



Resumes & Cover Letters

Your resume is a powerful marketing tool to land an interview.

It's an important part of your total package, and must be clear, concise, appealing, and informative. Employers typically scan a resume for no more than 15 to 30 seconds. Take advantage of that time by crafting a resume that is clear, concise, and quickly demonstrates how you meet their needs.

HOW TO BUILD YOUR RESUME

Make a list of special qualities that set you apart from other applicants. Employers will be looking for examples of:

- How your skills/experience/knowledge fit with the position/industry/organization.
- Your ability to deal with high-pressure situations.
- Willingness to assume responsibility.
- A high energy level.
- Strong interpersonal skills and initiative.

Think of specific examples of where and how each skill or attribute led to a tangible result or achievement. Include work experience, internships, volunteer activities, clubs and organizations, research projects, sports, etc.

Consider the following as you get started. Have you:

- Identified and/or helped solve any problems?
- Instituted any new methods, systems, or procedures?
- Acquired industry-specific knowledge?
- Done something faster, better, or cheaper?
- Increased membership, participation, or sales?
- Saved your organization money or reduced waste?
- Suggested a new service, product, or project?
- Re-organized or improved an existing system?
- Refined the nature of an existing task?
- Maintained a consistently high level of performance?
- Demonstrated leadership skills and exhibited good team player skills?
- Reached out for more work or more responsibility?
- Achieved results with little or no supervision?
- Motivated others?
- Coordinated an event or project?
- Trained another person? What were the results?
- Tutored anyone? Did their grades improve?

Emphasize the Results

Show measurable results to an employer. Quantifying and qualifying your accomplishments gives prospective employers a sense of how you went about an assignment or project and the bottom-line results of your performance. Numbers speak volumes to people who make hiring decisions. Qualifying your results is also important so prospective employers can see the impact of your services. Here are a few examples of how you can turn your bullet points into powerful statements that demonstrate your accomplishments.

Instead of: "Organized all sorority philanthropic events."

Write this: "Organized all sorority philanthropic events which resulted in contributions of over \$4000."

Instead of: "Served food."

Write this: "Developed tact and diplomacy when dealing with customers in a fast-paced environment"

Instead of: "Responsible for typing and filing."

Write this: "Commended for efficiency and accuracy in completing office duties"



Building a Powerful Resume

Writing a stand out resume requires the perfect combination of formatting and content. Make sure your resume is easy to read, understand, and digest.

RESUME FORMAT

<p>Name & Contact</p> <ul style="list-style-type: none"> • At top of resume, centered or justified to left or right. Name should be larger by at least 4 points. • If you have a preferred name, include it in parentheses between your first and last. • May include contact information on one line, separating address, phone, and email with a bullet. <p>TECH TIP: To insert a bullet in the middle of a line of text, in MS Word select Insert > Symbol > Choose.</p>	<p>Margins & Spacing</p> <ul style="list-style-type: none"> • 0.5" to 1" on all sides • Include white space between the sections of your resume. The space should go before each section heading (not necessary after each section heading). • Include a space between each item within each section so that it's clear where one ends and the next begins. 	<p>Font Format</p> <ul style="list-style-type: none"> • Size: 10-12 points • Font: Any that is easily legible (ie Arial, Calibri, Cambria, Helvetica, Times). Use the same font throughout. • Color: Black is preferred. Color may be difficult for some to see and/or not industry-appropriate. • Typical items to bold include Name and Headings. • You may bold whatever content is most relevant to the position: <ul style="list-style-type: none"> • EDUCATION: your university and or degree. • EXPERIENCE: your position title and/or company.
<p>Tables & Text Boxes</p> <p>Avoid these and other complex formatting, as they may make your resume difficult to scan for keywords.</p>	<p>Length</p> <ul style="list-style-type: none"> • 1 page for undergraduate students and recent grads. Fill the page completely. • 2 pages may be acceptable for grad students and others with extensive relevant experience. 	<p>Paper</p> <p>When printing your resume, use 8-1/2" x 11" resume paper in white or ivory.</p> <p>TECH TIP: Resume paper is sold at office supply stores and the UCLA Bookstore.</p>
<p>Bullets</p> <ul style="list-style-type: none"> • Experience descriptions should be in bullet list format. • Use either • or •. Avoid dashes, arrows, check boxes, or diamonds. <p>TECH TIP: To create a bullet list in MS Word go to Home > Paragraph > select the Bullet List icon.</p>	<p>Dates</p> <ul style="list-style-type: none"> • List all dates along the same margin (right preferred). • Best to include months and years for each experience (instead of year only, or quarter/season). • You may format dates as numbers (09/20xx), words (September 20xx), or abbreviate (Sept. 20xx). Be consistent. 	<p>Category Headings</p> <ul style="list-style-type: none"> • Left justified (preferred) or centered. • ALL CAPS and bold (preferred). • May include a bottom border line. <p>TECH TIP: To add a line under your section headings, in MS Word go to Home > Paragraph > select the Bottom Border icon.</p>

RESUME CONTENT *(Building a powerful resume continued)*

ESSENTIAL CATEGORIES

Contact Information	Education	Experience
<ul style="list-style-type: none"> Name (16-18 pts), address, phone #, email, and web address (optional) Make sure email address and your phone's voicemail greeting are "employer appropriate." 	<ul style="list-style-type: none"> Name of school, degree earned or seeking (i.e., BS, BA, MS, MA, PhD), major and minor, expected graduation date (month and year), and GPA (if required or if above 3.0) List highest degree first. Include study abroad. High school should be omitted after sophomore year (or earlier). 	<ul style="list-style-type: none"> Job title, company name, location (city, state), dates of experience, bullet points describing your actions, skills, and accomplishments May include any type of experience: paid and unpaid positions, internships, military service, volunteer, leadership – anything you've done that's relevant to the position you're seeking.

ADDITIONAL CATEGORIES (include only those that best represent your qualifications for the position)

Objective	Qualifications Summary	Skills	Relevant Coursework/ Projects
<ul style="list-style-type: none"> A specific, concise, one-sentence description of the position desired. For a specific position, include the title and company name. For general use omit or state the field, industry, type(s) of positions you are seeking. 	<ul style="list-style-type: none"> List of all of your qualifications for the position (tailored to the job posting). Typically toward the top of the resume, after EDUCATION 	<ul style="list-style-type: none"> Categorize the relevant skills you possess. Categories may include: Languages, Computer, Laboratory List only the skills you can perform with little or no supervision. State your proficiency level with languages and programs (fluent, advanced, proficient, etc.). 	<ul style="list-style-type: none"> List course titles (not numbers) of relevant courses, in order of relevance. If a lab, include (Lab) after title. May be listed separately or as a subsection under Education.

Honors & Awards	Create Your Own Targeted Heading(s)	Research	Publications
<ul style="list-style-type: none"> Students & recent grads can include academic honors, awards and scholarships. May be listed separately or as a subsection under "Education". Include date or # of quarters honors, awards, & scholarships received. 	<ul style="list-style-type: none"> Instead of a general "Experience" section, consider creating headings to demonstrate that you have experience relevant to what the employer is seeking. (Management/Leadership/ Marketing Experience) 	<ul style="list-style-type: none"> List the research project, department/lab/organization name, dates, and description of the project, methods, & findings. Use same format as "Experience" section. 	<ul style="list-style-type: none"> Cite publications using the correct format for your discipline (MLA, APA, etc.). Bold your name. Identify if still in submitted status. May also indicate if peer-reviewed.

Leadership	Activities / Volunteer	Interests	Certifications/Licenses
<ul style="list-style-type: none"> List office(s) held, organization, dates, and a brief description of accomplishments Use same format as "Experience" section. 	<ul style="list-style-type: none"> List membership in any clubs, sports, or community service experiences. May not include a description, depending upon the depth of your involvement. 	<ul style="list-style-type: none"> List outside hobbies, interests and talents. Only include those that are unique, specific, and/or require skill/dedication. OK: Jiu-Jitsu, Tennis Not: Reading, Nature, Music 	<ul style="list-style-type: none"> List if applicable to the position or field.

