**FirstName LastName**

(123) 456-7890 | fnlastname@ucdavis.edu

**EDUCATION**

Bachelor of Arts/Science, Major Name Expected Graduation: Month Year

University of California, Davis

**EXPERIENCE**

**Job Title**, Organization, *Location (optional)* Month Year – Month Year

* The largest font size for your name should be size 14 or 16 (bolded); use 12 pt. for all other text
* Use professional formatting (similar to MLA or APA), including a standard font like Times New Roman or Calibri, with 1-inch margins throughout your resume
* Do not use any color other than black and white; blue is acceptable for hyperlinks
* Layout should be single-spaced, with spacing set to 0pt before and after each line; you may have to “remove space before/after paragraph” in the spacing menu

**Job Title**, Organization, *Location (optional)* Month Year – Month Year

* Be sure that each section has at least three to five bullet points; fewer than three bullet points is typically inadequate to accurately describe your experience
* Don’t forget to include each relevant set of dates for every listed position; if you are still working in the position, list the end date as “Present”
* Use a right-tab stop to align your dates, and be sure all months are abbreviated or all months are fully written out
* Make sure that all of your bullet points have periods at the end, or none have periods – consistency is key

**Job Title**, Organization, *Location (optional)* Month Year – Month Year

* There is no need to create separate sections for volunteer experiences, paid experiences, and club/extracurricular experiences; they should all go together under “Experience”
* Every job section should have at least one “Accomplishment statement” using the CAR method; see Cover Letter Workshop for more information
* When arranging your bullet points, be intentional; list your “Accomplishment statement” or most important bullet first
* Always use active verbs rather than passive verbs; see Resume Action Verbs List No.1 or No.2 for examples

**Job Title**, Organization, *Location (optional)* Month Year – Month Year

* Create each job section first; then, if you still feel that your resume is too short, consider adding a section such as skills, relevant coursework, or a summary
* Always try to create a balance of white space on your resume, so that reviewers are neither overwhelmed or underwhelmed by the quantity of words
* Be sure to tailor your resume for jobs that you will apply for; use synonyms to mirror your language to the position requirements or office goals