

Resume Writing

careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.

Agenda

What is a resume?

Resume Format

Resume Content

Tailoring your resume

Resume Checklist

Resume Activity

References

LinkedIn

Next Steps



What You'll Learn Today

At the end of this workshop, you will be able to...



The ability to communicate what a resume is and why it is important to your career development



Identify format and content ideas to implement on your own resume



Understand why and how to use a resume to articulate your experiences, strengths and skills





Chronological Format

- Presents education and work experience in reverse chronological order

Most Recent



Least Recent

- Easy to read
- Most commonly used and preferred
- Effective and allows to highlight most relevant experiences

Divya Careers
First.lastname@ucr.edu · 354.355.3555 · 123 Street Name, Riverside, CA 92521 · linkedin.com/in/yourname

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 June 2019 – Present
Advertising Account Executive
• 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 July 2018 – September 2019
Advertising Intern
• 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 March 2018 – June 2019
Global Challenge Business Simulation Project
• 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 September 2018 – June 2019
Vice President
• 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 September 2016 – June 2017
Member
• 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 January 2016 – August 2016
Server
• Provided excellent customer service in a fast paced environment.
• Maintained cashier drawer and ensured accurate daily cash records.

SKILLS
Computer: Microsoft, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio
Social Media: Instagram, Facebook, Twitter, Snapchat
Language: Trilingual in English, Hindi, and Bengali

Functional Format

- Focuses on skills and abilities, not dates of employment
- Lists skills you've demonstrated which are required for a particular job
- Allows you to emphasize skills gained through volunteer work and co-curricular activities
- Often used by career changers, graduate students and postdoctoral scholars

SCOTTIE HIGHLANDER

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SUMMARY OF QUALIFICATIONS

- 2+ years as Staff Editor for *The Archaeological Review*.
- Trained in expository, media and academic writing.
- Developed archival system for museum film collection.

EDUCATION

M.F.A. Creative Writing, University of California, Riverside June 2021
B.A. Anthropology, University of California, Riverside March 2017

SKILLS

Writing/Editing

- Edited papers submitted for content, coherence, and language usage.
- Transferred edited copy from print to Quark and formatted material for publication.
- Completed Master's dissertation; currently synthesizing select chapters for publication.

Research

- Designed, implemented, and interpreted six-page questionnaire.
- Developed sampling techniques including special variant of standard random sample.
- Prepared raw data for computer analysis and compiled research findings and created reports.

Organizational/Administrative

- Coordinated all aspects of four-day, international professional conference.
- Developed agenda, scheduled speakers and organized discussion groups.
- Catalogued and curated the American Indian Ethnographic Film Collection for the Lowie Museum of Anthropology.
- Scheduled and coordinated auditions and interviews for performers and technical staff for commercial and industrial film projects.
- Evaluated and contacted prospective clients and talent agencies as production assistant in commercial and industrial film projects.

WORK HISTORY








Research Assistant, Department of Creative Writing, UC Riverside September 2018 – Present
Intern, Lowie Museum of Anthropology, Berkeley, CA June 2018 – August 2018
Field Archaeologist and Lab Analyst, Cal Poly Pomona, CA June 2017 – August 2018
Staff Editor, *The Archaeological Review*, Los Angeles, CA May 2016 – June 2018
Field Archaeologist and Lab Analyst, Enlène and Verberie, France March 2016 – May 2017
Collections Curator, Riverside Metropolitan Museum, CA June 2015 – August 2017

Main Sections on a Resume

1. Contact Information
2. Objective (optional)
3. Education
4. Experience
5. Skills
6. Relevant Coursework
7. Activities*

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2		OBJECTIVE Obtaining Summer Marketing Internship position at Deckers Outdoor Corporation.	
3		EDUCATION University of California, Riverside Bachelor of Science, Business Administration, Marketing Emphasis	June 2021
6		RELEVANT COURSEWORK <ul style="list-style-type: none">Financial Evaluation, Marketing Management, Strategic Analysis	
4		MARKETING EXPERIENCE The Highlander Newspaper, UC Riverside Advertising Account Executive	June 2019 – Present
		<ul style="list-style-type: none">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
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		SKILLS Computer: Minitab, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio Social Media: Instagram, Facebook, Twitter, Snapchat Language: Trilingual in English, Hindi, and Bengali	

Headings & Contact Information

Divya Careers

Contact Info, less white space

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521 · linkedin.com/in/yourname

SCOTTIE HIGHLANDER

Contact Info, more white space

900 University Avenue ▪ Riverside, CA 92521

shighland001@ucr.edu ▪ 951-827-3631

Objective (optional)

To obtain the [position] at [specific company].

To obtain a summer marketing internship position at Decker's Outdoor Corporation.

Or...

Recent history graduate with experience in administrative operations, seeking position with ABC Widgets as a Manager Trainee.

