

Resumes

RESUME FORMATS

Your resume is a concise summary of your education, experience, skills, and accomplishments. Its purpose is to secure an interview where you can sell yourself to a prospective employer and be offered a job. There is no one perfect resume or resume format. See examples on the following pages to choose which format or combination of formats best represents you.

Note: The federal government has specific requirements for a resume. Ask us for details!

GENERAL RESUME GUIDELINES

Resume Writing Tips

- One page for recent graduates, two pages if you have an extensive work history.
- Direct the reader's eye using layout/headings.
- Use high-quality white or off-white bond paper.
- Proofread! No typographical, spelling, or grammatical errors! (Don't rely on spell-check!)
- Tailor contents to each job/application.
- List information in reverse chronological order.
- Sell yourself—be selective about what you include, and organize information logically.

RESUME CONTENT

The following categories are usually included on a resume.

You should adopt those that best fit your needs.

Contact Information. Make sure your name is the most obvious piece of information on your resume. Include local and/or permanent address and phone number, with ZIP and area codes. **List email if you check it daily.** List a message phone number if you do not have an answering machine. **Do not include personal information such as age, marital status, health, or religious affiliation.**

Objective. An objective gives your resume focus, credibility and direction. It should be specific enough to tell the employer the kind of work you seek and/or the type of industry or organization you will consider. This will take some thought! If you are interested in two very different jobs, prepare a resume for each **job**. If you have questions, contact an advisor at the ICC.

Education. List your educational background in reverse chronological order. List your highest degree first followed by other degrees you have received. Do not include your high school degree. Dissertation and thesis topics are included in this section as are honors bestowed at graduation time.

GPA. Listing your grade point average (GPA) is optional; however, in the technical areas it is recommended to provide your GPA. Many companies may assume a poor GPA if it is not listed.

Relevant Experience

- Include relevant paid and volunteer or intern positions and military duty.
- List job title, company name, job location (city, state), responsibilities and dates of employment.

- Concentrate on the positive, use action verbs, and be clear and concise.
- List accomplishments and significant contributions you've made.
- A list of temporary positions that are not vital to your objective can be grouped with a simple statement, "Have held temporary positions to finance education including customer service, sales, and supervision of children."

Skills/Abilities. What can you do for an employer? What do you have to offer? Your resume needs to provide convincing answers to these questions. Identify what skills the employer is looking for. Then from those skills list the ones that you possess. Include skills learned in internships, jobs, on-campus activities, team activities, and leadership roles. Skills may be highly specialized, reflecting a particular academic or work background (e.g., ability to design a signal tracking system) or they may be general transferable skills (comfortable speaking in public). You may choose to list your skills (e.g., in columns) or grouped under headings (e.g., foreign languages, computer skills, laboratory skills, or with an industry-specific title like "Business Skills"). **List only skills you can perform with little or no direction or, in the case of general skills, abilities you possess that you can defend in an interview (i.e., provide specific evidence that proves you have the skill).**

- **Language Skills**—Indicate fluency level. Use phrases such as "fluent in," "proficient in," "conversant in," or "knowledge of." Be sure to specify the language(s) you read, write, and/or speak and your proficiency in each. Think about the relevance of language skills to your objective before listing them on your resume.
- **Laboratory Skills**—List laboratory techniques, procedures, and/or equipment with which you have gained experience outside of laboratory classes (e.g., internships or part-time jobs). You may list techniques you acquired in laboratory classes but list only those you have used repeatedly and feel you can perform with little supervision.
- **Computer Knowledge**—Employers expect computer literacy. List hardware, software, and operating systems with which you are familiar. Don't forget to list the basics such as wordprocessing and the World Wide Web.

Certifications/Licenses. List if applicable to the career field you are pursuing.

Military. Your military experience can be included in the "Experience" category.

Publications. List articles you have published and those that have been submitted or accepted for publication.

Online Resume Writing Workshop. This self guided workshop offers information and advice on writing a superior resume. Learn guidelines, formats and key components of a resume. www.icc.ucdavis.edu

Extracurricular activities. Employers often look at extracurricular activities to indicate how you developed your interests and leadership abilities during college. The extracurricular activities you list should include organizations in which you were a member and offices you held. You may also wish to include awards, honors, hobbies, and interests in this category. Be aware that listing activities that may be seen as controversial could affect your candidacy. At the interview, be prepared to discuss skills you developed through each activity and how these skills relate to the position.

