

Resume Guidelines

An excellent resume reflects your unique experience and style. Be descriptive and focused in communicating what makes you stand out as the best candidate for the position you are applying for. Don't underestimate the power of a really great resume!

TIPS

- Customize your resume to match the job/employer
- Be specific, with examples of accomplishments, skills and results
- Be descriptive, using action verbs
- Quantify results whenever possible (e.g., "increased sales by 10%")
- Proofread carefully for grammatical and spelling errors
- Be clear and concise (generally one page)
- Attend a Career Services resume workshop, resume clinic, or make an appointment with a Career Counselor.

SECTIONS

- Contact Information (include your email)
- Objective (tailor it to the job you are applying for)
- Education
- Experience
- Projects (team and individual)
- Categories unique to your resume (Foreign Languages, Laboratory Skills, Athletic Accomplishments, International Experience, Honors, Research, Publications, Military Experience)
- Leadership Involvement (campus organizations, clubs, professional affiliations)
- Computer/Technical Skills
- Community Service

SAMPLES

Use the following samples to create your own unique resume to make an outstanding impression on employers. For more samples, see the "Career Services Sample Resumes" at www.careerservices.calpoly.edu.



Levi Lorenz

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Objective

A career position in Industrial Engineering in the biomedical industry

Summary of Qualifications

- Engineering work experience in a high-tech manufacturing environment
- Experience with the design, installation, and improvement of industrial systems that integrate people, technology, materials, and information
- Extensive hands-on project work involving efficiency, work design and measurement, industrial costs and controls, data management and system design, ergonomics, statistics and operations research
- Experience with customer service, sales techniques, and interpersonal social skills
- EIT Certified # 654321

Education

California Polytechnic State University, San Luis Obispo
Bachelor of Science in **Industrial Engineering** – June 2008
Major GPA: **3.6** Overall GPA: 3.4 Dean's List – 4 quarters

Industrial Engineering Experience

- Industrial and Manufacturing Engineering Co-op** Spring/Summer 2007
Alcon Laboratories, Cataract Operations Division – Irvine, CA
- Designed and implemented a new mixed-model assembly line to accommodate a new product
 - Reorganized inventory system to prevent material shortages while minimizing on-hand inventory
 - Completed various other industrial and manufacturing projects to support the Cataract assembly line
 - Presented several project updates to upper management, supervisors, and team members

Senior Project – Cal Poly

- Developing a Decision Support System Software tool using Microsoft Excel and Access to create a small scale, but highly practical, ERP system
- The software will have an MRP engine, which will be integrated and linked with financial analysis of customer orders, supply chain costs, direct labor costs, inventory costs and overhead costs

Technical Group Projects – Cal Poly

- Developed alternative layouts for C&D Aerospace's Dado Assembly Area while optimizing man hours and material flow
- Created Material Requirements Planning Program for three product structures containing parts with independent and dependent demand
- Used Operations Research Techniques to determine the best combination of foods to include in a Meal Ready to Eat
- Redesigned an alarm clock to be more ergonomically correct
- Developed and recommended improvements to an existing workstation located at DiOptics Medical Products

Technical Skills

- Created a working database using Microsoft Access for given production systems
- Proficient using: Microsoft Excel, Word, PowerPoint, Minitab & CAD/CAM computer systems

Leadership / Involvement

- **Vice-President**, Alpha Pi Mu - Industrial Engineering Honor Society
 - Increased membership by 20% through creative marketing
- Institute of Industrial Engineers (IIE)
- Cal Poly Intramural Soccer and Basketball

Work History

Server – F. McClintocks, San Luis Obispo - Worked 20-25 hours per week while attending school full-time (1/05 – 12/06)

Tracee K. Watkins

524 Sand Road ▪ San Francisco, CA 93023 ▪ (203) 354-2045 ▪ traceewatkins@hotmail.com

Objective A Program Associate position with Sadie Nash Leadership Project

Education

California Polytechnic State University, San Luis Obispo, California
Bachelor of Arts, **Political Science**, cum laude, June 2008
Elective Concentration: **Survey of Underrepresented Populations**
Cal Poly *London Study Program*, London, England, Fall 2006

Leadership Training

Extreme Leadership Conference Women's Leadership Conference
Week of Welcome Leadership Training State of the Student Forum

Planning Experience

Summer Institute Program, Cal Poly, San Luis Obispo, CA
Assistant Program Coordinator April 2007-Sept. 2007, March 2008-present
▪ Plan and implement a summer bridge program, managing \$80,000 program budget
▪ Conduct interviews and hire educational instructors, resident advisors, and learning assistants
▪ Supervise twelve staff members, coordinate and facilitate weekly meetings
▪ Coordinate three banquets and four special events for all Summer Institute students

