

## Just Getting Started

The resume below uses a standard format. Your resume should represent *you*. Be sure to have your resume draft critiqued by an ICC staff member.

### Format Page

### Sample One: Entry Level Career Position

**NAME**

Local Address  
City, State, ZIP  
Home Phone (include area code)  
Email Address (Be prepared to check it daily!)

Permanent Address  
City, State, ZIP  
Phone (area code)

A specific objective is highly recommended. However, a more general objective can be used at career fairs.

**OBJECTIVE**  
Be specific. List the title and organization of the internship or career position you are seeking. The objective helps the employer route your resume to the appropriate person.

**EDUCATION**  
List class standing or degree, then major, minor or emphasis (class standing optional), followed by University and (expected) graduation date.

Double majors indicate: "Double Majors in \_\_ and \_\_" or state "Bachelor of Arts in \_\_, Bachelor of Science in \_\_."

GPA (optional, generally included if 3.0 or above and assumed to be your overall GPA. Also acceptable to include major or upper division GPA.) Indicate that UC Davis uses a 4.0 scale (x.x/4.0).

Dean's List and other academic awards.

Students majoring in technical disciplines, e.g. engineering, are encouraged to include GPA.

List other colleges or universities attended.

List name of overseas campus attended for Education Abroad.

Related Course Work—You can include a brief list of your course work if it will help your application (show breadth, or if there is course work required for the position). Write class name, NOT course number. Place the word "lab" following course title if it was part of the course.

This is a sub-category of EDUCATION. The title should be bold, lower case, and indented.

**SKILLS**

Computer: List all hardware, software and operating systems with which you are familiar and your level of expertise.

Languages: List languages and your level of proficiency (NOT number of years studied).

Laboratory: List laboratory skills and your level of proficiency.

If you have performed the protocol several times you may list your ability to perform procedures used in a lab as "adept at," "proficient in" or other accurate terms.

**RELEVANT EXPERIENCE**  
Your Job Title, Organization, City, State (dates in parenthesis)  
Beginning with a strong action verb, describe your major duties, responsibilities and accomplishments in sentence phrases.  
Quantify and discuss the impact of your involvement on the company or group.  
This section can include paid, internship, and volunteer experiences, even special projects in school.  
High school experiences are usually not included unless they are among your most recent and relevant experiences for the position for which you are applying.

**ACTIVITIES, INTERESTS AND AWARDS (Optional)**

**REFERENCES**  
This statement as the last line is standard. It is generally centered and not bolded.  
It can also be left justified. If you choose this option, capitalize REFERENCES, and place "Provided Upon Request" on the next line.

List your references on a separate sheet and take it with you to your interview. Verify with the people you list as references that they will provide positive references for you.

**RICHARD COLTON WANG**  
rcwang@ucdavis.edu

Campus Address  
212 Alvarado Avenue, #224  
Davis, CA 95616  
(530) xxx-xxxx (cell)

Permanent Address  
4732 Lake Boulevard  
San Francisco, CA 94833

**OBJECTIVE**  
Analyst, Export Assistance Center, U.S. Department of Commerce, Sacramento

**EDUCATION**  
Senior standing, double majors in **International Relations and Japanese**  
University of California, Davis  
Bachelor of Arts degree expected June 20xx  
GPA: 3.2/4.0  
Participant, Education Abroad Program, University of Japan, Kyoto, 200x-200x.

**Related Course Work**

Japanese Composition	Globalization Theory	Business Writing
Applied Computing	Organizational Behavior	Intro to Accounting

**SKILLS**

**Computer:** Comfortable in PC or Mac environments.  
Proficient in applications of Microsoft Office including: Word, EXCEL, Outlook and Netscape as well as other Internet and email applications.  
Knowledge of PowerPoint and Pagemaker.

**Communication:** Ability to write clearly, concisely, and logically. Effective public speaker.

**Languages:** Bilingual and biliterate: English and Japanese. Fluent in Cantonese.

**RELEVANT EXPERIENCE**

**Assistant Manager.** Soap City, Davis, CA (9/0x-present)  
Manage operations of laundry service business with revenues in excess of \$50,000 per year. Provide effective customer service, resulting in increased repeat business. Assist general manager in interviewing and selecting job applicants. Supervise and train nine employees. Maintain shift schedule to ensure appropriate coverage.

**Member,** Peach Marketing Team, Agricultural and Resource Economics Department, UC Davis, CA (1/0x-3/0x)  
As part of a five-student team, researched marketing options for California peaches. Used various sources such as Internet, books, journals and government statistics to follow peach markets from production to retail distribution. Incorporated supply and demand relationships, market share and future market data to compare this commodity to other California produce and peaches produced elsewhere.

**LEADERSHIP AND ACTIVITIES**

**Member,** International Relations Student Association (10/0x-present)  
**Captain,** Men's Soccer Team, UC Davis, (9/0x-6/0x)  
**Participant,** Student Leadership Development Series (10/x-present)

References provided upon request.

# Just Getting Started

## Sample Two: Entry-Level Career Position

**DOLORES CHAVEZ**  
1234 La Rue Road, #45  
Davis, CA 95616  
Cell: 530 xxx-xxxx  
Message: (209) xxx-xxxx

### OBJECTIVE

Regulatory Specialist, Department of Toxic Substances, State of California.

### EDUCATION

**Majors in Environmental Toxicology and Spanish**  
Bachelor of Arts and Science Degree  
University of California, Davis, June 200x

### SKILLS

Familiar with basic well sampling procedures, water chemistry analysis, and general lab procedures.  
Proficient in MS Office Suite (Word, Excel, ACCESS).  
Fluent in Spanish (written and spoken).

### RELEVANT EXPERIENCE

**Water Quality Intern**, UC Davis Gender and Global Issues, Guadalajara, Mexico (Summer 200x)  
Designed and implemented program to assess and maintain quality of water supply (Lake Isabela) for remote village of 280 people. Used interpersonal communication skills (English and Spanish) and cultural sensitivity to integrate water usage plan with economic development plans to maintain safety and desirability of site for ecotourism. Trained a team of five villagers in water assessment procedures to ensure sustainability of project following internship.

