

YOUR NAME Name: 18-22 pt. font, bold

Address | Phone | student@ucsd.edu | LinkedIn | Contact info: 10-11 pt. font

SUMMARY OF QUALIFICATIONS Keep concise, share experiences and passions that align with the company, and highlight what the job description seeks in a qualified candidate

Experience reviewing, analyzing and presenting case projects through auditing, cost accounting, and forensics accounting classes. Have a strong background in research and analysis developed through work experience and coursework. Work effectively within a team as well as independently with minimal supervision. Proven leadership and public speaking abilities through student organization and work experience.

Bullet points should address your bragging or "wow" points for skills/competencies/specialized knowledge you could bring to the position.

- Quicken
- QuickBooks
- Turbo Tax
- Word
- Excel
- PowerPoint
- Access

EDUCATION Keep your section titles in bold, also try all caps, and keep between 10-12

University of California San Diego Anticipated June 20xx
Bachelor of Science in Management Science, GPA 3.5+

RELEVANT EXPERIENCE

Operations Assistant, Caywood-Scholl Capital Management, San Diego, CA (9/xx-present)

- Support 15 portfolio and trading administrators with processing more than 200 daily security transactions, resulting in increased productivity
- Update bank loans to reflect principal payments and weekly interest payments from borrowers
- Analyze and resolve pending trade and settlement issues

International/Domestic Trading Intern, Nicholas-Applegate, San Diego, CA (6/xx-1/xx)

- Assisted traders with multiple large volume trade orders from portfolio managers
- Conversed with operations regarding price discrepancies and trade issues between traders and brokers, improving communication between various constituencies
- Created spreadsheets allowing for quick comparisons of broker fees from different trading methods

LEADERSHIP EXPERIENCE










President/Founder, Undergraduate Accounting Society, UC San Diego, CA (3/xx-1/xx)

- Developed campaign to increase student membership by 30%
- Collaborated with the Career Services Center to organize the first annual Meet the Firms event
- Served as a student representative on the UC San Diego Business Quarter Planning committee

UC SAN DIEGO MEMBERSHIP & ACTIVITIES

Swim Team - 2011 Pacific Collegiate Swim and Dive Conference Champions (09/xx - present)
 Delta Sigma (01/xx - present)
 Undergraduate Economics Society (09/xx - 06/xx)

RESUME RECOMMENDATIONS

-  Use keywords from job description to build bullet points
-  Include numbers, event details and outcomes
-  Make sure to match appropriate present and past tenses
-  Arrange sections and bullet points based on how important they are to the employer
-  Use reverse chronological order within sections such as work experience
-  Maintain formatting consistency from top of the page to the bottom
-  Don't include an objective, it is a dated practice
-  Avoid personal pronouns
-  For more examples of resume/cv formats go to: **CAREERTOOLS.UCSD.EDU**



Management Skills

Administered
 Analyzed
 Assigned
 Attained
 Chaired
 Consolidate
 Contracted
 Coordinated
 Delegated
 Developed
 Directed
 Evaluated
 Executed
 Improved
 Increased
 Managed
 Monitored
 Organized
 Oversaw
 Planned
 Prioritized
 Produced
 Recommended
 Reviewed
 Scheduled
 Strengthened
 Supervise

Communication Skills

Arbitrated
 Arranged
 Authored
 Collaborated
 Communicated
 Convinced
 Corresponded
 Developed
 Directed
 Drafted
 Edited
 Educated
 Enlisted
 Formulated
 Informed
 Influenced
 Interpreted
 Mediated
 Negotiated
 Persuaded
 Promoted
 Publicized
 Reconciled
 Recruited
 Translated
 Wrote

Teaching Skills

Adapted
 Advised
 Clarified
 Coached
 Communicated
 Coordinated
 Developed
 Educated
 Enabled
 Encouraged
 Evaluated
 Explained
 Facilitated
 Guided
 Informed
 Inspired
 Instructed
 Motivated
 Persuaded
 Set goals
 Trained