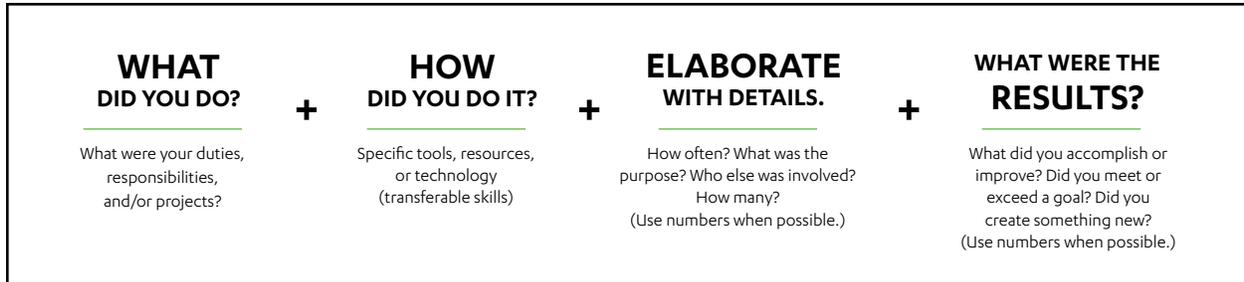
DO NOT INCLUDE

References	Personal Information	Pictures
<ul style="list-style-type: none"> Do not state "References available upon request," as this is assumed. Type your Reference list on a separate page. Take with you to the interview. 	<ul style="list-style-type: none"> In the U.S. it is inappropriate to include marital status, citizenship, date of birth. 	<ul style="list-style-type: none"> Do not include a photo of yourself. May be appropriate for an acting or modeling position or if applying for a job in a country in which it is customary to include a photo.



Build Your Bullet Points

Below is a formula for creating detailed bullet points. Use the examples below to practice creating your own.



WHAT	HOW	ELABORATE	RESULTS
Directed customers to items	Developed a new merchandising strategy		Increased average daily store revenue by 9% and average sales per customer by 12%
FINAL BULLET POINT: Developed merchandising strategy to direct customers to higher margin products that increased average daily store revenue by 9% and average sales per customer by 12%.			

WHAT	HOW	ELABORATE	RESULTS
Participated in client meetings	Used Power Point, presentation skills		Met weekly with traders on Interest Rate Swap desk. Presented on the interest rate movement in major international markets
FINAL BULLET POINT: Prepared and presented weekly Power Point presentations to highlight interest rate movement in major international markets to trainers on Interest Rate Swap desk.			

Now it's your turn:

WHAT	HOW	ELABORATE	RESULTS
FINAL BULLET POINT:			

WHAT	HOW	ELABORATE	RESULTS
FINAL BULLET POINT:			

Action Verbs for resumes & cover letters

(Arranged by Industry and/or skill)

ANALYTICAL / RESEARCH

Analyzed	Detected	Extracted	Invented	Researched	Surveyed
Assessed	Determined	Formulated	Investigated	Reviewed	Systematized
Clarified	Diagnosed	Gathered	Located	Screened	Tested
Collected	Evaluated	Identified	Measured	Searched	Validated
Compared	Examined	Inspected	Observed	Specified	
Conducted	Experimented	Interpreted	Organized	Solved	
Critiques	Explored	Interviewed	Proved	Summarized	

CREATIVE

Began	Created	Drew	Founded	Invented	Photographed
Combined	Customized	Entertained	Illustrated	Modeled	Revised
Composed	Designed	Established	Initiated	Modified	Revitalized
Conceptualized	Developed	Fashioned	Integrated	Originated	Shaped
Condensed	Devised	Formulated	Introduced	Performed	

FINANCIAL

Administered	Audited	Controlled	Estimated	Prepared	Researched
Adjusted	Balanced	Corrected	Forecast	Programmed	Retrieved
Allocated	Budgeted	Cut	Managed	Projected	Tabulated
Analyzed	Calculated	Decreased	Marketed	Purchased	Trimmed
Appraised	Computed	Determined	Measured	Reconciled	
Assessed	Conserved	Developed	Planned	Reduced	

INTERPERSONAL/TEAMWORK

Adapted	Coached	Encouraged	Insured	Negotiated	Supplied
Advised	Collaborated	Ensured	Interacted	Prevented	Supported
Advocated	Contributed	Expedited	Intervened	Provided	Volunteered
Aided	Cooperated	Facilitated	Involved	Referred	
Answered	Counseled	Focused	Listened	Rehabilitated	
Arranged	Demonstrated	Furthered	Mediated	Represented	
Cared for	Diagnosed	Guided	Moderated	Resolved	
Clarified	Enabled	Initiated	Motivated	Simplified	

LEADERSHIP/MANAGEMENT

Accomplished	Contracted	Enhanced	Initiated	Oversaw	Saved
Acted	Controlled	Enlisted	Inspected	Pioneered	Scheduled
Advanced	Converted	Ensured	Instigated	Planned	Secured
Administered	Coordinated	Established	Instituted	Presided	Selected
Analyzed	Decided	Executed	Integrated	Prioritized	Shaped
Appointed	Decreased	Founded	Introduced	Produced	Solidified
Approved	Delegated	Generate	Led	Recommended	Spearheaded
Assigned	Developed	Handled	Lowered	Recruited	Stimulated
Attained	Directed	Headed	Managed	Reorganized	Streamlined
Authorized	Dispatched	Hired	Merged	Replaced	Strengthened
Chaired	Diversified	Hosted	Modified	Represented	Supervised
Completed	Eliminated	Improved	Motivated	Restored	Terminated
Considered	Emphasized	Incorporated	Organized	Reviewed	Trimmed
Consolidated	Enforced	Increased	Overhauled	Revitalized	Verified

ORAL / WRITTEN COMMUNICATION

Addressed	Consulted	Drafted	Interpreted	Presented	Solicited
Advertised	Contacted	Edited	Interviewed	Promoted	Specified
Arbitrated	Conveyed	Enlisted	Joined	Proposed	Spoke
Arranged	Convinced	Explained	Judged	Publicized	Suggested
Articulated	Corresponded	Expressed	Lectured	Published	Summarized
Authored	Debated	Familiarized	Listened	Reconciled	Synthesized
Clarified	Defined	Formulated	Marketed	Recruited	Translated
Collaborated	Demonstrated	Furnished	Mediated	Referred	Wrote
Communicated	Described	Illustrated	Moderated	Reinforced	
Composed	Developed	Incorporated	Outlined	Reported	
Condensed	Directed	Informed	Participated	Resolved	
Conferred	Discussed	Influenced	Persuaded	Responded	

ORGANIZATION

Approved	Contained	Filed	Operated	Registered	Submitted
Arranged	Compiled	Generated	Ordered	Reserved	Supplied
Catalogued	Coordinated	Implemented	Organized	Responded	Standardized
Categorized	Corrected	Incorporated	Planned	Restructured	Systematized
Charted	Corresponded	Logged	Prepared	Reviewed	Updated
Classified	Distributed	Maintained	Processed	Scheduled	Validated
Coded	Expedited	Monitored	Provided	Screened	Verified
Collected	Executed	Obtained	Recorded	Set up	

SALES / MARKETING

Achieved	Delivered	Generated	Led	Restored	Surpassed
Attained	Earned	Increased	Marketed	Saved	Transformed
Completed	Exceeded	Improved	Promoted	Shaped	Won
Conceived	Expanded	Launched	Resolved	Succeeded	

TEACHING/TRAINING

Adapted	Coordinated	Evaluated	Influenced	Schooled	Transmitted
Advised	Critiqued	Explained	Informed	Set goals	Tutored
Appraised	Demonstrated	Facilitated	Instilled	Simulated	
Clarified	Developed	Focused	Instructed	Stimulated	
Coached	Educated	Guided	Motivated	Taught	
Communicated	Enabled	Individualized	Persuaded	Tested	
Conducted	Encouraged	Indoctrinated	Rehabilitated	Trained	

TECHNICAL

Adapted	Conserved	Developed	Installed	Programmed	Retrieved
Applied	Constructed	Diagnosed	Maintained	Rectified	Solved
Assembled	Controlled	Drafted	Monitored	Regulated	Specialized
Automated	Converted	Engineered	Operated	Remodeled	Standardized
Built	Debugged	Fabricated	Overhauled	Repaired	Studied
Calculated	Designed	Fortified	Prevented	Replaced	Upgraded
Computed	Determined	Inspected	Printed	Restored	Utilized

CV vs. Resume

A Curriculum Vitae (CV) may be requested in lieu of a resume, typically for academic, scholarly or research opportunities. For undergraduate students, the differences between a CV and a resume are limited. See the following chart and template for guidance on what content to include.

