The logo for the UCI Division of Career Pathways, featuring the letters 'UCI' in a bold, black, sans-serif font, followed by the text 'Division of Career Pathways' in a smaller, black, sans-serif font.

UCI Division of
Career Pathways

Enhance Your Resume

What is a Resume?

- A tool to get you the *interview*
- Provide employer with a concise summary of education, skills, and goals
- Facilitate the interview

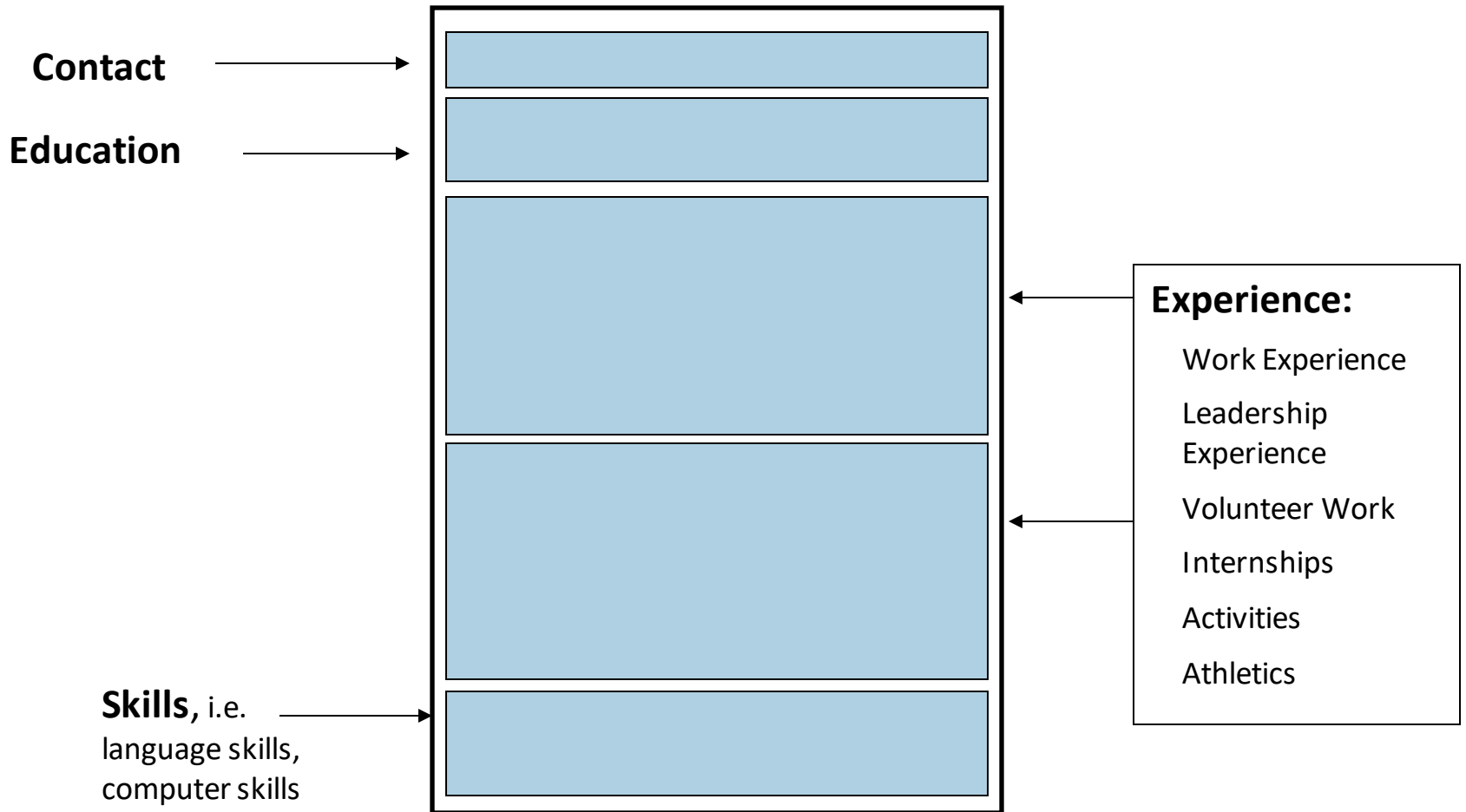
The average employer looks at a resume for only 6 seconds!*

