



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

## 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.

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

## 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](http://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



*Need ideas on what to add  
to your resume?  
Visit UCSC getting involved for ideas!  
[www.admissions.ucsc.edu/  
campus-life/getting-involved](http://www.admissions.ucsc.edu/campus-life/getting-involved)*

## Format

- Typically, your resume should be one page in length and should be written concisely in bullet point format.
- Your resume should be typed in a simple, legible font and size 11-12. A list of adequate fonts (e.g. sans serif/serif fonts) are available on our website.
- The page margins should be between 0.75-1 inch.
- Bold headings for each section of your resume and your position titles; do not underline anything.

## Essentials for your resume

- **Your Name:** Bold and size 11-13 font (the rest of the resume is in 11-12 font).
- **Contact Information:** Professional/appropriate email, phone number, address, and LinkedIn URL (optional).
- **Objective:** State the title of the position you are applying for and the organization.
- **Education:** List the advanced degree(s) you are working towards, associates degree(s) from community colleges (if you are a transfer student), and any study abroad programs you have participated in (do not include high school information)!
- **Summary of Qualifications:** Use 3-5 bullet points that connect strengths/background tailored to the job description (include computer or language skills in a bullet point list).
- **Relevant coursework:** Courses you have taken that are relevant to the position you are applying for. Display the courses in 2-3 columns for balance and to save space.
- **Experience:** Begin with your most recent experience (as determined by end date)  
**Position title**, Employer/Company name, City, State Start-end date
  - List both paid and unpaid positions, including past jobs, internships, volunteer positions/work, and leadership experience that are either directly or indirectly related to the job you're applying for.
  - Use action verbs to describe your tasks and accomplishments at the job.
- **Honors and Activities:** List professional or campus organizations you belong to, as well as, scholarships, honors, or awards.
  - *The more you know about the company the better decision you can make about whether to include controversial subjects (i.e. political, religious, etc.).*
  - *If you have any questions or would like to discuss your options, make an appointment to meet with an adviser.*

**For more action verbs and descriptive phrases, visit our website at:  
[careers.ucsc.edu/student/resume](http://careers.ucsc.edu/student/resume)**

Skills	Examples of Action Verbs	
	Skills	Action
Creative	Creative	Conceptualized Established Initiated Planned Integrated Shaped Founded
	Leadership	Spearheaded Created Improved Expanded Managed Transformed Pioneered
Teaching	Teaching	Advised Evaluated Encouraged Adapted Coordinated
	Helping	Facilitated Represented Assessed Assisted Demonstrated Guided
Management	Management	Delegated Administered Executed Supervised Increased Produced
	Research	Critiqued Diagnosed Investigated Collected Clarified Identified
Clerical/Detail	Clerical/Detail	Cataloged Implemented Validated Generated Arranged Prepared Executed Designed
	Technical	Assembled Devised Maintained Programmed Calculated
Financial	Financial	Forecasted Balanced Budgeted Analyzed Marketed
	Communication	Directed Developed Publicized Formulated Authorized Negotiated Enlisted Collaborated

# Resume Samples

## Science and Health Resume

### SAMANTHA SLUG

(123) 456-7890 | sslug@ucsc.edu

23 River Street, Apt. C  
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

csboard@ucsc.edu • (123) 456-7890  
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

mwong@ucsc.edu | (123) 456-7890 | linkedin.com/in/michaelwong

**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

123 River Street  
Santa Cruz, CA 95060  
(123) 456-7890  
brjackson@ucsc.edu

#### 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

1624 Ocean St. Apt 2 • Santa Cruz, CA 95060 • (831) 555-1111 • jiyi@ucsc.edu

#### 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

123 West Cliff Dr. Apt 2

Santa Cruz, CA 95064

jslug@ucsc.edu

555 – 123 – 4567

#### 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)

