



A resume can get you an interview, but your interview will ultimately be what “makes or breaks” the employer’s decision to hire you.

The average employer takes less than 10 seconds to scan a resume.

Resume Guide

Creating your Resume Checklist

- 1 Review the job description**
Read through the description and identify the required skills and qualifications.
- 2 Create a list of accomplishments**
List your education, jobs, volunteer, and leadership positions, relevant coursework, and notable projects.
- 3 Identify your relevant skills, especially from your past experience**
Emphasize the skills that you have gained that are transferable to the position you’re applying for.
- 4 Write strong descriptive phrases**
Use strong descriptive *action verbs* write *concise and specific phrases* to describe your skills and responsibilities for each of your accomplishments. Arrange the descriptive phrases in order or relevance to the position you are seeking
- 5 Choose the appropriate format**
For a more general resume go for a chronological resume. Include past experience starting with the most recent.
For a more specific application, consider writing a functional resume that lists skills and experience from volunteer, organizations/clubs, and work, that make you a qualified candidate.

What is a resume?

- A resume is a summary of your skills, education, and experience that is aimed to convince an employer to invite you for an interview.

Why have a resume?

- A well-written resume makes a great first impression on the employer and is essential for beginning a well-planned job search.

Content

- Tailor your resume to the specific position you're applying for. Make sure you market your skills, education, and experience to the job description.
- Do not include your references on your resume. Instead make a reference sheet, visit our website for examples.

Submit

- Most employers request online submission for resumes.
- Unless instructed by the employer otherwise, send your resume in *PDF format* and name the file: “Sammy Slug-Resume” or “Resume-SammySlug”

Next steps...

- Check out our events calendar at careers.ucsc.edu
- Attend *workshops* on resume and cover letter writing, interviewing skills, networking, and more.
- Have your resume ready to submit at *career and internship fairs*.
- Schedule an appointment with a career adviser!
- Drop in for resume and cover letter critique with a peer adviser at the Career Center

More Guides from the Career Center:

- Writing a Cover Letter Guide
- References and Recommendations Guide

Resume Samples

Science and Health Resume

SAMANTHA SLUG

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Santa Cruz, CA 95060

CAREER TARGET: Research Assistant

EDUCATION

Bachelor of Science, Chemistry June 2016
University of California, Santa Cruz

Associate of Science, Chemistry May 2012
Cabrillo College

RELEVANT COURSEWORK

General Chemistry & Lab
Cell & Molecular Biology
Multivariable Calculus
Organic Chemistry & Lab
Introduction to Bioethics
Development & Physiology
Biochemistry
Basic Spectroscopy

LABORATORY TECHNIQUES

HLA typing
Reverse HPLC
Hemolysis
Tissue culture
Gas electrophoresis
Enzyme purification
Lipid extraction
Bacteriophage isolation

RELEVANT EXPERIENCE

Chemistry Tutor, UCSC Biology Department, Santa Cruz, CA Sept. 2014 - Present

- Tutored undergraduate students in both lower-and upper-division coursework
- Tailored teaching methods to a variety of students' learning styles

Science Academic Peer Adviser, UCSC Biology Department, Santa Cruz, CA June 2013 - Apr. 2014

- Planned course schedules and conveyed information about a wide range of professional programs and opportunities to students with different academic and professional pursuits
- Coordinated orientation for 300 freshmen pursuing majors in the sciences

ADDITIONAL EXPERIENCE

Student Assistant, UCSC Colleges 9 & 10 Dining Hall, Santa Cruz, CA Jan. 2013 - June 2013

Sales Associate, Kohl's Department Store, Capitola, CA Nov. 2012 - Jan. 2013

Public Health Volunteer, Los Amigos de Las Americas, Guanajato, México June 2012 - Sept 2012

EXTRACURRICULAR

Membership Chair, Rotaract Club of Santa Cruz County, Santa Cruz Sept. 2014 - present

Member, Student Environmental Center, UC Santa Cruz Sept. 2014 - present

Member, Kayak Club, UC Santa Cruz Sept. 2013 - Feb. 2014

Suzanne Garcia

(831) 459-3263 • suzanne@ucsc.edu • 123 River St., Santa Cruz, CA 95060

Objective

To obtain the Field Researcher position at the UCSC Sustainability Office

Summary of Qualifications

- Demonstrated competence in field research and applying environmental policy
- Ability to effectively and strategically outreach for environmental causes to targeted populations
- Experience using GIS, Word, Excel, PowerPoint, FileMaker Pro, & ArcView

