

# RESUMES & COVER LETTERS

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## Building Your Resume

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.

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.

Similarly, qualifying your results is also important so prospective employers can see the impact of your services. For example, "Collaborated with counselor to provide student service to enhance and support academic and personal growth."

For example, this sentence, "Organized all sorority philanthropic events which resulted in contributions of over \$4000" is much more impressive than "Organized all sorority philanthropic events."

Here's another example of how quantifying your accomplishments can be quite powerful, "Developed tact and diplomacy when dealing with customers in a fast-paced environment" is more effective than "Served food." The statement, "Commended for efficiency and accuracy in completing office duties" gives you more mileage than, "Responsible for typing and filing."

# Resume Content

## ESSENTIAL CATEGORIES

### Contact Information

- Name (16-18 pts), address, phone #, email, and web address (optional)
- Make sure email address and your phone's voicemail greeting are "employer appropriate."

### Education

- 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).

### Experience

- Job title, company name, location (city, state), dates of experience, bullet points describing your actions, skills, and accomplishments (see pg 20 for help creating strong bullets).
- 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

- A specific, concise, one-sentence description of the position desired.
- For a specific position, include the title and company name. For general use (fair or a networking event), omit or state the field, industry, type(s) of positions you are seeking.

### Qualifications Summary

- List of all of your qualifications for the position (tailored to the job posting).
- Typically toward the top of the resume, after EDUCATION

### Skills

- 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.).

### Relevant Coursework/Projects

- 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

- Students and recent grads can include academic honors, awards, and scholarships.
- May be listed separately or as a subsection under Education. Include the date or # of quarters honors, awards, and scholarships received.

### Create Your Own Targeted Heading(s)

- 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)

### Research

- List the research project, department/lab/organization name, dates, and description of the project, methods, and findings.
- Use same format as EXPERIENCE section.

### Publications

- 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

- List office(s) held, organization, dates, and a brief description of accomplishments
- Use same format as EXPERIENCE section.

### Activities / Volunteer

- List membership in any clubs, sports, or community service experiences.
- May not include a description, depending upon the depth of your involvement.

### Interests

- 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

### Certifications/Licenses

- List if applicable to the position or field.

## DO NOT INCLUDE

### References

- 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.

### Personal Information

- In the U.S. it is inappropriate to include marital status, citizenship, date of birth.

### Pictures

- 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.

# Resume Format

Writing a stand out resume goes beyond the content, the format plays an important role. Make sure your resume is easy to read, understand, and digest.

## **NAME & CONTACT**

- 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.

### **TECH TIP:**

To insert a bullet in the middle of a line of text, in MS Word select Insert > Symbol > Choose.

## **MARGINS & SPACING**

- 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.

## **FONT FORMAT**

- 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:
  - EDUCATION: your university and or degree.
  - EXPERIENCE: your position title and/or company.

## **BULLETS**

- Experience descriptions should be in bullet list format.
- Use either ▪ or •. Avoid dashes, arrows, check boxes, or diamonds.

### **TECH TIP:**

To create a bullet list in MS Word go to Home > Paragraph > select the Bullet List icon.

## **DATES**

- 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.

## **CATEGORY HEADINGS**

- Left justified (preferred) or centered.
- ALL CAPS and bold (preferred).
- May include a bottom border line.

### **TECH TIP:**

To add a line under your section headings, in MS Word go to Home > Paragraph > select the Bottom Border icon.

## **TABLES & TEXT BOXES**

Avoid these and other complex formatting, as they may make your resume difficult to scan for keywords.

## **LENGTH**

- 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.