Citizenship. Be prepared to discuss the status of your work authorization if you are not a US citizen.

Review books on “resumes” in our Resource Center, 114 South Hall, UC Davis:

- *101 Best Resumes for Grads*
- *2500 Keywords to Get You Hired*
- *Damn Good Resume Guide*
- *The Complete Guide to Writing a Federal Resume*
- *Resumes for College Students and Recent Graduates*
- *Federal Resume Guidebook*
- *Resumes for First Time Job Hunters*
- *How to Prepare Your Curriculum Vitae*

References. State “References Provided Upon Request” as the last line of your resume. Always take a typed list of your references to the interview. See “Asking for a Reference or Letter of Recommendation” on page 34 for specific information on references.

EMAIL AND ELECTRONIC RESUME SUBMISSION

Many companies now collect resumes electronically—via email or the World Wide Web. Usually, they specify how they prefer to receive electronic resumes. **Follow their instructions carefully.** Some employers will not accept resumes sent as attachments, preferring that applicants use the company’s own resume submission system, or that applicants send the resume (and cover letter) **as the email itself.** As with any communication with employers, **you must maintain a professional tone.** An electronic resume that can be easily emailed is essential.

- Use a professional sounding email address (**not** muffin@...).
- Use your name and the word “resume” in the email header (e.g., Jane Doe Resume).
- Begin by typing a brief cover letter.
- Avoid using special characters/symbols (LOL or mathematical symbols).
- Keep format left-justified.
- Do not underline, **bold**, or *italicize*. Do not use bullets or tabs.
- Stick to a common font: Courier, Arial or Times New Roman.
- To insert a line break, use hard return instead of word wrap.
- Continue for up to three pages (letter plus resume).
- “Sign” your email with your full name.
- **PROOFREAD AND SPELL-CHECK PRIOR TO SENDING!**
- Check the formatting of your resume by sending an email resume to yourself.

If you send your resume as an attachment, save it as plain text, text only or PDF format. In your email, ask the employer to inform you if unable to read your resume as sent.

If you post your resume on Internet job boards, consider ways to protect your privacy. Email the job board and inquire about security. Also, use only your email address; do not list your street address or phone number. Even with these precautions, information on your resume and email address may indicate where you live. Remember that online profiles make you easy to find. Be careful about what and where you post; and include content that is neutral and emphasizes professional, not personal, details.

SCANNABLE RESUMES

Many employers scan resumes into a computer where a software program searches for keywords or information. You can make your resume more effective by using keywords or phrases that are industry specific. (See an example of a scannable resume on page 26). Consider writing a separate scannable resume for your job search.

- Use a standard typeface and font size 10-14 points.
- Multiple pages are ok.
- Avoid shading, graphics, bold, italics and underline text.
- Do not use bullets, lines, columns, brackets or tab indents.
- Use light colored 8½ x 11 inch paper, printed on one side only.
- Use words that state specific job functions, skills or responsibilities (analyze, market, design).
- Use left justification only.
- Do not fold or staple resume or cover letter; send in large, flat envelope.

CHRONOLOGICAL AND FUNCTIONAL
FORMAT AND CONTENT DESCRIPTIONS

Compare the Chronological and Functional Resume formats below to see which format best suits your needs.

CHRONOLOGICAL: A chronological resume presents your education and work experience in a straightforward, reverse chronological order format, listing current or most recent job first. If the majority of your work experience is related to your stated job objective, the chronological format is generally preferred.

FUNCTIONAL: A functional resume concentrates on skills you have demonstrated that relate to your stated objective rather than on the jobs you have held. This format is particularly effective if your past work experience is not directly related to your job objective, if you are changing careers, or if you are seeking a promotion. Choose broad “skill categories” appropriate to the desired job and how you have demonstrated those same skills in past positions/jobs.

Campus
Street Address
City, State, ZIP
Phone Number w/Area Code
E-mail address

NAME

Permanent
Street Address
City, State, ZIP
Phone Number w/Area Code

OBJECTIVE

Be as specific as possible by listing the job or internship title and industry/organization.
Another option could be listing one or two skills you are interested in using.

EDUCATION

List most recent degree first, major, institution and date of graduation or expected graduation.
Point out areas of specialization in academic work, honors.

