

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

Technical Resume Writing



Assess Your Resume Knowledge

Functions of a Resume

- ▶ A tool to get you the *interview*, not the job
- ▶ 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!**

What do employers want?



- ▶ “Make sure technical knowledge is clear as well as your project work- this is the best way for us to determine if you will be a fit for the position or not.”
- ▶ “Connect the experience to the job description – don’t just put everything you could possibly think of”
- ▶ “Projects where experience can translate to industry – help tell that story – shouldn’t be too academic focused unless it’s for a research position”

Types of Resumes

- ▶ Resumes can have many formats
- ▶ Examples online – career.uci.edu
- ▶ Find what best fits you and your experiences

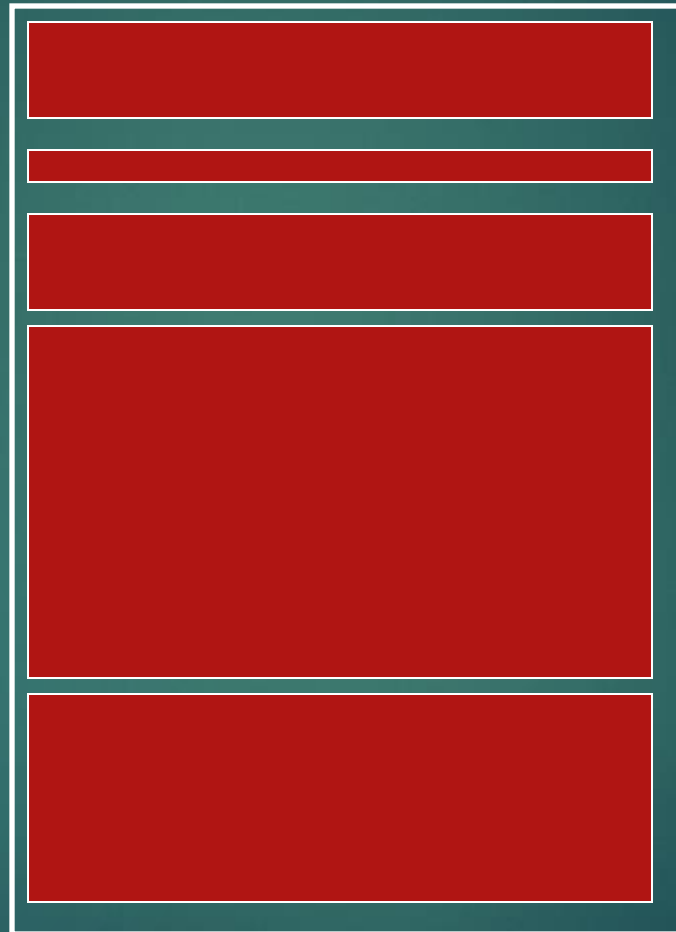
Do

- ▶ Keep to 1 page
- ▶ 1/2" - 1" margins, 10-12 pt. font
- ▶ Use a consistent format
- ▶ Place most relevant information at top
- ▶ TAILOR your resume to each specific position
- ▶ Create on BLANK Word doc
- ▶ Have it proofread!

Resume Structure



Contact



Objective

Objective (optional)

Be Specific:

1. **Function (type of work)**

“Seeking work study job”

2. **Employer/Industry (work setting)**

“Seeking full-time opportunities within game design at Blizzard”

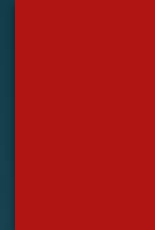
3. **Position**

“Seeking the Environmental Engineer Internship”

4. **Skills**

“Seeking internships utilizing proficiency in C++ and Java”

