

# Reverse-Chronological Resume

## Your Name

Address · City, State Zip Code · 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

- GPA: (List if 3.0 or above)
- Relevant Coursework: (Optional)

Expected graduation date (month, year)

List course titles not course numbers.

### SKILLS:

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

### EXPERIENCE:

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

**Employer Name**, City, State

Dates

Position Title

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

Bullets should begin with action verbs (see page 54).

### 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.

# Reverse-Chronological Resume

## MASAKO BRUIN

You may use the Century Gothic  
10 point for the body of this resume.

501 Westwood Plaza · Los Angeles, CA 90024 · (310) 555-5555 · Mbruin@ucla.net

**OBJECTIVE:** A management trainee position in retail merchandising.

### EDUCATION:

Using bullets can be a great way to separate your contact details. To add these in MS Word select "INSERT" from the toolbar then "Symbol" then choose "."

#### University of California, Los Angeles

Bachelor of Arts in English

June 2012

- GPA: 3.46
- Relevant Coursework : Elementary Accounting, Statistics, Business Writing, Research Methods, and an independent research project.

### EXPERIENCE:

List courses in order or relevance  
to the position / industry

Round GPA to two decimal points;  
you do not need to include all of the  
numbers listed on your DPR.

#### Assistant Manager

SANDS FURNITURE, Santa Monica, California

2010 - Present

- Schedule and supervise a staff of seven employees.
- Increased sales volume by 25% in just six months.
- Joined firm as sales associate; rapidly promoted to Assistant Manager.

#### Program Coordinator

ASIAN EDUCATION PROJECT, UCLA

2008 - 2009

- Trained 15 new volunteers to work with at-risk elementary school children.
- Wrote, compiled and edited a twenty page manual for training volunteers.
- Expanded the program to include five additional elementary schools.
- Began as volunteer; selected for promotion to Program Coordinator.

#### Office Assistant

THOMAS TEMPORARIES, INC., Sherman Oaks, California

2007 - 2008

- Provided clerical support for several large corporate offices and law firms.
- Enhanced administrative skills and became proficient in the use of computers.
- Received several offers for permanent employment based on excellent performance.

### SKILLS:

Programs : Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Access.

Operating Systems: Familiarity with PC and Mac.

Languages: Fluent in Spanish; Conversational in Japanese.

Use PRESENT tense for current  
tasks/positions and PAST tense for  
completed tasks or positions  
you've already ended.

### HONORS & ACTIVITIES:

Deans List

Career Director, Undergraduate Business Society at UCLA

Contributing Writer, "Pacific Ties, UCLA" (student special interest newspaper)

Consider giving categories to your  
skills such as "computer programs"  
and "languages."

# Targeted Reverse-Chronological Resume

## MASAKO BRUIN

405 Hilgard Avenue, Los Angeles, CA 90024, (310) 825-4321 Mbruin@ucla.net

**CAREER OBJECTIVE:** An entry-level position on a newspaper editorial staff.

### EDUCATION:

#### Bachelor of Arts in English

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Expected June 2012

- GPA: 3.46
- Independent Research Project: Wrote a 40 page report on Latino influences on mainstream popular American culture. Researched current periodicals covering cultural, educational, economic and social issues.

### SKILLS:

- Proficient in Microsoft Word, PowerPoint, Adobe Photoshop, Web Design, and Blogging.
- Bilingual Spanish/English (oral and written translation); Conversational Japanese.

### WRITING EXPERIENCE:

#### Contributing Writer

PACIFIC TIES, UCLA

2008 - 2011

- Authored articles targeting Asian American issues for special interest newspaper.
- Researched community issues and interviewed prominent community leaders.

#### Program Coordinator/Editor

ASIAN EDUCATION PROJECT, UCLA

2007 - 2009

- Compiled and edited a 20 page training manual for volunteers.
- Expanded program to include five additional elementary schools.
- Recruited and trained volunteers to work with at-risk elementary school children.

### RELATED EXPERIENCE:

#### Assistant Manager

SANDS FURNITURE, Santa Monica, California

2009 - Present

- Created ad copy and developed other promotional materials.
- Composed a wide variety of business correspondence.
- Joined firm as sales associate; rapidly promoted to assistant manager.

#### Office Assistant

THOMAS TEMPORARIES, INC., Sherman Oaks, California

2006 - 2008

- Enhanced administrative skills and became proficient in the use of computers.
- Received four offers for permanent employment based on excellent performance.

To add a line under your contact information in MS Word go to "Borders and Shading" and select the "\_\_\_\_" grid to create a line under your text.

Be as specific as possible when applying to a particular position.

