

UNIVERSITY OF CALIFORNIA BERKELEY



AMERICAN MEDICAL STUDENT ASSOCIATION

5th General Meeting Resume Workshop

UC Berkeley Pre-Health Conference

Hosted by AMSA

- **THIS** Saturday, March 2nd from 8:30 am -4:30 pm
Clark Kerr Campus
- Workshops, panels, guest speakers, keynote speech by our physician mentor Dr. Armstrong, suture clinic and more!
- \$10 registration ends ***THIS* Friday, March 1st!**
Registration at the door is \$15.
- Tickets on sale now: <http://ucbphc2013.eventbrite.com/>

Service Trip

When: Mon., May 6th (first day of dead week) 9am-2pm

- Work with St. Anthony Foundation, in San Francisco, whose mission is to feed, heal, shelter, clothe, lift the spirits of those in need, and create a society in which all persons flourish.
- Participate in workshops in the morning, volunteer in the afternoon, grab lunch with the community members in the dinning hall, and finally wrap up the day with a key note speaker. There are several volunteer activities including working in the dinning hall, delivering meals to home bound seniors, working in a clothing drive, and spending time with members in a senior center.
- It will be first come first serve so please sign up only if you are 100% sure that you can attend: <http://www.wejoinin.com/sheets/wgqic>

Kaplan practice test

- **Register for a Free Practice Test for the GRE, LSAT, or MCAT Saturday, March 9th at 10am at UC Berkeley**

Taking a practice test lets you experience what the exam is really like before you experience the real thing. By attending Kaplan's practice test, you'll receive:

A detailed score report and performance analysis immediately following the exam

- Complete explanations to every question on the test
- Strategies demonstrated by an expert Kaplan faculty member
- Register for the **March 9th practice test** by clicking the link below. All tests begin at 10am (GRE & LSAT will be held in Boalt Hall; MCAT will be held in 102 Moffitt) bit.ly/calpracticetest2013
 - Be sure to select "Pre-Med AMSA" when signing up!

HOW TO SEARCH FOR **INTERNSHIPS** AND WRITE AN EFFECTIVE **RESUME**

By Ashmi and Meeka

UPCOMING EVENTS:

Career lounge workshops @Career Center 12-1pm

- March 1st: careers & majors
- March 8th: graduate school
- March 15th: successful interviewing
- April 5th: job search tips: it's not too late!

Other workshops @Career Center

- April 2nd: Getting LORs for Health Professional School
- May 3rd: Medical School Applicants Conference 2013

WORKSHOP GOALS

- Where to begin internship hunting
- Helpful resources to find internships
- How to prepare for career fairs
- Purpose and value of a winning resume
 - What is a resume?
- How to begin...
 - Highlight resume planning steps
- Basic resume structure
 - Components of a resume
- Sample Resume
 - Strong Action Verbs

INTERNSHIP SEARCH

Where to begin?

INTERNSHIP LISTINGS

- Callisto
- Internships
 - Internship listings
- General internship websites
- Internship opportunities in specific fields

The screenshot shows the UC Berkeley Career Center website. The header includes the Berkeley University of California logo and the 'CAREER CENTER' title. A navigation bar lists links for Students, Grad Students, PhDs & Postdocs, Alumni, Employers, Parents, and Staff & Faculty. A sidebar on the left contains links for About Us, Events/Workshops, Counseling, Career Exploration, Internships, Jobs, Grad/Prof School, Donate Now, and Callisto Login. The main content area is titled 'Internship Listings' and contains several bullet points: Callisto (gateway to online services), General Internship Websites (listing Bay Area Volunteer Information Center, InternshipPrograms.com, Internships.com, Internships-USA, and Vault Online), and Internship Opportunities in Specific Fields (listing various fields like Architecture, Business, Education, etc.). A footer contains social media icons and contact information.