*Source: The Ladders

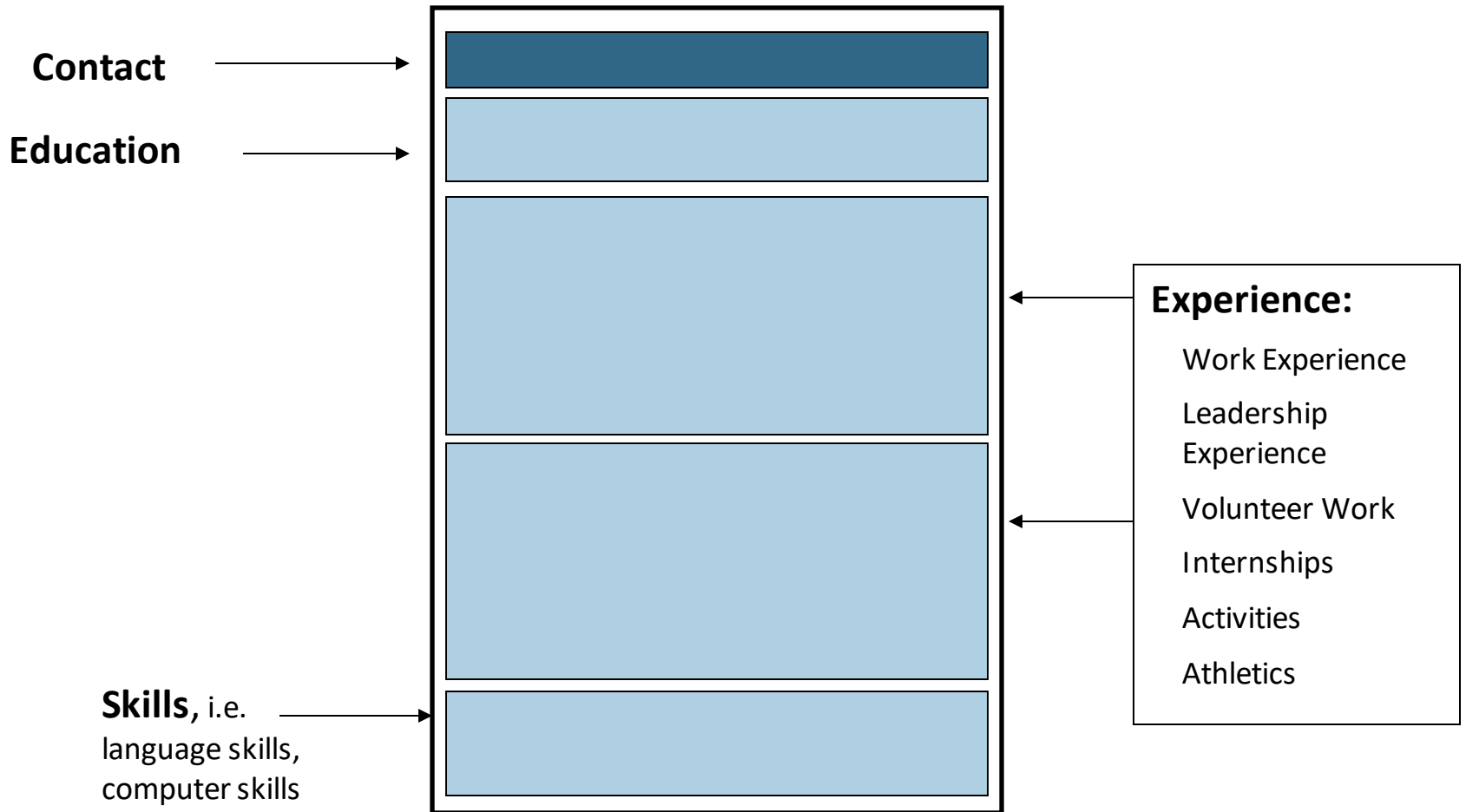




Resume Structure



Resume Structure



Contact Information

- **Formal name, at top of page, 16 to 18 point font**
- **Mailing address. You can leave off street address for privacy reasons.**
- **Phone number**
- **Email address. Be sure it is professional and you check it often**
- **Optional Links: LinkedIn URL or online portfolio**