Parks and Recreation, San Luis Obispo, CA
Program "X" Coordinator September 2007-June 2008
▪ Organized and managed complex monthly calendar of activities for middle school after school program
▪ Coordinated all aspects of Teen Hang-Out program including organizing activities and managing budget
▪ Supervised and coordinated daily activities for program participants

College of Liberal Arts Student Council, Cal Poly, San Luis Obispo, CA
Council Chair September 2005-June 2006, September 2007-June 2008
▪ Planned agendas and facilitated weekly meetings
▪ Coordinated all aspects of four campus-wide events
▪ Participated on several budget and award committees

Research/Assessment

Cal Poly, San Luis Obispo, CA
Research Assistant—Political Science Department January 2008-present
▪ Research and analyze abortion-related, statistical data for Dr. Anna Blue
▪ Edit and check references for each book chapter
▪ Transcribe six interviews conducted by Dr. Blue regarding abortion research
▪ Collect information regarding abortion in relation to media attention

Political Science Research September 2004-June 2008
▪ Utilized numerous research tools including professional journals, databases, and internet
▪ Wrote over fifty academic papers analyzing political, legal, and diversity issues
▪ Compiled information from ten to sixty sources into five to fifty page papers in length
▪ Researched, compiled and analyzed data for statistical research

Senior Project: *Dollars and Sense: Reforming the College Based Fee Guidelines in the Political Science Department* April 2005-June 2007
▪ Researched extensively to design new process, collaborating with the Dean
▪ Created and implemented new survey to collect student input
▪ Advised department chairs on college based fee process reformation
▪ Interviewed faculty and students to determine departmental expectations

Administrative Experience

Administrative Clerk, California Department of Forestry, San Luis Obispo, CA June 2006-April 2007
Cashier, The Avenue, Cal Poly Foundation, San Luis Obispo, CA September 2006-September 2008
Receptionist, Trinity Hall, Cal Poly, San Luis Obispo, CA January 2005-June 2005

Computer Skills

Microsoft Word, Excel, Front Page, Access, Power Point, Publisher, Outlook, FileMaker Pro, Open Time, Student Information System, SPSS, Minitab, Corporate Time, 50 WPM

Jenica Dominguez

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Newport Beach, CA 94778

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(949) 855-4423

SUMMARY

- Three years experience providing quality customer service
- Extensive use of Microsoft Word, Excel, Access and PowerPoint
- Proven ability to establish rapport with customers and co-workers
- Financed 100% of college expenses
- Fluent in Spanish

EDUCATION

California Polytechnic State University, San Luis Obispo
Bachelor of Science: **Business Administration**, June 2009
Concentration: **Marketing** Minor: Spanish
GPA **3.2** Major GPA **3.4**
University of Alicante, Spain - Study Abroad, 2007

MARKETING EXPERIENCE

Clear Channel Radio San Luis Obispo, CA 3/08-9/08
Marketing Internship
• Updated information and maintained client relationships
• Performed market research to compare competitor prices
• Attended several sales calls
• Created and edited sales reports using Excel

Lucero and Dunne Advertising Newport Beach, CA Summer 2007
Summer Intern
• Assisted Media Buyer with all trafficking of commercials, budgets and campaign proposals
• Organized co-op advertising for Account Executives
• Re-organized monthly billing process
• Extensive use of software including Excel, Access, Word, and Smart Plus (media buying software)

Cal Poly San Luis Obispo, CA Spring 2008
Senior Project: Marketing Career Day
• In a team of 10 students, coordinated first annual Marketing Career Day with 20 corporate representatives and 125 students in attendance
• Created prospecting letters, evaluation forms and informational student packets
• Developed flyers and creative emails to market event to students

WORK EXPERIENCE

Tahoe Joe's Famous Steakhouse San Luis Obispo, CA 05/06-present
Front Manager/Server
• Train, schedule and motivate seven hostesses
• Liaison between front staff and upper management
• Open and close restaurant and administer daily cash receipts
• Employee Customer Service Award, three times

LEADERSHIP/INVOLVEMENT

American Marketing Association San Luis Obispo, CA 2005-2008
Vice President of Promotions/Advertising
• Worked closely with 13 board members in one of the largest clubs on campus
• Responsible for all promotion and advertising for the club including posters, flyers, t-shirts and pens
• Facilitated and delegated responsibilities to 15-member promotions committee