Berkeley University of California

CAREER CENTER

Students | Grad Students, PhDs & Postdocs | Alumni | Employers | Parents | Staff & Faculty

QUICK LINKS

GO

About Us
Events/Workshops
Counseling
Career Exploration
Internships
Jobs
Grad/Prof School
Donate Now
Callisto Login

Internship Listings

- **Callisto** - Your gateway to online Career Center services, exclusively for Cal students and alumni. Callisto grants one-stop access to hundreds of jobs and internships via CalJobs and On-Campus Recruiting (OCR), as well as other essential employment, internship and graduate school resources.
- **General Internship Websites**
 - Bay Area Volunteer Information Center - Lists Bay Area nonprofit organizations that need volunteers to support their services. Sometimes the best way to get experience and learn new skills is to volunteer.
 - InternshipPrograms.com - Large internship database featuring opportunities in a wide variety of sectors across the US and other large cities across the Globe.
 - Internships.com - Extensive listings of internships from 7,000 companies, with additional tools to help you clarify your internship goals and fine-tune your internship search.
 - Internships-USA (CEI Internships) - Access over 2,000 organizations offering internships and summer jobs in 12 different fields (username=UCABerkeley, password=UCB201213)
 - Vault Online Internship Database - [Sign-in via Callisto](#)
- **Internship Opportunities in Specific Fields**

Architecture, Planning & Environmental Design	Government
Arts & Entertainment	Health & Medicine
Business	International
Communications	Law & Public Policy
Education	Nonprofit
Engineering & Computer Science	Sciences-Biological & Physical
Environment	
- **Career Fairs** - Career Center sponsored career fairs offer internship and summer opportunities
- **Summer On-Campus Recruiting** - Campus interviews with selected employers for summer opportunities
- **Work-Study** - For financial aid students receiving work-study awards
- **Campus Opportunities** - Campus-affiliated internships and experiential opportunities

[Back to Internships Home](#)

UC Berkeley Career Center | [Contact Us](#) | [About Us](#) | [Search](#) | [A-Z Index](#) | [Questions & Answers](#)
[Privacy Statement](#) | Copyright 2012 University of California, Berkeley | Student Affairs

OTHER HELPFUL RESOURCES

- CareerMail
- Career counseling
- Career center library
- Browse the web
- Company home pages

The screenshot shows the UC Berkeley Career Center website. The header includes the Berkeley University of California logo and a search bar. A navigation menu on the left lists: About Us, Events/Workshops, Counseling, Career Exploration, Internships, Jobs, Grad/Prof School, Donate Now, and Callisto Login. The main content area is titled "Make an Appointment" and includes a word cloud with terms like "grad school", "counseling", "mini-appointment", "exploration", "internships", "law school", "advising", "med school", "schedule", "career", and "appointment". Below this is a table titled "Which Appointment?" with columns for Appointment Type, Topics Covered & What to Expect, Times Available*, and Sign-up.

Appointment Type	Topics Covered & What to Expect	Times Available*	Sign-up
Mini-Appointments (15 minutes)	Ideal for resume and cover letter critiques and quick questions about: <ul style="list-style-type: none">• career exploration• internships• job search strategies• graduate school (except pre-med)• Career Center services	Mon-Fri 1-4pm	Sign-up online only
Career Counseling Appointments (45 minutes)	In-depth questions about: <ul style="list-style-type: none">• career exploration• internships• job search strategies• mock interviews• career assessment interpretation	Mon-Fri 9am-5pm	Sign-up online only
Pre-Med/Pre-Health Advising Appointments & Drop-ins (15 or 30 minutes)	Assistance regarding preparation/application for medical school and other health programs.	Mon-Fri Hours Vary	More info

*Hours may vary occasionally because of various Career Center events and closures.

Who can use Career Center services?
Career Center services are available to currently enrolled UC Berkeley students and Career Center Alumni Advantage members.
[More eligibility information](#)

INTERNSHIP/JOB FAIRS

- How should I prepare?
 - Research companies
 - Practice approaching recruiters
 - Tailor your resume



RESEARCH COMPANIES

- Research companies that will attend internship fair
 - Go to career.berkeley.edu → events → click on career fairs
- Research types of positions companies are searching to fill that fit your interests
- Take into account what, where, when..
 - Can you see yourself in that position?

