

**These resume samples are provided to give you a starting point for crafting your resume.**

For help with your UCDC application, contact the UCDC Coordinator at [ucdc@ucsd.edu](mailto:ucdc@ucsd.edu)  
UCDC also hosts Application Reviews every quarter, email us for more information

*These Resume Samples are taken from the UCSD Triton Career Guide.*

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General Recommendations for preparing UCDC resumes:

- Highlight your best or most important qualities early in your resume.
- If you have taken courses that are relevant to the position you are applying for, include the course titles.
- When listing skills, avoid listing general skills like “good communicator”. Focus on technical skills – like programming or coding, or even languages spoken.
- Make sure to list transferable skills gained from experiences.
- Your resume should be about 1-2 pages, depending on your level of experience.
  - For jobs with the federal government (applications found on [usajobs.gov](https://usajobs.gov)), see page 7.

# Gina Global

9500 Gilman Drive ■ San Diego, CA 92093 ■ (858) 534-3750 ■ student@ucsd.edu

## Education

### B.A., International Studies

Minor: Spanish Literature

UC San Diego

Graduation: June 20xx GPA: 3.15

Mexico Comparative Perspectives Program

Universidad Central, Mexico City

Education Abroad Program, UCSD

7/20xx – 12/20xx

## Relevant Course Work

- Economics, Politics and International Change
- International Law and Organizations
- Comparative Politics in Latin America
- Introduction to Political Science: Comparative Politics
- Mexico-U.S. Economic Relations

## Skills & Qualifications

- Excellent oral and written communication skills
- Fluent in spoken and written Spanish
- Extensive international travel, including, France, Spain, Germany and Mexico
- Broad background and knowledge of world affairs and cultures
- Ability to respond quickly to changing circumstances
- Proficient in Word, Excel, PowerPoint, internet and email

## Experience

**President**, UCSD International Affairs Group, San Diego, CA (9/20xx – present)

- Organize monthly speaker series increasing student awareness of international affairs topics
- Coordinate community service and social activities leading to strong membership retention
- Recruit employers to speak at events resulting in networking opportunities for students
- Communicate with more than 20 members via weekly e-mails and timely website updates

**Discussion Leader**, Language Conversation Tables, Mexico City, Mexico (7/20xx – 6/20xx)

- Facilitated table discussions with diverse international student group on a weekly basis
- Interacted with residents, heightening understanding and appreciation of other cultures
- Participated in local community visits to discuss U.S.-Mexico cultural connections

**Server**, Chili's Restaurant, National City, CA

(4/20xx – 11/20xx)

- Communicated with a variety of customers on menu orders, sometimes speaking in Spanish
- Served more than 75 customers per shift using multi-tasking and teamwork skills with staff

## Activities

**Team Member**, Women's Basketball Team, UCSD

(1/20xx – present)

**Rush Chair**, Delta Gamma Sorority, UCSD

(9/20xx – 12/20xx)

## NOTES

a) Include additional training here such as study abroad programs.

b) Highlight relevant coursework related to the position you are seeking.

c) Showcase relevant skills: extensive travel and emphasize use of multicultural, problem solving and foreign language skills.

d) List experience in reverse chronological order.



**Tina Transfer**

1234 Nobel Drive #567 • La Jolla, CA 92914 • (858) 555-1234 • student@ucsd.edu

**EDUCATION**

B.A., Anthropology (Concentration in Archaeology)  
 UC San Diego, Current GPA: 3.46  
 Expected Graduation Date: 6/20XX



Associate in Arts, Spanish  
 San Diego Mesa Community College  
 Graduation Date: 5/20XX

**RELEVANT COURSEWORK**

- Foundations of Archaeology
- Language, Identity and Community
- World Pre-History
- Ethnography & Archaeology
- Indigenous Peoples of North America
- Mexican Culture & Society

**SUMMARY OF QUALIFICATIONS**

- Demonstrated experience in preparing monitoring reports and cultural resource technical reports
- Outstanding communication skills obtained through professional internships and community service
- Knowledge of the National Environmental Policy Act and California Environmental Quality Act
- Proficient in Microsoft Office – Word, Excel, PowerPoint, Access and Outlook

**ARCHAEOLOGY EXPERIENCE**

- Intern, **AECOM, Inc.**, San Diego, CA 3/20XX - present
- Provide administrative support to the cultural resource group with literature record and archival research
  - Assist resource group leader with technical report writing by collecting and organizing information
  - Conduct fieldwork surveys, test excavation, data recovery and monitoring with field managers and crews
  - Support artifact analysis by gathering data from archaeologists, architectural historians and field technicians

- Student Fellowship, **San Diego Zoo – Institute for Conservation Research**, San Diego, CA 7/20XX-8/20XX
- Monitored social behavioral activities on giant pandas and polar bears by using ethnogram and data protocols
  - Collected, organized and summarized information for research staff by entering data into Microsoft Excel

