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Technical Resume & Cover Letter Writing

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Agenda

Resumes

Purpose

Format

Components

Cover Letters

Purpose

Format

Components

References



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COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



TEAM WORK



NACE®

CAREER READINESS COMPETENCIES

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



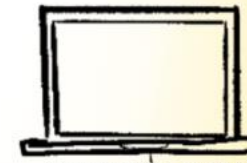
EQUITY & INCLUSION



LEADERSHIP



CAREER AND SELF-DEVELOPMENT



TECHNOLOGY

What You'll Learn Today

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



**Describe the purpose of
resumes and cover letters**



**Identify the different
structures of resumes and
cover letters**



**List and explain the
components of resumes
and cover letters**

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Resumes

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Why are Resumes Important?

Resumes are...



Your introduction

Create a strong first impression



A highlight of your experience

Establish your qualifications



A living document

Update on a regular basis to reflect new skills

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Formatting your resume

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Formatting your resume

Chronological

- Presents education and experience in reverse chronological order
- Most commonly used format
- Easy to read quickly
- Most effective if most of your experience and education is related to the opportunity

Functional

- Presents experience based on skills and abilities rather than by position
- Allows for emphasis on transferable skills
- Most effective for career changers, graduate students, and postdoctoral scholars

Many resumes are mixed format to highlight work history and transferable skills

Scot Highlander

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

EDUCATION

Bachelor of Science, Biology, University of California, Riverside (UCR) June 2006
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 2025 – January 2026
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 2024 – December 2025

- 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, UCR February 2025 – 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 2025 – 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 2024 – Present
Volunteer, Habitat for Humanity, Riverside, CA June 2024 – Present

TECHNICAL SKILLS

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

SCOT HIGHLANDER

Riverside, CA 92521 | first.lastname@gmail.com | (555)555-5555 | [linkedin.com/shighlander](#)

EDUCATION

Bachelor of Science in Mechanical Engineering University of California, Riverside June 2026
GPA: 3.2/4.0
Relevant Coursework: Design of Mechanisms, Thermodynamics, Mechanical Behavior of Materials, Optics and Lasers in Engineering
Honors & Awards: Dean’s Honor List (2023- 2024), Bourns Foundation Engineering Scholarship (2023-2025)

TECHNICAL SKILLS

ViewLogic, SolidWorks, ABAQUS, MATLAB/Simulink, AutoCAD, PSpice,C/C++, Python, 3D Printing and Prototyping, Modeling and Simulation, Mechanism Design, Geometric Dimensioning and Tolerancing (GD&T), Autonomous System, Requirement Matrix, Process Flow Maps, Value Stream Mapping, Design FMEA

INTERN EXPERIENCE

Engineering Intern Parker Aerospace, Irvine, CA June 2024- August 2024

- Conducted research and development to enhance Parker Aerospace’s fuel injection systems
- Designed and tested physical prototypes to analyze system parameters
- Modified and optimized MATLAB files and graphical user interfaces (GUIs) using Pro/ENGINEER (Pro-E)
- Streamlined data analysis by identifying correlations between system parameters and optimizing testing processes

PROJECTS

Senior Design Project, UC Riverside
Three-Wheeled Vehicle Design Team Project March 2025-Present

- Collaborate with 5 team members to design and validate an automated 3-wheeled vehicle
- Design powertrain and drivetrain systems utilizing AutoCAD models and FEA simulations

Mechanics of Materials Course, UC Riverside
Centrifugally Stiffened Solar Sail, NASA September 2024-December 2024

- Designed and modeled a self-deploying solar sail prototype with three team members
- Constructed composite boom deployment mechanism prototype, achieving 10% lower weight
- Tested the prototype in a thermal-vacuum chamber simulating space conditions

LEADERSHIP EXPERIENCE

Housing Services, UC Riverside
Resident Advisor September 2024-Present

- Foster personal development within a diverse community of 550 residents, ensuring adherence to community standards, and addressing security concerns during crises.
- Serve as the Leadership Advisor to the students and participate in training programs on inclusive diversity practices
- Recruit and interview future resident advisors as part of a selection committee

Bourns College of Engineering, UC Riverside
College of Engineering Ambassador September 2024-Present

- Provide tours to prospective students, organize recruitment events and arrange on-campus interviews
- Represent the College of Engineering in a public relations role while greeting industry representatives

PROFESSIONAL AFFILIATIONS AND INVOLVEMENT (Optional)

UC Riverside
American Society of Mechanical Engineers (ASME) September 2022-Present
Tau Beta Pi, National Engineering Honor Society September 2022-Present
Pi Tau Sigma, Mechanical Engineering Honor Society 2022, 2023

Formatting your resume

Getting past Applicant Tracking Systems (ATS)



Keywords

Review the job description to identify specific skills and responsibilities. Include them throughout your resume.