APPROACHING RECRUITERS

- Have your pitch ready
 - Your major
 - Professional interests/experiences
 - Future goals,
- Dress to impress
- Be prepared to take the lead in conversations
- Eye contact
- Firm handshake
- Be knowledgeable about the company/organization
 - Have questions prepared



TAILOR YOUR RESUME

- “Tailor” your resume to companies you are interested in by emphasizing relevant skills and experience

The screenshot displays the UC Berkeley Career Center website. The header includes the university name and a search bar. A navigation menu on the left lists various services like 'About Us', 'Events/Workshops', and 'Counseling'. The main content area is titled 'Resume and Letter Writing' and provides an introduction to the resources. It lists four key offerings: a Job & Internship Guide, a Resume Builder, a Resume Critique service, and Resume Critiques & Mock Interviews. Below this, there's a section for 'Advice from Employers' with video links. The right sidebar features 'Online Workshops' with video thumbnails for 'Writing Effective Resumes' and 'Writing Effective Cover Letters'. At the bottom, there are links for 'Links', 'Articles', and 'More Articles'.

Berkeley University of California

CAREER CENTER

Students | Grad Students, PhDs & Postdocs | Alumni | Employers | Parents | Staff & Faculty

Resume and Letter Writing

Producing a good resume and a well written cover letter is a basic requirement for a successful job search. The Career Center is here to assist you with this important task by providing the following resources:

- **Job & Internship Guide** - The Resume and Letter Writing section (PDF - 22 pages) of this Career Center publication contains information on how to write a resume and cover letter and samples to review.
- **Resume Builder** - Login to Callisto to access this interactive program, helpful if you have not written a resume before or need help with formatting your current resume.
- **Resume Critique with a Career Counselor** - Make a Mini-Appointment with a career counselor to have your resume reviewed.
- **Resume Critiques & Mock Interviews with Employers** - Occur once a year early each Fall semester.

Advice from Employers

These Quick Clip videos are prepared from interviews with employers at our career fairs.

- Stand-Out Resumes [3:15]
- Cover Letter DOs and DON'Ts [3:37]

[Back to Job Search home](#)

Online Workshops

Writing Effective Resumes
Watch [15 min]

Writing Effective Cover Letters
Watch [10 min]

More Online Workshops
Resume & Cover Letter Quick Clips

Links

Frequently Asked Questions

Articles

Common Resume Pitfalls
Cover Letters That Will Get You Noticed
[More Articles](#)

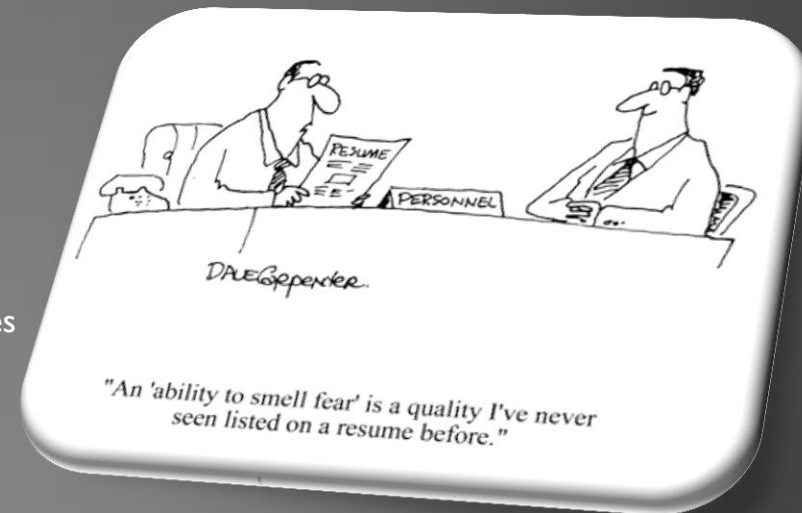
UC Berkeley Career Center | Contact Us | About Us | Search | A-Z Index | Questions & Answers
Privacy Statement | Copyright 2012 University of California, Berkeley | Student Affairs

RESUMES

How to write the best resume for you!