**Newsletter Intern**, Yolo County Green Party, Davis, CA (4/0x-10/0x)  
Worked as part of three-person team to write, compile and edit monthly newsletter with circulation in excess of 2,500. Analyzed and presented complex polling data in an easy to interpret manner. Routinely met print deadlines despite late submissions from writers.

**Cashier**, ASUCD Coffeehouse, Davis, CA (1/0x-current)  
Accurately handle cash in excess of \$1,000 per day while providing friendly customer service and creating a welcoming environment in student run campus food service organization which serves over 4,000 customers per day.

### ACTIVITIES/AWARDS

Secretary, Environmental Toxicology Club (April 20xx-March 20xx)  
Employee of the Month, The Gap, Fresno, CA (July 200x)

References provided upon request.

This is another section in which you can demonstrate that you have additional experience that prepares you for the position for which you are applying.

No need to mention whether a position is paid or voluntary.

Be aware that listing political or religious affiliations may bias employers. Focus on aspects of the activity that relate to the position for which applying.

## Sample Three: Internship Position

**TITUS MACGREW**  
tmac@ucdavis.edu

**Local Address:** 100 Alvarado Avenue, Davis, California 95616. (530) 753-xxxx  
**Permanent Address:** 123 Clover Lane, Any City, California 9xxxx. (555) 421-xxxx

### OBJECTIVE

A laboratory research internship with ABC Company.

### EDUCATION

**Bachelor of Science in Biological Sciences**, June 200x  
University of California, Davis

Related Course Work : General Chemistry (Lab), Microbiology (Lab),  
Organic Chemistry (Lab), Zoology (Lab), Biology

### SKILLS

- Familiar with buffer preparation, microscopy, pH meter, and analytical balances.
- Ability to keep accurate laboratory records.
- Experience using Microsoft Word, Excel and Access in PC and Mac platforms.

### SPECIAL PROJECT

**Iodine Shortage Project, UC Davis, Davis, CA** (1/0x-present)  
Worked with a group of seven students raising funds to help the current iodine shortage in Indonesia. Raised funds for research, iodine distribution and literature. Researched the effects of iodine deficiency and presented information to the class in flyers. Raised funds through classes, friends and on-campus activities, including presentations in sororities and fraternities.

### EXPERIENCE

**Shift Leader, In-N-Out Burger, Davis, CA** (10/0x-present)

- Provided outstanding customer service and handled customer complaints.
- Acted as cashier; recorded and delivered bank deposits.
- Trained and supervised ten personnel.
- Maintained inventory count of all products.
- Ensured proper food sanitation procedures were followed.

### ACTIVITIES

Volunteer, Emergency Room, UC Davis Medical Center  
Activities Coordinator, Botany Club  
Member, Biological Sciences Club

References available upon request

## CHRONOLOGICAL AND FUNCTIONAL FORMAT AND CONTENT DESCRIPTIONS

Compare the Chronological and Functional Resume formats below to see which format best suits your needs.

**CHRONOLOGICAL:** A chronological resume presents your education and work experience in a straightforward, reverse chronological order format, listing current or most recent job first. If the majority of your work experience is related to your stated job objective, the chronological format is generally preferred.

**FUNCTIONAL:** A functional resume concentrates on skills you have demonstrated that relate to your stated objective rather than on the jobs you have held. This format is particularly effective if your past work experience is not directly related to your job objective, if you are changing careers, or if you are seeking a promotion. Choose broad “skill categories” appropriate to the desired job and how you have demonstrated those same skills in past positions/jobs.

### NAME

Campus  
Street Address  
City, State, ZIP  
Phone Number w/Area Code  
E-mail address

Permanent  
Street Address  
City, State, ZIP  
Phone Number w/Area Code

### OBJECTIVE

Be as specific as possible by listing the job or internship title and industry/organization. Another option could be listing one or two skills you are interested in using.

### EDUCATION

List most recent degree first, major, institution and date of graduation or expected graduation. Point out areas of specialization in academic work, honors.

If applicable, include:

Thesis Title  
Faculty Research Advisor  
Publications

You may wish to add an additional page that identifies the courses you have taken, grouped into two or three meaningful categories.

### SKILLS

Computer: List all hardware, software and operating systems with which you are familiar. Languages: List languages and your level of proficiency, if relevant to the job.

### EXPERIENCE

Your job title, name of organization, city and state, description of your duties, including the variety of assignments, amount of responsibility, number of people supervised, and special accomplishments, dates. Include military service if applicable. You may include work experience for a family company, but use non-family members for references.

### EXTRACURRICULAR/LEADERSHIP

Your title, name of organization, brief description of what you did (optional), and dates.

### REFERENCES

State “Provided upon request”

### NAME

Street Address  
City, State, ZIP  
Phone (include area code)  
Message Phone  
E-mail address

### OBJECTIVE

Be as specific as possible by listing the job or internship title and organization.

### SUMMARY OF QUALIFICATIONS

Using bullet points and three or four sentence phrases, list the highlights of your qualifications (years of experience, significant accomplishments, and most relevant positions).

### EDUCATION

Most recent degree first, major, institution, date of graduation. Honors, if applicable. This section can also be placed at the end of the resume, just before REFERENCES.

### SKILLS

In this section, highlight three to five of your strongest demonstrated “skill categories.” Examples of skill categories include **Writing, Research, Organization, Supervision, Communication, Budgeting, and Teaching**. The skills you select should match the skills needed for the job you have identified in your “Objective.” Under each skill category selected, using bullets, highlight specific accomplishments and experiences. You need not mention specific jobs in this section, as you will do so in the “Employment History” section. Be specific in discussing how you demonstrated your skills and, whenever possible, concentrate on the results you achieved in using the particular skills.

### EMPLOYMENT HISTORY

Job title, employer, city and state, and dates, listed one under the other in reverse chronological order. Single space.

### ACTIVITIES/LEADERSHIP

Your title, name of organization, brief description of what you did (optional), and dates.

### REFERENCES

State “Provided upon request”

## CHRONOLOGICAL AND FUNCTIONAL (SKILLS)

### SAMPLE RESUMES

The samples below compare the same student's resume using two different formats.

