

# BASIC RESUME TEMPLATE

## FULL NAME

City, State · Phone Number · Email Address

### OBJECTIVE (OPTIONAL)

Briefly and succinctly, state the type of job and the industry you prefer.

Study Abroad can be listed in the Education section.

### EDUCATION

University of California, Los Angeles

BA/BS, Major Field of Study

Expected graduation date (month, year)

- GPA: (List if 3.0 or above)
- Relevant Coursework: (Optional. List course titles not numbers, of the 3-5 courses you have taken that are most relevant to the position).

Community College

AA/AS, Field of Study

### SKILLS

- Computer: (State your computer skills and proficiency level)
- Languages: Include Foreign Language Proficiency
- Lab:
- Social Media:

These are optional skill categories that can be included if required/preferred on job posting

### EXPERIENCE

Experience can be divided into RELEVANT EXPERIENCE or a category that reflects similar experiences (e.g. Teaching Experience, Marketing Experience, Research Experience, etc.)

**Employer Name**, City, State

Dates

Position Title

- 3-5 bullet points.
- Avoid descriptions of duties and tasks;  
DEMONSTRATE your skills through results and accomplishments.

Bullets should begin with action verbs (see pages 21-22).

### LEADERSHIP EXPERIENCE

**Club/Organization Name**, City, State

Dates

Position Title

(Format the same as above)

### COMMUNITY/VOLUNTEER EXPERIENCE

### ACTIVITIES

### HONORS/AWARDS

These are examples of other sections that can be included in the resume. If you were an active member/participant, simply state the name of the organization with dates of involvement.

State the Honor/Award received and provide the date (month, year) or # of quarters received.

# BUILD YOUR BULLET POINTS

<b>What did you DO?</b> <i>(Your duties, responsibilities, projects)</i>	<b>HOW did you do it?</b> <i>(Specific tools, resources, or technology; transferable skills)</i>	<b>ELABORATE with details.</b> <i>(How often? What was the purpose? Who else was involved? How many? Use #'s when possible.)</i>	<b>What were the RESULTS?</b> <i>(What did you accomplish or improve? Did you meet or exceed a goal? Did you create something new? Use #'s when possible.)</i>
<b>Example 1</b> Directed customers to items <ul style="list-style-type: none"> <li>Developed merchandising strategy to direct customers to higher margin products that increased average daily store revenue by 9% and average sales per customer by 12%.</li> </ul>	Developed a new merchandising strategy		Increased average daily store revenue by 9% and average sales per customer by 12%
<b>Example 2</b> Participated in client meetings	Used PowerPoint, presentation skills	Met weekly with traders on the interest rate Swap desk. Presented on the interest rate movement in major international markets	
<b>Now it's your turn:</b>			
<b>1.</b> •			
<b>2.</b> •			
<b>3.</b> •			

# TEACHING RESUME SAMPLE

## JAMES BRUIN

501 Westwood Plaza, Los Angeles, CA, 90095 • 310-555-5555 • bruin@ucla.net

### EDUCATION

**University of California, Los Angeles**

**Bachelor of Arts, Sociology**

Expected June 20XX

- GPA: 3.3
- Awarded the Chancellor's Service Award
- **Relevant Coursework:** Child Development, Social Psychology of Higher Education, Understanding Gifted Students, and Academic Success in your Undergraduate Experience

**CERTIFICATIONS:** CBEST, CSET, CPR

### TEACHING EXPERIENCE

**Tutor, Project Literacy, UCLA**

Sept. 20XX-Present

- Tutor a 4th grade student in a low-income, urban community on a weekly basis in math, science, and English
- Assist the student in developing personal learning strategies
- Review homework, create flashcards, and engage the student in the learning process
- Consult with teachers and parents regarding student progress and attendance, resulting in 20% improvement in attendance within two months

**Undergraduate Section Leader, Sociology Department, UCLA**

Sept. 20XX-Dec. 20XX

- Led section of 15 students through discussion of course material and review for midterm
- Utilized learning theories to create interactive lessons and student-run discussion
- Assisted students in selecting topic and writing a 20-page research paper
- Oversaw the development of a training manual for future section leaders

