

CAREER RESOURCE MANUAL

RESUME, CV, AND COVER LETTER GUIDE



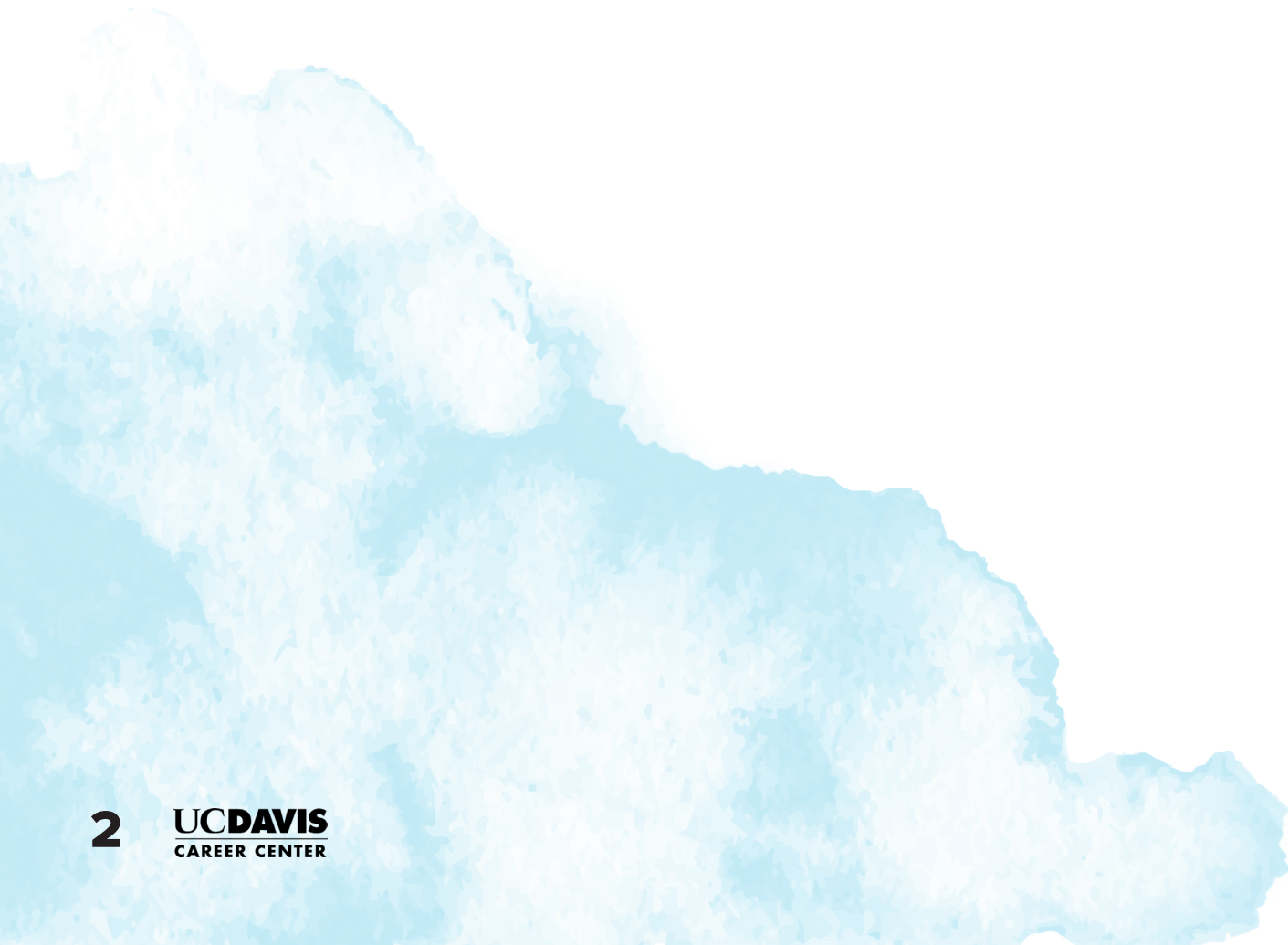








Table of Contents:

Resume, CV, and Cover Letter Guide

Resumes	4
<i>General Resume Guidelines</i>	4
<i>Building Your Resume: Essential Sections</i>	4
<i>Building Your Resume: Optional Sections</i>	5
<i>Writing Accomplishment Statements</i>	6
<i>Verb List for Resumes</i>	8
Skills	9
<i>Highlighting Your Skills</i>	9
<i>Skills Inventory</i>	10
<i>Action Planning</i>	13
Reasons Not to Use a Resume Template	14
<i>Beginner Resume Sample</i>	15
Resume vs. CV	16
Resume Samples	17
<i>Biological Sciences</i>	17
<i>Engineering</i>	18
<i>Business and Finance</i>	19
<i>Environmental Science</i>	20
<i>Graduate Student</i>	21
Cover Letter: Outline and Key Components	22
Cover Letter Samples	23
<i>On-Campus Student Position</i>	23
<i>Writing Intern Position</i>	24
<i>Environmental Scientist Position</i>	25
<i>Business Analyst Position</i>	26
<i>Data Coordinator Position</i>	27
Building Your Cover Letter	28
Reference Lists	30
Using AI in Resumes and Cover Letters	31

For more information on understanding the job search, interviews, and networking, check out our other Career Resource Manuals at <https://careercenter.ucdavis.edu/crm>

UC Davis Career Center

 530-752-2855	 careercenter.ucdavis.edu
 South Hall - 2nd Floor: Career Advising	 careercenter@ucdavis.edu
 South Hall - 3rd Floor: Employer Engagement	 @ucdaviscareercenter

Special thanks to the Career Resource Manual Content Committee:

Spencer Atkinson, Julia Dundas, Elliott Johnson, Carrie Ozeran, Lyndsey Ruiz, and Elizabeth Storer.

What is a Resume?

Your resume is a concise summary of your education, experience, skills and accomplishments.

General Resume Guidelines

- One page for students and recent graduates; two pages if you have extensive work history
- Use bullet points instead of blocks of text. Use 0.5-1.0" margins. Format text in 10-12 point font, with your name in 14-20 point font
- Proofread to eliminate errors. Don't only rely on spell-check
- Tailor contents to each job/application. Incorporate keywords and phrases from the job description
- List information in reverse chronological order, beginning with the most recent
- Organize information by what is most relevant to the position. Be selective about what you include
- Templates are not recommended as they are often designed for people with more work experience and the formatting may be less flexible for your needs

Building Your Resume: Essential Sections



Header and Contact Information

Must include:

- Name
- City/state
- Phone number
- Email address

Optional Elements:

- LinkedIn URL
- Online portfolio

Tips:

- Ensure contact info is "employer appropriate" and typo-free
- Full address is optional; city and state are sufficient
- Voicemail should include a greeting with your first and last name
- Do not include social security number, birth date, marital status, etc.



