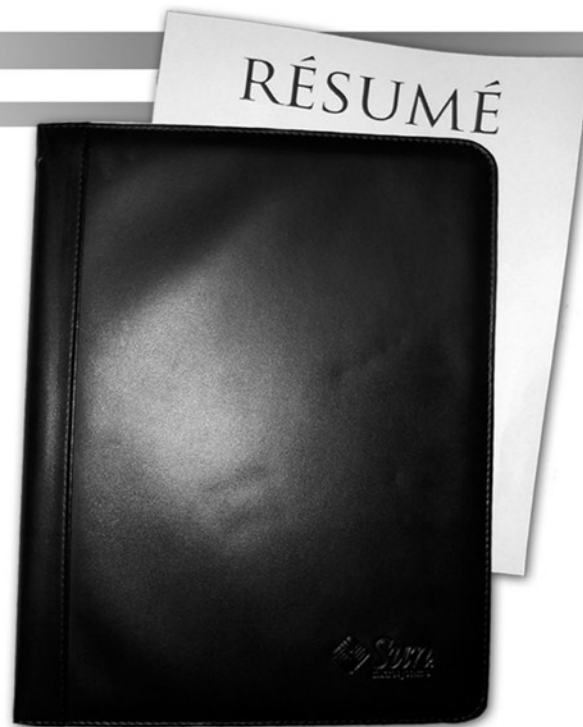




RESUME

WRITING



UNIVERSITY OF THE PACIFIC
CAREER RESOURCE CENTER

"WHERE PREPARATION MEETS OPPORTUNITY"

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PURPOSE OF A RESUME

Building a great resume is the first step in moving toward your career success! Whether you are applying to a job, internship or graduate school, the main purpose of a resume is to catch the reader's attention, so you will advance to the next step in the process (typically an interview).

Readers will only take few seconds to review your resume, so you need to have something impressive that jumps out at them! Your audience will be evaluating you and your fit for the job based on the **content, format, language, grammar and tone** of your resume. Therefore, it is important to understand what is expected from a resume as well as which skills and qualities the reader is seeking in a candidate.

Your resume should be an honest representation of your skills, qualifications and experiences. It should be **clear, concise** and **targeted** to the job opportunity. Although there are many resources and opinions on how to construct the "perfect" resume, there are some basic fundamentals that are agreed on by most resume reviewers. Below are some general content and format guidelines that will help you write a strong, effective resume.

WHAT YOU SHOULD INCLUDE IN YOUR RESUME

Contact Information	
Your Name	Include your first and last name in slightly bigger font. If you go by a nickname, include it with your full name. For example Christine (Chris) Edwards or Qi "Patrick" Chen.
Mailing Address	Use only one address. You can use your local or your permanent address. Choose the one that is closest to the location of the opportunity to which you are applying.
Phone	Include a phone number where you can be reached reliably and where employers can leave messages. Remember to change your outgoing voicemail message to something appropriate and professional.
Email	Include a professional email address that you check frequently and will be available throughout your job search. It is recommended that you use an email that is some form of your name (i.e. h_martinez12@u.pacific.edu) so that the employer knows they are contacting the correct person.
LinkedIn Customized URL:	If you have an updated and professional looking LinkedIn profile (and you should!) include your customized URL as part of your contact information.
Website:	If you have a personal website, you should include it only if it pertains to your career objectives (i.e. an online portfolio).

Objective Statement

The objective statement is located at the top of your resume and gives the reader an immediate sense of the type of job/internship/graduate school program you are seeking. It gives focus and context to your resume.

It should be targeted specifically to the job or graduate.

Examples: “To obtain a Marketing Intern position for the Stockton Ports Baseball Club”

“Acceptance to the Master of Science program in Physics at Stanford University.”

If you do not have a specific job posting in mind (such as when you are attending career fair), you can use the objective to show your preferred type of job, industry or company.

Example: “To obtain a full-time Human Resources position at a non-profit organization that works with youth and their families.”

Education

Your education section should include the Institution Name, City, State, and Degree. You can include your Concentration and/or Minors if it pertains to the job. Recent graduates should also include their graduation date.

