

Writing Your Résumé for Masters Students

Your résumé is a reflection of you; it should portray your experience, interests, and potential. A résumé is a personal statement that gives you and the interviewer a starting point for discussion. **Your résumé should be clear, concise, and easy to read.** It should demonstrate your ability to communicate and list your skills and work experience. The UCSC Career Center provides information on creating your resume:

<http://careers.ucsc.edu/student/resumecoverltr/resume.html>

Formatting:

- Use a legible font (Arial or Times New Roman).
- 11-12 font size.
- Limit two typed pages.

Be sure to include the following on your resume:

- **FULL NAME**
- **CURRENT ADDRESS**
- **PHONE NUMBER:** Make sure the message on your voicemail is professional. Do not answer an incoming call if your reception is bad. Return the call when you are in a quiet environment.
- **EMAIL:** Make sure your address is appropriate for a professional audience; if not, consider changing your account username.
- **QUALIFICATIONS:** list your relevant qualifications and use action verbs. Include computer skills, such as Microsoft Word, Excel, PowerPoint, etc. and language skills, for example, "Fluent in Chinese", "Intermediate Spanish", etc.
- **EDUCATION:** Name of the university and colleges (do not list high school) you have attended, degree anticipated, and the expected graduation year. You can also include your current GPA (only recommended if it's 3.5 or higher).
- **RELEVANT COURSEWORK:** List the courses you have taken that have exposed you to theories and methods relevant to the placement for which you are applying. It is not necessary to list grades.
- **WORK HISTORY or RELATED EXPERIENCE:** Position title, company you worked for, location, and the period of time the position was held (month, year). Include a concise description of responsibilities. You should list *at least* three bullet point descriptions of your duties below each position.
**Although you should revise your résumé for a specific position, don't fabricate your job duties and description. The employer will be contacting your past employers to serve as references, so tell the truth!*
- **VOLUNTEERING and/or MEMBERSHIPS:** Same as above, include description of responsibilities *if it's relevant* to the position you are applying for.
- **HONORS/AWARDS/ACADEMIC PROJECTS & PAPERS:** Include this section only if you have earned some awards or written a thesis/paper that is relevant. List with the date received/accomplished.

Do not list references on your résumé; submit these separately when they are requested. You don't need to put 'references available upon request' because that is a given. You should have at least 3 professional references.

The UCSC Career Center website has instructions on the reference sheet format:

<http://careers.ucsc.edu/student/resumecoverltr/RecommendationsandReferences.html>

Always contact your references to inform them that you are interviewing and that they may be contacted!

Interviewing Tips

Preparing for an interview is extremely important. The interview is your first impression in person and a chance to discuss the position and your qualifications. You are also interviewing the organization to see if you'd like to work there. The information below is only a brief overview of interviewing techniques. The UCSC Career Center also provides interviewing preparation materials:

http://careers.ucsc.edu/student/PrepareForAJob/interview_prep/index.html

- 1) From the job description, you should know something about the job duties and qualifications required. Review the organization's website. You may not be able to find out a lot of information before the interview, but that gives you questions to ask! Being prepared with at least 3 questions of your own that illustrates your interest in the company and the position. Do not ask about salary!
- 2) Take a few copies of your resume with you. You should also have your references prepared. The UCSC Career Center website has instructions on the reference sheet format:
<http://careers.ucsc.edu/student/resumecoverltr/RecommendationsandReferences.html>
- 3) Be punctual and dress professionally. Make sure your cell phone is turned off or on silent!
- 4) Be prepared to make an articulate statement about why you want *this* job. Know how and why you are qualified for the position, and what you can offer them.
- 5) Listen carefully to the interviewer's questions; answer concisely and completely. Avoid rambling; be aware of your body language and eye contact. Present your skills realistically; remember that you are a new graduate; your goal is to learn and expand your work experience!
- 6) Supervisors may be looking for any or all of the following qualities: maturity, leadership, judgment, motivation, communication skills, analytical skills, self-confidence, empathy, persuasiveness, experience, dedication, and the qualifications listed on their job description.
- 7) At the end of the interview, get clear closure; ask, "When do you anticipate making your final decision?"
- 8) **ALWAYS** follow-up after every interview with a thank you email. Express your gratitude for their time and your eagerness to join their team (if applicable). You can also list any skills you forgot to mention during the interview.

If offered the position, here are some tips on negotiating your salary:

- Always be gracious and express excitement before you begin to discuss salary details.
- Search for the average salary range for beginning employees in that job title (www.payscale.com)
- Take into consideration the following: health benefits, vacation time, moving allowance, stock options, and signing bonus (if applicable).
- When negotiating, suggest a pay range and be realistic about what you ask for. Always back up your request with data about the company, the job title and the role's responsibilities – not second-hand knowledge you've heard from friends or family.
- Be prompt. Once you've researched, respond quickly with written requests (either via email or electronic letter attached PDF) and try to make your decision fairly quickly since they have a job they need to fill!