If applicable, include:
Thesis Title
Faculty Research Advisor
Publications

You may wish to add an additional page that identifies the courses you have taken, grouped into two or three meaningful categories.

SKILLS

Computer: List all hardware, software and operating systems with which you are familiar.
Languages: List languages and your level of proficiency, if relevant to the job.

EXPERIENCE

Your job title, name of organization, city and state, description of your duties, including the variety of assignments, amount of responsibility, number of people supervised, and special accomplishments, dates. Include military service if applicable. You may include work experience for a family company, but use non-family members for references.

EXTRACURRICULAR/LEADERSHIP

Your title, name of organization, brief description of what you did (optional), and dates.

REFERENCES

State "Provided upon request"

NAME

Street Address
City, State, ZIP
Phone (include area code)
Message Phone
E-mail address

OBJECTIVE

Be as specific as possible by listing the job or internship title and organization.

SUMMARY OF QUALIFICATIONS

Using bullet points and three or four sentence phrases, list the highlights of your qualifications (years of experience, significant accomplishments, and most relevant positions).

EDUCATION

Most recent degree first, major, institution, date of graduation. Honors, if applicable. This section can also be placed at the end of the resume, just before REFERENCES.

SKILLS

In this section, highlight three to five of your strongest demonstrated "skill categories." Examples of skill categories include **Writing, Research, Organization, Supervision, Communication, Budgeting,** and **Teaching.** The skills you select should match the skills needed for the job you have identified in your "Objective." Under each skill category selected, using bullets, highlight specific accomplishments and experiences. You need not mention specific jobs in this section, as you will do so in the "Employment History" section. Be specific in discussing how you demonstrated your skills and, whenever possible, concentrate on the results you achieved in using the particular skills.

EMPLOYMENT HISTORY

Job title, employer, city and state, and dates, listed one under the other in reverse chronological order. Single space.

ACTIVITIES/LEADERSHIP

Your title, name of organization, brief description of what you did (optional), and dates.

REFERENCES

State "Provided upon request"

CHRONOLOGICAL AND FUNCTIONAL (SKILLS)

SAMPLE RESUMES

The samples below compare the same student's resume using two different formats.

Sample Chronological Resume

ANH NGUYEN

Campus
999 University Avenue
Collegetown, CA 99999
(530) 75x-xxxx
anguyen@ucdavis.edu

Permanent
xxx Green Street
San Francisco, CA 12345
(415) 48x-xxxx

OBJECTIVE

A career position in sales and marketing

EDUCATION

Bachelor of Science in **Managerial Economics**, University of California, Davis, June 200x
Associate of Arts in **Business Administration**, City College of San Francisco, CA, June 200x

SKILLS

Computer: Proficient in Word, EXCEL, email and Netscape in IBM and Mac environments.
Language: Knowledge of Vietnamese (written and spoken).
Communication: Able to speak and write clearly and convincingly.

RELEVANT EXPERIENCE

Marketing/Sales Intern, Progressive Microproducts, Sacramento, CA (6/0x–Present)
Market personal computer hardware and software. Develop and implement marketing and advertising strategies. Design and develop educational and entertainment software for Apple II microcomputer system. Participate in numerous microcomputer trade shows.

Management Trainee/Salesperson, Grand Auto, Inc., Davis, CA (5/0x–9/0x)
Performed sales work for auto parts store with annual sales exceeding \$35 million. Worked effectively with customers and employees. Maintained a large store inventory using a computerized inventory system. Supervised and trained sales personnel. Implemented parts department reorganization for enhanced work flow. Developed effective in-store and window displays.

Salesperson, Consumer Distributing Company, Woodland, CA (9/0x–4/0x)
Performed general merchandise sales for large catalog chain store. Handled cash, performed inventory control, and completed clerical tasks.