	CV	Resume
Audience	Academics, researchers or teachers	Potential employers and networking contacts
Goal	To obtain an academic or research position, grant or fellowship	To obtain a position in any industry outside of academia
Structure & Format	Complete history of your academic credentials – research, teaching, awards, funding, service	Brief snapshot of your most relevant skills and work experience. Most relevant skills and experiences should be in the first 1/3 of the resume. Resumes are targeted specifically for the job description
Focus	Your academic achievements and your scholarly potential	Relevant experience and demonstrated skills through accomplishments that prove you can do the job well
Unnecessary Info	Activities not related to academic pursuits (i.e., personal information, irrelevant work experience, hobbies, etc)	Unabridged list of publications, presentations, conferences attended, courses taught. Work or accomplishments that are not relevant to the position
Length	Flexible	1-2 pages (One page highly recommended)

Basic Resume Template

Full Name
City, State · Phone Number · Email Address · LinkedIn URL

OBJECTIVE (Optional)
Briefly and succinctly, state the type of job and the industry you prefer.

EDUCATION ●

University of California, Los Angeles
BA/BS, Major Field of Study
Expected graduation date (month, year)
• GPA: (List if 3.0 or above)
• Relevant Coursework: (Optional. List course titles not numbers, of the 3-5 courses you have taken that are most relevant to the position).
Community College
AA/AS, Field of Study

SKILLS ●

- Computer: (State your computer skills and proficiency level)
- Languages: Include Foreign Language Proficiency
- Other categories may include laboratory, social media, or other depending on relevance to position

EXPERIENCE
Experience can be divided into RELEVANT EXPERIENCE or a category that reflects similar experiences (e.g. Teaching Experience, Marketing Experience, Research Experience, etc.)

Organization, City, State
Position Title
• 3-5 bullet points.
DEMONSTRATE your skills through relevant duties, tasks, results and accomplishments.

LEADERSHIP EXPERIENCE
Club/Organization Name, City, State
Position Title
(Format the same as above)

COMMUNITY/VOLUNTEER EXPERIENCE

ACTIVITIES

HONORS/AWARDS
Name of Honor/Award

1

2

3

4

1. Study Abroad can be listed in the Education section.
2. These are optional skill categories that can be included if preferred
3. Bullets should begin with action verbs (see pages 21-22).

4. These are examples of other sections that can be included. If you were an active member participant, simply state the name of the organization with dates of involvement.

Undergraduate Curriculum Vitae (CV) Template

Name

(Updated month, date, year)

Human@ucla.edu

111.111.1111 (cell)

Hr123 (Skype)

Education

B.A. English, University of California, Los Angeles, expected June 15, 20xx

Research

Assistant, Johansen Lab, UCLA Biology Department 2012-present
novel model of X in Y Lab, resulting in 3 publications and 2 conference presentations.

Consider including:

- Research Experience
- Publications
- Presentations
- Invited Presentations & Panels
- Columns
- Other Publications (Op-ed, editorial, photography, etc.)

Teaching Experience

Teaching Assistant, UCLA Biology Department 2010-Present
Introduction to Biology, BIO 101 (3 courses) Fall 2014, Winter 2015

Consider Including:

- Teaching Assistant
- Learning Assistant
- Tutor
- Advising & Mentoring

Service

Consider Including:

- Professional Affiliations
- Conference Participation
- Journal Reviewing
- Leadership Roles in Student Organizations
- Committee Service
- Community Service

Discipline-Specific Sections (if relevant)

Consider Including:

- Media Contributions
- Clinical Experience
- Professional Experience
- Curatorial Experience
- Design Experience
- Research Projects
- Exhibits
- Recitals
- Performances
- Languages
- Translations
- Archival Experience
- Policy Experience
- Skills (Tech/Lab/Software)

Target Your Resume to the Job

ONE SIZE DOES NOT FIT ALL

Your Skills + Their Need = Connection

- Make it easy for the employer to see your fit for the job
- Do not assume they will “know what you mean” - be specific
- Use action verbs to demonstrate what you have accomplished
- Use the job posting as a guideline for targeting your resume

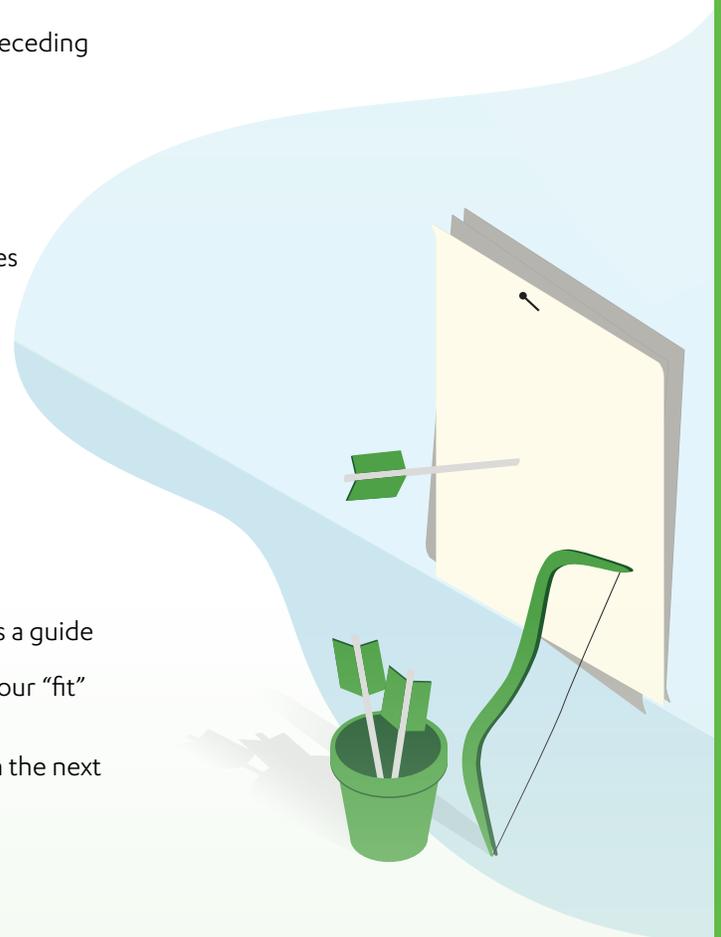
Steps to Target Your Resume

1. Create a great resume following the guidelines in the preceding pages of this chapter
2. Review the job description
 - Read the specific skills and qualifications: underline words/phrases that match your background
 - Read the job responsibilities: underline words/phrases that match your background
 - Take an inventory of your experiences: how and where have you applied these skills?

Tips

- Use the keywords from the job posting in the targeted industry (Online applications are often matched to keywords in job posting for screening out resumes)
- If the job posting is very limited, find similar jobs to use as a guide
- The cover letter will also be targeted and can elaborate your “fit”

Targeting to the job applies to all sections of the resume. On the next page is an example of only one section.