- Project Archaeology Volunteer – **San Diego Archaeological Center**, Escondido, CA 2/20XX - 5/20XX
- Assisted education department in developing curriculum for archaeology and heritage education program
  - Handled and answered a variety of questions students posed during instructional and lab analysis lessons
  - Instructed, motivated, observed and evaluated students on experimental archaeology projects in the center

**CAMPUS LEADERSHIP**

- Activities Coordinator, **UCSD Anthropology Club**, La Jolla, CA 12/20XX – present
- Assessed needs and coordinated related career exploration activities and tours of local zoo and museum
  - Collaborated with the UCSD Career Services Center in organizing an anthropology professionals panel

- Cultural Affairs Chair, **Associated Students – Mesa Community College**, San Diego, CA 9/20XX - 5/20XX
- Led 8-member committee on planning and promoting cultural awareness activities for campus community
  - Increased understanding of multicultural perspective of Associated Students members through workshops

**ADDITIONAL EXPERIENCE**

- Customer Service Associate, Target – Chula Vista, CA 7/20XX – present
- Participant, iLead Program, Center for Communication & Leadership 3/20XX -6/20XX

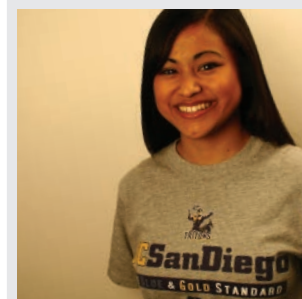
**NOTES**

**a)** Include transfer school information if the associate's degree obtained or courses are relevant to the career field or pertinent to the job objectives; otherwise community college (or school transferred from) does not need to be listed.

**b)** Create titles for headers that help showcase experiences related to the industry.

**c)** Include student involvement from community college and UCSD, especially if it is relevant to the field.

**d)** Add sections like "additional experience" to show any extra unrelated part-time jobs or participation in campus programs. If you have no related experience, then these "extra" experiences can be moved up on the page and listed in a general experience section.



## Maria Research

1234 Gilman Drive, La Jolla, CA 92093 • (858) 534-3750 • student@ucsd.edu  
www.linkedin.com/mariaresearch • https://portfolium.com/mariaresearch

### OBJECTIVE:

To obtain an intern position in Research & Development (R&D), Molecular Biology (ID: 6387BR) with GEN-PROBE requiring lab experience and strong communication skills

A

### EDUCATION:

UC San Diego

**Bachelor of Science, Molecular Biology**

Graduation Date: June 20xx GPA: 3.25

B

### RELEVANT COURSE WORK:

- Molecular Design & Synthesis
- Cell Biology/Lab
- Molecules and Reactions
- Molecular & Cellular Biochemistry
- Chemistry/Lab
- Recombinant DNA Lab

C

### LAB SKILLS:

- Knowledge of lab techniques including electrophoresis, IR spectroscopy, crystallization, high-performance liquid chromatography (HPLC)
- Demonstrated use of equipment, such as centrifuge, distillation column, reflux condenser
- Water analysis experience for bacterial counts, isolation and cultivation
- Ability to follow detailed operating procedures and protocols with minimal supervision

### ADDITIONAL SKILLS:

- Excellent written communication skills gained through report writing
- Data entry and analysis experience using MS Excel database
- Organizational ability demonstrated in efficient and accurate supply orders

D

### RELATED EXPERIENCE:

**Laboratory Assistant** – Molecular Biology Department, UC San Diego 9/xx - present

- Assist with buffer and media preparation and produce SDS PAGE electrophoresis gels
- Maintain pipette tip supply and maintain instrument inventory for the entire lab
- Support PI with sequencing, affinity reagents, analysis of reaction kinetics and plasmid preparation

**Lab Project** - Instrumental Analysis Laboratory Course, UC San Diego 1/xx – 3/xx

- Developed correct lab work habits and methodologies for the operation of analytical instrumentation
- Conducted experiments using HPLC techniques to successfully identify, quantify and purify the mixtures' individual components
- Collected, analyzed and interpreted lab results and data to compose a formal lab report

### ADDITIONAL EXPERIENCE:

**Volunteer** - American Heart Association, San Diego, CA 6/xx – 9/xx

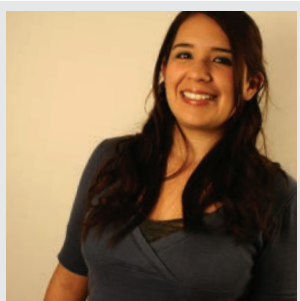
- Recruited local companies from health-related fields for annual fundraising events
- Conversated with community members on health-related topics at wellness fair nurse's info booth

E

### ACTIVITIES:

*Member*, Biology Student Association, UC San Diego 20xx – present

*Student Member*, San Diego BIOCUM Professional Association 20xx - present



## NOTES

**a)** Highlight degree with bold font if related to the position you are seeking.

**b)** Classes listed by course title can provide keywords that are relevant to the job you are seeking.

**c)** Choose headers to capture attention and show your qualifications.

**d)** Consider including relevant experiences like course projects especially if attached to specific settings that allowed you to use relevant skills and abilities.