Education

Must include:

- Name of school, degree earned, major and minor, expected graduation date
- GPA is required for some fields
- List your highest degree first followed by other degrees you have received (do not include high school after your first year)

Optional elements:

- Education abroad
- Related coursework (names only, not course numbers)
- Academic honors

Tips:

- Spell out the full name of university, degree and major



Experience

Must include:

- Position title, organization name, start/end dates
- 2-5 "accomplishment statements" in bullet point form
- List experiences in reverse chronological order (most recent first)

Tips:

- Include paid or unpaid positions, internships, military service, research, club involvement, and leadership experiences related to your objectives

Building Your Resume: Optional Sections

Skills

Must include:

- Any skills you have that are listed in the job description
- Only list the skills you can perform with little or no supervision

Tips:

- Use exact words/phrases from the job description. Some employers use Applicant Tracking Systems (ATS) that scan your document for keywords
- Include transferable skills
- List skills in sub-categories such as *laboratory, computer and software, research techniques, language, communication, and administrative*
- Include proficiency level (beginner, intermediate, advanced)

Relevant Projects

Must include:

- Project title, department/class name, start/end dates
- 2-5 “accomplishment statements” in bullet point form
- List projects in reverse chronological order (most recent first)

Tips:

- Class or personal projects can demonstrate evidence of knowledge or skills that are relevant to the position you are applying for

Community Service

Must include:

- Organization name, start/end dates

Tips:

- This section can also be called “Leadership Experience” or “Activities” and include experience from student clubs
- Include this section if you participate in meaningful community engagement activities not related to your career goals
- Any career-related volunteer activities should be listed in the Experience section
- List activities that require significant/ongoing time commitment, not single events

Honors and Awards

Must include:

- Name of award, grant, or scholarship
- Date received

Tips:

- If space allows, include a brief description of the award
- This can be its own section or included under Education

Profile or Objective

Professional Profile:

- Brief 3-5 sentence summary to advance and organize the key ideas for your reader
- Includes highlights of your experience, education, qualifications and career objectives that are most relevant to a specific field or position

Objective Statements:

- A one-line description of the position you’re applying for
- Typically includes the job title and company name

Tips:

- Your resume can include EITHER a Professional Profile OR an Objective Statement – but not both

Publications and Presentations

Must include:

- Article or presentation title, name of publication or conference/meeting, date
- Describe applicable skills, methods and techniques
- List in reverse chronological order (most recent first)

1:1 Resume Help

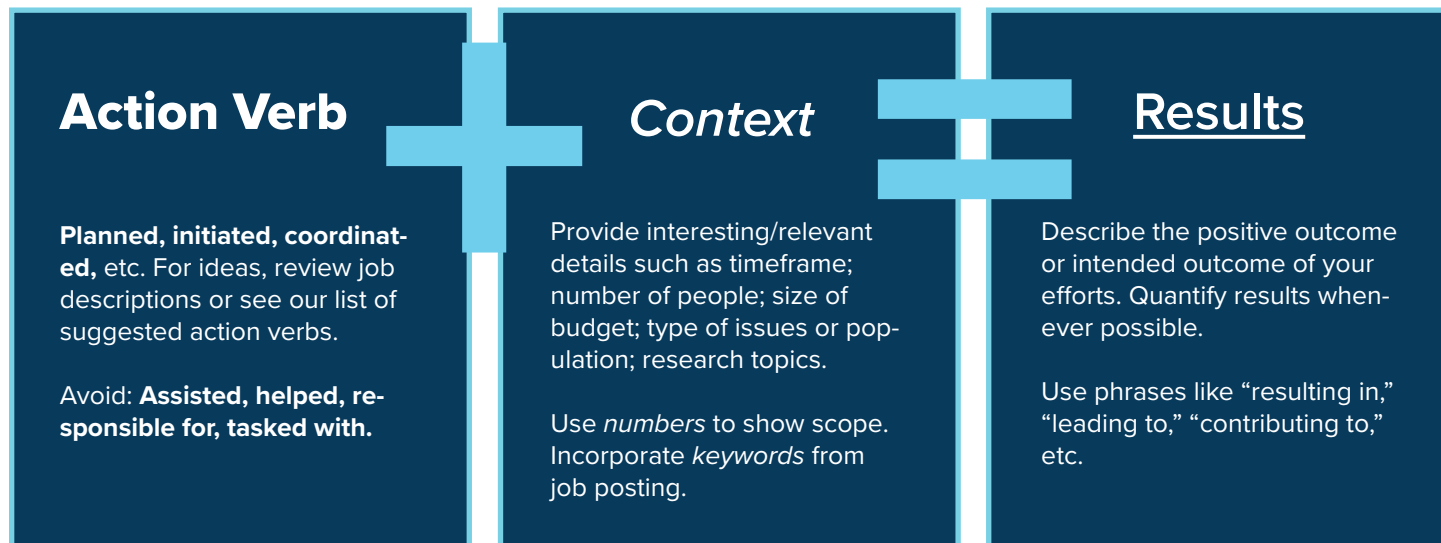


[careercenter.ucdavis.edu/
resumes-and-materials](https://careercenter.ucdavis.edu/resumes-and-materials)



Writing Accomplishment Statements

Accomplishment statements describe your past and current achievements in bullet points on a resume. These statements provide proof of your relevant skills and highlight your accomplishments in a clear and concise way.



Accomplishment Reflection Prompts:

- What problems did you solve?
- What helped you stand out among coworkers?
- Did your efforts help the company save/make money?
- How did you exceed goals/expectations?
- How did your individual efforts contribute to larger company/organization goals?
- What did you do above and beyond the normal job duties?
- Did your company recognize you or your team through awards?

Changing Job Duties into Accomplishment Statements:

Job Duty	Accomplishment Statement
Watch children at elementary school.	Supervised children between the ages of 4 -11 years old during recess, lunch, and afterschool program, <u>building strong rapport with children, teachers, and parents.</u>
Responsible for cleaning bathroom, tables, and chairs.	Maintained clean facilities for customer use by cleaning restrooms and sanitizing tables, <u>leading to positive customer service experience.</u>
Tasked with helping the team make phone calls.	Called 25+ constituents per week for 50 weeks regarding local propositions and registration to vote, <u>contributing to 15% increase in Sacramento area voter registration.</u>

Now You Try! ☆

Take the statements below and enhance them using the formula: **ACTION VERB + CONTEXT = RESULTS**

Statement #1: "Tasked with stocking shelves"

Start with a strong **action verb** in the past tense

Highlight interesting/ relevant **context** details

Describe what positive **results** came from that effort

Statement #2: "Ran club social media account"

Start with a strong **action verb** in the past tense

Highlight interesting/ relevant **context** details

Describe what positive **results** came from that effort

Statement #3: Choose an experience from your resume and write a statement here!

Start with a strong **action verb** in the past tense

Highlight interesting/ relevant **context** details

Describe what positive **results** came from that effort

Accomplishment Statements: Additional Examples

- **Organized** a campus-wide charity event by coordinating with local businesses and student organizations, which raised \$5,000 for a local nonprofit and increased community engagement by attracting 200+ attendees.
- **Managed** social media accounts for the university's student government, growing follower count by 30% within four months and boosting event participation by 25% through targeted posts and interactive campaigns.
- **Collected** and analyzed data on plant growth as part of a research project for the Department of Biology, which contributed to a published study and improved lab efficiency by 15% through streamlined data entry procedures.

