

**UCI** Division of  
Career Pathways

# Resume Writing

*Learn how to write a resume that  
impresses*



## **Assess Your Resume Knowledge**

# 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

John Smith

1234 Main Street • Anytown, State • 91730  
CELL (555) 555-5555 • E-MAIL johnsmith@domain.com

## PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Quis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



**John Smith**  
1234 Main St., Anytown, State • 1234567  
Cell: (123) 555-5555 • E-MAIL: J.Smith@company.com

PROF. DR. J. SMITH  
Lorem ipsum dolor sit amet, consectetur  
Nulla nec dui magna, ac bibendum  
Cum sociis natoque penatibus et  
montes, nascetur mus.  
Suspendisse nulla nisi  
malesuada at ornare  
Pellentesque

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

Source: The Ladders

**TEAMWORK**

**COMMUNICATION**

**CAREER & SELF-  
DEVELOPMENT**

**CRITICAL  
THINKING**

**EQUITY &  
INCLUSION**

**TECHNOLOGY**

**LEADERSHIP**

**PROFESSIONALISM**

**GET READY  
FOR YOUR  
CAREER**

# Types of Resumes

- There is no one way to format a resume
- Examples on career.uci.edu
- 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 grants 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 Wash-to-Train and MC Drive Side Freshness Wash

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 sketching skills
- Developed a lesson plan and personally conducted a class lesson on drawing and sketching skills
- 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 intracellular bacteria *Chlamydia pneumoniae* virulence. 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  
UCLA 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 2017 - June 2017  
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  
141st 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, Provenza, CA**  
Product and Transportation Design Course

**ENGINEERING PROJECT EXPERIENCE**  
**UCI 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 race.

**UCI 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**  
120 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**  
• Develop creative stories for school paper with a focus on student culture  
• Organize 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  
• Attended interviews with students, faculty, business owners, and community members to gather local news  
• Attended school and community events on a weekly basis to report on current events

**ADDITIONAL EXPERIENCE**  
**Medical Legal Investigator 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  
September 2014 - September 2017  
**Supervisor**  
• 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

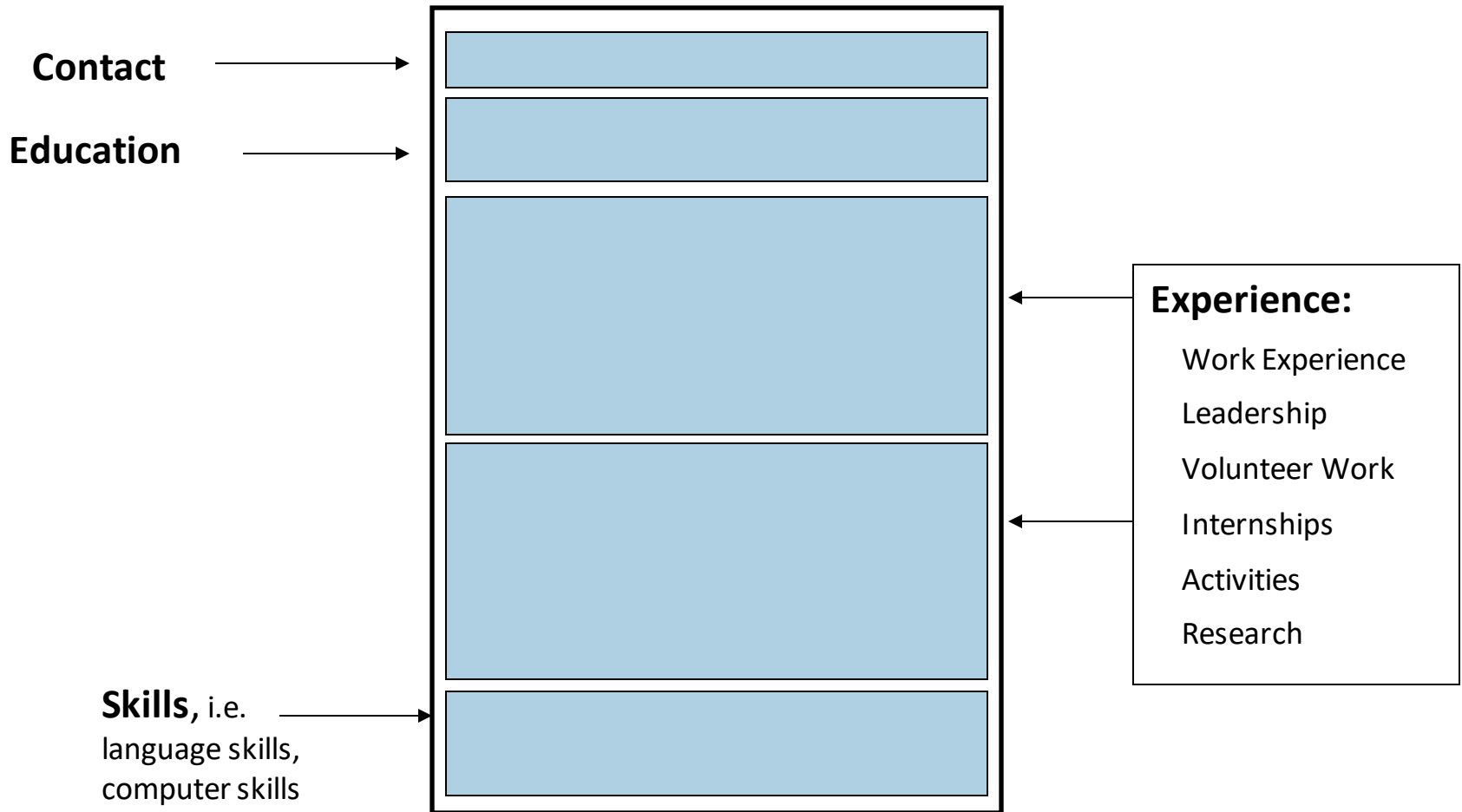
June 2015 - August 2016  
**Barista**  
• Provided excellent customer service to ensure customers' satisfaction  
• Barred coffee, took orders and prepared drinks  
• Maintained stock and stocked inventory

