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he/him/his

CRAFTING A RESUME

UC Davis Internship and Career Center
South Hall 2nd Floor • icc.ucdavis.edu

QUIZ TIME!



What is the *initial* amount of time an employer takes to review an applicant's resume?

30 SECONDS OR LESS

RESUME DEFINED



SUMMARY OF WHAT YOU BRING TO EMPLOYER

MARKETING DOCUMENT TO GET TO INTERVIEW

HELPS YOUR REFERENCES STAY UPDATED

GENERAL RESUME

FORMATTING GUIDELINES

(FOR A BS/BA JOB SEARCH IN THE U.S.)

- Generally one page
- Easy to read & good use of white space
- 0.5-1.0 inch margins
- 16-22 point font name, 10-12 for body
- Standard fonts (e.g., Times, Arial)
- Most important information toward the top & left
- Reverse chronological order
- Be consistent with formatting
- **Avoid** templates, photos, colored ink, & boxes!

RESUME CATEGORIES

STANDARD CATEGORIES:



NAME &
CONTACT INFO



EDUCATION



EXPERIENCE

OPTIONAL:

- Objective or Professional Summary
- Skills or Summary of Qualifications
- Projects
- Research
- Leadership
- Affiliations/Activities
- Community Service
 - *NOT one-time events*
- Publications/Presentations

RESUME CATEGORIES

ORDER & ORGANIZATION

Name Contact Info

Education

Research Experience

Community Service

Affiliations

RULE #1

We read/skim top to bottom, left to right. Place priority information toward the top & left.

RULE #2

Within each section, list experiences in reverse chronological order.

RESUME HEADER: NAME & CONTACT INFORMATION

David N. Goliath
123 Main Street, Davis, CA 95616
dngoliath@ucdavis.edu ♦ 530-444-1234 ♦ www.linkedin.com/dngoliath

David N. Goliath
Davis, CA 95616
530-444-1234
dngoliath@ucdavis.edu
www.linkedin.com/dngoliath

David N. Goliath
123 Main Street, Davis, CA 95616
530-444-1234 | dngoliath@ucdavis.edu

David N. Goliath
Davis, CA 95616 ♦ San Jose, CA 95123
530-444-1234
dngoliath@ucdavis.edu
www.linkedin.com/dngoliath



Street address is optional –
can use just city & state

Include ONE phone
number & email

Add LinkedIn URL if
profile is updated
& well-developed

ALTERNATIVE RESUME FORMATS @ <http://icc.ucdavis.edu/materials/resume/>

OBJECTIVE OR PROFESSIONAL SUMMARY

Best when skills
& experience do not
make job objective
clear

OBJECTIVE

Purchasing Coordinator in Logistics Department.

PROFESSIONAL SUMMARY

***Bachelor of Science in International Agricultural Development**, expected June 2021. Data collection and analysis skills. Knowledgeable in international policy and non-governmental organizations. Experienced in presenting scientific research findings to a lay audience. Interested in food security and nutrition education within developing economies.*

Highlights unique
packet of education,
experience, skills &
area(s) of interest

EDUCATION



EDUCATION

Bachelor of Science in Animal Science
University of California, Davis

June 2020

EDUCATION

Bachelor of Science in Animal Science with Minor in Art Studio
University of California, Davis June 2020

Transfer Program in Applied Sciences
Santa Barbara City College May 2017

EDUCATION

Bachelor of Science in Animal Science
Bachelor of Arts in Psychology
University of California, Davis

Anticipated June 2022

EDUCATION

Bachelor of Science in Animal Science, concentration in Companion and Captive Animals
University of California, Davis June 2020 GPA : 3.73

Relevant Coursework: General Biology (with lab), General Chemistry (with lab),
Animal Biology, Domestic Animal Behavior, Ethics of Animal Use

Must include:

- degree(s)
- school name
- graduation date

May include:

- multiple schools
- relevant coursework
- study abroad
- honors
- GPA

SKILLS

Use categories that fit for **YOU**

List in **priority** order

See job description for **required skills**

SKILLS

Animal Skills: Safe restraining techniques, sanitation, training, basic blood drawing and vaccination skills

Computer: Google Docs, MS Excel and PowerPoint, Mac/Windows OS

Interpersonal: Client service, public speaking, teamwork, leadership

Languages: Fluent Spanish and English; conversational French

SKILLS SUMMARY

- Familiar with CEQA, CWA, and NEPA
- Working knowledge of environmental impact assessments
- Proficient in ArcGIS, ERSI, and MS Office Suite
- Strong written and oral communication skills
- Excellent time management