Example

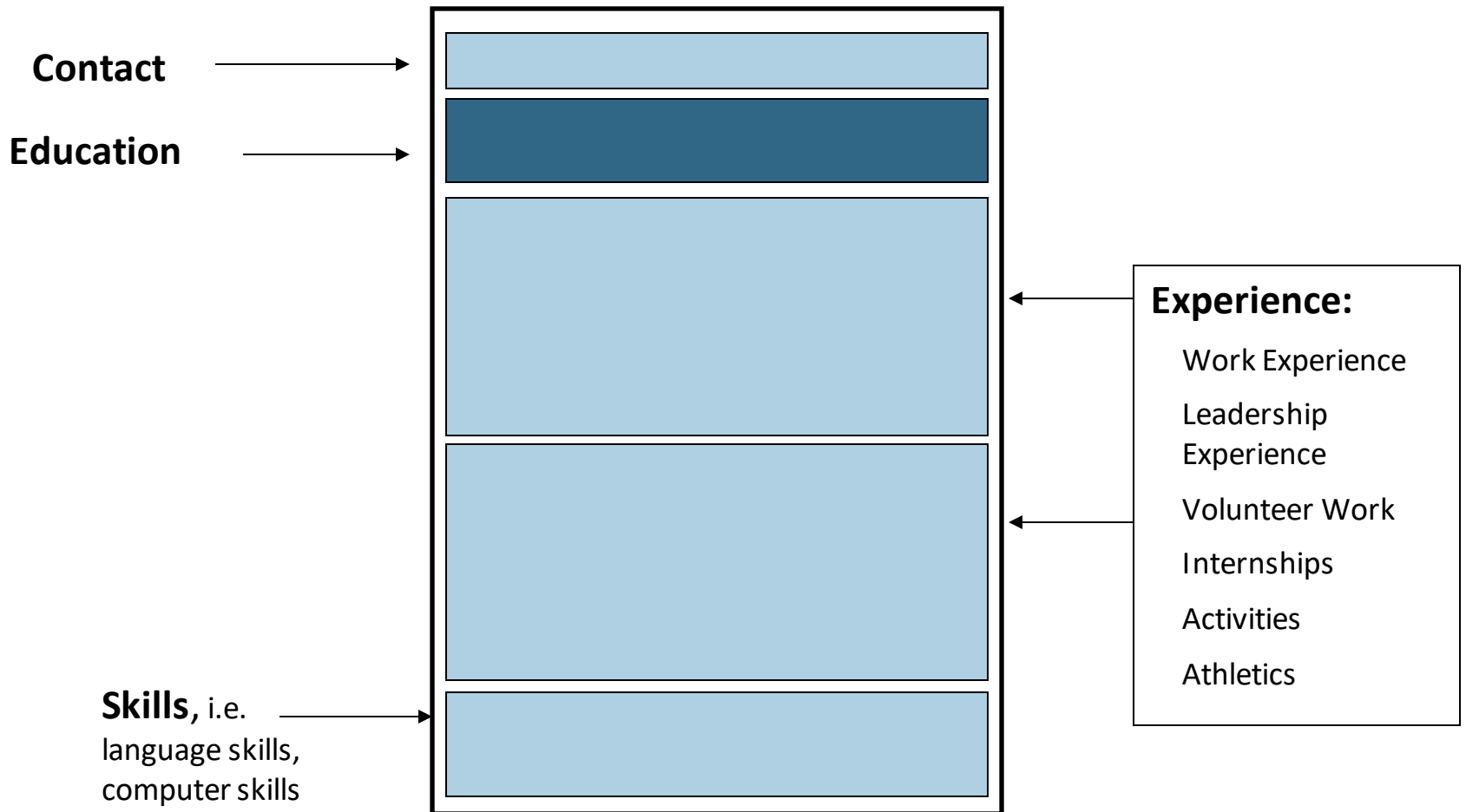
Samantha Student

Irvine, CA 92697 | (949) 555-5555 | sstudent@gmail.com | www.linkedin.com/in/sstudent

Samantha (Sam) Student

Irvine, CA 92697 | (949) 555-5555 | sstudent@gmail.com | www.linkedin.com/in/sstudent

Resume Structure



Education

- **Include University – full name**
- **Degree – Bachelor of Arts, Master of Science in (Major)**
- **Minor(s)**
- **Month and Year of Graduation**
- **Study Abroad Experience (if any)**
- **GPA if greater than 3.00**
- **Relevant Courses**
- **Honors and Awards**



EDUCATION

Example

University of California, Irvine

June 20XX

Bachelor of Arts in Psychological Science

GPA 3.34; Dean's Honor List: 2 quarters

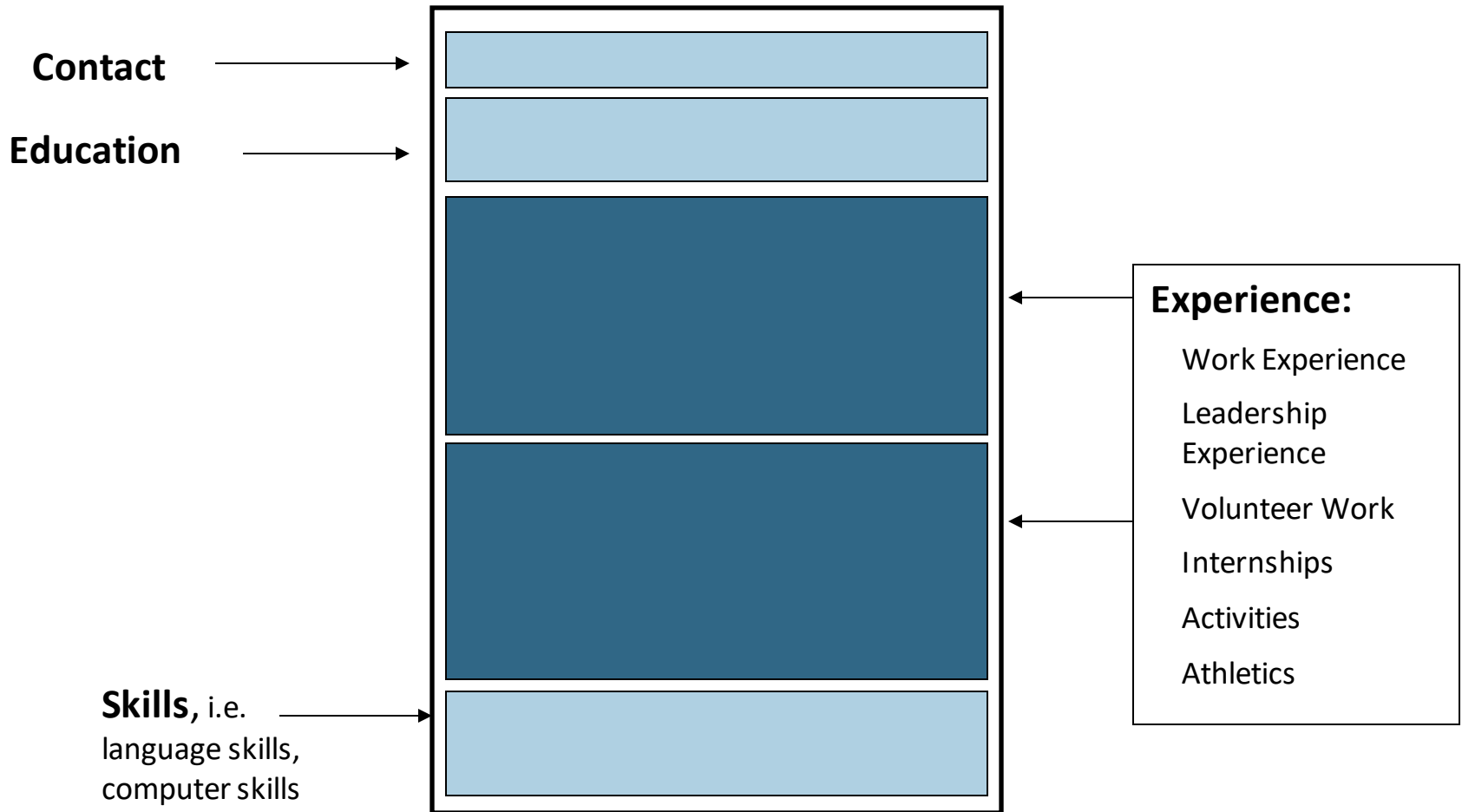
Relevant Coursework: Health Psychology, Clinical Sport Psychology