SUSANNE MARTIN

573 Highland Dr., San Luis Obispo, CA 93405 (805) 555-5555 smartin@calpoly.edu

Objective: A career marketing position with a winery

Education

California Polytechnic State University, San Luis Obispo

Bachelor of Science in **Agribusiness**, June 2009

Concentration: **Marketing** Minor: **Wine and Viticulture**

Experience

California Polytechnic State University, San Luis Obispo, CA

Senior Research Project 1/09-6/09

- Performed primary and secondary research on optimal benefits package for employees of a medium sized winery
- Designed and administered survey to San Luis Obispo county wineries
- Analyzed data and prepared formal document for client

Marketing Planning Project 9/08-12/08

- Collected secondary and primary market research for a local vineyard and winery
- Developed test market surveys
- Statistically analyzed survey results using SPSS
- Formulated marketing strategy and presented recommendations to client

Wine Compliance and Market Analysis 3/08-6/08

- Analyzed the California wine industry creating a business plan for personal winery in San Luis Obispo
- Studied demand shifters, appellations, distribution regulations, operational costs, acreage trends and production

Edna Valley Vineyards, San Luis Obispo, CA

Public Relations/Marketing Intern 3/08-9/08

- Assisted with public relations and marketing for special events, wine club, gift shop
- Responded to national sales requests and updated website

Defronzo Wine, San Luis Obispo, CA

Viticulture Assistant 6/07-9/07

- Trained vines; performed and maintained irrigation
- Evaluated and reorganized wine cellar

Other: Customer service, retail sales, food booth operator

Skills

Computer: Word, Excel, PowerPoint, QuickBooks, SPSS

Language: Conversational Spanish

Honors/Activities

Dean's List

Vines to Wines Club: Vice-President

National Agri-Marketing Association/Agribusiness Management Organization

Elliott Smith

2005 Main St. #3, San Luis Obispo, CA 93401, (805) 555-5555, lsmith@calpoly.edu

Objective To apply my research and laboratory experience in a summer internship in the biotechnology industry

Summary of Qualifications

- Research experience in both industry and academic settings
- Strong presentation skills acquired through large and small group facilitation
- Excellent self-starter with demonstrated ability to multi-task
- Reliable and organized professional capable of adapting to new challenges

Education

California Polytechnic State University (Cal Poly), San Luis Obispo

Bachelor of Science, June 2010

Major: **Biological Sciences** GPA: **3.4**

Concentration: **Molecular and Cellular Biology** Junior Standing

- Fluent in Spanish
- Dean's List – 3 quarters
- Financing 80% of college expenses

Research Experience

Undergraduate Biotechnology Laboratory, Cal Poly, San Luis Obispo, CA 7/07 – Present

Laboratory Assistant

- Design PCR primers and optimize reaction protocols for special projects
- Oversee all undergraduate DNA sequencing in Biological Sciences department
- Perform quality assurance checks on reagents and materials

Minorities in Research Abroad (MIRA) Program

Instituto de Investigacion Nutricional, Lima, Peru 6/06 – 9/06

Funded by National Institute of Health

Understanding the limitations to and motivations for offering young children

infant instant cereal in complementary feeding programs: Why don't mothers

take full advantage of the provision of free infant instant cereal mixes?

- Presented findings at 8th Annual Biological Research Conference for Minorities

Laboratory Skills

- High Pressure Liquid Chromatography
- Thin Layer Chromatography
- Gas Chromatography
- Ion Chromatography
- Electrophoresis
- PCR
- Infrared Spectroscopy
- Aseptic Techniques
- Microbial Staining and Plating
- ELISA
- Spectrophotometer Analysis
- Southern Blotting

Relevant Coursework

- Emerging Infectious Diseases
- Industrial Microbiology and Biotechnology
- Molecular and Cellular Biology
- General and Cellular Physiology
- Biochemical Principles
- Classical and Molecular Genetics
- Protein Techniques Laboratory
- Applied Life Science Statistics
- Immunochemistry
- Chemical & Biological Warfare
- Metabolism
- Organic Chemistry Series

Computer Skills

- Maple
- MS Office (Word, Excel, PowerPoint)
- Minitab
- ChemDraw
- Adobe Photoshop
- Web Design

Other Selected Experience

Firestone Grill, San Luis Obispo, CA

Server

- Serve in excess of 100 customers per hour during peak times
- Place orders, prepared food, and provided customer service

Honors & Activities

- Golden Key Honor Society
- Tri Beta Biological Sciences Honor Society
- College of Science and Math Ambassador
- Cal Poly LINKS Program Mentor
- Cal Poly Ski Club

CALVIN S. MARTINI

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OBJECTIVE Architectural internship position, to attain architectural licensure

EDUCATION

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

Bachelor of Architecture Degree, June 2010

- Minors: **Sustainable Environments & City & Regional Planning**
- GPA: 3.2 Dean's Honor List