Education

EDUCATION

B.A., **Business Administration, Marketing**, University of California, Riverside

June 2021

A.A., **University Studies**, Chaffey College, Rancho Cucamonga, CA

June 2019

- **Relevant Coursework:** Financial Evaluation, Marketing Management, Strategic Analysis

Tips:

- Most recent degree first
- Dates on the right-hand side to balance page
- Include minors
- Only list schools from which you receive a degree
- GPA is optional
- **Relevant** courses or study abroad



Your Experience
Related, "Non-Related"
Leadership, Volunteer

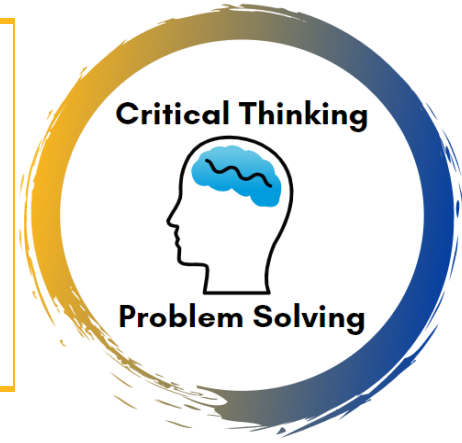
What counts as experience?

- Paid or unpaid
- Presentations or public speaking
- SERVICE in student organizations
- Formal or informal faculty research
- Volunteering and internships
- Class projects, labs, MAJOR assignments





NACE CAREER READINESS COMPETENCIES



Obtaining requisite competencies that broadly prepare college graduates for a successful transition into the workplace.



Action Verbs Worksheet

Choose words that will **highlight** your skills!

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
transformed

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

moderated
negotiated
persuaded
publicized
spoke
translated
wrote

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

solved
upgraded
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

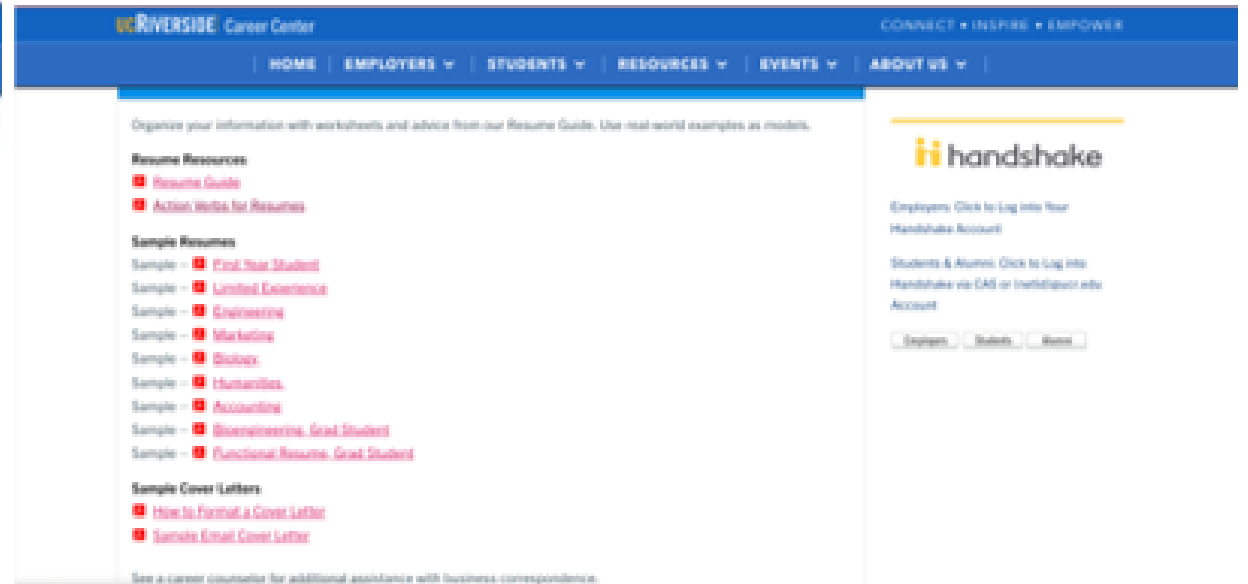
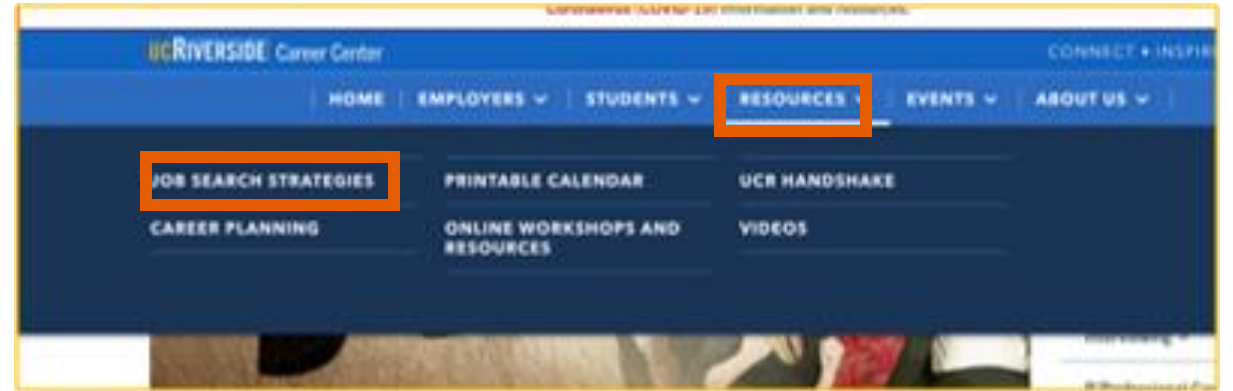
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated

Leadership Skills

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

Resume Guide, Sample Resumes, & Action Verb Worksheet

Find them on our website!
careers.ucr.edu



How do I talk about experience?

- **Not job title, but tasks**

Cashier...Try this:

- *Operated cash register and balanced \$1500 in receipts*

- **Accomplishments, not duties**

Responsible for sales...Try this:

- *Awarded associate of the month for record-setting sales*

- **Use “action” words**

Responsible for tutoring students... try this:

- *Established positive rapport with fifteen 6th graders, assisting them in Language Arts*

Experience Examples/TAR Method

WORK EXPERIENCE

Lifeguard

Sand Point Country Club, Temecula, CA June 2017 – September 2019 (Summers)

- Taught summer swimming classes for up to 15 children ages five to ten by executing new swimming techniques to focus on core techniques and safety
- Monitored swimming areas for rule violations and drowning victims
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas
- Spearheaded entertainment activities sponsored by country club
- Supervised coworkers during assigned shifts at check-in and concession stand



Difference Between Experience & Activities

Experience is described with bullet points that describe the relevant skills & experience acquired in a role.

LEADERSHIP EXPERIENCE

Delta Sigma Pi, UC Riverside

September 2015– June 2016

Vice President

- 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.

Activity lists a membership or volunteer activity that is less relevant and/or less of a time commitment.

Activities

Volunteer, Ronald McDonald House, Loma Linda, CA

January 2014 - Present

Member, Golf Team, BHS, Beaumont, CA


August 2012 - June 2016

Tailor Your Resume

☆ Marketing & Promotions

Ontario FURY

Posted: Aug 22, 2014

ID	49390	DIVISION	N/A
POSITION TYPE	Internship/Co-op	HOURS PER WEEK	10 - 20 hours
NUMBER OF OPENINGS	1	JOB START DATE	September 5, 2014
COMPENSATION	0 		

Description

The Marketing and Promotions interns are responsible for assisting the marketing team in developing and implementing strategic marketing, advertising, promotions and public relations strategies. The intern will be **out in the community** helping **promote** the Fury **brand**.



Qualifications

- Candidates must possess excellent **oral and written communication skills**
- Proficiency in **Microsoft Office (Excel, Power Point, etc.)**
- Highly **motivated**, with a **positive** attitude
- Enthusiasm for and/or experience in professional **sports industry**
- Thoroughness and **attention to detail**
- Ability to work in a **fast-paced** environment and **multi-task**
- Must have high level of **interpersonal skills** to handle sensitive and **confidential situations and information**
- Strong **customer service** skills required
- Working towards a **BA/BS in Marketing, Advertising or related field**

TRY IT!

OBJECTIVE

To obtain the Marketing and Promotions Internship with the Ontario FURY.

EDUCATION

Bachelor of Arts, Business Administration, Marketing Concentration

June 2020

University of California, Riverside

Relevant Coursework: Sports in the 21st Century, Creative Marketing, Interpersonal Communication

EXPERIENCE

- Collaborated with 5 community sponsors to raise approximately \$1,000 for the annual UCR Basketball Homecoming

SKILLS

Computer: Microsoft Office: Excel, PowerPoint, Word, Adobe Photoshop

Social Media: Facebook, Twitter, LinkedIn, Instagram, YouTube

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

Resume Checklist

- One page maximum
- 10-second glance: most relevant first
- Tailor your resume to the position
- Use industry language to describe experience
- All relevant experience, paid or unpaid
- High school experience (Juniors + remove this)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses
- Error free (both spelling and grammar)



What **NOT** to Include in an Application

- Include your picture
- List age, marital status and other demographic information
- Send as a word doc – save as PDF before sending
- Reference – create a separate page





Let's Try It!

