BASIC RESUME WRITING GUIDE

A resume is an opportunity for you to make a strong first impression with an employer. Crafted effectively, your resume will set you apart from other candidates and is used by employers to select candidates for an interview. In addition to summarizing your experience and education, a strong resume will communicate the results of your work.

A WINNING RESUME:

- Is one page long on 8 ½" x 11" white paper
- Uses 10.5, 11, or 12-point font such as Arial or Times New Roman. Single spaced
- Uses a consistent format with minimal white space and no color or graphics
- Highlights your strengths and skills
- Is brief, well-organized and easy to read
- Is grammatically correct, without spelling errors
- Presents your most relevant and important information first
- Avoids using personal pronouns such as I, We

Table 1

FORMAT:

- Choose one of the basic resume formats: Chronological (most common), Functional or Combination. Select the format that best highlights your strengths and de-emphasizes your weaker areas.
- Chronological: Good for students and early to mid-career professionals because it demonstrates strong career progression. Organizes your work experience in reverse date order with the most recent first.
- Functional: Works well for career changers, individuals with gaps in employment or with little work experience. Organizes your work experience into skill areas and provides a brief work history.
- Combination: Suitable for those with full work history in multiple fields. Uses work history and skills summary to emphasize experience.
- Utilize the Bobcat Resume Rubric to evaluate your own Resume.

PERSONAL INFORMATION (U.S. Standards):

- **I**nclude name, telephone and e-mail. Do not include a photograph, full address, or other personal identifiers.
- Consider using the city and state if the position is within the same area.

EDUCATION:

- Include degree, major, minor, concentration, institution, city, state, and graduation date
- Consider including relevant coursework and cumulative GPA if at/above 3.0. If your CGPA is below a 3.0 but your major GPA is at/above 3.0 then you may include your major GPA and designate as such.

PROFESSIONAL EXPERIENCE:

- Include position title, company name, city, state, and date of employment.
- List your most recent experience first and include paid and non-paid experiences and internships.
- Use bullet points to describe your experience, listing the most relevant and important first.
- Use action verbs to describe your experience and accomplishments in more detail. Strengthen your action verbs by using the same action verbs contained in the job description or announcement.
- Use the formula: What did you do? +Why did you do it? + How did you perform the task? + Result of your work?

PROFESSIONAL INVOLVEMENT AND LEADERSHIP EXPERIENCE:

- Include memberships in professional and co-curricular clubs and organizations. Specify leadership positions held.

SKILLS:

- Include Technical Skills, Knowledge of Software / Hardware / Systems, Foreign language proficiency and others relevant to your chosen field / profession.

HONORS AND AWARDS:

- Include academic, leadership awards and honors such as Chancellor's List, Research Competition 1st, 2nd or 3rd place, and others relevant to your chosen field / profession.

REFERENCES:

- Use a separate page to list 3-5 employers and faculty members. Include name, title, business, telephone and e-mail.
- Do not list references or state "References available upon request" on your resume.
- For a professional look, use the same header style on your Reference page as you do on your Resume.

BASIC CHRONOLOGICAL RESUME EXAMPLES

ROBERT CAT
Merced, CA 209-228-1234 rcat@ucmerced.edu

EDUCATION
University of California, Merced June 2020
Bachelor of Science, Mechanical Engineering GPA: 3.50
- Minor: Applied Mathematics
- Relevant Coursework: Aerodynamics, Unmanned Aircraft Systems

TECHNICAL SKILLS
- Arduino
- AutoCAD
- 3d Studio
- MATLAB
- Solid Works
- COMSOL

PROFESSIONAL EXPERIENCE
University of California, Merced Spring 2018
Engineering Service-Learning; Team Lead
- Designed, developed, and tested information system for local non-profit

Merced Engineering Company Merced, California June -August 2017
Engineering Intern
- Led project to increase industrial production through reduction in time and material waste during transition operations
- Implemented long and short-term solutions, paired with changes to standard operating procedures and conditions to achieve goals

