

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.
- Utilize the Resume Worksheets available on the Center for Career and Professional Advancement website (<https://hire.ucmerced.edu>) to develop your own Resume.

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 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
5200 N. Lake Road Merced, CA 95343 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 McNeal

209-724-4200

kmcneal@gmail.com

www.linkedin.com/kmcneal

INTELLECTION · INPUT · CONTEXT · WOO · LEARNER

EDUCATION:

University of California, Merced Merced, CA
B.A. in History; minor in Anthropology May 2021
G.P.A. 3.7

RELEVANT EXPERIENCE:

UC Merced Kolligian Library Merced, CA
Student Assistant Aug. 2017-present

- Assist patrons in locating reference material, answer inquiries
- Locate library journals for interlibrary loan program
- Provide online research method strategies

MANAGEMENT EXPERIENCE:

Bed Bath and Beyond Fresno, CA
Front End Manager June 2015-Aug. 2017

- Promoted to Front End Manager from Sales Associate after 1 year of employment
- Trained 30+ new employees on financial transactions, return policy, bridal registry and customer service, providing monthly performance evaluations
- Designed merchandise signage resulting in over 20% increase in sales

SKILLS:

Computer: Microsoft Office Suite (Word, Excel, PowerPoint), Photoshop, Dreamweaver
Languages: Fluent in Spanish, moderate conversational French

HONORS/AWARDS:

- Received "Honorable Mention" for "A review of 19th Century French History" research poster at UC Merced's annual Research Day (April 2018)

LEADERSHIP EXPERIENCE: **Club officer** (Voted President of the History Club for 2018-19 academic year), **student gov, tutor, mentor**

COMMUNITY ACTIVITIES or VOLUNTEER EXPERIENCE:

RESEARCH EXPERIENCE:

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 that you started and ended, organizations you have been involved with, skills and certifications, names, positions, phone and email information for 3-5 professional references such as former supervisors and/or 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.