

**Use this resume checklist as a guide to easily develop your resume in the business school format. All resumes must follow this checklist to be approved for the resume book in CCS**

**Overall Formatting**

- ☐ Must be one page only
- ☐ Margins between 0.5 to 1" top, bottom, left and right
- ☐ 10.5 to 12 point font
- ☐ No colors or logos
- ☐ Dates must be right aligned and months written out
- ☐ No unusual fonts
- ☐ No tables or templates
- ☐ Must have consistent formatting – bullet points, dates, bolding, italics, punctuation, etc.
- ☐ Headings must be listed left-aligned in the following order: Name and Contact information, EDUCATION, RELATED ACADEMIC PROJECTS or RELATED COURSE PROJECTS (optional), EXPERIENCE, ACTIVITIES, SKILLS AND INTERESTS
- ☐ Lines must be included under each heading. One way is to use the “Bottom Border” feature for each heading

☐ **Name and Contact information**

- ☐ Formal name, at top of page in all capital letters, 16-point font
- ☐ Mailing address. You can leave off street address for privacy reasons
- ☐ Phone number and professional email address. This is preferably your UCI account as long as you check it often
- ☐ Center name and contact information at the top of the page
- ☐ LinkedIn URL or online portfolio – *optional*

**SAMANTHA STUDENT**

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☐ **EDUCATION**

- ☐ Start with **University of California, Irvine, The Paul Merage School of Business** and graduation date (month and year) with the exception of dual degree students (see page 3 for formatting of dual degrees)
- ☐ Formal degree title on next line: **Bachelor of Arts in Business Administration**
- ☐ Emphasis (es) - *optional*
- ☐ GPA (if above 3.00) – list this two decimal places and do not round up
- ☐ Honors/Awards (Dean’s list, etc.)
- ☐ Relevant Coursework. List 3-5 course titles (not course codes) required, preferred by employer or directly related to position and leave to one line only - *optional*
  - Study abroad. Include name of school/program and area of study listed in same format as your UCI education – *optional*
- ☐ Do not list high school or junior college

☐ **RELATED ACADEMIC PROJECTS or RELATED COURSE PROJECTS – OPTIONAL**

- ☐ List the name of the course (not course code) and quarter you took the course on the same line
- ☐ Write out bullet-points as if it were an experience (please refer to EXPERIENCE section below)

## ☐ EXPERIENCE

- ☐ Begin with **company name (in bold)**, city, and state and dates you worked at that company on the same line
- ☐ Follow with your job title in italics
- ☐ List bullet points describing your accomplishments and results. Use the Accomplishments Worksheet on page 5 to help you develop strong bullet-point statements
- ☐ Include as much work experience as possible, highlighting transferable skills to the job you are seeking
- ☐ Unpaid volunteer positions may be listed if they are unrelated to on-campus activities and directly related to the position for which you are applying. Club or fraternity leadership and other campus activities should go under your activities section.
- ☐ Students may choose to include team projects in their experience section should they lack related experience. This is an example of how you would format this on your resume:

**Business Communication Team Project**, Irvine, CA

November XXXX

### *Company Analysis*

- Researched management performance and structure of Company XYZ by conducting online research and interviewing senior-level executives
- Forecasted five-year performance of the company based on economic environment and assessment
- Led team of three in presentation detailing driving forces in the retail industry to class of 50

## ☐ ACTIVITIES

- ☐ Format the same as you would your work experience
- ☐ Include professional societies, Greek affiliations and student organizations

## ☐ SKILLS AND INTERESTS

*These are tangible, hard skills as opposed to “soft” skills such as team player, attention to detail, etc.*

- ☐ Computer skills
- ☐ Language skills – capitalize languages. Do not list “English” when applying to positions in the US as this is assumed
- ☐ Interests – make these interesting, i.e. ran LA marathon vs. running

## FREQUENTLY ASKED QUESTIONS

The following are our responses to some of the most common questions that students ask regarding their resumes. We recommend that you speak with a BA Career Services advisor in an appointment or during walk-in advising for answers to individual questions.

