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CREATING YOUR PROFESSIONAL RESUME

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WHY DO I NEED A PROFESSIONAL RESUME?

- Employment
- Internships
- Volunteerism
- Extracurricular Activities
- Scholarships
- Graduate School

3 STEPS TO CREATING A RESUME



COLLECTING



FORMATTING



SUBMITTING

Use a template



Use traditional format

education first

chronological order

WHAT FORMAT
SHOULD I USE?

HOW TO LIST EXPERIENCE

-
- Experience
 - Work Experience
 - Relevant Experience
 - Sub-headings:
 - Research Experience
 - Public Health Experience
 - Clinical Experience

ADDITIONAL THINGS TO INCLUDE

- High School not OK
- Experience
- Activities
- Relevant coursework (beyond DPD)
- Class projects (if significant and appropriate)
- Presentations (research, community, etc.)

RESUME FORMATTING

Jamar Jackson

jjackson@ucdavis.edu

OBJECTIVE

A laboratory research inter

EDUCATION

Bachelor of Science in B

GPA 3.67/4.00

University of California, D

Related Course Work: Ge

Zoo

SKILLS

- Familiar with buff
- technique.
- Excellent ability to
- Experience using

SPECIAL PROJECT

Iodine Shortage Project,

Worked with a group of s

Raised funds for research,

developed promotional m

classes, friends and on-ca

RESEARCH EXPERIENC

Research Assistant, Gen

During internship in In-Si

and organized pathology s

to find the cause for their

Genentech, Inc.'s and NC

incoming employees.

OTHER EXPERIENCE

Shift Leader, In-N-Out B

Provided outstanding cust

supervisor to record and c

for new hire performance

count of all products. Ens

handling safety protocols.

ACTIVITIES

Volunteer, Yolo County S

Activities Coordinator, Bla

Member, Biological Scienc

SKILLS

- Familiar with buffer preparation, microscopy, pH meter, PCR, gel electrophoresis, and aseptic technique.
- Excellent ability to accurately keep laboratory records.
- Experience using Microsoft Word, Excel and Access in PC and Mac platforms.

SPECIAL PROJECT

Iodine Shortage Project, UC Davis, Davis, CA

1/17-present

Worked with a group of seven students raising over \$10,000 to help the current iodine shortage in Indonesia. Raised funds for research, iodine distribution and literature. Researched the effects of iodine deficiency and developed promotional materials including posters and flyers for in-class presentations. Raised funds through classes, friends and on-campus activities, including numerous presentations to sororities and fraternities.

RESEARCH EXPERIENCE

Research Assistant, Genentech, Vacaville, CA

6/17-9/17

During internship in In-Situ Hybridization lab at Genentech, Inc. under Dr. Gretchen Frantz, characterized and organized pathology slide data of failed isotopic ISH probes and performed several tests using these probes to find the cause for their failure. Evaluated bands using gel electrophoresis after analyzing probes using Genentech, Inc.'s and NCBI's Blast programs. Also revised and drafted commonly used laboratory protocol for incoming employees.

OTHER EXPERIENCE

Shift Leader, In-N-Out Burger, Davis, CA

10/15-present

Provided outstanding customer service and handled customer complaints. Acted as cashier; entrusted by supervisor to record and deliver bank deposits. Trained and supervised ten staff members. Provided input for new hire performance reviews and identified areas for additional training. Maintained accurate inventory count of all products. Ensured proper food sanitation procedures were followed by strictly adhering to all food handling safety protocols.

ACTIVITIES

Volunteer, Yolo County SPCA, Davis, CA, 4/16-present

Activities Coordinator, Black Student Association, UC Davis, 9/15-present

Member, Biological Sciences Club, UC Davis, 9/15-present

No need to mention
whether a position is paid
or voluntary.

RESUME FORMATTING

MARIA GARCIA
Fairfield, CA

SKILLS

SDS-PAGE

Gas chromatography

UV/VIS

Spectrophotometry

HPLC

Laboratory animal handling

Computer data analysis

Maintain accurate lab records

Protocol design for proteolytic digests

RESEARCH EXPERIENCE

Protein Biochemistry Intern, Genentech, Inc., San Francisco, CA.

(June to September 2016)

- Investigated structure-function relationships of interferon.
- Experiments included the use of limited proteolytic digests, SDS-PAGE, and HPLC.

Clinical Pathology Intern, Department of Clinical Pathology, University of California, Davis.

(March to June 2016)

- Developed buffer system for liquid chromatographic isolation of pesticide metabolites in urine.
- Performed gas chromatography on purified samples.

LABORATORY ANIMAL HANDLING EXPERIENCE

Laboratory Helper, Animal Science Department, University of California, Davis.

(Summer 2017)

Maintained murine colony used for transgenic experiments.

