

RESUME GUIDE

for College of Arts & Sciences Majors

Your resume is a summary of your qualifications for a specific job or internship. The main goal of a resume is to generate interviews with employers. Use your resume to highlight your relevant skills and accomplishments.

To view additional job search information online, visit the Career Services website at www.sandiego.edu/careers and select *Resumes and Interview Preparation* in the *Students* section.

Make sure your voicemail greeting is professional.

Feature your achievements from the most relevant experiences.

Focus on skills the employer is seeking.

Activities and service provide a fuller picture of you as a candidate.

YOUR NAME	
Address	
Phone	
Email Address	
<hr/>	
EDUCATION	
University of San Diego	San Diego, CA
Degree and Major	Expected graduation date
Include minor and study abroad	
List overall and/or major grade point average if 3.0 or above	
Be selective in listing academic honors	
EXPERIENCE	
<u>Job Title</u>	Dates of employment
ORGANIZATION	City, State
<ul style="list-style-type: none"> Describe your achievements here, starting with active verbs. Make your descriptions energetic and relatively short. Present the most significant responsibilities first. 	
<u>Job Title</u>	Dates of employment
ORGANIZATION	City, State
<ul style="list-style-type: none"> Bullet format is preferred by many employers. Focus on results, skills, leadership, initiative and teamwork. 	
SKILLS	
Include foreign language skills.	
Emphasize computer software programs.	
Avoid listing general skills (like communication skills) but include skills specific to your field, like laboratory skills.	
OTHER HEADINGS	
Include one or two additional headings that highlight your accomplishments or leadership positions. These sections might include:	
ACTIVITIES ATHLETICS COMMUNITY SERVICE HONORS INTERESTS LEADERSHIP PROFESSIONAL ORGANIZATIONS	

Use an email address that conveys professionalism.

Increase visual impact through selective use of bold, underlining, and capitalization.

Spell check and review your resume carefully for errors.

Limit your resume to one page. Use a common font like Arial or Times New Roman.

Resume Checklist

Employers may spend less than a minute evaluating your resume. They prefer resumes that are easy to read and created in a familiar format. Use the following guidelines as you create or edit your resume.

FORMAT

- **Templates:** Avoid resume wizards and resume software templates. They are difficult to edit and do not allow you to present information in the most effective format.
- **Length:** For college students and recent college graduates, use a one-page resume.
- **Font:** Choose a basic, easy-to-read font such as Times New Roman, Arial or Helvetica in 10-12 point size. Use black font color.
- **Paper:** To print, use 8 ½" x 11" resume-quality paper in a light color such as white or off-white. Use matching paper for a cover letter.
- **Spacing:** Margins of 0.7 to 1 inch and double-spacing between headings improves readability.
- **Layout:** Use bullets, bold, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space to create an uncluttered look.
- **Reverse Chronological Order:** Present most recent information first.
- **Professionalism:** Eliminate all errors by using spell check first, and then by asking several other people to proofread.
- **Document Title:** Use your name in the document title when emailing your resume as an attachment. Example: Tom.Torero.doc

CONTENT

- **Image:** Decide what overall impression you want your resume to communicate. Does it show that you are a leader, a team player, an artist, an innovator, a salesperson, or something else?
- **Style:** Start phrases with action verbs to convey enthusiasm and achievement. Sample verbs include: *Advised, Analyzed, Assisted, Coordinated, Created, Developed, Evaluated, Guided, Handled, Implemented, Increased, Led, Maintained, Managed, Organized, Performed, Planned, Presented, Processed, Researched, Served, Sold, Taught, Trained, Wrote.* See handout entitled "Resume Action Verbs" for more ideas.
- **Objective:** Using an objective is optional. If you include an objective, make it brief and specific to a particular job or career field.
- **Summary of Qualifications:** A candidate with significant experience in a career field may choose to start a resume with a brief overview of professional skills. This section is less appropriate for new college graduates.
- **Section Headings:** Group your experience to reflect your strengths. Common headings include:

EDUCATION	ACTIVITIES or LEADERSHIP EXPERIENCE
EXPERIENCE	COMMUNITY SERVICE
SKILLS	ATHLETICS
INTERESTS	PROFESSIONAL AFFILIATIONS
- **High School:** Remove high school information by the end of your junior year of college.
- **References:** List your references on a separate page: see handout entitled "Reference Lists for the Job Search."
- **Cautions:** Never reveal confidential data on your resume such as your social security number or date of birth. Do not list a personal website if it includes any nonprofessional content.

