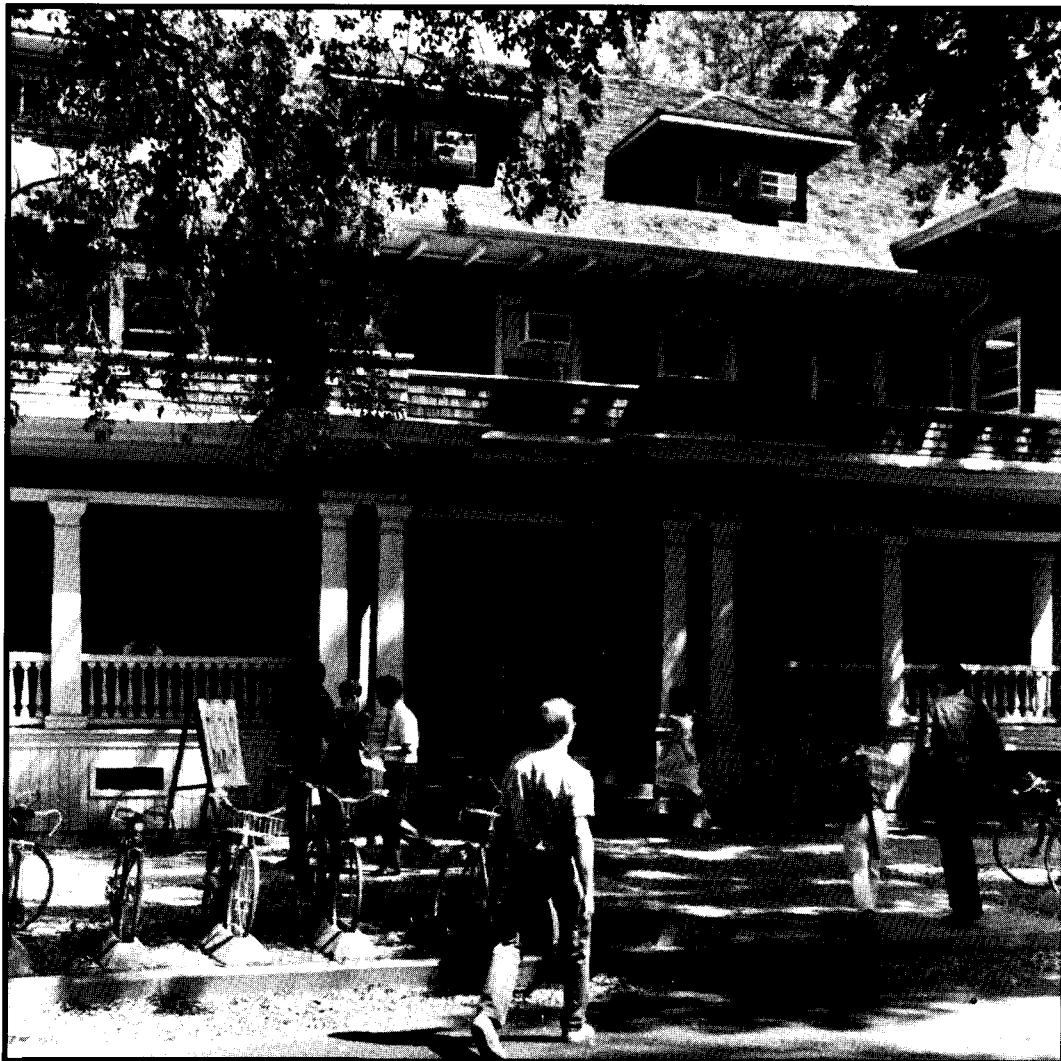


*University of California, Davis*

# Placement Manual

1991-1992



# Chronological

## Format and Content Description

NAME	
<u>Campus</u> Street Address City, State, ZIP Phone Number w/Area Code	<u>Permanent</u> Street Address City, State, ZIP Phone Number w/Area Code
<b>OBJECTIVE:</b> Be specific	
<b>EDUCATION:</b> List most recent degree first, major, institution and date of graduation or expected graduation. Point out areas of specialization in academic work, honors.  If applicable, include: Thesis Title Faculty Research Advisor Publications  You may wish to add an addendum that identifies the courses you have taken, grouped into two or three meaningful categories.	
<b>EXPERIENCE:</b> Your job title, name of organization, description of your duties, including the variety of assignments, amount of responsibility, number of people supervised, and special accomplishments, dates. Include military service if applicable.	
<b>EXTRACURRICULAR/LEADERSHIP:</b> Job title, name of organization, brief (optional) description of what you did, and dates.	
<b>REFERENCES:</b> State "Available upon Request"	
OR	
Give names, titles, business mailing addresses and telephone numbers of two to three business references. Do not use relatives, friends, or other students as references.	