EXAMPLE: TARGETING A RESUME

INTERNSHIP POSTING: PUBLIC RELATIONS

WHO WE WANT

Our ideal candidate is a numbers person who loves market research and analytics. This person must also be proactive, organized, and an excellent communicator who works well in teams and independently.

TYPICAL INTERNSHIP RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Developing media lists/databases
- Drafting press releases and pitch emails
- Identifying and compiling editorial calendar lists
- Creating briefing sheets in preparation for media interviews
- Assisting with Power Point presentation development
- Monitoring for client and competitor coverage
- Developing media coverage books, including scanning, clipping, formatting, printing and binding
- Press kits, marketing kits and media coverage books
- Collection, analysis and reporting of internet data for purposes of understanding and optimizing web usage
- General office administration tasks such as managing the subscription database and sorting mail
- Media relations
- Compiling agency marketing kits

SKILLS AND REQUIREMENTS

- Strong research and analytical skills are a must! Commitment to a full-time schedule for three months: 8:30A - 5:30P, Monday thru Friday
- BA/BS in English, Journalism, Communications or related field or equivalent work experience
- Proficient in Microsoft Office and strong Internet research skills

GENERAL RESUME (BEFORE)

Financial Relations Board, Los Angeles, CA Jan.- Sept. 20xx Investor Relations & Account Intern

- Assisted with materials for client meetings, including presentations and printed information
- Reviewed newspapers and internet for company information

Terri Hines & Associates, Burbank, CA Summer 20xx Publicity/Marketing Intern

- Assisted with events and promotions
- Contributed in brainstorm to pitch ideas to clients (print, television, radio, online, and grassroots efforts)
- Assisted at pre-screenings of films, etc.

TARGETED RESUME (AFTER)

Financial Relations Board, Los Angeles, CA Jan.- Sept. 20xx Investor Relations & Account Intern

- Drafted and issued press releases based upon targeted research.
- Prepared and delivered presentations using Power Point.
- Conducted media monitoring, developed media lists and databases, completed investor and media outreach.
- Compiled press kits, marketing kits and media coverage books

Terri Hines & Associates, Burbank, CA Summer 20xx Publicity/Marketing Intern

- Applied strong research and analysis skills to monitor internet usage using Google analytics
- Assisted in publicity and promotions department; client base included Paramount, Sony Pictures, Disney, Focus Features
- Secured and coordinated promotional events, assembled and mailed press packets, followed up with clients
- Contributed in brainstorm to pitch ideas to clients (print, television, radio, online, and grassroots efforts)
- Assisted at pre-screenings of films, promotional events, press junkets, and television interviews by coordinating set-up and prize awards.
- 40 hours/week

Targeted Resume: Management

Font: Century Gothic

MASAKO BRUIN

405 Hilgard Avenue · Los Angeles, CA 90024 · (310) 825-4321 · Mbruin@ucla.edu

OBJECTIVE: A management trainee position in retail merchandising.

EDUCATION

University of California, Los Angeles (UCLA)
Bachelor of Arts in English June 20xx

- GPA: 3.46
- **Relevant Coursework :** Elementary Accounting, Statistics, Business Writing, Research Methods

EXPERIENCE

Assistant Manager
SANDS FURNITURE, Santa Monica, CA January 20xx - Present

- Schedule and supervise a staff of seven employees to ensure sales goals are achieved and ample coverage during shifts.
- Increased sales volume by 25% in just six months through enhanced knowledge of inventory and effective communication.
- Promoted to Assistant Manager from Sales after only 6 months as Sales Associate.

Program Coordinator
ASIAN EDUCATION PROJECT, UCLA August 20xx - June 20xx

- Trained 15 new volunteers to work with at-risk elementary school children to enhance their overall GPA.
- Wrote, compiled and edited a 20 page manual for training volunteers.
- Expanded the program to include five additional elementary schools.
- Promoted to Program Coordinator from Volunteer within 2 months.

Office Assistant
THOMAS TEMPORARIES, INC., Sherman Oaks, CA June 20xx - July 20xx

- Provided clerical support for several large corporate offices and law firms.
- Enhanced administrative skills and became proficient in the use of Word, Excel and Power Point software.

SKILLS

Programs : Proficient in Microsoft Word, Excel, Power Point, Outlook, and Access.
Languages: Fluent in Spanish; Conversational in Japanese.

HONORS & ACTIVITIES

Deans List (20xx)
Contributing Writer, "Pacific Ties, UCLA" (student special interest newspaper)

1. Using bullets can be a great way to separate your contact details.
2. Use PRESENT tense for current experiences and PAST tense for completed tasks or positions you've already ended.
3. Consider giving categories to your skills such as "computer programs" and "languages."

Targeted Resume: Editor

Font: Calibri

MASAKO BRUIN

405 Hilgard Avenue, Los Angeles, CA 90024. (310) 555-5555. Mbruin@ucla.edu

OBJECTIVE: An entry-level position on a newspaper editorial staff. 1

EDUCATION

Bachelor of Arts in English
UNIVERSITY OF CALIFORNIA, LOS ANGELES (UCLA) Expected June 20xx

- GPA: 3.46 2
- **Independent Research Project:** Wrote a 40 page report on Latino influences on mainstream popular American culture. Researched current periodicals covering cultural, educational, economic and social issues.

WRITING EXPERIENCE

Contributing Writer
PACIFIC TIES, UCLA May 20xx - Sept 20xx

- Authored articles targeting Asian American issues for special interest newspaper.
- Researched community issues and interviewed prominent community leaders.

Program Coordinator/Editor
ASIAN EDUCATION PROJECT, UCLA August 20xx - June 20xx

- Compiled and edited a 20 page training manual for volunteers.
- Expanded program to include five additional elementary schools.
- Recruited and trained volunteers to work with at-risk elementary school children.

RELATED EXPERIENCE

Assistant Manager
SANDS FURNITURE, Santa Monica, CA November 20xx - Present

- Created ad copy and developed promotional materials to market furniture, increasing sales by 20%
- Composed a wide variety of business correspondence to maintain relationships with customers, suppliers, and business patrons
- Joined firm as Sales Associate; rapidly promoted to Assistant Manager within 6 months of employment.

Office Assistant
THOMAS TEMPORARIES, INC., Sherman Oaks, CA January-November 20xx

- Enhanced administrative skills and became proficient in the use of computers.

SKILLS

- Proficient in Microsoft Word, Power Point, Adobe Photoshop, Web Design, and Blogging.
- Bilingual Spanish/English (oral and written translation); Conversational Japanese.

1. To add a line under your contact information in MS Word, go to "Borders and Shading" and select the "_____" grid.
2. Round GPA to two decimal points.

Business Resume Sample

Font: Calibri

WAI KONG (PETER) LEE
 Los Angeles, CA
 (310) 555-5555 · email@ucla.edu

EDUCATION
University of California Los Angeles | Los Angeles, CA June 20xx
Bachelor of Arts, Business Economics
Minor in Accounting, Specialization in Computing

- Cumulative GPA: 3.83; Major GPA: 3.86; SAT: 2310
- National Champion – DECA Business Plan Competition (20xx)
- Relevant Coursework: Finance, Managerial Accounting, Computer Science, Statistics, International Trade

UCLA Travel Study | London, England Summer 20xx

- Studied International Business Law & Taxation within the European Union

PROFESSIONAL EXPERIENCE
Platelet Asset Management, Ltd. | Central, Hong Kong June 20xx - September 20xx
Wealth Management Intern

- Assisted Managing Director in creating performance reports and asset allocation proposals for 20 high-income clients
- Identified new opportunities to realize capital gains and maintain credit quality, coupon rate, and maturity
- Collaborated closely with 2 financial advisors on preparing investment plans for existing and prospective clients

Beacon Economics | Los Angeles, CA January 20xx - April 20xx
Intern

- Conducted literature reviews and gathered data analyzing shortage of future Allied Healthcare workers
- Created written reports and Power Point presentations to assist in gaining media coverage of recent research findings