## **PAPER**

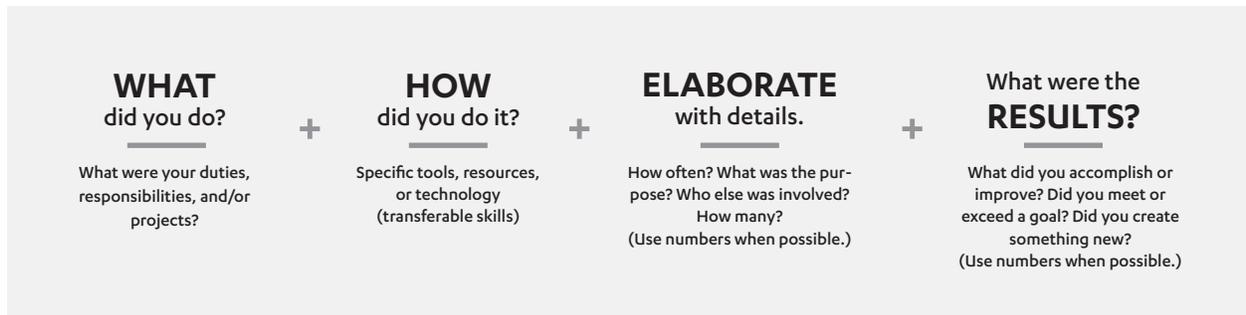
When printing your resume, use 8-1/2" x 11" resume paper in white or ivory.

### **TECH TIP:**

Resume paper is sold at office supply stores and the UCLA Bookstore.

# 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%
<b>FINAL BULLET POINT:</b> 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 PowerPoint, presentation skills		Met weekly with traders on Interest Rate Swap desk. Presented on the interest rate movement in major international markets
<b>FINAL BULLET POINT:</b> Prepared and presented weekly PowerPoint 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
<b>FINAL BULLET POINT:</b>			

WHAT	HOW	ELABORATE	RESULTS
<b>FINAL BULLET POINT:</b>			

# Action Verbs

(Arranged by Industry and/or Skill)

## ANALYTICAL / RESEARCH

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

## INTERPERSONAL / TEAMWORK

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

## CREATIVE

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

## LEADERSHIP / MANAGEMENT

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

## FINANCIAL

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

## ORAL / WRITTEN COMMUNICATION

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

## SALES / MARKETING

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

## TEACHING / TRAINING

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

## ORGANIZATION

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

## TECHNICAL

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

# Basic Resume Template

**Full Name**  
City, State · Phone Number · Email Address

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**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  
• 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)  
Expected graduation date (month, year)

Community College  
AA/AS, Field of Study

**SKILLS** ●

- Computer: (State your computer skills and proficiency level)
- Languages: Include Foreign Language Proficiency
- Lab:
- Social Media:

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

Employer Name, City, State  
Position Title  
• 3-5 bullet points.  
• Avoid descriptions of duties and tasks;  
Demonstrate your skills through results and accomplishments.

Dates

**LEADERSHIP EXPERIENCE** ●

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

Dates

**COMMUNITY/VOLUNTEER EXPERIENCE**

**ACTIVITIES**

**HONORS/AWARDS**  
Name of Honor/Award  
Dates

1

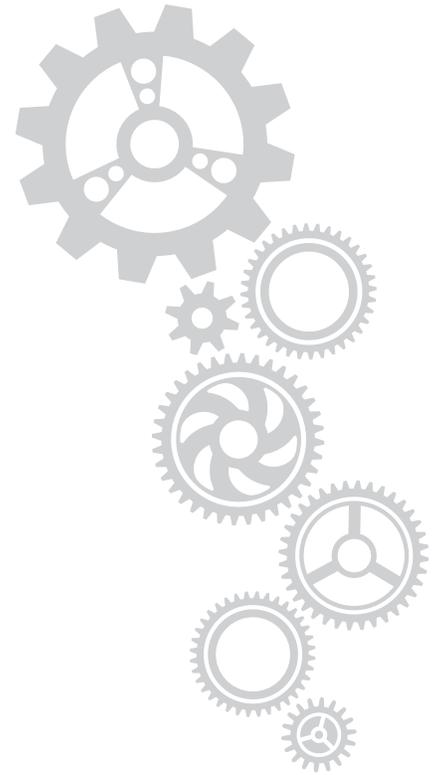
2

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.

# Target your Resume to the Job



One size does not fit all



- ⚙️ 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 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 PowerPoint 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 brainstorming 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

- Offered peer group and investor targeted research, drafted and issued press releases, prepared and delivered presentations using PowerPoint
- 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 brainstorming 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.net

1

**OBJECTIVE** A management trainee position in retail merchandising.

### EDUCATION

#### University of California, Los Angeles

Bachelor of Arts in English

June 20xx

- GPA: 3.46
- **Relevant Coursework** : Elementary Accounting, Statistics, Business Writing, Research Methods, and an independent research project.

