Resume Writing Workshop

careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.

Agenda

Resume Format

Resume Content

Tailoring your resume

Resume Activity

Next Steps

What You'll Learn Today

At the end of this workshop, you will be able to...

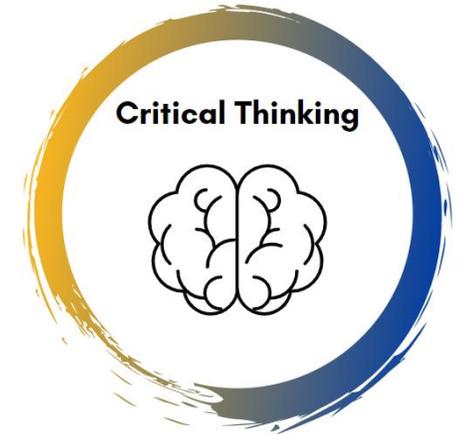**The ability to communicate what a resume is and why it is important to your career development**

Identify format and content ideas to implement on your own resume

Understand why and how to use a resume to articulate your experiences, strengths, and skills

Communication

Career & Self-Development

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Teamwork

LEADERSHIP

Equity & Inclusion

Technology

NACE CAREER READINESS COMPETENCIES

Professionalism

Critical Thinking

Obtaining **requisite competencies** *that broadly prepare college graduates for a* **successful transition** *into the workplace.*

Communication

Career & Self-Development

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Chronological Format

- Presents education and work experience in reverse chronological order

Most Recent

↓

Least Recent

- Easy to read
- Most used and preferred
- Effective and allows to highlight most relevant experiences

Divya Careers

first.lastname@ucr.edu · 555.555.5555 · Riverside, CA 92521· linkedin.com/in/yourname

OBJECTIVE
To obtain a Summer Marketing Internship position at Deckers Outdoor Corporation.

EDUCATION
University of California, Riverside   June 2021
Bachelor of Science, Business Administration, Marketing Emphasis
Relevant Coursework: Financial Evaluation, Marketing Management, Strategic Analysis

MARKETING EXPERIENCE
The Highlander Newspaper, UC Riverside
Advertising Account Executive   June 2020–Present
- Manage more than 100 clients in designing their advertising campaigns and marketing related plans.
- Communicate with a team of 5 designers using Adobe software to develop effective advertisements.
- Raise approximately $3,000 in advertising revenue each month.

Young & Rubicam, Irvine, CA
Advertising Intern   July 2018–September 2019
- Provided customer support for accounts including Hilton, Jenny Craig and Southern California Edison.
- Collaborated with a variety of departments including Account Management, Public Relations and Finance.
- Prepared monthly briefs, PowerPoint presentations, competitive reports and presentation boards.
- Delivered critical support during production of Jenny Craig commercials and Toshiba online media videos.

Strategic Analysis course, UC Riverside
Global Challenge Business Simulation Project   March 2018–June 2019
- Forecasted markets, implemented new technology initiatives, maintained budget and managed production.
- Achieved the Warren Buffet Award denoting the highest cumulative shareholder return and stock price.

LEADERSHIP EXPERIENCE
Delta Sigma Pi, UC Riverside
Vice President   September 2019–June 2020
- Established a mentor program in which members' partner to provide tutoring and offer personal support.
- Developed online server to upload and share notes and readings from all classes taken by members.

TOMS Club, UC Riverside
Member   September 2018–June 2019
- Fundraised $3,000 and created awareness to support projects and companies that help those less fortunate.
- Assisted in managing events and programs for the club.

SKILLS
Computer: Minitab, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio
Social Media: Instagram, Facebook, Twitter, Snapchat
Language: Trilingual in English, Hindi, and Bengali

Main Sections on a Resume

1. Contact Information
2. Objective (optional)
3. Education
4. Experience
5. Skills
6. Relevant Coursework
7. Campus Involvement, Volunteer, Extracurricular Activities*

1 ➡ **Divya Careers**

first.lastname@ucr.edu · 555.555.5555 · Riverside, CA 92521· linkedin.com/in/yourname

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Components of a Resume

Education

EDUCATION

Bachelor of Arts, Business Administration, **Marketing**   June 20xx

University of California, Riverside

Associate of Arts, University Studies   June 20xx

Chaffey College

Tips:

- Most recent degree first
- Dates on the right-hand side to balance page
- Include minors
- Only list schools from which you receive a degree
- GPA is optional
- **Relevant** courses or study abroad

What counts as experience?