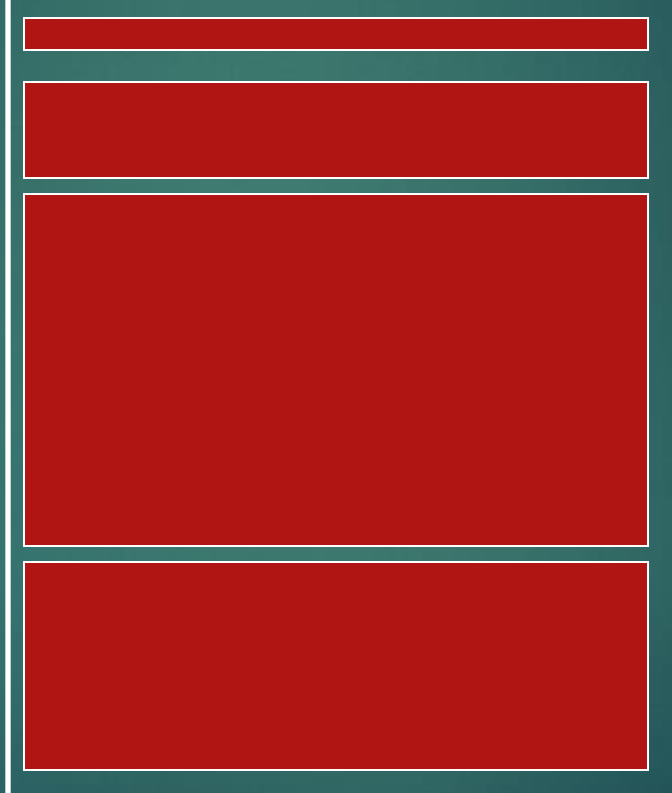
Resume Structure



Contact →



Education →



← Objective

Education

- ▶ Include University – full name
- ▶ Degree – Bachelor of Science/Arts in (Major)
- ▶ Minor(s)
- ▶ Expected Date of Graduation
- ▶ GPA if over 3.00
- ▶ Relevant Courses (optional)

Education Example



University of California, Irvine June 20##

Bachelor of Science, Electrical Engineering

GPA 3.42

Relevant Coursework: Processor
Hardware/Software Interfaces, Digital
Signal Processing, Electric Machines and
Drives