### EXPERIENCE

2

#### Assistant Manager

SANDS FURNITURE, Santa Monica, California

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.
- Joined firm as sales associate; rapidly promoted to Assistant Manager.

#### 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.
- Began as volunteer; selected for promotion to Program Coordinator.

#### Office Assistant

THOMAS TEMPORARIES, INC., Sherman Oaks, California

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 PowerPoint software.
- Received several offers for permanent employment based on excellent performance.

### SKILLS

Programs : Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Access.

Languages: Fluent in Spanish; Conversational in Japanese.

3

### 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: Century Gothic

<b>MASAKO BRUIN</b> 405 Hilgard Avenue, Los Angeles, CA 90024. (310) 555-5555. Mbruin@ucla.edu	
<b>OBJECTIVE:</b> An entry-level position on a newspaper editorial staff.	
<b>EDUCATION</b> Bachelor of Arts in English UNIVERSITY OF CALIFORNIA, LOS ANGELES Expected June 20xx	
<ul style="list-style-type: none"><li>GPA: 3.46</li><li><b>Independent Research Project:</b> Wrote a 40 page report on Latino influences on mainstream popular American culture. Researched current periodicals covering cultural, educational, economic and social issues.</li></ul>	
<b>WRITING EXPERIENCE</b>	
<b>Contributing Writer</b> PACIFIC TIES, UCLA	May 20xx - Sept 20xx
<ul style="list-style-type: none"><li>Authored articles targeting Asian American issues for special interest newspaper.</li><li>Researched community issues and interviewed prominent community leaders.</li></ul>	
<b>Program Coordinator/Editor</b> ASIAN EDUCATION PROJECT, UCLA	Aug 20xx - June 20xx
<ul style="list-style-type: none"><li>Compiled and edited a 20 page training manual for volunteers.</li><li>Expanded program to include five additional elementary schools.</li><li>Recruited and trained volunteers to work with at-risk elementary school children.</li></ul>	
<b>RELATED EXPERIENCE</b>	
<b>Assistant Manager</b> SANDS FURNITURE, Santa Monica, California	Nov 20xx - Present
<ul style="list-style-type: none"><li>Created ad copy and developed promotional materials to market furniture, increasing sales by 20%</li><li>Composed a wide variety of business correspondence to maintain relationships with customers, suppliers, and business patrons</li><li>Joined firm as sales associate; rapidly promoted to assistant manager within 6 months of employment.</li></ul>	
<b>Office Assistant</b> THOMAS TEMPORARIES, INC., Sherman Oaks, California	Jan-Nov 20xx
<ul style="list-style-type: none"><li>Enhanced administrative skills and became proficient in the use of computers.</li><li>Received four offers for permanent employment based on excellent performance.</li></ul>	
<b>SKILLS</b> <ul style="list-style-type: none"><li>Proficient in Microsoft Word, PowerPoint, Adobe Photoshop, Web Design, and Blogging.</li><li>Bilingual Spanish/English (oral and written translation); Conversational Japanese.</li></ul>	

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

**BENJAMIN BRUIN**  
 330 De Neve Dr, Room #C5-315 · Los Angeles, CA 90024  
 (310) 555-5555 · bbruin@ucla.net

**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 (2014)
- 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**

**Jefferies & Company, Inc.** | Century City, CA 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 PowerPoint 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 potential 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, PowerPoint, Word; Adobe InDesign, Photoshop; basic C++
- **Language:** Intermediate Fluency in Spanish; Conversational Farsi
- **Interests:** Classical piano, camping in the Sierras, scuba diving, Sudoku

1. Some employers may ask for SAT Scores; include the breakdown if your quantitative score helps emphasize your quantitative abilities.
2. Consider breaking the traditional grammatical rule if you want to add extra emphasis to a number less than 10.
3. The “+” symbol can be a great way to show an estimate or can be used in place of words like “more than” or “over.”
4. Use symbols instead of writing out the words “percentage” or “dollar,” as in 25% or \$2 million.
5. Include categories to highlight your skills.