Simplified format

Columns, tables, graphics are not typically understood by an ATS – limit their usage



File type

.doc files can be warped when opened by hiring manager

.pdf retains formatting, but scanned .pdf files are read as images and unreadable



Components of Your Resume

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Components of your resume

Contact information and objective

Optional: physical address,
GitHub, and LinkedIn

Scotty Highlander
900 University Place, Riverside, CA 92507
(951) 827 – 5555
shighlander@ucr.edu
[Linkedin.com/scottyhighlander](https://www.linkedin.com/scottyhighlander)

OR

Scotty Highlander
900 University Place, Riverside, CA 92507 | (951) 827 – 5555 | shighlander@ucr.edu |
[Linkedin.com/scottyhighlander](https://www.linkedin.com/scottyhighlander)

Always include name, phone
number, and e-mail

Summary/Objective

Extensive hand-on experience with C++ and Python for software development

Optional: be specific or use it to
explain a shift or "related field"



Components of Your Resume

Education

University of California, Riverside
Bachelor of Science, Chemical Engineering
GPA 3.5

June 2025

--OR--

University of California, Riverside
Bachelor of Science, Biochemistry
Relevant Coursework: Plant Biochemistry and Pharmacology of Metabolites

June 2025

--OR--

University of California, Riverside
Bachelor of Science, Electrical Engineering, GPA 3.73
Relevant Coursework: Digital Signal Processing, Foundations of Robotics

June 2025

Riverside City College
Associate of Science, Engineering

June 2023

Always include school, degree you are seeking, graduation date

Optional items include GPA and relevant coursework

Include associate's degree(s) if earned



Components of Your Resume

Skills

Transferable

- Communication (written and verbal)
- Problem solving
- Project management
- Facilitation, mediation, referral
- Interpersonal skills
- Assisting, representing, teaching
- Organization
- Time management
- Goal setting and implementation

Technical

- Programming languages
- Software development
- Network technology
- Handheld inventory machines
- Technical devices
- Laboratory instruments
- Construction machinery
- Research techniques and tools
- Data science

Components of Your Resume

Sample technical skills

- **Programming Languages:** C/C++, COBOL, SQL, PL/SQL, PLSQL Developer, TOAD (Quest), Oracle SQL Developer, Java, Basic
- **Web Technologies:** JSP, XML, HTML
- **Web and Application Server:** WebLogic, JBoss
- **Databases:** Oracle, 9I, 10g, 11g & SQL
- **Operating Systems:** Windows, XP, 7, UNIX (Sun Solaris), LINUX
- **Framework:** ITIL V3, HPSP, ServiceNow, Alarmpoint
- **Scripting Languages:** Python, PHP, Ruby, JavaScript, HTML
- **Network:** Design /Analysis of LANs/WANs, Routers, Switches, Firewalls, Protocol
- **Communications:** Digital and Analog , Fixed and Mobile Wireless, Satellite, Antenna Design, Telemetry
- **Microelectronics:** VHDL, FPGA, Microelectronic Manufacturing and Testing (MCM, SOC), Electronic Packaging, VLSI
- **Specialized Software:** arcGIS, Tableau, Oscilloscope, SCIEX OS

List ***MOST*** relevant skills at the top

Be prepared to speak about the skills
you list in an interview

If it isn't relevant or you don't know
it very well, don't feel obligated to
include it



Components of Your Resume

Experience

- Paid or unpaid internships
- Formal or informal faculty research
- Class projects, labs, extensive assignments
- Externships or summer programs
- Service in student organizations
- Volunteer experiences
- Presentations or public speaking
- Work experience that developed transferable skills



Components of Your Resume

Sample experience

Senior Design Project, UC Riverside

September 2024 – Present

Web Application Team Project

- **Collaborating with a team** of 4 interns over Slack to delegate tasks, track progress, and ensure project completion.
- **Developing a web application** with **Java** to streamline tutor scheduling for Academic Success Center.
- Developing **JavaScript code** and marking comments to maintain proper **coding hygiene**.
- Creating a PowerPoint of the staff training manual for a **presentation** and **web application demo to 5 managers**.

