



Virtual Resume Workshop

How to Draft an Effective Resume

Presented by the UCSC Career Center



What is a Resume?

- Summary of your background
- Snapshot of your skills and abilities
- Primary Purpose: Obtain an interview



Preparing to Write the Resume

- Examine your life experiences
 - Both work and volunteer
 - Extracurricular activities - those that demonstrate leadership are a plus



Some Ground Rules

- Keep it neat:
 - Clear, legible font such as Times or Courier
 - Leave a one-inch margin around the border
 - Reviewed for ONLY 30 seconds
- Don't exaggerate your skills or abilities
- Proofread
- Don't list references on your resume; use a separate sheet



Resume Format

- [HEADING]
- OBJECTIVE
- EDUCATION
- HONORS/AWARDS
- RELEVANT COURSEWORK
- WORK EXPERIENCE
- CAMPUS ACTIVITIES
- SKILLS



Heading

HEADING
OBJECTIVE
EDUCATION
HONORS/AWARDS
RELEVANT COURSEWORK
WORK EXPERIENCE
CAMPUS ACTIVITIES
SKILLS

- Name
- Address
- Phone Number
- Email

Jim Jones
205 Market St.
Santa Cruz, CA 95064
831-466-1234
Jjones@ucsc.edu

HEADING

OBJECTIVE

EDUCATION

HONORS/AWARDS

RELEVANT COURSEWORK

WORK EXPERIENCE

CAMPUS ACTIVITIES

SKILLS



Objective

- Specific
- Good Example:
 - OBJECTIVE: To obtain a counseling position in a nonprofit organization concerned with abused children.

HEADING
OBJECTIVE

EDUCATION

HONORS/AWARDS

RELEVANT COURSEWORK

WORK EXPERIENCE

CAMPUS ACTIVITIES

SKILLS



Education

EDUCATION

Bachelor of Science in Biology, June 2008

University of California, Santa Cruz

- Include Community College and special programs (EAP, etc.)
- Do NOT include high school

HEADING
OBJECTIVE
EDUCATION

HONORS/AWARDS
RELEVANT COURSEWORK
WORK EXPERIENCE
CAMPUS ACTIVITIES
SKILLS



Honors/Awards

HONORS

National Hispanic Scholarship Fund,
2006-2008

- Include any awards or honors received

HEADING
OBJECTIVE
EDUCATION

HONORS/AWARDS

RELEVANT COURSEWORK

WORK EXPERIENCE

CAMPUS ACTIVITIES

SKILLS



Relevant Coursework

Relevant Courses

Money and Banking

Corporate Finance

Accounting series

Managerial Economics

International Finance

Cost-Benefit Analysis*

*by June 2008

- List courses that are relevant to the job



Work Experience

Work Experience

Waste Consultant, Ecology Now, Santa Cruz, CA, June-September 2008

- Recruited companies to participate in free waste audit
- Performed waste audits
- Created press releases, promoted events, updated and maintained database
- Educated local citizens on environmental issues

■ In reverse chronological order:

- Job title (position)
- Company or Organization
- City and state
- Dates of employment



Campus Activities

Campus Activities

- Student Representative, UCSC Student Government, 2006-present
- Treasurer, Kappa Kappa Gamma, 2007-08

- Consider joining clubs on campus that are of interest
- Take leadership positions in those activities



Skills

HEADING
OBJECTIVE
EDUCATION
HONORS/AWARDS
RELEVANT COURSEWORK
WORK EXPERIENCE
CAMPUS ACTIVITIES
SKILLS

Computer Skills

- Skilled in Microsoft Office (Word, Excel, PowerPoint, Access), SAP

Language Skills

- Spanish (Private Lessons)

- Or to save space create a “Computer and Language Skills” section heading



Resume Tips

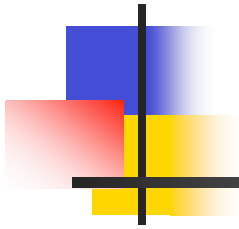
- Science Majors
 - Laboratory Techniques
 - HLA Typing
 - Tissue culture
 - Lipid extraction
- Computer Science/Engineering Majors
 - Computer Skills
 - Operating Systems: UNIX, MSDOS, Windows
 - Hardware: IBM PC, Sun Sparcstation
 - Applications: Word Perfect, Microsoft Word
 - Languages: C++, Java, SQL



Summary of Qualifications

- You may use a Summary of Qualifications after the Objective.
- Summarizes a few of your skills specific to a position
- Example
 - Objective: A position in natural resource management
 - Summary of Qualifications
 - Demonstrated competence in field research
 - Excellent oral and written communication skills
 - Experienced with GIS

Now you're ready to compose
a draft.



Please come to the
Career Center for a critique.
Good luck!