

Reverse-Chronological Technical Resume Sample

Created using the Times New Roman font.

JENNIFER BRUIN

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OBJECTIVE:

Full time electrical engineering position focused on integrated circuit design

EDUCATION:

University of California, Los Angeles

Bachelor of Science, Electrical Engineering
Major GPA 3.5

Expected June 2012

Coursework includes: Circuit Analysis, Analog Circuits, Digital Design, Laser Laboratory, Semiconductor Device Design, Integrated Circuit Components

TECHNICAL SKILLS:

C, C++, Matlab, SPICE

ENGINEERING PROJECTS:

Electrical Engineering Department, UCLA

2011

Circuit Analysis

- Worked on eight-bit ADC using successive approximation method in CMOS.
- Created layout and performance analysis of D-FF using MNOS and CMO.
- Designed and conducted SPICE analysis of dual stage operational amplifiers.

Electrical Engineering Department, UCLA

2010

Digital Circuit Design

- Designed, implemented, and debugged digital logic circuits.
- Programmed in AHDL in conjunction with the Altera 610 EPLD.

EXPERIENCE:

Raytheon, El Segundo, CA

Summer 2010

Engineering Intern

- Assisted with design of man-machine interface for system planning device.
- Tested integrated circuits.
- Obtained U. S. Industrial Secret Clearance.

Institute of Electrical and Electronic Engineers (IEEE), Student Chapter, UCLA

2009

Project Manager

- Initiated pc-board electronics projects for members using a computer program to design pc-board layout and fabrication.
- Increased member base by 50% during recruitment campaign.

Eta Kappa Nu, Electrical Engineering Honor Society, UCLA

2008 - Present

Information System Coordinator

- Maintained organization's website.
- Tutored members in C++, HTML, XML, and JAVA.

ACTIVITIES:

Society of Women Engineers (SWE), UCLA

National Society of Black Engineers (NSBE), UCLA

Pre-Law Resume Sample

AMANDA E. BRUIN

501 Westwood Plaza., Los Angeles, CA, 90095 (310) 555-5555 AmandaBruin@ucla.net

EDUCATION:

Bachelor of Arts in Political Science

Expected June 2012

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Major GPA: 3.46 Overall GPA: 3.59

Coursework includes: Principles of Thinking and Philosophy, Business Law, Labor Policy, International, Comparative and American Politics, Ethnic Studies, Community Development, Statistics, Grassroots Organizing, Macro Economics, and Calculus.

Education Abroad Program

Summer 2011

University of Chiang Mai, Thailand

- As part of the Program, completed a 15-page independent research report on Thai student civic involvement, including community service and voting behaviors.

LEGAL RELATED EXPERIENCE:

Reebok International Ltd., Los Angeles, CA

September 2010-Present

Legal Intern

- Conduct extensive web-based and conventional legal research for athletic apparel corporation.
- Develop concise legal advertising guidelines for marketing department on use of certain descriptive terms.
- Prepare presentations for supervisor on legal aspects of Internet privacy and intellectual property.
- Areas of legal research also included employment, sales, and contracts.

ADDITIONAL EXPERIENCE:

American Red Cross, Long Beach, CA

Summer Youth Services Coordinator

Summer 2009

- Joined organization as youth services staff; rapidly promoted to Lead Coordinator.
- Directed continual expansion of youth involvement in Red Cross health and disaster preparedness programs.
- Supervised and actively involved over 100 youth volunteers in programs and services.

LEADERSHIP EXPERIENCE:

UCLA Pre-Law Society: *President and Treasurer*

September 2009-Present

- Plan and supervise all Society events, which have included presentations by area attorneys, an LSAT preparation course forum, and informal discussions with UCLA Law School students.
- Collaborate with law school counselors to schedule information panels with various law schools.
- Create an alumni network that will aid Society members in choosing law schools and finding employment.

United Cambodian Students of UCLA: *President September*

2010-June 2011

- Revitalized the morale of the organization by stressing individual needs and re-assessing the importance of members.
- Supervised a leadership board consisting of eight personnel and a membership comprised of 30 members.
- Drafted and administered the addition of a mentorship and internship program to UCS.