University of Barcelona, Spain

Summer 20XX

UC Educational Abroad Program (UCEAP)

Resume Structure





Experience

- **What is Experience?**
- **List Organization/Company name; Location, Job Title, Dates employed**
- **Reverse chronological order**
- **Bullets vs. Paragraphs**
- **Verb tense (present or past)**

Describing Experience

- Use strong Action Verbs and Key Words
- Quantify #, \$, % when possible
- Describe any results and accomplishments
- Answer these questions to develop content for each bullet-point:
 - **WHAT** did you do?
 - **HOW** did you do it?
 - **WHY** did you do it?
 - **QUANTIFY** whenever possible

Impact Statements: What, How, Why

BEFORE

Camp Greylock, Irvine, CA Summers 20XX-20XX

Camp Counselor

- Responsibilities included coordinating activities for campers, enforcing camp policies, teaching swimming, training other counselors, and performing various other duties as assigned.

AFTER

Camp Greylock, Irvine, CA Summers 20XX-20XX

Camp Counselor

- Planned athletic, social, and educational activities for 55 campers ages 11-13 each week
- Provided daily swimming instruction to campers through drills and one-on-one coaching
- Trained four junior counselors on camp policies and procedures by leading role playing exercises

Experience Examples

UCI Circle K, Irvine, CA

September 20XX – June 20XX

President

- Chaired weekly member meetings for a community service organization to share club updates, upcoming events and goals with over 100 members
- Managed a cabinet of 5 officers and 10 committee members to plan and brainstorm over 50 service projects throughout the year
- Outreached to teachers, school administrators and community leaders via email and in-person meetings to expand service opportunities for students

