



## Overall Formatting

- Most are only one page
- Margins between 0.5" to 1" top, bottom, left, and right
- 10 to 12 point font
- Dates should be right-aligned and it is recommended months are written out
- No unusual fonts
- Must have consistent formatting – bullet points, dates, bolding, italics, etc.
- No colors or logos
- No tables or templates

## Name and Contact Information

- Formal name, at top of page
- For students with a preferred name, list your preferred name in parenthesis. Keep your given name on the resume if it aligns with the email address you choose to list. This helps the employer identify you and prevents any confusion down the road in the hiring process.

### For example:

**PETER ANTEATER**

Irvine, CA 92697 | (949) 555-5555 | peter@uci.edu | www.linkedin.com/in/peteranteater

**PETER (FRED) STUDENT**

Irvine, CA 92697 | (949) 555-5555 | peter@uci.edu

- If you would like to include your pronouns on your resume, you can add them under your name
- Mailing address. You can optionally leave off the street address
- Phone number
- Email address, either UCI or personal account, as long as it is professional and you check it often
- *Optional Links: LinkedIn URL, Github site or online portfolio*

## Education

- Do not list high school
- Start with University of California, Irvine and graduation date (month and year)
- Formal degree title on next line:
  - For example: Bachelor of Arts in Psychological Science OR B.A. in Psychological Science
- Minor(s) – *if applicable*
- GPA (if above 3.00) – list this two decimal places and do not round up. Most employers prefer cumulative
- Honors/Awards (Dean's List, Campuswide Honors Program, etc.)
- Optional:
  - Relevant Coursework. List 3-5 course titles (not course codes) required/preferred by employer or directly related to position
  - Community college. Include name of school/program and area of study (listed in same format as your UCI education)
  - Study abroad. Include name of school/program and area of study listed in same format as your UCI education
  - UCI education

*See examples on back...*

# Resume Help: Getting Started



## For example:

<b>University of California, Irvine</b> Bachelor of Arts in Sociology GPA: 3.25	June 20XX
<b>Santa Ana College</b> Associate of Arts in Liberal Arts GPA: 3.11	May 20XX
<b>University of California, Irvine</b> Bachelor of Arts in Sociology Bachelor of Arts in Spanish	June 20XX
<b>University of California, Irvine</b> B.A. in Sociology Minor in Management	June 20XX
<b>Pompeu Fabra University, Barcelona, Spain</b> University of California Education Abroad Program	Spring 20XX

## Related Projects or Related Course Projects (Optional)

- List the name of the project and dates of the project on the same line
- Write out bullet-points as if it were an experience (please refer to EXPERIENCE section below)

**Business Communication Team Project, Irvine, CA** January 20XX-March 20XX  
*Company Analysis*

- Researched management performance and structure of Company XYZ by conducting online research and interviewing senior-level executives

**Fabflix** January 20XX-March 20XX  
*Co-leader*

- Worked in a group of 3 to create a website with functionality similar to Netflix (browsing, searching, and purchasing movies from a remote server)

## Experience

- Include your job title, organization name, city and state, and the dates you worked at that organization
- Bold either the organization name OR the job title (not both)
- Use verb-led phrases to describe your accomplishments and results. Quantify with numbers, percentages (%), money (\$), etc.

## Activities, Volunteer Experience or Leadership Experience

- Format the same as you would your work experience
- Include professional societies, Greek affiliations, student organizations, volunteer positions

## Skills and Interests – Tangible “Hard” Skills, not “Soft” Skills (e.g. “team player,” “attention to detail”)

- Computer or laboratory skills
- Language skills – capitalize languages and describe level of competency (i.e.g conversational, proficient, fluent, etc.). Do not list “English” when applying to positions in the U.S. as this is assumed
- *Optional: Interests (make them interesting, i.e. “ran LA marathon” vs. “running”)*