LEADERSHIP

Fundraising Chairperson, Delta Sigma Pi, a business fraternity (dates)
Member, Vietnamese Student Association (dates)

References provided upon request

Sample Functional (Skills) Resume

ANH NGUYEN
xxx Green Street
San Francisco, CA 12345
(415) 48x-xxxx
anguyen@ucdavis.edu

OBJECTIVE

A career position in sales and marketing

EDUCATION

Bachelor of Science degree in **Managerial Economics**
University of California, Davis, June 200x

SUMMARY OF QUALIFICATIONS

- Three years progressively more responsible experience in sales
- Award-winning, results-oriented top performer
- Extensive and up-to-date knowledge of the computer software industry

Marketing/Sales

- Marketed personal computer hardware and software
- Developed and implemented marketing and advertising strategies
- Performed sales work for auto parts chain store with annual sales exceeding \$35 million
- Recognized for impressive sales record and received quarterly awards for outstanding performance
- Performed general merchandise sales for large catalog sales store
- Participated in numerous microcomputer trade shows

Organization/Planning

- Designed and developed educational and entertainment software for Apple II microcomputer system
- Implemented parts department reorganization for enhanced work flow
- Developed effective in-store and window displays

Communication Skills

- Communicated effectively with customers and employees
- Revised policy manuals and developed curricula for training sessions
- Supervised and trained sales personnel

EMPLOYMENT HISTORY

Marketing/Sales Intern, Progressive Microproducts, Sacramento, CA, 6/0x–Present
Management Trainee/Salesperson, Grand Auto, Inc., Davis, CA, 5/0x –9/0x
Salesperson, Consumers Distributing Company, Woodland, CA, 9/0x –4/0x

ACTIVITIES

Fundraising Chairperson, Delta Sigma Pi, a business fraternity
Member, Vietnamese Student Association

REFERENCES

Provided upon request

Combination Chronological/Functional

The combination chronological/functional resume uses elements of both styles. The qualifications (areas of effectiveness) of the functional resume remain within specific job/experience descriptions. The jobs/experiences are then grouped and categorized to show the strengths in two to four categories. This resume format is effective if at least some of your experience is related to the job objective, and also when the job objective has more than one component and you have experience in these different components (e.g., technical and management; sales and organizational).

Sample

Local
222 2nd Street
Davis, CA 95616
(530) xxx-xxxx
sssmith@...

Permanent
1111 First Street
Daly City, CA 94xxx
(415) xxx-xxxx

OBJECTIVE
A management trainee position in a technical firm.

EDUCATION
University of California, Davis, degree expected June 200x (3.2/4.0 GPA)
Bachelor of Science in Civil Engineering, Minor in Managerial Economics
Engineer-in-Training (EIT) Certificate, License 38746, April 200x

Related Course Work
Steel Design Urban Design (traffic)
Water Design Principles of Business Management
Structural Integrity Accounting
Marketing
Economics

SKILLS
Computer
Proficient in Excel, Access, CAD, Traffic, Synchro and HCS (traffic engineering software) as well as word processing programs including Word. Proficient in Internet applications including Netscape and Explorer, email (Eudora, Outlook).
Experience with PowerPoint, Photoshop and PageMaker. Basic C++ programming.

TECHNICAL EXPERIENCE
Consider BOLDING either the company name or your title.
Choose based upon which you would like to emphasize.
Keep the format uniform once you have made your choice.

Student Engineer, Murphy and Murphy Technical, Daly City, CA (6/0x-9/0x)
Worked on three-person survey crew at a variety of field sites. Prepared and verified site project requirements, interpreted construction plans. Field experience required on-site analysis and problem solving. Also acted as instrument person and performed standard chairman duties.

Engineering Intern, Driver and Driver Transportation Consultants, Inc., Sacramento, CA (6/0x-9/0x)
Worked closely with senior engineers at 100-person transportation engineering firm with revenues in excess of \$50 million/year. Performed technical calculations (using traffic engineering software and Excel) and prepared text for traffic impact studies, environmental impact reports and regional transportation plans. Fieldwork involved observation of traffic operations and geometric layout of traffic improvements.

BUSINESS EXPERIENCE
Assistant Manager, Hollywood Video, Daly City, CA (12/0x-present)
Assisted with all operations of video rental store with business in excess of \$50,000/year. Responsible for accurate, daily register reconciliation and banking, scheduling and training ten employees, and inventory control.

Shift Manager, Coffee House, UC Davis, Davis, CA (10/0x-9/0x)
Responsible for serving 2,500 lunches per day with revenues in excess of \$75,000. Ensured proper employee coverage within budget constraints. Conducted assessment to determine percent price increase required to cover increased power costs while maintaining market and profit.

ACTIVITIES AND INTERESTS
Avid runner, skier and swimmer.

References provided upon request.

SAMANTHA SMITH

OBJECTIVE
A management trainee position in a technical firm.