#### Sample Chronological Resume

##### ANH NGUYEN

###### Campus

999 University Avenue  
Collegetown, CA 99999  
(530) 75x-xxxx  
anguyen@ucdavis.edu

###### Permanent

xxx Green Street  
San Francisco, CA 12345  
(415) 48x-xxxx

###### OBJECTIVE

A career position in sales and marketing

###### EDUCATION

Bachelor of Science in **Managerial Economics**, University of California, Davis, June 200x  
Associate of Arts in **Business Administration**, City College of San Francisco, CA, June 200x

###### SKILLS

Computer: Proficient in Word, EXCEL, email and Netscape in IBM and Mac environments.  
Language: Knowledge of Vietnamese (written and spoken).  
Communication: Able to speak and write clearly and convincingly.

###### RELEVANT EXPERIENCE

**Marketing/Sales Intern**, Progressive Microproducts, Sacramento, CA (6/0x–Present)  
Market personal computer hardware and software. Develop and implement marketing and advertising strategies. Design and develop educational and entertainment software for Apple II microcomputer system. Participate in numerous microcomputer trade shows.

**Management Trainee/Salesperson**, Grand Auto, Inc., Davis, CA (5/0x–9/0x)  
Performed sales work for auto parts store with annual sales exceeding \$35 million. Worked effectively with customers and employees. Maintained a large store inventory using a computerized inventory system. Supervised and trained sales personnel. Implemented parts department reorganization for enhanced work flow. Developed effective in-store and window displays.

**Salesperson**, Consumer Distributing Company, Woodland, CA (9/0x–4/0x)  
Performed general merchandise sales for large catalog chain store. Handled cash, performed inventory control, and completed clerical tasks.

###### LEADERSHIP

Fundraising Chairperson, Delta Sigma Pi, a business fraternity (dates)  
Member, Vietnamese Student Association (dates)

References provided upon request

#### Sample Functional (Skills) Resume

##### ANH NGUYEN

xxx Green Street  
San Francisco, CA 12345  
(415) 48x-xxxx  
anguyen@ucdavis.edu

**OBJECTIVE** A career position in sales and marketing

**EDUCATION** Bachelor of Science degree in **Managerial Economics**  
University of California, Davis, June 200x

###### SUMMARY OF QUALIFICATIONS

- Three years progressively more responsible experience in sales
- Award-winning, results-oriented top performer
- Extensive and up-to-date knowledge of the computer software industry

###### Marketing/Sales

- Marketed personal computer hardware and software
- Developed and implemented marketing and advertising strategies
- Performed sales work for auto parts chain store with annual sales exceeding \$35 million
- Recognized for impressive sales record and received quarterly awards for outstanding performance
- Performed general merchandise sales for large catalog sales store
- Participated in numerous microcomputer trade shows

###### Organization/Planning

- Designed and developed educational and entertainment software for Apple II microcomputer system
- Implemented parts department reorganization for enhanced work flow
- Developed effective in-store and window displays

###### Communication Skills

- Communicated effectively with customers and employees
- Revised policy manuals and developed curricula for training sessions
- Supervised and trained sales personnel

###### EMPLOYMENT HISTORY

**Marketing/Sales Intern**, Progressive Microproducts, Sacramento, CA, 6/0x–Present  
**Management Trainee/Salesperson**, Grand Auto, Inc., Davis, CA, 5/0x–9/0x  
**Salesperson**, Consumers Distributing Company, Woodland, CA, 9/0x–4/0x

###### ACTIVITIES

Fundraising Chairperson, Delta Sigma Pi, a business fraternity  
Member, Vietnamese Student Association

###### REFERENCES

Provided upon request

## Combination Chronological/Functional

The combination chronological/functional resume uses elements of both styles. The qualifications (areas of effectiveness) of the functional resume remain within specific job/experience descriptions. The jobs/experiences are then grouped and categorized to show the strengths in two to four categories. This resume format is effective if at least some of your experience is related to the job objective, and also when the job objective has more than one component and you have experience in these different components (e.g., technical and management; sales and organizational).

### Sample

#### SAMANTHA SMITH

Local  
222 2nd Street  
Davis, CA 95616  
(530) xxx-xxxx  
sxsmitx@....

Permanent  
1111 First Street  
Daly City, CA 9xxxx  
(415) xxx-xxxx

#### OBJECTIVE

A management trainee position in a technical firm.

#### EDUCATION

University of California, Davis, degree expected June 200x (3.2/4.0 GPA)  
Bachelor of Science in Civil Engineering, Minor in Managerial Economics

Engineer-in-Training (EIT) Certificate, License 38746, April 200x

#### Related Course Work

Steel Design	Urban Design (traffic)	Structural Integrity	Marketing
Water Design	Principles of Business Management	Accounting	Economics

#### SKILLS

##### Computer

Proficient in Excel, Access, CAD, Traffix, Synchro and HCS (traffic engineering software) as well as word processing programs including Word. Proficient in Internet applications including Netscape and Explorer, email (Eudora, Outlook).

Experience with PowerPoint, Photoshop and PageMaker. Basic C++ programming.

##### Language

Basic Spanish (written and spoken).

Consider BOLDING either the company name or your title.  
Choose based upon which you would like to emphasize.  
Keep the format uniform once you have made your choice.

#### TECHNICAL EXPERIENCE

**Student Engineer**, Murphy and Murphy Technical, Daly City, CA (6/0x-9/0x)

Worked on three-person survey crew at a variety of field sites. Prepared and verified site project requirements, interpreted construction plans. Field experience required on-site analysis and problem solving. Also acted as instrument person and performed standard chainman duties.

**Engineering Intern**, Driver and Driver Transportation Consultants, Inc., Sacramento, CA (6/0x-9/0x)

Worked closely with senior engineers at 100-person transportation engineering firm with revenues in excess of \$50 million/year. Performed technical calculations (using traffic engineering software and Excel) and prepared text for traffic impact studies, environmental impact reports and regional transportation plans. Fieldwork involved observation of traffic operations and geometric layout of traffic improvements.

#### BUSINESS EXPERIENCE

**Assistant Manager**, Hollywood Video, Daly City, CA (12/0x-present)

Assisted with all operations of video rental store with business in excess of \$50,000/year. Responsible for accurate, daily register reconciliation and banking, scheduling and training ten employees, and inventory control.

**Shift Manager**, Coffee House, UC Davis, Davis, CA (10/0x-9/0x)

Responsible for serving 2,500 lunches per day with revenues in excess of \$75,000. Ensured proper employee coverage within budget constraints. Conducted assessment to determine percent price increase required to cover increased power costs while maintaining market and profit.