SKILLS

CEQA

CWA

NEPA

ArcGIS

ERSI

MS Office Suite

Time Management

Oral and Written Communication

EMPLOYERS SEEK KEY SKILLS ON STUDENTS' RESUMES

The National Association of Colleges and Employers (NACE) surveyed employers and asked:

**WHICH ATTRIBUTES
(BEYOND A STRONG GPA)
DO YOU MOST VALUE?**

ATTRIBUTE	% OF RESPONDENTS
Communication skills (written)	82.0%
Problem-solving skills	80.9%
Ability to work in a team	78.7%
Initiative	74.2%
Analytical/quantitative skills	71.9%
Strong work ethic	70.8%
Communication skills (verbal)	67.4%
Leadership	67.4%
Detail-oriented	59.6%
Technical skills	59.6%

Source: *Job Outlook 2019*, NACE

EXPERIENCE



FOOD SCIENCE EXPERIENCE

Quality Control Intern California Barley Council, Davis, CA Summer 2013

- Responsible for running X, Y and Z screening of raw barley from various producers
- Maintain data base of quality control test results
- Provide analysis to alert for quality failures

DNA Assistant Smith Strawberry Lab, UC Davis, Davis, CA Jan. 2012-Dec. 2012

- Completed DNA extraction for strawberry batches from experimental fields
- Trained student volunteer interns on x & y lab techniques
- Evaluated data using Dr. Smith's software
- Wrote daily reports of findings

OTHER EXPERIENCE

Night Manager Forever 21, Davis, CA Jan. 2013-May 2013

Sales Clerk Forever 21, Davis, CA Mar.2011-Dec. 2012

- Responsible for all aspects of inventory, finances and staff during night shift through closing
- Promoted from sales clerk to night manager
- Provided excellent customer service at busy retail outlet near college campus
- Reduced staff turnover through new staff recognition program and positive coaching model

Include

- Paid & unpaid jobs
- Internships
- Community Service
- Leadership
- Affiliations
- Special Projects

Provide

- Job title
- Employer/Organization
- Location
- Dates
- Accomplishment statements

ACCOMPLISHMENT STATEMENTS



- NOT just a summary of your job duties
- Highlight your achievements & specific contributions
- Show the value you can bring to a prospective employer
- Provide evidence of your transferable skills in action

ACCOMPLISHMENT STATEMENTS

ACTION VERB

Use action verbs drawn from:
(1) Job postings
(2) Verb lists

AVOID:

“Assisted”/“Helped”
“Responsible for”
“Tasked with”
“Duties included”

+

CONTEXT

Interesting detail:
Population served?
Timeframe?
Type of issues?

Quantify to provide
a sense of scope

Incorporate
keywords from job
posting

=

RESULTS

The outcome
(or aim) of
your effort

Quantify results
when possible

Phrases such as:

“resulting in”
“in order to”
“leading to”

LET'S REVISE

TO REFRAME TASKS AS ACCOMPLISHMENTS

✗ Helped fundraise

✓ [Fundraised] [\$600 in donations] [for improvement of school facilities]

ACTION VERB CONTEXT QUANTITY RESULT

✗ I was one of six undergrads who assisted a post doc to catch and tag rattle snakes

ACTION VERBS CONTEXT

✓ [Caught and tagged] [30 rattlesnakes daily] as part of six intern team led by post doctoral researcher

MODIFYING INFORMATION FREQUENCY

RESUME GRAMMAR



RESUMES HAVE SPECIFIC GRAMMATICAL GUIDELINES

- Eliminate first person and possessive pronouns: *I, my, mine, his, hers, etc.*
- Avoid articles: *a, an, the*
- Avoid overusing abbreviations
- Spell out acronyms the first time
 - Keep your audience in mind

LET'S REVISE SOME ACCOMPLISHMENTS STATEMENTS

Revise the following accomplishment statements, keeping in mind:

- Action Verb + Context = Results
- Resume grammar guidelines



LET'S REVISE

SOME ACCOMPLISHMENT STATEMENTS

REMEMBER!

Action Verb +
Context = Results

Resume Grammar

- A. Helped teachers during class lessons about the environment
- B. Responsible for helping and assisting vet tech in a local vet clinic to care for animals who were in surgery
- C. For a class project, I wrote up a sample repair manual that would help consumers fix minor problems with vacuum cleaners

RESUME FORMATS

CHRONOLOGICAL

- Experience is a single section
- Organized in reverse chronological order (most recent position first)
- Works well when your experiences are in similar fields

VS

MODIFIED CHRONOLOGICAL

- Experience is subdivided in 2-3 subsections, delineated by their own headings
- Works well if you have work within 2-3 distinct areas AND you want to highlight one area more than another

**CHRONOLOGICAL
RESUME**
FRESHMAN WITH HIGH
SCHOOL CONTENT

Analyn Ocampo

Davis, CA 95616 | (559) 555-5683

Email: aocampo@ucdavis.edu

OBJECTIVE Work study eligible undergraduate student seeking an on-campus job opportunity.