# Accounting Resume Sample

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

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**EDUCATION**

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**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)

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**RELEVANT COURSEWORK**

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

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**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

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**LEADERSHIP**

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**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

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**COMMUNITY INVOLVEMENT**

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**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

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**SKILLS**

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- **Computer:** Proficient in Microsoft Word, Excel, PowerPoint, 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

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 personal 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

- Trained to provide 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**

Summers 20xx, 20xx

- Taught 30-minute swim lessons to students, ranging from 2 years old to adults
- Presented safety workshops to educate the students on issues including: 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 handled counseling situations
- Created 7 active and passive 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

# Limited Experience Resume Sample

Font: Arial

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

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**EDUCATION**

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**University of California, Los Angeles (UCLA)** **Expected December 20xx**  
 Bachelor of Arts, Economics, Computing Specialization ●

**Fresno City College** **June 20xx**  
 Associate of Science, Mathematics

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**RELEVANT COURSEWORK**

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Systems Programming, Computer Architecture, Operating Systems, Modeling, Network Fundamentals, Programming Languages, Compiler Construction, Artificial Intelligence, Algorithms & Complexity, and related mathematics courses.

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**COMPUTER SKILLS**

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- **Programming Languages:** HTML, XML, ASP, Visual Basic, PHP, Java, JavaScript
- **Operating Systems & Environments:** Windows 7, Windows XP
- **Application Software:** Microsoft Office 2010, 2007 (Word, Excel, PowerPoint, Access, Outlook, Publisher)  
 Adobe Photoshop, Final Cut Pro

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**PROJECTS**

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**Computer Science Students Association (CSSA), UCLA** **September 20xx- Present**  
**Active Member**

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

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**VOLUNTEER EXPERIENCES**

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**Habitat for Humanity** **Summers 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](http://www.abchh.com))
- Collaborated as a team with other college students and people from the community on building homes

**Camp Grow Summer Camp** **Summers 20xx, 20xx**  
**Recreation Assistant**

- 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
- Became CPR certified in order to respond to unexpected injuries or crises

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**ACTIVITIES / HONORS**

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

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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 .

# Functional Resume Sample

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## JENNIFER BRUIN

Los Angeles, CA (XXX) XXX-XXXX jbruin@ucla.edu

### SUMMARY OF QUALIFICATIONS

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Accomplished marketing professional consistently recognized for outstanding performance in the retail industry. Innovative in using social media platforms to expand brand recognition and promote new product and services. Proven successful at increasing employee retention and satisfaction through ground-breaking training programs. Fluent in English and Spanish.

### EDUCATION

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#### University of California, Los Angeles (UCLA)

December 20xx

Bachelor of Arts, Sociology

- GPA: 3.56
- Relevant coursework: Business Communication, Role of Social Media in Today's Society, Statistics
- Honors: Dean's List
- Activities: Bruin Marketing, Sports and Entertainment Business Network at UCLA

### BUSINESS SKILLS

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#### MARKETING

- Utilized various social media platforms such as Facebook and Twitter to increase brand recognition and promote new product lines and sales events
- Organized and directed market research projects to determine customer needs
- Collaborated with marketing staff on designing new marketing materials such as flyers, online weekly newsletter to clients and suppliers
- Composed detailed reports on survey results for corporate management team

#### SALES

- Collaborated closely with sales team in designing engaging merchandise displays, which resulted in a 15% revenue increase over a three-month period
- Reviewed and analyzed sales data to identify trends ensuring ample inventory of high in demand products
- Communicated with an array of customers to assist them in product selection, processing returns, exchanges, and online orders resolving conflicts as they arise

#### MANAGEMENT

- Created and implemented a training program for existing and new staff members to improve customer service and satisfaction
- Led weekly meetings to update employees on new products and services
- Conducted monthly staff surveys to solicit new ideas on how to improve sales and customer satisfaction
- Worked closely with management on conflict resolution and creating a collaborative work environment

### EMPLOYMENT HISTORY

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#### Macy's

Senior Sales Associate

Culver City, CA

September 20xx-Present

- Selected Best Sales Associate for three consecutive quarters

#### Zara Inc.

Sales/Stock Associate

Culver City, CA

September 20xx-Present

- Awarded "Employee of the Month" five times in two years
- Named "Best Teammate" by management and colleagues in 20XX

### SKILLS

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**Computer:** Proficient in Microsoft Office, experienced user of various Social Media Platforms

