

## 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 – starting 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)**

## 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
- ✓ Avoid using personal pronouns such as “I” or “my”
- ✓ Write phrases as opposed to complete sentences
- ✓ Avoid including personal information such as marital status, age, Social Security number or picture
- ✓ Keep your resume more traditional and not use flashy graphics or colored paper
- ✓ Be cautious when mentioning controversial activities or associations
- ✓ Write out acronyms 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: 714-614-0000  
 Address: 2566 S. Mitchell St., San Bernardino, CA 92885

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**EDUCATION**

**Bachelor of Arts in Studio Art** June 20XX  
 University of California, Irvine  
 GPA: 3.42  
 Dean's Honor List, 4 quarters

**Relevant Coursework**

- 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 20XX-Present  
 Peer Advisor

- 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 phones, filing, making copies and faxes
- Enhance interpersonal skills through individual contact with students and administration

**ACTIVITIES**

**Photographers' Society;** University of California, Irvine January 20XX-Present  
 Member

- Participate in meetings and discussions related to the methods, arts and equipment for photography

**Circle K;** University of California, Irvine September 20XX-Present  
 Member

- 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 Premiere, Corel Draw, Quirk, Microsoft Publisher, Microsoft Word, PowerPoint

**Language:** Conversational French



Put your email address as a means to contact you, but make it as 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 additional help, try:*

**CAREER SPOTS** ([CAREER.UCI.EDU/CAREERSPOTS](http://CAREER.UCI.EDU/CAREERSPOTS))  
 Quick, informative videos on a variety of topics, including career readiness, internships, and career advice.