OTHER WORK EXPERIENCE

Salesperson, Macy's, Sacramento, CA.

(May 2016 to present)

- Provided customer service, engaged in sales transactions, public relations
- Maintained inventory control and balanced cash register receipts.

ACTIVITIES

President, Member, Biochemistry Club, UC Davis (2016 – present)

Member, Chicanos/Latinos in Health Education, UC Davis (2015 – present)

WHAT ELSE TO INCLUDE

Include:

- Certifications
- Memberships
- Presentations
- Publications
- Personal interests

Don't Include:

- Objective
- References
- “References available upon request”

Internship and

CAREER RESEARCH >

Campus Resources and

[Accessing ICC virtual services](#) | [FAQ](#)



UNDERGRADUATES

M

Resources

- > [Transferable Skills Inventory](#)
- > [Verb List for Resumes and CVs](#)
- > [Resume and CV Samples](#)
- > [Resume Starter Kit](#)
- > [Alternative Resume Formats](#)
- > [Resume Writing Workshops](#)
- > [Meet with an Advisor](#)



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INTERVIEWS & OFFERS >



UC DAVIS STAFF AND
FACULTY

Verb List for Resumes and Correspondence

Use strong action verbs to describe your experience and skills. Choose words from the lists below to express yourself.

Administrative and Organizational	Analytical and Research	Communication	Creative	Financial
approved	analyzed	addressed	acted	administered
arranged	characterized	arranged	brainstormed	allocated
catalogued	clarified	authored	composed	analyzed
centralized	collected	collaborated	conceived	appraised
charted	consulted	composed	conceptualized	audited
classified	critiqued	convinced	constructed	balanced
collected	diagnosed	corresponded	created	budgeted
compiled	evaluated	drafted	customized	calculated
composed	examined	edited	designed	charted
delivered	extracted	enlisted	directed	computed
executed	identified	formulated	displayed	developed
finalized	inspected	influenced	envisioned	estimated
generated	interpreted	interpreted	established	forecasted
implemented	interviewed	lectured	founded	managed
inspected	investigated	mediated	illustrated	marketed
issued	isolated	moderated	initiated	planned
minimized	optimized	negotiated	instituted	projected
monitored	organized	persuaded	integrated	reported
operated	reported	promoted	introduced	researched
organized	reviewed	publicized	invented	secured
prepared	studied	recruited	modeled	tailored
processed	summarized	spoke	originated	updated
purchased	surveyed	translated	performed	
recorded	tailored	updated	planned	
retrieved	verified	verified	tailored	
revised		wrote	visualized	
screened				
specified				
updated				

ACTION VERB LIST

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Abstracted	Composed	Established	Integrated	Perfected	Shaped
Achieved	Computed	Estimated	Interpreted	Performed	Skilled
Acquired	Conceived	Evaluated	Interviewed	Persuaded	Solicited
Acted	Conducted	Examined	Introduced	Planned	Solved
Adapted	Conserved	Exceeded	Invented	Practiced	Specialized
Addressed	Consulted	Excelled	Inventoried	Predicted	Spoke
Advertised	Contributed	Expanded	Investigated	Prepared	Stimulated
Advised	Contracted	Expedited	Judged	Presented	Strategized
Advocated	Converted	Experimented	Kept	Prioritized	Streamlined
Aided	Coordinated	Explained	Launched	Produced	Strengthened
Answered	Copied	Explored	Learned	Programmed	Stressed
Anticipated	Correlated	Expressed	Lectured	Projected	Studied
Applied	Counseled	Extracted	Led	Promoted	Substantiated
Approved	Created	Facilitated	Lifted	Proposed	Succeeded
Arranged	Critiqued	Fashioned	Listened	Protected	Summarized
Ascertained	Cultivated	Financed	Located	Proved	Synthesized
Assembled	Dealt	Fixed	Logged	Provided	Supervised
Assessed	Debated	Followed	Made	Publicized	Supported
Assisted	Defined	Formulated	Maintained	Published	Surveyed
Attained	Delivered	Fostered	Managed	Purchased	Sustained
Audited	Designed	Founded	Manipulated	Queried	Symbolized
Augmented	Detected	Gained	Mapped	Questioned	
Authored	Determined	Gathered	Mastered	RaisRan	Talked
Bolstered	Developed	Gave	Maximized	Ranked	Taught
Briefed	Devised	Generated	Mediated	Rationalized	Theorized
Brought	Diagnosed	Governed	Memorized	Read	Trained
Budgeted	Directed	Guided	Mentored	Reasoned	Translated
Built	Discovered	Handled	Met	Recorded	Upgraded
Calculated	Discriminated	Headed	Minimized	Received	Utilized
Cared	Dispatched	Helped	Modeled	Reduced	Validated
Charged	Displayed	Identified	Modified	Referred	Verified
Chartered	Dissected	Illustrated	Monitored	Related	Visualized
Checked	Documented	Imagined	Narrated	Relied	Won
Clarified	Drafted	Implemented	Observed	Reported	Wrote
Classified	Drove	Improved	Obtained	Researched	
Coached	Edited	Improvised	Offered	Responded	
Collaborated	Eliminated	Inaugurated	Operated	Restored	
Collected	Empathized	Increased	Ordered	Revamped	
Comforted	Enable	Indexed	Organized	Reviewed	
Communicated	Enforced	Indicated	Originated	Scanned	
Compared	Enlightened	Influenced	Overcame	Scheduled	
Completed	Enlisted	Initiated	Oversaw	Schemed	
Complied	Ensured	Inspected	Participated	Screened	
		Instituted	Perceived	Set Goals	