#### ACTIVITIES AND INTERESTS

Avid runner, skier and swimmer.

References provided upon request.

### Sample

#### MARIA GARCIA

##### Local Address

55 College Drive  
Davis, CA 95616  
(530) 75x-xxxx  
mgarcia@ucdavis.edu

##### Permanent Address

1930 Grape Avenue  
Fairfield, CA 94533  
(707) 42x-xxxx

#### OBJECTIVE

Research support position using my background in biochemistry.

#### EDUCATION

Bachelor of Science in Biochemistry  
University of California, Davis  
Degree expected December, 20xx

#### SKILLS

Protocol design for proteolytic digests  
Gas chromatography  
Ability to keep accurate laboratory records  
HPLC

Electrophoresis  
Spectrophotometry  
Computer data analysis  
Laboratory animal handling

#### RESEARCH EXPERIENCE

**Protein Biochemistry Intern**, Genentech, Inc., San Francisco, CA. Investigated structure-function relationships of interferon. Experiments included the use of limited proteolytic digests, SDS-PAGE, and HPLC. (June to September 20xx)

**Clinical Pathology Intern**, Department of Clinical Pathology, University of California, Davis. Developed a buffer system for liquid chromatographic isolation of pesticide metabolites in urine. Performed gas chromatography on purified samples. (March to June 20xx)

#### LABORATORY ANIMAL HANDLING EXPERIENCE

**Laboratory Helper**, Animal Science Department, University of California, Davis. Maintained murine colony used for transgenic experiments. (May to July 20xx)

#### POSITION HELD TO FINANCE EDUCATION

**Salesperson**, Macy's, Sacramento, CA. Provided customer service, engaged in sales transactions, public relations, inventory control and balanced cash register receipts. (May to September 20xx)

#### ACTIVITIES

President, Biochemistry Club  
Member, Chicanos/Latinos in Health Education  
Swimming, intramural basketball

#### REFERENCES

Furnished upon request

# Technical

We use this term to describe a resume that is used to apply for positions in information technology, engineering or consulting. Though the format is similar to other examples in the book we include it to demonstrate ways in which technical skills can be presented.

## Format and Content Description

### NAME

Local  
Address  
City, State ZIP  
Local Phone  
Email address (if checked daily)

Permanent  
Address  
City, State ZIP  
Phone

### OBJECTIVE

Be as specific as possible by listing the job or internship title and organization/industry. Another option would be listing one or two skills you are interested in using.

### EDUCATION

List major  
University  
Date of graduation  
GPA if over 2.8 (Note: Consider listing your GPA by specific area and not overall, e.g., 3.2 in major course work, or 3.3 in upper-division Engineering course work.) In technical areas it is recommended to give your GPA. **Many companies may assume a poor GPA if not listed.**  
Engineering in Training Exam (include if you have passed this exam).

### RELATED COURSE WORK

Not a required section

List course work relevant to the objective (approximately 8-10 courses), noting most relevant course work first. You may list course work you will have completed by the time a summer or career position begins. This is a good strategy to use to show a specialization. NOTE: Employers often ask for a transcript or complete course list. List complete titles of courses in your list (not "Engr. 1")

### SKILLS

List technical (Design, Hardware or Software) skills. Use "buzz" words that might catch the eye of the employer. These should be skills in which you are reasonably proficient.

### PROFESSIONAL EXPERIENCE

Consider listing technical work experience first; it need not be listed chronologically (see "Previous Employment" below).

### PREVIOUS EMPLOYMENT

List in reverse chronology, giving little detail to job responsibilities/duties. Specifics should be given to support your true accomplishments/skills listed above.

### ADDITIONAL INFORMATION

Tell them more about you by listing your associations and activities.

### REFERENCES

## Sample

### DEVON CONNER

Local  
123 Beach Avenue  
Davis, CA 95616  
(530) 75x-xxxx  
dconner@ucdavis.edu

Permanent  
123 Main Street  
Vernon, CA 05823  
(406) 72x-xxxx

**OBJECTIVE** A career position in software design, development, and testing.

### EDUCATION

**Bachelor of Science, Computer Science and Mathematics**  
University of California at Davis, June 20xx. 3.1/4.0 GPA

### RELATED COURSE WORK

Automata Theory and Formal Languages	Algorithm Design and Analysis
Database Systems	Data Structures and Programming Techniques
Computer Graphics	Introduction to Computer Architecture
Introduction to Artificial Intelligence	Simulation and Modeling

### COMPUTER SKILLS

Visual Basic, JAVA, Matlab, Icon, and LISP.  
Machine and Assembly Language for the PDP-11 and M68000.  
Ingres database, dBASE III, and Equel preprocessor.  
UNIX and VAX/VMS systems.

### PROFESSIONAL EXPERIENCE

**Computer Programmer** (June 20xx - September 20xx)  
NASA/Ames Flight Support Branch, Mountain View, California  
Programmed in VAX/VMS system and Machine and Assembly Language.  
Developed understanding of Ingres database and Equel preprocessor.  
Revised program to maintain flight schedules by integrating with Ingres database.  
Introduced new program to find a peak frequency of input using the Marincos array processing board and Vectrix graphics monitor.

### PREVIOUS EMPLOYMENT

Tutor and Grader, University of California, Davis, September 20xx - Present  
Mathematics Intern, Davis High School, Davis, California, April 20xx - June 20xx  
House Painter, San Jose, California, June 20xx - September 20xx

### MEMBERSHIPS

Computer Science Club, UC Davis Concert Band.  
Society of Women Engineers, African American Students United.

### REFERENCES

Provided upon request.

Computers read resumes differently than people do. Computers search for selected words or phrases on your resume. Focus on nouns, not verbs; use “keywords” that are associated with the position you are seeking. Use non-decorative fonts, 10 to 14 point size.

## Scannable

SHIVANI SINGH  
1600 Pennsylvania Ave.  
Davis, CA 95616  
530 xxx-xxxx  
gbesingh@ucdavis.edu

### OBJECTIVE

A sales position that will use my experience promoting products and services.