- Take **5 minutes** to independently work on your resume
 - Include your **Contact Information** section, **Education** section, **1 Experience** with 1-2 bullet points, **Skills** Section
- Take another **5 minutes** to pair off with a partner and review your Resumes and provide feedback.

What else do you need?

- References Page
- Develop your LinkedIn
- Resume review



References

- A reference is someone who:
 - knows your work habits
 - has known you for a long time
 - is credible
 - is not *just a personal friend or your mother*
- Contact your references before
 - Ask if they are willing to give you a *positive* reference
- Make sure their information is correct
 - Names, job titles and phone numbers





References Format Samples

SCOTT BEARS

City, State | Phone | Email | LinkedIn URL

REFERENCES

Name

Position

Company/Organization

Phone number

Email Address

Professional Relationship

Note: Your format for the reference should be the same as your resume's header format.

Why?

- *75-80% of jobs are found through the hidden marketplace*
- *HR recruiters are using LinkedIn to reduce recruitment costs*



- ✓ Create a profile
- ✓ Use new student-focused sections
- ✓ Maintain current & complete content
- ✓ Upload your resume
- ✓ Attend a “Mastering LinkedIn” workshop



Next Steps

- Have your resume critiqued during a 15-minute virtual drop-in with a Career Specialist
(Mon-Thurs 10am-3pm, Fri 10am-12pm)
- Upload your Resume to UCR Handshake & complete your UCR Handshake profile



Important Resources

careers.ucr.edu

Career Guide & Resume Samples

 handshake



Questions?

Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:

Mon. - Fri. 8 am to 5 pm
except Wed. 9 am to 5 pm

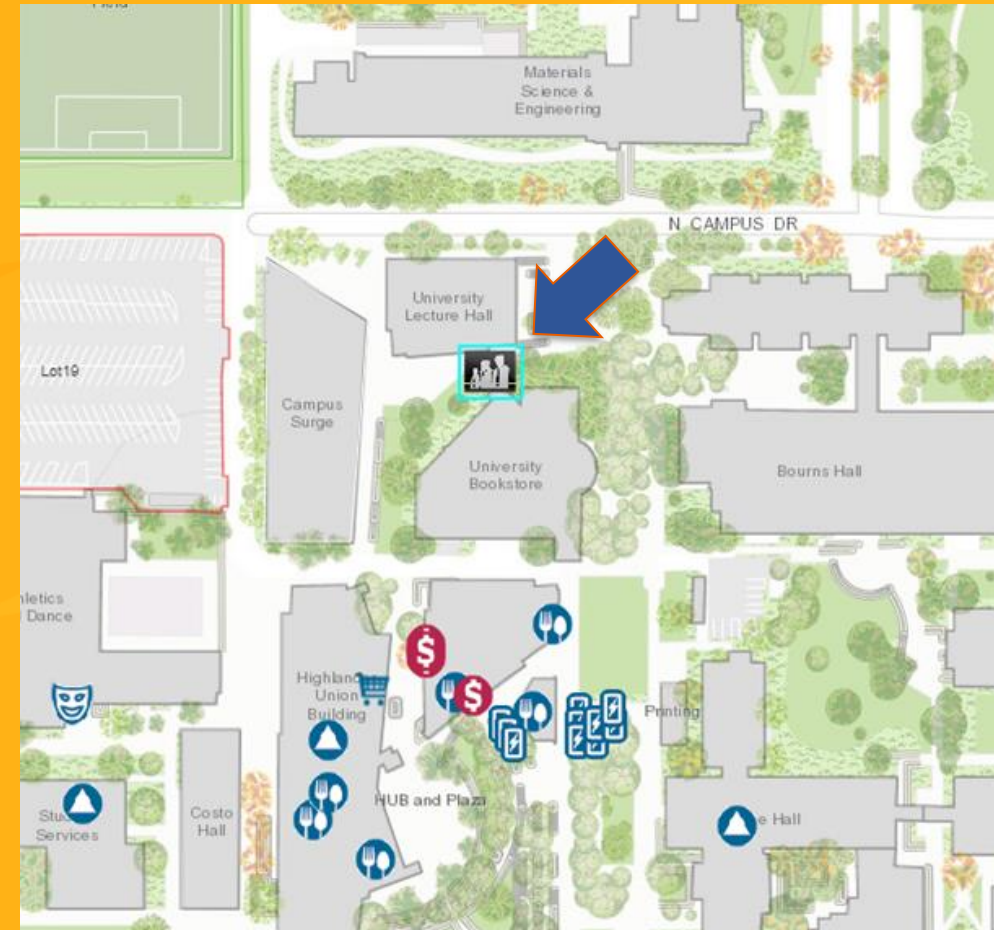
*Individual counseling appointments available
Schedule on Handshake*

Drop-In Hours:

Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm



Career Center



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#HireHighlanders • #UCRCareerReady