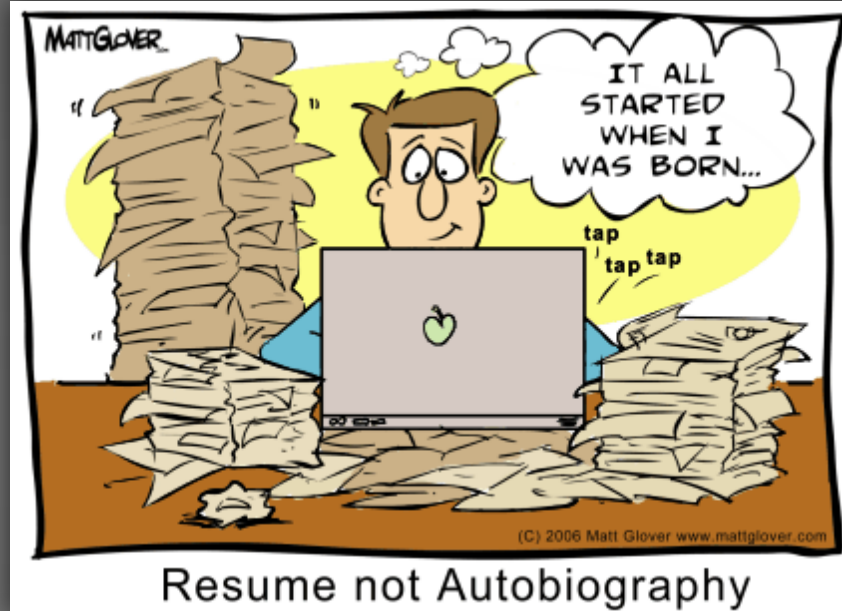
PURPOSE OF A RESUME

- What is it for?
 - Your personal marketing tool!
 - A place to list your experiences in an organized space
- When do I use it?
 - Networking
 - Part-time & full-time employment
 - Internships
 - Career fairs
 - Job applications
 - Professional documents are required in all industries



QUESTIONS TO THINK ABOUT

- **Content** – what does your resume say?
- **Organization** – how is the information presented?
- **Layout** – Is your resume visually appealing?



PLANNING STEPS:

BEFORE WRITING YOUR RESUME

- Brainstorm all your jobs, volunteer positions activities, training, and skills – big and small
 - Better to list more than less
 - You can narrow down the list later
- For each job, go to O*NET and use the list of Action Verbs to trigger ideas about your skills demonstrated
 - Keep in mind for the future



STARTING YOUR RESUME

- Identify a job/internship title (objective)
- Learn what skills that internship/job requires (research and exploration)
 - Knowledge regarding lab equipment, procedures, or animals required?
- Make a list of your relevant skills and experience that match the job description
 - If you know how to use specific equipment/machines, how to use data analyzing programs (i.e. pipetting, making medium, procedures working with DNA/RNA...)
 - If you know in depth about certain research from past experience
- Consider the KEY messages you wish to convey to a potential employer

STARTING YOUR RESUME CONT.

- Assemble the parts of your resume
- Educations, skills, activities, etc – more on this in a moment
- Come up with the final product
- Give yourself a pat on the back!!

FORMAT GENERAL GUIDELINES

- Abbreviations
- Enhancements
- Font/Font Size
- Honesty
- Ink
- Layout
- Length
- Margins
- Paper
- Personal Information
- Photographs
- Printers
- Proofreading
- White Space

ELEMENTS OF A GOOD RESUME

- Name/Contact Information
 - Appropriate e-mail address
 - Oodles_the_flying_poodle@gmail.com vs. jsmith@yahoo.com
 - Phone with appropriate voicemail.
- Objective
 - Optional – use if your experience does not clearly link to the position you are applying for
 - Specific to a job: Position as a Graphic Designer with Widgets, Inc.
 - General field/industry: Position in the healthcare field where my client relations experience can be used to meet the goals of your company.



2290 Fremont Way
Fremont, CA 94555

Sophie Moore

510-555-9090
jobhunter@berkeley.edu

EDUCATION SECTION

- Education

- For freshmen and sophomores, you can include your high school information- work activities, awards, etc.
- Be sure your major/degree are listed – bolded
- List Relevant Courses if you lack work experience in the area you are applying for, but have educational background
 - Intro to Financial Accounting NOT UGBA102A

- Summary of Qualifications (optional)

- Experience/significant skills that ‘qualify’ you
- Not recommended – baseless statements?

EDUCATION

BS Mechanical Engineering, expected August 2012 (GPA 3.4)

University of California, Berkeley

Coursework: Statics, Dynamic Analysis, Product Development

State your GPA if
requested or if it will
show achievement.