### EDUCATION

Bachelor of Arts, Political Science with emphasis in Public Service  
Bachelor of Arts, Rhetoric and Communication  
University of California, Davis  
To be awarded in June 200X

### COMPUTER SKILLS

MS Word, EXCEL, Access, and PowerPoint; WordPerfect; Adobe PhotoShop; NewsEdge; Dow Jones; HotMetal, a Web page design program; WWW, Internet, Melvyl, and Lexus. Extensive experience with PC and Macintosh.

### QUALIFICATIONS

Presenter, planner, organizer, motivator, promoter, communicator, writer, speaker, listener, entrepreneur, self-starter, problem solver, networker.

### RELEVANT EXPERIENCE

Public Relations Intern, James Michael and Associates, Inc., Davis, CA 6/0X-present  
Conduct community, market, and governmental research as it relates to client needs. Coordinate and conduct grassroots political campaign efforts. Strategize media and campaign plans for clients. Engage in media buys and extensive lists development. Involves extensive communication, research, and organizational skills.

Corporate Communications Intern, Bank of America Corporation, San Francisco, CA Summer 200X  
Assisted in broad scope of activities relating to reputation and public perception of bank. Duties included financial press releases, weekly news reports, and internal communication. Conducted research for speeches given by senior management. Sharpened public speaking, writing, and editing skills; and developed effective strategies for working with media.

Senator, Associated Students of the University of California, Davis 3/0X-3/0X  
Represented over 20,000 undergraduates on 12-person governing body of the student association at UCD. Allocated and oversaw \$8.2 million operating budget. Worked with student leaders, administrators, and community leaders to implement projects to benefit student body. Position required skills in analysis and consensus building.

Marketing Consultant, All-Weather Aluminum, Inc., Dixon, CA 10/0X-2/0X  
Created and conducted survey with dealers and architects throughout California for company marketing plan and industry paper. Compiled and analyzed research and interviews into a report regarding the company's strengths, weaknesses, and relations to competing companies. Required strong interpersonal and adaptive communication skills.

### ACTIVITIES/LEADERSHIP

Presidential Candidate, Associated Students of University of California Davis: Winter 200X  
Member, UC Davis Junior Varsity Lacrosse Team: 200X-200X  
Legal Intern, Charles Smith Attorney-At-Law; Summer 200X  
Cadet, U.S. Army Reserve Officer Training Corp. and Infantry School, Airborne Course; 200X  
Editor-In-Chief, Woodrow Wilson High School Hotline Newspaper; 199X-200X

References Provided Upon Request

## Non-Scannable

*SHIVANI SINGH* 1600 Pennsylvania Ave., Davis, CA 95616, (530) xxx-xxxx, gbesingh@ucdavis.edu

### OBJECTIVE

A sales position that will use my experience promoting products and services.

### EDUCATION

Bachelor of Arts, Political Science with emphasis in Public Service  
Bachelor of Arts, Rhetoric and Communication  
University of California, Davis  
To be awarded in June 200X

### COMPUTER SKILLS

MS Word, EXCEL, Access, and PowerPoint; WordPerfect; Adobe PhotoShop; NewsEdge; Dow Jones; HotMetal, a Web page design program; WWW, Internet, Melvyl, and Lexus. Extensive experience with PC and Macintosh.

### RELEVANT EXPERIENCE

**Public Relations Intern, James Michael and Associates, Inc.,** Davis, CA (6/0X-present)  
Conduct community, market, and governmental research as it relates to client needs. Coordinate and conduct grassroots political campaign efforts. Strategize media and campaign plans for clients. Engage in media buys and extensive lists development. Involves extensive communication, research, and organizational skills.

**Corporate Communications Intern, Bank of America Corporation,** San Francisco, CA (Summer 200X)  
Assisted in broad scope of activities relating to reputation and public perception of bank. Duties included financial press releases, weekly news reports, and internal communication. Conducted research for speeches given by senior management. Sharpened public speaking, writing, and editing skills; and developed effective strategies for working with media.

**Senator, Associated Students of the University of California,** Davis (3/0X-3/0X)  
Represented over 20,000 undergraduates on 12-person governing body of the student association at UCD. Allocated and oversaw \$8.2 million operating budget. Worked with student leaders, administrators, and community leaders to implement projects to benefit student body. Position required skills in analysis and consensus building.

**Marketing Consultant, All-Weather Aluminum, Inc.,** Dixon CA (10/0X-2/0X)  
Created and conducted survey with dealers and architects throughout California for company marketing plan and industry paper. Compiled and analyzed research and interviews into a report regarding the company's strengths, weaknesses, and relations to competing companies. Required strong interpersonal and adaptive communication skills.

### ACTIVITIES/LEADERSHIP

- **Presidential Candidate,** Associated Students of University of California Davis: Winter 200X
- **Member,** UC Davis Junior Varsity Lacrosse Team: 200X-200X
- **Legal Intern,** Charles Smith Attorney-At-Law; Summer 200X
- **Cadet,** U.S. Army Reserve Officer Training Corp. and Infantry School, Airborne Course; 200X
- **Editor-In-Chief,** Woodrow Wilson High School Hotline Newspaper; 199X-200X

Avoid bullets

References Provided Upon Request

Although this sample is one page, a longer scannable resume is acceptable.

# Advanced Degree Resumes

## EVELYN K. CHOU

2100 Pine Tree Grove Lane, Apartment 2  
Davis, California 95616  
(530) 380-7500  
ekchou@ucdavis.edu

**OBJECTIVE** Entry level editorial position

### SUMMARY OF QUALIFICATIONS

- Staff Editor for *The Archaeological Review*
- Trained in expository, media and academic writing
- Developed archival system for museum film collection
- Proficient in Microsoft Word, PowerPoint, Publisher, SASS and Macintosh programs

### SKILLS

#### Writing/Editing

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

#### Research

- Developed, implemented and interpreted ten-page questionnaire.
- Created sampling techniques including special variant of standard random sample.
- Prepared raw data for computer analysis.