## Sample

ANH NGUYEN	
<u>Campus</u> 999 University Avenue Collegietown, CA 99999 (916) 75x-xxxx	<u>Permanent</u> xxx Green Street San Francisco, CA 12345 (415) 48x-xxxx
<b>OBJECTIVE:</b> Sales program trainee.	
<b>EDUCATION:</b> Bachelor of Science in Agricultural and Managerial Economics, with special emphasis in Consumer and Managerial Economics University of California, Davis, June <b>19xx</b> .	
<b>EXPERIENCE:</b> Marketing/Sales Intern. Progressive Microproducts, Sacramento, CA ( <b>19xx</b> - Present) Marketed personal computer hardware and software. Developed and implemented marketing and advertising strategies. Designed and developed educational and entertainment software for Apple II microcomputer system. Participated in numerous microcomputer trade shows.  Management Trainee/Salesperson. Grand Auto, Davis, CA ( <b>19xx-19xx</b> ) Performed sales work for auto parts store with annual sales exceeding \$35 million. Position required use of interpersonal skills to work effectively with customers and employees. Maintained a large store inventory utilizing a computerized inventory system. Supervised and trained sales personnel. Implemented parts department reorganization for enhanced work flow. Developed effective in-store and window displays.  Salesperson, Consumer Distribution, Woodland, CA ( <b>19xx-19xx</b> ) Performed general merchandise sales for large catalog chain store. Handled cash, performed inventory control, and completed clerical tasks.	
<b>LEADERSHIP:</b> American Marketing Association Fundraising Chairperson, Delta Sigma Pi, a service fraternity Vietnamese Student Association	
<b>REFERENCES:</b> Available upon request.	

A chronological resume presents your education and work experience in a straightforward, reverse chronological order. If the majority of your work experience is related to your stated job objective, the chronological style can be effective. Please note that this chronological resume is reformatted as a functional resume in the next example.

## Format and Content Description

NAME	
Street Address City, State, ZIP	Phone (include area code) Message Phone
OBJECTIVE Be specific.	
EDUCATION Most recent degree first, major, institution, date of graduation. Honors, if applicable, and if you feel they are important.	
QUALIFICATIONS <u>OR</u> AREAS OF EFFECTIVENESS In this section, isolate three to five of your strongest demonstrated skills. The skills you select should be essential to the type of job you have identified in your "Objective." For each skill you have chosen, summarize your accomplishments and experiences that pertain. You need not mention the specific job in this section, as you will do so in the "Employment History" section. Be specific in discussing how you demonstrated your skills and, whenever possible, concentrate on the results you achieved in using the particular skills.	
EMPLOYMENT HISTORY Job Title, Employer, Duties, and Dates.	
ACTIVITIES/LEADERSHIP	
REFERENCES Available upon request	