**Language:** Fluent in Spanish, Intermediate Italian, and Conversational Portuguese

# Electrical Engineering Resume Sample

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## JENNIFER BRUIN

501 Westwood Blvd., Los Angeles, CA 90095 | (310) 555-555 | jenbruin@seas.ucla.net

### OBJECTIVE

Full time electrical engineering position focused on integrated circuit design

### EDUCATION

University of California, Los Angeles

Expected June 20xx

**Bachelor of Science, Electrical Engineering**

Major GPA 3.5, Cumulative GPA 3.3

**Relevant Coursework:** Circuit Analysis, Analog Circuits, Digital Design, Laser Laboratory, Semiconductor Device Design, Integrated Circuit Components

### TECHNICAL SKILLS

C, C++, Matlab, SPICE, HTML, XML, and JAVA

**Institute of Electrical and Electronic Engineers (IEEE), Student Chapter, UCLA**

September 20xx - Present

**Project Manager**

- Initiated pc-board electronics projects for members using a computer program to design pc-board layout and fabrication.
- Increased member base by 50% during recruitment campaign.

### EXPERIENCE

Raytheon, El Segundo, CA

Summer 20xx

**Engineering Intern**

- Assisted with designing a man-machine interface for system planning device.
- Tested integrated circuits to ensure operation and compatibility.
- Obtained U. S. Industrial Secret Clearance.

### ENGINEERING PROJECTS

Electrical Engineering Department, UCLA

Winter 20xx

**Circuit Analysis**

- Worked on eight-bit ADC using successive approximation method in CMOS.
- Created layout and performance analysis of D-FF using MNOS and CMO.
- Designed and conducted SPICE analysis of dual stage operational amplifiers.

Electrical Engineering Department, UCLA

Fall 20xx

**Digital Circuit Design**

- Designed, implemented, and debugged digital logic circuits.
- Programmed in AHDL in conjunction with the Altera 610 EPLD.

### LEADERSHIP

**Eta Kappa Nu, Electrical Engineering Honor Society, UCLA**

March 20xx - Present

**Information System Coordinator**

- Maintained organization's website to ensure and functionality of links and content.
- Tutored members in C++, HTML, XML, and JAVA.

### AFFILIATIONS

Society of Women Engineers (SWE), UCLA

National Society of Black Engineers (NSBE), UCLA

1. Only include major GPA if higher than cumulative. If you include major GPA, you must also include cumulative.

# Student Athlete Resume Sample

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## TERRY BRUIN

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

### EDUCATION

University of California, Los Angeles  
Bachelor of Arts, History

Expected June 20xx

### EXPERIENCE

#### Team Member, UCLA Women's Volleyball

August 20xx - Present

- Compete at Division I level in one of the nation's most recognized conferences
- Practice up to 25 hours per week and travel while maintaining full course load and meeting other related commitments
- Consult with coaches and team captain on strategy and team building exercises
- Serve as a mentor to potential recruits and current freshmen class orienting them to university resources and culture

#### Volleyball Instructor, UCLA Volleyball Camps

Summers 20xx - 20xx

- Taught communication and teamwork skills to children ages 5-14
- Developed weekly lesson plans and goals customized to various skill and learning levels
- Communicated with parents, students and other coaches
- Promoted additional UCLA-sponsored clinics resulting in improved attendance and revenue for the athletic department

#### Server, Chili's Bar & Grill

Summer 20xx

- Provided excellent, friendly customer service which resulted in positive evaluations from patrons
- Quickly learned complex order-entry system and trained new servers on the system
- Polished interpersonal skills and assisted the manager in scheduling 20 staff members ensuring sufficient coverage during peak and off-peak shifts

### COMMUNITY SERVICE

#### Outreach Volunteer, Sierra Club

Spring 20xx

- Educated groups of 25-30 children in 4th and 5th grades about conservation and the environment
- Assisted outreach manager, educators and other staff on local field trips (hikes, nature walks and visits to the aquarium)
- Collaborated with other volunteers to create fun and interactive activities to inspire children about the environment

### SKILLS

- **Computer:** Mac and PC; Microsoft Word, Excel, and PowerPoint; Adobe Photoshop and Illustrator
- **Language:** Spanish (fluent)
- **Professional:** team building, leadership, presentation, public speaking, time management