**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 2016  
• Diverse Service and Leadership Award, Santa Ana College - Spring 2015

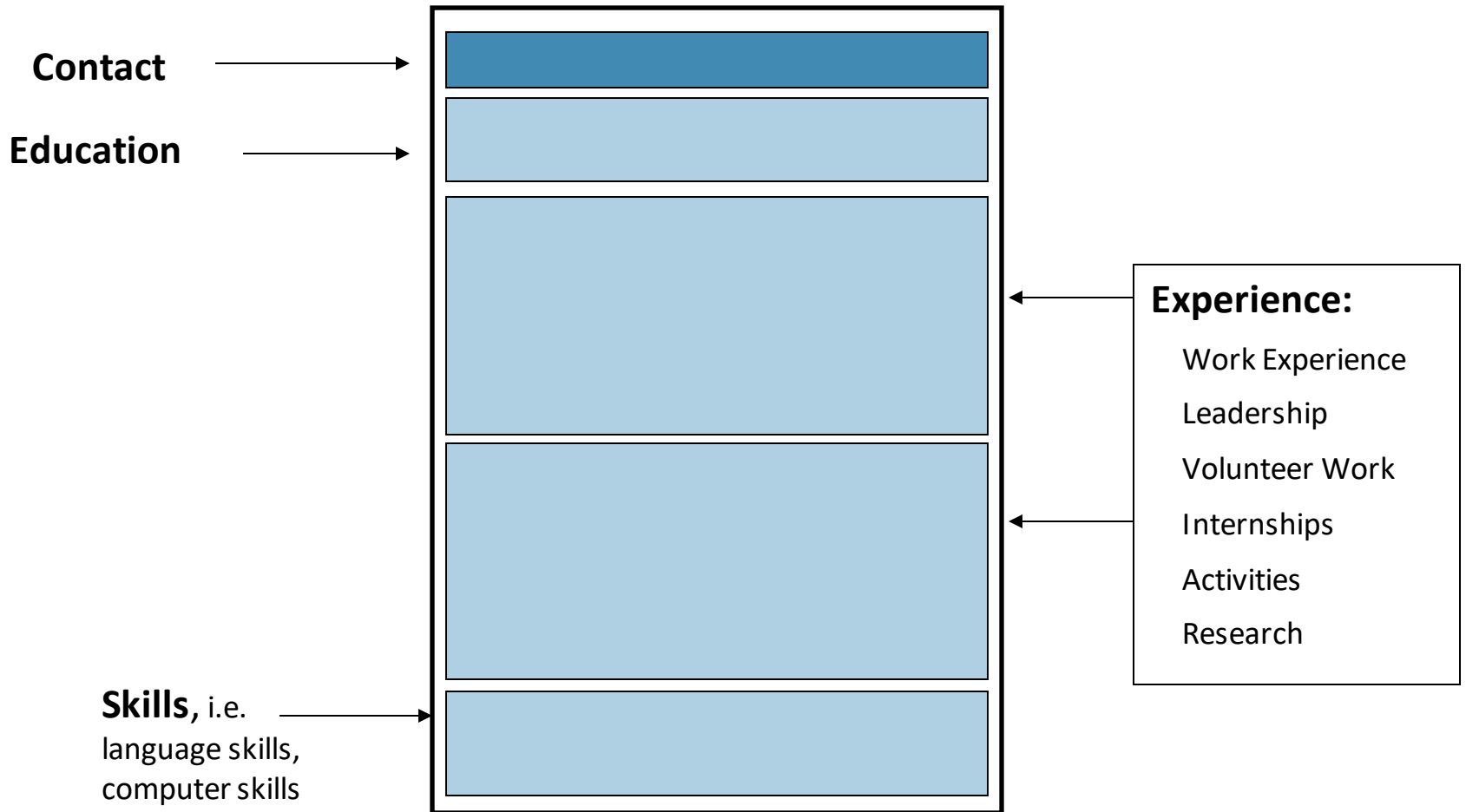
# Resume Structure

---



# Resume Structure

---





# Contact Information

- **Formal name, at top of page, larger than other content**
- **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, online portfolio, etc.

