

# RESUME

## EVERYTHING YOU NEED TO KNOW

### Why Have A Resume?

A well-written resume is an essential component to conducting a well-planned job search. The primary purpose of a resume is to market your skills, education and accomplishments as they relate to the position for which you are applying.



### Create Your Resume

Career Counselors are available (by appointment or during drop-in hours) to help you get started, or to critique what you already have.

- Craft your resume on a blank Word document. As a guide, refer to the Sample Resumes found on [careers.ucr.edu/essentialjobsearch/resumes.html](https://careers.ucr.edu/essentialjobsearch/resumes.html).
- Use the worksheet on our **Resume Handout**.
- Attend a **Resume Writing workshop**.
- Use the Career Center's online **Resume Builder** to create, store and share your resume within SCOTLink. To get started, visit [careers.ucr.edu](https://careers.ucr.edu). Log in to SCOTLink, and click "Documents" on the left toolbar. In the Resume Builder tab, click "Create New Resume." Complete each step, and click "Save" and "Continue" to move on to the next step.

### Things To Do With Your Resume

- Continuously update your resume, and tailor it to each position for which you apply.
- Apply for positions you find on SCOTjobs, NACELink, CareerShift, Vault, LinkedIn and company websites. (Don't forget to reach out to your network of family, friends, professors and supervisors.)
- Submit your resume (via RSVP) in advance to employers who will be attending a UCR Career Fair.
- Interview for an internship or job without leaving campus! Submit your resume to the On-Campus Interview Program. Positions are listed in SCOTjobs by clicking "Advanced Search" and "Show Me - Only Employers Interviewing at the Career Center."
- Apply to be on the board of your student organization.
- Share your resume with a faculty member in order to apply for a research position.
- Apply for scholarships.

# RESUME WORKSHEET

**CONTACT INFORMATION:** (Include your name, address, phone, professional email address and LinkedIn URL.)

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**OBJECTIVE (Optional):** (Write a clear, concise statement of your immediate objective.)

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**EDUCATION:** (List your current school information, relevant coursework and GPA, if it's impressive or requested by the employer.)

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**EXPERIENCE:** (Include any related paid/unpaid work, volunteer, student organization, class project and research experience. Put the most recent first. Add the title, organization, location and dates. Describe responsibilities and accomplishments using action verbs.)

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**SKILLS:** (Include technology, language and special skills.)

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**HONORS & ACTIVITIES:** (List volunteer activities, student groups, leadership roles, community work, scholarships and academic awards.)

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