Example:

University of the Pacific, Stockton, CA Expected May 2017
Bachelor of Science in Sport Science, Concentration Sport Management
Minor Biological Sciences

- You can also include study abroad experience as well as any relevant coursework, projects, research papers, academic scholarships, honors, licensing, special training and/or credentials.
- If you have more than one degree, list the most recent first. (i.e. list graduate degrees before bachelor's degrees)

Experience Section

Your experience section is the heart of your resume. You can include full-time, part-time, summer and/or military positions, including internships and co-ops.

You can list an experience even if you weren't paid for it.

Depending on your background, it is not necessary to list all of your experiences. You should focus on the ones that are most relevant to your goal.

Accentuate your strengths and deemphasize your weaknesses.

Emphasize the most relevant responsibilities and skills that are directly related to the targeted job description or graduate program, as well as transferable skills such as communication, team work, leadership, etc. List the relevant skills first, even if they were not your primary job duties.

- ✓ List your experience in reverse chronological order (i.e. your most recent job should come first).
- ✓ For each job, include the start and end dates, name of the employer with location (city and state only), and your position title.
- ✓ Write strong accomplishment statements that effectively describe your work experience (see "Accomplishment Statements" on page 7).
- ✓ Use present tense for current and use past tense for previous experiences.
- ✓ Be concise as possible.
- ✓ Avoid pronouns such as "I" "We" or "They".
- ✓ Begin each statement with a strong action verb to highlight your skills (see "Action Verbs" on page 17). For example, you can describe your initiative by using verbs such as "proposed" or "launched."
- ✓ Avoid repetitious writing and verb selection.
- ✓ Be specific. For example, instead of "Assisted with event planning" you can say "Coordinated event logistics including ordering food, organizing daily task lists and booking venues."
- ✓ Don't use uncommon abbreviations – You should assume that the employer is not familiar with your club acronyms or other acronyms that are not common in your profession.
- ✓ Complete sentences and periods are not necessary.
- ✓ Your resume should be 100% honest. Do not stretch the truth! Keep your accomplishment statements accurate. You should be able to easily and convincingly talk about your resume in an interview.

Additional Information and Sections

You can also include other sections on your resume if relevant to the job or graduate program. These sections can include leadership experience, community involvement, campus involvement, language skills, technical skills (i.e., software, programming languages, and laboratory techniques), professional associations, research, publications, or recognitions and awards. Every person's resume is different, so choose the headings that organize your resume in the way that best sells you into the position.

REFERENCES/LETTERS OF RECOMMENDATION

References should not be included on your resume. It is also unnecessary for you write “references available upon request” since employers assume that you can provide them reference information when they request it. Most graduate programs prefer letters of recommendation instead of a reference list.

Employers usually ask for you to provide a list of three professional references and graduate programs usually request two or three letters of recommendation. A reference needs to be someone that knows you well and can speak about your strengths and work ethic (i.e. current or former employers, professors, advisors, coaches, supervisors from long term volunteer work, etc.).

Reference Lists: You should include the names, position titles, business addresses and phone numbers and emails of your references. For more guidance on the formatting of your reference sheet, see the reference list sample on page 16.

It is important to always get permission from references before giving their names out to employers. Also contact your references again, once you have given your reference sheet to an employer to alert them that someone may contact them soon. Not only will your references feel more prepared and be expecting the call, but it will give you the chance to describe the position so they can expand on your strengths that are applicable to the job.

Letters of Recommendation: If you are asking for a letter of recommendation, make sure to ask 5-6 weeks in advance, so your reference has time to write you a strong letter. Also provide your reference with a copy of your resume, so they can become familiar with your overall background.

Since you have researched the program with which you are applying, let your reference know some of the desired characteristics or qualifications, so those traits can be emphasized in the letter.

ACCOMPLISHMENT STATEMENTS

Accomplishment statements can help your resume stand out from the average resume and can get you noticed. A resume reviewer is more excited about someone who has communicated their results instead of just listing their job duties.

Examples:

Job Duty: Knowledgeable about products

Accomplishment: Achieved a customer satisfaction rating of 99.9% by quickly developing a high level of proficiency in product knowledge

Job Duty: Sold clothing

Accomplishment: Consistently exceeded monthly sales quotas by an average of 15% by developing strong rapport with customers.