THAILAND STUDY ABROAD

4th Year Design, Southeast Asian Comparative Studies, Conversational Thai

SUMMARY OF QUALIFICATIONS

DESIGN	Hand rendering • drafting • model building • sketching • studio art • drawing painting
MEDIA	Physical and digital modeling • India ink • Prismacolor/Pantone markers charcoal • photography • carpentry • blown glass
COMPUTER	AutoCAD 2006 • ArchiCAD • PhotoShop • Illustrator • InDesign • PageMaker Form Z
PLANNING	Site Analysis • GIS
KNOWLEDGE	Structures • Environmental Control Systems • Sustainable Housing

PROJECT THESIS, INTEGRATING ENVIRONMENTS, SAN FRANCISCO, CA

Created an urban environment, based on adaptable space created by plazas, landscape, and surrounding buildings in the midst of lively transportation hub. Dealt with issues including suburbanization, demographic conflict, campus edges, automobile dependency, and mass transit systems.

WORK EXPERIENCE

Howard-Sneed Architecture and Design San Diego, CA
Design Intern Summer 2008

- Participated in multiple levels of design, including schematic finish design, space planning, furniture design, site visit installations, and construction documents
- Directly interacted with clients, product representatives and consultants

Edwin S. Darden and Associates Fresno, CA
Architect Assistant Fall 2007

- Assisted one architect throughout multiple phases of several elementary school remodels
- Communicated directly with consultants and participated in regular site visits and meetings
- Responsible for checking specifications for finishes, materials, and components during construction phase

ACADEMIC COMPETITION

Bank of America Low-Income Housing Development Challenge San Francisco
Team Member, Cal Poly Winter 2007

- Prepared comprehensive development proposal of \$50,000,000 for the redevelopment and expansion of existing affordable housing site owned by the Department of Housing and Urban Development

LEADERSHIP INVOLVEMENT & AFFILIATION

Thai Student Association • Senior Thesis Show Student Planning Board • AIAS

ACTION VERBS

Administrative/ Detail

Approved
Arranged
Catalogued
Classified
Collated
Collected
Compared
Compiled
Coordinated
Dispatched
Executed
Facilitated
Filed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Proofread
Purchased
Recorded
Responded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

Communication

Addressed
Arbitrated
Authored
Collaborated
Convinced
Corresponded
Created
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Led
Manipulated
Mediated
Motivated
Negotiated
Persuaded
Promoted
Read
Reasoned
Recruited
Sold
Spoke
Wrote

Creative

Acted
Conceptualized
Created
Customized
Designed
Developed
Enhanced
Established
Founded
Generated
Illustrated
Imagined
Initiated
Innovated
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped
Visualized
Wrote

Financial

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Controlled
Detailed
Developed
Forecasted
Managed
Planned
Prepared
Projected
Researched
Solved

Helping

Advised
Assessed
Assisted
Attended
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Directed
Educated
Facilitated
Familiarized
Guided
Led
Listened
Mentored
Motivated
Perceived
Referred
Rehabilitated
Related
Represented
Spoke

Leadership/ Management

Administered
Analyzed
Assigned
Chaired
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Facilitated
Hired
Implemented
Improved
Increased
Initiated
Led
Managed
Motivated
Organized
Oversaw
Performed
Planned
Prioritized
Produced
Recommended
Reviewed
Strengthened
Supervised

Research

Abstracted
Analyzed
Clarified
Collected
Compiled
Conducted
Critiqued
Diagnosed
Evaluated
Examined
Experimented
Extracted
Extrapolated
Gathered
Identified
Inspected
Interpreted
Interviewed
Investigated
Observed
Organized
Perceived
Researched
Reviewed
Studied
Summarized
Surveyed
Synthesized
Systematized
Theorized
Validated

Results

Accelerated
Accomplished
Achieved
Attained
Awarded
Completed
Contributed
Decreased
Eliminated
Established
Expanded
Improved
Increased
Initiated
Introduced
Launched
Pioneered
Recognized as
Reduced
Resolved
Selected as
Succeeded

Teaching/ Training

Adapted
Adopted
Advised
Briefed
Clarified
Coached
Communicated
Coordinated
Counseled
Developed
Encouraged
Enlightened
Evaluated
Explained
Facilitated
Guided
Helped
Influenced
Informed
Initiated
Instructed
Mentored
Persuaded
Stimulated
Trained
Valued

Technical

Analyzed
Automated
Built
Calculated
Computed
Configured
Constructed
Converted
Designed
Diagnosed
Drafted
Engineered
Fabricated
Inspected
Installed
Invented
Maintained
Manufactured
Operated
Overhauled
Performed
Produced
Programmed
Remodeled
Repaired
Solved
Tested
Troubleshoot
Upgraded
Validated
Verified