## Functional

## Sample

ANH NGUYEN	
<u>Campus</u> 999 University Avenue Collegetown, CA 99999 (916) 75x-xxxx	<u>Permanent</u> xxx Green Street San Francisco, CA 12345 (415) 48x-xxxx
OBJECTIVE Sales program trainee.	
EDUCATION Bachelor of Science in Agricultural and Managerial Economics, with special emphasis in Consumer and Managerial Economics. University of California, Davis, June 19xx.	
AREAS OF EFFECTIVENESS	
<b>MARKETING/SALES</b>	
<ul style="list-style-type: none"> <li>• Marketed personal computer hardware and software.</li> <li>• Developed and implemented marketing and advertising strategies.</li> <li>• Performed sales work for auto parts <b>chain</b> store with annual sales exceeding \$35 million.</li> <li>• Recognized for impressive sales record and received quarterly awards for outstanding performance.</li> <li>• Performed general merchandise sales for large catalog sales store.</li> <li>• Participated <b>in</b> numerous microcomputer trade shows.</li> </ul>	
ORGANIZATION/PLANNING	
<ul style="list-style-type: none"> <li>• Designed and developed educational and entertainment software for Apple II microcomputer system.</li> <li>• Developed peripheral hardware for microcomputers.</li> <li>• Implemented parts department reorganization for enhanced work flow.</li> <li>• Developed effective in-store and <b>window</b> displays.</li> </ul>	
COMMUNICATION SKILLS	
<ul style="list-style-type: none"> <li>• Used interpersonal skills to work effectively <b>with</b> customers and employees.</li> <li>• Revised policy manuals and developed curricula for training sessions.</li> <li>• Supervised and trained sales personnel.</li> <li>• Made effective presentations to supervisors and managers on peripheral hardware for inventory control.</li> </ul>	
EMPLOYMENT HISTORY	
<b>Marketing/Sales</b> Intern, <b>Progressive</b> Microproduct, Sacramento, CA, 19xx - Present. Management Trainee/Salesperson. Grand Auto, Inc., Davis, CA 19xx - 19xx. <b>Salesperson</b> , Consumers Distributing Company, Woodland, CA 19xx - 19xx.	
ACTIVITIES	
American Marketing Association Fundraising Chairperson, Delta Sigma Pi, a service fraternity Vietnamese Student Association	
REFERENCES Available upon request.	

A functional resume differs from a chronological resume by concentrating on skills that you have used that relate to your stated objective rather than on the jobs you have had. A functional resume is particularly effective if your work experience has not been closely related to your job objective, if you are changing careers, or if you are seeking a promotion. In this format you elaborate on the skills necessary to perform the desired job and how you have demonstrated those same skills in a different type of job.

# Combination Chronological / Functional

## Format and Content Description

## Sample

NAME	
Street Address City, State, ZIP	Phone (including area code) Message Phone
OBJECTIVE: Be specific about the type of position desired.	
SKILLS: In a list or brief paragraph, summarize three to five skills you have <u>that relate to your stated job objective</u> . You should be able to utilize these skills with little or no supervision.	
EDUCATION Beginning with your most advanced degree, list degree, major, institution, date of graduation, and honors, if applicable.	
RELATED COURSE WORK: (Optional category)	
EXPERIENCE: List your job title, the organization for which you worked and a brief description of your duties, including the variety of tasks, type of responsibility, and any special accomplishments. Dates follow last.	
INTERESTS: (Optional category)	
REFERENCES: Either state simply: "Available on Request" or "Furnished upon Request."	
<b>OR</b>	
List the names, titles, addresses and phone numbers of the people you are using as references. ( <u>Always</u> be sure to ask people to act as references for you before listing as such.)	

Maria Garcia	
<u>Local Address</u> 55 College Park Davis, CA 95616 (916) 75x-xxxx	<u>Permanent Address</u> 1930 Grape Avenue Fairfield, CA 94533 (707) 42x-xxxx
OBJECTIVE: Research support position using background in biochemistry.	
EDUCATION: Bachelor of Science in Biochemistry University of California, Davis Degree expected December, 19xx	
SKILLS: Protocol design for Proteolytic Digests Gas Chromatography Ability to keep accurate laboratory records HPLC	Electrophoresis Spectrophotometry Computer data analysis
EXPERIENCE: <u>Protein Biochemistry Intern</u> , Genentech, Inc., San Francisco. Investigated structure-function relationships of interferon. Experiments included the use of limited proteolytic digests, electrophoresis, and HPLC. (June to September, 19xx). <u>Clinical Pathology Intern</u> , Department of Clinical Pathology, University of California, Davis. Developed a buffer system for liquid chromatographic isolation of pesticide metabolites in urine. Performed gas chromatography on purified samples. (March to June, 19xx). <u>Laboratory Helper</u> , Botany Department, University of California, Davis. Assisted in establishment of field experiments and maintained laboratory cleanliness. (May to July, 19xx). <u>Salesperson</u> , Macy's, Sacramento. Customer service, sales, public relations, inventory control and balanced cash register receipts. (May to September 19xx).	
ACTIVITIES: President, Biochemistry Club; Member, CHE/MECHA Swimming, intramural basketball.	
REFERENCES: Furnished upon request.	

As its name implies, the combination chronological/functional resume uses elements of both styles. In this case, the skills section (which may also be called qualifications) merely identifies your skills in relation to your job objective, but does not elaborate on your

experiences or accomplishments for each skill mentioned. This format can be effective if at least some of your work experience is related to your job objective and you want to outline some highlights of your work.

