

# RESUME

## EVERYTHING YOU NEED TO KNOW

### WHY HAVE A RESUME?

A well-written resume is the beginning step in 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 job you are applying to, so that you are offered an interview.

### GET STARTED WITH RESUME BUILDER

The Career Center has a one stop shop for you to create, store and share your resume from within SCOTLink.

**LOGIN** to SCOTLink at <http://careers.ucr.edu> and click Documents on the toolbar  
In the **Resume Builder tab**, click **Create New Resume** and complete each step, clicking Save and Continue to move to the next step:

- 1 - Edit contact information
- 2,3 - Select a template that best matches the position you are pursuing or your status as a student and then customize, add or move section.
- 4 - Create content for each section that best represents your qualifications relevant to your objective. Use action verbs to describe responsibilities in your experience.
- 5 - Choose your style, save, don't forget to Activate it and **YOU'RE DONE!** Your resume/s is available to view, print, update and use to apply to job postings in SCOTJobs.

**\*Counselors in the Career Center are available to critique your resume during drop-in or by appointment. Don't forget that your resume should be tailored to each position you apply to.**

### THINGS TO DO WITH YOUR RESUME

**ACTIVE JOB SEEKERS:** Now that you have finished your resume, use it in one or more of the following ways to circulate your resume/s to potential employers.

- Place your resume into two of eight Opt-In Resume Books that are circulated to pre-screened employers who sign up with the Career Center. Here's how: in Documents, select Opt-In Resume Book tab and identify the resume you wish to submit. Click Select Resume Books, check box by Book name and submit. Info on our website, search: opt in.
- Submit your resume in advance (via RSVP) directly to employers attending a UCR Career Fair. Info on our website, search: career fairs students.
- Seniors, submit your resume to On-Campus Interview program to interview for a career position without even leaving the campus. Get that job before you graduate! Positions listed in SCOTJobs.

### RESUME CHECKLIST

#### IS YOUR RESUME...

- Error free (both spelling and grammar)?
- Devoid of personal pronouns (I, me, my, we...)?
- A good reflection of how your skills and experience relate to the job?
- Concise (1 page)?

#### DOES YOUR RESUME...

- Use consistent formatting for dates, job accomplishments...?
- Display your strongest or most relevant qualifications near the top of the page or section?
- Highlight all your relevant experience whether it be paid or unpaid?
- Utilize action verbs and action-oriented language to describe your experience?
- Use industry language and key words to describe your experience?
- Demonstrate an understanding of the position you are seeking and/or the needs of the employer?

### SOCIAL MEDIA

## #HireHighlanders #UCRCareerReady



# RESUME WORKSHEET

**CONTACT INFORMATION:** (Name, address, phone, and email – use cell phone, LinkedIn and a Hotmail, Yahoo, or Gmail address.)

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**OBJECTIVE:** (Clear, concise statement of your immediate objective.)

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**EDUCATION:** (Current school information, Relevant courses and GPA ONLY if required by employer and/or impressive.)

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**EXPERIENCE:** (Related Work, Internships, Class Projects, Research, Leadership Roles. Most recent first with title, organization, location and dates. Describe responsibilities with action verbs.)

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**SKILLS:** (Technology, languages and laboratory)

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**HONORS & ACTIVITIES:** (Volunteer Activities, Student Groups, Community Work, Scholarships and Academic Awards)

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**WHEN YOU FINISH, VISIT [CAREERS.UCR.EDU](http://CAREERS.UCR.EDU) & LOGIN TO SCOTLink TO START YOUR FIRST RESUME!**