While all Sales Associates at a particular retail store most likely have the same job description, not all employees are the same. Some Sales Associates might be better at selling merchandise, while others excel at keeping the store organized. Your resume should emphasize your strengths for each of your jobs. The same will apply for your campus and community involvement experiences.

To begin writing your accomplishment statements, brainstorm what made you the most proud, what you learned, or what others may have told you that you did well. Ask yourself what impact you made? For example did you improve a task, function or process? Did you initiate new projects? Did you go above and beyond your job description and surpass expectations or standards?

You do not have to make every bullet point on your resume an accomplishment statement, but you should have at least one or two accomplishments for each job or experience. Think about examples of when you:

- | | |
|---------------------------------|-----------------------------------|
| ✓ Increased profits or sales | ✓ Reduced costs or errors |
| ✓ Resolved conflicts | ✓ Improved quality |
| ✓ Increased efficiency | ✓ Made things smoother or easier |
| ✓ Foresaw a problem | ✓ Identified a new opportunity |
| ✓ Accomplished more than others | ✓ Prevented or resolved a problem |
| ✓ Developed a new procedure | ✓ Took initiative |

The best accomplishment statements lead with the result first and quantify your successes.

Good: Raised funds for local charity

Better: Raised over \$500 for St. Mary Dining Hall's "Walk-A-Thon" event

Best: Increased fundraising results by 250% over the previous year by yielding over \$500 for St. Mary's Dining Hall "Walk-A-Thon" event

Format

Appearance: Your resume should be visually appealing and inviting to the reader. It should be well organized and easy to read.

- ✓ Use bullets for easy scanning of your qualifications and experience.
- ✓ Avoid overcrowding by using plenty of white space.
- ✓ Use formatting tools to help with emphasis.
- ✓ There should be uniformity and consistency in the use of capital letters, bullets, boldface, and underlining (i.e. if you bold one position title, then you should bold all position titles).
- ✓ Choose a font size that is no smaller than 10 pt.
- ✓ Use a standard font such as Arial or Times.

Layout: Always place the skills, experience, and education that are most relevant toward the top of the resume so the employer will see it first.

- ✓ If you are a student or recent graduate, you should have your contact information at the top of the page followed by the objective statement, education, experience, and then any additional information .
- ✓ If you are a candidate with a lot of relevant experience, you will want to place your experience first and your education toward the bottom of the page.
- ✓ See the sample resumes starting on page 9 for some examples of different types of layouts.

Length: Your resume is not a biography! Remember that you are trying to keep the reader's attention, so keep it short!

- ✓ If you are a student or recent graduate, you should keep your resume to **one page**.
- ✓ More experienced candidates can have a resume that is two pages in length. If you go onto two pages, remember to put your name, phone

Templates: It is not recommended that you use a resume template.

- ✓ Templates can be restrictive and make it more difficult for you to change formatting and content in the future. Often times it is easier to create your resume without a template.
- ✓ Some employers do not prefer templates because they think that it does not demonstrate that a candidate knows how to create a document on his or her

Paper: If you will be providing a hard copy of your resume, make sure that you print it out on resume paper.

- ✓ Resume paper is usually white or off-white and a little thicker than regular paper.
- ✓ Resume paper is sold at the CRC on a per sheet basis.

