

# RESUME GUIDE

EVERYTHING YOU NEED TO KNOW

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# RESUME BASICS

## EVERYTHING YOU NEED TO KNOW

### Why Have a Resume?

A well-written resume is an essential component to conduct a well-planned job search. The primary purpose of a resume is to market your skills, education, and accomplishments as they relate to the position for which you are applying.

### Create Your Resume

Career counselors are available (by appointment or during drop-in hours) to help you get started, or to help improve what you already have.

- Use the enclosed **Resume Worksheet** to plan the structure and details of your resume.
- Craft your resume using the **Resume Template**. Check for grammatical and spelling errors.
- Improve your resume by referencing the samples found in this booklet and on [careers.ucr.edu/resources/job-search-strategies/resumes](https://careers.ucr.edu/resources/job-search-strategies/resumes).
- Attend a **Resume Writing workshop**.

### Things to Do With Your Resume

- Continuously update your resume and tailor it to each position for which you apply.
- Apply for positions you find on UCR Handshake, CareerShift, Vault, LinkedIn, and company websites. (Don't forget to reach out to your network of family, friends, professors, and supervisors.)
- Bring it with you to all UCR Career Fairs you attend.
- Interview for an internship or job without leaving campus! In the "Jobs" section of your Handshake account, click on "On-Campus Interviews" to see a list of all upcoming interview opportunities and apply using your resume.
- Apply to be on the board of your student organization.
- Share your resume with a faculty member in order to apply for a research position.
- Apply for scholarships.

### Resume Checklist

#### DO:

- Ensure that your resume is one page in length. (Two pages may be acceptable for graduate students.)
- Showcase the skills and experience related to the job for which you are applying.
- Leave out personal pronouns, such as I, me, my, and we.
- Use consistent formatting throughout the resume.
- Display your strongest and most relevant qualifications near the top of the page.
- Highlight all relevant experience, paid or unpaid.
- Use action verbs and industry language to describe your experiences.
- Demonstrate an understanding of the position you are seeking, as well as the employer's needs.

#### DON'T:

- Send a resume in with typos. Double- and triple-check spelling, grammar, and formatting.
- Use pictures and colors on a resume.
- Send a laundry list of irrelevant experiences. Always read the job description to identify and highlight transferable skills.
- Just list your responsibilities. Instead, describe accomplishments and initiatives. Include high school experience, unless you are a first- or second-year student.

This information is accurate and reliable as of the date of publication but may change without notice. Please contact the Career Center for the most up-to-date information. (9/19)

# RESUME WORKSHEET

**CONTACT INFORMATION:** (Include your name, address, phone, professional email address, and LinkedIn URL.)

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**OBJECTIVE (Optional):** (Write a clear, concise statement of your immediate objective [job title and company pursuing].)

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**EDUCATION:** (List your current school information [university name and degree pursuing], relevant coursework, and GPA [if it's impressive or requested by the employer].)

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**EXPERIENCE:** (Include any related paid/unpaid work, volunteer, student organization, class project, and research experience. Put the most recent first. Add the title, organization, location, and dates. Describe responsibilities and accomplishments using action verbs.)

**Examples of resume experience descriptions:**

MEDIOCRE	BETTER	BEST
Filed papers	Filed papers and prepared sensitive documents	Provided clerical support for two managers in areas of file maintenance and preparation and processing of sensitive documentation
Managed database	Managed database and ensured privacy and security of system	Managed database and ensured privacy of system without any security breaches for three consecutive years
Constructed Website	Constructed website using graphics and streaming media	Constructed website using graphics and streaming media resulting in increased hits by 30% in the first six months

1.

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2.

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**SKILLS:** (Include technology, language, and special skills.)

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**HONORS & ACTIVITIES:** (List volunteer activities, student groups, leadership roles, community work, scholarships, and academic awards.)

