

# 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

## 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.

## PERSONAL INFORMATION (U.S. Standards):

- Include name, address, telephone and e-mail. Do not include a photograph or other personal identifiers.
- Consider using the address that is closest in location to the job or internship opportunity.

## 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, co-curricular clubs & 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 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place, and others relevant to your chosen field / profession.

# 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, and Control Engineering

## TECHNICAL SKILLS

- Arduino
- AutoCAD
- 3d Studio
- MATLAB
- Solid Works
- COMSOL
- Microsoft Office Suite
- C++
- iOSX

## PROFESSIONAL EXPERIENCE

**University of California, Merced**

January-May 2018

**Engineering Service-Learning; Team Lead**

- Designed, developed, and tested information system for local non-profit
- Communicated on a weekly basis with host site manager to give updates on the project progress to keep open lines of communication and ensure transparency

**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**

August 2018-May 2019

- 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**

August 2016-May 2017

**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

August 2018-May 2019

Engineers for a Sustainable World; Member

August 2016-May 2019

Men's Soccer, Goalie & Team Capitan

August 2016-May 2019

Resident Advisor

August 2017-May 2018

# Kimberly Walters

209-123-4567 | kwalters@gmail.com | [LinkedIn URL](#)

---

## 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
- **Awards:** Gateway Scholars Scholarship Recipient, Dean's List and Magna Cum Lade

## SKILLS

C++, Java, Python, JavaScript, Android and iOS

## RELEVANT EXPERIENCE

### **On-Line Academic Tutor**

Tutor.com

March 2018-Present

- Providing on-line instruction to college students in Python, Java, and C++
- Coordinated with 30+ students to meet on a regular basis through utilization of Outlook Calendar; thus allowing students to find times that worked with their schedules

### **Junior Specialist, The Vision and Learning Lab**

University of California, Merced

September-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

January-May 2018

- Led interdisciplinary student team in 36-hour programming competition, earning 2<sup>nd</sup> place honors

### **Intern, Student Training in Engineering Program (STEP)**

Google, New York

May-August 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

January-May 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