**☑ Remember to have several people proofread
your resume before sending it out!**

SAMPLE RESUMES AND REFERENCE LIST

<p align="center">Andrew Smith 3601 Pacific Avenue • Stockton, CA 95211 (209) 555-5555 • a_smith@pacific.edu</p>		<p>Include your contact information with a professional email address</p>
<p><u>OBJECTIVE</u> To obtain work study position at University of the Pacific</p>		
<p><u>EDUCATION</u> University of the Pacific, Stockton, CA Bachelor of Science, Mechanical Engineering</p>	<p>Degree Expected May 2017</p>	<p>Include the institution, city, state, degree and graduation date</p>
<p>Chester Junior/Senior High School, Chester, CA Graduated with Honors, Scholar Athlete, Cum. GPA: 3.71</p>	<p>June 2013</p>	<p>Only include your high school if you are a first year student.</p>
<p><u>WORK EXPERIENCE</u> Lakeside Country Club, Manteca, CA Life Guard</p>	<p>June 2012 - August 2012 June 2011 - September 2011</p>	<p>Include company name, city, state, job title, and dates employed.</p>
<ul style="list-style-type: none"> • Monitored patron behavior to ensure safe environment for other guests • Managed daily opening procedures • Coordinated games for children and provided instruction of rules • Taught beginning and intermediate swimming to children between the ages of 4-8 • Attained Red Cross CPR Certification 		
<p>Stockton Regional Youth Soccer Camp, Stockton, CA Assistant Coach</p>	<p>June 2010 - August 2010 June 2009 - August 2009</p>	<p>Use a consistent format for all the dates throughout the resume</p>
<ul style="list-style-type: none"> • Improved children's soccer skills by developing and facilitating drills including dribbling, juggling, passing, shooting, and trapping • Taught children to recognize specific areas of the field including lines and goal boxes • Coordinated miniature soccer tournaments for teams 		
<p>Ace Hardware Store, Lathrop, CA Retail Clerk</p>	<p>June 2008-September 2008</p>	
<ul style="list-style-type: none"> • Monitored inventory of over 1000 unique products and restocked shelves • Provided customer service by answering questions and ringing sales • Balanced monetary transactions and followed closing protocols at the end of the day 		<p>Use bullet points that start with a strong action verb. Use specific statements and quantify when possible.</p>
<p><u>LEADERSHIP</u> Boy Scouts of America, Troop 36, Stockton, CA Assistant Scout Master (September 2010- Present)</p>	<p>March 2002-present</p>	
<ul style="list-style-type: none"> • Attended weekly meetings and kept order among the scouts • Taught scouts necessary skills for advancement in scout ranking • Aided the Scout Master in planning and executing events for the troop 		
<p>Eagle Scout (September 2008-Present)</p>		
<ul style="list-style-type: none"> • Planned project and estimated tools and materials needed for completion of restoration of Chester Cemetery • Presented funding proposals to various organizations such as Chester Cemetery District and American Legion Post 664 resulting in receiving over \$800 in funding • Increased participation by recruiting scouts from other towns • Instructed and trained 18 scouts and 5 adults within two days on fundamental skills • Delegated tasks and responsibilities to scouts and adults 		
<p><u>COMMUNITY SERVICE</u> San Joaquin County Teen Court Interact Service Club Sons of the American Legion</p>	<p>August 2010-June 2013 June 2009-June 2013 February 2009-January 2013</p>	<p>Choose headings that organize your experiences well</p>

Joe Schneider

110 College Street
Stockton, CA 95211
(209) 555-5555
jschneider@u.pacific.edu

OBJECTIVE

To obtain a Counseling Assistant position working with children in a psychiatric setting.

EDUCATION

Bachelor of Arts, Psychology

University of the Pacific, Stockton, CA

Degree Expected

December 2016

Related Course Work: Theories in Counseling, Racial and Ethnic Relations

RELEVANT EXPERIENCE

Human Services Intern

March 2010-Present

Newport Psychiatric Hospital, Santa Rosa, CA

- Trained in legal procedures regarding confidentiality and appropriate interaction with patients.
- Observe and document client behaviors and interactions, both individually and in group settings.
- Utilize interpersonal communication and observation skills with clients suffering from depression.
- Selected to assist a nineteen-year old female client with her re-entrance into the community.

Gymnastic Coach

Summers 2008-2010

Knoll's Gymnastic Center, San Francisco, CA

- Carefully assessed the needs of children, ages 3-16, based on physical and cognitive development.
- Designed and implemented an instructional program based on individual skill levels.
- Advised and consulted with parents on their child's ability level, developmental curriculum, and student/teacher expectations.
- Successfully coordinated class scheduling, coaching changes, and documentation of students' progress.