Start each statement with an action verb

Include accomplishments and numerical data when appropriate

Incorporate how you used **technical** and **transferable** skills into your statements

• • • • 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

• • • • Your resume in action

Sample job description

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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**
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- Understanding of **existing & emerging technologies**



Your resume in action

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**

Scotty Highlander

(951) 827 – 5555 | shighlander@ucr.edu | [Linkedin.com/scottyhighlander](https://www.linkedin.com/scottyhighlander)

Education

University of California, Riverside

Bachelor of Science in Mathematics

GPA 3.54

June 2025



Your Resume in Action

Qualification: skills

TECHNICAL SKILLS

C/C++, Python, SQL, Linux, Windows, MATLAB, R, Tableau,
Data Collection, Data Cleaning, Data Analysis

ADDITIONAL SKILLS

Microsoft Word, Excel, Outlook, PowerPoint, Zoom
Fluent in Spanish and English

Separating skills lets you prioritize
space on your resume

Even with multiple skills sections,
stick to technical skills only

Your Resume in Action

Tailoring Qualifications:

- 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**

RELATED WORK EXPERIENCE

KITU Life, New York, NY (Remote)

June 2024 – August 2024

Data Analyst Intern

- **Analyzed** 15 months of sales **data** to identify key trends and presented findings to management.
- Collaborated with cross-functional teams to **prioritize projects** supporting merchandising, pricing, and business forecasting in a remote work environment.
- **Managed** the development, distribution and analysis of a standard weekly, monthly, and quarterly reporting **project** to ensure various business teams received standardized information.

LEADERSHIP EXPERIENCE

Afsana Hindi Film Dance Team, UCR

April 2023 – May 2024

Member

- Exercised **learning agility** by memorizing 2-3 dance choreographies per week.
- Demonstrated **adaptability** and flexibility in the face of scheduling and venue changes.

How do I talk about experience?

TIP! USE ACTION WORDS + SPECIFY

Job Title: Cashier

Don't say: "Cleaned tables and assisted customers"

- *What did you do?* Processed food orders and performed cashiering duties
- *What skills did you build?* Reconciled \$1,500 in receipts every day

Put it together: Efficiently processed food orders and performed cashiering duties in high-volume restaurant establishment, reconciling \$1500+ in receipts nightly.

Accomplishments/Awards:

Don't say: "Got Arts Achievement Award"

- *What was it for?* Arts Achievement Award for leading the Riverside Arts Initiative
- *What did you do in the experience?* Assisted in local communities to explore arts through collaborative work and engagement through interactions and activities

Put it together: Achieved the Arts Achievement Award for leading the Riverside Arts Initiative, allowing local communities to explore arts through collaborative examination, engaging interaction, and thoughtfully planned activities.



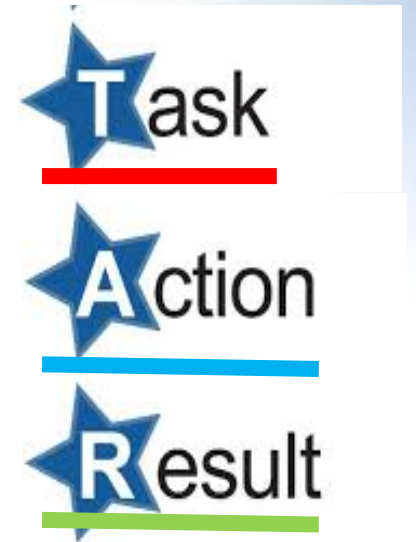
Experience Examples/TAR Method

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.



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



Experience Examples/TAR Method

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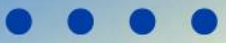
Resume Checklist

- One page maximum
- Most relevant → least
- Tailor to the position!!
- Use industry language to describe experience
- All relevant experience, paid or unpaid
- High school experience (only if you are a 1st/2nd year)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses (past vs. present depending on experience status)
- Error free (both spelling and grammar)
- Save as a PDF



NOTE:

Employers only read for 10-20 seconds,
make those count!



What **NOT** to Include in a Resume

- Your picture
- Your age, marital status or any other demographic information
- References, instead create a separate document (unless the job description says otherwise)





Cover Letters

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Why are cover letters important?

Cover letters help you...



