

RESUME GUIDE

WHAT IS THE PURPOSE OF A RESUME?

A resume summarizes your career readiness skills, education, and experiences with the intent of convincing an employer to invite you for an interview.

REQUIRED SECTIONS: Identifying Information (name, email and address), Education, and Experience

OPTIONAL SECTIONS: Objective, Summary of Qualifications, Relevant Coursework, Awards, Activities, and Skills, etc.

CAREER READINESS

Career readiness skills are important for college graduates to develop for a successful transition into the workplace.

EMPLOYERS ARE LOOKING FOR THESE SKILLS:

- Critical Thinking/ Problem Solving
- Oral/ Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/ Work Ethic
- Career Management
- Global/ Intercultural Fluency

These competencies can be developed through academics, research, extracurricular activities, volunteering, internships, and much more! Based on the industry, you do not need to have all competencies.

Source: National Association of Colleges and Employers (NACE)

CREATING YOUR RESUME CHECKLIST

- ☐ Review the job description
- ☐ Create a list of accomplishments
- ☐ Identify your relevant skills, coursework, and projects
- ☐ Write strong descriptive statements/bullets
- ☐ Choose the appropriate format

RESUME BULLETS

Resume bullets describe your skills. Consider how your bullet points align with the position you are applying to. Bullets should be short and concise.

*Start each bullet point with an action verb

What: What tasks or transferable skills did you perform? List your duties, projects, responsibilities, etc.

How: Specifically state how you performed these tasks. What equipment, tools, software, programs, or methods did you use? Elaborate with details. How often did you do something or who else was involved?

Results: What were the results of the actions you took?
What did you accomplish or improve?

*Example resume on reverse side

SAMMY SLUG

Santa Cruz, CA
samslug@ucsc.edu
(555) 123-4567

Contact Information

0.5-1" Margins

Expected graduation
date

EDUCATION

Bold Headers

Bachelor of Arts in Sociology, Concentration in Global Information
University of California, Santa Cruz, GPA: 3.82

GPA if 3.0 or above
(optional)

June 20xx

RELEVANT PROJECTS

Welfare Project, United States History 1877-1977

- Researched the evolution of welfare and alternative systems with a team of 6 students
- Analyzed and compiled data to use in a presentation focusing on welfare's correlation with crime rates

Sept. - Dec. 20xx

Quantify your bullets
when possible

EXPERIENCE

Independent Childcare Provider

Los Gatos, CA

- Create learning games for 4 children that foster personal growth and intellectual development
- Provide conflict resolution techniques to decrease incidents amongst the children
- Assist with homework and develop effective study habits to improve children's grades

Sept. 20xx - Present

Customer Service Representative, Kohl's Inc.

San Jose, CA

- Assisted 20+ customers weekly with returns and special orders to increase efficiency during customer checkout
- Maintained and organized store displays to enhance product visibility
- Trained new employees on store policies, services, and register operations to sustain customer satisfaction

Do not go back further than
5 years. Most recent dates first
for each section

June 20xx - Sept. 20xx

Start every bullet
with an action verb

EXTRACURRICULAR ACTIVITIES

NCAA, Cross Country Team Member

UC Santa Cruz, Santa Cruz, CA

- Collaborate with coaching staff to enhance team cohesiveness throughout the season
- Train 20-30 hours per week while balancing travel, competitions and a full course load
- Develop skills in teamwork, communication, and discipline to increase athletic performance

Sept. 20xx - Present

SKILLS

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

Language: Fluent in Spanish

Include technical skills here, soft
skills will be included in your cover
letter or interview

1 Page length

Some Action Verbs

CREATIVE	LEADERSHIP	HELPING/TEACHING	MANAGEMENT	RESEARCH	CLERICAL/RETAIL	FINANCIAL	COMMUNICATION
Conceptualized	Spearheaded	Advised	Delegated	Critiqued	Cataloged	Forecasted	Directed
Established	Created	Evaluated	Administered	Diagnosed	Implemented	Balanced	Developed
Initiated	Improved	Coordinated	Supervised	Investigated	Validated	Budgeted	Publicized
Planned	Expanded	Facilitated	Increased	Collected	Generated	Analyzed	Formulated
Integrated	Managed	Assessed	Produced	Clarified	Arranged	Marketed	Authored
Shaped	Transformed	Assisted		Identified	Prepared		Negotiated
Founded	Pioneered				Executed		Enlisted
					Designed		Collaborated