ADDITIONAL WORK EXPERIENCE

Medical Records Technician

April 2007– October 2007

Health Center, California State University, Sacramento, CA

- Provided and prepared medical charts for physicians.
- Acquired knowledge of legal and medical terminology.
- Developed professional and interpersonal communication skills through interaction with doctors and staff.

John Harper

141 March Lane, Stockton, CA 95211

(209) 357-9566 • jharper@gmail.com

OBJECTIVE

A career in digital rights management in the arts and entertainment industry.

EDUCATION

Bachelor of Science in Business Administration

Expected: May 2016

University of the Pacific, Stockton, CA

Specialization: Arts and Entertainment Management

Minor: Film Studies

GPA: 3.86, Honors Student, Dean's List

EXPERIENCE

Events Planning Committee

September 2012 - Present

209Vibe.com, Stockton, CA

- Collaborate with a team of students to market a new website dedicated to the San Joaquin County's arts and entertainment scene
- Undertake an active role in the promotion and operation of various 209Vibe sponsored events including concerts and private parties

Arts and Entertainment Programmer

March 2012 - Present

Associated Students (ASUOP), Stockton, CA

- Engage in several leadership roles in research, scheduling, and coordination of a variety of campus events
- Plan concerts, lectures, and other student activities that result in attendance of over one thousand people
- Demonstrate expertise in contract work, as well as the operation and rental of professional sound equipment to various on-campus organizations

Sales Associate

March 2010 – August 2010

Rasputin Music, Stockton, CA

- Joined store before they opened and through hard work and determination played an important role in store layout and product preparation
- Applied teamwork skills and attention to customer satisfaction to provide a pleasant atmosphere that was both helpful and well maintained

Radio DJ

January 2009 – May 2009

K-PAC, Stockton, CA

- Broadcasted to regular listeners on a weekly basis for an hour in the afternoon
- Played primarily up-and-coming indie and classic rock

COLLEGIATE AFFILIATIONS

President

May 2011 - Present

Pacific Music Management Club/MEISA Chapter

- Expanded educational opportunities for students at Pacific that are interested in the music industry by collaborating with music management faculty in identifying necessary skills sets for the industry and developing creative ways to teach those skills
- Organized trips, fundraisers, concerts, and contacted speakers to come in and talk with the students on their experiences working with music

Mandy Daly

21 Via St., Stockton, CA 95308 ▪ (916) 866-7073 ▪ m_daly@pacific.edu

OBJECTIVE

To obtain the position of Finance Intern with Moss Adams.

EDUCATION

University of the Pacific, Stockton, CA

Expected May 2015

Bachelor of Science, Business Administration

Finance Concentration , Minor in Economics

GPA: 3.88

PROFESSIONAL EXPERIENCE

University of the Pacific Office of Annual Giving – Stockton, CA

Jan. 2011- Present

Student Caller

- Contact Alumni to update and maintain records for the university
- Thank 60+ alumni daily for contributions to the university
- Solicit donations; recognized for the highest number of pledges in one semester

Sonic Solutions Inc. – Novato, CA

Jun. 2011-Aug. 2011

Finance Intern

- Entered general ledger journal transactions for national and international accounts
- Processed \$100,000+ international wire transfers using Sage MAS 500 ERP System
- Developed templates for international tax audits
- Collaborated with Payroll and HR departments to accurately match employee records
- Organized account records to ensure security

Talbot's Clothing Store – Sacramento, CA

May 2010-Aug 2010

Sales Associate

- Provided excellent customer service through purchase suggestions and up-selling techniques
- Developed in-store and window merchandise displays monthly to encourage customer traffic and increase purchases

Kohl's Department Store – Sacramento, CA

May 2009-Sep 2009

Beauty Sales Associate

- Served customers by suggesting specific products to match particular needs Participated in product training seminars to increase knowledge and sales techniques
- Ensured product availability through inventory maintenance

CAMPUS AND COMMUNITY INVOLVEMENT

Delta Delta Delta, Phi Rho – Stockton, CA

Jan. 2012- Present

Academic Development Chairman

- Implement programs for members below chapter GPA standards
- Organize and execute rewards programs for members with high academic achievement

Alpha Lambda Delta – Stockton, CA

May 2011- Present

Junior Advisor/Past President

- Ensure current officers are running the organization smoothly

American Cancer Society's Relay for Life – Sacramento, CA

Jul 2010- Aug 2011

- Member of the event planning committee for two years
- Headed the games division of the entertainment committee

Eduardo Hernandez

555 Ruby St, Redwood City, CA 94061 • (555) 555-8962 • eduardo.hernandez23@gmail.com

OBJECTIVE

To obtain a position in the Management Leadership Development Program at SIMS Metal Management.