Creative Skills

Conceptualized
 Created
 Coordinated
 Customized
 Designed
 Developed
 Directed
 Fashioned
 Illustrated
 Initiated
 Inspire
 Integrated
 Introduced
 Invented
 Originated
 Performed
 Planned
 Revitalized
 Shaped

Administrative Skills

Arranged
 Catalogued
 Classified
 Collected
 Compiled
 Executed
 Generated
 Implemented
 Inspected
 Monitored
 Operated
 Organized
 Prepared
 Processed
 Purchased
 Recorded
 Retrieved
 Screened
 Specified
 Systemized
 Validated

Research Skills

Analyzed
 Assessed
 Clarified
 Collected
 Critiqued
 Diagnosed
 Evaluated
 Examined
 Extracted
 Identified
 Inspected
 Interpreted
 Interviewed
 Investigated
 Organized
 Reviewed
 Surveyed
 Systematized

Technical Skills

Assembled
 Calculated
 Computed
 Designed
 Developed
 Devised
 Engineered
 Experimented
 Fabricated
 Maintained
 Operated
 Programmed
 Remodeled
 Repaired
 Solved
 Tested
 Upgraded

Financial Skills

Administered
 Allocated
 Analyzed
 Appraised
 Audited
 Balanced
 Budgeted
 Calculated
 Computed
 Developed
 Forecasted
 Managed
 Marketed
 Planned
 Researched

Helping Skills

Assessed
 Assisted
 Clarified
 Coached
 Counseled
 Demonstrated
 Diagnosed
 Educated
 Expedited
 Facilitated
 Familiarized
 Guided
 Motivated
 Referred
 Represented

Demonstrating Accomplishment


Achieved
 Expanded
 Founded
 Improved
 Pioneered
 Reduced
 Resolved
 Restored
 Spearheaded
 Transformed



Resume Instructions

- Highlight a strong GPA (3.0 or better).
- Highlight coursework that is relevant to the job you are seeking.
- Review the job description to identify skills that are relevant to the position you are seeking.
- Present your accomplishments in the experience section by adding a result or outcome to your task.
- List a few "Memberships" and "Activities," especially if they are relevant to the position.

Resume Bullet Points

 **Instructions:** Practice writing bullet points using the Action + Project + Result (APR) equation. Pick an action verb from above, write in a project you worked on, and share the result or outcome of the project in the result section.

BULLET FORMULA: Action Verb + Project + Result = Successful bullet point!

EX: Planned fundraising event for 500 participants resulting in \$3000 donation to the Red Cross

ACTION	+	PROJECT
RESULT		
ACTION	+	PROJECT
RESULT		
ACTION	+	PROJECT
RESULT		

Accomplishment Memory Joggers

If you have trouble developing content for your bullet points, use the following memory joggers to help you recall your accomplishments:

Did you identify any problems or challenges?
Did you resolve or minimize any problems?

Did you introduce a technical innovation that was adopted?

Did you create any original works: reports, brochures, newsletters, guides, manuals, proposals, contracts, etc.?

Did you target a need for a product, service, plan, program, system, method, procedure, technique?

Did you produce results or reports whose recommendations were well received by your supervisor(s), and whose suggestions were incorporated into their future planning?

Did you reduce liability for an organization by suggesting safety improvement, improved security, etc.?

Did you develop or design a new program, plan, service, product, process, project, system method, strategy, etc.?

Did you improve (redesign, streamline or reorganize), administer or implement any projects, plans, programs, processes, services, products, etc.?

Did you improve employee relations or boost morale?

Did you facilitate or improve communication among employees, with clients, or with the community?

Did you train, present or impart knowledge to management, staff, mentees, undergrads, postbacs?

Did you reduce costs, waste, time or effort?

Did you collaborate/liaise with others?
Were you a contributing team member?

Did you formulate or participate in formulating any management decisions, policies, goals, etc.?

Did you make any recommendations that saved money, made money, increased efficiency or productivity?

Did you open or establish a new office, department branch, facility?

Did you improve quality or standards for hiring, products, services?

Did you utilize your communication skills with various audiences during poster presentations?

Did you successfully collaborate on a group project?

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