California Pizza Kitchen, Irvine, CA

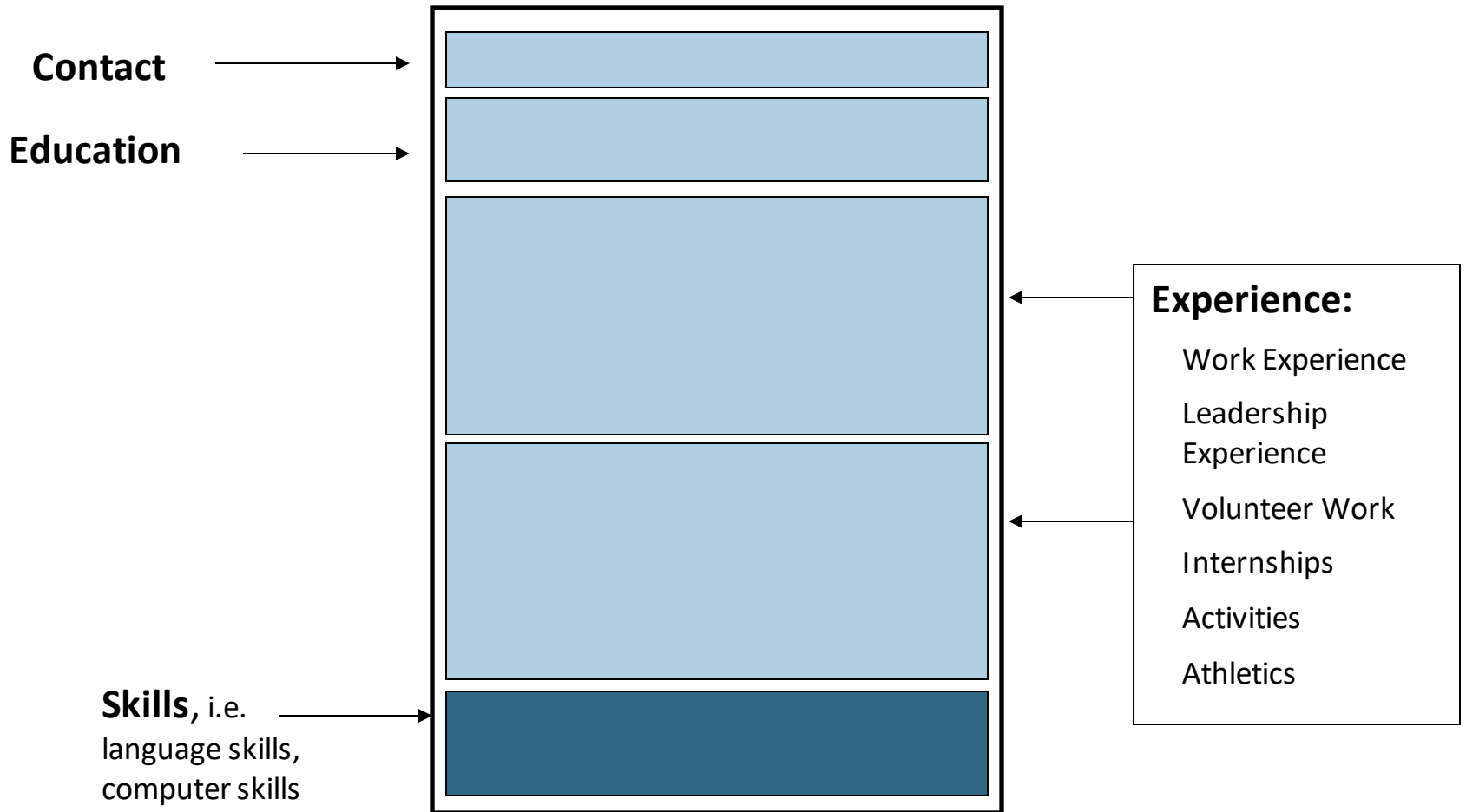
June 20XX – August

20XX

Host

- Greeted and seated over 200 guests per night and provided quality customer service at a fast-paced restaurant
- Trained 5 hosts and provided guidance to other staff through hands-on training and real-time feedback
- Maintained constant, clear communication with wait staff and other front-of-house staff to ensure quality service

Resume Structure



Skills and Interests

- Computer skills
- Language skills
- Other skills needed for your field/industry
- Interests are optional but make them interesting
- Section can be moved to the top, depending on skills

Example

Language: Fluent in Spanish, Beginner Mandarin Chinese

Computer: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Canva Design

Interests: Training for LA marathon, enjoy cooking Italian cuisine

FORMAT TIPS

- Keep to 1 page
- ½” - 1” margins, 10-12 pt. font
- Keep it simple (white paper, black ink – no colors or graphics)
- Use a consistent format
- Place most relevant information at top
- Create on Word document, send in PDF

Determining Your Content

- Look at the job description
 - Placement of skills in the ad
 - Frequency of mentions
- Look at company website
 - Know their mission/core values
 - How/where do you fit
- Look at yourself
 - How are you unique
 - What are your achievements



Practice: Read a Job Ad

Easter Seals is a collaborative environment of behavioral, occupational, physical, and speech/language therapists working closely together to provide treatment for children and training for families. If you are an energetic, fun, and creative professional with lots of flexibility, this is an excellent opportunity. We seek highly organized, dynamic professionals with an excellent ability to engage children and families.

Job Description: Behavioral Interventionist

Provide specialized behavioral intervention services and program implementation for children with autism spectrum disorders and related developmental disabilities, ages 14 months and older. Provide direct care to clients diagnosed with autism spectrum disorders, and include parents and caregivers in sessions to promote generalization and parent involvement. Travel to home and other community settings to deliver services. Develop caring, high quality, and effective services for children and families.

Requirements:

BA/BS in Psychology

Recent experience working with children and/or children with autism spectrum disorders and/or related developmental disabilities in a direct care capacity preferred.

Able to communicate effectively verbally and in writing.

Able to engage children and families, and work with very active children on the floor.

Maturity, common sense, flexibility and a genuine sense of humor are a must for this job.

American Sign Language or bilingual ability is very desirable.

Reading a Job Ad: Hard Skills

Easter Seals is a collaborative environment of behavioral, occupational, physical, and speech/language therapists working closely together to **provide treatment** for children and **training** for families. If you are an energetic, fun, and creative professional with lots of flexibility, this is an excellent opportunity. We seek highly organized, dynamic professionals with an excellent ability to engage children and families.

Job Description:

Behavioral Interventionist provide specialized **behavioral intervention services** and program implementation for children with autism spectrum disorders and related developmental disabilities, ages 14 months and older.

Provide **direct care to clients** diagnosed with autism spectrum disorders, and include parents and caregivers in sessions to promote generalization and parent involvement. Travel to home and other **community** settings to deliver services. Develop caring, high quality, and **effective services** for children and families.

Requirements:

BA/BS in Psychology

Recent **experience working with children** and/or children with autism spectrum disorders and/or related developmental disabilities in a direct care capacity preferred.

Able to **communicate effectively verbally and in writing**.

Able to engage children and families, and work with very active children on the floor.

Maturity, common sense, flexibility and a genuine sense of humor are a must for this job.

American Sign Language or bilingual ability is very desirable.

Reading a Job Ad: Soft Skills

Easter Seals is a **collaborative** environment of behavioral, occupational, physical, and speech/language therapists **working closely together** to provide treatment for children and training for families. If you are an **energetic, fun, and creative** professional with lots of flexibility, this is an excellent opportunity. We seek **highly organized, dynamic** professionals with an excellent **ability to engage** children and families.

Job Description: Behavioral Interventionist Provide specialized behavioral intervention services and program implementation for children with autism spectrum disorders and related developmental disabilities, ages 14 months and older. Provide direct care to clients diagnosed with autism spectrum disorders, and include parents and caregivers in sessions to promote generalization and parent involvement. Travel to home and other community settings to deliver services. Develop **caring, high quality,** and effective **services** for children and families.

Requirements:

BA/BS in Psychology

Recent experience working with children and/or children with autism spectrum disorders and/or related developmental disabilities in a direct care capacity preferred.

Able to communicate effectively verbally and in writing.