EDUCATION

Intended Major: Communication, Bachelor of Arts Degree

University of California, Davis

Expected Graduation: June 2022

RELATED COURSEWORK

Beginning Composition, Precalculus, Freshman Seminar: Ethnographic Performance, General Psychology, Children in the Garden (Enrolled Spring 2019)

SKILLS

Computer: Intermediate in Word, use of Internet search engines, Outlook and email in both PC and Mac platforms

Language: Fluent in spoken Tagalog (minimal written ability)

EXPERIENCE

Receptionist, T & T Electronics, Sanger, CA June 2019- August 2019

- Created a welcoming atmosphere for mid-sized manufacturing firm.
- Managed Outlook calendars and schedules of four full-time sales staff, using effective communication skills.
- Organized and cleaned office to create efficient workspace and professional appearance.
- Ensured packages were mailed in a timely manner using the most cost effective carrier for the transaction.

Child Care Provider, Self Employed, Sanger, CA June 2017- August 2019

- Provided safe, reliable care for children (infant to 12 years) in their homes.
- Effectively adapted communication style and planned activities to meet the developmental needs of children and create a positive experience.
- Partnered with parents to ensure consistency and clear boundaries with children.
- Built positive rapport and reputation, for reliability, leading to several referrals.

ACTIVITIES

- Member, UC Davis Intramural Volleyball September 2019-Present
- Member, Sanger High School Marching Band August 2015-June 2019

CHRONOLOGICAL RESUME

GRADUATING
COLLEGE SENIOR

MULTIPLE RELEVANT
EXPERIENCES

Diana Chen

dichen@ucdavis.edu | (530) 555-4321 | Davis, CA 95616

EDUCATION

Bachelor of Science in Animal Biology, University of California, Davis
Expected June 2021

RELATED COURSEWORK

General Biology (with lab), General Chemistry (with lab), Animal Biology, Systemic Physiology, Organic Chemistry, Intro to Ecology, Genes and Gene Expression (in progress), Biology and Conservation of Wild Birds (in progress)

SKILLS

Languages: Fluent in English, conversational in Mandarin

Computer Skills: Microsoft Office, Google Drive, Adobe Photoshop, DSLR camera operation

RELEVANT EXPERIENCE

Biology Teaching Lab Prep Assistant, UC Davis Department of Evolution and Ecology, Davis, CA (3/19 – Present)

- Prepared lab materials and lab rooms for BIS2B classes
- Monitor water levels, quality, salinity, and temperature for marine and freshwater environments
- Perform water changes, tank cleanings, and other animal care-related tasks

Biology Teaching Lab Animal Care Intern, UC Davis Department of Evolution and Ecology, Davis, CA (1/19-3/19)

- Prepared food for and fed various marine animals such as tropical fish, sea stars, jellyfish, corals, and crabs

Vet Aide Intern, UC Davis VMTH Small Animal Surgery, Davis, CA (9/18-12/18)

- Equipped surgical suites for procedures by restocking supplies and maintaining a sterile environment
- Observed various surgical procedures from anesthesia to closing

Teacher's Assistant, ACI Academy, Irvine, CA (6/17-8/17, 6/18-8/18)

- Prepared materials for teachers at tutoring academy and graded papers and exams
- Tutored students in general school subjects and standardized tests (SAT and ACT)
- Designed and managed online report card system (on Google Drive) to share with teachers, parents, and students

Vet Aide Intern, UC Davis VMTH Center for Companion Animal Health, Davis, CA (4/18-6/18)

- Prepared rooms for physical exams by cleaning and restocking exam rooms
- Restrained animals for examination and collected and analyzed biological samples
- Observed surgical procedures such as mass removal and foreign object removal

Animal Attendant, Irvine Pet Complex, Irvine, CA (6/16-8/16)

- Assisted veterinarians and technicians in animal handling and basic care, such as feeding and cleaning
- Restrained animals for examination and assisted in animal grooming

MODIFIED CHRONOLOGICAL RESUME

3 EXPERIENCE SECTIONS

PLACED IN ORDER OF
IMPORTANCE

MARIA GARCIA

Fairfield, CA

(707) 555-2665

mgarcia@ucdavis.edu

linkedin.com/in/MarciaGarcia24

EDUCATION

Bachelor of Science in Biochemistry and Molecular Biology

Expected December, 2020

University of California, Davis

Transfer Program in Biological Sciences

2015 – 2018

Santa Barbara City College

Study Abroad: Yonsei University, **Korean Language and Culture**, Seoul Korea

Summer 2018

SKILLS

SDS-PAGE

UV/VIS Spectrophotometry

Data analysis (R, SPSS)

Gas Chromatography

HPLC

RNA Sequencing

PCR

Laboratory animal handling

Protocol design for proteolytic digests

RESEARCH EXPERIENCE

Protein Biochemistry Intern, Genentech, Inc., San Francisco, CA.