### Should I include both my major and cumulative GPAs on my resume?

Most employers prefer to see only the cumulative GPA, but you may choose to also list your major GPA if it is a significant improvement from your cumulative GPA. If you list your major GPA, you must also list your cumulative GPA. Remember that employers may request a copy of your transcript to verify all information. Be certain that what you list is accurate! The UCI Registrar provides GPA information and a GPA calculator through Student Access via DegreeWorks: <http://www.reg.uci.edu/>

### Is it alright to round my GPA?

No! GPAs should always be carried to two decimal points and NEVER be rounded up (i.e., 3.46 instead of 3.5.). This can be considered as academic dishonesty and jeopardize your candidacy

### I am a transfer student. Should I include my previous institution and GPA?

No. Since you are now at UCI, only list **University of California, Irvine, The Paul Merage School of Business** under Education. Add your GPA after you have completed your first quarter at UCI. Please come and meet with a BA career advisor for any questions.

### Can I list my high school education?

The BA Career Services team does not recommend including your high school education on your resume. Freshmen may include leadership activities they participated in during high school, but it is suggested to remove those after completing their first academic year at UCI. An exception is if you are applying for a role in which the employer has strong alumni connections with your high school and you can use this to leverage your candidacy.

### I am a double major. Should I include both majors?

Yes, we recommend including both majors to showcase your multiple studies at UCI (especially if you are applying for a role that prefers both knowledge sets.) Here is an example of how you would format this on your resume:

<b>University of California, Irvine, Irvine, CA</b> Bachelor of Arts in Business Administration, Emphasis in Accounting Bachelor of Arts in Economics	June XXXX
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### I am an accounting-focused student pursuing my CPA eligibility. How do I list this on my resume?

<b>University of California, Irvine, The Paul Merage School of Business, Irvine, CA</b> Bachelor of Arts in Business Administration, Emphasis in Accounting GPA: 3.26; Dean's List: Fall XXXX	June 20XX CPA Eligibility Date: June 20XX
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### I've done a lot of volunteer work but haven't had paid work experience. Is it okay to list unpaid experiences?

Yes, it is important to incorporate any recent, unpaid work experiences. These roles can be very valuable in building your professional skills.

### Can I use the same resume for every job in which I apply?

No! You should **always** tailor your resume to the position. Include any skills and keywords expressed in the job description that are applicable to your experiences and can be listed on your resume. If you are applying to positions of varying function (i.e., marketing and finance) it is recommended that you have separate resumes for each function of interest.

### What if my work experience is unrelated to the career I am pursuing?

The BA Career Services team can help pull from your experiences the aspects that are most transferable to the opportunities you are seeking. Schedule an appointment and we will assist you.

### I've heard that resume templates look professional. Can I use one?

**No!** The BA Career Services team does not recommend writing your resume with the help of a Word resume template. The reason: many formatting issues cannot be seen but are apparent after saving your resume in PDF or upon printing. Such formatting errors can include lines, strange characters, and other issues that will be obvious to the employer. This can result in your not being considered for a position. Don't take the risk.

### I prefer not to be addressed by my given name. How should I list this on my resume?

It is recommended that you list your preferred name in parenthesis, not in quotes (informal nicknames are typically enclosed in quotes and aren't usually appropriate for a professional context.) We suggest you keep your given name on the resume if it aligns with the email address you choose to list. This helps the employer identify you and prevents any confusion down the road in the hiring process.

If you choose to list only your preferred name, ensure that it matches the name provided in the email address. *Note the consistency of the preferred name and email in each example below:*

#### **SAM STUDENT**

Irvine, CA 92697 | (949) 555-5555 | samstudent@gmail.com

#### **SHENG (SAM) STUDENT**

Irvine, CA 92697 | (949) 555-5555 | sheng@uci.edu

## Accomplishments Worksheet

<b>WHAT</b> did you do	Conducted cash register closing procedures
<b>HOW</b> did you do this task	Counted cash and audited credit card transactions at the end of each day
<b>WHY</b> did you do this	Ensure accurate accounting
<b>TIE IT TOGETHER</b> into strong bullet-point	Conducted cash register closing procedures by counting cash and auditing credit card transactions to ensure accurate accounting at end of each business day

<b>WHAT</b> did you do	
<b>HOW</b> did you do this task	
<b>WHY</b> did you do this	
<b>TIE IT TOGETHER</b> into strong bullet-point	

<b>WHAT</b> did you do	
<b>HOW</b> did you do this task	
<b>WHY</b> did you do this	
<b>TIE IT TOGETHER</b> into strong bullet-point	