Student Athlete Resume Sample

Created using the Calibri font.

TERRY BRUIN

501 Westwood Blvd., Los Angeles, CA 90095 | (310) 555-555 | terryb@ucla.net |

EDUCATION:

University of California, Los Angeles
Bachelor of Arts, History

Expected June 2012

SKILLS:

Conversational French
Proficient in Microsoft Word, PowerPoint, Outlook

EXPERIENCE:

Team Member, UCLA Women's Volleyball

August 2008 - Present

- Compete at Division I level in one of the nation's most recognized conferences
- Practice up to 25 hours per week and travel while maintaining full course load and meeting other related commitments
- Work directly with coaches and team captain on strategy and team building exercises
- Serve as a mentor to potential recruits and current freshmen class

Volleyball Instructor, UCLA Volleyball Camps

Summers 2008 - 2011

- Taught communication and teamwork skills to children ages 5-14
- Develop weekly lesson plans and goals customized to various skill and learning levels
- Communicated with parents, students and other coaches
- Promoted additional UCLA-sponsored clinics resulting in improved attendance and revenue for the athletic department

Server, Chili's Bar & Grill

Summer 2007

- Provided excellent, friendly customer service as a result of positive evaluations from patrons
- Quickly learned complex order-entry system and trained new servers on the system
- Polished interpersonal skills and assisted the manager in scheduling

COMMUNITY/VOLUNTEER:

Outreach Volunteer, Sierra Club

Spring 2011

- Educated groups of 25-30 children in 4th and 5th grades about conservation and the environment
- Assisted outreach manager, educators and other staff on local field trips (hikes, nature walks and visits to the aquarium)
- Collaborated with other volunteers to create fun and interactive activities to inspire children about the environment

Biotechnology / Science Resume Sample

Lindsay Bruin

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Los Angeles, CA 90095
555-555-5555
bruin_lindsay@ucla.net

OBJECTIVE:

Seeking an entry-level Manufacturing Associate or Quality Associate position in order to develop a foundation for an opportunity in project management or regulatory affairs.

EDUCATION:

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Bachelor of Science, Molecular, Cellular, Developmental Biology

Overall GPA: 3.6; Major GPA: 3.75

Coursework includes: Biochemistry, Organic/Inorganic Chemistry

Los Angeles, CA

Expected June 2012

LAB TECHNIQUES / SKILLS:

- Assays
- PCR
- Gel electrophoresis
- Protein purification
- Autoclave
- Spectroscopy

RELEVANT EXPERIENCE:

AMGEN

Supply Quality Management, Corporate Quality

Quality Assurance Intern

- Responsible for non-compliance issues with suppliers
- Assessed and changed material specifications within a defined change control system
- Updated company supplier database

Thousand Oaks, CA

June 2011 - Present

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Department of Molecular, Cellular & Developmental Biology

Lab Assistant

- Generated lab strains for projects (Bordetella strain with Tetracycline resistance)
- Assist with lab projects under Post Docs (competition assays)
- Mini-prep plasmid samples with micro centrifuge protocol using micro columns or phenol / chloroform precipitation
- Disposed biological and hazardous waste
- Cleaned and sterilized equipment/stock solutions
- Maintained sterile supplies in lab

Los Angeles, CA

May 2010 - June 2011

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Chemistry Department

Lab Assistant / Clerk

- Cleaned toxic spills (mercury) and disposed waste (organic solvents, acids and bases) and maintained equipment
- Prepared stock solutions and prepared labs for use
- Stocked commonly used chemicals
- Maintained NMR functionality

Los Angeles, CA

August 2009 - May 2010

ACTIVITIES:

UCLA Rock Wall

Climbing Instructor

- Supervise climbers' safety in gym and teach belaying technique courses for new climbers

Los Angeles, CA

September 2009 - Present

First Year Student Resume

Fletcher Bruin

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

EDUCATION:

University of California, Los Angeles

Bachelor Degree in Progress

If you are unsure of your major, you can just put "Bachelor Degree in Progress"

Expected June 2015

Thomas Jefferson High School , Oakland, CA

June 2011

High school is acceptable on a resume during your freshmen and sophomore years; once you're a junior it can be omitted.