EDUCATION
University of California, Davis, degree expected June 200x (3.2/4.0 GPA)
Bachelor of Science in Civil Engineering, Minor in Managerial Economics
Engineer-in-Training (EIT) Certificate, License 38746, April 200x

Related Course Work
Steel Design Urban Design (traffic)
Water Design Principles of Business Management
Structural Integrity Accounting
Marketing
Economics

SKILLS
Computer
Proficient in Excel, Access, CAD, Traffic, Synchro and HCS (traffic engineering software) as well as word processing programs including Word. Proficient in Internet applications including Netscape and Explorer, email (Eudora, Outlook).
Experience with PowerPoint, Photoshop and PageMaker. Basic C++ programming.

TECHNICAL EXPERIENCE
Consider BOLDING either the company name or your title.
Choose based upon which you would like to emphasize.
Keep the format uniform once you have made your choice.

Student Engineer, Murphy and Murphy Technical, Daly City, CA (6/0x-9/0x)
Worked on three-person survey crew at a variety of field sites. Prepared and verified site project requirements, interpreted construction plans. Field experience required on-site analysis and problem solving. Also acted as instrument person and performed standard chairman duties.

Engineering Intern, Driver and Driver Transportation Consultants, Inc., Sacramento, CA (6/0x-9/0x)
Worked closely with senior engineers at 100-person transportation engineering firm with revenues in excess of \$50 million/year. Performed technical calculations (using traffic engineering software and Excel) and prepared text for traffic impact studies, environmental impact reports and regional transportation plans. Fieldwork involved observation of traffic operations and geometric layout of traffic improvements.

BUSINESS EXPERIENCE
Assistant Manager, Hollywood Video, Daly City, CA (12/0x-present)
Assisted with all operations of video rental store with business in excess of \$50,000/year. Responsible for accurate, daily register reconciliation and banking, scheduling and training ten employees, and inventory control.

Shift Manager, Coffee House, UC Davis, Davis, CA (10/0x-9/0x)
Responsible for serving 2,500 lunches per day with revenues in excess of \$75,000. Ensured proper employee coverage within budget constraints. Conducted assessment to determine percent price increase required to cover increased power costs while maintaining market and profit.

ACTIVITIES AND INTERESTS
Avid runner, skier and swimmer.

References provided upon request.

Sample

MARIA GARCIA

Local Address
55 College Drive
Davis, CA 95616
(530) 75x-xxxx
mgarcia@ucdavis.edu

Permanent Address
1930 Grape Avenue
Fairfield, CA 94533
(707) 42x-xxxx

OBJECTIVE
Research support position using my background in biochemistry.

EDUCATION
Bachelor of Science in Biochemistry
University of California, Davis
Degree expected December, 20xx

SKILLS
Protocol design for proteolytic digests
Gas chromatography
Ability to keep accurate laboratory records
HPLC
Electrophoresis
Spectrophotometry
Computer data analysis
Laboratory animal handling

RESEARCH EXPERIENCE

Protein Biochemistry Intern, Genentech, Inc., San Francisco, CA. Investigated structure-function relationships of interferon. Experiments included the use of limited proteolytic digests, SDS-PAGE, and HPLC. (June to September 20xx)
Clinical Pathology Intern, Department of Clinical Pathology, University of California, Davis. Developed a buffer system for liquid chromatographic isolation of pesticide metabolites in urine. Performed gas chromatography on purified samples. (March to June 20xx)

LABORATORY ANIMAL HANDLING EXPERIENCE

Laboratory Helper, Animal Science Department, University of California, Davis. Maintained murine colony used for transgenic experiments. (May to July 20xx)

POSITION HELD TO FINANCE EDUCATION

Salesperson, Macy's, Sacramento, CA. Provided customer service, engaged in sales transactions, public relations, inventory control and balanced cash register receipts. (May to September 20xx)

ACTIVITIES

President, Biochemistry Club
Member, Chicanos/Latinos in Health Education
Swimming, intramural basketball

REFERENCES

Furnished upon request

Technical

We use this term to describe a resume that is used to apply for positions in information technology, engineering or consulting. Though the format is similar to other examples in the book we include it to demonstrate ways in which technical skills can be presented.

Format and Content Description

NAME

Local Address
City, State ZIP
Local Phone
Email address (if checked daily)

Permanent Address
City, State ZIP
Phone

OBJECTIVE

Be as specific as possible by listing the job or internship title and organization/industry. Another option would be listing one or two skills you are interested in using.