#### Organization/Administration

- 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 California Indian Museum.
- 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

Teaching Assistant	Department of Anthropology, UC Davis, Fall 2003-Present
Associate Instructor	Department of Anthropology, UC Davis, Summer 2005
Curatorial Intern	Gorman Museum, UC Davis, Summer 2004
Field Archaeologist	Sequoia National Park, CA, 1998-2003

### EDUCATION

Ph.D. Anthropology, Degree Expected June 2007  
University of California, Davis

B.S. Social Sciences, 1997  
California Polytechnic State University, San Luis Obispo

## John Sanderson Jones

Email: [jsjones@ucdavis.edu](mailto:jsjones@ucdavis.edu)

213 J Street, Apartment 20A  
Davis, California 95616  
(530) 890-2100

Department of Food Science and Technology  
Cruess Hall, One Shields Avenue  
University of California, Davis 95616

### Education:

Ph.D., Food Science, University of California, Davis, Degree Expected December 2008  
Dissertation: Effects of alternative post-harvest treatments on the microbiological quality of strawberries.

Bachelor of Technology, Food Technology, Clark-Case University, Australia 2003

### Relevant Coursework:

Industrial and Consumer Marketing	Intermediate Microeconomics (I&II)
Industrial Management	Quantitative Methods in Econometrics
Project Management	Agricultural Policy Analysis (Audited)

### Qualifications Summary:

- PhD student with strong background in food/agriculture, reaching back to family farm
- Significant experience interacting with high-ranking industry and academic professionals
- Genuine enthusiasm for agricultural trade and eagerness to gain more experience in this area

### Leadership/Management Experience

Involvement in the Institute of Food Technologists (IFT) and IFT Student Association:

- Experience networking/interacting with high-level food science academics and industry professionals on committees and task forces.

Co-chair and Treasurer of Food Science Graduate Student Association:

- Represented Food Science at UC Davis Graduate Student Assemblies
- Provided leadership and contact points for Food Science graduate students

Secretary and committee member, Baxter Grant Fund:

- Interviewed applicants (students from diverse socio-economic backgrounds) and evaluated grant applications

### Organizational/Planning Experience

Co-chair, Treasurer, Food Science Graduate Student Association

- Organized several events, including a major orientation picnic and visits by Distinguished IFT Fellows (departmental tours, catered dinners, campus-wide seminars)

Researcher and Assistant Lecturer, Department of Food Technology, Clark-Case University, Australia

- Organized on-site short-term certification course for industrial employees and other labs plus field trips for university students
- Sole responsibility for introductory food technology course

### Computer Skills

Macintosh and PC systems  
Webpage design with Microsoft FrontPage  
Microsoft Office Suite

Designing presentations with PowerPoint  
Statistical Packages: SAS, Shazam, Minitab

### Professional Experience

Research Assistant	UC Davis Department of Food Science	Spring 2004 – Present
Teaching Assistant	UC Davis Department of Food Science	Winter 2004
Research Assistant	UC Davis Department of Food Science	Summer 2003-Winter 2004
Researcher	Food Technology Research Center, Australia	January-June 2003
Assistant Lecturer	Clark-Case Food Technology Department	December 2001-2002
Internship	Cadbury Foods Inc.	Summer 2000

## Curriculum Vitae

A curriculum vitae (CV) is the name of the resume used by individuals seeking a teaching and/or research position in a postsecondary institution or a high-level research position in industry. For examples of curriculum vitae that have been converted to resume format, please visit the Grad/Postdoc link on the ICC Web site.

### Important Guidelines for an Effective CV

- **CV formats vary**, but avoid the ones that put dates first. Contemporary CVs arrange entries by relevance. *Example:* Under Experience, the job title is most important and comes first, followed by the employer, the location and *then* the date.
- **You can be creative.** Craft headings and subheadings that best suit your entries.
- There are **no complete sentences** in a CV. Start descriptive phrases with action verbs.
- Entries are **chronologically reversed**. That includes education, experience, and publications.
- **Length is not an issue.** Most recent grads start with two to four pages.
- **Accuracy is crucial**, *but* never volunteer information that may work against you.
- Conversely, if something is **out of the ordinary** but will work in your best interest, include it even if it seems unorthodox. *Example:* Citizenship is an optional category, but volunteer it if it dispels concern over your ability to work in the U.S. However, if your situation is complicated share it after the job offer. Note: Never apply for a position that is inaccessible due to undisclosed information. It is a waste of time.
- **Personal data** should include *contact information only*. Do not include personal information such as marital status, date of birth, health or religious affiliation.
- A **career objective** is *not* used in academic positions, only for industry or government.
- **Under Education**, include only institutions where you have received degrees (Bachelors and beyond). *Exception:* If applying to community colleges list your AA degree or # of units taken there. They like to know that you are familiar with community college culture.
- **GPA** is usually not included in the CV; however, academic honors are. If you graduate with honors, mention it under Education or in the Honors and Awards section.
- **Under Experience**, it is common to have multiple subheadings. They should be arranged in the same priority as the job description. *Example:* If it is a teaching college, emphasize your teaching experience first. You can expand this category by using Teaching and Related Experience. Then follow with other kinds of experience (e.g., research, industry).
- **Name-dropping is a good thing.** You can cite names under Education and Experience. Also, CVs require names and contact information for your referees, not "References available upon request."
- **If your entry is unclear** (foreign degree, obscure award, etc.) include a brief explanation.
- **If you apply for an international position**, be aware that different information may be required (e.g., a biographical narrative, personal information, visa status, or security clearance). Look on the web for CV examples from other countries or ask a visiting scholar.

### General Skills Particular to Graduate Students

#### Communication Skills

Ability to:

- write clearly and concisely
- listen well
- speak publicly
- interpret the dynamics of interpersonal relations
- distinguish fine shades of meaning
- distinguish verbal and non-verbal messages
- teach and train
- counsel and advise
- serve as resource/referral person

#### General Research Skills

Ability to:

- retrieve data
- acquire data
- analyze data
- manipulate data
- use methodology
- produce survey work, e.g., develop questionnaires, interview
- observe
- classify
- test hypotheses for acceptance or rejection against known evidence
- identify and use resources

#### Technical Skills

Ability to:

- program computers
- edit

#### Field Research Skills

#### Problem-Solving/Analytical/ Conceptual Skills

Ability to:

- analyze
- reason logically
- identify problems
- analyze problems
- perceive parts in relation to whole
- see patterns
- develop theories out of pattern
- synthesize
- condense material to its important components
- manipulate abstract concepts
- formulate hypotheses
- think flexibly
- impose structure—create order out of "chaos"
- evaluate programs

#### Managerial Skills

Ability to:

- supervise
- evaluate performance of others
- assume authority
- delegate authority
- manage time
- establish goals
- set objectives
- motivate people
- tolerate ambiguity

# Curriculum Vitae

## Sample 1 (Science)

### ELIZABETH A. SAMUEL

easamuel@ucdavis.edu

Department of Bacteriology  
University of California, Davis  
(530) 75x-xxxx

2413 Main Street  
Davis, California 95616  
(530) 55x-xxxx

#### EDUCATION

Ph.D., Microbiology, University of California, Davis. Degree expected Spring 20xx.  
Dissertation: Analysis of the regulation of leucine biosynthesis by ppGpp in *Escherichia coli*.  
Advisor: Dr. Sara Smith.