LEADERSHIP EXPERIENCE:

Assistant Social Chair

Sproul Residential Hall, Los Angeles, CA

September 2011-Present

- Coordinate team-building activities for residential community of 50 students.
- Collaborate with 4-member leadership team and participate in bi-weekly meetings.
- Brainstorm creative ideas and execute implementation of those ideas.
- Develop promotional campaigns resulting in 25% increase in fall quarter program attendance.

Assignment Editor

Thomas Jefferson High School Warrior Press, Oakland, CA

September 2010-June 2011

- Oversaw staff of 6 for award-winning student newspaper.
- Researched news stories and organized weekly meetings.
- Collaborated with advisor, section editors and writers to identify and prioritize stories for publication
- Assigned topics and reviewed content and submissions.

CUSTOMER SERVICE EXPERIENCE:

Host

Steve Fisher's Steak and Eggs, Berkeley, CA

Summer 2011

- Provided quality customer service in a fast paced, high volume establishment.
- Collaborated with serving staff and participated in team-building trainings.
- Resolved customer complaints and polished multi-tasking capabilities.
- Recognized by management team for promptness and perfect attendance.

COMMUNITY OUTREACH EXPERIENCE:

Volunteer

Rosemary Meadows Senior Center, Richmond, CA

January 2010-June 2010

- Led 25 residents in weekly creative art projects.
- Kept detailed records of attendance for Gold Star Program.

MEMBERSHIP: UCLA Undergraduate Business Society

September 2011-Present

SKILLS: Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver. Type over 75 wpm

Please note that Microsoft Office includes Word, Excel, PowerPoint, Access, and Outlook. If you are not familiar with all programs in the suite, list those that you are familiar with.

You can determine your typing speed online at www.typingtest.com

Work Abroad Resume / International CV Sample



SALLY A. BRUIN

501 Westwood Plaza • Los Angeles, CA 90095
(310) 555-5555 • sallybruin@ucla.net
DOB 7/3/92 • Citizenship: United States

Many countries refer to a "resume" as a "CV" or "Curriculum Vitae."

Other countries may ask for personal information such as citizenship or Date of Birth.

Many international countries expect a photo of a candidate to be included as part of the resume. Include a professional-looking 1.5"x1.5" photo.

Internship Objective

To obtain an international internship where I can gain experience in a cross cultural setting to further develop my academic preparation in economics and enhance my French language skills.

Education

Bachelor of Arts, Economics

University of California, Los Angeles (UCLA)

- GPA: 3.85
- Activities: UCLA Volunteer Day (2010, 2011); America Reads Volunteer (2010-11)

June 2012
Los Angeles, CA

Study Abroad Program

University of Florence

- Studied Roman History, Art, and Italian

Summer 2010
Florence, Italy

Specialized Training

Certified Yoga Instructor, Yoga Power
Core Power Yoga

August 2009
San Jose, CA

Languages

- Fluent in French
- Proficient in Italian

Work Experience

Assistant Manager

Grand Tan Club and Skin Spa

- Managed part-time employees through scheduling and performance reviews
- Developed a new employee training manual
- Implemented Daily Operating procedures and initiated opening and closing procedures
- Created bi weekly payroll program

Summer 2011
Malibu, CA

Administrative Assistant

The Grand Ole Creamery

- Established standard accounting procedures including bookkeeping, payroll, and auditing
- Supplied chain management including procurement and inventory
- Assisted with on premise services including catered events, wholesales, deliveries

Summer 2009
Los Angeles, CA

Work Abroad Resume / International CV Sample (continued)

Volunteer Experience

Volunteer Care Giver

Morning Side Nursing Home

2007-2008

San Jose, CA

- Provided empathetic care for 55 senior citizens in a residential nursing home
- Designed weekly activity hour to get residents engaged in social activities

Camp Counselor

Go Team! Sports Camp

Summers 2006- 2007

San Jose, CA

- Mentored ten youth campers during their summer camp experience
- Collaborated with Camp staff to design and implement creative and fun youth programming