Physics, Math & Engineering Coursework, Fall 2007-Spring 2008 (GPA 3.8)

Evergreen Valley College, San José, CA

ELEMENTS

- How to write a bullet point:
 - What, How, Why, Result
 - Coordinated, managed, and hosted Lunch with Leaders leadership symposiums attended by over 125 students over the course of 2 years; Events resulted in improved communication skills for attendees

EXPERIENCE SECTION

- Work/Volunteer Experience
- Correct tense (Present vs. Past tense)
- Consistency when writing dates (i.e. Oct. 2007 or 10/07)
- 3-5 bullets per job/volunteer experience
- Bullet points should begin with strong ACTION verb
- Researched.....
- Most relevant tasks first

EXPERIENCE

Stockroom Assistant, Hewlett Packard, Palo Alto, CA

7/09-8/10

- Maintained appropriate inventory for hundreds of parts in manufacture of ink jet printers
- Improved accuracy of monthly inventory counts from 90% to 96%
- Distributed parts to busy production line in a timely way to avoid work stoppages
- Developed knowledge of production protocols and technical manufacturing environment

Promotional Assistant, Old Navy, Inglewood, CA

6/09-7/09

- Worked cooperatively with team of 15 to execute July 4th promotional activities
- Interacted with over 500 men, women, and children while giving away items to build statewide brand awareness

Customer Service Representative, Yogurt Park, Berkeley, CA

1/08-6/09

- Addressed the needs of hundreds of consumers from a variety of backgrounds
- Efficiently attended to customer complaints and handled employee conflict resolution

EXPERIENCE SECTION

DESCRIPTION

- General Template

- Precise action verb + Description of experience/role + **result/context**

- Before

- **Tutor, Self-employed**, Berkeley, CA 9/2009-6/2010
 - Taught basic math and reading comprehension to high school students preparing for the SAT.

- After

- **SAT Tutor, Self-employed**, Berkeley, CA 9/2009-6/2010
 - Provided one-on-one tutorial services to high school students on subjects including basic math, reading comprehension and standardized test-taking , improving individual student scores by an average of 15 percentile points.
 - Organized and prepared weekly lesson plans, homework assignments, and administered practice tests, improving student awareness of test expectations.



PRECISION ACTION VERB LIST



VERB LIST FOR RESUMES & LETTERS

<p>Management</p> <ul style="list-style-type: none"> administered analyzed assigned attained chaired consolidated contracted coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised 	<p>Research</p> <ul style="list-style-type: none"> clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized 	<p>Teaching</p> <ul style="list-style-type: none"> adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained 	<p>Clerical or Detail Oriented</p> <ul style="list-style-type: none"> approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated
<p>Communication</p> <ul style="list-style-type: none"> addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded 	<p>Technical</p> <ul style="list-style-type: none"> assembled built calculated collaborated designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved upgraded 	<p>Financial</p> <ul style="list-style-type: none"> administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched 	<p>Helping</p> <ul style="list-style-type: none"> assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented
			<p>More Verbs for Accomplishments</p> <ul style="list-style-type: none"> achieved expanded improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed

Words in **bold** are especially good for pointing out accomplishments.

from *The Damn Good Resume Guide* by Yana Parker, Berkeley: Ten Speed Press

27

career.berkeley.edu

Preparing for Your Search

Internships

Your Job or Internship Search

Resume & Letter Writing

Successful Interviewing

Internship & Job Offers

ADDITIONAL/SKILLS/ABILITIES

- Other relevant skills/abilities that you want an employer to know
 - Activities participated in...
 - Computer skills, language skills, scholarships etc.

ACTIVITIES

Rower, Cal Lightweight Crew Team

8/08-1/10

- Participated in year-round competitive intercollegiate rowing club, practicing 20 hours per week
- Taught new members technique and helped motivate them during practices and competitions

Saxophone, UC Berkeley Jazz Band

9/08-present

- Demonstrated real-time adaptability and intuitive sense of group dynamics in practices and concerts

[See how](#)

Sophie Moore

2290 Fremont Way
Fremont, CA 94555

510-555-9090
jobhunter@berkeley.edu

EDUCATION

BS Mechanical Engineering, expected August 2012 (GPA 3.4)

University of California, Berkeley

Coursework: Statics, Dynamic Analysis, Product Development

State your GPA if requested or if it will show achievement.