## Example

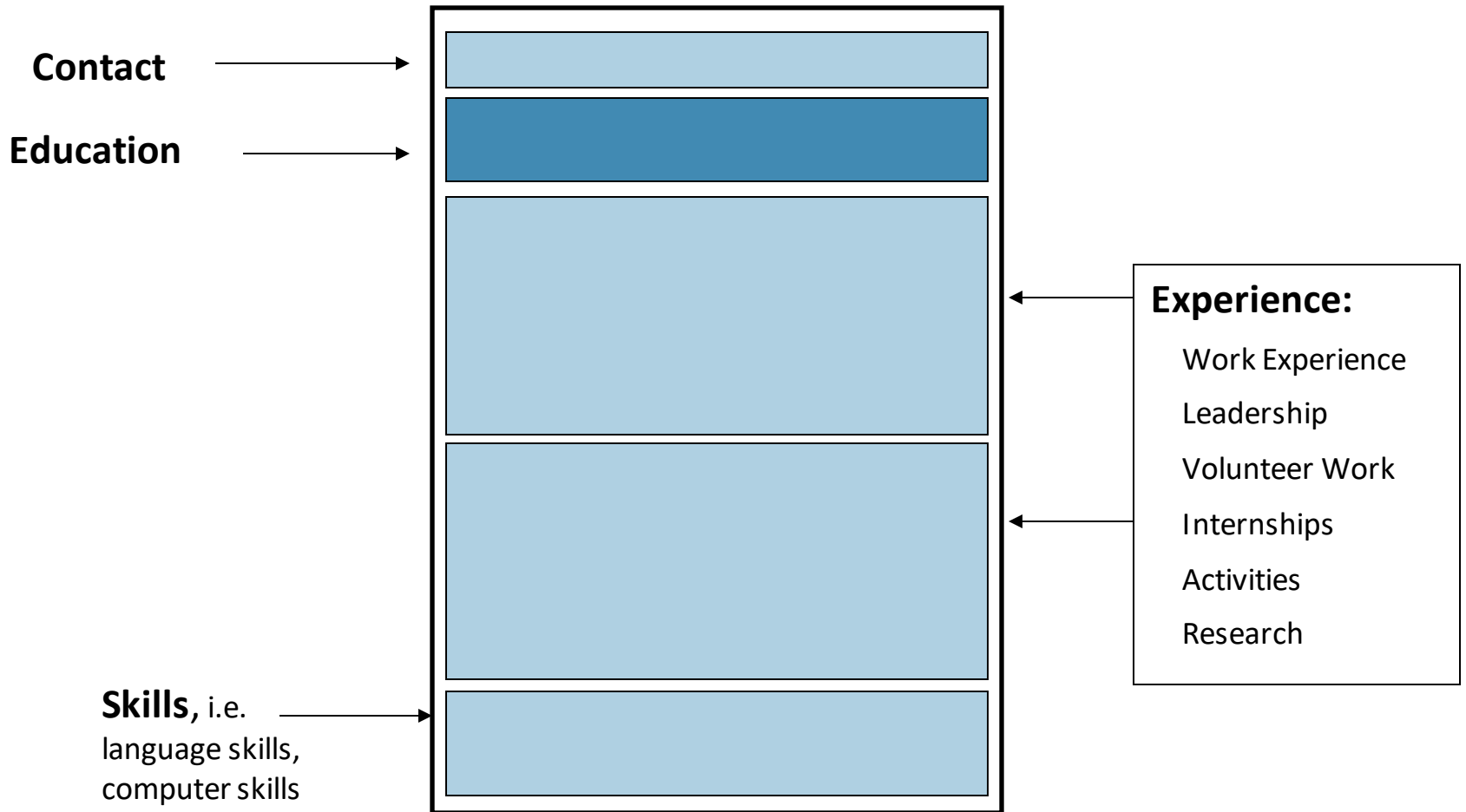
---

### **Samantha Student**

Irvine, CA 92697 | (949) 555-5555 | sstudent@uci.edu | [www.linkedin.com/in/sstudent](http://www.linkedin.com/in/sstudent)

# Resume Structure

---



# Education

- **Include University – full name**
- **Degree – Bachelor of Arts or Bachelor of Science in (Major)**
- **Minor program(s)**
- **Date of Graduation (expected)**
- **Study Abroad Experience**
- **GPA if greater than 3.0**
- **Relevant courses**
- **Community College??**
- **Avoid High School**