- Paid or unpaid
- Presentations or public speaking
- Service in student organizations
- Community services experience
- Formal or informal faculty research
- Volunteering
- Internships
- Class projects, labs, major assignments
- Senior Thesis/Capstone

Experience Examples/TAR Method

Academic Resource Center, UCR

Peer Mentor   **September 20xx – June 20xx**

- Deliver academic support for students encountering academic difficulty to aid in skills and study habits to achieve success in their undergraduate education.

- Tutor 1st and 2nd year UCR students in mathematics using broad-based strategies and techniques to promote critical thinking and problem-solving.

- Collaborate on a team of 25+ peer mentors to lead group study sessions to help nontraditional students succeed in their courses and their professional development.

- Designed and implemented new virtual strategies using Zoom & Slack to onboard new mentors and mentees during COVID-19 which resulted in sustainable curriculum for all incoming new mentors.

Task
Action
Result

What are the tasks, actions & results in this resume description?

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Task

Action

Result

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Action Verbs Worksheet

Choose words that will highlight your skills!

Action Verbs for Your Resume

Management Skills
administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills
addressed
arbitrated
authored
collaborated
convinced
corresponded
drafted
edited
formulated
influenced
interpreted
lectured
mediated
transformed

moderated
negotiated
persuaded
promoted
publicized
spoke
translated
wrote

Research Skills
analyzed
clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills
assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired

solved
upgraded

Teaching Skills
adapted
advised
clarified
coached
communicated
developed
enabled
encouraged
evaluated
explained
facilitated
guided

informed
instructed
set goals
stimulated
trained

Financial Skills
administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative Skills
acted
conceptualized

created
customized
designed
developed
directed
established
fashioned
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Helping Skills
assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented
validated

Administrative or Detail Skills
approved
arranged
catalogued
classified
collected

compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated

Leadership Skills
achieved
coordinated
delegated
developed
directed
enlisted
executed
expanded
expedited
founded
improved
initiated
pioneered
recruited
reduced (losses)
resolved (problems)
restored
spearheaded

Adapted from The Damn Good Resume Guide *by Yana Parker, Berkeley: Ten Speed Press.*

Your resume in action

Tailoring your document to a job description

- Relevance to the position
- Keywords for ATS
- Attention to detail
- Show them you know the company and its goals
- Show that you understand the industry

Your resume in action

Sample job description

Data Science Leadership Development Program (Entry-Level Position with a Science Services Company):

The DSLDP prepares participants for roles of increasing responsibility through a combination of rotational assignments, structured learning, formalized feedback, and mentoring. Program participants will have the opportunity to interact with senior Data Science and IT leaders and participate in various key Data Science initiatives. Program participants will have 2 one-year rotation assignments during the two-year program. As part of the rotational program, candidates may rotate through locations including but not limited to: Massachusetts, Pennsylvania, California, etc. Geographic flexibility is required both during and upon completion of the program.

Qualifications:

- Students completing a Bachelor's degree; preferred majors: Mathematics, Data Science, Computer Science, Computational and Data Science & Engineering
- GPA of 3.2 or greater
- Strong desire and motivation to develop a career as a future leader in Data Science
- Related work or internship experience strongly desired
- Ability to manage, plan, and prioritize projects
- Experience in data collection & analysis
- Demonstrated leadership aptitude, learning agility, and adaptability
- Understanding of existing & emerging technologies