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**Objective**

**Education**

**Experience**

**Skills**

**Honors & Activities**

## Action Verbs for Your Resume

### Management Skills

administered  
analyzed  
assigned  
attained  
chaired  
consolidated  
contracted  
coordinated  
delegated  
developed  
directed  
evaluated  
executed  
improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
scheduled  
strengthened  
supervised

### Communication Skills

addressed  
arbitrated  
authored  
collaborated  
convinced  
corresponded  
drafted  
edited  
formulated  
influenced  
interpreted  
lectured  
mediated

moderated  
negotiated  
persuaded  
promoted  
publicized  
spoke  
transformed  
translated  
wrote

### Research Skills

analyzed  
clarified  
collected  
critiqued  
diagnosed  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
reviewed  
summarized  
surveyed  
systematized

### Technical Skills

assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated  
overhauled  
programmed  
remodeled  
repaired

solved  
upgraded

### Teaching Skills

adapted  
advised  
clarified  
coached  
communicated  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
guided  
informed  
instructed  
set goals  
stimulated  
trained

### Financial Skills

administered  
allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
developed  
forecasted  
managed  
marketed  
planned  
projected  
researched

### Creative Skills

acted  
conceptualized  
created

customized  
designed  
developed  
directed  
established  
fashioned  
illustrated  
initiated  
instituted  
integrated  
introduced  
invented  
originated  
performed  
planned  
revitalized  
shaped

### Helping Skills

assessed  
assisted  
clarified  
coached  
counseled  
demonstrated  
diagnosed  
educated  
facilitated  
familiarized  
guided  
motivated  
referred  
rehabilitated  
represented  
validated

### Administrative or Detail Skills

approved  
arranged  
catalogued  
classified  
collected  
compiled

dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
screened  
specified  
systematized  
tabulated

### Leadership Skills

achieved  
coordinated  
delegated  
developed  
directed  
enlisted  
executed  
expanded  
expedited  
founded  
improved  
initiated  
pioneered  
recruited  
reduced (losses)  
resolved (problems)  
restored  
spearheaded

# Bing (Taylor) Wang

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## EDUCATION

University of California, Riverside (UCR), Riverside, CA

**Bachelor of Science, Business Administration**, Accounting Concentration

June 2021

- Summer Study Abroad Program, University of Queensland, Australia

June 2018 – July 2018

## ACCOUNTING EXPERIENCE

**Audit/Transactional Intern**

March 2019 – June 2019

College of Natural and Agricultural Sciences, UCR

- Conducted audits of timesheets and maintained records free of errors to coincide with payroll
- Performed transactional assistance with miscellaneous ad hoc projects to prepare reports for review

**Volunteer**

January 2019 – April 2019

Volunteer Income Tax Assistance, Riverside, CA

- Provided income tax preparation assistance at no cost to low-income, elderly and disabled persons, and families with limited English-speaking abilities
- Prepared on average one to two tax returns per hour

**Audit Intern**

September 2018 – December 2018

Audit & Advisory Services, UCR

- Performed analytic reviews for payroll, travel reimbursement for fraud and accuracy, also performed tests of transactions to determine departmental compliance with campus policy and procedures
- Assisted the auditors in the performance of operational, departmental, financial, and compliance procedures
- Collaborated with the auditors in the development of training presentations to campus community
- Created and executed SQL based queries, complex Excel functions (VLOOKUP, pivot tables, concatenates and IF/OR formulas) to perform tests such as Benford's Law

## LEADERSHIP EXPERIENCE

**Transfer Student Mentor**

August 2018 – Present

School of Business Administration, UCR

- Planned workshops on professional etiquette, career fairs, and CPA exam preparation
- Provided detailed guidance to mentees by analyzing their academic and career planning
- Collaborated with School of Business Administration staff, faculty and other mentors to assist mentees

**Fundraising Director**

August 2018 – April 2019

Tau Sigma, UCR

- Managed the highest-grossing fundraiser at UCR Block Party; raised \$1,500 for the Tau Sigma chapter
- Negotiated with over 18 different types of local businesses for providing exclusive discounts for members
- Obtained 10% - 15% discounts with 12 local businesses included Piad'Amore, Elias Pita, and Häagen-Dazs
- Collaborated with President, Vice President, Fundraising Controller, and the Outreach Director for preparing fundraising plans and exclusive membership cards

## CAMPUS ACTIVITIES

Member, **Accounting Society**, UCR

October 2018 – Present

Member, **Beta Alpha Psi**, UCR

September 2018 – Present

Member, **Tau Sigma**, UCR

August 2018 – Present

## SKILLS

**Software:** SQL, Microsoft Office Suite, Visio, Adobe, and QuickBooks

**Languages:** Bilingual in English and Mandarin Chinese

# Job Landis

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## OBJECTIVE

To obtain a position as a Laboratory Research Assistant.

