# Resume Tips & Recruitment Information

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**HUMAN RESOURCES**

# "TOP 5" RESUME TIPS

**1. Customize your Resume**
- ✓ Include content that demonstrates that you meet the employer's needs
- ✓ Determine between chronological vs. functional resume
- ✓ Include 10 years of employment history
- ✓ Do not copy and paste from the Job Announcement

**2. Leverage Your Strengths**
- ✓ Include a **Summary of Qualifications** at the top of your resume
- ✓ Focus on achievements, not tasks
- ✓ Demonstrate accountability and showcase results with numbers and statistics, when applicable

# "Top 5" Resume Tips

3. **Keep it Simple!**
   - ✓ Balanced use of white space and text
   - ✓ Try not to exceed 2-3 pages
   - ✓ Use simple fonts such as Times New Roman, Arial, Calibri
   - ✓ Don't include pictures, photographs or inspirational quotes

4. **Include the "Extras"**
   - ✓ Volunteer work and community involvement
   - ✓ Professional development courses and seminars
   - ✓ Certifications and licenses
   - ✓ Relevant publications

# "TOP 5" RESUME TIPS



5. **Check for Mistakes**
   - ✓ Check for spelling or grammatical mistakes
   - ✓ Ask a trusted friend to review it for any errors

**In summary, your Resume should be...**

❑ An organized written presentation of relevant information and accomplishments targeted to your career objective.

❑ Clear, direct, professional and easy-to-read

❑ Your marketing brochure

# A Stand Out Resume is your marketing brochure

- An **organized** written presentation of **relevant** information and **accomplishments** targeted to your career objective

- Clear, direct, professional and easy-to-read

# The Cover Letter

- **It's your opportunity** to demonstrate your **excellent written communication skills**.
- **It's your opportunity** to explain **gaps in employment**, **career changes**, movement, etc.
- **It's your opportunity** to **show your sincere interest** – that you invested your time and effort for their job.
- **It's your sales pitch**. A good cover letter helps to achieve your goal to **stand out** above other job applicants.

# Questions ?

# Resources @ UC San Diego

- **Talent Acquisition and Outreach Services**
  http://blink.ucsd.edu/sponsor/hr/org-chart/empl-community-outreach.html
- **Health Sciences Human Resources**
  http://hshr.ucsd.edu
- **Individual Career Consultation & Resume Review**
  http://blink.ucsd.edu/go/careerconsultations
- **Temporary Employment Services**
- **Career Connection**
  - Mock Interviews, Career Development Workshops, Staff Mentorship Program
- **Extension** - Career Assistance Services: career coaching, resume review, interviewing skills, etc.
  http://extension.ucsd.edu
- **Faculty & Staff Assistance Program**

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