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Your resume in action

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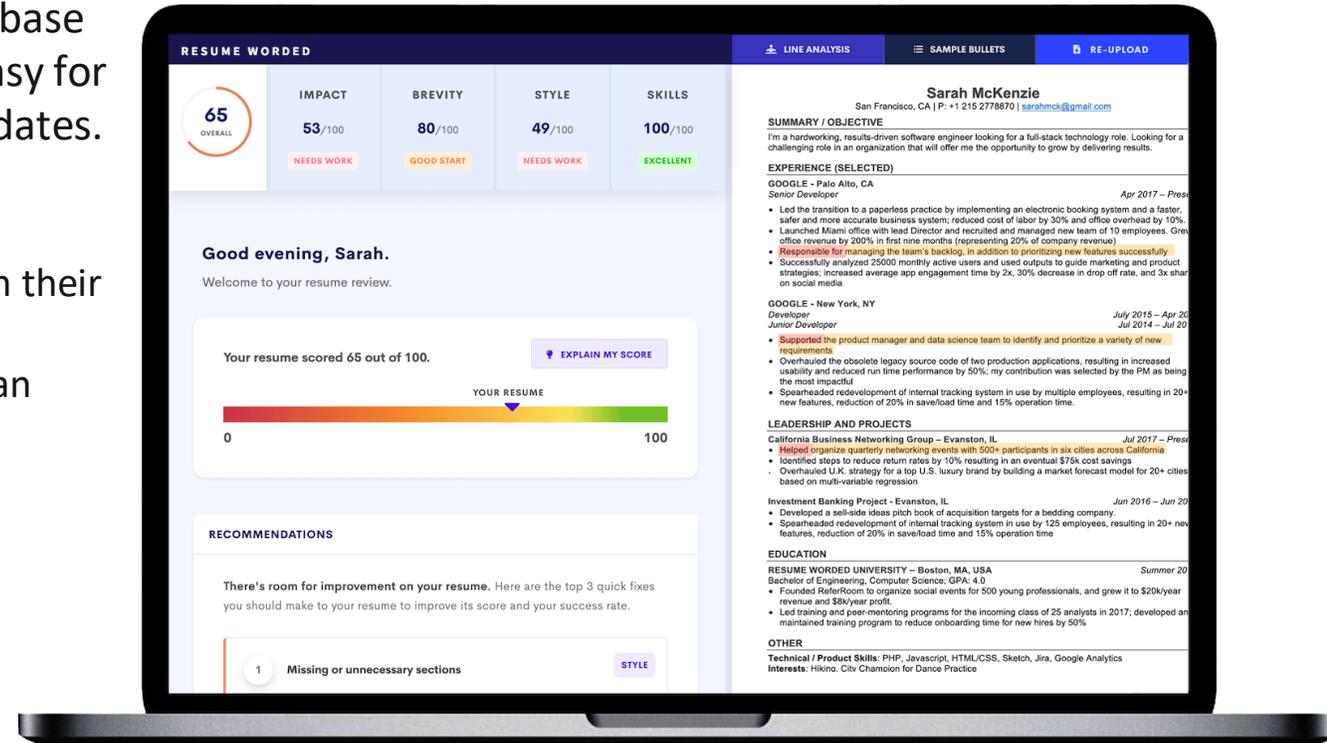- Understanding of **existing & emerging technologies**

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Applicant Tracking System (ATS)

What is it?

Software for recruiters and employers to track candidates throughout the recruiting and hiring process. This software can come equipped with capabilities ranging from simple database functionality to a full-service suite of tools that makes it easy for businesses of any size to filter, manage, and analyze candidates.

"As of 2019, 99% of the Fortune 500 companies used an ATS in their hiring process.[1] These companies already have the brand recognition and resources to compete for top talent; an ATS can level the playing field by creating better, quicker access to candidates."

Jobscan 2022 Report

Sample ATS Checking on Resume Worded

Applicant Tracking (ATS) Importance

Why does this matter?

These tracking systems will likely be the first impression of your resume. This highlights the importance of tailoring your resume and incorporating key: skills, action verbs, and language in your resume to be industry specific to a position.

- Weaving in recurring preferred qualifications/skills
- Tailor your current skills and experiences to match the job description

What else do you need?

- References Page
- Develop your LinkedIn
- Resume review

Workshop Activity

Step 1:

Prepare your materials (2 mins)

Option A:

If you have a position in mind..

1. Take out your general resume

2. Pull up desired position/opportunity with job description/relevant information

Option B:

If you want to create/edit a general resume..

1. Open a google doc to create a general resume

2. Navigate to careers.ucr.edu --> "Students" --> "Getting Hired" --> "Resume Templates"

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Option A:

Part A: Put it in action

1. **Download pdf** of Job Description of the position you are interested in tailoring your resume