(June 2017 to September 2018)

- Investigated structure-function relationships of interferon.
- Utilized limited proteolytic digests, SDS-PAGE, and HPLC in four separate studies throughout the internship.

Clinical Pathology Intern, Department of Clinical Pathology, University of California, Davis. (March to June 2018)

- Developed buffer system for liquid chromatographic isolation of pesticide metabolites in urine.
- Performed gas chromatography on purified samples and logged all samples for review by supervisor.

LABORATORY ANIMAL HANDLING EXPERIENCE

Laboratory Assistant, Animal Science Department, University of California, Davis.

(Summer 2019)

- Maintained murine colony of 20 animals by feeding them at prescribed intervals and monitoring vitals.
- Tracked health of murine animals and communicated daily logs with principle investigator.

OTHER WORK EXPERIENCE

Salesperson, Macy's, Sacramento, CA.

(May 2018 to present)

- Greet approximately 50 customers per shift with a positive attitude and respond to needs in a timely fashion
- Process sales transactions, maintain inventory control, and balance cash register receipts.



TIPS & TRICKS

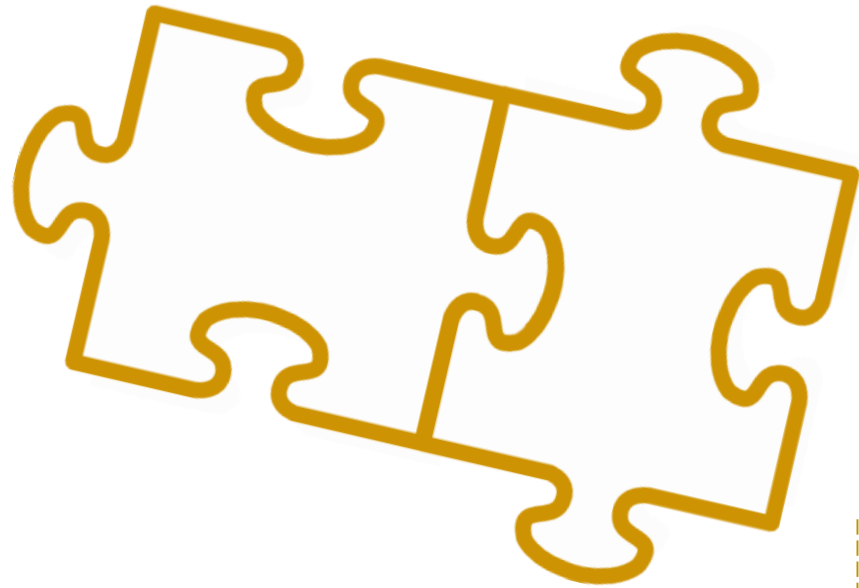
- Start with building/collecting/editing content
- For help generating accomplishment statements, look up jobs & job descriptions on www.onetonline.org or www.bls.gov/ooh/
- Create “master resume” housing all experiences & reference when applying to positions
- Be patient—expect to produce multiple drafts before you are happy with it!
 - On average, it takes 4-7 drafts to develop a really excellent resume!



TIPS & TRICKS

- Proofread
- When turning in resume electronically, submit as PDF (when you can) to retain formatting
- Save with useful names: *Atkinson_Resume_VMTH.pdf*
- Tailor for each job

TIPS FOR TAILORING YOUR RESUME



GOAL = COMMUNICATE FIT

Your resume may need to be adjusted every time you apply to a job to reflect the desired qualifications.

- Study each job posting to identify the desired qualifications & what's most relevant to employer
- Adjust wording, including incorporating keywords when appropriate
- Determine resume sections & organize in order of importance

RESUME WRITING RESOURCES

THROUGH THE ICC



CAREER RESOURCE
MANUAL



DOCUMENT
REVIEW



RESUME & COVER
LETTER VIDEOS



APPOINTMENTS &
DROP-IN ADVISING

THANK YOU

Drop-In Advising (in person)

Mon-Fri 10am-4pm

icc.ucdavis.edu/services/advising

Appointments (in person or Zoom)

ucdavis.joinhandshake.com

Email me:

rsatkinson@ucdavis.edu

ICC: South Hall 2nd Floor