ARIEL TORERO

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EDUCATION

University of San Diego San Diego, CA
B.A. in Art History May 2008
Concentration in Public Art and Architectural Culture Dean's List

EXPERIENCE

Sotheby's Inc., African and Oceanic Art New York, NY
Intern June – August 2007

- Collaborated with multiple departments to publish and edit *Preview Magazine* and client catalogues
- Strengthened relationships with top clients by providing excellent service
- Initiated new client relationships through conducting preliminary meetings and appraisals
- Ensured smooth department operations by updating client telephone bidding lists, organizing the sales catalogue library, and tracking expediting reports
- Monitored sales and provided immediate support for associate directors

San Diego Museum of Man San Diego, CA
Curatorial Intern July 2006 – May 2007

- Collaborated with specialist to research, identify, and catalogue artifacts
- Assisted in membership sales during monthly special events and docent tours
- Responded to museum and exhibit-related inquiries
- Helped organize plans for textile conservation and oversaw conservation processes and deadlines

Chestnut Hill Academy Philadelphia, PA
JV Boys' Assistant Tennis Coach April – June 2005

- Designed and implemented training sessions and practices
- Assisted Head Coach with assessment of players' improvement
- Coached players during matches and competitions

F.E.N. Enterprises of N.Y. Inc Wappingers Falls, NY
Office Assistant Summers 2004 & 2005

- Created general client correspondence, managed the main phone line, and provided assistance to customers with purchases
- Utilized FrontPage to publish and edit website content; implemented print advertising initiatives

LEADERSHIP & ACTIVITIES

USD Associated Students, *Senior Senator*

- Chaired Senior Legacy Committee which raised \$25,000 for scholarship funds
- Planned senior banquet and four social hours
- Served on Student Issues Board addressing campus-wide concerns

Alpha Chi Omega, *Director of Parent and University Relations*

- Managed all event logistics for Parents' Weekend

Alcala 100, Selected as one of top 100 most promising USD students

SKILLS

- Photoshop, FrontPage, Mac OSX; Microsoft Word, Excel, and PowerPoint
- Accustomed to working in fast-paced environments with the ability to think quickly and navigate difficult situations successfully

BYRON TORERO

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EDUCATION

University of San Diego Bachelor of Arts, Biochemistry	San Diego, CA May 2009
Queen Mary University of London Biological science study abroad program	London, England Summer 2007

Relevant Coursework: Physical Chemistry Biophysical Chemistry
 Biochemistry Genetics
 Organic Chemistry Instrumental Analysis

SKILLS

- Experience following detailed laboratory protocols with minimal supervision
- Knowledge of and experience with organic synthesis and purification techniques
- Biochemistry and molecular biology lab techniques include sterile technique, PCR, DNA purification and gel extraction, agarose gel-electrophoresis, yeast/bacterial cell culture, recombinant DNA plasmid purification, bacterial/yeast transformation
- Direct experience running the instruments and interpreting data using NMR, IR, GC & HPLC
- Proficient with MS Word, Excel, PowerPoint, Adobe Photoshop, Windows & Mac OS

EXPERIENCE

Laboratory Teaching Assistant , University of San Diego	Spring 2009
<ul style="list-style-type: none">• Assisted professor with the general chemistry laboratory• Ensured student safety and understanding of general chemistry laboratory techniques	
Research Assistant , University of San Diego	Fall 2008
<ul style="list-style-type: none">• Research involved computational chemistry of a wide variety of systems including quinoxalines and nucleic acids. Used ab initio, DFT and molecular dynamics to investigate structure and mechanism of reactions.• Acquired molecular modeling skills: Gaussin, SPARTAN, InsightII, AMBER, MOIL, CURVES	
Chemistry Tutor , University of San Diego	Fall 2007-Spring 2008
<ul style="list-style-type: none">• Taught general chemistry and problem-solving skills to undergraduates with differing abilities	
Teacher's Assistant , Manchester Family Child Development Center	Spring 2006
<ul style="list-style-type: none">• Given creative freedom to develop and lead classroom projects• Assisted children ages 2 to 5 with conflict resolution and general development• Collaborated with other teacher assistants to create and implement projects• Prepared daily documentation for parents and teachers regarding activities, behavior and incidents	