Physics, Math & Engineering Coursework, Fall 2007-Spring 2008 (GPA 3.8)

Evergreen Valley College, San José, CA

EXPERIENCE

Stockroom Assistant, Hewlett Packard, Palo Alto, CA

7/09-8/10

- Maintained appropriate inventory for hundreds of parts in manufacture of ink jet printers
- Improved accuracy of monthly inventory counts from 90% to 96%
- Distributed parts to busy production line in a timely way to avoid work stoppages
- Developed knowledge of production protocols and technical manufacturing environment

Promotional Assistant, Old Navy, Inglewood, CA

6/09-7/09

- Worked cooperatively with team of 15 to execute July 4th promotional activities
- Interacted with over 500 men, women, and children while giving away items to build statewide brand awareness

Customer Service Representative, Yogurt Park, Berkeley, CA

1/08-6/09

- Addressed the needs of hundreds of consumers from a variety of backgrounds
- Efficiently attended to customer complaints and handled employee conflict resolution

ACTIVITIES

Rower, Cal Lightweight Crew Team

8/08-1/10

- Participated in year-round competitive intercollegiate rowing club, practicing 20 hours per week
- Taught new members technique and helped motivate them during practices and competitions

Saxophone, UC Berkeley Jazz Band

9/08-present

- Demonstrated real-time adaptability and intuitive sense of group dynamics in practices and concerts

See how

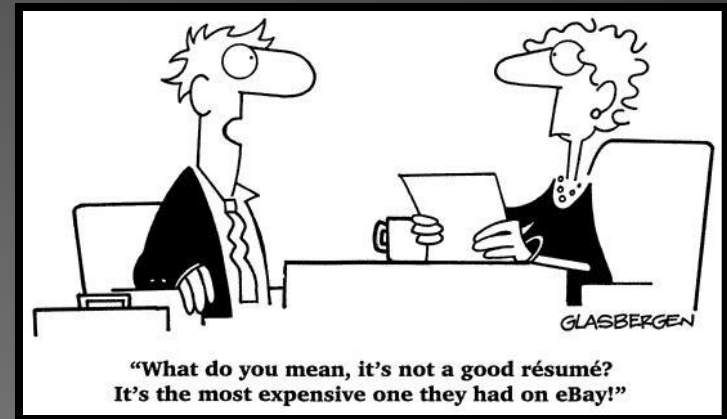
ELEMENTS

- Other possible section headings
 - Skills
 - Volunteer Experience
 - Activities
 - Leadership
 - Professional Affiliations
 - Languages
 - Computer Skills



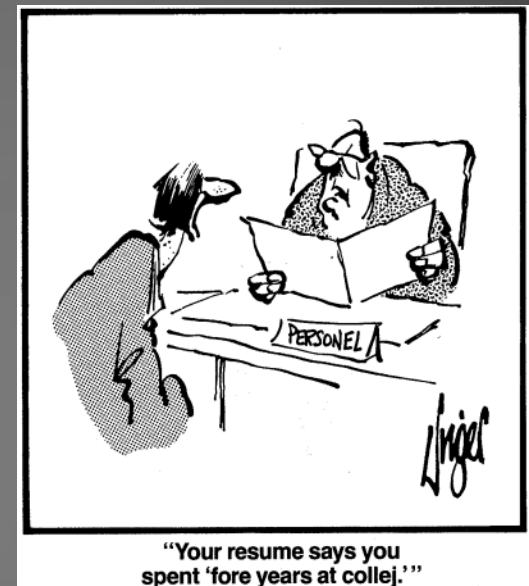
RESUME FAQ'S

- Do I need to list an objective?
- Do I need to have a references list?
- How long should my Resume be?
- What if I have a lot of experiences? Should I include them all?
- What if I don't have much work experience?
- Should I include experiences from high school?
- What do I do if all my experiences are in a different field than my new career direction?



FINAL THOUGHTS AND TIPS

- Resume/Cover letter no-no's: Lies, references, personal information
- Write your own resume/cover letter – it should reflect your personality
- Check for spelling errors several times and have multiple people read it



CONT'D

- Always remember your target audience
- Use Key verb list on Pg. 27
- Your resume is NEVER a completely finished product: It needs to continue to be updated and tweaked!
- **BRING THEM TO THE CAREER CENTER!!!**



RESOURCES

- Get to know **career.berkeley.edu**
 - Sign up for 45-minute pre-med appointments, Mini's (15 minutes) – online
- Look at pre-med resources on career.berkeley.edu
- Mock interviews with pre-med counselors
- Drop-ins with **peer advisors**

