

Resume Workshop

UCLA Pre-Pharmacy Society

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What is a Resume?

- According to Dictionary.com, “A brief account of one's professional or work experience and qualifications, often submitted with an employment application.”

Curriculum Vitae or Resume?

- Resume: A resume is preferred for healthcare professionals seeking positions in administrative or back-office operations.
- Curriculum Vitae ("Course of One's Life"): CVs are used primarily by people in medical, academic and scientific professions. CVs should have a tone of understated modesty.

Qualification Summary

- Caseload
- Computer/Tech Skills
- Continuous Quality Initiative
- Grant Writing/Fundraising
- Operating Revenue
- Program/Service Development and Expansion
- Research/Publication
- Regulatory/Government Agencies
- Training
- Transdisciplinary/Interdisciplinary Teams

What Should go in My Resume?

- "Honors Chemistry Major Targeting Medical Research Internship" across the top of your resume and follow with a brief paragraph describing your key qualifications.
- If any of your classes, previous jobs or volunteer positions have exposed you to research methodologies, tools or medical and healthcare areas, be sure to mention this in your opening profile as well.

Organization

- * Objective – state what kind of job or internship you're looking for
- * Experience – describe your job history in chronological order from the most recent one
- * Education – just list your high school unless you've taken college courses on the side
- * Other Skills/Information – this is where you list your computer or language skills and any associations or memberships to which you've belonged

Actions Words

- Be sure to describe your roles and accomplishments with strong action words and key terms that will pop out at employers, usually ones that signify leadership and team roles you've had. These include words such as: team work/player, multi-tasking, executed, organized, performed, maintained, supervised, managed, directed, developed, implemented

What If I Don't Have Much Experience?

- Most students don't have a great deal of relevant work experience under their belts, but you can highlight your education prominently by providing a detailed list of Degree Program Highlights. In this section, outline courses in your major and concentration and describe important projects.

Basic Resume Formatting Rules

- Bold and enlarge your name at the top.
- Keep the sections lined up and consistent.
- Use an Arial or Times New Roman font (or similar).
- Font size shouldn't be smaller than 11pt or larger than 12pt, except for your Name and Headings.
- Do not include pronouns such as "I," company street addresses, salary, or reasons for leaving.

Continued

- Two-page resume: be sure to fill the second page at least halfway down the page.
- Place “Continued” at the bottom of page one, and your name and “Page 2” at the top of page two.
- Use graphics sparingly unless you are in a creative field. It is safe to use a border and shading.
- Leave out personal data, photos, and unrelated hobbies, unless you are an actor/actress or model.
- If you spell out the state in your address, such as New York, spell out the states for your jobs.
- Proof, proof, and proof again!

Any Questions?