Verb List for Resumes

Administrative/ Organizational:

- approved
- arranged
- cataloged
- centralized
- classified
- collected
- compiled
- composed
- delivered
- executed
- finalized
- generated
- implemented
- inspected
- minimized
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- revised
- screened
- specified
- updated

Analytical/Research:

- analyzed
- characterized
- clarified
- collected
- consulted
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interpreted
- interviewed
- investigated
- isolated
- optimized
- organized
- reported
- reviewed
- studied
- summarized
- surveyed
- tailored
- verified

Communication:

- addressed
- arranged
- authored
- collaborated
- composed
- convinced
- corresponded
- drafted
- edited
- enlisted
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- negotiated
- persuaded
- promoted
- publicized
- recruited
- spoke
- translated
- updated
- verified
- wrote

Creative:

- acted
- brainstormed
- composed
- conceived
- conceptualized
- constructed
- created
- customized
- designed
- directed
- displayed
- envisioned
- established
- founded
- illustrated
- initiated
- instituted
- integrated
- introduced
- invented
- modeled
- originated
- performed
- planned
- tailored
- visualized

Financial:

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- charted
- computed
- developed
- estimated
- forecasted
- managed
- marketed
- planned
- projected
- reported
- researched
- secured
- tailored
- updated

Helping:

- assessed
- brainstormed
- clarified
- coached
- consulted
- counseled
- demonstrated
- diagnosed
- educated
- enhanced
- estimated
- expedited
- facilitated
- guided
- motivated
- referred
- rehabilitated
- represented
- served
- validated
- verified

Leadership:

- achieved
- coordinated
- delegated
- directed
- enlisted
- executed
- expanded
- expedited
- founded
- improved
- initiated
- led
- mentored
- recruited
- reduced (losses)
- resolved
- restored
- strengthened
- transformed

Management:

- administered
- assigned
- attained
- chaired
- conducted
- consolidated
- designated
- developed
- empowered
- evaluated
- executed
- hired
- improved
- increased
- organized
- oversaw
- planned
- prioritized
- produced
- recommended
- reviewed
- scheduled
- streamlined
- supervised

Teaching:

- adapted
- advised
- authored
- clarified
- coached
- communicated
- coordinated
- correlated
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- instructed
- mentored
- persuaded
- reported
- served
- stimulated
- studied
- trained

Technical:

- assembled
- built
- calculated
- charted
- computed
- constructed
- debugged
- designed
- devised
- engineered
- fabricated
- finalized
- formatted
- isolated
- maintained
- modified
- operated
- optimized
- programmed
- remodeled
- repaired
- secured
- solved
- upgraded

Highlighting Your Skills

There are many opportunities at UC Davis to build your skills inside and outside of the classroom! Past experiences such as part-time jobs, volunteer work and student projects have taught you a variety of skills that future employers are looking for. These skills can be broken down into two main categories:

Knowledge-Based Skills

- Sometimes referred to as “technical skills”
- Knowledge of specific subjects, procedures and info necessary to perform particular tasks
- Acquired through education, training and on-the-job experience
- Examples include *pivot tables*, *C++*, *pipetting* or *wire-framing*

Transferable Skills

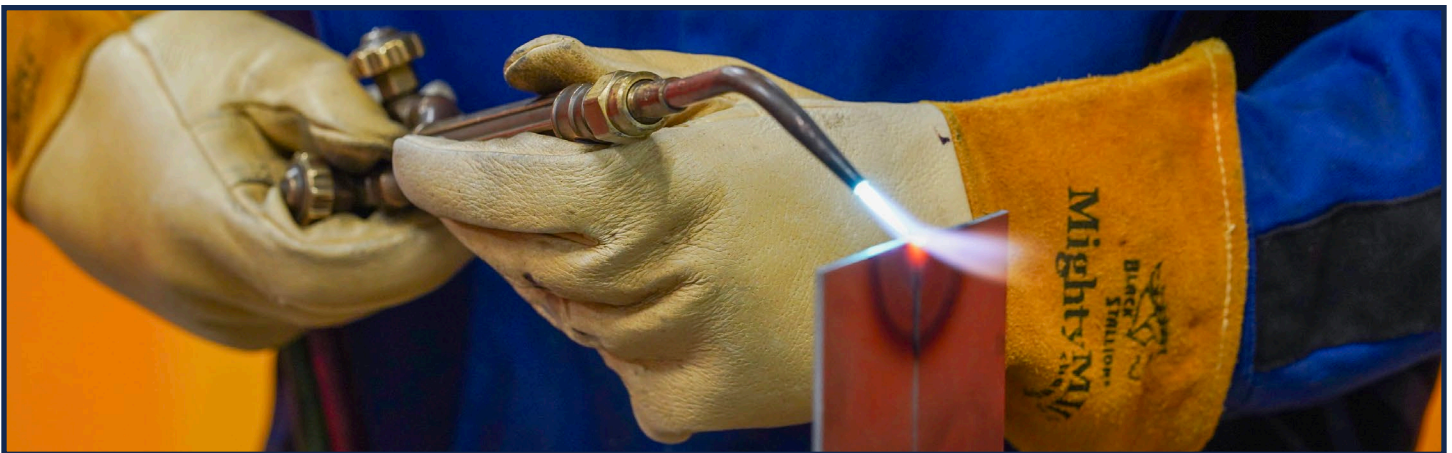
- Sometimes referred to as “soft skills” or “human skills”
- Actions taken to perform a task, or personality characteristics that contribute to performing work
- Acquired from many forms of experience, applicable to a variety of situations and settings
- Examples include *organization*, *collaboration*, *conflict management*, *reliability*, *initiative* and *critical thinking*

Marketing Your Skills on a Resume

Follow these tips to apply your skills in the job or internship search:

- Analyze job postings to identify the desired skills and abilities for the position, and include them in a Skills section on your resume
- Highlight transferable skills and knowledge-based skills in the form of accomplishment statements
- Demonstrate key career readiness skills frequently sought by employers, such as teamwork, critical thinking, equity and inclusion, and communication
- Show evidence of your skills through multiple sections of your resume, including Experience, Projects, and Related Coursework

Many companies use a simple AI screening software called an Applicant Tracking System (ATS) to scan your resume for a match of skills and keywords in the job description. Make sure those skills appear on your resume!



Gaining Skills: Online Certifications and Courses

If your desired jobs require skills not taught in your courses, online programs can be a great way to supplement your skills. Examples include:

- LinkedIn Learning (free to access through the public library)
- Additional platforms: Coursera, EdX, Udemy, and others


List these courses/certifications in the Skills or Related Coursework section of your resume. If the course had a project, highlight it in a Projects section of your resume.


Skills Inventory ☆

Articulating your skills can be challenging at the beginning of your career development journey. If you are just beginning to take inventory of your skills, take the following assessment to identify skills you may already possess!





Inventory Instructions:


The following competency areas have been identified as attributes employers seek in entry-level candidates. Within each competency area, rate your current level of proficiency for each skill.

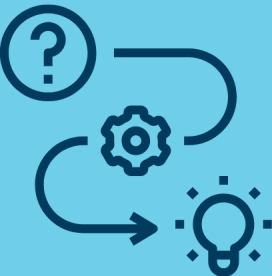
ABILITY TO WORK IN A TEAM		Advanced	Moderate	Beginner	Haven't developed yet
	Listening attentively and objectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Providing support for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Interacting effectively with peers, superiors, and subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Working with diverse people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


ADAPTABILITY		Advanced	Moderate	Beginner	Haven't developed yet
	Discerning appropriate behaviors for the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Having an open mind to new ideas or ways of thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prioritizing work to meet evolving needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Staying current with what is changing in your industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