## EDUCATION

**B.S. Biological Sciences**, University of California, Riverside

June 2021

*Relevant coursework: Molecular and Cellular Biology (Lab), Pathology, Neurobiology, Neuropharmacology*

## LABORATORY SKILLS

SDS-PAGE

PCR/Cloning

ELISA

Electrophoresis

Spectrophotometry

Computer Data Analysis

Amino acid analysis

DNA/Extraction/Quantification

GC-MS

## RELATED EXPERIENCE

**Research Assistant**, Department of Molecular Biology, UC Riverside

January 2018 – January 2019

*Investigated the effects on body weight and bone growth of replacement injections of thyroid hormone and drugs that inhibit thyroid hormone production*

- Collaborated with a team of four students to prepare bone growth media for 8 sets of experiments
- Performed IM injections of varied concentrations in chickens to observe the effect on hormone production
- Ran 80 blood samples through gas chromatograph to check T1 levels and monitor changes in rate of thyroid hormone synthesis
- Analyzed chromatography results and communicated them with graduate supervisor on a weekly basis

**Cope Health Scholars**, Pomona Valley Hospital Medical Center, Pomona, CA

May 2017 – December 2017

- Worked closely with staff performing tasks such as escorting patients, preparing charts, stocking rooms with supplies, running errands, answering phones, and light clerical tasks
- Provided patient care by taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Assisted with accurate billing and patient records by inputting patient information into electronic medical records software

## LEADERSHIP EXPERIENCE

**Peer Mentor**, Health Professions Advising Center, UC Riverside

February 2018 – Present

- Share information and provide guidance to students on health professions programs
- Conduct 10-minute drop-ins to discuss service, leadership, and research opportunities
- Connect with students through shared professional interests in health careers

**Team Lead**, Best Burgers, Riverside, CA

June 2018 – Present

- Place orders and perform cashiering duties in high-volume fast-food establishment
- Suggested new method of packaging orders which reduced customer wait time by approximately 50%
- Promoted to Team Lead after 60 days

## CAMPUS INVOLVEMENT/COMMUNITY SERVICE

**Referee**, Intramural Basketball

May 2018 – Present

**Volunteer**, Habitat for Humanity

June 2017 – Present

**Volunteer**, Mary S. Roberts Pet Adoption Center

May 2018

## ADDITIONAL SKILLS

**Computer:** SPSS, Word, Excel, PowerPoint, Access

**Language:** Bilingual in English and Spanish (written, verbal, and reading)

# Divya Careers

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## OBJECTIVE

Obtaining Summer Marketing Internship position at Deckers Outdoor Corporation.

## EDUCATION

University of California, Riverside

June 2021

**Bachelor of Science, Business Administration, Marketing Emphasis**

## RELEVANT COURSEWORK

- Financial Evaluation, Marketing Management, Strategic Analysis

## MARKETING EXPERIENCE

The Highlander Newspaper, UC Riverside

**Advertising Account Executive**

June 2019 – Present

- Manage more than 100 clients and their advertising needs.
- Design advertising campaigns and marketing related plans utilizing AdPro software.
- Create and work with designers using Adobe software to develop effective advertisements.
- Raise approximately \$3,000 in advertising revenue each month.

Young & Rubicam, Irvine, CA

**Advertising Intern**

July 2018 – September 2019

- Provided customer support for accounts including Hilton, Jenny Craig and Southern California Edison.
- Collaborated with a variety of departments including Account Management, Public Relations and Finance.
- Prepared briefs, PowerPoint presentations, competitive reports and presentation boards.
- Delivered critical support during production of Jenny Craig commercials and Toshiba online media videos.

Strategic Analysis course, UC Riverside

**Global Challenge Business Simulation Project**

March 2018 – June 2019

- Forecasted markets, implemented new technology initiatives, maintained budget and managed production.
- Achieved the Warren Buffet Award denoting the highest cumulative shareholder return and stock price.

## LEADERSHIP EXPERIENCE

Delta Sigma Pi, UC Riverside

**Vice President**

September 2018– June 2019

- Established a mentor program in which members' partner to provide tutoring and offer personal support.
- Developed online server to upload and share notes and readings from all classes taken by members.

TOMS Club, UC Riverside

**Member**

September 2016 – June 2017

- Fundraised and created awareness to support projects and companies that help those less fortunate.
- Assisted in managing events and programs for the club.

## WORK EXPERIENCE

Bob's Big Boy, Riverside, CA

**Server**

January 2016 – August 2016

- Provided excellent customer service in a fast paced environment.
- Maintained cashier drawer and ensured accurate daily cash records.