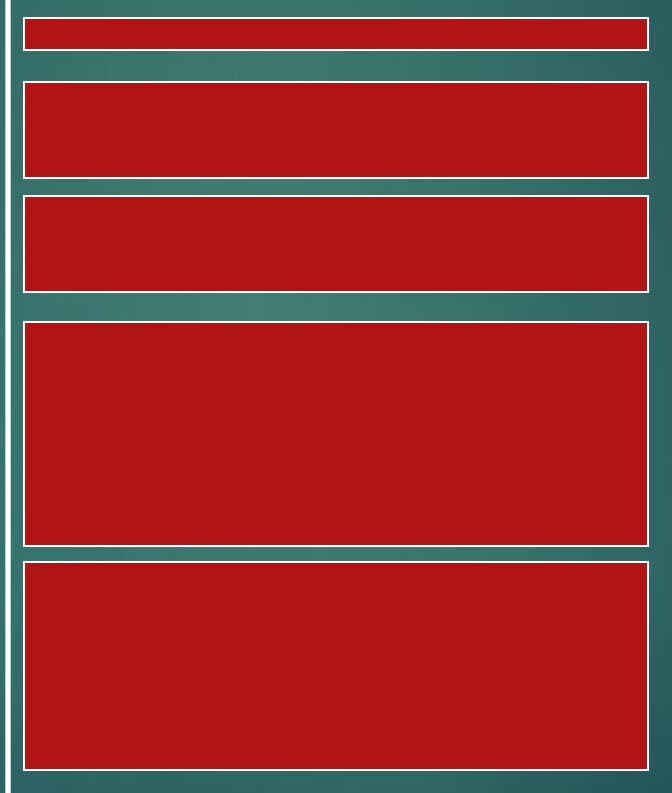
Resume Structure



Contact →



Education →



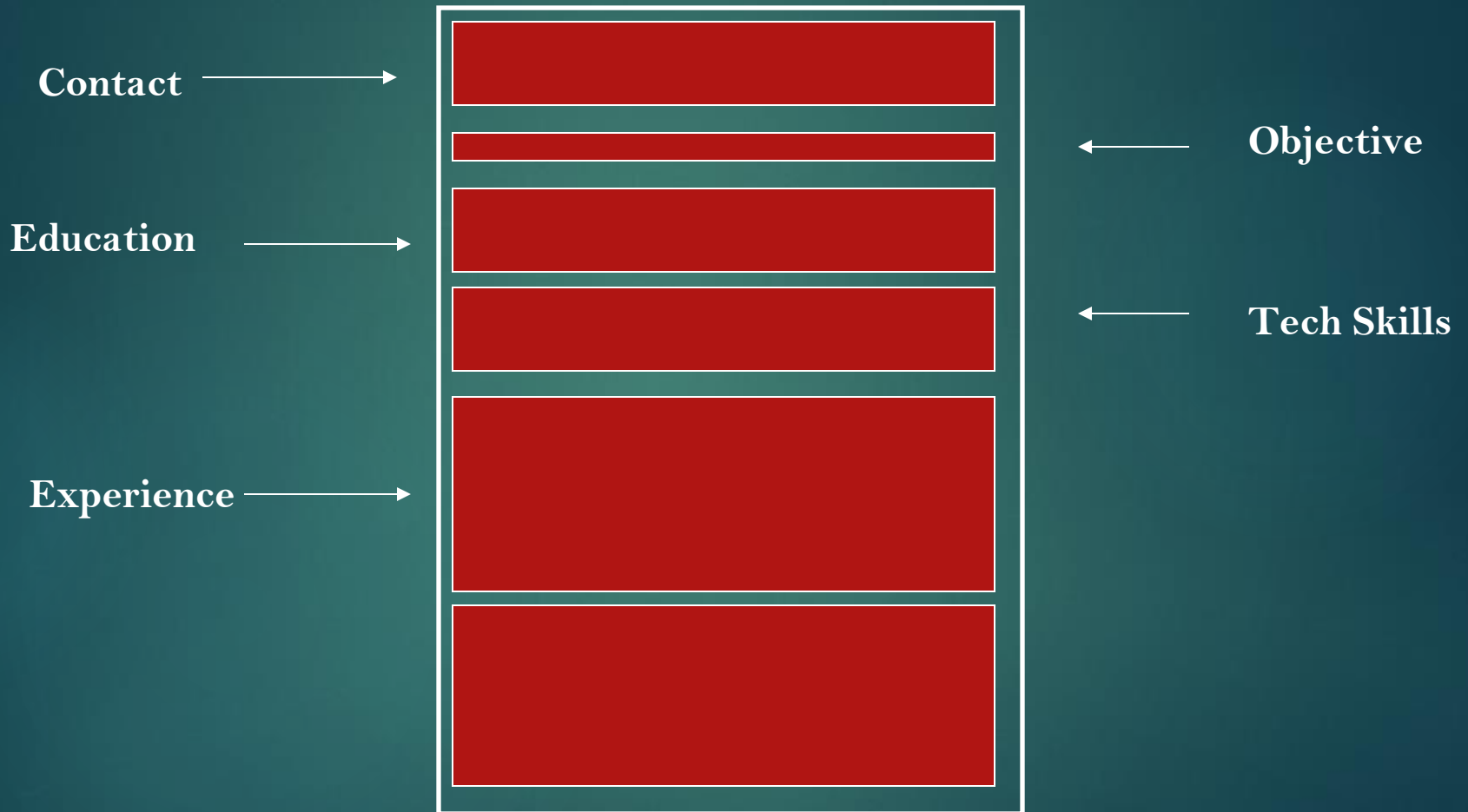
← Objective

← Tech Skills

Technical Skills

- ▶ Include subheadings that reflect the key areas of your field
- ▶ Examples:
 - **Systems:** Windows (2000, 2003), UNIX, Linux
 - **Hardware:** Servers, Hubs, Routers, Switches, PC's
 - **Design:** Solidworks, Mathematica, CosmoWorks
 - **Software:** MS SQL Server, MATLAB, Visio, Microsoft Office Suite
 - **Manufacturing:** FeatureCam, CNC/manual mill and lathe, TIG and MIG welding
 - **Networking:** TCP/IP, DNS, DHCP, WINS, Ethernet, Token Ring
 - **Languages:** Visual Basic, C, C++, HTML, JavaScript
 - **Lab:** Gel electrophoresis, radioisotopes, plasma preps, protein assays

Resume Structure



Experience/Projects



- ▶ Jobs, projects, research, internships, leadership, volunteering
- ▶ List Organization/Company name; Location, Job Title, Dates employed
- ▶ Describe using *Action Verbs* and *Key Words*
- ▶ *Quantify* #, \$, % when possible
- ▶ Describe any results and accomplishments

Description Examples



- ▶ Conducted preliminary design of fixture components using *AutoCAD*
- ▶ Train 10 new hires in areas of customer service, cashiering and store policies
- ▶ Reviewed and created test procedures and system requirements for the engine control system
- ▶ Developed a spreadsheet program that allows users to simultaneously view and make synchronized edits to the document.
C++
- ▶ Researched the electron transport chain in the nitrogen-fixing bacteria *Azotobacter vinelandii*. Work is in the process of publication

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. Peckham Dr., #5
Irvine, CA 92618
dreyes@uci.edu (949) 555-1234
ReyesD@msp.com