UCLA Daily Bruin | Los Angeles, CA March 20xx - December 20xx
Account Executive

- Implemented innovative marketing strategies to develop stronger partnerships with existing clients
- Generated 20 new clients and over \$15,000 in sales within the first 3 months of employment

LEADERSHIP AND CAMPUS INVOLVEMENT
UCLA Bruin Consulting | Los Angeles, CA June 20xx - June 20xx
Finance and Outreach Director

- Collaborated with a 9-person board to implement over 7 professional events for 450+ members quarterly
- Planned and hosted UCLA's largest annual Consulting Fair with over 20 firms and 250+ attendees
- Developed and implemented innovative marketing campaign that increased event attendance by 70%

UCLA Undergraduate Business Society | Los Angeles, CA September 20xx - October 20xx
Investment Banking Workshop Participant

- Selected to participate in a 6-week intensive workshop series on valuation techniques, merger & acquisition models, restructuring and market/industry trends led by top investment banking firms

Strategy & Operations Healthcare Case Competition | UCLA April 20xx
Team Leader

- Led a team of 4 to develop strategic and operational recommendations for new market entry
- Created strategic plan for partnership with a major pharmaceutical corporation to gain advanced sales

SKILLS

- Computer:** Experienced in Excel, Power Point, Word; Adobe InDesign, Photoshop; basic C++
- Language:** Intermediate Fluency in Spanish; Conversational Farsi
- Interests:** Classical piano, camping in the Sierras, scuba diving, Sudoku

- If you have adopted an American first name, indicate this in parenthesis. If your name is difficult to pronounce, consider including the phonetic spelling beneath your name. Don't include personal information (e.g., marital or health status, religion, ethnicity, photograph, hobbies, or employment status).
- Some employers may ask for SAT Scores; include the breakdown if your quantitative score helps emphasize your quantitative abilities.
- Consider breaking the traditional grammatical rule if you want to add extra emphasis to a number less than 10.
- The "+" symbol can be a great way to show an estimate or can be used in place of words like "more than" or "over."
- Use symbols instead of writing out the words "percentage" or "dollar," as in 25% or \$2 million.
- Include categories to highlight your skills.

Accounting Resume Sample

JESSICA BRUIN
 Los Angeles, CA · (310) 206-1931 · jjbruin@ucla.net. linkedin.com/yourname

EDUCATION

UNIVERSITY OF CALIFORNIA, LOS ANGELES Los Angeles, CA
Bachelor of Arts, Business Economics Expected June 20xx
Minor in Accounting
 • Cumulative GPA: 3.76; Accounting GPA: 3.9
 • Honors: 20XX William Sharpe Fellow; UCLA Dean's List
 • Activities: Beta Alpha Psi, Student Accounting Society, Undergraduate Business Society, Delta Sigma Pi
 • CPA Eligible (September 20XX)

RELEVANT COURSEWORK

Principles of Accounting Tax Principles and Policy	Intermediate Accounting Macroeconomic Theory	Management Accounting Microeconomic Theory
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EXPERIENCE

PRICEWATERHOUSECOOPERS LLP Los Angeles, CA
Tax Intern August 20xx
 • Audited Quarterly tax provisions of companies such as Bruin Corp, Fast Bruin, and Bruin Net
 • Collaborated with a team to advise major companies on international tax structuring strategies
 • Performed a tax review and compliance for Bruin Enterprise Corporation

SONY PICTURES Los Angeles, CA
Accounting Intern June 20xx
 • Prepared bank reconciliations for 45+ corporate, production, and international bank accounts on a monthly basis
 • Researched and resolved discrepancies in account activity and actively verified bank balances
 • Analyzed accounting data, performed revenue validation tests, and created cash allocation schedules
 • Processed international employee expense reimbursements and retrieved supporting statements

LEADERSHIP

DELTA SIGMA PI, UCLA Los Angeles, CA
Vice President September 20xx- March 20xx
 • Compiled and created Annual Business Report and submitted final copy to the National Chapter
 • Managed financial statements, recorded activities, and contacted employers to support organization's efforts

PRICEWATERHOUSE COOPERS CASE COMPETITION Los Angeles, CA
Tax Project – Team Leader November 20xx
 • Led a team of five students to develop an effective healthcare reform proposal for a small fictitious company
 • Analyzed data, assisted team members with finalizing and delivering the group presentation in front of the judges

GIRL SCOUTS OF AMERICA
Gold Award Recipient April 20xx
 • Planned and executed a community-wide book drive generating 1,240 books for a library in Botswana
 • Developed curriculum about Botswana and Africa and taught the material to a class of 25 elementary school students

COMMUNITY INVOLVEMENT

UCLA Volunteer Income Tax Assistance (VITA) Los Angeles, CA
Income Tax Preparer September 20xx - Present
 • Provide support to low-income residents filing their income tax to make sure they meet federal and state tax regulations
 • Assist clients in filling out 1040 Individual Tax forms and answer questions regarding deductions and refund policies

SKILLS

- **Computer:** Proficient in Microsoft Word, Excel, Power Point, and Adobe Photoshop and QuickBooks
- **Language:** Fluent in Mandarin

1

1. Consider listing "Relevant Coursework" in its own section. This is especially important for industries like Accounting that require specific coursework.

Teaching Resume Sample

JAMES BRUIN

501 Westwood Plaza, Los Angeles, CA, 90095 • 310-555-5555 • bruin@ucla.net

EDUCATION

University of California, Los Angeles (UCLA)

Bachelor of Arts, Sociology

Expected June 20xx

- GPA: 3.3
- Awarded the Chancellor's Service Award
- **Relevant Coursework:** Child Development, Social Psychology of Higher Education, Understanding Gifted Students, and Academic Success in your Undergraduate Experience

CERTIFICATIONS: CBEST, CSET, CPR

TEACHING EXPERIENCE

Tutor, Project Literacy, UCLA

Sept. 20xx-Present

- Tutor a 4th grade student in a low-income, urban community on a weekly basis in math, science, and English
- Assist the student in developing effective learning strategies
- Review homework, create flashcards, and engage the student in the learning process
- Consult with teachers and parents regarding student progress and attendance, resulting in 20% improvement in attendance within two months

Undergraduate Section Leader, Sociology Department, UCLA

Sept. 20xx-Dec. 20xx

- Led section of 15 students through discussion of course material and review for midterm
- Utilized learning theories to create interactive lessons and student-run discussion
- Assisted students in selecting topic and writing a 20-page research paper
- Oversaw the development of a training manual for future section leaders

Workshop Leader, "Academics in the Commons," UCLA

Sept. 20xx-June 20xx

- Provided educational workshops to fellow undergraduates to enhance their college experience
- Presented 4 workshops per quarter, on topics including: "Preparing for Law School," "Transfer Adjustment," and "Study Skills" with average attendance of 50 students
- Utilized technology to engage students through visual and interactive learning

Swim Instructor / Lifeguard, YMCA, Los Angeles, CA

Jun.-Aug. 20xx, 20xx

- Taught 30-minute swim lessons to students, ages 2 years old to adults
- Presented safety workshops to educate students on pool safety, community health, and handling emergency situations
- Evaluated mastery of techniques for advancement to the next skill level

LEADERSHIP EXPERIENCE

Resident Assistant, Office of Residential Life, UCLA

Sept. 20xx-Present

- Assisted 90 first-year students with the high school to college transition
- Facilitated roommate contracts and effectively resolved conflicts between residents
- Created 7 programs per quarter on academics, personal growth, citizenship and community development
- Awarded Hall of Fame programming award for canned food drive
- Served as part of a rotating duty team enforcing on-campus housing policy

Transfer Student Resume

Font: Arial

ANDY BRUIN
405 Hilgard Avenue, Los Angeles, CA 90095
(310) 825-4321 abruin@ucla.net

