

# Resume Starter Kit

## Internship and Career Center (ICC) University of California, Davis

A resume is a summary of your experiences, skills and accomplishments. It is not every detail of your work history. You may tailor them to each position.

### How to Get Started on Writing a Resume

- 1) Use the information on the next two pages of this packet to learn the basics of writing and formatting a resume.
- 2) Review the additional resume resources on the ICC website.  
➡ [icc.ucdavis.edu/materials/resume](http://icc.ucdavis.edu/materials/resume)
- 3) Attend a Resume Basics Workshop - see ICC Calendar of Events  
➡ [icc.ucdavis.edu/services/calendar.htm](http://icc.ucdavis.edu/services/calendar.htm)
- 4) Start with the Resume Content Worksheet on the last two pages of this packet to create a rough draft of the key points you want in your resume. Focus on content first, then on format. Include everything here as it's easier to edit things out than add them in.
- 5) Bring the completed (printed) Resume Content Worksheet or a first, rough draft resume to meet with advisors at the ICC. [icc.ucdavis.edu/services/calendar.htm](http://icc.ucdavis.edu/services/calendar.htm)

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Employers are looking for well-rounded applicants with clearly articulated skills, academic accomplishments, work experience and extracurricular activities. Incorporating this content into your resume will demonstrate your overall fit for the job. Remember, there is no one perfect format.

## General Resume Guidelines

- One page for recent graduates; two pages if you have extensive work history. Do not include more than 10+ years on your resume.
- Direct the reader's eye using layout/headings.
- Proofread! No typographical, spelling or grammatical errors.
- Don't rely on spell-check.
- Tailor contents to each job/application.
- List information in reverse chronological order.
- Sell yourself—be selective about what you include and organize information logically.
- Use consistent verb tense—use either past or present.
- Some job boards and employer sites ask you to upload a text version of your resume.

## How to Get Started

You should tailor your resume or to show you are a good fit for the position. You will need to clearly understand the mission, focus, goals and objectives of the organization and job that you are applying to. Research is key. To get started, follow the steps below:

### 1. Collect Experiences and Skills

Use the Resume Content Worksheet on the last two pages of this packet.

### 2. Tailor and Format

Visit [icc.ucdavis.edu/materials/resume/step2.htm](http://icc.ucdavis.edu/materials/resume/step2.htm) for more information.

### 3. Submit

Visit [icc.ucdavis.edu/materials/resume/step3.htm](http://icc.ucdavis.edu/materials/resume/step3.htm) for more information.

## Resume Tips for Specific Fields

### Arts and Communication

- Portfolios/work samples are sometimes expected and should be noted on your resume. If you have an online portfolio, include a link in your resume contact information heading.
- Graphics are invited in this field and will be seen as a demonstration of your creativity.
- It's okay to translate your internships into job titles that accurately describe your duties, e.g. using Public Relations Assistant instead of the official job title of Student Assistant.
- For journalism opportunities, include fluency in other languages if applicable.

### Business

- In most cases "management" isn't a very realistic objective.
- Focus on a particular area—finance, marketing, human resources—and express long-term interest in management.
- Business employers are interested in results. Be sure your resume highlights specific achievements, times when you exceeded goals, etc.
- Quantify your experience: "Increased sales by 30%." Show accomplishments in previous experience.
- Stress tangible leadership experience when listing extracurricular involvement.
- List transferable skills such as time management, conflict resolution and decision making.

### Human Services

- For many of these occupations, experience as a volunteer is considered a strong measure of knowledge and commitment. List key responsibilities and outcomes.
- For teaching jobs, experience you had working with young people and any tutoring or teaching experiences are important.

### Life Sciences/Physical Sciences

- Research and lab techniques should be listed for jobs in these fields. List scientific techniques you are most familiar with or have recently used.
- Because the employer may be looking for certain majors, your education should be near the top of your resume.
- Healthcare jobs place a strong emphasis upon communication skills, including bilingual ability.
- Include science organization memberships.

### Technology

- Employers in this field prefer objectives that are precise, indicating a particular area of interest or expertise.
- Include technical courses and projects to support interest and objective.
- GPA should be included.
- Break technical skills into subcategories. This will make it easier for the reader to pick up the specific skills they are looking for (i.e. Operating Systems, Hardware, Software, Networking and Programming Languages).
- Be sure your resume is loaded with keywords denoting skills. Have a text version of your resume for sites requesting this format.
- Including both technical and non-technical work experience demonstrates experience working in professional settings.