ACTIVITIES

Chemistry Club , University of San Diego	Spring 2006-present
Emergency Room Volunteer , Scripps Mercy Hospital, San Diego, CA	Summer 2006

COLIN S. TORERO

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EDUCATION

University of San Diego

Bachelor of Arts in Communication Studies

Minor in English

Honors Program Participant

3.54 Cumulative G.P.A.

San Diego, CA

Expected May 2009

WRITING EXPERIENCE

Writing Tutor, University of San Diego Writing Center

Feb 2007 - Present

- Assist students with improving their grammar, organization and writing style
- Proofread and edit student papers, provide feedback to students on strengths and weaknesses
- Educate students in proper writing techniques and suggest alternative style methods, organizational formats and more appropriate sentence structures

Intern Reporter, Silver City Daily Press, New Mexico

Jun - Aug 2008

- Wrote two articles daily for features and various newspaper sections
- Interviewed local lawmakers, politicians and citizens; contacted sources to verify details
- Utilized knowledge of lighting, framing, and editing to photograph athletic events for the paper
- Developed story ideas, participated in editorial meetings, organized and conducted interviews
- Recognized by the New Mexico Press Association for excellence in public service

Arts & Culture Editor, Vista Newspaper, University of San Diego

Aug 2007 - Jun 2008

- Designed and formatted weekly Arts & Culture section of student newspaper
- Managed staff of five writers, monitored progress and maintained deadlines
- Pitched, edited and placed stories and photos
- Conceived original special-interest story ideas
- Wrote weekly editorial column and articles for various sections of the newspaper

Research Intern, KSWB 5/69 Marketing Department, San Diego

Jan - May 2007

- Worked closely with account executives and managers in a fast-paced environment
- Researched and analyzed data and reported findings with 100% accuracy
- Creatively implemented findings into PowerPoint presentations and sales tools
- Reported research in the form of one-sheets to be distributed to station advertisers

LEADERSHIP EXPERIENCE

Student Alumni Association (SAA), University of San Diego

Aug 2007 - Present

- Organize Take a Torero to Lunch, a student-alumni networking event for 100 participants
- Handle event planning, including catering order, room set-up, marketing and reservations
- Coordinate student participation in annual events such as the Alumni Christmas Reception

COMPUTER SKILLS

Proficient in MS Word, Excel, PowerPoint, Publisher; Adobe Photoshop and Dreamweaver

IRA TORERO

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EDUCATION

University of San Diego
Bachelor of Arts, International Relations
Minors in Economics and Spanish

San Diego, CA
May 2009

Fundacion Jose Ortega y Gasset
Spanish language immersion program

Madrid, Spain
Spring 2008

EXPERIENCE

SAN DIEGO WORLD TRADE CENTER
Trade Services Intern

San Diego, CA
Spring 2009

- Researched and analyzed foreign export market data as well as local industry cluster information of use to foreign investors in the San Diego region
- Participated in marketing campaign for Port of San Diego by leading interns in a comprehensive research project detailing data on non-containerized imports into California
- Assisted in the development of an E-Commerce export promotion proposal to the U.S. Department of Commerce

JOAN B. KROC INSTITUTE FOR PEACE AND JUSTICE
Research & Support Intern

San Diego, CA
Fall 2008

- Researched, wrote, edited, and published reports on peace and justice issues in conflict areas
- Presented an analysis of the prospects of successful military intervention in Somalia
- Assisted in event organization by directing guests and coordinating registration
- Participated in meeting between Program Officers and former Somali U.N. representative Abdullahi Said

OFFICE OF CONGRESSWOMAN SUSAN DAVIS
Intern

San Diego, CA
Summer 2008

- Conducted research on federal agencies and policies for use in constituent casework
- Organized “talking points” that provided outlines for speeches by the Congresswoman
- Researched and wrote greetings to organizations affiliated with the Congresswoman
- Assisted in event organization by examining facilities and acquiring equipment