EDUCATION

University of California, Los Angeles (UCLA) **Expected December 20xx**

Bachelor of Arts, Economics, Computing Specialization ●

- GPA
- Relevant Courses: Compiler Construction, Artificial Intelligence, Algorithms & Complexity

Fresno City College **June 20xx**

Associate of Science, Mathematics

- GPA
- Relevant Courses: Systems Programming, Computer Architecture, Operating Systems, Modeling, Network Fundamentals, Programming Languages

COMPUTER SKILLS

- **Programming Languages:** HTML, XML, ASP, Visual Basic, PHP, Java, JavaScript
- **Operating Systems & Environments:** Windows 7, Windows XP
- **Application Software:** Microsoft Office (Word, Excel, Power Point, Access, Outlook, Publisher)
Adobe Photoshop, Final Cut Pro

PROJECTS

Computer Science Students Association (CSSA), FCC September 20xx- Present

- **Artificial Intelligence:** Collaborated with a team of 5 students on designing a computerized chess game using artificial intelligence problem solving
- **Web Design:** Designed CSSA's homepage using HTML, XML, and Java and UX design concepts to engage users

LEADERSHIP & SERVICE

Habitat for Humanity **July-September 20xx, 20xx**

Volunteer

- Participated in local chapter's fundraising events and assisted with logistics, registration and set-up
- Designed marketing flyers utilizing Microsoft Publisher
- Created a short video of the chapter's accomplishments with Final Cut Pro (www.abchh.com)
- Collaborated as a team with other college students and people from the community on building homes

Camp Grow Summer Camp

Recreation Assistant **June-August 20xx, 20xx**

- Organized and led arts and sports activities for 50+ children ages 6-13 on daily basis
- Collaborated with camp counselors and other staff on managing conflicts, while providing a fun and safe environment

ACTIVITIES / HONORS

Computer Science Students Association, UCLA
Webmasters Student Group, UCLA ●
UC Regents Scholars, UCLA

1

2

1. If you transferred from a junior college but didn't receive an Associates degree, you can state under UCLA that you transferred from "xyz college" with "x" GPA.
2. For those who have creative/technical skills, provide a link to your work .

Student Athlete Resume Sample

Font: Calibri

TERRY BRUIN

Los Angeles, CA 90095 | (310) 555-555 | terryb@ucla.net

EDUCATION

University of California, Los Angeles (UCLA), Los Angeles, CA
Bachelor of Arts, History

Expected June 20xx

- GPA: 3.56
- Relevant coursework: Economic History of Europe, US Urban History, History of Science and Technology

EXPERIENCE

UCLA Women's Volleyball, Los Angeles, CA

Team Member

August 20xx - Present

- Compete at Division I level in one of the nation's most recognized conferences
- Practice 20-25 hours weekly and travel while maintaining full course load and related commitments
- Work directly with coaches and team captain on strategy and team building exercises
- Serve as a mentor to potential recruits and current freshmen class

UCLA Volleyball Camps, Los Angeles, CA

Volleyball Instructor

Summers 20xx - 20xx

- Taught volleyball skills to 25+ children ages 5-14 in a fun, non-competitive environment on daily basis
- Developed weekly lesson plans and goals customized to various skill levels and learning styles
- Communicated with parents and other coaches regarding the athletes' progress
- Promoted additional UCLA-sponsored clinics resulting in increased revenue for the athletic department

Chili's Bar & Grill, Los Angeles, CA

Server

Summer 20xx

- Provided excellent customer service in a fast-paced restaurant environment
- Guided guests through new/seasonal menu items, demonstrating knowledge of the food and ingredients

LEADERSHIP EXPERIENCE

Bruin Athletic Council, UCLA, Los Angeles, CA

Council Member

September 20xx - Present

- Collaborate with members on organizing events and creating a strong communication line between student-athletes and UCLA athletic administrators in order to enhance the student experience of UCLA athletes
- Review and debate NCAA rules

Student Athlete Mentoring Program, UCLA, Los Angeles, CA

Recruiting Coordinator

March 20xx - Present

- Trained to provide basic counseling related to suicide prevention, alcohol and drug abuse, stress, sexual harassment and misconduct, bystander awareness, and eating disorders
- Mentor and provide emotional/academic support to peers in the student athlete community
- Raise awareness, recruit potential members and promote a healthy lifestyle for all college students

VOLUNTEER EXPERIENCE

Sierra Club, Los Angeles, CA

Outreach Volunteer

April 20xx

- Educated groups of 25-30 children in 4th and 5th grades about conservation and the environment
- Collaborated with volunteers to create interactive and fun activities to promote recycling

SKILLS

- **Computer:** Microsoft Word, Excel, and Power Point; Adobe Photoshop and Illustrator

Technical Resume Sample

Font: Times New Roman

JESSIE BRUIN
Los Angeles, CA | (310)207-1942 | luna.bruin12@g.ucla.edu | linkedin.com/in/lunabruin

EDUCATION

University of California, Los Angeles *June 20xx*
B.S. Mechanical Engineering, Technical Breadth in Civil and Environmental Engineering
Certificate in Russian Language and Culture for Engineers

- **GPA** 3.3
- **Honors:** Dean's List (Winter/Spring 20xx)
- **Relevant Coursework:**
 - Intro to Manufacturing Processes
 - Advanced Strength of Materials (In Progress)
 - Introduction to Mechanisms and Mechanical Systems
 - Intro to Transportation Engineering
 - Intro to CAD and Drafting
 - Computer Programming with MATLAB

TECHNICAL SKILLS

Computer: Proficient in Microsoft Office, SolidWorks, MATLAB, Photoshop, RaspberryPi
Machines: Mill, Lathe, Waterjet, Drill press, Band saw, Tapping machine, etc.

ENGINEERING RESEARCH

Smart Grid Energy Research Center, UCLA *January 20xx- Present*
Undergraduate Researcher

- Design 6 icons and a logo for a smart iOS EV charging app using Photoshop
- Pitch 3 innovative ideas to make the app more user-friendly resulting in 50% more engagement
- Wrote an app description for beta testing and helped pass the beta review within a 48 hour window
- Generate appropriately sized icons for another EV charging app and helped publish it in national journal

ENGINEERING PROJECTS

Bruin Racing Formula SAE *September 20xx- Present*
Controls Sub Team Member

- Machine various parts of race car using different machining operations, like waterjet, mill, lathe, etc.
- Design minor parts of the brake system using a 3D CAD software-SolidWorks
- Collaborate with an interdisciplinary team to discuss strategies to increase workflow efficiency in regards to design, sponsorship, and membership engagement
- Researched cost effective components and inventoried every part of the design, saving club up to \$300

Department of Mechanical Engineering, UCLA *January 20xx- Present*
Senior Design Project-Systems Engineer

- Act as a systems engineer within a team of 5 to design an autonomous air-propelled robot utilizing CADD
- Utilize 3-D modeling for the ball delivery system and conducted testing to ensure accuracy and quality
- Assist the manufacturing and assembly of robot by coding with C++/Java for final testing

ACTIVITIES

UCLA Club Water Polo, Vice President *September 20xx - June 20xx*
Bruin Racing Club, Member *April 20xx- Present*

ADDITIONAL SKILLS

Languages: Fluent in Spanish

1. Include your LinkedIn or website for your projects
2. Only list upper division and/or relevant courses; no more than 6
3. List your level of proficiency

4. Show how you use your technical skills in your bullets
5. Quantify- show results
6. Class projects can be included

Pre-Health Resume Sample

JOSIE BRUIN

Los Angeles, CA 90278 · 310-222-3333 · jbruin@ucla.edu

EDUCATION

University of California, Los Angeles **Los Angeles, CA**
BS Physiological Science **Expected June 20xx**
• **GPA** 3.75
• **Activities:** Society for Physical and Occupational Therapists (SPOT)

