Contents of a Resume

Include personal information such as…
- name, email, phone number (address if local?)
- Website (if you have one; great method for engineers to display a portfolio of projects)
- LinkedIn, GitHub (if you're an avid programmer)

<div align="right">

…at the top of your resume

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Some sections that you should consider putting on your resume are...
- <u>Academia</u>
  - GPA, major, year of school (not standing), graduation year
  - ***Relevant*** classes taken (debatable, especially if you either haven't taken that many classes or have a lot of experience/projects under your belt)
- <u>Research / Job Experience / Internships</u>
  - Depending on how much of each you have, you can conglomerate these together or split into different sections
- <u>Projects</u>
  - Don't put projects assigned in-class, unless they were meaningful and unique
  - Display your ability to preserve independently and learn outside of the classroom
  - include technology you used to complete the project
  - even if you're not done, it's work a mention if what you've done has considerable weight
- <u>Concise list/summary of hardware experience and programming languages</u>
  - make sure it's relevant (e.g. if you're applying to Google for a software engineering position, your HTML/CSS experience should be prioritized over your ability to solder)
- <u>Club Involvements & Leadership Positions</u>
  - if you haven't been able to land a leadership position, maybe explain what you do as a member and how your contributions have benefited the organization or improved your ability to perform certain tasks (e.g. assist Webmaster with maintenance)

A few tips to keep in mind…
- One single-sided page ***max*** (unless you have that much relevant information)
- Use bullet points and be concise
- Font size should not be < 10 (12 is fairly standard)
- High school stuff: okay for freshmen, maybe for sophomores
- Be prepared to elaborate on what is on your resume
  - don't lie
  - don't have fluff: recruiters see right through it and don't want to waste time
- Different resumes for different positions/companies
  - if you have a lot of activities/projects/etc, try to specialize your resume for each position
- Research the company and potential job/internship positions
  - try to talk to a person who's worked there or has extensive information about the company (e.g. representative, friend, classmate, relative, professor)
- List your activities within sections chronologically, from most recent to least recent
- Take a look online for *strong action words* to enhance your resume

Here's a sample resume to look at:
- http://www.thegoogleresume.com/uploads/6/5/2/8/6528028/gayle_laakmann_-_business_resume.doc

Did you find this useful? Shoot us an email at <u>hkn@ee.ucla.edu</u> about how we did and what we could improve on. Thanks!