# EDUCATION

Example

---

**University of California, Irvine**

Bachelor of Arts in Psychological Science

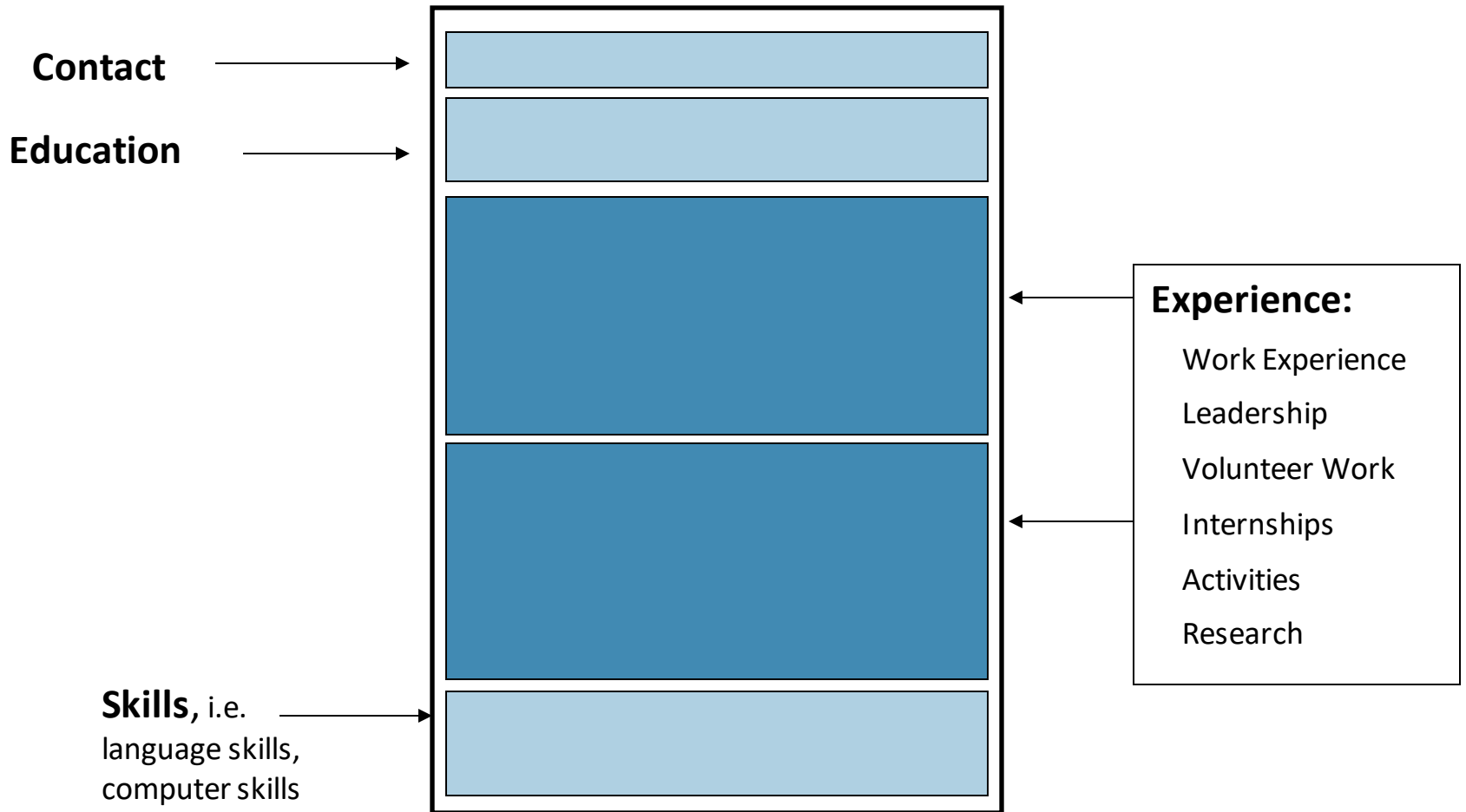
June 20XX

GPA 3.32

**Relevant Coursework:** Health Psychology, Clinical Sport Psychology

# 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

- Describe experience using Action Verbs and Key Words
- Quantify #, \$, % when possible
- Describe any results and accomplishments
- Ask yourself these questions to develop content
  - Who
  - What
  - When
  - Where
  - Why
  - How