EDUCATION

Bachelor of Science, Engineering Management
University of the Pacific, Stockton, CA

Expected July 2013

CLASS PROJECTS

Diamond Foods Operations Center Re-model Project

January- May 2013

Objective: Remodel the Diamond Foods Operation Center in order to create better traffic flow, workspace, and storage space. Project was accepted and is currently being implemented by company.

- Developed project proposal and scheduled identifying milestones and work packages.
- Designed different layout alternatives and conducted a trade-off analysis to recommend most efficient room layout.
- Conducted a cost analysis of all aspects of the project to ensure project remained on par with the negotiated budget.

Concert fundraising event for Habitat for Humanity

January 2012- May 2012

Objective: Develop project plan to host a fundraising concert at Weber Point in downtown Stockton. Project will be implemented in Fall 2009.

- Used MS Project to create a schedule for key milestone deadlines and to estimate baseline project duration.
- Contacted pertinent vendors and venues to obtain quotes for project budget.
- Developed risk assessment of potential project risks such as scheduling conflicts and security to have precautionary measures in place.

RELEVANT EXPERIENCE

Engineering Intern

May 2011- January 2012

Tracy Defense Depot, Tracy, CA

- Met with contractors and co-presented with senior engineer a \$100,000 air condition bid to client.
- Gained understanding of logistics.
- Designed and updated old site schematics using AutoCAD.

ADDITIONAL WORK EXPERIENCE

Pub Manager

August 2010 – Present

University of the Pacific-Division of Student Life, Stockton, CA

- Conduct needs assessment of stakeholders and recommend improvements to upper management.
- Ensure adherence with all state and federal laws regarding the practices within and adjacent to the Pub.
- Submit daily reports on Pub operations status.

SKILLS

Computer:

- Microsoft Project 2007
- AutoCAD 2008
- ArchiCAD 12
- Microsoft Office Suite

Language: Bilingual English-Spanish

Marcy Garcia

5555 Brubeck Drive
(555) 555-5555

Stockton, CA 95211
m_garcia@yahoo.com

Objective: To obtain a full-time K-6 teaching position with the Stockton Unified School District

Education

University of the Pacific, Stockton, CA

December 2013

B.A. Education, Emphasis in Special Education, *summa cum laude*

Relevant Experience

Student Teaching- Van Buren Elementary School, Stockton, CA August 2013-Present

- Assess students using the Woodcock Johnson III Test of Achievement
- Provide direct, individual and small group instruction
- Write, in cooperation with Cooperating teacher and IEP team, educational objectives for each special education student
- Learned how to function as case coordinator; report student growth to parents and establish expectations for the students' behavior

Swim Coach, Sycamore Stingrays Swim Club, Walnut Creek, CA May-August 2012

- Motivated and encouraged swimmers to reach personal goals through positive reinforcement
- Created "Super Shark" program for 6 & under swimmers, including individual goal tracking for stroke improvements and a swim cap reward upon mastery of new skills
- Maintained lines of communication between parents and coaching staff
- Organized bi-weekly swim competitions for 200-300 swimmers
- Designed daily workout programs for practice sessions

Private Tutor, Walnut Creek, CA

May-September 2011

- Led private tutoring sessions for children with learning disabilities, including attention deficit disorder, hyperactivity, and dyslexia
- Maintained student portfolios in order to track student progress and develop attainable goals
- Implemented positive behavior support and token economy
- Promoted an open dialog with parents to encourage academic improvement outside the classroom
- Specialized in reading and listening comprehension, grammar skills, and writing proficiency

Additional Experience

Fitness Center Attendant, University of the Pacific, Stockton, CA October 2010-Present