## Step 1: Collect Experiences and Skills

The table below covers content to consider as you brainstorm experiences and skills for your resume. Source: <http://icc.ucdavis.edu/materials/resume/step1.htm>

Content	Essentials	Hints
These components are ESSENTIAL for EVERY resume and CV.		
Contact Information	Full name, address, best phone number and email to reach you, and web address (e.g. your LinkedIn or online portfolio) you would like employers to use to contact you.	Make sure email and phone number are professionally appropriate and typo-free. Do not include your address or phone number if posting your resume or CV publicly online.
Education	Name of school, degree earned, major and minor, expected graduation date, and sometimes GPA (depends on field and employer). GPA is not included on CVs.	List your highest degree first followed by other degrees you have received. Listing community college is optional, especially if no degree was awarded. Can also list study abroad experiences.
Relevant Experience	Job title, company name, dates of experience, describe job duties, significant accomplishments and contributions. You can include volunteer or leadership and research experience related to your objective here (or below) as well. Experiences should be listed in reverse chronological order.	Can include paid and non-paid positions, internships and military duty. Present achievements, contributions and results. CVs could include professional, research and teaching (mentoring) experience sections.
The following categories are optional and can be included on a resume or CV—include the categories that best describe your skills and experiences that relate to the position you are seeking.		
Objective	Only used when describing a very specific position (e.g. "Summer internship at Intel," "Career position in finance," or "Senior analyst #6532 at Sandia National Lab").	This is a one-line description of the position desired that may include job title, job number and company name. It can be omitted in most cases, and is typically not included in CVs.
Qualifications/Skills	Identify skills the employer is looking for. They may be grouped by category such as: laboratory skills; computer and software skills; research techniques, processes and analysis; language skills; and administrative or professional skills, but do not have to be.	List only the skills you can perform with little or no supervision. Consider using the ICC's transferable skills list.
Group/Class Projects/Relevant Coursework	Relevant classes and/or projects. Include if it demonstrates skill set or knowledge gained through coursework or project implementation, but make sure it is relevant to the position.	List the course title, not the course number. Relevant classes can be listed as a subsection under Education.
Honors and Awards	Honors, awards, grants, and scholarships. Be sure to include a description and year received. Focus on merit-based scholarships and grants.	Can be listed separately or as a subsection under Education. For a CV, this section should follow the publications and presentations section.
Travel	List countries and travel experiences, if relevant to the position for which you are applying.	

## Step 1: Collect Experiences and Skills (continued)

Content	Essentials	Hints
The following categories are optional and can be included on a resume or CV—include the categories that best describe your skills and experiences that relate to the position you are seeking.		
Research/Publications/ Presentations/Posters	Project title, where published and when. Undergrads—List roles as Research Assistant, name the lab, project or techniques.	For CV, list publications in citation format. STEM fields usually number publications and bold your name in the list of authors.
Relevant Volunteer and Community Activities/ Leadership/Academic Service	List organization, office(s) held and time frame. A brief description of accomplishments can also be added if highly relevant.	We suggest that you place internship positions under the experience section instead of this section.
Certifications/Licenses/Patents	List if noteworthy and/or applicable to the position for which you are applying. Only list if current.	Add date issued or future expiration date. Write out abbreviations.
Professional Affiliations	Include current memberships only, add leadership positions within organizations if appropriate.	For advanced degree resumes, it might be best to include this information below the education section.
References	Not included on a resume, but included on a CV and should include full contact information.	See references page for more information: <a href="http://icc.ucdavis.edu/materials/references.htm">icc.ucdavis.edu/materials/references.htm</a>

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Resume Content Worksheet

Begin the process of writing your resume or curriculum vitae (CV) by making note of all of the experiences and positions you've had using the grid below.

## Essential Resume Content

<b>Contact Information</b>	
<b>Education</b>	
<b>Relevant Experience</b>	

## Optional Resume Content

<b>Objective</b>	
<b>Qualifications and Skills</b>	

## Optional Resume Content (continued)

<b>Group/Class Projects and Relevant Coursework</b>	
<b>Honors and Awards</b>	
<b>Travel</b>	
<b>Research, Publications, Presentations and Posters</b>	
<b>Relevant Volunteer and Community Activities, Leadership and Academic Service</b>	
<b>Certifications, Licenses and Patents</b>	
<b>Professional Affiliations</b>	
<b>References</b>	

Once completed, bring this paper to the ICC for help crafting your resume or CV. For drop-in hours or to make an appointment, visit [icc.ucdavis.edu/services/advising.htm](http://icc.ucdavis.edu/services/advising.htm)