Able to **engage children and families**, and work with very active children on the floor.

Maturity, common sense, flexibility and a genuine sense of humor are a must for this job.

American Sign Language or bilingual ability is very desirable.

Always tailor your resume

<p style="text-align: center;">Samantha Student Irvine, CA 92697 (949) 555-5555 sstudent@uci.edu www.linkedin.com/in/sstudent</p>	<p style="text-align: center;">Samantha Student Irvine, CA 92697 (949) 555-5555 sstudent@uci.edu www.linkedin.com/in/sstudent</p>
<p>EDUCATION</p> <p>University of California, Irvine Bachelor of Arts in Psychological Science GPA 3.32 Relevant Coursework: Health Psychology, Clinical Sport Psychology</p>	<p>EDUCATION</p> <p>University of California, Irvine Bachelor of Arts in Psychological Science June 20XX GPA 3.32 Relevant Coursework: Applied Psychological Research, Research Methods in Psychology, Data Analysis and Statistics</p>
<p>WORK EXPERIENCE</p> <p>UCI Medical Center, Pigazzi Lab, Orange, CA <i>Lab Assistant, Department of Surgery</i></p> <ul style="list-style-type: none">Care for animals pre- and post-surgeries by checking their blood glucose progress and recoveryObserve research supervisor during 5-10 surgeries per week and provideMake solutions needed for specific procedures each day, as well as clean apparatus, such as glassware and surgical tools <p>California Pizza Kitchen, Irvine, CA <i>Host</i></p> <ul style="list-style-type: none">Greeted and seated over 200 guests per night and provided quality customer serviceTrained 5 hosts and provided guidance to other staff through hands-on trainingMaintained constant, clear communication with wait staff and other front-of-house staff <p>Department of Psychology and Social Behavior, UCI <i>Summer Undergraduate Research Fellowship Scholar</i></p> <ul style="list-style-type: none">Conducted research involving understanding creativity in adolescentsObserved pictorial representations of words drawn by adolescents in China and transferred coded data into SPSSResearched migrants' creativity toward adapting to new environmentsPresented poster to students and faculty members at the Summer Research Symposium	<p>RELATED EXPERIENCE OR RESEARCH EXPERIENCE</p> <p>Department of Psychology and Social Behavior, UCI June 20XX – August 20XX <i>Summer Undergraduate Research Fellowship Scholar</i></p> <ul style="list-style-type: none">Collaborated with a team of 3 other researchers to conduct research involving understanding creativity in adolescentsObserved pictorial representations of words drawn by adolescents in China and in the United States and transferred coded data into SPSSConducted independent study of migrants' creativity toward adapting to new environmentsPresented poster of research findings to students and faculty members at annual Summer Research Symposium
<p>ACTIVITIES</p> <p>UCI Circle K, Irvine, CA <i>President</i></p> <ul style="list-style-type: none">Chaired weekly member meetings for a community service organization to share club updates, upcoming events and goals with over 100 membersManaged a cabinet of 5 officers and 10 committee members to plan and brainstorm over 50 service projects throughout the yearOutreached to teachers, school administrators and community leaders via email and in-person meetings to expand service opportunities for students	<p>LEADERSHIP EXPERIENCE</p> <p>UCI Circle K, Irvine, CA September 20XX – June 20XX <i>President</i></p> <ul style="list-style-type: none">Chaired weekly member meetings for a community service organization to share club updates, upcoming events and goals with over 100 membersManaged a cabinet of 5 officers and 10 committee members to plan and brainstorm over 50 service projects throughout the yearOutreached to teachers, school administrators and community leaders via email and in-person meetings to expand service opportunities for students
<p>SKILLS AND INTERESTS</p> <p>Language: Fluent in Spanish, Beginner Mandarin Chinese Computer: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe Photoshop Interests: Training for LA marathon, enjoy cooking Italian cuisine</p>	<p>ADDITIONAL WORK EXPERIENCE</p> <p>UCI Medical Center, Pigazzi Lab, Orange, CA May 20XX - Present <i>Lab Assistant, Department of Surgery</i></p> <ul style="list-style-type: none">Care for animals pre- and post-surgeries by checking their blood glucose and weight and monitoring their progress and recoveryObserve research supervisor during 5-10 surgeries per week and provide assistance as neededMake solutions needed for specific procedures each day, as well as cleaning, organizing, and preparing lab apparatus, such as glassware and surgical tools <p>California Pizza Kitchen, Irvine, CA June 20XX – August 20XX <i>Host</i></p> <ul style="list-style-type: none">Greeted and seated over 200 guests per night and provided quality customer service at a fast-paced restaurantTrained 5 hosts and provided guidance to other staff through hands-on training and real-time feedbackMaintained constant, clear communication with wait staff and other front-of-house staff to ensure quality service <p>SKILLS AND INTERESTS</p> <p>Language: Fluent in Spanish, Beginner Mandarin Chinese Computer: SPSS, STATA, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe Photoshop, Adobe Publisher Interests: Training for LA marathon, enjoy cooking Italian cuisine</p>

Types of Resumes

- There is no one way to format a resume
- Examples on DCP website
- Find what best fits you and your experiences

David Reyes
114 E. Polsson Dr., #5
Irvine, CA 92617
dreyes@uci.edu, (949) 555-1234
ReyesD@uci.edu

