

Resume Guide



Your resume is the first impression an employer will have of you and the basis by which you will or will not be selected for an interview.

The Winning Resume

- Is 100% honest
- Presents your most relevant data first
- Emphasizes your skills and accomplishments
- Utilizes white space for a consistent format
- Is brief, concise, and easy to read
- Avoids the use of "I," "me," and "my"
- Is free of grammatical and spelling errors
- Is limited to one page

Format and Layout

- Your resume should be brief, well-organized, and neatly printed on 8½" x 11" resume paper
- Your font should be size 10, 11, or 12, preferably Arial or Times New Roman; your margins should be ½" to 1"
- You should use bold to organize your resume so it emphasizes important information (see examples)
- Your formatting should remain consistent throughout your resume

Personal Information

- The only required information is your name (font size 16-18), address, telephone number, and e-mail
- No other personal information should be included on a resume

Objective

- Clearly explain your precise objective for your resume
- Make it specific to each position you are applying to
- *Ex: To obtain a position as Cashier at Jamba Juice*

Education

- Include degree, school, city, state, and date of graduation (month and year)
- You may also include GPA (if above 3.0), scholarships, honors, special training, relevant courses, etc.

Experience

- Describe your most recent experience first, list the rest in reverse chronological order
- Include both paid and un-paid experience (internships, part-time jobs, leadership roles, volunteer work, etc.)
- Include your job title, the company name, city, state, and dates of employment
- Use bullet points that begin with strong action verbs to describe your responsibilities and accomplishments
- You can have more than one Experience section (i.e. Relevant Experience & Additional Experience)
- *Ex: Tutored 12 elementary-aged children in math and science*
- *Ex: Planned schoolwide event to increase awareness about various careers*

Activities

- Include memberships, clubs/organizations, community involvement, and anything else that is related to your career objective or reveals something unique about yourself

Skills

- Include licenses, certificates, language ability, or computer skills relevant to the position

References

- Do not list your references directly on the resume
- List 3-5 employers and faculty members on a separate sheet of paper; include name, title, organization, address, telephone, and e-mail address. Be sure to ask each person before including them as a reference.

Sample Resumes

SUMMER BARNES

1515 Rosemond Drive • Irvine, CA 92612 • 949-466-1234 • sbarnes@gmail.com

OBJECTIVE

- To participate in Rice University's Summer Science Program

EDUCATION

University High School, Irvine, CA June 2015
High School Diploma GPA: 3.8

Related Courses: Honors Biology, Honors Chemistry, AP Chemistry

Related Class Project: The Effect of Microorganism Additives on Nitrogen Efficiency
Related to Plant Growth

EXPERIENCE

Hoag Hospital; Newport Beach, CA Oct 2013 – Aug 2014

Volunteer

- Transported and discharged patients on the pediatrics floor
- Delivered materials and supplies to various units
- Assisted doctors and nurses with administrative tasks and patient care
- Attended special events to assist with set up, tear down, crowd control, and information giving

University High School, Irvine, CA Sept 2013 – June 2014

Speaker Series Chair

- Planned and executed the ASB Career Speaker Series
- Found and contacted speakers that would present a broad range of relevant topics
- Coordinated scheduling with speaker and school facilities calendar
- Marketed events to student body via announcement, flyers, posters, and website

Irvine Physical Therapy Center, Irvine, CA June 2013 – Aug 2013

Job Shadow

- Observed physical therapists in their sessions with patients
- Assisted patients with basic exercises
- Recorded data in patient charts
- Discussed job responsibilities with therapists

Freelance; Irvine, CA Sept 2012 – June 2013

Peer Tutor

- Tutored six middle school students in basic science and Algebra 1

SKILLS

Computer: PC and MAC; Microsoft Word, PowerPoint, Excel
Language: Conversational Spanish

ACTIVITIES

Participant, Science Olympiad
Member, Astronomy Club
Member, Best Buddies Club
Member, Future Health Professionals Club

Lionel Lion

123 Lincoln Drive • Irvine, CA 92612 • 949-456-1234 • Lionel.Lion@gmail.com

OBJECTIVE

To obtain a position as Sales Associate at H&M

EDUCATION

University High School, Irvine, CA 6/15

High School Diploma

Merit and Excellence Award in English

RELEVANT COURSEWORK

Communication Studies
Leadership

EXPERIENCE

Volunteer

Pretend City, Irvine, CA

11/13-Present

- Greeted guests and directed traffic through the museum
- Answered educational questions regarding the exhibits
- Assisted children with museum activities
- Gave tours of the museum to guests of all ages
- Cleaned exhibits

Vice President, World Vision Club

University High School, Irvine, CA

09/13-6/14

- Planned and facilitated weekly club meeting of 40+ members
- Organized fundraising events including coin collection competitions and car washes
- Contacted and scheduled speakers to share World Vision activities with club members
- Coordinated an all school event showcasing World Vision's impact in the world

Student Leader

Irvine Church, Irvine, CA

09/12-06/13

- Lead peers in weekly discussions
- Assist staff with planning and promoting youth retreats
- Speak to middle school students about the transition to high school

SKILLS

Excellent communication skills
Conversational Spanish

CAMPUS & COMMUNITY INVOLVEMENT

Member, University Book Club
Volunteer, Lighthouse Thrift Store
Attendee, National Leadership Conference