUCATION (this category will come further down in your resume after your first job)

Doctor of Veterinary Medicine

(include your month and year you will graduate) Month Year

University of Florida; Gainesville, FL

(all dates formatted consistently either on right align

Certificate Program in Example; GPA – #.## (two decimal points max)

or separated in the title by a punctuation mark)

Relevant Coursework: Optional to list, choose courses that are not implied (ex. Electives) or show experience in an area not on your resume, limit to ~5 courses maximum

Bachelor of Science in Degree Here (ensure it is the degree shown on your diploma)

Month Year

University; City, State

Minor or other relevant information to degree here

Study Abroad: University; City, State Semester

(For more space, consider minimizing blank/empty lines down in font size, ex. 4 or decreasing the space before/after lines consistently throughout the document)

FIRST/MOST IMPORTANT CATEGORY (From all your experiences choose those that are most relevant to include in this first category, consider all types of experiences – volunteer, paid, unpaid, research, student organizations, externships, etc. Once all experiences in this category are chosen and arranged in reverse chronological order, take a step back and develop a title/theme for the category to name the section. Examples include Relevant Experience, Related Experience, Veterinary Experience, Shelter Experience, Large Animal Experience, Etc.)

Position Title, Organization Title

Month Year - Present

City, State

- Start each bullet point with a descriptive verb. Use present tense for current positions and past tense for past positions.
- Bullet points should highlight transferrable skills to the position you are applying to and not solely focus on your job responsibilities.
- Utilize <https://www.onetonline.org/> and search for various position titles in the top right search bar for some assistance with creating strong bullet points.
- Remember to customize each bullet point to that position and what you were able to accomplish there.

Position Title, Organization Title

Month Year – Month Year

City, State

- Ensure the document is consistent, if you end one bullet point with a period then end them all with a period.
- Be sure to stick to the same time period, don't switch from semester year to month year throughout the document.
- Bullet points should focus on quantity, impact, and outcomes of your roles and how these relate to the position you are applying to.
- Start with a blank word document instead of a template, this allows for more control on the movement and formatting on your part.
- It is encouraged to have multiple bullet points per experience, but make sure they are highlighting different skills; it doesn't make sense to have the same bullet point multiple times.

SECOND/SUPPORTING CATEGORY (From all your experiences choose those that are supporting/secondary to your most important experiences to include in this category, consider all types of experiences – volunteer, paid, unpaid, research, student organizations, externships, etc. Once all experiences in this category are chosen and arranged in reverse chronological order, take a step back and develop a title/theme for the category to name the section. Examples include Relevant Experience, Related Experience, Other Experience, Additional Experience, Research & Teaching Experience, Leadership & Involvement, Etc.)

Position Title, Organization Title

Month Year - Present

City, State

- Try to not have just one bullet point under a position and utilize the whole line for the bullet point if possible.

For assistance and reviewing of your resume, schedule a career planning appointment with Katelyn Jerles at KatelynJ@crc.ufl.edu

- Examine the job posting, company website, social media, and other information to focus your resume and include their language.
- Avoid having ‘hanging’ bullet points lines like the one above where just one or two words falls on the second line.
- Consider rewording the bullet point by eliminating or adding more information to elaborate.
- Attempt to limit bullet points to just one idea or skill; you are able to separate with semicolons but avoid using multiple periods/sentences in one bullet point.

Position Title, Organization Title
City, State

Month Year – Month Year

- Really look at the job description and make sure if you have experience or training in an area they mention that it is somewhere (preferably on the top portion) on your resume.
- Avoid using first person anywhere on your resume document.
- Have multiple people review your resume and job application documents, just one misspelling can result in someone skipping over your application.

THIRD/OPTIONAL CATEGORY (From all your experiences choose those that are not as directly related but still important to expand upon and have bullet points to include in this category, consider all types of experiences – volunteer, paid, unpaid, research, student organizations, externships, etc. Remember that one page is preferred by most professionals so your first page has to grab their attention to keep them reading to the second page (if you choose to have a second page). Once all experiences in this category are chosen and arranged in reverse chronological order, take a step back and develop a title/theme for the category to name the section. Examples include Relevant Experience, Related Experience, Other Experience, Additional Experience, Research & Teaching Experience, Leadership & Involvement, Etc.)

Position Title, Organization Title
City, State

Month Year – Month Year

- Notice that regardless of the category the formatting is consistent, this is especially helpful when moving experiences around for different types of positions.
- Avoid verbs such as helped and worked, try to use more descriptive and stronger verbs in place of them.

Position Title, Organization Title
City, State

Month Year – Month Year

- If for some reason you don’t think the employer would know the organization, feel free to provide a brief overview but do not go onto a second line. For the most part employers will google what they do not know. Ask yourself if the employer would not recognize it, is it worth listing on your resume?
- Make sure all your bullet points are aligned throughout the document, they can get misaligned after a lot of formatting.
- Once you have all the content on your document, feel free to customize it to your preferences.

ADDITIONAL EXPERIENCE (This final category is a place to list experiences that are either older, not as relevant, not as involved (i.e. memberships) or otherwise not included in your other categories. You can list them here without adding bullet points so the employer is aware of them but they are not a main focus of your resume. Consider adding descriptive words to roles to better explain your positions. Most of undergraduate school affiliations can be omitted by this time.)

Role, Organization Title; Location

Month Year – Month Year

Descriptive Role, Organization Title; Location

Month Year – Month Year

Role, Organization Title; Location

Month Year – Month Year

Role, Organization Title; Location

Month Year – Month Year

Role, Organization Title; Location

Month Year – Month Year

SKILLS

Languages: Language (Level of Competence), Another Language (Written-Level of Competence; Spoken-Level of Competence)

Computer: Cornerstone, SPSS, Microsoft Word, Publisher, Excel, and PowerPoint, Example Software, Social Media Site

Certifications: Example Certificate (Date Certified); Second Certificate (Date Certified – Date Expires) (You can choose to separate through semicolons or lines depending on your amount of space, this section can also be moved further up (even under education) or separated out from the skills section if you have pertinent or multiple certifications that are relevant to the specific position you are applying to)

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REFERENCES

(Keep same header for all job documents similar to stationary, References are typically included on separate page or document with same formatting, font, and header as resume unless otherwise noted)

First LastName, D.V.M., DACVIM

Relationship to Reference (helpful if they have a new position now, ex. Former Supervisor at All Animals Hospital)

Reference's Job Title/Position

Reference's Organization Name

Physical Mailing Address

City, State

352-123-4567

email@email.ufl.edu

First LastName, D.V.M., Ph.D.

Relationship to Reference

Reference's Job Title/Position

Reference's Organization Name

Physical Mailing Address (not necessary to include)

City, State

352-123-4567

email@email.ufl.edu

First LastName, Ph.D.

Relationship to Reference

Reference's Job Title/Position

Reference's Organization Name

Physical Mailing Address

City, State

352-123-4567

email@email.ufl.edu – preferred (can specify preference if reference asks or is better able to communicate in one, doesn't mean they will not use the other method but can be helpful)