## SKILLS

**Computer:** Minitab, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio

**Social Media:** Instagram, Facebook, Twitter, Snapchat

**Language:** Trilingual in English, Hindi, and Bengali



# SCOT HIGHLANDER

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## OBJECTIVE

To secure the Mechanical Engineer I position with Northrop Grumman.

## EDUCATION

University of California, Riverside

December 2019

**Bachelor of Science, Mechanical Engineering**

**Study Abroad:** Automotive Engineering, University of Sussex, Brighton, England

June 2019-September 2019

## TECHNICAL SKILLS

**Software:** ViewLogic, SolidWorks, ABAQUS, MatLab/Simulink, AutoCAD, PSpice

**Programming:** JAVA, C/C++

**Operating Systems:** Windows XP/NT, Unix (BSD, Solaris, Linux)

## MECHANICAL ENGINEERING EXPERIENCE

Senior Design Project, UC Riverside

**Three-Wheeled Vehicle Design Team Project**

October 2019-December 2019

- Collaborated with 5 engineers to design and prove the concept of a fully automated three wheeled vehicle
- Designed and strategically configured the necessary mechanical and electrical components to test the model

Parker Aerospace, Irvine, CA

**Mechanical Engineering Co-op**

January 2019-June 2019

- Performed research and development on Parker's fuel inerting system
- Designed physical test housings to analyze various system parameters
- Modified and reprogrammed various Matlab files and graphical user interfaces utilizing Pro-E
- Reduced data in efforts to determine useful correlations between system parameters for specified tests

Mechanics of Materials course, UC Riverside

**Centrifugally Stiffened Solar Sail, NASA**

September 2018-December 2018

- Created full scale concept of a self-deploying solar sail with three team members
- Constructed and modeled prototype deployment device for testing aboard the International Space Station

## LEADERSHIP EXPERIENCE

Housing Services, UC Riverside

**Resident Advisor**

September 2017-June 2019

- Facilitated the personal growth of 550 residents, encouraged and enforced the compliance of community standards, and addressed various security issues in crisis situations
- Served as the Leadership Advisor to the students and participated in training on inclusive diversity practices
- Recruited and interviewed future resident advisors as part of a selection committee

Bourns College of Engineering, UC Riverside

**College of Engineering Ambassador**

January 2017-June 2019

- Provided tours to prospective students, organized recruitment events and arranged on-campus interviews
- Represented the College of Engineering in a public relations role while greeting industry representatives

## PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside

**American Society of Mechanical Engineers (ASME)**

September 2018-Present

**Tau Beta Pi**, National Engineering Honor Society

September 2018-Present

**Pi Tau Sigma**, Mechanical Engineering Honor Society

2018, 2019

**National Society of Collegiate Scholars (NSCS)**

2018, 2019

## SCOTTIE HIGHLANDER

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### Objective

To obtain the Student Assistant I position within the Financial Aid Office at UCR.

### Education

University of California, Riverside (UCR), Riverside, CA Expected June 2023  
Bachelor's Degree in Progress

Beaumont High School (BHS), Beaumont, CA June 2019  
High School Diploma

### Leadership Experience

Golf Team, BHS, Beaumont, CA

#### Captain

August 2018 - June 2019

- Motivated the team during practice and competitions to play well, kept a positive attitude to ensure other team members performed to the best of their ability
- Led the team to conference championship in 2018 season
- Managed conflict among team members when the coach took a step back to allow the team to handle problems
- Established positive rapport with playing partners during each tournament by encouraging and uplifting player's successes
- Reviewed and upheld all United States Golf Association rules, with 100% accuracy, during tournaments and practices, setting a good example for other members

Associated Student Body (ASB), BHS, Beaumont, CA

#### Member

August 2016 - June 2019

- Assisted in organizing and planning for prom including calling DJs, ordering food, decorating the facilities, confirming with chaperones, and finishing last-minute tasks during the day of the event
- Attended weekly meetings to ensure that all events were on track to run efficiently
- Maintained excellent communication with club faculty advisors to ask any questions allowing for smooth operations
- Staffed and monitored voting tables during election time to guarantee all 2000 students' votes were represented