ANALYTIC REASONING		Advanced	Moderate	Beginner	Haven't developed yet
	Gathering information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Formulating questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Developing evaluation strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identifying resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTENTION TO DETAIL		Advanced	Moderate	Beginner	Haven't developed yet
	Proofreading documents for error	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Carefully following instructions to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conducting thorough research before making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintaining organized workspaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERBAL COMMUNICATION		Advanced	Moderate	Beginner	Haven't developed yet
	Expressing ideas or feelings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Facilitating group discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reporting information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Public speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WRITTEN COMMUNICATION		Advanced	Moderate	Beginner	Haven't developed yet
	Writing clearly and concisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Providing appropriate feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using various styles of written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE		Advanced	Moderate	Beginner	Haven't developed yet
	Asking questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Asking for feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evaluating personal & professional strengths and weaknesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Enlisting support when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEADERSHIP		Advanced	Moderate	Beginner	Haven't developed yet
	Coordinating tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Managing conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Delegating responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Promoting change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROBLEM-SOLVING		Advanced	Moderate	Beginner	Haven't developed yet
	Defining problems and identifying possible solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Creating innovative solutions to complex problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Developing plans to implement solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Multi-tasking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK ETHIC		Advanced	Moderate	Beginner	Haven't developed yet
	Showing up on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sharing credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Following through on assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accepting responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TECHNICAL SKILLS		Advanced	Moderate	Beginner	Haven't developed yet
	Familiarity with tools standard to your industry (e.g. programming languages)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adapting to new technologies and work settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	List 3-5 specific technical skills/tools that are common in your area of interest. For ideas, try looking at some job postings in your area of interest to become familiar with the required skills.		<div style="border: 1px solid black; height: 50px; width: 100%;"></div>		

Action Planning

Looking at the list above, identify 3-4 skills in the “Beginner” or “Not Yet” category and set a goal for how you might develop those skills in the next 6 months. Some examples of how you can develop new skills include long-term volunteer opportunities, joining a club, leadership positions, internships, work experience (including part-time jobs), online certifications, or additional coursework. If you have further questions, we encourage you to visit the Career Center to discuss your skills in more detail with an advisor!

Make your goals S.M.A.R.T.:

S	M	A	R	T
Specific	Measurable	Action-Based	Realistic	Time-Based
				

Skill to Develop	S.M.A.R.T. Goal
Example: Showing up on time	Example: I will set my morning alarm 15 minutes earlier every day next week

Reasons Not to Use a Resume Template

Although they may look nice, the Career Center recommends avoiding the use of resume templates, like the one seen below, for the following reasons:

1. A lot of space is wasted at the top.
2. The color makes some of the content challenging to read.
3. English flows left-to-right and top-to-bottom, so having multiple columns can make the resume difficult to read.
4. It can be dangerous to include personal information like your social security number and date of birth.
5. Keeping your resume to 1 page with consistent margins shows that you tailored it.



- Don't include a picture
- Don't use images to represent sections
- Don't save the document as an image
- Don't use restrictive software
- Don't include references or "References Available Upon Request"

Analyn Ocampo

OBJECTIVE

Work study eligible undergraduate student seeking an on-campus job opportunity.

ADDRESS

345 6th Street Apt. 7
Davis, CA, 95616

PHONE

559-555-5683

EMAIL

aocampo@ucdavis.edu

SSN

123-45-6789

DATE OF BIRTH

01-01-2005

EXPERIENCE

JUNE 2023-AUGUST 2023
Receptionist | T&T Electronics | Sanger, CA

- Created a welcoming atmosphere for mid-sized manufacturing firm.
- Managed Outlook calendars and schedules of four full-time sales staff, using effective communication skills.
- Organized and cleaned office to create efficient workspace and professional appearance.
- Ensured packages were mailed in a timely manner using the most cost effective carrier for the transaction.

JUNE 2021-SEPTEMBER 2023
Child Care Provider | Self Employed | Sanger, CA

- Provided safe, reliable care for children (infant to 12 years) in their homes.
- Effectively adapted communication style and planned activities to meet the developmental needs of children and create a positive experience.
- Partnered with parents to ensure consistency and clear boundaries with children.
- Built positive rapport and reputation for reliability, resulting in extensive referrals.

EDUCATION

University of California, Davis Expected Graduation: June 2027
Intended Major: Communication, Bachelor of Arts Degree

RELATED COURSEWORK

Beginning Composition, Precalculus, Freshman Seminar: Ethnographic Performance, General Psychology, Children in the Garden (Enrolled Spring 2024)

SKILLS

Computer: Intermediate in Word, use of Internet search engines, Outlook and email in both PC and Mac platforms
Language: Fluent in spoken Tagalog (minimal written ability)

ACTIVITIES

- Member, UC Davis Intramural Volleyball September 2023 - Present
- Member, Sanger High School Marching Band August 2019 - June 2023

Improved Resume Sample: Try this instead!

Analyn Ocampo

Davis, CA 95616 | (559) 555-5683

Email: aocampo@ucdavis.edu

OBJECTIVE

- Work study eligible undergraduate student seeking an on-campus job opportunity.

EDUCATION

University of California, Davis

Intended Major: Communication, Bachelor of Arts Degree

Expected Graduation: June 2027

RELATED COURSEWORK

- Beginning Composition, Precalculus, Freshman Seminar: Ethnographic Performance,
- General Psychology, Children in the Garden (Enrolled Spring 2024)

SKILLS

- Computer: Intermediate in Word, use of Internet search engines, Outlook and email in PC and Mac platforms
- Language: Fluent in spoken Tagalog (minimal written ability)

EXPERIENCE

Receptionist, T & T Electronics, Sanger, CA

June 2023 - August 2023

- Created a welcoming atmosphere for mid-sized manufacturing firm.
- Managed Outlook calendars and schedules of four full-time sales staff, using effective communication skills.
- Organized and cleaned office to create efficient workspace and professional appearance.
- Ensured packages were mailed in a timely manner using the most cost effective carrier for the transaction.

Child Care Provider, Self Employed, Sanger, CA

June 2021 - September 2023

- Provided safe, reliable care for children (infant to 12 years) in their homes.
- Effectively adapted communication style and planned activities to meet the developmental needs of children and create a positive experience.
- Partnered with parents to ensure consistency and clear boundaries with children.
- Built positive rapport and reputation for reliability, resulting in extensive referrals.

ACTIVITIES

- Member, UC Davis Intramural Volleyball
- Member, Sanger High School Marching Band

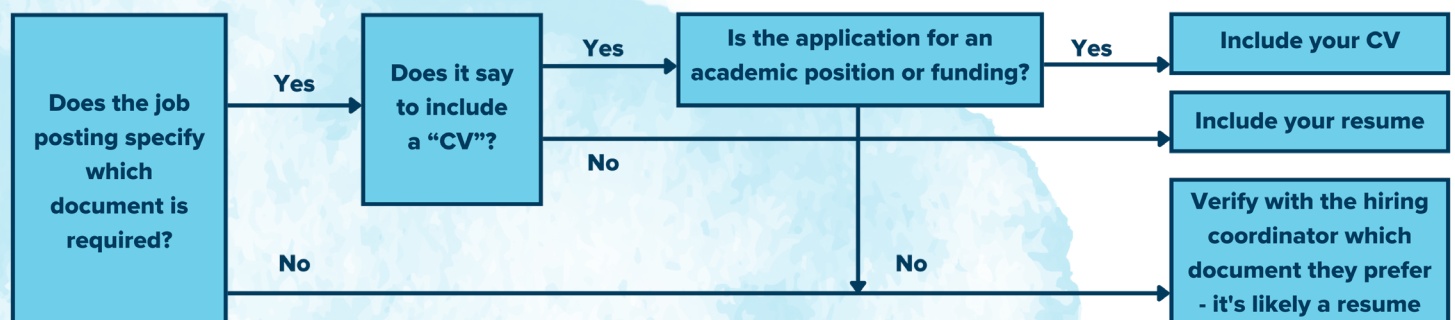
September 2023 - Present
August 2019 - June 2023

Resume vs. CV

In addition to a cover letter or other materials, applications require either a curriculum vitae (CV) or resume. Both a CV and resume represent your experiences and skills, and are tailored for a specific position to get you an interview. However, these documents vary in a few ways as outlined in the table below.