University Affiliations

- **Gamma Phi Beta Sorority, Inc.**

2009 – Present

- **Golden Key, International Honor Society**

2010 – Present

- **Chinese Cultural Night, Student Production Group**

Fall 2010

Professional Affiliations

- **Cultural Economics International, Student Member**

2010 - Present

- **International Economics Association, Student Affiliate**

2010 - Present

Skills

- Proficient in the use of PC and Mac
- Skilled user of Microsoft Word, Excel and PowerPoint
- Experienced public speaker and professional presenter

Honors and Awards

- **Smithson Scholar, UCLA**

2008 – Present

- **Chancellors Scholarship Recipient, UCLA**

2008 – 2009

International Student Resume Sample

If you have "adopted" an American first name, indicate this in parenthesis at the top of your resume. If your name is difficult to pronounce, you might include the phonetic spelling beneath your name. (Way-Kong).

Try to keep it to one page, unless you are writing a CV. Be consistent in your formatting (e.g., bolding). Use font size 10-12 for the body. Focus the content on qualifications and requirements. Don't include personal information (e.g., marital or health status, religion, ethnicity, photograph, hobbies, or employment status.)

WAI KWONG (PETER) LEE

CURRENT ADDRESS

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Los Angeles, CA 90025
Phone: (310) 869-5432
waikwong@ku.edu

PERMANENT ADDRESS

843 Tung Lung House
Flat 4, 6/B
Kowloon, Hong Kong
Phone: 123-4567-8910

If you include an objective, keep it concise and list the position or type of position you are seeking.

OBJECTIVE

To obtain a software engineering position with emphasis on communication software development.

SUMMARY OF QUALIFICATIONS

Optional, but can help highlight how your experience, academic background, and personal abilities relate to the specific needs of the position.

- Three years of experience developing dynamic and interactive databases
- Proven communication skills as demonstrated through campus leadership, multiple presentations
- Tutoring other international students in reading, writing and speaking English
- Fluent in English, Chinese (Mandarin and Cantonese), and Malay. Proficient in French
- Proficient in Microsoft Office, SPSS, PageMaker, Dreamweaver, and C++
- Traveled extensively throughout Asia, France and Russia and developed a solid understanding of the cultures and customs

EDUCATION

Only list schools you received degrees from or are currently pursuing a degree from. If you list degrees from foreign institutions, provide a frame of reference when possible. If you include a GPA from a foreign institution, convert the number to be consistent with the 4.0 GPA scale.

Master of Science in Computer Science
University of California, Los Angeles (UCLA)
• GPA: 3.5 / 4.0

Expected: May 2010

Bachelor of Science in Computer Engineering
The University of Hong Kong Pokfulam, Hong Kong
• Globally recognized and ranked as the #1 university in both Hong Kong and China

May 2008

RELEVANT EXPERIENCE

Systems Analyst / Programmer

August 2008 - Present

Academic Technology Services – University of California, Los Angeles

- Created the personnel database for the Department of Educational Services
- Analyzed, designed and implemented the Job Matching Program for the University Career Center
- Helped implement inter-departmental computer communications systems (Outlook)
- Wrote FOCUS programs to extract information from student records database
- Established supercomputer connection with XYZ State University
- Coordinated and presented training sessions for computer users in the Department of Student Affairs

LEADERSHIP EXPERIENCE

Vice President of International Students Association - (UCLA)
Member of Kappa Alpha Psi Fraternity – The University of Kansas

2008-09
August 2006-Present

HONORS & AWARDS

Dean's List – UCLA
Recipient of Academic Scholarship; \$4000- UCLA Department of Computer Engineering

August 2006 – Present

Group all of your relevant experience into one section. Include relevant part-time jobs, internships, lab experience, and volunteer experience. Group other less relevant experience into a separate section, such as "Additional Experience." Start descriptions with active verbs (e.g., developed, led, created, organized, etc.). Focus on accomplishments and outcomes of your experiences, not just responsibilities or duties. Since dates aren't as important as job titles and descriptions, it's better to put the dates on the right side rather than the left.