Express interest authentically

Share your passion
for the organization –
connect to their
mission, vision, and/or
values



Connect your skills to their opportunity

Focus on the skills
and qualifications they
are seeking



Tell your story

Expand on important
parts of your resume,
or share informal
experiences



Formatting your Cover Letter

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Formatting your cover letter

Review the job description

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

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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**



Formatting

Scotty Bear
Riverside, CA | (555)-555-5555 | scottytbear@ucr.edu

Same header as resume to "**brand**" your documents

Sept. 4, 2024

Ms. Christina Brown
Vice President | Bright Green Talen
4500 First St., Los Angeles, CA 90210

Dear Ms. Brown,

Instead of "To Whom it May Concern," use name
or Hiring/Selection Committee/Manager"

I am eager to apply for the Community Outreach Coordinator position after reading the job description found on Handshake. As an environmental science major with a passion for people and positive psychology, I was intrigued by Bright Green's dedicated mission to support positive change within the community. I am excited for the prospective opportunity to apply my knowledge, leadership skills, and interest in environmental sciences in this role.

1st: Explain why are you writing,
your purpose, and introduce yourself

I earned my Bachelor of Science in Environmental Studies with a minor in Psychology at the University of California, Riverside. During my undergraduate experience, I wrote my senior thesis on how community organizations integrate sustainability issues into traditional academic frameworks to prepare community members' efficiency in resource management. My educational preparation has equipped me to coordinate and manage community outreach programs.

Body: Relevant points on qualifications, why you are a strong candidate.
Use student organization, work, volunteer and academic experiences.

The role of a Community Outreach Coordinator requires the ability to work independently and manage large volumes of customers in a timely and organized manner with little to no supervision. During my time at Bright Green, I directed and collaborated with a seven-member team and served 60 customers during the first hour. My team and I achieved a 15% increase in profit from that first hour alone. I would look forward to applying my ability to successfully lead a team in this role.

Another important qualification for this role is the ability to connect with community members to raise funds for this important work. In my role as Secretary of Phi Delta Epsilon, I cataloged the expenditures during a community health fair, where I kept 100% accuracy of all funds being used and raised. This experience confirmed my passion for improving the lives of community members through advocacy.

Overall, I am excited for the prospective opportunity to contribute my educational background in environmental science and fundraising skills to the Community Outreach Coordinator at Bright Green. Please feel free to contact me at (555) 555-5555 or scottytbear@ucr.edu for your time and consideration of my application. I look forward to hearing from you.

Last: Further express your enthusiasm
and interest in the position/company.

Sincerely,
Scotty Bear



Components of your Cover Letter

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Components of your Cover Letter

Format

- Keep the contact information and format the same as resume (that is your "branding")
- Address the letter to a specific person if possible
 - Hiring Manager/Committee, Selection Committee/Team can also be used *if you do not know the person to address*

Your Name

City, State | Phone | Email | LinkedIn (optional)

Date

Name of Contact Person

Title

Organization

Mailing Address

City, State, Zip Code

Dear Ms., Mr., Dr., (etc)

OR Hiring Committee/Manager/Team



Components of your Cover Letter

Sample first paragraph

I am excited to express my interest in the entry-level Data Science Leadership Development Program at Science Services XYZ. As a provisioner of scientific instrumentation, reagents, and software services, Science Services XYZ is on the forefront of facilitating cutting-edge research. It would be an honor to join the rotational program serving key Science Services XYZ Data Science and IT initiatives. Experiences and knowledge gained from my time as a Mathematics Major at UC Riverside prepared me for this position with **data analysis skills**, **project management experience**, and **leadership ability**.

What are you applying for?

Why are you interested?

Why are you a great candidate?



Components of your Cover Letter

Sample body paragraph

During my time as a B.S. in Mathematics, I developed **data collection and analysis skills** both through **applied coursework** and a **data analyst internship**. In these settings, I learned how to evaluate sources of error in **data collection** and the importance of data cleaning when managing data-reporting **projects**. For example, I once faced a situation in my internship in which two **outliers were drastically skewing the results of average sales data**. **After taking initiative and working with colleagues** to understand why those sales numbers were one-time pricing deals, we were able to readjust the dataset to provide a more realistic forecast. **Adapting** to changing datasets and providing updated analyses allowed me to help the team achieve success. **I would bring this same level of discernment to my data collection and analysis duties when supporting Data Science and IT initiatives at Science Services XYZ.**

Provide evidence of the skills you'll bring to the position

Demonstrate your skills – go beyond what is on your resume

Connect your experience to the description or to the skills you want to highlight



Components of your Cover Letter

Sample conclusion paragraph

I have a **strong desire to develop a career as a future leader in Data Science**. Connecting my **mathematics** knowledge, previous internship, and **leadership** experience from extracurricular activities, you can see that I am **motivated** to keep developing as a professional. If selected, I would bring **data analysis, project management** and **leadership** skills to this rotational program at Science Services XYZ. If you have any questions, please call me at **951-555-5555** or e-mail me at **scottbears@ucr.edu**. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Scott Bears