Resume	CV
Concise summary with selected content highlighting your qualifications.	Full history of your academic accomplishments.
Emphasizes skills and experiences.	Emphasizes involvement and academic accomplishments.
Typically 1 page (2 pages may be applicable for advanced applicants).	Lengths varies, but typically does not have a limit.
Tailor content to incorporate keywords and phrases from the job description.	Tailor order of sections so that the most relevant content comes first.
Common resume sections include: <ul style="list-style-type: none"> • Education • Experience • Professional Profile (optional) • Objective (optional) • Skills (optional) • Projects (optional) 	Common CV sections include: <ul style="list-style-type: none"> • Education • Research Experience • Teaching Experience • Publications • Mentorship (optional) • Grants (optional) • Presentations • Guest Lectures (optional) • Service and Outreach • Professional Development (optional) • Awards and Honors • Affiliations

Should you Apply with a CV or Resume?



Resume Sample: Biological Sciences

Scan for more!



careercenter.ucdavis.edu/
resumes-and-materials

Robyn "Rob" Ryan

Davis, CA 95616 • 510-555-3663 • riryan@ucdavis.edu

EDUCATION

Bachelor of Science in **Biotechnology**
University of California, Davis

Anticipated Graduation Date: June 2026

RELEVANT COURSEWORK

Cell Biology, Genes and Gene Expression, Introductory Microbiology (Lab), Sequence Analysis in Molecular Genetics (Lab), Applied Bioinformatics, Organic Chemistry (Lab), Advanced Molecular Biology

SKILLS

Laboratory: SDS-PAGE, PCR, ELISA, Gas chromatography, UV/VIS, Spectrophotometry, Microscopy, Western Blot, Pipetting, Buffer preparation

Language: Fully fluent both orally and written in English and Spanish

Computer: Microsoft Office, Google Workspace, Python

RELEVANT EXPERIENCE

Clinical Pathology Intern, Department of Pathology and Laboratory Medicine, UC Davis Health, 5/24-9/24

- Developed a buffer system for liquid chromatographic isolation of pesticide metabolites in urine samples
- Evaluated patients using a urinalysis to determine glucose levels and diagnose for potential diabetes
- Accurately performed gas chromatography-mass spectrometry on purified newborn samples to screen for genetic metabolic disorders
- Fostered a welcoming environment for patients by actively listening and providing emotional comfort
- Trained newer interns on performing a urinalysis, clearly explain each step to ensure their understanding
- Analyzed data in Excel and presented a powerpoint to the rest of the lab, pointing out surprising findings

Public Health Intern, Davis Community Meals and Housing, Davis, CA, 9/23 - 3/24

- Organized and distributed supplies and donations, including food and clothing, at a transitional emergency shelter to aid individuals experiencing homelessness
- Interacted with shelter users of various ages and backgrounds through active listening and diverse communication styles to create a welcoming and safe environment

WORK EXPERIENCE

Team Lead, Raising Cane's, Davis, CA, 6/22-9/22, 6/23-9/23

- Performed cashiering duties and maintained clear communication with coworkers to efficiently handle a high volume of customers each day
- Proposed new method of packaging orders which reduced customer wait time by approximately 50%
- Demonstrated leadership and team management skills by taking initiative, leading to promotion to Team Lead after 60 days of joining

DISTINCTIONS

UC Davis Men's Division 1 Water Polo Team, 9/22-present

- Captain 8/23-present
- Western Water Polo Association Champions 2023
- Academic Student-Athlete Award 2022-2023, 2023-2024

Resume Sample: Engineering

Sonia Rashid

Davis, CA | smrashid@ucdavis.edu | (123) 456-789 | linkedin.com/soniarashid

EDUCATION

University of California, Davis

Expected Graduation: Spring 2024

Bachelor of Science, Aerospace Science and Engineering

GPA: 3.5/4.0

Bachelor of Science, Mechanical Engineering | Minor: History

- Relevant Coursework: Statics, Properties of Materials, Mechanics of Materials, Fluid Mechanics

RELEVANT EXPERIENCE

Team Lead

September 2021 - September 2022

UC Davis AeroBrick

Davis, CA

- Led a team of 8 through weekly meetings and the aircraft design process for the Society of Automotive Engineers Aero Design West competition.
- Coordinated and delegated tasks for team members and assigned each member to work on a component of the plane (fuselage, empennage, etc.)
- Brainstormed conceptual ideas and prototyped components using AutoCAD 3D modeling software to create a heavy lift aircraft that met the regulations of the competition.
- Researched and compared manufacturing techniques to determine the most efficient and cost effective strategy for production.
- Worked as a team to solve a variety of problems that arose when designing, assembling or testing the heavy lift aircraft.

RESEARCH EXPERIENCE

Undergraduate Researcher

September 2019 – Present

UC Davis Department of Chemical Engineering

Davis, CA

- Expedite construction of a prototype concentration sensor by analyzing ambient noise reductions compared to an old sensor, improving signal to noise ratio by 89%.
- Sterilize laboratory equipment by following proper lab safety procedures to mitigate risk.
- Perform daily experiments with graduate student peers by setting up procedures in the glove box and tabulating results into Excel workbooks.
- Present results in comprehensible slides to 10+ professors and graduate students, procuring a \$1000 grant for the research laboratory.

OTHER WORK EXPERIENCE

Fine Dining Server

May 2022 – Sept 2022

Asiago's Restaurant and Bar

Sacramento, CA

- Served a 12-table section, managing 5-course meals and large parties while delivering a luxury dining experience for patrons.
- Performed tableside bottle service. Mixed cocktails, and prepared wine, beer, and hot drinks. Ensuring quick and personalized service.
- Maintained an extensive knowledge of seasonal dinner menus and monthly wine offerings.
- Promoted specialty items, wine pairings, and providing personalized recommendations to increase guest check averages.

SKILLS

Technical: SolidWorks, AutoCAD, MATLAB, C++, Google Workspace, Microsoft Office

Resume Sample:

Business and Finance

Look for Marissa's
matching cover letter on
page 26!