CERTIFICATIONS

- **CPR, First Aid, BLS**

CLINICAL EXPERIENCE

UCLA CARE EXTENDER PROGRAM **Los Angeles, CA**
Care Extender, Ronald Reagan Medical Center **May 20XX-present**
• Assist doctors and nurses with patient care and transport, restock supplies for nursing stations and rooms
• Provide support to medical staff, observe minor procedures and shadow physicians regularly

UCLA SPORTS MEDICINE INTERNSHIP PROGRAM **Los Angeles, CA**
Intern **September 20XX-March 20XX**
• Assisted in the rehabilitation and prevention of injuries of varsity athletes during games and practices
• Observed and utilized rehab techniques, including the use of modalities and soft tissue mobilization
• Evaluated and treated a wide variety of athletic injuries including non-orthopedic issues, under the supervision of physicians and physical therapists

RESEARCH EXPERIENCE

UCLA RESEARCH LABORATORY **Los Angeles, CA**
Research Assistant **October 20XX - Present**
• Analyze relationship between programmed death receptor-ligand 1 in tumor growth and pathogenesis
• Conduct Polymerase Chain Reaction experiments to amplify selected sections of DNA and RNA to analyze knockout mice
• Perform Gel Electrophoresis to separate charged molecules to generate the oral cancer mice model

WORK EXPERIENCE

SELF-EMPLOYMENT **Los Angeles, CA**
Child Care Provider **June 2013-present**
• Provided care and supervision to 8 children ages 2-12 on weekly basis
• Prepared meals, assisted with feeding, bathing; regulated play and bed times based on parents request

LEADERSHIP EXPERIENCE

RESIDENT GOVERNMENT COUNCIL **Los Angeles, CA**
Community Representative for Hedrick Summit **September 20XX-May 20XX**
• Provide feedback to Residential Directors and work towards improving life for student residents
• Collaborate on creating and implementing social activities for students to promote friendships

COMMUNITY INVOLVEMENT

BURRITO PROJECT **Los Angeles, CA**
Volunteer **June 20XX-September 20XX**
• Prepared 1,000+ burritos for homeless and women's shelters on a weekly basis
• Assigned individual tasks and organized volunteers at different stations to improve work flow

SKILLS

- **Laboratory:** Assays, PCR, Autoclave, Protein Purification
- **Computer:** Microsoft Suite, Google Docs, Social Media Experience (Facebook, Instagram, Twitter)
- **Language:** Basic knowledge of Spanish

Biotechnology / Science Resume Sample

Lindsay Bruin

Los Angeles, CA 555-555-5555 bruin_lindsay@ucla.net

OBJECTIVE

Seeking an entry-level Quality Associate position in regulatory affairs.

EDUCATION

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Bachelor of Science, Molecular, Cellular, Developmental Biology

Overall GPA: 3.6; Major GPA: 3.75

Coursework includes: Biochemistry, Organic/Inorganic Chemistry

Los Angeles, CA

Expected June 20xx

LAB SKILLS

- Assays
- Protein purification
- Gel electrophoresis
- PCR
- Autoclave
- Spectroscopy

RELEVANT EXPERIENCE

AMGEN

Supply Quality Management, Corporate Quality

Quality Assurance Intern

- Assess and resolve non-compliance issues with 10+ major suppliers
- Evaluate and change material specifications within a defined change control system
- Update company supplier database using Excel to track engagement and facilitate mass communication initiatives

Thousand Oaks, CA

June 20xx - Present

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Department of Molecular, Cellular & Developmental Biology

Lab Assistant

- Generated lab strains for projects (Bordetella strain with Tetracycline resistance)
- Assisted with numerous lab projects under the supervision of Post Docs (competition assays)
- Prepared plasmid samples with micro centrifuge protocol using micro columns or phenol / chloroform precipitation
- Disposed of biological and hazardous waste following safety protocols
- Cleaned and sterilized equipment/stock solutions
- Maintained sterile supplies in lab abiding lab safety policies and procedures

Los Angeles, CA

May 20xx - June 20xx

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Chemistry Department

Lab Assistant / Clerk

- Cleaned toxic spills (mercury) and disposed of waste (organic solvents, acids and bases)
- Maintained equipment and monitored supplies inventory
- Prepared stock solutions and set up labs for use
- Stocked commonly used chemicals
- Maintained NMR functionality

Los Angeles, CA

August 20xx - May 20xx

ACTIVITIES

UCLA Rock Wall

Climbing Instructor

- Supervise climbers' safety in gym and teach belaying technique courses for new climbers

Los Angeles, CA

September 20xx - Present

First Year Student Resume

Font: Calibri

Fletcher Bruin
 Los Angeles, CA | 310-555-5555 | fbruin@ucla.net

EDUCATION

University of California, Los Angeles, Los Angeles, CA
 Bachelor of Science, Undeclared Life Science Expected June 20xx

Thomas Jefferson High School, Oakland, CA June 20xx

LEADERSHIP EXPERIENCE

Sproul Residential Hall, Los Angeles, CA
 Assistant Social Chair September 20xx-Present

- Coordinate team-building activities for residential community of 50 students.
- Collaborate with 4-member leadership team and participate in bi-weekly meetings.
- Brainstorm creative ideas and plan weekly social events to facilitate relationship building amongst residents.
- Develop promotional campaigns resulting in 25% increase in fall quarter program attendance.

Thomas Jefferson High School Warrior Press, Oakland, CA
 Assignment Editor September 20xx-June 20xx

- Oversaw staff of six for award-winning student newspaper.
- Researched news stories and organized weekly meetings to discuss potential article topics for upcoming edition.
- Collaborated with advisor, section editors and writers to identify and prioritize stories for publication.
- Assigned topics and reviewed content and submissions.
- Worked closely with photographer and assisted with selection of images for each article.

CUSTOMER SERVICE EXPERIENCE

Steve Fisher’s Steak and Eggs, Berkeley, CA
 Host August 20xx

- Provided quality customer service in a fast paced, high volume establishment.
- Assisted staff with serving food and beverages to 100+ customers daily.
- Resolved customer complaints and polished multi-tasking capabilities.
- Processed cash and credit card payments, and informed customers about daily specials and new menu items.

COMMUNITY OUTREACH EXPERIENCE

Rosemary Meadows Senior Center, Richmond, CA
 Volunteer January 20xx-June 20xx

- Led 25 residents in weekly creative art projects.
- Kept detailed records of attendance for Gold Star Program.
- Collaborated with staff on preparing and serving meals and provided assistance with clean-up.

AFFILIATIONS

UCLA Undergraduate Business Society September 20xx-Present

SKILLS

Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver; Type over 75 wpm

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1. High School is acceptable on a resume during your freshman and sophomore years; once you’re a junior, it can be omitted.
2. Please note that Microsoft Office includes Word, Excel, Power Point, Access, and Outlook. If you are not familiar with all the programs in the suite, list those that you are familiar with.
3. You can determine your typing speed online at www.typingtest.com. Only include typing speed if it is a qualification for the position you are applying for.

Creative Resume

Janelle Bruin

Los Angeles, CA | (xxx) xxx-xxxx | jbruin@g.ucla.edu | Personal Website URL/LinkedIn URL

EDUCATION

University of California, Los Angeles (UCLA)

Bachelor of Arts, Design Media Arts

Expected June 20xx

Minor, Visual and Performing Arts Education

- GPA: 3.5
- Relevant Coursework: Tangible Media, Network Media, Narrative, Interactivity, Video and Animation

EXHIBITIONS

Blue Spiral 3, Group Exhibition, UCLA Undergraduate Exhibition

20xx

Arts Electronica, Solo Exhibition, Aces Gallery, Culver City, CA

20xx

Breaking the Rules, Solo Exhibition, Cresta Gallery, San Francisco, CA

20xx

RELEVANT EXPERIENCE

High Pressure Zone

Los Angeles, CA

Print Designer

May 20XX – Present

- Collaborate on a team of 10 to create high-quality print materials.
- Curate final products for clients such as Walmart, ZipRecruiter, City of West Hollywood, KPMG, and Walmart.