Master of Science, Microbiology, California State University, Long Beach, August 19xx.  
Thesis: Restriction endonuclease analysis of the satellite DNA component from two extremely halophilic bacteria. Advisor: Dr. Paul Jones.

Bachelor of Science, Biological Sciences, University of California, Davis, June 19xx.

#### AREAS OF SPECIALIZATION

(Optional - see Qualification Summary following Sample 2.)

#### RESEARCH EXPERIENCE

**Doctoral Research**, UC Davis, 6/xx - present.

Conceived and optimized novel selection procedures using *leu::Mud::lac* fusions to isolate 1) mutations in the leucine promoter, and 2) unlinked mutations that give rise to decreased expression of biosynthesis in *Escherichia coli*. Genetically mapped unlinked mutations. Future work involves analysis in an S-30 *in vitro* system and cloning of the mutants. Dr. Sara Smith, Department of Bacteriology.

**Masters Research**, CSU Long Beach, 9/xx - 8/xx.

Isolated and characterized the satellite DNA component from *Halobacterium* sp. by density gradient centrifugation and restriction endonuclease analysis. Dr. Paul Jones, Department of Microbiology.

**Research Assistant**, Veteran's Administration Medical Center, Long Beach, 9/xx - 9/xx.

Collected, maintained and statistically evaluated data for ongoing studies including drug evaluations, immunological studies, iron therapy studies and studies on long-term dialysis patient care. Dr. Khosrow Mirahmadi, Medical Hemodialysis.

#### TEACHING EXPERIENCE

**Associate-In**, Bacteriological Techniques Laboratory, UC Davis, 9/xx - 12/xx.

Lectured on and demonstrated new techniques. Graded laboratory write-ups. Dr. William Wolff, Department of Microbiology.

**Teaching Assistant**, Bacterial Genetics and Physiology Laboratory, UC Davis, 9/xx - 6/xx.

Pre-ran experiments and produced detailed protocols for new experiments. Demonstrated techniques and assisted students in everyday laboratory routines. Dr. Paul Jones, Department of Biology.

ELIZABETH A. SAMUEL

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#### PUBLICATIONS

Smith, S., and E. A. Samuel. 19xx. Use of M13mp phages to study gene regulation, structure and function: cloning and recombinational analysis of genes of the *E. coli* leucine operon. *J. Bact.*:26: 147.

Samuel, E. A. 19xx. Bacteriological Projects for Biological Sciences 1 Students. (In-house publication)

#### ABSTRACTS AND PRESENTATIONS

Samuel, E. A., and S. Smith. Use of *leu::lac* fusions to isolate leucine operon regulatory mutations in *Escherichia coli*. Presented at the 19xx Annual Meeting of the American Society for Microbiology.

#### ACADEMIC SERVICE

- Chairperson, Microbiology Graduate Student Association, UC Davis (19xx - present).
- UC Student Representative to the Board of Admissions and Relations with Schools Subcommittee on Research (19xx-19xx).

#### PROFESSIONAL AFFILIATIONS

- American Association for the Advancement of Science (AAAS).
- American Society for Microbiology (ASM).

#### RESEARCH GRANTS

- Co-authored proposal for National Institutes of Health (NIH). Funded \$65,000. (Principal Investigator: Don Pruitt, Ph.D.)

#### HONORS

- Recipient, Outstanding Graduate Student Teaching Award, UC Davis, May 20xx.

#### REFERENCES

Sara Smith, Ph.D. ssmith@ucdavis.edu  
Department of Microbiology, University of California, One Shields Ave.,  
Davis, CA 95616 530-75x-xxxx

Don Pruitt, Ph.D. dpruitt@ucdavis.edu  
Department of Microbiology, University of California, One Shields Ave.,  
Davis, CA 95616 530-75x-xxxx

Paul Jones, Ph.D. pjones@ucdavis.edu  
Department of Biology, California State University, Long Beach, CA 95616 530-75x-xxxx

William T. Wolff, Ph.D. wwolff@ucdavis.edu  
Department of Microbiology, University of California, One Shields Ave.,  
Davis, CA 95616 530-75x-xxxx

The curriculum vitae can vary according to standards within a discipline. The humanities curriculum vitae is similar to Sample 1 but offers a different approach on the first page. Pay particular attention to the list of common support documents below. They may be expected even if they are not specifically requested. If in doubt, contact the hiring institution.

## Sample 2 (Humanities)

### Morgan A. Smith

11223 Lupine Court  
Davis, CA 95616  
(530)756-xxxx  
masmith@ucdavis.edu

#### EDUCATION

**Ph.D. Comparative Literature**, University of California, Davis, expected June 20xx  
Major Field of Study: 17th Century British literature

**M.A. Comparative Literature** with honors, Michigan State University, East Lansing, MI,  
June 19xx

**B.A. English** magna cum laude, San Jose State University, June 19xx

#### DISSERTATION

Title: "Three British Poets: A Comparative Study of the Conventions Used by Chaucer, Beaumont and Fletcher." The dissertation examines a comparative study of prominent British poets tracing the development of mock-heroic and mock-epic conventions in English poetry. Dissertation Advisor: Samuel C. Lee

#### DISTINCTIONS

Outstanding Graduate Student Teacher Award	Rhodes Scholar finalist
Ph.D. Qualifying Exam passed with distinction	Jastro Shields Fellowship

#### TEACHING AND RESEARCH INTERESTS

- Areas of research specialization include Renaissance and 17<sup>th</sup> century literature and meta-physical poetry.
- Teaching interests include...(Visit the web site of the prospective employer and provide a list of courses you want to teach, including those in the listing.)