**Workshop Leader, "Academics in the Commons," UCLA**

Sept. 20XX-June 20XX

- Trained to provide educational workshops to fellow undergraduates to enhance their college experience
- Presented 4 workshops per quarter, on topics including: "Preparing for Law School," "Transfer Adjustment," and "Study Skills" with average attendance of 50 students
- Utilized technology to engage students through visual and interactive learning

**Swim Instructor / Lifeguard, YMCA, Los Angeles, CA**

Summers 20XX, 20XX

- Taught 30-minute swim lessons to students, ranging from 2 years old to adults
- Presented safety workshops to educate the students on issues including: pool safety, community health, and handling emergency situations
- Evaluated mastery of techniques for advancement to the next skill level

### LEADERSHIP EXPERIENCE

**Resident Assistant, Office of Residential Life, UCLA**

Sept 20XX-Present

- Assisted 90 first-year students with the high school to college transition
- Facilitated roommate contracts and effectively handled counseling situations
- Created 7 active and passive programs per quarter on academics, personal growth, citizenship and community development
- Awarded Hall of Fame programming award for canned food drive
- Served as part of a rotating duty team enforcing on-campus housing policy

# ACCOUNTING RESUME SAMPLE

## JESSICA BRUIN

Los Angeles, CA • (310) 206-1931 • jjbruin@ucla.net, linkedin.com/yourname

### EDUCATION

**UNIVERSITY OF CALIFORNIA, LOS ANGELES**  
**Bachelor of Arts, Business Economics**  
**Minor in Accounting**

- Cumulative GPA: 3.76; Accounting GPA: 3.9
- Honors: 20XX William Sharpe Fellow; UCLA Dean's List
- Activities: Beta Alpha Psi, Student Accounting Society, Undergraduate Business Society, Delta Sigma Pi
- CPA Eligible (September 20XX)

Consider listing "Relevant Coursework" in its own section. This is especially important for industries, like Accounting, that require specific coursework.

Los Angeles, CA  
Expected June 20XX

### RELEVANT COURSEWORK

Principles of Accounting  
Tax Principles and Policy

Intermediate Accounting  
Macroeconomic Theory

Management Accounting  
Microeconomic Theory

### EXPERIENCE

**PRICEWATERHOUSECOOPERS LLP**

**Tax Intern**

- Audited Quarterly tax provisions of companies such as Bruin Corp, Fast Bruin, and Bruin Net
- Collaborated with a team to advise major companies on international tax structuring strategies
- Performed a tax review and compliance for Bruin Enterprise Corporation

Los Angeles, CA  
August 20XX

**SONY PICTURES**

**Accounting Intern**

- Prepared bank reconciliations for 45+ corporate, production, and international bank accounts on a monthly basis
- Researched and resolved discrepancies in account activity and actively verified bank balances
- Analyzed accounting data, performed revenue validation tests, and created cash allocation schedules
- Processed international employee expense reimbursements and retrieved supporting statements

Los Angeles, CA  
June 20XX

### LEADERSHIP

**DELTA SIGMA PI, UCLA**

**Vice President**

- Compiled and created Annual Business Report and submitted final copy to the National Chapter
- Managed financial statements, recorded activities, and contacted employers to support organization's efforts

Los Angeles, CA  
September 20XX- March 20XX

**PRICEWATERHOUSE COOPERS CASE COMPETITION**

**Tax Project - Team Leader**

- Led a team of five students to develop an effective healthcare reform proposal for a small fictitious company
- Analyzed data, assisted team members with finalizing and delivering the group presentation in front of the judges

Los Angeles, CA  
November 20XX

**GIRL SCOUTS OF AMERICA**

**Gold Award Recipient**

- Planned and executed a community-wide book drive generating 1,240 books for a library in Botswana
- Developed curriculum about Botswana and Africa and taught the material to a class of 25 elementary school students

April 20XX

### COMMUNITY INVOLVEMENT

**UCLA Volunteer Income Tax Assistance (VITA)**

**Income Tax Preparer**

- Provide support to low-income residents filing their income tax to make sure they meet federal and state tax regulations
- Assist clients in filling out 1040 Individual Tax forms and answer questions regarding deductions and refund policies

Los Angeles, CA  
September 20XX - Present

### SKILLS

- **Computer:** Proficient in Microsoft Word, Excel, PowerPoint, and Adobe Photoshop and QuickBooks
- **Language:** Fluent in Mandarin