Education

Bachelor of Arts in Environmental Studies, June 2015
University of California, Santa Cruz

Relevant Coursework

GIS & Environmental Applications
Natural Resource Economics
Environmental Assessment
National Environmental Policy
Environmental Law & Policy
Restoration Ecology

Research/Field Projects

- Critiqued and made recommendations for UCSC campus Environmental Impact Report
- Detailed the manufacturing process of the Printed Circuit Board industry and compiled a thorough categorization of all wastes and permitting requirements to inform policy changes
- Collected surface and groundwater samples from the American River and analyzed for a pesticide contamination
- Co-authored NSI grant for establishing a recycling center as part of a class project

Related Experience

- Research Assistant**, UCSC Environmental Studies Dept., Santa Cruz, CA, Oct. 2012 - June 2013
- Conducted interviews with city residents in the study of energy conservation to assess city residents' electricity usage
 - Collaborated with research team to construct surveys on electricity usage for a sample of 100 households
 - Analyzed and compiled data in organized reports to inform policy recommendations

Conservation Outreach Intern, Center for Biodiversity & Conservation, Santa Cruz, CA, Summer 2012

- Co-implemented program applying remote sensing and GIS applications to biodiversity conservation
- Developed targeted strategies incorporating city and county advice aimed at reaching out to government officials, citizens, and community educators

Waste Consultant, Ecology Now, Santa Cruz, CA, Summer 2011

- Recruited businesses and nonprofits to participate in free waste audit and performed waste audits
- Educated local citizens of environmental issues in person and via telephone and email
- Wrote press releases and sponsored educational events to promote environmental stewardship
- Updated and maintained Santa Cruz client contact database

Environmental Resume



Resume Samples

Engineering and Computer Science Resume

Chip Harris

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linkedin.com/in/csboard

Computer Skills

Operating Systems: Linus Enterprise Server, UNIX, DOS, Microsoft 8.1
Languages: C, C++, Java, SQL, MYSQL, PSQL, MIPS, HTML, CSS
Applications: Microsoft Excel, Word, X Windows, Xming

Education

B.S., Computer Science, June 2017
University of California, Santa Cruz
GPA: 3.89

Coursework

Software Methodology	Algorithms & Abstract Data Types
Software Design Project II	Applied Discrete Mathematics
Computability & Computational Complexity	Computational Models
Fundamentals of Compiler Design I	Computer & Game Console Architecture
Comparative Programming Language	Physics II & Laboratory

Projects

Designed a prototype system for navigating blood samples

- Teamed with 3 peers in examining the implementation process
- Compared and contrasted 4 like models, reconstructed framework, and customized changes needed
- Configured system's integration and differentiated data migration

Created a user-friendly mobile application sample

- Collaborated with 2 engineering students to design the application
- Integrated and customized online content based on computer base and utility
- Tested ease of downloading process
- Analyzed and discussed mobile marketplaces to connect

Experience

Geek Squad Member, Best Buy, Los Angeles, CA, Summers 2012 - Present

- Responded quickly to each customer's computer issues in a friendly, helpful manner
- Troubleshoot and clearly explained the problem and necessary repair procedures
- Suggested alternatives to limit cost and time constraints

Computer Camp Instructor, WizCompute, Los Angeles, CA, Summers 2010, 2011

- Taught graphic design basics to groups of 8-12 middle school students
- Discussed and demonstrated the application usage and allowed time for questions
- Met with students 1-on-1, gave feedback on projects, and mentored discouraged students
- Met with parents regularly to discuss their children's strengths and areas for improvement

Economics and Business Resume



Michael Wong

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Objective: To obtain the Management Trainee Internship at Enterprise, Inc.

Summary of Qualifications

- Clean driving record, valid driver's license
- Demonstrated leadership skills acquired through roles in various student organizations
- Experience working directly with customers in sales and customer service
- Computer Skills: Microsoft Word, Excel, & PowerPoint; Adobe Photoshop; PC & Mac
- Bilingual in Spanish (reading, writing, speaking)

Education

B.A. in Business Management Economics, emphasis in Accounting June 2016
University of California, Santa Cruz

Business Experience

Advertising Account Assistant Oct. 2012 – Present

City on a Hill Press, UC Santa Cruz, Santa Cruz, CA

- Managed 100+ clients and their advertising needs
- Collaborated with graphic designers using Adobe software to develop effective advertisements
- Raised an average of \$3,000+ in advertising revenue each month

Sales Associate

Nov. 2013 – Sept. 2014

Sears, Capitola, CA

- Assist with shelf-stocking and organizing displays to maintain an efficient workplace
- Managed cashier drawer to ensure accurate daily cash records
- Answered customer's questions about products, services, and merchandise