#### TEACHING EXPERIENCE

**Associate Instructor**, Department of Comparative Literature, UC Davis, January 20xx-present. *Interpretation of Literature*. Provided course syllabus and lectures. Wrote and evaluated examinations. Held office hours.

**Teaching Assistant**, Department of English, UC Davis, September 19xx-January 20xx. Solely responsible for lectures and exam evaluations. Held office hours. Courses included:  
*Narrative Literature (3 quarters)*  
*Freshman Composition (4 quarters)*  
*Lyric Poetry (upper division, 1 quarter)*

#### RESEARCH EXPERIENCE

From here, follow format provided in Sample #1 (Science) on page 29.

## More Categories & Clarifications

**RELEVANT COURSEWORK:** Use only if requested or if it serves to clarify preparation. If more than 2-3 lines, substitute "See Addendum I" and attach the addendum.

**PROFESSIONAL STUDIES/CONTINUING EDUCATION/STUDY ABROAD:** If significant and brief, include under Education. If lengthy, attach it as an addendum.

**CERTIFICATIONS/LICENSURE:** Follows Education.

**QUALIFICATION SUMMARY:** This section offers a thumbnail sketch of your skills, interests and experiences mentioned throughout your CV (redundancy is good). It includes a list of 4-8 bulleted points (see format on CV sample #3). Carefully study the job description and select related items from the following:

- Quantify the number of years experience (research, teaching, industry; part-time counts).
- Indicate areas of research specialization. Include significant outcomes.
- Indicate areas of teaching competence.
- List technical skills and methods that can be used in the lab or on the job.
- Include noteworthy entries such as number of publications, textbook chapters, patents, etc.
- Draw attention to distinctions or honors.
- Subjective comments of a professional nature should be limited but can be included.  
Example: comments on collaborative efforts, other professional interests, work ethic, etc.

**PUBLICATIONS:** If lengthy, include subheadings such as refereed, non-refereed, textbooks, chapters, technical papers, etc. Distinguish between those in press, submitted, under review, limited distribution, and in preparation. Use bibliographic style appropriate for your discipline.

**SHOWS/EXHIBITS/PERFORMANCES:** Cite works composed, conducted or performed.

**GRANTS AND CONTRACTS:** Include only if you have authored or co-authored the proposal and received funding. Indicate the funding source and the name of the principal investigator.

**LANGUAGES:** Indicate fluency: reading, writing, speaking.

#### SUPPORT DOCUMENTS:

**Cover Letter** (Never send a CV without one.)  
**Teaching Philosophy Statement**  
**A Statement of Research Goals: Past, Present and Future**  
**Teaching Evaluation Summary**  
**A Sample Course Syllabus**  
**Publication Reprints**  
**Dissertation Abstract**  
**Dossier/Credentials**  
**Transcripts** (Only if requested.)

## Sample 3 (Community College)

### ROBIN SMITH

rasmith@ucdavis.edu  
1260 Lake Blvd.  
Davis, CA 95616  
(530) 75x-xxxx

#### EDUCATION

- M.S.** Zoology, University of California, Davis, June 19xx.
- B.S.** Biology, University of California, Davis, June 19xx.
- A.A.** Sacramento City College, June 19xx.

California Community College Credential, Biological and Zoological Sciences, 19xx.  
Life Science Credential, University of California, Davis, June 19xx.

#### QUALIFICATION SUMMARY (Optional)

- Five years teaching experience at the postsecondary and secondary levels with students diverse in age, ability and ethnicity.
- Areas of teaching competence include Biology, Advanced Placement Biology, Evolution, Human Physiology, Marine Biology, Family Life and Human Sexuality, among others.
- Experienced in developing course curricula as well as executing field trips, laboratory exercises, and other activities beyond traditional lectures.

#### TEACHING EXPERIENCE

**Instructor**, Ohlone Community College, September 19xx - present.

General Biology. Prepared curricula and lectured on the principles of cell biology, animal and plant structure and function. Wrote manual on biological sciences projects. Arranged field trip to Klamath Wildlife Refuge.

Heredity, Evolution and Society 105. Taught contemporary issues in evolution and genetics to non-science majors. Revised curriculum and prepared lab manual.

**Teacher/Department Head**, Sacramento Country Day School, September 19xx - August 20xx.

Taught advanced placement courses in Biology and Human Physiology to 95% college-bound student body. Developed laboratory resources and participated in design of teacher training and evaluation program.

**Teaching Assistant**, University of California, Davis, January 20xx - June 20xx.

Solely responsible for lectures, course syllabi, examinations, and final evaluations. Courses included: Principles of Biology (two quarters)  
General Zoology and Laboratory (one quarter)

#### RESEARCH EXPERIENCE (Optional—can combine under “Teaching and Related Experience”)

### ROBIN SMITH continued

Page 2 of 2

#### PUBLICATIONS

Smith R., and M. Jones. 19xx. Biological Projects for Biological Sciences 101.  
(In-house publication)

#### PRESENTATIONS

“Expanding Your Horizons” Conference. 20xx. Presented career options in the fields of math and science to young women in high school.

#### ACADEMIC AND COMMUNITY SERVICE

Coordinator, Rainbow Coalition, Northern California Chapter, 20xx.

Counselor, UC Davis Women’s Research and Resource Center.

Counselor, Sexual Assault Center of Yolo County.

#### PROFESSIONAL AFFILIATIONS

American Association for the Advancement of Science (AAAS).

American Society for Biology (ASB).

#### HONORS

Outstanding Graduate Student Teaching Award, UC Davis, 20xx.

Dean’s List, UC Davis, 20xx - 20xx.

#### REFERENCES (“Available Upon Request.” also acceptable)

Mary T. Jones, Ph.D. (530) 752-xxxx  
Department of Biology, University of California, One Shields Ave., Davis, CA 95616

Nili B. Sneh, Ph.D. (530) 752-xxxx  
Department of Biology, University of California, One Shields Ave., Davis, CA 95616

Robert A. Smith, Principal (916) 928-xxxx  
Sacramento Country Day School, 1234 Bioletti Way, Sacramento, CA 34567

Placement file available from Graduate Student and Postdoctoral Career Services. The Internship and Career Center, Second Floor, South Hall, University of California, One Shields Ave., Davis, CA 95616, (530) 752-7841.