Scott Bears

Include next steps and tie your wrap up to the job description

List your contact information

Leave space for your handwritten signature – even if left blank



Additional Tips

Language:

- TAILOR!
- Avoid unprofessional language
- Pick the strongest and most relevant qualities
- Elaborate with past experience as examples!
- Demonstrate enthusiasm and originality
- Proofread for typos, grammar errors, and spelling

Style:

- Should be one page (depends on industries)
- Use the same header style as Resume for polished look
- Font size: 10-12
- Margin size: 0.5-1 inch



References

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References

A reference is someone who:

- Knows your work habits
- Has known you for a long (or significant) time
- Is credible
- Is ***not*** just a personal friend or your parent

Contact your references beforehand to:

- Ask if they are willing to give you a *positive* reference
- Double-check that their contact info is still current
- Verify name and job title



References Format Samples

SCOTT BEARS

City, State | Phone | Email | LinkedIn URL

Please Note:

Contact information
on your reference
page will be the same
format as your
resume

REFERENCES

First and Last Name of Reference

Position Title

Company/Organization

Phone Number

Email Address

Professional Relationship (*e.g. former supervisor*)

Next Steps

1. Attend Resume & Cover Letter Writing Studio (every Friday at 11am-1pm at the UCR Career Center).
2. Create a 'Cover Letter Review' appointment with a Career Specialist via Handshake.
3. Upload your cover letter and resume to your completed Handshake profile.

**Create an
Appointment:**
[ucr.joinhandshake
/appointments](https://ucr.joinhandshake.com/appointments)



ENROLL IN EXCEL + NOW!

Start anytime during your undergrad degree, **go at your own pace**, and **earn recognition** for the valuable career readiness skills you're already building on campus.

- Pick your Competency

IE: Career and Self Development, Technological Literacy, and MORE!

- Upload and Track Progress
- Earn Competency Badges
- Highlight Your Skills to Employers

Students enrolled by 10/31 will be entered into raffle to win a \$25 UCR dinning gift card.



Excel.ucr.edu

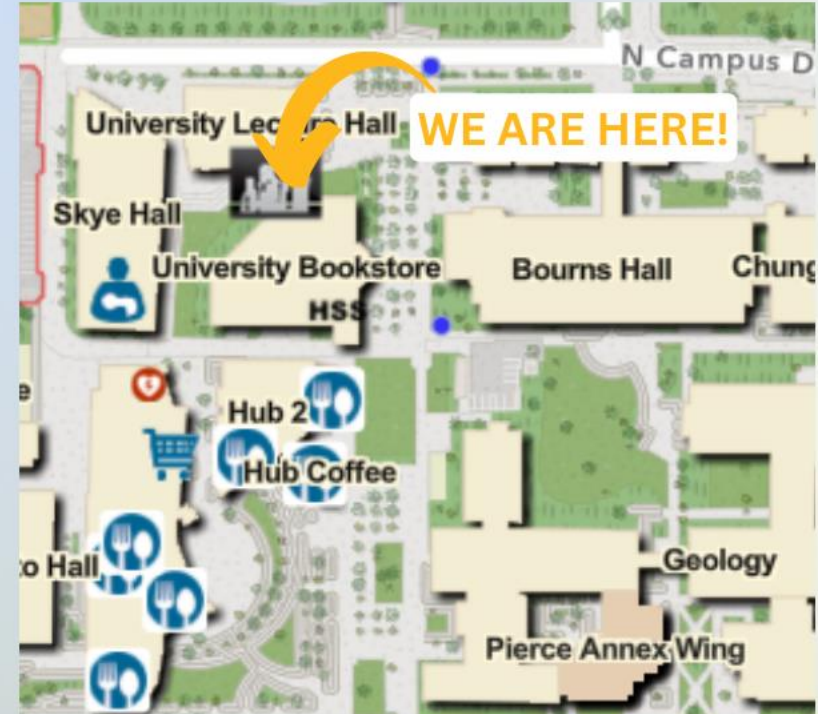
location

ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

hours

8 AM - 5 PM MONDAY-FRIDAY

website home *drop in hours*



connect with us!



INSTAGRAM

@UCRCAREERCENTER



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QUESTIONS

CONNECT. INSPIRE. EMPOWER



Post-Workshop Survey