EDUCATION University of California, Irvine
B.A. Studio Art

EXPERIENCE California Pizza Kitchen, San Bernardino, CA
Host

- Granted all guests and provided quality customer service at a fast-paced restaurant
- Trained 5 hosts and provided guidance to other staff
- Maintained clear communication with wait staff and other front-of-house staff

Key Club, Fountain, CA
President

- Chaired meetings for a community service organization with over 100 members
- Managed a cabinet of 5 officers and 10 committee members
- Planned and implemented over 50 service projects throughout the year
- Outreached to teachers, school administrators and community leaders to provide opportunities for students

Employer

- Managed all finances for the budget of \$750, including allocating it to various departments
- Supervised the Work-in-Time and MC Intra-Side Businesses which provided services to students

Arts for All, Colton, CA
Art Teaching Assistant Volunteer

- Collaborated with an art teacher to instruct a class of 20 second graders in drawing and coloring skills
- Developed a lesson plan and personally conducted a class lesson on drawing and coloring
- Utilized teaching and Spanish language skills in a bilingual setting

HONORS

- Honor Roll, Fountain High School
- President's Scholarship
- Fountain High School Art Department - Student of the Year
- San Bernardino County Art Festival - Honorable Mention

SKILLS

- Languages: Fluent in Spanish
- Proficient with Microsoft Office, Windows, OSX
- Proficient with Adobe Creative Suite, HTML, InDesign

Andrew Anteaer
34 Orange
Irvine, CA 92617
(949) 848-8888
anteaer@uci.edu

Education B.S., Biological Sciences
B.A., Economics
University of California, Irvine, GPA 3.3

Relevant Coursework Immunology with Immunology, Human Parasitology, Virology, Cell Biology, Microbiology, Biochemistry Laboratory

Laboratory Skills Enzyme characterization, ELISA, ion-exchange chromatography, gel electrophoresis, protein assays, plasmid prep, genetic isolations, use of microscopes, HPLC, cell fractionation

Certification Certified Blood Withdrawal, ERG Instruction

Experience **Research Assistant** Jan. 2016 - Present
UCI Biochemistry Department, Irvine, CA
Conducted research project on biochemistry in the electron transport chain in the nitrogen-fixing bacteria *Cyanothece violaceus*. Work is in the process of publication.

President June 2014 - Present
Flying Saucers, Irvine, CA
Promoted club to college students interested in biochemistry. Oversee eight officers and direct organization's activities for the purpose of providing healthcare for underserved communities.

Hospital Volunteer Dec. 2013 - Sept. 2014
HHS Healthcare Network, Costa Mesa, CA
Shadowed and assisted doctors and nurses in the Emergency Room and Dietary Nutrition/Transported and handled discharge of patients.

Tutor April 2013 - June 2014
UCI Biological Sciences Department
Tutored 10 - 15 students in various areas of need in the sciences. Led weekly workshops on biology lab skills and techniques.

Honors Dean's Honor List - 10 Quarters
Joseph H. Stephens Award for Outstanding Research in Biochemistry
Golden Key Honor Society

Activities American Red Cross 2014
Tribute for Humanity 2013 - Present
AIDS Walk in Orange County 2013 - Present

Skills Proficient in Sigma Plot, Excel, and Microsoft Office

DYLAN McDERMOTT
123 Stanford Ct.
Irvine, CA 92612
(949) 123 - 4567, dylan.mcdermott@uci.edu

OBJECTIVE
An opportunity to be involved in the design, engineering and testing of innovative vehicles.

EDUCATION University of California Irvine, Irvine, CA
B.S. Degree in Mechanical Engineering, Specialization in Mechanical System Design

Art Center School of Design, Prosser, CA
Product and Transportation Design Course

ENGINEERING PROJECT EXPERIENCE
UC Formula SAE Race Team
Lead, Chassis Engineer Led a team of 6-8 students in the design of a lightweight, chrome-carbon fiber SAE race car, and successfully integrate other vehicle subsystems for 2017 race of to manufacture and assemble the prototype chassis and to package components for final assembly.

UC Engineering Design in Industry Program: The Dolphin Project
Team Member, Lead Worked with a team of 5 engineers to perform a design and feasibility study before race design to a 30 lb displacement yacht. Expected savings are in the range of 10%.

Extreme Gravity Racing
Team Member, Lead Worked on the design and construction of the UCI Extreme Gravity Race Innovative Design Award. Led team for the UCI Extreme Gravity Race Event. Managed a steel tube space frame chassis and was responsible for the CNC machining of components.

ADDITIONAL EXPERIENCE
UCI Student Section, American Society of Mechanical Engineers
President Organized social and professional events for mechanical engineering students, such as Pacific and Northrup Grumman, as well as an annual Engineering Alumni Night and Design Competition.

UCI Student Chapter, Society of Automotive Engineers
Member Worked on the 2017 Formula SAE car restoration project to update and test the car.

TECHNICAL SKILLS
Drawing: Perspective drawing, basic rendering, Adobe Photoshop and Illustrator
Design: SolidWorks, Mathematica, ComsolWorks
Manufacturing: FactorCam, CNC/manual mill and lathe, TIG and MIG welding
Reporting: Matlab, Labview, Microsoft Office

AWARDS
Excellence in Engineering Design
Department of Mechanical and Aerospace Engineering Service Award
Most Innovative Design Award, Extreme Gravity Race

SAMANTHA NGO
620 East Polsson Drive • Irvine, CA 92617 • (949) 824-1167 • sngo@uci.edu

OBJECTIVE
Seeking a Copy Editor position utilizing writing, analytical, and organizational skills.

