

# RESUME

## EVERYTHING YOU NEED TO KNOW

### Why Have a Resume?

The ultimate goal with your resume is to secure an interview. If you are submitting numerous applications and not hearing back, it might have something to do with your resume.



### Tips to Get Started:

Career specialists are available (by appointment or during Express Career Advising) to help you get started or to critique what you already have.

- As a guide, refer to the Sample Resumes found on [careers.ucr.edu/resources/job-search-strategies/resumes](https://careers.ucr.edu/resources/job-search-strategies/resumes).
- Use the worksheet on our **Resume Handout**.
- Attend a **Resume Writing workshop**.
- Schedule an appointment with a Career Specialist (by appointment or during Express Career Advising) to assist you in creating a resume or to have your resume reviewed.

### Strengthen Your Resume

- Continuously update your resume and tailor it to each position for which you apply.
- View our "Tailoring Document" resource for more information.
- Apply for positions you find on UCR Handshake, CareerShift, 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.

### Ways to Use 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.
- Bring your resume to all UCR Career Fairs.
- Apply for positions that you find on UCR Handshake, CareerShift, LinkedIn, and company websites. Don't forget to reach out to mentors, family members, friends, professors, and supervisors to let them know you are looking for an opportunity!
- Use your resume to apply for scholarships

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# RESUME WORKSHEET

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

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

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

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**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 starting with action verbs.)

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

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**SKILLS:** (Include technology, language, and lab skills.)

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