# 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 2012

- 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

### TEACHING EXPERIENCE

#### Project Literacy, UCLA

Sept. 2009-present

- Travel once per week, four hours per week, to tutor a 4th grade student in a low-income, urban community
- 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

#### Undergraduate Section Leader, UCLA

Sept. 2010-Dec 2010

- 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 and writing a 20-page research paper
- Oversaw the development of a training manual for future section leaders

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

Sept. 2009-June 2010

- Trained to provide educational workshops to fellow undergraduates
- Presented 4 workshops per quarter, on topics including: "Preparing for Law School," "Transfer Adjustment," and "Study Skills"
- Utilized technology to engage students through visual and interactive learning

#### Swim Instructor / Lifeguard

Summers 2008, 2009

- 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, UCLA

Sept 2008-Present

- Assisted with the high school to college transition for 90 first-year students
- 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

# Functional Resume with Limited Paid Experience Sample

## ANDY BRUIN

405 Hilgard Avenue, Los Angeles, CA 90095  
(310) 825-4321 abruin@ucla.net

Created using the Arial font.

## OBJECTIVE

A cooperative education position or internship in the computer industry.

## EDUCATION

**University of California, Los Angeles**  
Bachelor of Arts, Economics, Computing Specialization

Expected December 2012

**Fresno City College**  
Associate of Science, Mathematics

June 2010

**Coursework includes:** Systems Programming, Computer Architecture, Operating Systems, Modeling, Network Fundamentals, Programming Languages, Compiler Construction, Artificial Intelligence, Algorithms & Complexity, and related mathematics courses.

If you transferred from a junior college but didn't receive an Associate Degree, you can state under UCLA that you transferred from "xyz college" with "x" GPA.

## COMPUTER SKILLS

### Technical:

- Programming Languages: HTML, XML, ASP, Visual Basic, PHP, Java, JavaScript,
- Operating Systems & Environments: Windows 7, Windows XP
- Application Software: Microsoft Office 2010, 2007 (Word, Excel, PowerPoint, Access, Outlook, Publisher); Adobe Photoshop

### Programming:

- Produced computerized chess game using artificial intelligence problem solving.
- Designed own homepage using HTML, XML, Java.

## COMMUNITY / VOLUNTEER EXPERIENCES

**Habitat for Humanity**  
Volunteer

Summers 2010, 2011

- Participated in local chapter's fundraising events and assisted with logistics, registration and set-up
- Designed marketing flyers utilizing Microsoft Publisher and created a short video of the chapter's accomplishments with Final Cut Pro ([www.abchh.com](http://www.abchh.com))
- Worked as a team with other college students and people from the community in building homes

**Camp Grow Summer Camp**  
Recreation Assistant

Summers 2008, 2009

- Organized and led arts and sports activities for up to 50 children from ages 6-13 years old
- Collaborated with camp counselors and other staff on creating activities for the different age groups
- Became CPR certified in order to respond to unexpected injuries or crises

## ACTIVITIES / HONORS

Computer Science Students Association, UCLA  
Webmasters Student Group, UCLA  
UC Regents Scholars, UCLA

For those that have creative / technical / programming skills, employers like to see what you've done – provide a link to your work.

# Combination Resume Sample

(For Alumni, Returning, and Non-Traditional Students with Substantial Experience)

## JAIME BRUIN

200 Oso Drive, Los Angeles, California, 90095 • (310) 825-4321 • jaime@ucla.net

### ACCOMPLISHMENTS

- Designated "Sales Person of the Year" three years in a row.
- Achieved a 57% increase in sales volume within first year as manager.
- Recommended a new product line that resulted in \$3.5 million dollar increase in business.
- Designed system for inventory control that resulted in 30% reduction in merchandise loss.

### MARKETING SKILLS

#### Sales Promotion:

- Prepared and supervised sales promotion projects for major business organizations.
- Created newspaper, radio, and television advertising campaigns for new product lines.
- Represented company at trade association meetings to promote products and services.

#### Management:

- Recruited, trained, and supervised local and regional sales staff.
- Developed and implemented sales training and development programs.
- Assigned territories, established quotas, and supervised achievement of goals.

#### Market Research:

- Organized and directed market research projects to determine customer needs.
- Prepared sales forecasts; recommended product design, pricing and distribution.
- Composed detailed reports of survey results for corporate management team.

### ADDITIONAL SKILLS

**Computer:** MS Word, Excel, Indesign, Photoshop, Illustrator, Quark XPress, LINUX, Windows

**Language:** Bilingual Spanish/English

### RELEVANT EXPERIENCE

<b>Director of Marketing &amp; Sales</b>	2009 - Present
ImageNet USA Communications, Montebello, CA	
<b>Assistant Sales Manager</b>	2006 - 2008
True Gear Clothing Company, Los Angeles, CA	
<b>Account Executive</b>	2004 - 2006
Weber-Ubick Engineering Company, Ceres, CA	

### PROFESSIONAL ASSOCIATIONS

Latino Business Association, Information Technology, Chairperson, Los Angeles  
Latino Business Student Association, Founder, Alumnus, UCLA

### EDUCATION

University of California, Los Angeles  
Bachelor of Arts, Political Science

2009