SKILLS & ACTIVITIES

- Languages - fluent Spanish and intermediate Italian, beginning French
- Proficient in MS Word, Excel, PowerPoint and Publisher; Mac OS
- Experience translating and analyzing Spanish language political and business articles
- Active member of USD’s Student International Business Council and AIESEC

MARCUS TORERO

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EDUCATION

UNIVERSITY OF SAN DIEGO **Bachelor of Arts in Marine Science**

- Pathway in Earth Systems
- GPA 3.5/4.0

San Diego, CA
May 2009

SEA EDUCATION ASSOCIATION **SEA Semester (Pacific, SSV Robert C. Seamans)**

Participated in twelve-week interdisciplinary program with:

- Six weeks studying the ocean, major policy, the history of mariners, and designing a research project
- Six weeks at sea to carry out research project while serving on a watch and working on both the deck and the science aspects of safe vessel operation

Woods Hole, MA
Fall 2007

MARINE SCIENCE EXPERIENCE

CITY OF SAN DIEGO, Metropolitan Waste Water Department **Management Intern, Storm Water Pollution Prevention Program**

- Support the Storm Water Division by monitoring dry weather and coastal sites throughout the city of San Diego.
- Conduct Illegal Connection/Illegal Discharge investigations and eliminate sources of pollution into the storm drain conveyance system.
- Analyze storm drain water samples for ammonia, nitrate, phosphate, and detergent content as well as pH and turbidity.

San Diego, CA
June 2008 to present

SAN DIEGO OCEANS FOUNDATION **Program Intern**

- Spoke at community groups to spread message of ocean stewardship.
- Helped create and edit marketing materials, presenting scientific information in interesting and understandable language.
- Used Internet and Fund Tracker software to research grants for science programs.

San Diego, CA
January to June 2008

UNIVERSITY OF SAN DIEGO **Research Assistant for Ronald Kaufmann, Ph.D., Mission Bay Project**

- Organize and participate in bi-weekly collection of hydrographic data, water samples, and plankton samples in Mission Bay.
- Analyze water samples for nitrate, silica, and phosphate content.
- Preserve plankton samples and analyze for zooplankton abundance and species composition.

San Diego, CA
March 2008 to present

SKILLS & ACTIVITIES

- Laboratory Techniques: CHEMetric Vacu-vial methods, Hach Nutrient Analysis methods, Winkler titration, NMR, Mass Spec
- Equipment: Lachat 4-Channel Nutrient auto-analyzer, Bach-Coulter Laser Particle Sorter, CTD, YSI Multimeter, box corer, Multi-corer, Ekman grab
- Computer: PC/MAC, MS Word/Excel/PowerPoint/Access
- Member, Bio-Oceans Club, University of San Diego, 2005-2008 (President 2006, 2008)
- Member, The Environmental Action Group, University of San Diego, 2005-present

Nona Torero

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EDUCATION

University of San Diego, San Diego, CA

Bachelor of Arts in History

Expected May 2008

- Certificate in American Humanics
- Dean's List, all semesters
- Overall GPA: 3.8

EXPERIENCE

Bayside Community Center, San Diego, CA

Program Intern

2/08 to present

- Work closely with program director on housing initiatives
- Coordinate logistics for educational presentations on housing
- Create flyers and online marketing materials to promote housing presentations
- Track participation information in Access database
- Research housing policies and initiatives

Office of Residence Life, USD, San Diego, CA

Resident Assistant

8/07 to present

- Establish and maintain a positive living environment for 32 freshman students
- Create and implement programs, policies, and services
- Serve as a resource person, peer counselor, and peer educator
- Enforce university policies to ensure residents' safety

Alpha Phi, Eta Rho Chapter, USD, San Diego, CA

Director of Chapter Events

8/06 to 5/07

- Planned, coordinated, and directed all chapter social events, including two formal dinner dances
- Helped improve financial health of chapter by remaining under \$13,000 budget both semesters
- Implemented a contract system to improve member responsibility and ensure safety

Manchester Children's Development Center, USD, San Diego, CA

Teacher's Assistant

8/04 to 6/05

- Planned events and activities for several groups of children 2-5 years old
- Assisted children and students with their interpersonal and social concerns
- Administered policy and disciplined children when necessary
- Organized materials for various exercises; prepared room and catering for the children

