

# RESUME: GRAD STUDENTS

## EVERYTHING YOU NEED TO KNOW

### Why Have a Resume?

- Unlike a comprehensive academic CV, a non-academic resume is a strategic marketing document that translates scholarly jargon into the "transferable skills" industry employers value.
- It allows you to frame your PhD background to show exactly how your expertise applies to a company's specific mission, regardless of your research topics.
- Finally, a concise, keyword-optimized resume is essential for passing through Applicant Tracking Systems (ATS) and catching the eye of recruiters who scan documents in 5-10 seconds.

Remember - a tailored resume is the key to getting an interview!

### Tips to Get Started

Career specialists (by appointment) & Peer Advisors (Drop-ins) are available to help you get started or to critique what you already have.

- As a guide, refer to the Sample Resumes and templates found on <https://careers.ucr.edu/grad-students#cv-and-resume-samples-for-each>
- Review the CV to Resume workshop. Check out our presentation slides: <https://careers.ucr.edu/grad-students#online-resources>
- Create your 'master' resume in Microsoft Word or Google Docs. Avoid using Canva or coding tools, which are often incompatible with Applicant Tracking Systems (ATS)

### Design and Layout Tips

- **Avoid Templates and Complex Formatting:** Begin with a blank page and try not use a template. ATS often has difficulty reading complex designs, so you must also avoid:
  - "Fancy fonts", flashy symbols, multiple colors, or borders.
  - Tables, even those with invisible lines.
- **Font and Size:** Use a standard, readable font, such as sans serif fonts like Calibri and Arial. The font size should be between 10 and 12 points. Maintain a single font style throughout the entire document.
- **Margins:** Use margins of 1/2 to 1 inch on all sides.
- **Bolding:** Use bolding sparingly to draw attention only to important information required by the employer.
- **File Type:** Most systems prefer that you submit your resume as a Microsoft Word file or a PDF generated from Word or Google Docs.

### ATS Friendly Resume Quick Tips

- Education, Experience, and Contact Information should always be included
- Avoid using graphics or images
- Avoid 2 column resumes
- Include skills in every bullet point description
- Use Quincnia to see how your resume will be read by an Applicant Tracking System



### Content & Keyword Optimization

- **Tailoring is Essential:** Write and tailor your resume specifically to the job description. A generic resume with minimal keywords will not work.
- **Use Keywords:** Use nouns that indicate specific job functions, skills, and responsibilities, drawing them directly from the job description. Look for repetitive wording in the job description and include those keywords in your skills and experience sections.
- **Dates and Chronology:** Align dates to the right margin. Use the Month - Year format, and in reversed chronological order (most recent → oldest).
- **Use Numerals:** Use numerals (e.g., 2) instead of writing out the number (e.g., two) to make them stand out to the hiring manager in the experience section.
- **Avoid First-Person Language:** Do not use first-person pronouns (e.g., "I").

CONTINUED ON THE BACK



# SECTIONS + WRITING TIPS

## PROFESSIONAL SUMMARY

A professional summary is a concise, three-to-five-line tailored pitch at the top of your resume that frames your academic expertise in terms of professional value and transferable skills. It serves as a "hook" to immediately show recruiters how your deep research experience solves their specific business or technical challenges. By front-loading your most impressive qualifications and keywords, you ensure your value is recognized within the first few seconds of a review. See an example here:

**Interdisciplinary Researcher with expertise in cultural analysis, migration studies, and the impacts of structural inequality. Skilled at synthesizing complex historical data and ethnographic fieldwork into compelling narratives and policy-relevant insights. Experienced in securing competitive funding and collaborating across diverse academic and professional sectors.**

## EDUCATION

List your current degree and your earlier ones here. Starting with the most recent grad degree and work your way back to your college degree. Make sure you do not include schools that you did not receive a degree from, and also include your associates degree if you have one. Do not list bullet points. PhD students, you don't need to include your advisors' names.

**University of California, Riverside (UCR)**

**Degrees, YOUR MAJOR**

**Month Year - Month Year**

## SKILLS

List your technical lab skills here. Do not use columns or sections heading. They don't get scanned well on ATS. Just list them and separate the skills with commas.

**Python, Microsoft Excel, Skill, Skill, Skill, Skill and Skill.**

## EXPERIENCE

Organization Name | City, State Official Job Title | Month Year – Month Year

Provide a concise overview of your core responsibilities and the scope of your research or projects to set the stage for your accomplishments. Remember, don't get too technical in your bullet points.

- **Focus on Outcome-Driven Results:** Quantify your achievements (percentages, dollar amounts, or publication counts) to demonstrate the tangible impact you had on the project or department.
- **Diversify Your Skillset:** Avoid repetitive descriptions; ensure each bullet point showcases a distinct competency, such as data analysis, project management, or cross-functional collaboration. Try not to put multiple tasks into one bullet point.
- **Contextualize Your Expertise:** Translate niche academic tasks into "industry-speak" to show how your high-level research abilities solve real-world business or technical problems.
- **Integrate Keywords Naturally:** Embed specific software, methodologies, and technical tools (e.g., Finite Element Analysis, ethnographic mapping, or Python) directly into your achievement statements.
- **Demonstrate Core Competencies:** Use action verbs that highlight soft skills like strategic leadership, interdisciplinary teamwork, and complex problem-solving in every bullet point.

## OTHER SECTIONS

You can add sections such as publications, conferences, professional affiliations and certifications (if needed). You don't need to add references here.