

## Creating a Resume, Section by Section

COMPONENT	BASICS	COMMENTS
<b>Identifying Data</b>	Put name, street address, email address, and phone or message number at the top of the page (include area codes and zip codes). Can include personal web page if you want employers to see it.	Message on your personal answering machine should be appropriate for a potential employer.
<b>Summary Statement</b>	A brief summary statement (3-4 sentences) that captures your strengths as they relate to the particular position you are applying for.	Follows your name, address, and phone number at the top of your resume. Should be customized for each position for which you apply.
<b>Education</b>	Name of school, major, degree received should be included. Graduation date, projected graduation date, or dates of attendance if no degree was completed are optional. Unless you have graduated within the last 2 years, put your education towards the end of your resume.	If you attended more than one school, list the most recent first. You don't have to list all the schools you have attended. Do not list high school, unless it is your last example of formal education. Additional training may either go here or under a separate heading. You may choose to include specific coursework information if it is relevant to the position you hope to obtain.
<b>Experience/Work History</b>	Paid, volunteer or military work. Emphasize tasks, skills, abilities, and accomplishments appropriate to the targeted position. Give the job title, employing organization, and dates of employment.	Present achievements, contributions, and results (e.g., streamlined a procedure or made a cost-saving suggestion). Experience does not have to be paid. Use bullets instead of paragraphs.
<p><b>The components listed below are optional – use if appropriate for your background.</b></p>		
<b>Skills</b>	Computer skills, office skills, lab techniques or transferable skills relevant to the position being applied for.	Can be combined under this heading or listed in bullets beneath the Summary Statement. Hiring managers are often especially interested in seeing that you have acquired UCB specific skills (such as BFS, BAIRS, HRMS, Travel and Entertainment, OPTRS, etc.)

<b>Languages</b>	Mention if you are fluent in a foreign language.	If you understand a language but are not fluent, still mention it. For example: Fluent in Russian, conversational Spanish, or read and write French. Unless it is mentioned in the job description, this should go at the bottom of the resume.
<b>Activities &amp; Interests</b>	In order of importance, list activities/organizations, professional associations, and committees in which you have participated, and the skills you used.	Include activities and interests that pertain to the job you are applying for, or where you can describe relevant accomplishments.
<b>Community Involvement/Volunteer Activities</b>	List offices held, organizations, projects, and accomplishments.	If the setting is political or religious, you may want to use generic descriptions (e.g., Youth Leader for church, Speech Writer for City Council candidate). If substantial, these may be listed under "Experience."
<b>Honors</b>	Recent graduates can include academic honors such as Dean's List, honor societies and scholarships.	Can be listed separately or as a subsection under Education.
<b>Research &amp; Publications</b>	Briefly describe relevant research projects. List published articles, papers, or books.	Typically this section is at the end of the resume, after education.
<b>Travel</b>	Include if the position you are applying for involves travel or knowledge of other cultures.	Can be listed separately or included in the Activities and Interests section.
<b>References</b>	Include reference information and any letters of recommendation you may have. If your current supervisor knows you are applying for the position, ask him or her for a letter of recommendation to include at the end of your resume.	List names, titles, contact information, and your working relationship with each reference provided. Always ask permission before using anyone's name as a reference. Include people who know about your work-related abilities, such as former employers, peers and volunteer project supervisors. Do not use relatives or friends. This section should be at the end of the resume. If you have a letter of recommendation, then cut and paste it (or type it in if you only have a paper copy) at the very end of your resume. Be prepared to bring copies of the signed letter to any interviews.