



Writing a Resume

Overview

Employers spend only a few seconds reviewing your resume before making a decision about whether or not to consider you for an interview. Make your resume a professional and persuasive snapshot of your skills, knowledge, and relevant experience using the suggestions below.

Format and Contents

Contact Information. Include your full name, address, phone number, and email at the top of your resume.

Education. List your education in reverse chronological order starting with your current or most recent degree. Include the university (University of California, Irvine) and department (Department of Earth System Science). Also list your degree (Bachelor of Science in Earth System Science or Bachelor of Arts in Environmental Science), minor(s), and graduation (or expected graduation) month and year.

- *GPA* - Include your GPA if it is 3.00 or above. All GPAs should be reported to two decimal places and must reflect the GPA listed on your transcripts (do not round).
- *Relevant Coursework* - You can include relevant coursework as a sub-heading in this section and list classes that are directly related to the job or internship you're applying for.
- *Transfer Students* - If you are a transfer student, it is only necessary to list the school from which you will receive your degree.
- *Study Abroad* - List any study abroad experiences in the same format as your university entry.

Work Experience. List your internships, summer jobs, work-study positions, volunteer work, and part- and full-time employment in reverse chronological order. Each entry should include the company name and location, your position title, the dates of employment, and a description of the experience.

- *Illustrate Relevant Skills* - You do not need to include every experience you've ever had. Choose the positions that demonstrate your relevant skills. To determine which skills are relevant, review job descriptions for positions that you'd like to have now or in the future. Employers indicate the qualifications they're seeking in successful applicants. These are the skills you need to illustrate in your resume.
- *Describe Your Responsibilities* - Use action verbs to describe your responsibilities. Pay careful attention to word tense. Use past tense for previous experiences and present tense for your current role. Identify your achievements in each position and demonstrate the value you added to the company. When possible, quantify the experience (i.e., managed a team of six interns vs. managed a team of interns OR increased company profits by 10% vs. increased company profits).

Leadership and Organizations. List any university involvement outside of academics. Each entry should include the organization name, your position title(s), and the dates of involvement. If space permits, also include a description of your responsibilities.

Honors and Awards. List any honors or awards you received while at UC Irvine, including merit scholarships, academic honors, and other special recognitions.

Skills and Interests. If space permits, you can include a section for "Skills and Interests" and list technical and computer experience, foreign languages, special qualifications, employment eligibility or citizenship, and hobbies or interests.

Information taken from the Marshall School of Business at the University of Southern California.