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

EXPERIENCE California Pizza Kitchen, San Bernardino, CA
Host

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

Key Club, Fontana, CA
President

- Chaired meetings for a community service organization with over 20 members
- Planned and hosted over 50 service projects throughout the
- Outreached to teachers, school administrators and community lead opportunities for students

Treasurer

- Managed all finances for the budget of \$75K, including allocating
- Sponsored the Walk-a-Thon and KC Intra-Site fundraisers which

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
- Utilized teaching and Spanish language skills in a bilingual setting

HONORS

- House Ball, Fontana High School
- President's Scholarship
- Fontana 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 Antecor
34 Campus
Irvine, CA 92697
(949) 846-6839
aantecor@uci.edu

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

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

Laboratory Skills Enzyme characterization, ELISA, size-exclusion chromatography, gel electrophoresis, protein assays, plasmid prep, aseptic techniques, use of microscopes, HPLC, cell fractionation

Certification Certified Blood Withdrawal, EKG Technician

Experience **Research Assistant** Jan. 2016 - Present
UCI Biochemistry Department, Irvine, CA
Conduct research project in Biochemistry in the electron transport chain in the streptococcus bacteria *Streptococcus pneumoniae*. Work in the process of publication.

President June 2016 - Present
Flying Saucerians, Irvine, CA
Provide 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. 2015 - Sept. 2016
UCI Healthcare Network, Costa Mesa, CA
Shadowed and assisted doctors and nurses in the Emergency Room and Outpatient Nutrition/Trauma and assisted discharge of patients.

Tutor April 2015 - June 2016
UCI Biological Sciences Department
Tutored 10 - 15 students in various areas of used 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 2006
Tribute to Humanity 2015
AIDS Walk at Orange County 2015

Skills Proficient in Sigma Plot, Jandel, 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
UCI Formula SAE Race Team
Lead/Co-lead Engineer Lead a team of 6-8 students in the design of a light-weight, chrome-free conform to SAE rules, and successfully integrate other vehicle subsystems for 2017 race of to manufacture and assemble the prototype chassis and to package components for final

UCI Engineering Design in Industry Program: The Dolphin Project
Team Member/Lead Worked with a team of 3 engineers to perform a design and feasibility study before new design to a 30 ft displacement yacht. Expected savings are in the range of

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 Maseri Night and English

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: Fanuc/CNC, manual mill and lath, 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
529 East Peckham Drive • Irvine, CA 92617 • (949) 824-1167 • sngo@uci.edu

OBJECTIVE
Seeking a Copy Editor/proofreading services, 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
Newspaper Editor
Newspaper Editor
• Develop creative stories for the school paper with a focus on student culture
• Gather daily news events within the university by interviewing students, faculty and administrators

UCI Div. Santa Ana College, Santa Ana, CA
News Editor August 2015 - June 2016

- Responsible for all aspects of editing, writing, and reporting
- Produced news story ideas for features based on current social, political and community events
- Anticipated concerns 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
Michelin Legal Investigations Inc., Irvine, CA
Administrative Assistant September 2017 - Present

- Track new, open and closed client cases
- Update supervisor's daily schedule and notice lists of upcoming events
- Transcribe various letters and memos on a daily basis
- Translate for Vietnamese speaking clients and witnesses

Starbucks Coffee, Irvine, CA
Supervisor August 2016 - September 2017

- Managed six baristas and coordinated schedules
- Trained five new hires in areas of customer service, ordering and store policies
- Maintained open communication with colleagues to track company's core standards

Barista June 2015 - August 2016

- Provided excellent customer service to ensure customers' satisfaction
- Received coffee, stock 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. Brinkley English Major Scholarship, Santa Ana College - Spring 2018
- Bronze Service and Leadership Award, Santa Ana College - Spring 2015

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 value
 - How/where do you fit
- ▶ Look at yourself
 - How are you unique
 - What are your achievements



Writing Strong Content



- ▶ Perform office duties including answering phone, filing, making copies and faxes

Managed a multiline phone in a fast paced office environment, ensuring messages were delivered promptly and accurately

- ▶ Responsible for all aspects of editing, writing and reporting for University paper

Interviewed sources, researched, wrote and copy edited average of 3 stories per quarter