# Experience Example

---

Starbucks Coffee, Irvine, CA

June 2019-present

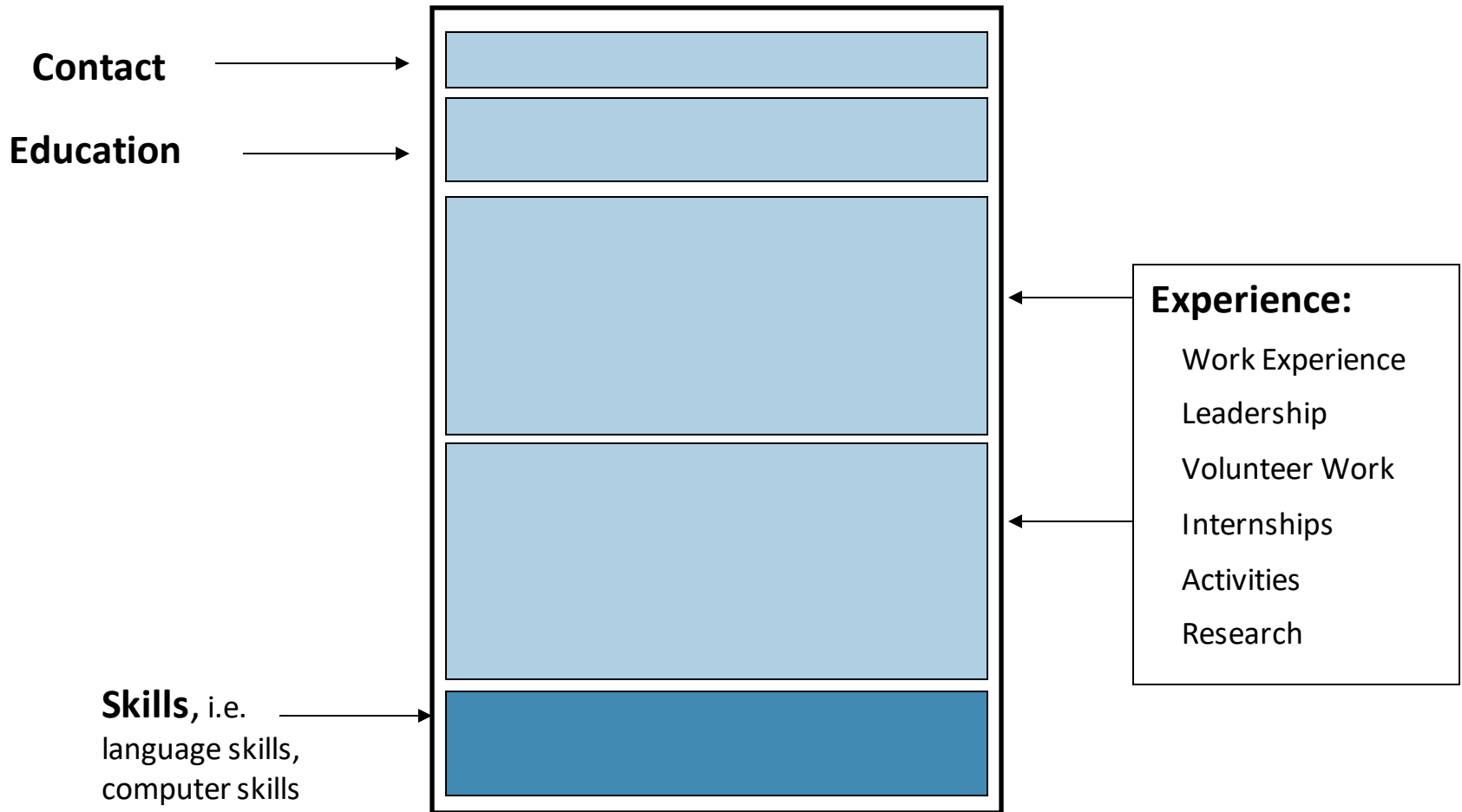
## **Barista**

- Train new hires in areas of customer service, cashiering and store policies
- Provide excellent customer service to ensure customers' satisfaction
- Maintain store and stock inventory
- Brew coffee, take orders and prepare drinks



# Resume Structure

---



# Skills and Interests

- Computer skills
- Language skills
- Other skills needed for your field/industry
- Interests are optional but make them interesting

## Example

**Language:** Fluent in Spanish, Beginner Mandarin Chinese

**Computer:** Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe Photoshop, Adobe Publisher

**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 doc, 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.

# Your Turn!

## **Environmental Health and Safety Admin (on campus part-time job)**

### Job Description:

- Will provide support to the daily operation of the front desk by answering and triaging phone calls, greeting customers, and providing overall customer service to our internal and external customers. The front desk must be fully staffed at all times and ready to receive campus related emergency calls in addition to daily inquiries from customers