2. Name the document with your Last Name, First Name, and Title of the Job to keep track

3. Begin **highlighting**:

   "Technical Skills, Actions Verbs/Industry Language, Requirements or Preferred Qualifications"
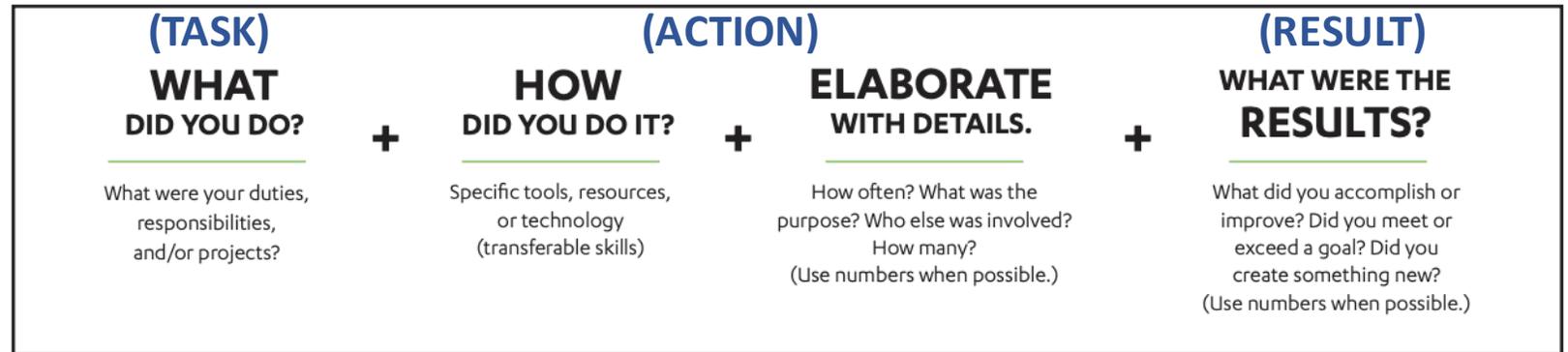
Option A:

Part B:
Put it in action

Build Your Bullet Points

Below is a formula for creating detailed bullet points. Use the examples below to practice creating your own.

(TASK)		**(ACTION)**		**(RESULT)**
WHAT DID YOU DO?	+	**HOW** DID YOU DO IT?	+ **ELABORATE** WITH DETAILS. +	**WHAT WERE THE RESULTS?**
What were your duties, responsibilities, and/or projects?		Specific tools, resources, or technology (transferable skills)	How often? What was the purpose? Who else was involved? How many? (Use numbers when possible.)	What did you accomplish or improve? Did you meet or exceed a goal? Did you create something new? (Use numbers when possible.)

Example:

    (TASK)   **(ACTION)**   **(RESULT)**

WHAT	**HOW**	**ELABORATE**	**RESULTS**
Directed customers to items	Developed a new merchandising strategy		Increased average daily store revenue by 9% and average sales per customer by 12%

FINAL BULLET POINT:
Developed merchandising strategy to direct customers to higher margin products that increased average daily store revenue by 9% and average sales per customer by 12%.

Option B:

Part A:

Begin to fill out components of the resume

Resume Worksheet (page 3)

RESUME WORKSHEET

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

_____

_____

OBJECTIVE (Optional): (Write a clear, concise statement of your immediate objective [job title and company pursuing].)

_____

_____

EDUCATION: (List your current school information [university name and degree pursuing], relevant coursework, and GPA [if it's impressive or requested by the employer].)

_____

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.)

Examples of resume experience descriptions:

MEDIOCRE	BETTER	BEST
Filed papers	Filed papers and prepared sensitive documents	Provided clerical support for two managers in areas of file maintenance and preparation and processing of sensitive documentation
Managed database	Managed database and ensured privacy and security of system	Managed database and ensured privacy of system without any security breaches for three consecutive years
Constructed Website	Constructed website using graphics and streaming media	Constructed website using graphics and streaming media resulting in increased hits by 30% in the first six months

1. _____

_____

_____

2. _____

Option B:

Part B: Pick a format for your general resume

See Example Resume Formats Here

Mo Lecule

1234 Street Name · Riverside, CA 92521 · 555-555-5555 · First.Lastname@ucr.edu

OBJECTIVE
To obtain a position as a Laboratory Research Assistant at XYZ company.