Small Business Consultant Intern

Summer 2012

Small Business Development Center, Chula Vista, CA

- Advised small furniture business owner on website strategy; increased site traffic by 27% in 2 months
- Led 2 interns in small business owners orientation meetings utilizing targeted marketing strategies to outreach services offered to potential clients
- Developed cash flow strategies and determined loan eligibility while working with clients 1-on-1

Leadership Experience

Vice President

Sept. 2015 – present

Delta Sigma Pi Fraternity, UC Santa Cruz

- Established a mentor program for underrepresented elementary and high school students
- Facilitated member collaboration to offer tutoring services and personal support to students
- Developed online server to upload and share notes and readings from all classes taken by members

Treasurer

March 2014 – present

Accounting Club, UC Santa Cruz

- Collaborated with local businesses to establish job shadowing programs and employer contacts
- Create and deliver PowerPoint presentations to business classes and academic departments
- Manage club accounts of \$5,000 and create budgets for six service events per year

Resume Samples

Arts and Film Resume

MONA O'MEDIA

www.monasmedia.com

https://portfolium.com/monaomedia

media@ucsc.edu
(123) 456-7890

123 Main St. Apt. 4
Santa Cruz, CA 95062

EDUCATION

Bachelor of Arts in Film & Digital Media, June 2016
University of California, Santa Cruz

TECHNICAL SKILLS

Cameras: Arriflex, DSLR, camcorders, lens ranging from SLR to special effects, Exmore Super 35, CMOS sensor

Equipment: Moviola, Studio & EFP, HF R500, MiniDV, Bowens, Bescor LED 700 series

RELEVANT COURSEWORK

Film Experience	Screenwriting	Film Theory Seminar
Documentary Film & Video	Film & Video Production	Production

PROJECTS

Produced a short documentary on the life of a banana slug, March 2014

- Shot high speed, close range for in-depth view
- Altered lighting with infraction for greater effect
- Designed to educate the life balance of small creatures

Collaborated with 3 peers on filming UCSC campus life, May 2013

- Designated assignments based on interests and strengths
- Captured the 10 residential colleges' themes selecting recognized college landmarks
- Reviewed and edited each segment, created a congruent composite
- Presented the video for each college's use

WORK EXPERIENCE

Crew Member, Whistle Construction Company, Breeze, CA, Summer 2013

- Teamed with 5 co-workers constructing amusement park thematic rides
- Built in tandem based on the Lead Engineer's daily schedule and criteria
- Ensured that all standardized safety codes were met

Notetaker, Call Back Center, Los Angeles, CA, Sept. 2012 - Sept. 2013

- Listened carefully to each set of speaker's dialogue and translated the notes into voice activated script
- Wrote a synopsis in both English and Greek, evaluating each speech based on established standards

Barista, Spice of Life, Greendale, WA, Summers 2011 & 2012

- Greeted each customer in a friendly manner, answered guests' menu questions, and offered suggestions
- Trained 3-5 staff annually on the business' procedures and policies

Breeshaey (Bree) Jackson

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OBJECTIVE

Crisis Support Internship at Walnut Avenue Women's Center

EDUCATION

Bachelor of Arts in Latin American & Latino Studies, June 2016
University of California, Santa Cruz

UC Education Abroad Program, Sept. - Dec. 2015
National Autonomous University of Mexico

SKILLS SUMMARY

Communication

- Positively greeted clients upon arrival to local counseling center
- Answered inquiries in person and over the phone and relayed information to appropriate staff
- Translated personal information for patients from English to Spanish at counseling center
- Developed negotiation skills through daily contact with sellers in markets and vendors throughout Mexico

Leadership

- Trained 8 new student volunteers at counseling center
- Assisted in brainstorming fundraising ideas for high school student government
- Demonstrated willingness to take risks through enrollment in Spanish speaking curriculum

Cultural Competency

- Created a warm, safe, and inviting environment for diverse populations
- Ensured welcoming and confidential discussions on sensitive topics
- Enhanced global perspective through increased understanding of political, economic, and cultural issues faced by local populations

Administrative

- Maintained confidential files and records at counseling center and tutoring program
- Assisted clinic manager with administrative tasks such as filing, faxing, copying
- Prioritized clerical tasks and completed projects according to deadlines
- Proficient in Microsoft Word, Excel, & PowerPoint; Adobe Photoshop; PC & Mac

VOLUNTEER EXPERIENCE

Front Desk Assistant Volunteer, Hope Counseling Center, San Jose, CA, Summer 2014