Anna Anteater

123 Circle Drive
Newport Beach, CA 92663
aeater@uci.edu
949-824-6881

OBJECTIVE

To create dynamic mobile applications for a cutting-edge start-up

EDUCATION

Bachelor of Science, Computer Science

University of California, Irvine

GPA: 3.35

June 20##

SKILLS

Proficient in Java, Python, Ruby

Intermediate in C++

EXPERIENCE

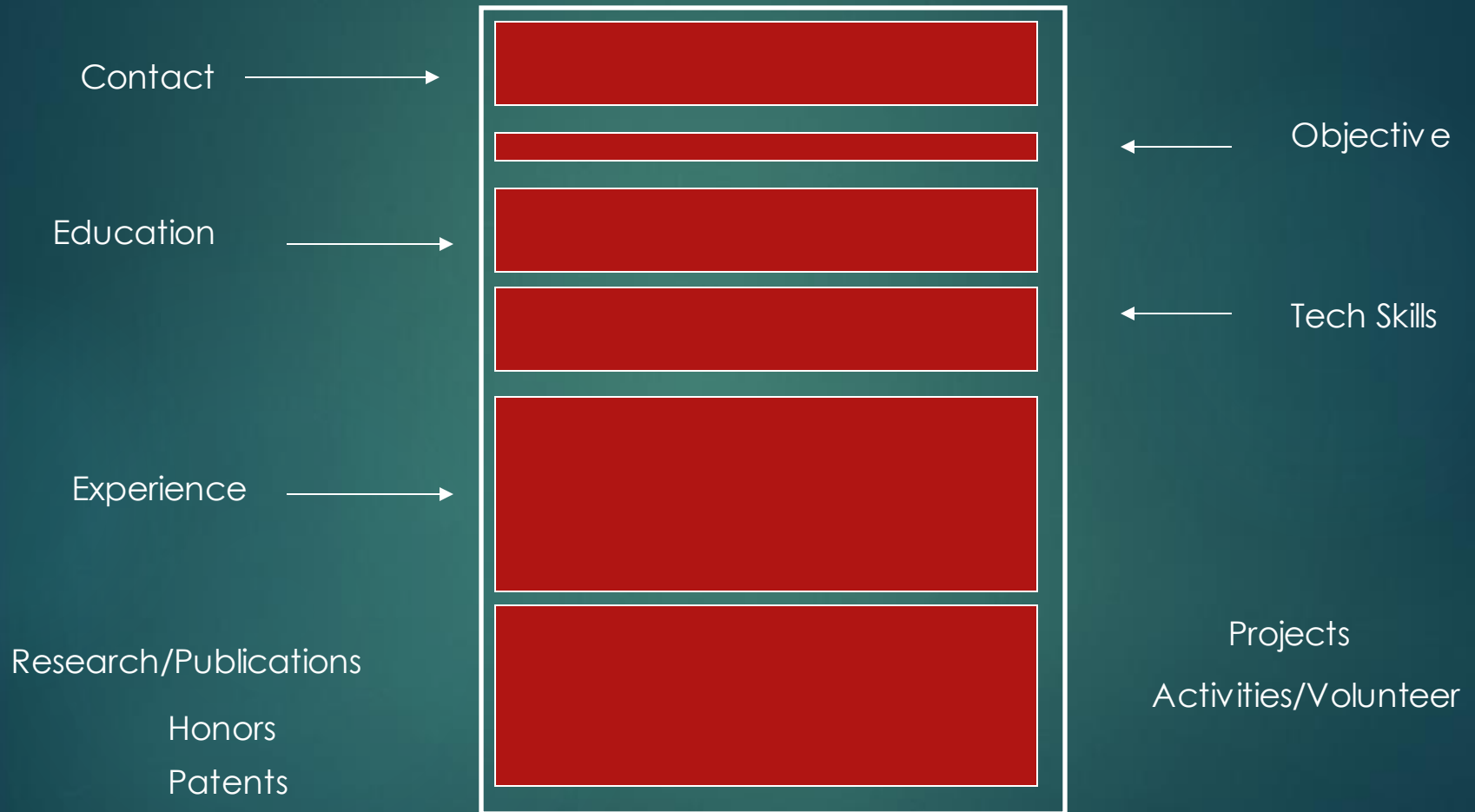
Vtech, Irvine, CA

Software Development Intern

- Created test case generation tool which creates random XML documents from XML Schema

June 2017 - Present

Resume Structure



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

Cover Letter Structure

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



- ▶ 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

More Ways We Can Help



- ▶ **www.career.uci.edu**
 - ▶ Online Resume and Cover Letter advice
- ▶ **Virtual advising**
 - ▶ Find appointments available on Handshake
 - ▶ Resume reviews and any career related concerns