EDUCATION Bachelor of Arts in English, GPA 3.5
University of California, Irvine
June 2019

Associate of Arts in Liberal Arts, GPA 3.4
Santa Ana College
June 2018

RELEVANT EXPERIENCE
News Editor New University, University of California, Irvine, CA
January 2017 - Present
News Editor Intern
• Develop creative stories for school paper with a focus on student culture
• Gather daily news events within the university by interviewing students, faculty and administrators

El Dor, Santa Ana College, Santa Ana, CA
August 2015 - June 2016
News Editor
• Responsible for all aspects of editing, writing, and reporting
• Produced new story ideas for features based on current social, political and community events
• Assisted interviews with students, faculty, business owners, and community members to gather local news
• Assisted school and community events on a weekly basis to report on current events

ADDITIONAL EXPERIENCE
Hindell Legal Investigations Inc. Irvine, CA
Administrative Assistant
September 2017 - Present
• Stock new, open and closed client cases
• Update supervisor's daily schedule and address issues of upcoming events
• Transcribe memos, letters, and materials on a daily basis
• Translate for Vietnamese speaking clients and witnesses

Starbucks Coffee, Irvine, CA
Supervisor
August 2014 - September 2017
• Managed six baristas and coordinated schedules
• Trained five new hires in areas of customer service, ordering and menu policies
• Maintained open communication with colleagues to track company's core standards

Barista June 2013 - August 2014
• Provided excellent customer service to ensure customers' satisfaction
• Barred coffee, took orders and prepared drinks
• Maintained store and stocked inventory

SKILLS
• **Language:** Fluent in Vietnamese
• **Computer:** Proficient in Microsoft Office, Adobe Photoshop, Final Cut Pro, Macromedia Dreamweaver

HONORS / SCHOLARSHIPS / AWARDS
• Dean's Honor List, University of California, Irvine - Fall 2017
• Minnie W. Barclay English Major Scholarship, Santa Ana College - Spring 2018
• Diverse Service and Leadership Award, Santa Ana College - Spring 2015

Cover Letter



Format

Your Address →

Date →

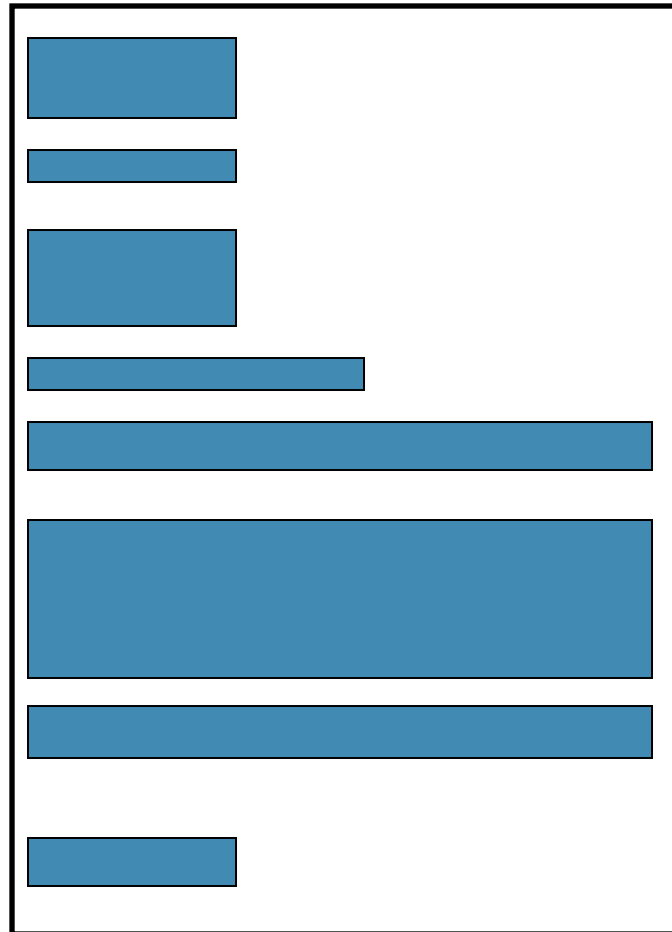
Employer's Address →

Specific Person →

•No Indentations

•Left Justified

•Blank Line between Paragraphs



Content

← Why are you writing
How did you hear

← Match you to them

← Follow Up

← Signature

Cover Letters

continued

- Make the body of an email you are sending in response to a position (resume attached)
- Make sure the cover letter includes:
 - Address to a specific person
 - Contact or source if applicable
 - Demonstrate enthusiasm
 - What position you are applying for
 - Your interest in the company (show knowledge of company)
 - How your skills match their specific qualifications (use job description for clues)
 - Why YOU are the best fit for the position
 - Follow up action

For Additional Support



VMock is a powerful, easy-to-use automated online resume platform. Get instant feedback from VMock within seconds of uploading a PDF version of your resume. Analyze your resume anytime, anywhere, 24/7.

Click [here](#) for a demo of VMock

More Ways We Can Help

- Resources on DCP website: www.career.uci.edu
- Virtual Career Planning Appointments: 30-minute appointments to discuss career exploration, job/internship search, graduate school planning, etc. Book in [Handshake](#)

UCI Division of
Career Pathways
www.career.uci.edu

