RESUME
EVERYTHING YOU NEED TO KNOW

Why Have a Resume?

The ultimate goal with your resume is to secure an interview by showcasing the skills and experiences that you have. 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 (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 found on **https://careers.ucr.edu/resources/job-search-strategies/resumes#resume-samples-for-undergraduates**
- Use the worksheet on the back of our **Resume Handout**.
- Attend a **Resume Writing workshop**. Check our our presentation slides: https://careers.ucr.edu/resources/online-workshops-and-resources#workshops
- Attend the **Resume & Cover Letter Writing Studio** with the Peer Advisors for further assistance with resumes and cover letters

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.
- Utilize the Action Verb chart from the Career Center website

RESUME WORKSHEET

CONTACT INFORMATION: (Include your name, address (optional), 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], expected graduation date, 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 experiences. Add the position titles, organization names, locations, and dates. Describe responsibilities and accomplishments starting with action verbs. Put the most recent/relevant experiences first.)

1. _____

_____

_____

_____

2. _____

_____

_____

_____

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

_____   _____

_____   _____

_____   _____

_____   _____

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

_____   _____

_____   _____

_____   _____

_____   _____