

RESUME

EVERYTHING YOU NEED TO KNOW

Why Have A Resume?

A well-written resume is an essential component to conducting a well-planned job search. The primary purpose of a resume is to market your skills, education and accomplishments as they relate to the position for which you are applying.



Create Your Resume

Career Counselors are available (by appointment or during drop-in hours) to help you get started, or to critique what you already have.

- Craft your resume on a blank Word document.
As a guide, refer to the Sample Resumes found on careers.ucr.edu/essentialjobsearch/resumes.html.
- Use the worksheet on our **Resume Handout**.
- Attend a **Resume Writing workshop**.

Things To Do With Your Resume

- Continuously update your resume, and tailor it to each position for which you apply.
- Apply for positions you find on UCR Handshake, CareerShift, Vault, LinkedIn and company websites. (Don't forget to reach out to your network of family, friends, professors and supervisors.)
- Bring it with you to all UCR Career Fairs you attend.
- Interview for an internship or job without leaving campus!
In the "Jobs" section of your Handshake account, click on "On-Campus Interviews" to see a list of all upcoming interview opportunities and apply using your resume.
- Apply to be on the board of your student organization.
- Share your resume with a faculty member in order to apply for a research position.
- Apply for scholarships.

CONTINUED ON THE BACK 

RESUME WORKSHEET

CONTACT INFORMATION: (Include your name, address, phone, professional email address and LinkedIn URL.)

OBJECTIVE (Optional): (Write a clear, concise statement of your immediate objective [job title and company pursuing].)

EDUCATION: (List your current school information [university name and degree pursuing], relevant coursework and GPA, if it's impressive or requested by the employer.)

EXPERIENCE: (Include any related paid/unpaid work, volunteer, student organization, class project and research experience. Put the most recent first. Add the title, organization, location and dates. Describe responsibilities and accomplishments using action verbs.)

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SKILLS: (Include technology, language and special skills.)

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HONORS & ACTIVITIES: (List volunteer activities, student groups, leadership roles, community work, scholarships and academic awards.)

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