EDUCATION

List major
University
Date of graduation
GPA if over 2.8 (Note: Consider listing your GPA by specific area and not overall, e.g., 3.2 in major course work, or 3.3 in upper-division Engineering course work.) In technical areas it is recommended to give your GPA. **Many companies may assume a poor GPA if not listed.**
Engineering in Training Exam (include if you have passed this exam).

RELATED COURSE WORK

List course work relevant to the objective (approximately 8-10 courses), noting most relevant course work first. You may list course work you will have completed by the time a summer or career position begins. This is a good strategy to use to show a specialization. NOTE: Employers often ask for a transcript or complete course list. List complete titles of courses in your list (not "Engr. I")

SKILLS

List technical (Design, Hardware or Software) skills. Use "buzz" words that might catch the eye of the employer. These should be skills in which you are reasonably proficient.

PROFESSIONAL EXPERIENCE

Consider listing technical work experience first; it need not be listed chronologically (see "Previous Employment" below).

PREVIOUS EMPLOYMENT

List in reverse chronology, giving little detail to job responsibilities/duties. Specifies should be given to support your true accomplishments/skills listed above.

ADDITIONAL INFORMATION

Tell them more about you by listing your associations and activities.

REFERENCES

Sample

DEVON CONNER

Local Address
123 Beach Avenue
Davis, CA 95616
(530) 75x-xxxx
dconner@ucdavis.edu

Permanent Address
123 Main Street
Vernon, CA 05823
(406) 72x-xxxx

OBJECTIVE A career position in software design, development, and testing.

EDUCATION

Bachelor of Science, Computer Science and Mathematics
University of California at Davis, June 20xx. 3.1/4.0 GPA

RELATED COURSE WORK

Automata Theory and Formal Languages Algorithm Design and Analysis
Database Systems Data Structures and Programming Techniques
Computer Graphics Introduction to Computer Architecture
Introduction to Artificial Intelligence Simulation and Modeling

COMPUTER SKILLS

Visual Basic, JAVA, Matlab, Icon, and LISP.
Machine and Assembly Language for the PDP-11 and M68000.
Ingres database, dBASE III, and Equel preprocessor.
UNIX and VAX/VMS systems.

PROFESSIONAL EXPERIENCE

Computer Programmer (June 20xx - September 20xx)
NASA/Ames Flight Support Branch, Mountain View, California
Programmed in VAX/VMS system and Machine and Assembly Language.
Developed understanding of Ingres database and Equel preprocessor.
Revised program to maintain flight schedules by integrating with Ingres database.
Introduced new program to find a peak frequency of input using the Marincio array processing board and Vectrix graphics monitor.

PREVIOUS EMPLOYMENT

Tutor and Grader, University of California, Davis, September 20xx - Present
Mathematics Intern, Davis High School, Davis, California, April 20xx - June 20xx
House Painter, San Jose, California, June 20xx - September 20xx

MEMBERSHIPS

Computer Science Club, UC Davis Concert Band.
Society of Women Engineers, African American Students United.

REFERENCES

Provided upon request.

Computers read resumes differently than people do. Computers search for selected words or phrases on your resume. Focus on nouns, not verbs; use “keywords” that are associated with the position you are seeking. Use non-decorative fonts, 10 to 14 point size.

Scannable

SHIVANI SINGH
1600 Pennsylvania Ave.
Davis, CA 95616
530 xxx-xxxx
gbesingh@ucdavis.edu

OBJECTIVE
A sales position that will use my experience promoting products and services.

EDUCATION
Bachelor of Arts, Political Science with emphasis in Public Service
Bachelor of Arts, Rhetoric and Communication
University of California, Davis
To be awarded in June 200X

COMPUTER SKILLS
MS Word, EXCEL, Access, and PowerPoint; Adobe PhotoShop; NewsEdge; Dow Jones; HotMetal, a Web page design program; WWW, Internet, Melvyl, and Lexus. Extensive experience with PC and Macintosh.

QUALIFICATIONS
Presenter, planner, organizer, motivator, promoter, communicator, writer, speaker, listener, entrepreneur, self-starter, problem solver, networker.