- Coordinate fitness sessions for adults with disabilities, focusing on motor skills, body awareness, and balance improvement
- Monitor daily usage of fitness facilities and submit monthly reports to Associate Director
- Process and record memberships and maintain client records
- Maintain proper care and maintenance of exercise equipment, resulting in a 15% decrease in malfunction

Bob R. Smith

3601 Pacific Ave Stockton, CA 95211
209-555-0005 • bsmith@pacific.edu

Laboratory Skills

Molecular: Full/Spot Western Blots; Restriction Digest; Ligation; Transformation; SDS-PAGE; ELISA; Gel Electrophoresis; PCR; Beta-Galactosidase Assays

Microbiology: Plating/Counting; Culturing; Strain Selection

Education

B.S. Biological Sciences: University of the Pacific, Stockton, CA

President's Academic Scholarship, 2006-2009

Dean's Honor Roll, Fall 2007

Expected Spring 2015

GPA 3.35

Experience

Microbiology Laboratory Coordinator

January 2013-Present

University of the Pacific, Stockton, CA

- Prepare sterile materials for a laboratory course using an autoclave, filter, or UV radiation
- Properly make an assortment of agar plates, various medias and solutions for research experiments
- Organize materials and prepare solution aliquots for laboratory experiments

Molecular Biology Laboratory Research

May 2012 - Present

University of the Pacific, Stockton, CA

- Carry out Spot Western Blots, Full Western Blots and ELISA tests
- Operate lab equipment such as a Spectrophotometer, PCR thermocycler, microscope and electroporator
- Successfully create recombinants with heterologous expression
- Compare Beta Galactosidase activity in different strains of yeast
- Perform Genomic DNA isolation and purification experiments using Plasmid miniprep and DNA purification kits
- Cultivate bacteria and yeast for experiments and laboratory use
- Currently developing a vector to clone and use for experiments

Workshop and Supplemental Instruction Leader

January 2012-Present

University of the Pacific, Stockton, CA

- Conduct two hour educational discussion sessions 1-2 times per week for General Chemistry Courses
- Plan and prepare interactive learning activities, exercises, handouts and lectures
- Facilitate individual and group work assignments for over 30 students
- Improve attendees problem solving and formula identifying skills
- Provide alternative problem solving methods and integrate studying strategies with course content

Leadership Experience

Senior Resident Assistant (SRA)/Resident Assistant (RA)

August 2011- Present

University of the Pacific, Stockton, CA

Co-Supervise a staff of 8-12 Resident Assistants and Student Advisors in Residence

Develop and present at Resident Assistant workshops for training and information purposes

Foster the development of teamwork within the staff

Additional Experience and Memberships

National Residence Hall Honorary (Pacific)

November 2012-Present

Judicial Review Board Member (Pacific)

October 2011-Present

Residential Housing Association (Pacific)

August 2011-Present

Bob R. Smith

3601 Pacific Ave Stockton CA, 95211
209-555-0005 • bsmith@pacific.edu

REFERENCES

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Emily Patterson

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Housing and Greek Life
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ACTION VERBS

Communication:

Addressed	Advertised	Arbitrated	Arranged
Articulated	Authored	Brainstormed	Clarified
Collaborated	Communicated	Composed	Condensed
Consulted	Contacted	Corresponded	Counseled
Debated	Defined	Discussed	Drafted
Edited	Enlisted	Explained	Expressed
Formulated	Influenced	Interacted	Interpreted
Interviewed	Judged	Lectured	Listened
Marketed	Mediated	Moderated	Negotiated
Officiated	Outlined	Participated	Persuaded
Presented	Promoted	Proposed	Publicized
Reconciled	Recruited	Referred	Renegotiated
Reported	Researched	Resolved	Responded
Reunited	Solicited	Spoke	Suggested
Summarized	Synthesized	Translated	Wrote

Management/Leadership:

Accommodated	Achieved	Acquired	Administered
Admitted	Analyzed	Appointed	Approved
Assigned	Attained	Authorized	Chaired
Conceived	Confirmed	Considered	Consolidated
Contracted	Controlled	Converted	Coordinated
Decided	Designated	Developed	Directed
Emphasized	Enabled	Endorsed	Enforced
Enhanced	Established	Executed	Founded
Generated	Guaranteed	Handled	Hired
Hosted	Improved	Incorporated	Increased
Initiated	Inspected	Instituted	Instructed
Led	Managed	Merged	Motivated
Navigated	Observed	Organized	Originated
Overhauled	Oversaw	Planned	Presided
Prioritized	Produced	Recommended	Reinforced
Reorganized	Replaced	Restored	Reviewed
Scheduled	Secured	Selected	Settled
Streamlined	Strengthened	Supervised	

Organization:

Activated	Added	Altered	Amended
Approved	Arranged	Assembled	Brainstormed
Catalogued	Categorized	Charted	Classified
Coded	Collected	Commissioned	Compiled
Corrected	Correlated	Corresponded	Described
Designated	Distributed	Edited	Estimated
Executed	Filed	Founded	Gathered
Generated	Implemented	Incorporated	Inspected
Listed	Logged	Maintained	Minimized
Monitored	Observed	Obtained	Operated
Organized	Prepared	Processed	Proofread
Provided	Published	Purchased	Recorded
Reduced	Refined	Registered	Remedied
Reserved	Responded	Retrieved	Reviewed
Routed	Scheduled	Screened	Specified
Submitted	Supplied	Standardized	Streamlined
Systematized	Updated	Validated	Verified

Research:

Analyzed	Authored	Clarified	Collected
Compared	Conceived	Conducted	Correlated
Critiqued	Detected	Determined	Diagnosed
Disproved	Evaluated	Examined	Experimented
Explored	Extracted	Formulated	Gathered
Identified	Inspected	Interpreted	Interviewed
Investigated	Located	Measured	Observed
Reported	Queried	Researched	Reviewed
Searched	Solved	Studied	Submitted
Summarized	Surveyed	Systematized	Tested

Financial:

Administered	Adjusted	Allocated	Amended
Analyzed	Appraised	Assessed	Audited
Balanced	Budgeted	Calculated	Compared
Corrected	Determined	Developed	Estimated
Forecasted	Managed	Marketed	Measured
Planned	Procured	Projected	Prepared
Programmed	Qualified	Reevaluated	Reconciled
Reduced	Researched	Retrieved	Sold

Technical:

Adapted	Analyzed	Applied	Assembled
Built	Calculated	Computed	Conserved
Constructed	Converted	Debugged	Designed
Determined	Devised	Developed	Engineered
Fabricated	Fortified	Installed	Inspected
Maintained	Mobilized	Modified	Operated
Overhauled	Printed	Programmed	Regulated
Remodeled	Regulated	Repaired	Replaced
Restored	Solved	Specialized	Standardized
Studied	Upgraded	Utilized	

Helping:

Advocated	Aided	Answered	Assisted
Clarified	Coached	Collaborated	Coordinated
Cooperated	Counseled	Described	Demonstrated
Diagnosed	Educated	Encouraged	Ensured
Enlisted	Facilitated	Familiarized	Guided
Helped	Inspired	Instructed	Interceded
Intervened	Motivated	Maintained	Prevented
Provided	Performed	Referred	Rehabilitated
Represented	Resolved	Supplied	Supported
Upheld	Volunteered	Worked	

Creative:

Acted	Adapted	Applied	Began
Combined	Composed	Conceived	Conceptualized
Created	Customized	Designed	Developed
Directed	Displayed	Drew	Entertained
Established	Excelled	Evaluated	Fashioned
Formed	Formulated	Founded	Illustrated
Initiated	Integrated	Introduced	Invented
Loaded	Molded	Modeled	Modified
Originated	Perceived	Performed	Photographed
Planned	Presented	Produced	Revised
Refined	Rewrote	Shaped	Solved
Visualized	Updated		

Teaching:

Advised	Clarified	Coordinated	Conveyed
Critiqued	Defined	Developed	Enabled
Encouraged	Evaluated	Explained	Facilitated
Focused	Guided	Informed	Initiated
Instilled	Instructed	Lectured	Motivated
Presented	Reinforced	Resolved	Taught
Trained	Tested	Tutored	

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