

Resume Guide

What is the purpose of a resume?

A resume summarizes your experiences, skills, and education with the intent of convincing an employer to invite you for an interview. Typically, a resume is one page long, although sometimes it can be as long as two pages and should be customized for each job application.

- **Required Sections:** Identifying Information (name, email, phone), Education, and Experience
- **Optional Sections:** Objective, Summary of Qualifications, Relevant Coursework, Awards, Activities, and Skills, etc.

Tip: Don't put your contact information in the header, so that Applicant Tracking Systems (ATS) can find your information.

Employers are looking for these skills:

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

Source: National Association of Colleges and Employers (NACE)

These skills can be developed through academics, research, extracurricular activities, volunteering, internships, and much more! Based on the industry, you may not need to have all these skills represented on your resume.

Creating your resume checklist:

- Create a list of accomplishments, work and volunteer experience, and skills
- Review the job description of the job you are interested in.
- Identify your relevant work experience, skills, and accomplishments
- Write strong descriptive statements/bullets
- Choose the appropriate format (typically a Reverse Chronological Resume)

Tip: Keep your resume clean, simple, and polished. You don't want to make employers hunt for the information they are looking for.

Resume statements/bullets

Resume bullets describe your skills. Consider how your bullet points align with the position you are applying to. Bullets should be short and concise. Start each bullet point with an action verb.

- **What:** What tasks or transferable skills did you perform? List your duties, projects, responsibilities, etc.
- **Show, Don't tell:** Specifically state how you performed these tasks. What equipment, tools, software, programs, or methods did you use? Elaborate with details.
- **How:** How often did you do something or who else was involved? If the skill is quantifiable, use real numbers to show the scope and scale of the work.
- **Results:** What were the results of the actions you took? What did you accomplish or improve?

Final Tip: PROOF READ! No typographical, spelling or grammatical errors. Don't rely on spell check.

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Contact information

0.5-1" Margins

Keep your resume in the same verb tense (typically past tense). The one exception where present tense can be used is the current position being worked.

Experience

Bold Headers

Membership Services Coordinator

Davis, CA

- Managed two databases with over 4,000 records
- Provided exceptional customer service to members
- Invoiced, processed, and renewed 2,500 memberships per year

Quantify your bullets when possible

Oct. 20xx - Present

Typically, you do not need to go back more than 10 years. Most recent dates first in each

Bellhop, Hilton Inc.

Sacramento, CA

- Assisted 25+ guests daily with luggage transportation to assigned rooms
- Provided concierge services for guests, which included event ticket management and transportation
- Maintained and organized all hotel partner promotional material

Position title, company name, city, and state.

July 20xx – Sept. 20xx

Education

Bachelor of Arts in History, Concentration in Modern American History

University of California, Davis

June 2011

Start every bullet with an action verb.

Relevant Projects

Student Food Pantry Fundraiser

July 2009 – Sept. 2009

- Raised \$4,000 in cash and in-kind donations.
- Engaged 5 new volunteers to oversee 5 new donation sites.

Skills

Computer: Proficient with Windows OS, Microsoft Word, Microsoft PowerPoint, Adobe Suite; experience with social media and blogging.

Language: Fluent in Spanish

Include technical skills here, soft skills will be included in your cover letter or interview.

Try to keep the resume to 1 page. If you feel like you need a second page, make sure the content is worth the recruiter's time to turn the page.

Some Action Verbs

CREATIVE	LEADERSHIP	HELPING/TEACHING	MANAGEMENT	RESEARCH	CLERICAL/RETAIL	FINACIAL	COMMUNICATION
Conceptualized	Spearheaded	Advised	Delegated	Critiqued	Cataloged	Forecasted	Directed
Established	Created	Evaluated	Administered	Diagnosed	Implemented	Balanced	Developed
Initiated	Improved	Coordinated	Supervised	Investigated	Validated	Budgeted	Publicized
Planned	Expanded	Facilitated	Increased	Collected	Generated	Analyzed	Formulated
Integrated	Managed	Assessed	Produced	Clarified	Arranged	Marketed	Authored
Shaped	Transformed	Assisted		Identified	Prepared		Negotiated
Founded	Pioneered				Executed		Enlisted
					Designed		Collaborated