**e)** Employers value well-rounded candidates.

**Lauren Social Science**

9500 Gilman Drive, La Jolla, CA 92093 • (858) 534-3750 • student@ucsd.edu

**PROFESSIONAL PROFILE**

Experienced special events coordinator with more than two years of intensive training in communication skills and program planning. Proven leader and business relations builder seeks Events Coordinator position with the Women's Center at UC San Diego.

**EDUCATION**

B.A. Critical Gender Studies, Minor in Music

UC San Diego, June 20XX, **GPA: 3.67**

Senior Honors Thesis: *The Politics of Women's Health*

**EXPERIENCE**

**Career Peer Educator**, UCSD Career Services Center (CSC) (9/20XX-Present)

- Advise students on résumé and cover letter writing, as well as internship and job search resources
- Deliver presentations to audiences of up to 60 students on career-related topics
- Coordinate campus-wide peer communication training, achieving 100% attendance

**UCSD Campaign Coordinator**, Teach For America, San Diego (9/20XX - Present)

- Identify leaders and top students on campus, and establish relationships with student organizations
- Build a support network on campus to recruit Teach for America corps staff

**Get Out The Vote Staff**, Candidate Campaign for Chula Vista City Council, Chula Vista, CA (3/20XX-5/20XX)

- Collaborated with field staff team members to improve candidate's visibility in the community
- Organized weekly phone banks and volunteer canvassing teams, resulting in more than 600 campaign calls

**Journalism Intern**, North County Times, San Diego (9/20XX -12/20XX)

- Conducted interviews, wrote weekly features articles, and went through the editing process

**Public Affairs Intern**, Planned Parenthood Federation of America, Washington, D.C. (6/20XX - 8/20XX)

- Organized campus outreach plan with organizations, recruiting more than 300 new members
- Developed social media campaign using Twitter, Facebook, and Tumblr to unite campus clubs
- Introduced the CEO of Planned Parenthood at a speaking event

**Features Editor**, UC San Diego Guardian, San Diego, CA (1/20XX - 1/20XX)

- Produced a weekly features section using Quark Express and Photoshop, and fielded press releases
- Assigned and edited stories, hired writers, conducted staff meetings, and wrote articles
- Secured interviews with film maker Nilita Vichani, Ray Manzarek of The Doors, and other business leaders

**ACTIVITIES**

National Organization for Women (NOW) (1/20XX - 1/20XX)

Chancellors Organization for Allied Students (COAST) (1/20XX - 1/20XX)

**SKILLS/TRAINING**

Proficient with PC and Mac platforms including Quark Express, MS Excel, and Access

Proficient in conversational Spanish

A

B

C

**NOTES**

This is an example of a chronological resume (See resume outline for details).

**Acronyms.** Be aware that external

audiences do not always know the same acronyms you know. If used twice in one resume, the convention is to write it out in its entirety the first time it is used and use parenthesis to introduce the acronym, showing how it will be used later.

The federal resume is not the same as a private industry resume: it averages 4 pages for experienced professionals. It **MUST** match a target announcement to stand out and eventually be referred to a supervisor. Federal resumes must include month/year for listed experiences; can list up to 10 years of details about supervisors and salary; and should include education and relevant certifications.

Students: See [usajobs.gov/StudentsAndGrads](http://usajobs.gov/StudentsAndGrads)

Recent graduates: See [opm.gov/HiringReform/Pathways/program/graduates/](http://opm.gov/HiringReform/Pathways/program/graduates/)

## FOR BEST RESULTS

- See federal resume advice at [gogovernment.org](http://gogovernment.org)
- Use the resume builder on [usajobs.gov](http://usajobs.gov) to create your resume; make sure it is edited before submitting
- Read the vacancy description carefully for all duties and qualifications
- You must show that you at least meet the minimum listed requirements – more is better
- Review specific instructions to any status that may apply to you: student, disability and veteran
- If you use the exact keywords they use to describe qualifications, you will score higher for relevant experience

## ITEMS TO INCLUDE

### JOB INFORMATION

- Announcement number, title, and pay grade(s) (i.e., GS-7) of the job for which you are applying.

### PERSONAL INFORMATION

- Full name, mailing address (with zip code), and day and evening phone numbers.
- Country of Citizenship (most federal jobs require U.S. citizenship).