MARISSA D. BROOKS

mdbrooks@ucdavis.edu • (012) 345-6789 • linkedin.com/in/maridbrooks

EDUCATION

University of California, Davis

*Bachelor of Science in Managerial Economics, Minor in
Technology Management*

Davis, CA

Expected: June 2025

- Cumulative GPA: 3.5/4.0; Major GPA: 3.8/4.0
- Dean's Honor List - Fall '23, Winter '24, Spring '24
- Relevant Coursework: Econometrics, Futures and Options Markets, Financing New Business Ventures, Marketing for the Technology-Based Enterprise

WORK EXPERIENCE

RSM US LLP

Tax Investment Intern

San Francisco, CA

June 2024 – Aug 2024

- Utilized PowerPoint to create pitch books for current transactions and potential clients
- Analyzed and recommended specific investment opportunities to traders in healthcare and technology
- Prepared corporate taxation paperwork from clients' financial statements using CCH Axcess Tax, CaseWare, and Excel in consultation with senior accountants

Amy's Grill and Cafe

Lead Cashier

Hayward, CA

May 2022 – Sep 2022

- Promoted to Lead Cashier position 3 months earlier than average due to high performance rating
- Served 50 customers and handled \$700-\$1k in transactions per day, improving customer satisfaction and operational efficiency

LEADERSHIP EXPERIENCE

Davis Women in Business

Director of Career Development

Davis, CA

Sep 2023 – Current

- Facilitated 10 career workshops by acting as a liaison with business professionals and campus departments
- Designed social media campaigns across Instagram and Facebook, successfully attracting 500 event attendees

Davis Consulting Group

Consultant

Davis, CA

Sep 2022 – Current

- Collaborated on a business proposal and slide deck for Instagram, winning 3rd place in a case competition
- Attended weekly meetings to increase understanding of marketing and business strategy concepts

PROJECTS

T4 Marketing Campaign

Marketing for the Technology-Based Enterprise Class Project

Davis, CA

April 2024 - June 2024

- Presented a marketing campaign to business professionals, estimated to increase the profit margin by 25%
- Conducted focus group and developed market research survey to segment customers and inform strategy

ADDITIONAL INFORMATION

Languages: Fluent in French, Conversational in Spanish

Computer: Microsoft Office Suite (Excel, PowerPoint, Word), Google Suite, STATA, R Studio

Certifications: Bloomberg Market Concepts

Resume Sample:

Agricultural and Environmental Sciences

Look for Audrey's
matching cover letter on
page 25!

EUN DAE "AUDREY" KIM

(530) 757-1234 | edkim@ucdavis.edu | Davis, CA

SUMMARY

Environmental Policy and Analysis and Planning student graduating in June with 3+ years of experience identifying environmental issues and proposing solutions. Familiar with CEQA, NEPA, and CWA regulations. Strong writing, researching, and ArcGIS skills.

EDUCATION

Bachelor of Science, **Environmental Policy and Planning**

Bachelor of Arts, **Communication**

University of California, Davis

Expected June 2025

Related Course Work:

Environmental Impact Reporting using GIS, Urban Geography, Urban and Regional Planning, Environmental Law, Water Policy and Politics

SKILLS

- Familiar with CEQA, NEPA and CWA
- Working knowledge of environmental impact assessments
- Proficient in applications of Microsoft Office Suite, ERSI and ArcGIS
- Excellent writing and editing skills

EXPERIENCE

Planning Intern, Sacramento County Planning and Community Development Department
Sacramento, CA

October 2024 – Present

- Created database of employment and housing for Sacramento County, using information gathered from multiple municipal, private, and public-domain data sources.
- Conducted jobs/housing balance study in compliance with directives outlined in the General Plan.
- Wrote memos and project updates in order to support creation of planning reports for county administrators.

National Network of Environmental Management Studies Fellow, U.S. Environmental Protection Agency
Philadelphia, PA

June 2023 – September 2023

- Reviewed and provided comments on Environmental Impact Statements.
- Formulated plan to coordinate Geographic Information System data with six federal agencies.
- Participated in significant public outreach efforts leading to increased awareness of environmental concerns.

Environmental Education Intern, Student Landowner Education and Watershed Stewardship Program
Davis, CA

January 2022 – April 2023

- Planned and led high school students in agricultural and stream corridor restoration projects.
- Researched and taught students about native species interaction and local ecosystem sensitivity.
- Designed, constructed and maintained composting piles for on-site teaching purposes.

ACTIVITIES

Student Member, Association of Environmental Professionals, 2023 - present

Student Member, American Planning Association, 2023 - present

Sustainability Volunteer, Whole Earth Festival, May 2022, 2023, 2024

Resume Sample: Graduate Student

Jamal K. Washington

jkwashington@ucdavis.edu | (530) 555-2230 | linkedin.com/in/jkwashington | github.com/washington

PROFESSIONAL SUMMARY

Mechanical Engineer with 4 years of industry experience in project management, strategic planning, research and development. Expertise in power systems and distributed grid infrastructure. Management and training experience in production and use of technology for engineers and customers. Interested in globalization and international issues.

EDUCATION

University of California, Davis

Ph.D. in Mechanical Engineering

Master of Business Administration in Finance & International Management

Davis, CA

Expected Graduation: Dec '27

June '24

University of California, Berkeley

Bachelor of Science in Mechanical Engineering

Berkeley, CA

June '19

SKILLS

Technical: CNC and Manual Milling, Drill Press, Lathe, Band Saw, Laser Cutting, 3D Printing, Welding, FEA

Computer: Solidworks, MATLAB, Mathcad, Fusion 360, OnShape, Java, AutoCAD, Microsoft and Google Suite

Languages: Fluent English, Fluent German

EXPERIENCE

Manager, Business Development

Anuvu, Inc.

Sacramento, CA

June '22 - Sept '23

- Managed technological/financial development of PEM hydrogen fuel cell applications in power systems.
- Created complex engineering models and financial programs for technology/investment valuation.
- Presented grid infrastructure engineering/financial model to domestic and foreign business partners resulting in a \$4.5 M OEM hydrogen fuel cell contract.
- Developed network and critical relationships with 120+ OEM customers, increasing company sales by 12%.

Research and Development Engineer

Medtronic Vascular, Inc.

Santa Rosa, CA

Sept '19 - Feb '22

- Patented mechanical design of device and led project from inception to successful international clinical use.
- Developed processes, equipment, and trained personnel for market release of medical device product lines.
- Managed production line and personnel while creating and fabricating support tooling and equipment.
- Coordinated joint R&D/Manufacturing efforts, effectively meeting company production deadlines.
- Wrote detailed procedures for processes and data collection for GMP and ISO-900X quality systems.

Total Quality Manager Intern

Hunter Innovations, Inc.

Berkeley, CA

June '18 - Dec '18

- Organized and led training of over 30 Hunter Associates in Quality Control and GMP systems.
- Wrote and implemented Good Manufacturing Practice (GMP) System for FDA regulatory approval of artificial hip joint implant sales and manufacturing.
- Designed and programmed components of CNC lathe and mill manufacturing resulting in sales estimated at \$10,000/month for these components.

Cover Letter: Outline and Key Components

Cover letters are a way to create a personalized statement that explains how you, as the applicant, meet the needs of the employer. This is about marketing yourself and telling your story. It goes with your resume, which is a summary of your experiences, skills, and accomplishments. Each cover letter should be tailored to match the specific position and employer.

- 1 Personal Contact Info**
Required: Name, Address, Phone, Email
Optional: LinkedIn, Online Portfolio
- 2 Date**
Month, Day, Year
January 1, 20__
- 3 Employer's Contact Information**
Name, Department, Company, Address. If no specific person's name, use position title or department name. If no address, use email with city/state.
- 4 Greeting**
Try to address your cover letter to a person. If no specific name is listed, use "Dear Search Committee" or "Dear Hiring Manager,"
- 5 Beginning Paragraph**
Introduce yourself and express your interest in the position. Include:
 - Who you are - year in school or degree level, university, major
 - The specific job title
 - How you heard about the job and, if appropriate, the person who told you about it
 - Why you're interested in the position (be specific!). This is not what the position will do for you, but rather what is special about the job or company.
 - Why you're qualified. This should be a one-sentence thesis statement of why you're a good fit for the job.
- 6 Middle Paragraph(s)**
Describe 1-3 experiences/projects that show the job-specific skills and qualifications you named in your thesis statement. Make sure to:
 - Show how you make a good fit with the position/organization.
 - Focus on what you will bring to the organization and why they should hire you. Go into more detail than your resume - don't just restate your bullets.
 - Use the SAR approach: Situation - Action - Result.
 - Break up the paragraph into smaller sections if it is too big. Smaller paragraphs are more readable.
- 7 Ending/Summarizing Paragraph**
Final interest and fit statement in which you:
 - Mention the job title again.
 - Include your availability, how to reach you, and how you will follow through with the application.
 - Thank the employer for their consideration.
 - Add any other practical remarks - e.g. if you have not completed a certification yet but are scheduled to take the exam, or if you will be relocating or will be visiting the area soon.
- 8 Closing Signature**
 - "Sincerely", "Best Regards", "Yours", Signature AND typed name
 - Add a handwritten signature, or use a script-like font instead.