EDUCATION
Bachelors of Science, Biology, University of California, Riverside (UCR)   June 2021
Relevant coursework: Molecular & Cellular Biology Lab, Pathology, Neurobiology, Neuropharmacology

LABORATORY SKILLS
SDS-PAGE	PCR/Cloning	ELISA
Electrophoresis	Spectrophotometry	Computer Data Analysis
Amino acid analysis	DNA/Extraction/Quantification	GC-MS

RESEARCH EXPERIENCE
Research Assistant, Department of Molecular Biology, UCR   January 2019 – January 2020
Investigated the effects on body weight and bone growth of replacement injections of thyroid hormone and drugs that inhibit thyroid hormone production
- Collaborated with a team of four students to prepare bone growth media for eight sets of experiments
- Performed weekly IM injections of varied concentrations in chickens to observe and record the effect on hormone production
- Ran 80 blood samples through gas chromatograph to check T1 levels and monitored changes in the rate of thyroid hormone synthesis
- Analyzed chromatography results and communicated them with graduate supervisor on a weekly basis

HEALTHCARE EXPERIENCE
Cope Health Scholars, Pomona Valley Hospital Medical Center, Pomona, CA   May 2019 – December 2020
- Worked closely with staff performing tasks such as escorting patients, preparing charts, stocking rooms with supplies, running errands, answering phones, and light clerical tasks
- Provided quality patient care by taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Assisted with accurate billing and patient records by inputting patient information into electronic medical records software

LEADERSHIP EXPERIENCE
Peer Mentor, Health Professions Advising Center, UC Riverside   February 2019 – Present
- Provide guidance to students on health profession related resources, opportunities, and handouts.
- Connect with students through shared professional interests and lead one-on-one 10-minute drop-in appointments with students to discuss service, leadership, and research opportunities

Team Lead, Best Burgers, Riverside, CA   June 2018 – Present
- Successfully process food orders and perform cashiering duties in high-volume fast-food establishment
- Implemented new packaging order method that successfully reduced customer wait time by approximately 50%
- Promoted to Team Lead after 60 days of employment for excellent customer service and leadership

CAMPUS INVOLVEMENT/COMMUNITY SERVICE
Referee, Intramural Basketball, UCR   May 2018 – Present
Volunteer, Habitat for Humanity, Riverside, CA   June 2017 – Present

ADDITIONAL SKILLS
Computer: SPSS, Word, Excel, PowerPoint, Access
Language: Bilingual in English and Spanish (written, verbal, and reading)

Katniss Aberdeen

1234 Street Name, Riverside, CA 92507 | kaber001@ucr.edu | (951) 555-5555 | linkedin.com/kaberdeen

OBJECTIVE
To obtain the Resident Advisor position with UCR Housing Services.

EDUCATION
University of California, Riverside (UCR)   June 2022
Bachelor of Science in Psychology   **GPA: 3.6**
Related Coursework: Adolescence and Emerging Adulthood, Social Psychology, Sociology of Education

EVENT PLANNING EXPERIENCE
Nothing But Nets, UCR   January 2019 – June 2019
Fundraising Project
- Actively participated in a student-led organization dedicated to educating, advocating, and fundraising for the United Nations to send nets to African countries to help stop the spread of malaria.
- Collaborated with a group of seven students in raising over $10,000 for research, mosquito net distribution, literature, and other informational handouts.
- Researched the effects of malaria and developed promotional materials including posters, flyers, and handouts for in-class presentations.
- Conducted 12 presentations to student organizations and classes to facilitate fundraising efforts and promote awareness of the malaria epidemic in Africa.

LEADERSHIP & CUSTOMER SERVICE EXPERIENCE
In-N-Out Burger, Riverside, CA   April 2018 – Present
Shift Leader
- Train new hires and provide each new hire performance reviews to identify areas for additional role training and customer service practices.
- Demonstrate and enforce best practices in a leadership capacity to ensure a consistent standard of high quality.
- Record, deliver, and complete 35 weekly company bank deposits.
- Enforce proper food sanitation policies and procedures by educating team members during staff meetings.

Cashier   October 2017 – April 2018
- Balanced a daily cash register of 400$ and successfully processed customer transactions.
- Provided outstanding customer service using effective interpersonal and problem-solving skills.
- Communicated with a team of 5 other crew members in maintaining accurate inventory count of all products utilizing Excel databases that was visible for all staff to review.

ON-CAMPUS INVOLVEMENT
Member, Psychology Club, UC Riverside   October 2019 – Present

AWARDS AND HONORS
Dean's Honors List, UC Riverside   June 2019, December 2019, March 2020

SKILLS
Computer: Microsoft Word, Excel and Access in PC and Mac platforms
Social Media: Facebook, Twitter, Instagram, Snapchat
Language: Spanish and English (Bilingual)

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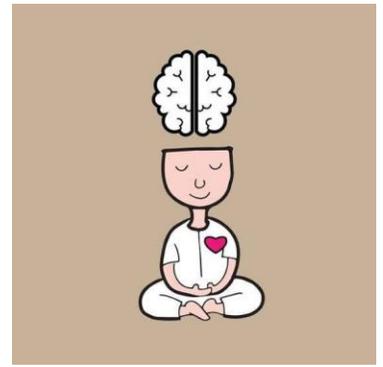
Step 2:

Pair Share (10 mins)

- Match up with someone who chose the same option as you.