- Will assist with distribution of face coverings to campus customers
- Will contribute time to putting together SOS binders in support of the SOS program and EH&S School Coordinators
- Will assist with calendaring meetings
- Will assist with data entry for ad hoc projects

### About EH&S:

- Focused on continuous improvement in delivering excellent and ever more efficient service to our clients.
- We maintain a safe and attractive environment for students, faculty, staff, and visitors; ensuring buildings and other infrastructure perform efficiently and are well maintained.



# Cover Letter

---

## Format

Your Address

Date

Employer's Address

Specific Person

•No Indentations

•Left Justified

•Blank Line between Paragraphs

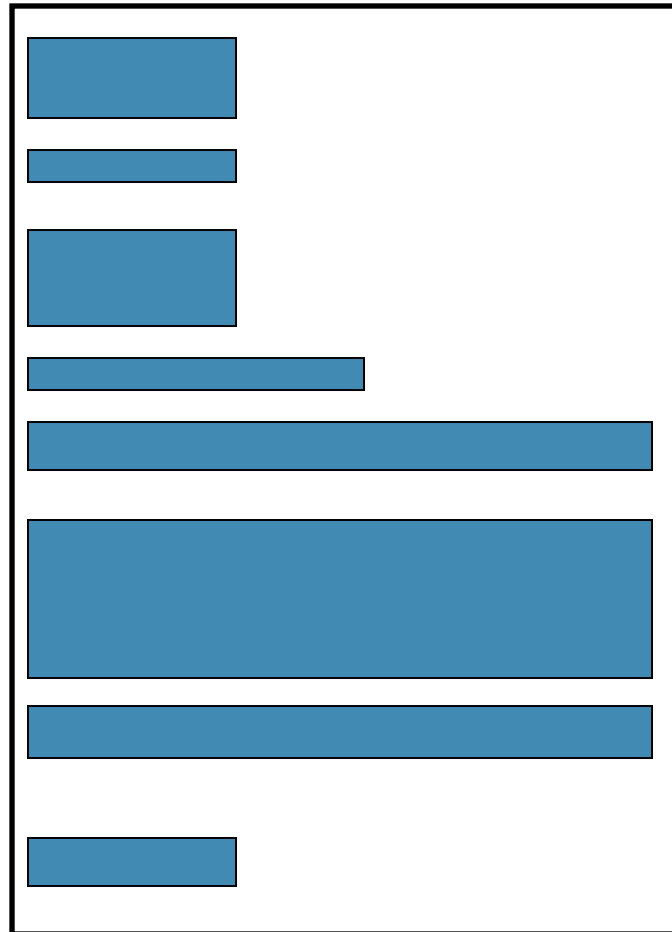
## Content

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](http://www.career.uci.edu)
- **Virtual Career Planning Appointments:** 30-minute appointments to discuss career exploration, job/internship search, graduate school planning, resume and cover letter reviews, etc. Book in [Handshake](#)