

UC San Diego

CAREER CENTER

Resume Guidelines

International Student Program Office Professional Profile Building Workshop

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Formatting Guidelines:

- See last page for resume sample
 - 1 page only
 - No template, just Microsoft Word or Google Docs
 - Font size 11
 - Normal-looking font, suggested: Times New Roman, Arial, Calibri
 - 0.5-1.0 inch margins
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Resume Sections Overview:

Your resume must be in this order.

- **Name** and contact information
 - **Skills** (optional: include summary)
 - **Education** (optional: include relevant coursework)
 - **Projects** (class projects)
 - **Experience** (all relevant work and internship experience)
 - Wildcard category: **Volunteer, Leadership, Extracurricular, Membership**, etc. (optional what section title you choose; choose the name that best describes your experiences)
 - **Publications** (optional)
 - **Awards** (optional)
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Name and Contact:

- All should be center aligned
- Name should be 2-4 font sizes larger than the rest of the resume
- You can write “San Diego” for your address if you prefer instead of the street name; fit your address, phone number, email and LinkedIn on the same line if you can
- Be sure to write your address and phone number exactly as it appears below (parenthesis for area code, don’t write +1 in front of the number unless you’re applying internationally, etc.)
- Link your LinkedIn (add the hyperlink); don’t have http://www. in front of it; write it just as it appears below
- If you don’t have a LinkedIn, make one and add the link to your resume
- On the LinkedIn website, customize your LinkedIn URL so that it appears as your name, like it does below

Jane Doe

123 Sky St., San Diego, CA 90001
(555) 555-5555 | janedoe@gmail.com | [linkedin.com/in/janedoe](https://www.linkedin.com/in/janedoe)

Skills section:

- You can include a brief summary in your skills section; use the formula below to write your summary; a “key word” means a word or words that appear often in the descriptions of jobs you’re applying to
- Be sure to list technical and soft skills (soft skills are skills that are not technical, such as detail-oriented and public speaking)
- You can list your skills however you’d like; it is recommended that you list them in the way they are listed below in order to save space

Skills

My experience in [insert keywords/field] has provided me with the skills to [insert keywords/job functions].

C++ · Python · Java · Cell culture · RNA · Fluent Spanish · Web content development · Strategic communications ·
Detail-oriented · Public speaking

Education section:

- Be sure to write your education exactly how it’s listed below
- Not UCSD, not UC San Diego; you need to write University of California San Diego
- Be sure to include the degree you are pursuing (B.S., M.S., PhD, etc.)
- If you have a minor, write it how it is listed below
- Only include your GPA if it’s above a 3.8
- You can list relevant coursework (up to two lines) if you need to add more relevant experience to your resume
- If you do add relevant coursework, it needs to be courses that your employer would find relevant or unique
- Do not list your high school
- You can list study abroad schools or community colleges

Education

University of California San Diego

Expected: June 2020

B.S. molecular biology, bioinformatics minor | 3.98 GPA

Relevant coursework: History of Molecular Biology, International Business Communications, Biomedical Sales, Science of Human Development

Projects section (optional):

- You can include academic projects here that would be relevant to an employer; for example, CSE projects, course presentations, lab work, etc.
-

Experience section:

- This section is for your relevant work and internship experience
- Choose experiences to list here that would be relevant to your employer
- Start with a strong verb (collaborated, managed, distributed)
- 3-5 bullet points (no more than two lines per bullet point)
- Bullet points are not job descriptions; they describe your accomplishments and what you learned
- Use numbers in almost all bullet points to show scale and results
- Be aware of past and present tense (if you're currently in a role, be sure it says "Collaborate" instead of "Collaborated")
- List your job title, followed by company, followed by city
- Spell out the month (October, not Oct.)
- Bring your bullet points to the far left margin (see below) to save space

Experience

Cell culture intern, **illumina**, San Diego

October 2019-present

- Collaborated on a team of 10 to produce results for cell culture project
 - Developed, implemented and evaluated marketing strategies in close collaboration with Creative Services and Web Services and Development
 - Distributed quarterly communications in print and digitally to 100,000 constituents, which resulted in 25% increase in communication
-

Wildcard section (the title you choose for this section or two sections is up to you):

- This section will be one or two sections that include experiences that would be relevant to your employer outside of work and internship experiences; for example, this is where you can include your experience in student organizations, athletics, teaching assistant positions, community service, etc.
 - You will list these experiences in the exact same way you listed experiences in your Experience section above
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Publications section (optional):

- If you have co-authored or authored journal articles, list them here in the way that you would list journal articles in a bibliography (Chicago, MLA, APA format, etc.)
-

Awards section (optional):

- Awards should be listed with award name first, followed by what institution or entity gave you the award, and the date should be at the far right (month and year); you can list relevant high school awards if you feel it's necessary to
- You don't need to list bullet points for awards, but if you do, you can list 1-3 bullet points

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SKILLS

My experience in [key word/field/area of study] has provided me with the skills to [key words/perform job task].

List technical and soft skills here.

EDUCATION

University of California San Diego

Expected: June 2020

B.S. biology, minor business | 3.8 GPA

Relevant coursework: Choose unique courses that show you are a well-rounded person and/or courses relevant to the job. Do not list courses that are obvious to your degree like BIO 101.

PROJECTS

List class projects here with 2-5 bullet points describing them

EXPERIENCE

Company, City

March 2019-present

Position title

- 3-5 bullet points describing your contributions and accomplishments, and what you learned
- Use numbers to show scalability and that you are results driven
- Example: Worked on a team of 10, increased results by 25%

VOLUNTEER

List volunteer experience in the same way you list work and internship experience above

PUBLICATIONS

List publications in the way you would list in a bibliography in Chicago or MLA format

- Optional to list up to two bullet points describing your publication

AWARDS

Awards include merit-based scholarships and generally do not need bullet points for descriptions