IMAX

Los Angeles, CA

Creative Marketing & Design Intern

June 20XX – August 20XX

- Supported the Creative Marketing Team on global brand initiatives; assisted launch of the new IMAX Brand Campaign (IMAX Films To The Fullest) by supporting design and video asset creation
- Connected with exhibitors about film title translations and versioned out languages for print and digital assets.
- Brainstormed and executed videos for different social media platforms (rotoscoping, zoom-in's, animation).

18th Street Arts Center

San Francisco, CA

Communications & Marketing Intern

January 20XX – June 20XX

- Designed visual content using Adobe for social media outreach and event campaigns which occurred weekly throughout the summer season.
- Connected with external guests attending and supporting community programs.

LEADERSHIP EXPERIENCE & EXTRACURRICULARS

Student Committee of the Arts (SCA)

UCLA

Programming & Events

September 20XX – Present

- Organize on and off campus programming to provide extracurricular enrichment for undergraduate students interested in the arts and bring creative spaces to local communities.
- Produce creative digital content for 3+ events per quarter to attract students to the SCA's quarterly programs.

AIGA, UCLA Student Chapter

UCLA

Content Designer

May 20XX – Present

- Develop material ranging from video, photography, graphic design, broadcasting, and other forms of media.
- Construct differentiated content to engage students through innovative programming and intentional strategy.

SKILLS

Technical/Software: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, HTML, Maya, Adobe Premier Pro
Platforms: OS X, Windows, Google Cloud, WordPress

*Other headers to consider: Commissions, Performances, Projects, Website Publications

Pre-Law Resume

Sandra E. Bruin

501 Westwood Plaza., Los Angeles, CA, 90095 | (310) 555-5555 | AmandaBruin@ucla.net

EDUCATION

Bachelor of Arts in Political Science Expected June 20xx

University of California, Los Angeles

- Major GPA: 3.46, Overall GPA: 3.59
- Coursework includes: Principles of Thinking and Philosophy, Business Law, Labor Policy, International, Comparative and American Politics, Ethnic Studies, Community Development, Statistics, Grassroots Organizing, Macro Economics, and Calculus.

Education Abroad Program Summer 20xx

University of Chiang Mai, Thailand

- Completed a 15-page independent research report on Thai student civic involvement, including community service and voting behaviors.

LEGAL RELATED EXPERIENCE

Reebok International Ltd., Los Angeles, CA September 20xx - Present

Legal Intern

- Conduct extensive web-based and conventional legal research for athletic apparel corporation.
- Develop concise legal advertising guidelines for marketing department on use of certain descriptive terms.
- Prepare presentations for supervisor on legal aspects of Internet privacy and intellectual property.
- Areas of legal research also included employment, sales, and contracts.

ADDITIONAL EXPERIENCE

American Red Cross, Long Beach, CA Summer 20xx

Summer Youth Services Coordinator

- Joined organization as youth services staff; rapidly promoted to Lead Coordinator.
- Directed continual expansion of youth involvement in Red Cross health and disaster preparedness programs.
- Supervised and actively involved over 100 youth volunteers in programs and services.

LEADERSHIP EXPERIENCE

UCLA Pre-Law Society September 20XX-Present

President and Treasurer

- Plan and supervise all Society events, which include presentations by area attorneys, an LSAT preparation course forum, and informal discussions with UCLA Law School students.
- Collaborate with law school counselors to schedule information panels with various law schools.
- Create an alumni network that will aid Society members in choosing law schools and finding employment.

United Cambodian Students of UCLA September 20XX-June 20XX

President and Treasurer

- Revitalized the morale of the organization by stressing individual needs and re-assessing the importance of members.
- Supervised a leadership board consisting of eight personnel and a membership comprised of 30 members.
- Drafted and administered the addition of a mentorship and internship program to UCS.

SKILLS

- Computer Software: Microsoft Word, Excel, Power Point
- Language: Basic Spanish
- Computer Research: Westlaw, LexisNexis



Writing A Stand Out Cover Letter

A cover letter should communicate your strong interest in the company and your enthusiasm for the position or internship you're applying for.

PURPOSE OF THE COVER LETTER

- Brief overview of qualifications.
- Differentiate yourself from the crowd.
- Captivate the attention of the reader.
- Communicate interest in the organization.
- Convince the employer of your skills and accomplishments.

RULES FOR COVER LETTERS

- Address the employer's "wish list".
- Assess the employer's needs.
- Actively promote yourself.

FOCUS ON WHAT YOU HAVE TO OFFER

- Describe how your skills, expertise, and past accomplishments can benefit the employer.
- Follow standard business letter format.
- Write clearly and concisely, and check your letter for spelling and grammar.
- Use the same font and paper that you used for your resume.

SEND YOUR LETTER TO A SPECIFIC INDIVIDUAL

- Ideally, the letter should be addressed to the person who is likely to make employment decisions. It may take some resourcefulness on your part to identify this person, but the letter will probably be better received.
- Make sure you have the correct spelling of their name and title before submitting.
- If you cannot find the name of the person the letter is addressed to, you may use a title that is specific such as "Dear Hiring Manager" or "Dear Internship Coordinator".
- Don't forget to sign your letter (You can scan it and include it as a jpg or pdf).

COVER LETTER SAMPLES

You can see multiple cover letter samples in your Vault account (access through Handshake homepage).

- Resist the temptation to take a "fill-in-the-blank" approach based on the samples.
- Do not use the exact same language found in a sample. Your cover letter should be a reflection of you.
- A cover letter need not stick to a set structure or outline as long as it effectively communicates your fit for the company and position as well as your desire to work for them.



Cover Letter Template

See multiple cover letter examples in your Vault account (access through Handshake)

Your Name
Address, City, State, Zip Code
Phone number, Email

Date

Name of Contact
Title
Name of Organization
Address
City, State Zip Code

Dear _____,

INTRODUCTION: State the position or type of work for which you are applying. Identify how you heard of the position (e.g., UCLA Career Center or through a business contact / referral). Briefly (in one or two sentences) introduce yourself and explain your interest in the job and something about the company that attracts you (will show your ambition, passion, and interest).

SELL YOURSELF: Expand on why you're qualified for the position. Highlight two or three major accomplishments that demonstrate your initiative, creativity, follow through, communication skills, and problem-solving capabilities. Be sure to draw a connection between the needs of the current job opening and the skills you can bring to the job. Research the company and industry beforehand.

ASK FOR AN INTERVIEW: Reemphasize your interest, politely thank the employer for their time, and request an interview.

Sincerely,

Sign Your Name Here

Your name typed

Enclosure: Resume

1. Use the same heading as your resume to create a "letterhead" for your documents.
2. If you cannot find the name of the contact, consider addressing the letter to "Hiring Manager" or "Internship Coordinator."
3. The "SELL YOURSELF" section can be either one or two paragraphs.
4. When sending an electronic copy, either insert a JPG of your signature, or use a script font.
5. You might also include other documents requested in the job description. For example, an unofficial transcript, writing sample, or salary history.

Reference List Example

Roger Bruin

501 Westwood Plaza · Los Angeles, CA 90095 · 310.555.5555 · rbruin@ucla.net

1

REFERENCE LIST

Mr. Samuel Rivers

Director, Big Brothers Big Sisters of LA
800 South Figueroa St. Suite 620
Los Angeles, CA 90017
(310) 555-5555
sr@bbbslaie.org
Relationship: Supervisor

Ms. Brenda Smith

Owner, Market Café
1111 Montana Ave.
Santa Monica, CA 90403
(310) 999-9999
bsmith@market.net
Relationship: Employer

Dr. Sally Wonder

English Professor, University of California, Los Angeles
158 Humanities Building
Los Angeles, CA 90095
(310) 555-5555
wonder@ucla.net
Relationship: Professor

1. Use the same heading as your resume to create a "letterhead" for your documents.