- Discuss resume building tips and share resume tailored job descriptions, if applicable

- Write down at least 2 suggestions for your partner's resume

Feel free to raise your hand if you are unsure about aspects of the resume and we will address your questions

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Step 3:

Reflect and Edit (5 mins)

After sharing learning tips from the presentation and having someone else make sure to consider these last points as you decide what to include in your resume:

1. Resumes depending on major can vary industry to industry and Career Specialists are your guide to determine what is the most relevant

2. Creating a resume requires you to consider what skills you'd like to showcase AND prioritize what employers want to see

3. Formatting and specific content on the resume will be considered when employers review resumes so **ALWAYS** refer to the job description

4. Practice makes progress and if you are struggling with editing your experience section, consider coming to Drop-ins to have your resume reviewed

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Career Center

Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:

Mon. - Fri. 8 am to 5 pm

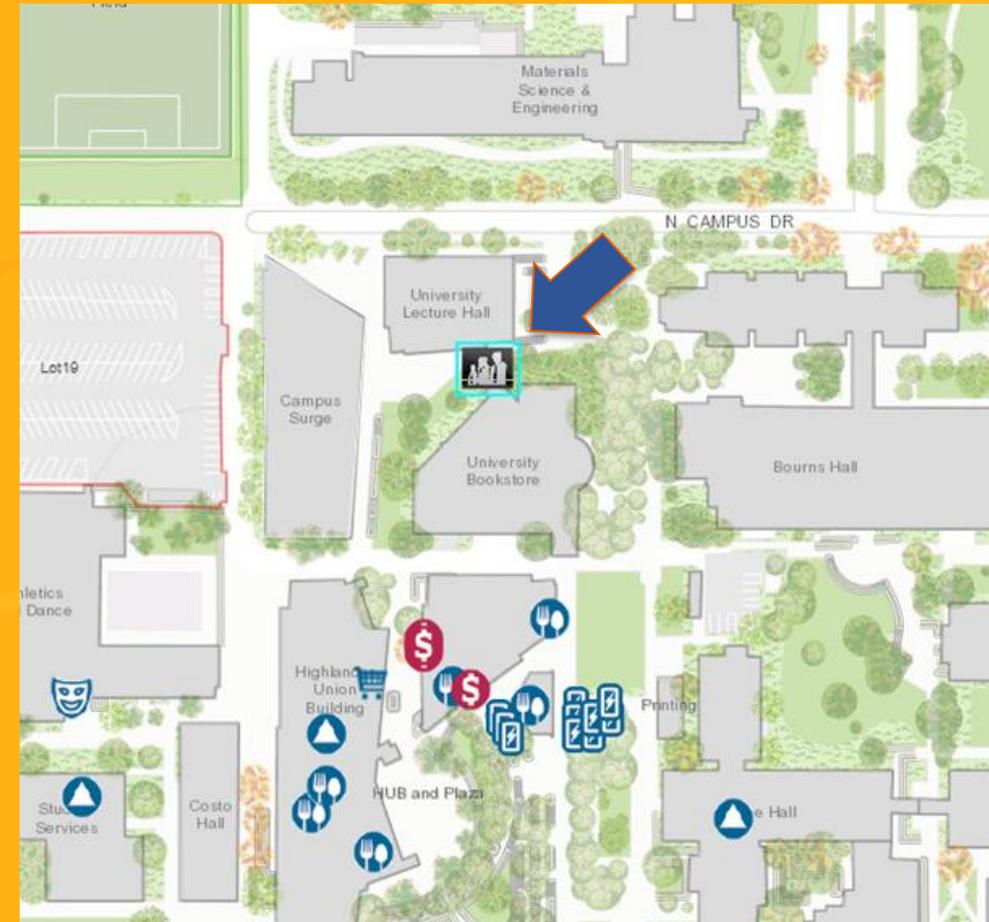*Individual counseling appointments available*

Schedule on Handshake

Drop-in Hours:

Mon. - Fri. (days & times vary)

View drop-in schedule on our website *https://careers.ucr.edu/*

UCR

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#HireHighlanders • #UCRCareerReady