### Skills

**Computer:** Microsoft Office (Word, Excel, PowerPoint)

**Social Media:** Facebook, Twitter, Instagram

**Language:** Bilingual, English and Spanish (reading, writing and speaking)

### Activities

**Volunteer,** Ronald McDonald House, Loma Linda, CA

January 2017 - Present

**Member,** Golf Team, BHS, Beaumont, CA

August 2016 - June 2019

# JEFFREY K. LEVASHEFF

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## EDUCATION

University of California, Riverside

**Bachelor of Arts in History**

GPA 3.7

expected June 2020

## NON-PROFIT EXPERIENCE

Center of Consumer and Environmental Health Services, Los Angeles, CA

**Administrative Intern**

May 2019 – August 2019

- Raised \$1,900 in 21 days by canvassing and advocating on environmental, health and consumer issues
- Managed a small office; answered phones and provided customer service to ensure all duties were met weekly
- Wrote and distributed weekly emails, which served as the internal communication for employees

Community Youth Center, Riverside, CA

**Management Intern**

August 2018 – December 2018

- Developed organization's first "paperless" client filing system in Filemaker Pro, allowing front-line staff to closely track trends in client needs
- Liaised with schools and community allied health agencies; made applicable referrals for specific services
- Helped maintain a 24-hour telephone service providing detail to each customer to answer their inquiries

El Pomar Foundation, Colorado Springs, CO

**Media Intern**

May 2018 – August 2018

- Selected from over 40 applicants to be one of 10 interns at a non-profit serving Colorado
- Created a statewide media contact database of over 550 media contacts in an Excel spreadsheet
- Generated a contact list of over 1,200 people and facilitated mailing the Annual Report
- Wrote press releases for media and a monthly e-newsletter for non-profits nationwide

## LEADERSHIP EXPERIENCE

UCR Housing Services, Riverside, CA

September 2017 – Present

**Resident Advisor**

- Conduct interviews with over 200 student applicants and selected 56 residential advisors
- Plan and coordinate a two-week-long mentor training program for 56 new student staff
- Provide guidance and support for all advisors throughout the entire school year aiding their individual needs

UCR Chancellor Search Committee, Riverside, CA

**Student Representative**

May 2017 – September 2017

- Selected by the Student Council to represent students in a search for the next university Chancellor
- Analyzed surveys, chaired focus groups, and created a website to promote transparency
- Contributed to the creation of public documents and selection of a search firm to ensure qualified candidate group

## SKILLS

**Computer:** Microsoft Office, Filemaker Pro, Adobe Creative Suite

**Social Media:** Facebook, LinkedIn, Twitter, Instagram, Pinterest

**Language:** Bilingual in English and Spanish

## Organizational Involvement

**Amnesty International, UC Riverside**

January 2018 – Present

**Student Association for the Environment, UC Riverside**

September 2018 – Present

# Katniss Aberdeen

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## OBJECTIVE

To obtain the Resident Advisor position with UCR Housing Services.

## EDUCATION

University of California, Riverside (UCR), Riverside, CA

**Bachelor of Science in Psychology**, GPA 3.6

June 2022

*Related Coursework:* Adolescence and Emerging Adulthood, Social Psychology, Sociology of Education

## EVENT PLANNING EXPERIENCE

Nothing But Nets, UCR

### Fundraising Project

January 2019 – June 2019

- Participated in a student-led organization dedicated to educating, advocating, and fundraising for the United Nations to send nets to African countries to help stop the spread of malaria.
- Collaborated with a group of seven students raising over \$10,000 for research, mosquito net distribution, and literature.
- Researched the effects of malaria and developed promotional materials, including posters and flyers for in-class presentations.
- Conducted 12 presentations to student organizations and classes to facilitate fundraising efforts and promote awareness of the malaria epidemic in Africa.

## WORK EXPERIENCE

In-N-Out Burger, Riverside, CA

### Shift Leader

April 2018 – Present

- Train and supervise 10 staff members, providing each new hire performance reviews to identify areas for additional training.
- Demonstrate ability to enforce best practices in a leadership capacity to ensure a consistent standard of high quality.
- Record and deliver 35 bank deposits that were completed on a weekly basis.
- Enforce proper food sanitation policies and procedures by educating team members during staff meetings.

### Cashier

October 2017 – April 2018

- Provided outstanding customer service using effective interpersonal and problem-solving skills.
- Maintained accurate inventory count of all products utilizing Excel databases that were visible for all staff to review.

## ACTIVITIES

Psychology Club, UCR

### Member

October 2018 – Present

- Research social climates of University setting in order to evaluate the effects of educational policy on inclusion and affinity.
- Recruit and promote club information to classes on campus to increase overall membership by 20% per quarter.

## SKILLS

**Computer:** Microsoft Word, Excel and Access in PC and Mac platforms

**Social Media:** Facebook, Twitter, Instagram, Snapchat