Tutoring Club Member, La Puente High School, La Puente, CA, Summer 2013

Functional Resume
(little to no experience)



Resume Samples

Law and Politics Resume

Jinxuan (John) Yi

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Summary of Qualifications

- Two years of progressively responsible experience in political research, leadership, and litigation process
- Academic background in political and legal issues, including advanced coursework in constitutional law, political economy, structure and organization of the federal government, and philosophy of law
- Demonstrated ability and efficiency in administrative roles; proficient in Microsoft Office, Google Docs
- Skilled at developing and maintaining positive relationships with a diverse populations

Education

Bachelor of Arts in Legal Studies, June 2016

Bachelor of Arts in Politics, June 2016

University of California, Santa Cruz

Relevant Experience

Judiciary Intern, Office of U.S. Senator Dianne Feinstein, Washington, D.C., Sept. 2013 – Dec. 2013

- Wrote timely memoranda on Senate Judiciary Committee hearings and conducted research on legislation
- Prepared profiles for nominees to the federal judiciary and various other executive nominees
- Responded to constituent correspondence on issues pertaining to the committee

Office Support Assistant, CA Rural Legal Assistance, Watsonville, CA, June 2013 – Sept. 2013

- Collaborated with attorneys on document reviews, discovery projects, and trial preparation during civil litigation process and offered courtroom support during trials
- Took on administrative duties to ensure efficient operations, including organizing confidential case files

Research Intern, UCSC Queer People of Color Inclusivity Project, Santa Cruz, CA Mar. 2013 – June 2013

- Conducted a campus-wide survey, facilitated 3 focus groups, and conducted extensive research on issues of inclusivity of students who identify as queer and people of color
- Analyzed both quantitative and qualitative data gathered to make recommendations for improving campus climate and inclusivity to Student Retention Services

Leadership Experience

Vice President, UCSC Porter College Senate, Santa Cruz, CA, Jan. 2014 – Present

- Facilitated discussions and presentations of a 20-representative senate
- Developed and supervised project-specific committees within the council

Co-Facilitator, UCSC Multicultural Community Weekend, Santa Cruz, CA, Apr. 2012

- Teamed with 4 students and 3 staff to plan and lead community-building workshop for 30 students

Affiliations

- Legal Association for Diversity, UCSC, Sept. 2012 – Present
- American Civil Liberties Union, Santa Cruz County Chapter, Sept. 2013 – Present

JAMIE SLUG

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OBJECTIVE

Part-time or seasonal sales or retail position

EDUCATION

University of California, Santa Cruz

June 2017

Bachelor of Arts in Sociology

- Concentration in Global Information and Social Enterprise Studies
- GPA: 3.82
- Deans Honors

UNIVERSITY CLASS PROJECTS

Welfare Project, *United States History 1877-1977*

Sept. – Dec. 2014

- Researched the evolution of welfare and alternative systems with team of six students
- Analyzed and compiled data to use in a presentation focusing on welfare's correlation with crime rates

Non-Profit Management Project, *Project Implementation and Grant Writing*

- Wrote a hypothetical 25 page grant proposal for a program on substance abuse and addiction
- Planned a hypothetical non-profit organization to help veteran population with addiction

WORK EXPERIENCE

Independent Childcare Provider, Los Gatos, CA

June 2012 – present

- Provide attentive, age appropriate care to children ranging in age from 2 to 11
- Supervise homework and provide help as needed
- Assist in light cooking and cleaning for household

Landscaping/Yard Care Worker, Los Gatos

June – Sept. 2012, 2013

Steve's Landscaping

- Exhibited a strong work ethic by providing hard labor in demanding conditions
- Operated and maintained as assigned, landscaping equipment including but not limited to lawn mowers, edger, clippers, weed-eaters, blowers
- Worked in a team of 3 performing tasks that required physical strength & endurance

EXTRACURRICULAR ACTIVITIES

Varsity Athlete, Cross Country

Los Gatos High School, Los Gatos, CA

Sept. – Feb. 2011, 2012

- Used effective teamwork and communication skills during practice
- Gained critical time management skills by balancing practice, training, travel and competitions
- Accustomed to performing in high pressure situations

Blood Drive Volunteer, American Red Cross

Oct. 2012

Los Gatos High School, Los Gatos, CA

- Served food and drinks to donors after their donation
- Welcomed donors, maintain donor sign-in sheet and/or an appointment log

SKILLS

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

Language: Elementary proficiency in Spanish

Functional Resume

(general experience)

