



CALIFORNIA
DECATM

RESUME GUIDE

QUICK TIPS

PROOFREAD
KEEP IT SHORT
USE ACTION VERBS

SKILLS

INCLUDE LEVEL
OF MASTERY FOR
EVERY SKILL YOU
INCLUDE

EDUCATION

QUALIFICATION /
INSTITUTION
2016-2020

REFERENCES

THIS SECTION CAN
BE LEFT OFF OF
YOUR RESUME

STARTING OFF YOUR RESUME

- Consider writing a personal statement explaining your value as an employee rather than a traditional objective
- Do not forget to add contact information to your resume
- A resume functions similarly to a CV (a document of all your educational and professional experiences), but the two are not interchangeable. Anything listed on your resume should be both recent and relevant to your current application
- Use keywords related to the job you are applying for—it makes your resume easier to scan for relevant experience

EXPERIENCE

JOB POSITION / ORGANIZATION

- Quantify your achievements wherever possible in your experiences. Examples include percentages and numbers of people
- Experience should be relevant to your application
- Focus on achievements over responsibilities
- Use action verbs to describe your experiences

EXAMPLE JOB / EXAMPLE ORGANIZATION

- Organized conferences for over 2000 students across California.
- Oversaw communication between organization and student members.