# Curriculum Vitae

## Format and Content Description

ADDRESS	NAME	PHONE
EDUCATION (Include degree, discipline, date of graduation, and advisor.)		
DISSERTATION/THESIS (Relevant course work can be included as an addendum.)		
AREAS OF SPECIALIZATION (Optional category)		
TEACHING EXPERIENCE		
RESEARCH EXPERIENCE		If you have an extensive work history, your cv will be easier to read if you organize experiences into appropriate categories such as teaching, research, etc. If you have only one experience in teaching, one in research, etc., group all of your work experience into one category, called Work Experience or Professional Experience, etc.
RELATED EXPERIENCE (i.e., Administrative)		
PUBLICATIONS	(If your publications are numerous, they could comprise a separate addendum. Distinguish between publications in press, submitted, presentations, reports, limited distribution, in review, and in preparation.)	
ACADEMIC SERVICE	(Campus committees and organizations in which you had an actual role.)	
<b>PROFESSIONAL AFFILIATIONS</b> (Memberships, Conferences, etc.)		
HONORS/AWARDS		
LANGUAGES		
REFERENCES	(Generally, list your references by name including their position, institution and phone numbers. Also include the address for requesting your placement file.)	

briefly your responsibilities. Your research experience section should provide a reader with a clear, concise understanding of the nature of your research, instruments or methodology employed and results.

A curriculum vitae will usually be two or three pages for a doctoral candidate or recent doctoral recipient.

## General Skills Particular to Graduate Students

### Communication

- write clearly and concisely
- listening
- public speaking
- knowledge of dynamics of interpersonal relations
- distinguish fine shades of meaning
- distinguish verbal, non-verbal, messages
- teaching/training
- counseling/advising
- serve as resource/referral person

### General Research

- data retrieval
- data acquisition
- data manipulation
- methodology
- survey work, i.e., develop questionnaires, interviewing
- observation
- classification
- test hypotheses for acceptance or rejection against known evidence
- identify and use resources

### Technical Skills

- computer programming
- editing

### Laboratory Skills

### Field Research Skills

Problem-Solving/Analytical/Conceptual

- analyze
- ability to reason logically
- problem identification
- problem analysis
- perceiving parts in relation to whole
- see patterns
- develop theories out of pattern
- synthesize
- condense material to its important components
- manipulate abstract concepts
- formulate hypotheses
- flexibility in thinking
- impose structure-create order out of "chaos"
- program evaluation

### Managerial

- supervision
- evaluate performance of others
- assume authority
- delegate authority
- time management
- establish goals
- set objectives
- motivate people
- tolerance of ambiguity

A curriculum vitae is the name of the resume used by individuals seeking a teaching and/or research position in a postsecondary institution. Information in all categories should be in reverse chronological order, with the most recent data first.

In describing your teaching experience, mention your title, the descriptive title of the course (not course number), the department, institution and dates. To clarify, describe

## Sample

ELIZABETH A. SAMUEL

Department of Bacteriology  
University of California, Davis  
(916) 75x-xxxx

2413 Main Street  
Davis, California 95616  
(916) 55x-xxxx

## EDUCATION

**PhD**, Microbiology, University of California, Davis. Degree expected Spring 19xx. Dissertation: Analysis of the regulation of leucine biosynthesis by ppGpp in Escherichia coli. Advisor: Dr. Sara Smith.

Master of Science, Microbiology, California State University, Long Beach, August 19xx. Thesis: Restriction endonuclease analysis of the satellite DNA component from two extremely halophilic bacteria. Advisor: Dr. Paul Jones.

Bachelor of Science, Biological Sciences, University of California, Davis, June 19xx.

## RESEARCH EXPERIENCE

Graduate Study, UC Davis, 6/xx - present.

Conceived and optimized novel selection procedures using leu::Mud::lac fusions to isolate 1) mutations in the leucine promoter, and 2) unlinked mutations that give rise to decreased expression of biosynthesis in Escherichia coli. Genetically mapped unlinked mutations. Future work involves analysis in an S-30 in vitro system and cloning of the mutants. Dr. Sara Smith, Department of Bacteriology.

Graduate Study, CSU Long Beach, 9/xx - 8/xx.