RELEVANT EXPERIENCE
Public Relations Intern, James Michael and Associates, Inc., Davis, CA 6/0X-present
Conduct community, market, and governmental research as it relates to client needs. Coordinate and conduct grassroots political campaign efforts. Strategize media and campaign plans for clients. Engage in media buys and extensive lists development. Involves extensive communication, research, and organizational skills.

Corporate Communications Intern, Bank of America Corporation, San Francisco, CA Summer 200X
Assisted in broad scope of activities relating to reputation and public perception of bank. Duties included financial press releases, weekly news reports, and internal communication. Conducted research for speeches given by senior management. Sharpened public speaking, writing, and editing skills; and developed effective strategies for working with media.

Senator, Associated Students of the University of California, Davis 3/0X-3/0X
Represented over 20,000 undergraduates on 12-person governing body of the student association at UCD. Allocated and oversaw \$8.2 million operating budget. Worked with student leaders, administrators, and community leaders to implement projects to benefit student body. Position required skills in analysis and consensus building.

Marketing Consultant, All-Weather Aluminum, Inc., Dixon, CA 10/0X-2/0X
Created and conducted survey with dealers and architects throughout California for company marketing plan and industry paper. Compiled and analyzed research and interviews into a report regarding the company's strengths, weaknesses, and relations to competing companies. Required strong interpersonal and adaptive communication skills.

ACTIVITIES/LEADERSHIP
Presidential Candidate, Associated Students of University of California Davis: Winter 200X
Member, UC Davis Junior Varsity Lacrosse Team: 200X-200X
Legal Intern, Charles Smith Attorney-At-Law; Summer 200X
Cadet, U.S. Army Reserve Officer Training Corp. and Infantry School, Airborne Course: 200X
Editor-In-Chief, Woodrow Wilson High School Hotline Newspaper; 199X-200X
References Provided Upon Request

Although this sample is one page, a longer scannable resume is acceptable.

Non-Scannable

SHIVANI SINGH
1600 Pennsylvania Ave., Davis, CA 95616, (530) xxx-xxxx, gbesingh@ucdavis.edu

OBJECTIVE
A sales position that will use my experience promoting products and services.

EDUCATION
Bachelor of Arts, Political Science with emphasis in Public Service
Bachelor of Arts, Rhetoric and Communication
University of California, Davis
To be awarded in June 200X

COMPUTER SKILLS
MS Word, EXCEL, Access, and PowerPoint; Adobe PhotoShop; NewsEdge; Dow Jones; HotMetal, a Web page design program; WWW, Internet, Melvyl, and Lexus. Extensive experience with PC and Macintosh.

RELEVANT EXPERIENCE
Public Relations Intern, James Michael and Associates, Inc., Davis, CA 6/0X-present
Conduct community, market, and governmental research as it relates to client needs. Coordinate and conduct grassroots political campaign efforts. Strategize media and campaign plans for clients. Engage in media buys and extensive lists development. Involves extensive communication, research, and organizational skills.

Corporate Communications Intern, Bank of America Corporation, San Francisco, CA (Summer 200X)
Assisted in broad scope of activities relating to reputation and public perception of bank. Duties included financial press releases, weekly news reports, and internal communication. Conducted research for speeches given by senior management. Sharpened public speaking, writing, and editing skills; and developed effective strategies for working with media.

Senator, Associated Students of the University of California, Davis 3/0X-3/0X
Represented over 20,000 undergraduates on 12-person governing body of the student association at UCD. Allocated and oversaw \$8.2 million operating budget. Worked with student leaders, administrators, and community leaders to implement projects to benefit student body. Position required skills in analysis and consensus building.

Marketing Consultant, All-Weather Aluminum, Inc., Dixon CA 10/0X-2/0X
Created and conducted survey with dealers and architects throughout California for company marketing plan and industry paper. Compiled and analyzed research and interviews into a report regarding the company's strengths, weaknesses, and relations to competing companies. Required strong interpersonal and adaptive communication skills.

ACTIVITIES/LEADERSHIP
• Presidential Candidate, Associated Students of University of California Davis: Winter 200X
• Member, UC Davis Junior Varsity Lacrosse Team: 200X-200X
• Legal Intern, Charles Smith Attorney-At-Law; Summer 200X
• Cadet, U.S. Army Reserve Officer Training Corp. and Infantry School, Airborne Course: 200X
• Editor-In-Chief, Woodrow Wilson High School Hotline Newspaper; 199X-200X
References Provided Upon Request