Cover Letter Samples

1

Jordan Marquez
Davis, CA 95616
(530) 867-5309
jdnmarq6@ucdavis.edu

2

March 4, 2024

3

Alex Yu
Center for International Education
Davis, CA 95616

4

Dear Alex Yu,

5

I am writing to express my great interest in the Global Study Program Student Assistant. I am a 2nd year History major with an intended minor in Chicana Studies. It has always been a dream of mine to work in international relations, and this position drew my interest because I think that it will be an excellent next step on my path. I like to think of myself as very involved on-campus, and I have various experiences engaging with different social and cultural organizations. My passion for helping people from other cultures, club leadership experience, and office-work skills all serve to make me an excellent candidate for this position.

6

What excites me most about this position is the chance to further develop my ability to engage in inter-cultural dialogue. My life experience has helped me to feel in my gut that people are people, no matter what. My family moved to the United States when I was fairly young and it wasn't always easy understanding the language, cultural differences, etc. I am lucky to have had many "helpers" in my life and I think that I could be a great "helper" in this position. I also happen to be trilingual which could help me communicate with many students.

My student organization leadership experience helped me to gain many of the necessary skills. I developed valuable skills in event planning, mentorship, and administrative support for the club —skills that align perfectly with the responsibilities outlined for the Student Assistant position. I am particularly excited about the opportunity to assist with the coordination of cultural activities and social events. As the club secretary I kept track of financial information using Microsoft Excel, and helped to organize event structure using PowerPoint presentations. I am also adept at using social media platforms such as Instagram, Twitter, and TikTok, which I can leverage to effectively market events and engage with students.

7

I am very excited to talk more about how my personal mission, and club/organization experience set me up for success in this position. Thank you for considering my application. I look forward to the possibility of contributing to your team and growing alongside it!

8

Sincerely,

Jordan Marquez
Jordan Marquez

Cover Letter Tips

Cover letters are important because they:

- Introduce you to the prospective employer.
- Highlight your enthusiasm for the position.
- Describes your specific skills and qualifications for the job or internship, and explains why you are a good fit.

We recommend that you write a cover letter after you have created your tailored resume or curriculum vitae (CV) for a particular position. When applying online and limited to uploading one document, you can create a single PDF document that includes both your resume and cover letter.

Cover Letter Sample: Writing Intern Position

5646 Covell Ave., Apt. #221
Davis, CA 95618
(530) 752-1234
mmabara@ucdavis.edu

March 21, 2024

Dr. Louise Evans, PhD
The Culture Collaborative
867 Front Street
Sacramento, CA 95814

Dear Dr. Evans:

I am writing to express my interest in the Research and Educational Writing Intern position at The Culture Collaborative. I discovered this opportunity through Handshake. As I read more about the position and your organization, I believe that I am a strong candidate for this internship given my strong written communication skills, leadership experience, and commitment to diversity.

As a student in my final year at the University of California, Davis, I have honed strong writing skills and the ability to effectively find, analyze and synthesize research. In addition to my coursework, I have experience conducting research and writing engaging, informative content for my university's official website. Through my past experiences, I have demonstrated my ability to be a valuable team member, as well as my leadership potential. For example, in my past internship, I rose to the challenge of developing and maintaining a weekly blog for a new startup company. I was given a lot of independence in my role as an intern and as a result, exercised diligence in initiating projects, setting deadlines, and delegating tasks when necessary to ensure follow-through. Lastly, in my current role at the Student Recruitment and Retention Center at UC Davis, I demonstrate my experience and passion for helping foster appreciation for culturally diverse communities.

I am confident that my academic background, professional experiences, skills, and strong interest in the mission of The Culture Collaborative make me a strong fit for the Research and Educational Writing internship. I have attached my resume for your consideration. Please feel free to contact me at mmabara@ucdavis.edu or (530) 752-1234 at your convenience to discuss my qualifications for the role. Thank you for your time and consideration.

Best Regards,

Monique Abara

Monique Abara

Scan for more!



[careercenter.ucdavis.edu/
resumes-and-materials](https://careercenter.ucdavis.edu/resumes-and-materials)

Cover Letter Sample:

Environmental Scientist Position

Look for Audrey's
matching resume on
page 20!

122 Lake Blvd., Apt. #33
Davis, CA 95616
(530) 757-1234
edkim@ucdavis.edu

January 21, 2025

Ms. Sally Black
ETI Professionals
456 Main Street
Baltimore, MD 21201

Dear Ms. Black,

I am applying for the Environmental Scientist position at ETI Professionals listed in Handshake (5710801). I was drawn to ETI's commitment to strategic and innovative solutions to the world's environmental challenges. I believe I am a strong candidate for this position due to my knowledge of state and national regulations, my strong communication skills, and my hands-on field research experience.

I will graduate from the University of California, Davis with a Bachelor of Science in Environmental Policy Analysis and Planning and a Bachelor of Arts in Communication in June 2022. These degrees have prepared me well by developing my working knowledge of environmental impact assessments, CEQA, NEPA and other environmental regulations as well as honed my report writing and verbal communication skills. In addition to my coursework, I have experience in the field. As a fellow with the US EPA in Philadelphia, I reviewed and provided comments on Environmental Impact statements, used GIS to update publication quality maps, and interfaced with numerous federal and private agencies. As a planning intern with Sacramento County, I conducted a jobs/housing balance study where I incorporated input from the public with County needs. At the Student Landowner Education and Watershed Stewardship Program (SLEWS), I honed my communication and organizational skills through weekly presentations about native species, ecosystems and soil characterization.

I feel I would make an excellent Environmental Scientist with ETI Professionals. I have a strong work ethic, I work well with teams, and I want to be part of a company that develops strategic solutions to make the world a better place. I look forward to an interview with you to further discuss my qualifications.

Sincerely,

Audrey Kim
Eun Dae "Audrey" Kim

Cover Letter Sample: Business Analyst Position

Look for Marissa's
matching resume on
page 19!

Marissa D. Brooks
Davis, CA 95616
(012) 345-6789
mdbrooks@ucdavis.edu

30 November 2024

Human Resources Department
Robert Half- Accountemps Division
Wiseman Blvd, San Antonio, Texas 78251

Dear Hiring Manager,

I am very interested in the AML Compliance Analyst position in the Accountemps division at Robert Half. I am a fourth year undergraduate student at the University of California, Davis, majoring in Managerial Economics with a minor in Technology Management. I am eager to apply my skillset in client relations, problem solving, and organization to support the mission of Robert Half.

