

How to Develop a Resume

1. **Review the job description for skills and abilities required**
Analyze the description and highlight the required skills, attributes and qualifications.
2. **Create a list of accomplishments**
Include education/training, volunteer experience, jobs, internships, projects, research, and group/team activities. Describe in detail what you did, why you did it, who you did it with, what equipment you used and the results/outcomes. Quantify your results, if possible, and use commonly understood terminology.
3. **Analyze your accomplishments and experiences for relevant skills**
Reflect upon your past and current experiences to identify your skills.
4. **Write descriptive phrases**
Using action verbs, write short phrases to describe what you did. Be specific yet concise. Arrange the descriptive phrases in order of relevance to the position for which you are applying.
5. **Organize your experiences**
List all experiences in reverse chronological order — start with the most recent. In each experience, remember to highlight the skills, knowledge and abilities that are relevant to the job.

Q: What is a CV?

A: CV stands for *curriculum vitae* and is a document used to apply for positions in an academic setting. You can adapt your current resume into a CV by adding three sections:

1. *research experience,*
2. *teaching/mentoring experience*
3. *publications or poster presentations.*

A CV also includes a list of your references with their job title and contact information.



Keep in mind...
The average employer takes about

6 seconds
to scan a resume.

Formatting Tips

- Limit your resume to one page
- Include your contact information (with a professional email address)
- Use a professional font (e.g. Times New Roman, Arial, Helvetica, Georgia, Calibri, Tahoma)
- Use font sizes 10-12
- Use bolding to make key information stand out (e.g. bold all of your job titles)
- List your GPA (if 3.0 or higher)

Do

- ✓ Begin phrases with action verbs such as “developed”
- ✓ Be specific in your objective statement, if you choose to have one
- ✓ Emphasize outcomes, significant achievements and recognition from others
- ✓ Quantify accomplishments when possible and highlight specific examples
- ✓ Be truthful about your accomplishments
- ✓ Have a career counselor review your resume

Don't

- ✗ Use personal pronouns such as “I” or “my”
- ✗ Use complete sentences
- ✗ Include personal information such as marital status, age, Social Security number, or picture
- ✗ Use flashy graphics or colored paper
- ✗ Mention controversial activities or associations (personal preference)
- ✗ Exaggerate your experience
- ✗ Use abbreviations such as “SPOP” or “ASUCI”

RESUME COMPONENTS

CONTACT INFORMATION

Name, address, email address, and phone number should be at the top of the page

EDUCATION

Name of school, major, degree received, and graduation (or projected graduation date)

EXPERIENCE

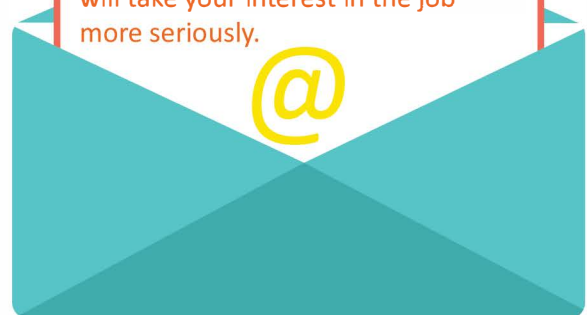
Paid, volunteer, or internships. Emphasize duties, responsibilities, skills, abilities, and accomplishments. Include the job title, employing organization, location of job, and dates of employment

ADDITIONAL CATEGORIES

You may want to include skills (technical, language, etc.), activities (school, volunteer, and community), leadership, honors and awards, and research experience

David Parker	
Email: dparker@uci.edu Phone: 714-644-0000	
Campus: 2121 Wilson Dr. Costa Mesa, CA 92704	Home: 2566 S. Mitchell St. San Bernardino, CA 92885
OBJECTIVE Seeking an internship in the entertainment industry that will utilize artistic and organizational skills.	
EDUCATION	
Bachelor of Arts in Studio Art University of California, Irvine GPA: 3.42 Dean's Honor List. 4 quarters	June 2016
Relevant Coursework	
<ul style="list-style-type: none"> • Interdisciplinary Digital Arts • History of Intermedia • Projects in Public Art Advanced Drawing • Advanced Color Photography 	
EXPERIENCE	
Claire Trevor School of the Arts: University of California, Irvine	October 2011 – Present
Peer Advisor	
<ul style="list-style-type: none"> • Assist students with scheduling upcoming courses and resolve current scheduling conflicts. • Attend monthly meetings for information related to academic counseling services. • Perform office duties including answering telephones, filing, making copies and faxes. • Enhance interpersonal skills through individual contact with students and administration. 	
ACTIVITIES	
Photographers' Society, University of California, Irvine	January 2011 – Present
Member	
<ul style="list-style-type: none"> • Participate in meetings and discussions related to the methods, arts and equipment for photography. 	
Circle K, University of California, Irvine	September 2009 – Present
Member	
<ul style="list-style-type: none"> • Attended a Circle K conference focusing on leadership training. • Participate in various service events around the local community working with children and at-risk youth. 	
SKILLS	
Computer: Flash 5, Adobe Photoshop, Adobe Illustrator, Adobe Premier, Corel Draw, Quirk, Microsoft Publisher, Microsoft Word, PowerPoint Language: Conversational French	

Put your email address as a means to contact you, but make it basic as possible, containing only your name. Leave off the BballStud@gmail.com and use something like your UCI email address. A basic name looks more professional and employers will take your interest in the job more seriously.



For more resume help...

- RSVP for resume workshops on Handshake
- Get your resume reviewed during Drop In Advising hours (Monday - Friday | 11 AM - 3 PM)