COMMUNITY SERVICE AND ACTIVITIES

- Attended National American Humanics Institute, Washington, D.C., 12/07
- Bayside Community Center Tutor
- Tijuana Outreach Participant
- College Visiting Day Tour Guide
- Alpha Phi Sorority

SKILLS

- Proficient in Microsoft Word, Excel, Access, and PowerPoint
- Conversational ability in Spanish

Paula Torero

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EDUCATION

Bachelor of Arts in Psychology
University of San Diego
Dean's List 7 of 8 semesters

Anticipated May 2009
Minor: Spanish
GPA: 3.8

EXPERIENCE

University of San Diego Telefunding
Student Manager

San Diego, CA
May 2007 - Present

- Interview applicants, train new callers, monitor calling statistics, and log caller bonuses
- Supervise and monitor daily shifts, take attendance and contact absentees
- Develop caller assignments and pledge goals
- Conduct one-on-one and group role-play sessions with callers to improve performance
- Create and implement incentives to improve caller performance, including games and bonuses
- Complete post-shift routine including system update and nightly shift report

Student Caller

Feb 2006 - May 2007

- Solicited monetary contributions from alumni, parents, and friends of the University
- Promoted to manager based on outstanding performance

LEADERSHIP & COMMUNITY SERVICE

VP of Membership Recruitment Relations, USD Panhellenic Council

Aug 2008 - present

- Planned and implemented sorority recruitment at the University of San Diego
- Trained and directed Sorority Recruitment Counselors who were responsible for leading and counseling students through the recruitment process
- Redesigned and maintained website using Dreamweaver
- Promoted activities and events through the creation of door hangers, posters and flyers

Volunteer, Ronald McDonald House, San Diego, CA

Sep 2007 - Dec 2007

- Participated in fundraising activities, prepared and served meals to residents

Tutor, Twain High School, San Diego, CA

Oct 2006 - Dec 2006

- Tutored a 17-year-old student in algebra and geometry

RESEARCH EXPERIENCE

Research Assistant, USD Psychology Department

Sep 2007 - April 2008

- Assisted professor with a study observing the effects of violent video games on aggression in teens
- Set up and conducted study administrations, entered and analyzed data using SPSS
- Wrote a 16-page peer-reviewed report on the findings of the study
- Presented results on a student panel at Western Psychological Association convention in April 2008

SKILLS

Computer: MS Word, Excel, PowerPoint; Dreamweaver, SPSS statistical software

Language: Conversant in Spanish

Soledad Torero

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EDUCATION

University of San Diego
Bachelor of Arts in Sociology

San Diego, CA
Anticipated May 2009

Imperial Valley College
Associate of Arts in General Studies

Imperial, CA
May 2007

WORK EXPERIENCE

UNIVERSITY OF SAN DIEGO BOOKSTORE
Customer Service Representative

San Diego, CA
Sept 2008 - Present

- Work 20 hours per week while attending USD full-time
- Operate cash register and complete sales transactions
- Stock and maintain clothing displays, shelve merchandise

NORDSTROM
Sales Associate

San Diego, CA
June 2007 - Aug 2008

- Worked part-time during academic year and full-time during summers and school breaks
- Created a large customer base by providing personalized service, remembering customer names and product preferences, and making follow-up phone calls
- Recognized for excellence in customer service, *ranked 4th in the store in sales volume* among 100 sales associates
- Recipient of "Customer Service All Star Award" and "Pacesetter Sales Award"

VECTOR MARKETING
Sales Representative

Imperial, CA
Summers 2005 - 2006

- Sold Cutco knives in an outside sales/straight commission capacity
- Developed expertise in building rapport, conducting presentations, and closing sales
- Generated own leads by making numerous phone calls each week
- Scheduled appointments over the phone
- Conducted face-to-face sales presentations in customers' homes
- Collected payments and completed paperwork for delivery of products

CAMPUS ACTIVITIES

UNIVERSITY OF SAN DIEGO TORERO SQUAD
Volunteer

San Diego, CA
Aug 2008

- Assisted incoming freshmen and transfers in acclimating to USD before the start of school
- Participated in intensive training seminars to prepare for the arrival of new students
- Led a group of 25 students on campus tours, answered questions and provided suggestions regarding academics and social life

SKILLS

Language: Native Spanish Speaker

Computer: MS Word, Excel, PowerPoint, Outlook