My experience as a Tax Investment Intern at RSM US LLP equipped me with the skills and knowledge needed to succeed in a professional environment. I gained experience working with clients as well as senior accountants at the firm, strengthening my interpersonal skills. Throughout this experience I was tasked with preparing weekly reports to stakeholders as well as recommending opportunities for strategy improvement, essential skills of an AML Compliance Analyst.

My on-campus experience as the Career Development director at Davis Women in Business has also provided me many opportunities to exercise professional skills such as project management and public speaking. As the Career Development Director, I am responsible for executing valuable workshops for our 150+ club members to prepare them for the professional world. I manage a board of seven members where I hold weekly meetings. This experience has taught me how to run a professional organization as well as invaluable organizational skills needed for the role of an AML Compliance Analyst.

I believe that I would make an excellent AML Compliance Analyst as I strongly believe in Robert Half's mission of finding the best talent for the role. My previous experiences have equipped me with the skills necessary to succeed in a professional environment. I am eager to meet with you to discuss this opportunity and would be happy to connect at your convenience. My resume is attached and I can be reached at mdbrooks@ucdavis.edu or (012) 345-6789. Thank you for your time and consideration.

Best,

Marissa D. Brooks

Marissa D. Brooks

Cover Letter Sample:

Data Coordinator Position

Amirah Henderson

Davis, CA, 95616 | amhender3@ucdavis.edu | (530) 867-5309

July 31, 2024

Boromir Ventures
418 Gondor Avenue
San Francisco, CA 94110

Dear Hiring Manager,

I am excited to apply for the Data Coordinator position at Boromir Ventures which I found on a Handshake posting shared with me by a career advisor. I recently graduated with a bachelor's degree in Computer Science from UC Davis and have been on the search for a full time position which combines my passion for social equity and rigorous data analysis. I am confident that my statistical and programming skills gained through coursework and a previous student job, combined with my alignment with your organizational mission, make me an ideal candidate for the position.

During my academic career, I honed my skills in database administration and quantitative analysis. My coursework used R for data manipulation and analysis, and I have a lot of experience with Microsoft Excel, including advanced formulas. I also completed a capstone project where I developed a database for a fictional international aid organization. In this project I also created a roadmap to analyzing project outcomes, similar to the responsibilities outlined for this role.

In my internship as an office assistant at the Aerospace Engineering department, I was responsible for managing alumni data and outreach. While it wasn't strictly a requirement, I took initiative to create several automated reports, which helped me to save time and to improve data accuracy. While this part-time job didn't give me enough time to finish the project, I have experimented with using Python to automate data importing and cleaning steps. My role also required attention to detail and the ability to handle concurrent tasks and deadlines effectively, all while working in a noisy environment with frequent interruption.

I am particularly drawn to this position because of Boromir Ventures' commitment to creating meaningful impacts in the lives of children. I had often considered minoring in human development, and nearly took enough classes to do so. I am very interested in making a difference for marginalized populations, and have contributed in various ways such as club membership, and organizing petitions to change university policies.

Thank you for considering my application! I am confident that my technical skills, experience with programming and data analysis, and drive to improve society all make me a great fit!

Warm regards,

Amirah Henderson
Amirah Henderson

Activity: Writing a Cover Letter

Find a Job Posting

Find a job posting of interest. You may want to use platforms like Handshake, LinkedIn, or company websites. Note the job title, company, and where you found the posting.

- Job Title:
- Company:
- Link to Job Posting (optional):

Highlight Your Key Qualifications:

Review the job posting and highlight your top three qualifications that the employer is seeking. These are usually found in the "Requirements", "Qualifications", or "Duties" section.

Top 3 Qualifications:

Qualification #1	<input type="text"/>
Qualification #2	<input type="text"/>
Qualification #3	<input type="text"/>

Craft a Thesis Statement

Using the qualifications you've identified, write a thesis statement that summarizes why you are a strong candidate for the job. This will serve as the central theme of your cover letter. **Example:** "With my strong background in [Qualification 1], proven experience in [Qualification 2], and [Qualification 3], I am confident in my ability to contribute to [Company Name]."

Connecting Your Experience to Qualifications

List your three key qualifications and provide specific examples from your experience that demonstrate your ability to meet those qualifications.

Key Qualification	Example from Experience

Write Your Cover Letter

Using the job posting, thesis statement, and table above as a guide, draft a cover letter. Be sure to include:

- Beginning Paragraph: Introduce yourself and express your interest in the position
- Middle Paragraph(s): Describe 1-3 of your experiences/projects that show your job-specific skills and qualifications
- Ending Paragraph: Reiterate your interest, thank the employer, and indicate your availability for an interview

See the outline on page 22 for the key components of a cover letter.

Reference List

References are generally requested as one of the final stages of a job application process. A potential employer may request a list of 3-5 people you have worked with as references, known as your “reference list.”

Compiling a Strong Reference List

- References should be individuals who know your performance, skills and abilities from a work, volunteer or academic setting.
- References might include current or former supervisors, faculty mentors, campus staff or advisors, coaches or anyone in a professional position. References should NOT be family, friends or peers.
- Always ask permission from your references BEFORE you use their names. Ask if they can provide a strong, supportive recommendation and will be available during your critical search time.
- Maintain consistency by formatting your reference list to have the same font and layout as your resume and cover letter.
- Be sure to thank your references after the selection process is complete; it is always best to maintain a strong, ongoing and professional relationship.

Format for References

[Name]
[Relationship to you]
[Current title]
[Current employer]
[Phone number]
[Email address]

Sample Reference

Aggie Gunrock
Current Supervisor
Manager
UC Davis Stores
(530) 752-1011
agunrock@ucdavis.edu



Applying to Graduate School?

Grad school applications frequently require additional documents not covered in this guide. These can include:

- Personal essay or statement of purpose
- Diversity statement
- Letters of recommendation
- Examinations
- Transcripts

For support with these additional materials and application timelines, refer to UC Davis's Pre-Grad/Pre-Law Advising and Health Professions Advising offices.



Using AI in Resumes and Cover Letters

Writing Your Resume

Our recommendation for formatting your resume bullet points is to write Accomplishment Statements in the following formula: Action Verb + Context + Result. AI can help you format your experience into accomplishment statements and tailor them to the specific job description.

Sample Prompts:

- Write resume achievements with metrics based on this responsibility (include a specific responsibility)
- Review my resume like an expert coach and let me know five specific changes I can make based on this job description
- Suggest sample prompts to help college students use [ChatGPT/Copilot/Gemini] in writing a resume

Considerations: Check for irregularities or details that don't match your experience.

Writing Your Cover Letter

Some jobs require cover letters, and AI can help you move from the brainstorming stage to the writing and editing stages.

Sample Prompts:

- Write a 3-paragraph cover letter in a formal tone using experiences from my resume that align with this job description (paste job description)
- Compose a professional cover letter demonstrating how my abilities align with the requirements for the [position] at [company]. Use the [job posting] as a guide

Considerations: Remember that you will need to proof-read and customize your cover letter. What AI provides is a starting point but should not be the final draft. It's important that your letter reflects your authentic voice that will carry through in your interview.

Now You Try!

Test any of the prompts above using an AI tool, then be sure to make revisions to match your accurate and authentic experience. For more info on AI in your career search, including additional prompt ideas, visit <https://careercenter.ucdavis.edu/resumes-and-materials/using-ai>.

Prompt	Example: I worked on a group project for my Microeconomics class. How can I turn that experience into strong resume bullet points?
Result Provided by AI Tool	
Revised Version in Your Own Words	