# Biotechnology / Science Resume Sample

## Lindsay Bruin

Los Angeles, CA 555-555-5555 bruin\_lindsay@ucla.net

### OBJECTIVE

Seeking an entry-level Manufacturing Associate or Quality Associate position in order to develop a foundation for an opportunity in project management or 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 TECHNIQUES / SKILLS

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

### RELEVANT EXPERIENCE

#### AMGEN

#### Supply Quality Management, Corporate Quality

Quality Assurance Intern

- Assessed and resolved non-compliance issues with 10+ major suppliers
- Evaluated and changed material specifications within a defined change control system
- Updated 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

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

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**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 1

**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 3

2

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, PowerPoint, 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](http://www.typingtest.com). Only include typing speed if it is a qualification for the position you are applying for.

# International Student Resume Sample

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## Wai Kwong (Peter) Lee

**CURRENT:** 1234 Strathmore Street, Los Angeles, CA 90025 • Phone: (310) 869-5432 • waikwong@ku.edu  
**PERMANENT:** 843 Tung Lung House Flat 4, 6/BKowloon, Hong Kong • Phone: (123)-4567-8910 • linkedin/WLee/

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### OBJECTIVE

To obtain a software engineering position with emphasis on communication software development.

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### SUMMARY OF QUALIFICATIONS

- Three years of experience developing dynamic and interactive databases
- Proven communication skills as demonstrated through campus leadership, multiple presentations
- Tutor 10+ international students in reading, writing and English language conversation
- Fluent in English, Chinese (Mandarin and Cantonese), and Malay. Proficient in French and conversational Russian
- Proficient in Microsoft Office, SPSS, PageMaker, Dreamweaver, and C++
- Traveled extensively throughout Asia, France and Russia and developed a solid understanding of the cultures and customs

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### EDUCATION

**Bachelor of Science, Computer Science** Sep 20xx-Present  
University of California, Los Angeles-Los Angeles, CA (UCLA)  
• **Relevant Coursework:** Computer animation, Design and Digital Systems, Mathematical Model and Methods for Computer Science  
• GPA: 3.5/4.0

**Associates of Science, Computer Science** June 20xx  
The University of Hong Kong Pokfulam, Hong Kong  
• Globally Recognized and Ranked as the #1 university I both Hong Kong and China  
• GPA: 3.6/4.0

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### RELEVANT EXPERIENCE

**Systems Analyst / Programmer** August 20XX - Present  
Academic Technology Services – University of California, Los Angeles  
• Created the personnel database for the Department of Educational Services to facilitate access and utilization of information and class demographics  
• Analyzed, designed and implemented the Job Matching Program for the University Career Center  
• Assisted the implementation of inter-departmental computer communications systems (Outlook) to enhance communication efforts  
• Wrote FOCUS programs to extract information from student records database  
• Established supercomputer connection with XYZ State University to facilitate network configurations  
• Coordinated and presented training sessions for computer users in the Department of Student Affairs for professional development

**Computer Logistics Analyst** June 20XX-May 20XX  
Pacman Security Enterprises, LLC- Pokfulam, Hong Kong  
• Collaborated with 5 engineers to design and prove the concept of a fully automated program that stores security information f or home security system  
• Designed and strategically configured the necessary programming components to test the security application to collect passwords, remote configuration, and present time status uploading it on the app for remote access for he homeowners  
• Established connection between the systems to collect the same information ensuring validity, security, and functionality

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### LEADERSHIP EXPERIENCE

Member of Kappa Alpha Psi Fraternity – (UCLA) August 20xx-Present  
Vice President of International Students Association - (UCLA) August 20xx-20XX

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### HONORS & AWARDS

Dean's List – UCLA Jan 20xx – Present  
Recipient of Academic Scholarship; \$4000- UCLA Department of Computer Engineering June 20xx

1. 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).
2. Consider listing both addresses if seeking employment abroad while a student. Use only your local address after graduation.
3. Objective is optional, but can help highlight how your experience, academic background, and personal abilities relate to the specific needs of the position routing your resume to the right person faster.
4. If you list degrees from foreign institutions, provide a frame of reference when possible. If you provide a GPA, convert the number to the 4.0 scale.