### EDUCATION

- University: Include name, city and state, major(s), and units completed.
- High School: Include name, city and state, and date of diploma or GED.

### WORK EXPERIENCE

- Read the QUALIFICATIONS section of an announcement carefully.
- Provide the following information for your paid and non-paid work experience related to the job you are applying for: job titles (include series and pay grade, if a federal job); duties and accomplishments; employer's name and address; supervisor's name and phone number; starting and ending dates (month and year); hours per week, and salary. Indicate whether your current supervisor can be contacted.
- Focus on the most recent and relevant positions. Include duties first, then a short list of accomplishments.
- Include keywords from the DUTIES AND QUALIFICATIONS SECTIONS to help describe similar, relevant work in your resume.
- Highlight key skills in ALL CAPS or bold to improve readability.

### OTHER QUALIFICATIONS

- Job-related training courses (title and year).
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.
- Job-related certifications and licenses (current only).
- Job-related honors, awards, or special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

## FEDERAL JOB DESCRIPTION SAMPLE

**Job Title:** Student Volunteer Intern Summer 2013 - Congressional and Public Affairs  
**Job Announcement Number:** MCC-850420-INTERN

**SALARY RANGE:** \$14.75 Compensation  
**OPEN PERIOD:** Tuesday, March 12, 2013 to Wednesday, March 27, 2013  
**SERIES & GRADE:** ZZ-0099-00  
**POSITION INFORMATION:** Multiple Schedules - Other Student  
**DUTY LOCATIONS:** Few vacancies in the following location:  
 Washington DC, DC United States  
**WHO MAY APPLY:** United States Citizens

**JOB SUMMARY:**  
 Whether you are new to the Federal government or an experienced professional seeking a career change, visit our website at Millennium Challenge Corporation to see the dynamic projects our staff is undertaking. If you want a career where you can see the difference your work makes, then join the Millennium Challenge Corporation! The MCC Student Volunteer Internship Program is recruiting for its summer 2013 session. Internships are provided for students with a desire to work in the international development field and/or public sector and assignments are designed to complement the intern's educational pursuits while meeting the expressed needs of the agency and individual MCC departments...

**Joe Federal**

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**Job Announcement Number: MCC-850420-INTERN****Job Title: Student Volunteer Intern Summer 2013 - Congressional and Public Affairs**

Job Type: Full time; Work Schedule: 40 hours a week

US Citizen

**Public Affairs Experience:**

Accomplished, bilingual professional recognized for achievement and performance in marketing. Innovative and successful in establishing business alliances on campus. Proven leader with special capabilities in building teams strategizing, and implementing workable marketing plans using print and social media.

**Education:**

University of California, San Diego (UCSD), La Jolla, CA

Graduation Date: 06/20XX

**Bachelors of Arts in Communications**

GPA: 3.5 (Units Completed: 181)

Courses: Media Production Lab, Comparative Media Systems, Communication Technologies, Writing for Digital Media

High School: Helix High School, La Mesa, CA Diploma: 6/20XX

**Honors and Awards:**

Presidential Environmental Youth Award Winner

20XX

Waste Education Resource Consortium, Contest – 1st place

20XX

**Experience:**

The Guardian, UCSD

From: 09/20xx–04/20xx

9500 Gilman Drive, La Jolla, CA 92093

Salary: Unpaid internship; Hours: 20/ week

Supervisor: Dr. Sally Noz

Supervisor #: 858-534-3750 – permission to contact

**Position Title: Marketing Intern**

- Created press material, social media posts, and blogging for the Opinion section weekly
- Developed flyers and logos and photographed using Photoshop and other Adobe CS software
- Edited written press releases, news stories and quarterly reports for on-campus events

**Selected Accomplishments:**

- **Marketing/Brand Initiatives** – Established strong image through marketing activities, including web messages/design, logo development and promotional materials.
- **Communications** - Spearheaded promotion of **international** student perspectives via quarterly blog

**Skills:**

- Knowledge of Adobe Photoshop CS5, Google Analytics, Hoot suite, Adobe Illustrator, and PowerPoint
- Experience with Twitter chats, Facebook tabs and Video Invites
- Fluent in Spanish

**Affiliations:**

**Public Relations Chair**, Undergraduate Communications Society, UCSD

20xx – present

- Lead team of 8 to plan first annual Public Relations Panel which generated more than 70 attendees

**Philanthropy Chair**, Sigma Phi Epsilon Fraternity, UCSD

20xx - present

**References:**

Ms. Lauren Payne, Sigma Phi Epsilon Fraternity Advisor, lpayne@ucsd.edu, 858-534-3750

Dr. Sally Noz, The Guardian, UCSD, guardian@ucsd.edu, 858-534-3750