Isolated and characterized the satellite DNA component from Halobacterium sp. by density gradient centrifugation and restriction endonuclease analysis. Dr. Paul Jones, Department of Microbiology.

Research Assistant, Veteran's Administration Medical Center, Long Beach, 9/xx - 9/xx.

Collected, maintained and statistically evaluated data for ongoing studies including drug evaluations, immunological studies, iron therapy studies and studies on long-term dialysis patient care. Dr. Khosrow Mirahmadi, Medical Hemodialysis.

## TEACHING EXPERIENCE

Associate-In, Bacteriological Techniques Laboratory, UC Davis, 9/xx - 12/xx.  
Lectured on and demonstrated new techniques. Graded laboratory write-ups.

Teaching Assistant, Bacterial Genetics and Physiology Laboratory, UC Davis, 9/xx - 6/xx.

Pre-ran experiments and produced detailed protocols for new experiments. Demonstrated techniques and assisted students in every day laboratory routines.

Graduate Assistant, Microbial Genetics, CSU Long Beach, 9/xx - 9/xx.

Maintained auxotrophic stock cultures and bacteriophage lysates used for genetics experiments. Prepared supplemented media of various types. Revised and updated laboratory manual.

## PUBLICATIONS

Smith, S., and E. A. Samuel. 19xx. Use of M13mp phages to study gene regulation, structure and function: cloning and recombinational analysis of genes of the E. coli leucine operon. J.Bact.:26: 147.

Samuel, E. A. 19xx. Bacteriological Projects for Biological Sciences 1 Students. (in-house publication).

## ABSTRACTS AND PRESENTATIONS

Samuel, E. A., and S. Smith. Use of leu::lac fusions to isolate leucine operon regulatory mutations in Escherichia coli. Presented at the 19xx Annual Meeting of the American Society for Microbiology.

## ACADEMIC SERVICE

- Chairman, Microbiology Graduate Student Association, UC Davis (19xx - present).
- UC Student Representative to the Board of Admissions and Relations with Schools Subcommittee on Research (19xx-19xx).

## PROFESSIONAL AFFILIATIONS

- American Association for the Advancement of Science (AAAS).
- American Society for Microbiology (ASM).

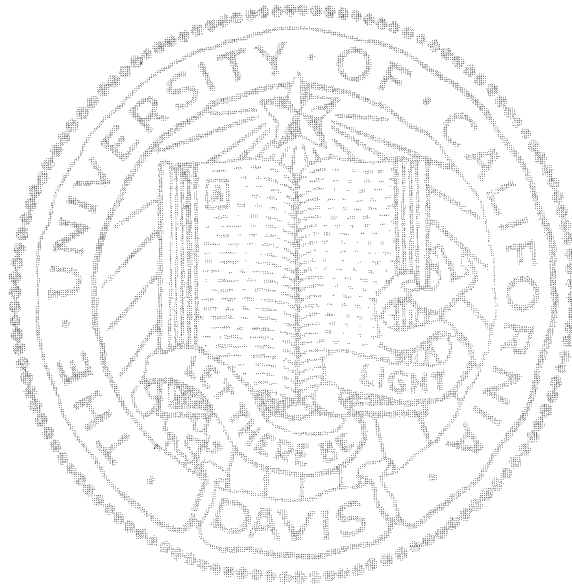
## HONORS

- Recipient, Outstanding Graduate Student Teaching Award, UC Davis, May 19xx.

## REFERENCES

- Sara Smith, Ph.D. 916-75x-xxxx  
Department of Microbiology, University of California, Davis, CA 95616
- Don Pruitt, Ph.D. 916-75x-xxxx  
Department of Microbiology, University of California, Davis, CA 95616
- Nili Sneh, Ph.D. 916-75x-xxxx  
Department of Microbiology, University of California, Davis, CA 95616
- William T. Wolff, Ph.D. 916-75x-xxxx  
Department of Microbiology, University of California, Davis, CA 95616

Placement file available from Education and Graduate Placement, The Internship and Career Center, South Hall, University of California, Davis, CA 95616, 916-752-0724.



## Your Placement Manual For a Successful Career Search

- Learn about career/placement services.
- Prepare an effective resume.
- Participate in the campus interviewing program.
- See the **EMPLOYER REFERENCE SECTION** to learn about employers recruiting on campus.

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