EXAMPLES OF ADAPTIVE SKILL WORDS THAT DESCRIBE YOUR PERSONAL TRAITS

Active	Dedicated	Experienced	Methodical	Resourceful
Adaptable	Dependable	Fair	Objective	Self-Confident
Adaptive	Determined	Familiar	Open minded	Self-motivated
Adept	Diligent	Firm	Outgoing	Self-reliant
Aggressive	Diplomatic	Forceful	Personable	Sensitive
Analytical	Disciplined	Honest	Pleasant	Sharp
Assertive	Discreet	Independent	Poised	Sincere
Broad-Minded	Effective	Innovative	Positive	Strong
Committed	Efficient	Instrumental	Practical	Successful
Competent	Energetic	Keen	Productive	Tactful
Conscientious	Enterprising	Logical	Receptive	Tenacious
Cooperative	Enthusiastic	Loyall	Reliable	Well-organized
Creative	Exceptional	Mature	Resilient	



San Francisco State University Career Center

1600 Holloway Avenue, Student Services Building 206, San Francisco CA 94132
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ACTION VERB LIST

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MANAGEMENT	COMMUNICATION	RESEARCH	CREATIVE	DETAIL
Developed	Influenced	Recognized Problems	Innovated	Validated
Planned	Persuaded	Clarified	Developed	Retained
Organized	Helped	Surveyed	Imagined	Checked
Executed	Directed	Interviewed	Conceptualized	Executed
Supervised	Reasoned	Investigated	Designed	Dispatched
Scheduled	Sold	Inspected	Planned	Followed Through
Assigned	Developed	Gathered	Synthesized	Implemented
Directed	Recruited	Synthesized	Integrated	Enforced
Coordinated	Motivated	Analyzed	Abstracted	Met Deadlines
Analyzed	Negotiated	Examined	Generated	Arranged
Prioritized	Mediated	Diagnosed	Perceived	Managed Time
Delegated	Arbitrated	Reviewed	Memorized	Collected
Hired	Reconciled	Organized	Discriminated	Condensed
Fired	Merged	Evaluated	Intuitied	Compiled
Recommended	Wrote	Critiqued	Visualized	Purchased
Trained	Interpreted	Perceived	Fashioned	Systematized
Trouble-Shooted	Listened	Collected	Shaped	Tabulated
Evaluated	Enlisted	Wrote	Wrote	Inspected
Led	Read	Tabulated	Directed	Organized
Administered	Spoke	Consulted	Choreographed	Classified
Contracted	Presented	Interpreted	Performed	Collated
Produced	Arranged	Conceptualized	Acted	Retrieved
Controlled	Marketed	Extrapolated	Played	Recorded
Reviewed	Obtained	Decided	Originate	Processed
Problem-Solved				Compared

TEACHING

Influenced
Motivated
Tended
Encouraged
Briefed
Lectured
Managed
Motivated
Communicated
Advised
Presented
Guided
Coached
Tutored
Instructed
Enlightened
Stimulated
Developed Curriculum
Adapted
Facilitated
Clarified
Initiated
Set Goals
Developed
Explained
Invented

MANUAL

Operated
Tended
Controlled
Assembled
Maintained
Cultivated
Built
Constructed
Moved
Shipped
Improved
Handled
Restructured
Created
Adjusted
Planned
Arranged

HELPING

Related
Emphasized
Guided
Supported
Serviced
Referred
Attended
Counseled
Cared
Used Sensitivity
Listened
Perceived
Understood
Acted with team
Mentored
Advised
Used intuition

FINANCIAL

Calculated
Computed
Planned
Analyzed
Managed
Budgeted
Kept Books
Kept Records
Audited
Appraised
Research
Worked with Details
Allocated
Administered
Developed
Prepared
Solved



Use your action verbs and you are on your way to scoring big with employers!



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