RESEARCH EXPERIENCE
NSF CAMP Fellowship
- Designed and prototyped lithium-ion battery thermal management systems for electric vehicles, using aluminum mini-channels resulting in compact and cost-efficient designs

Fulbright Research Scholar, Samabula, Fiji 2018-2019
Fiji National University, College of Engineering, Science and Technology
- Conducted research to investigate conservation of threatened Fijian wildlife
- Used drone technology to develop Unmanned Aerial Vehicle (UAV) to survey native marine birds at critical population size

LEADERSHIP EXPERIENCE
American Society for Mechanical Engineering; President 2018-2019
Engineers for a Sustainable World; Member 2016-2019

Kimberly Walters
209-123-4567 kwalters@gmail.com

EDUCATION
University of California, Merced Merced, CA
Bachelor of Science, Computer Science and Engineering December 2019
Relevant Coursework: Data Structures, Algorithm Design and Analysis, Data Structures, Intro to Object Oriented Programming, Intro to Machine Learning

SKILLS
C++, Java, Python, JavaScript, Android and ioS

RELEVANT EXPERIENCE
On-Line Academic Tutor
Tutor.com 2018-Present
- Providing on-line instruction to college students in Python, Java, and C++

Junior Specialist, The Vision and Learning Lab
University of California, Merced September 2017-December 2019
- Developed algorithms for object detection and segmentation
- Led student team performing field research for data collection
- Prepared reports. Contributed to scholarly articles representing research

Participant, HackMerced
University of California, Merced Spring 2018
- Led interdisciplinary student team in 36-hour programming competition, earning 2nd place honors

Intern, Student Training in Engineering Program (STEP)
Google, New York Summer 2016
- Developed an organization system for Google's Internal Legal team using Angular Typescript Components, HTML and CSS
- Served as Teaching Assistant for Computer Science Summer Institute

Team Lead, Engineering Service Learning
University of California, Merced Spring 2016
- Developed Mobile App translating information on oral health providers, insurance coverages, general oral health guidelines, and educational resources in English, Spanish and Hmong resulting in improved access to oral healthcare for multi-ethnic communities in Merced County
- Led interdisciplinary team of 5 to deliver proof of concept product on time and within budget to Community Agency partner

COMMON METHODS OF SUBMITTING YOUR RESUME ELECTRONICALLY

AS AN EMAIL ATTACHMENT:
- Use a professional email address such as your UC Merced email.
- Attach your resume / cover letter as a Microsoft Word or PDF document.
- Include your first and last name in the filename when attaching the file (example: Cat.RobertResume).
- Make the subject line informative (example: RobertCat's Engineer Resume).
- Include your name, position applying for, and contact information in the body of the email.

UPLOAD TO A THIRD-PARTY WEBSITE OR TO AN ON-LINE APPLICATION ON A COMPANY'S WEBSITE:
- Create a profile or an account on the website.
- Collect the information you will need prior to starting the application such as your degree and year you will complete, any jobs or internships you have held and the months / years you started and ended, organizations you have been involved with, skills and certifications, names, positions, phone/email for 3-5 professional references such as former supervisors /faculty.
- Compare your resume and the job description. Edit your resume to make sure that it contains the same key words / action verbs that the job description does.
- Click the upload button on the site to upload a Word or PDF version. Your resume size needs to be less than the site's designated maximum size (ie 5MB) to be successfully uploaded. If not, you may get an error message.
- When uploading your resume to an application template, check to make sure your information appears in the correct place and as you intended. It is your responsibility to make certain the information is accurate.
- Some sites will provide an option to create a resume on their site. If you choose this option, you will need to manually enter the information into a template on the site.
- Third-party sites may provide you with other options such as making your document Public or Private, editing your resume and sending the resume to employers. Use the online help feature to maximize your job search results.