

# RESUME

## EVERYTHING YOU NEED TO KNOW

### Why Have a Resume?

The ultimate goal with your resume is to secure an interview. If you are submitting numerous applications and not hearing back, it might have something to do with your resume.



### Tips to Get Started:

Career specialists are available (by appointment) to help you get started or to critique what you already have.

- As a guide, refer to the Sample Resumes found on <https://careers.ucr.edu/resources/job-search-strategies/resumes#resume-samples-for-undergradua>
- Use the worksheet on our **Resume Handout** tab.
- Attend a **Resume Writing workshop**.  
Check out our presentation slides: <https://careers.ucr.edu/resources/online-workshops-and-resources#workshops>

### Ways to Use Your Resume

- Apply to be on the board of your student organization.
- Share your resume with a faculty member to apply for a research position.
- Apply for scholarships.
- Bring your resume to all UCR Career Fairs/Grad Fairs.
- Apply for positions that you find on UCR Handshake, LinkedIn, and company websites. Don't forget to reach out to mentors, family members, friends, professors, and supervisors to let them know you are looking for an opportunity!
- Use your resume to apply for grad school

### Strengthen Your Resume

- Continuously update your resume and tailor it to each position for which you apply.  
View our "Tailoring Document" resource for more information.

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# RESUME WORKSHEET

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

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

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**EDUCATION:** (List your current school information [university name and degree pursuing], 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 experiences. Add the position titles, organization names, locations, and dates. Describe responsibilities and accomplishments starting with action verbs. Put the most recent experiences first.)

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

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

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