# SAM STUDENT

Irvine, CA 92697 | (949) 555-5555 | sam@uci.edu

## EDUCATION

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**University of California, Irvine, The Paul Merage School of Business, Irvine, CA** June XXXX  
Bachelor of Arts in Business Administration, Emphasis in Marketing  
GPA: 3.45; Dean's List: Fall XXXX, Spring XXXX  
Relevant coursework: [list 3-5 courses related to the job and/or the employer is asking for specific coursework]

## EXPERIENCE

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**St. John Knits, Irvine, CA** June XXXX – September XXXX  
*Marketing Intern*

- Managed five CRM promotions from concept to implementation to drive customers to two boutique store openings resulting in a 10% increase in sales for the month of August
- Collaborated with Marketing Coordinator to develop innovative online marketing strategies achieving a 35% increase of online traffic to company website
- Maintained company blog by monitoring blog posts, creating blog content and delivering product knowledge to over 200 consumers daily

**Whole Foods, Mission Viejo, CA** October XXXX – August XXXX  
*Assistant Manager*

- Conducted cash register closing procedures at end of business day by counting cash and auditing credit card transactions to ensure accurate accounting
- Addressed customer concerns utilizing analytical thinking and decision-making skills to independently resolve issues and increase customer satisfaction
- Ensured cashier performance remained consistent with store policies by communicating procedures during weekly team meetings to reduce cashier error

## ACTIVITIES

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**Marketing Association, Irvine, CA** September XXXX – Present  
*Communications Director*

- Direct a diverse team of six via email correspondence and weekly team meetings to create a communications plan that publicizes club event information to over 200 student organizations
- Improve collaboration among club initiatives by developing a strategic communication plan and disseminating to all club members

**Asian American Student Association (AASA), Irvine, CA** September XXXX – June XXXX  
*Advertising Committee Member*

- Collaborated with executive board by participating in weekly meetings to brainstorm ideas and plan for upcoming projects
- Increased awareness of AASA events by speaking at fraternity meetings with over 50 attendees

**Beta Alpha Psi Business Fraternity, Irvine, CA** September XXXX – June XXXX  
*Internal Vice President (October XXXX – June XXXX)*

- Led weekly meetings with ten committee members to organize social events and accomplish goals
- Guided freshmen who had questions about the fields of accounting and finance by meeting individually as well as in group sessions

*Member (September XXXX-September XXXX)*

- Contributed to philanthropic events, including Relay for Life, by helping with pre-event and day-of-event tasks

## SKILLS

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**Computer:** Microsoft Word, Microsoft PowerPoint

**Language:** Advanced in Mandarin, Conversational in Shanghainese

# SAMANTHA STUDENT

Irvine, CA 92697 | (949) 555-5555 | samantha@uci.edu

## EDUCATION

**University of California, Irvine, The Paul Merage School of Business, Irvine, CA**

June XXXX

Bachelor of Arts in Business Administration

GPA: 3.26; Dean's List: Fall XXXX

## RELATED ACADEMIC PROJECTS

**Individual Taxation Course, Irvine, CA**

Fall XXXX

- Prepared complete 1040 tax return for fictitious family of four that included exclusions, deductions, rental income, dividends and annuity payments

## EXPERIENCE

**Starbucks, Costa Mesa, CA**

January XXXX – Present

*Barista and Cashier*

- Create personalized drinks to over 100 customers during busy morning shift, ensuring each customer was satisfied with their order
- Balanced registers before and after each shift by counting cash, handling up to \$5000 in cash
- Work 20 hours per week while balancing full academic course load

## VOLUNTEER EXPERIENCE

**Washington Middle School, Tustin, CA**

September XXXX – June XXXX

*Tutor*

- Tutored over 25 middle school students individually in math during afterschool office hours to help with homework problems and prepare for upcoming exams
- Tailored teaching to each students' level and learning style through relevant examples and exercises
- Addressed parents' concerns and answered questions regarding their children's performance at school by discussing their in-class learning abilities and communication skills with other children

## ACTIVITIES

**UCI Accounting Association, Irvine, CA**

September XXXX – Present

*Member*

- Attend weekly meetings to stay up-to-date with latest information and to establish connections with peers and upperclassman
- Participate in events to meet employers, learn about different paths within accounting and understand the recruiting process

## SKILLS AND INTERESTS

**Computer:** Microsoft Office (Word, Excel, PowerPoint)

**Language:** Fluent in Spanish

**Interests:** Reading autobiographies, Frisbee golf, baking cupcakes