



Cultivating the next generation of movers, shakers, doers, and dreamers

Resume Guide

While we designed this guide with Bruin Ventures' application in mind, we believe that the ideas we discuss here are relevant to several business industries, including finance, venture capital and consulting.

For freshmen / incoming transfers:

Welcome to UCLA! Congratulations on being admitted to one of the finest universities in the world. UCLA has an incredibly diverse student population, and whether you're interested in finance, baking, programming or music, you will find like-minded peers here to further develop your interests.

As Bruin Ventures is focused on the Startup and Venture Capital world, a lot of content in this guide is tailored towards that world. If you aren't excited about LA's startup ecosystem, no worries! UCLA has lots of resources to prepare you for the real world and I strongly encourage you to take a look at the Career Center website at <https://career.ucla.edu> to get started.

You may be asking - why do I have to worry about resumes now? From our experiences, spending a few hours working on your resume gives you a **huge** advantage when applying for internships and other opportunities during your time here, allowing you to stay ahead of the curve and get access to several opportunities that most freshmen wouldn't dream of. At Bruin Ventures, some of our members have even received Venture Capital internships, and they attribute their success to the time they spent working on these materials.

For other students:

Even if you're not particularly focused on the finance world, Bruin Ventures has opportunities for you! We take in students from a diverse range of majors across the College and different Schools, so we urge you to continue reading!

Resumes

As mentioned above, resume standards are significantly different in different industries. A design resume will look nothing like an engineering resume, and a finance resume will be completely different from the other two.

This guide is focused on a resume for VCs, startups and consulting. If you are a student from a different field who is interested in what we do (like if you're an engineer looking to enter the VC world), you should craft different resumes for different fields, so this guide still helps when applying for VC-focused positions.

We have a step-by-step guide you can follow to get your resume off to a great start, and a sample resume at the end.

1 Resume Header

Your resume header (at the very top of your resume) should contain your full name and your contact information, including:

- Address (at a minimum, you should include your city and state)
- Phone Number
- Email Address
- LinkedIn (if available)

2 Education

Your education section should include:

UCLA:

- Write down the full name, University of California, Los Angeles
- Write down the location (Los Angeles, CA) and expected graduation month
- Write down your majors, overall GPA
- List out any small activities and societies you may have been involved with
- Write down any other relevant information (honors, coursework, etc)
- **Note: if you are a freshman, you don't need a GPA for BV applications**

Other Institutions:

- If you are a transfer student, follow the instructions above for your previous university or college, making sure you mention GPA
- For freshmen, do the same for your high school, mention your high school GPA and any standardised test scores you received (such as the SAT or ACT)

3

Work Experience

This is the section we get the most questions about. What happens when you don't have any business related work experience or never had a proper job?

From our experience, most finance, consulting and startup focused clubs at UCLA (including Bruin Ventures) don't expect you to have founded three companies and taken on a full time job at Apple.

For freshmen, we recommend you talk about any internships or part-time jobs you may have undertaken in high school (even they seemingly have nothing to do with startups or venture capital), as the experiences will speak to your character and soft skills.

For sophomores+, we encourage you to remove any high school experiences from this section (but otherwise follow the same guidelines as below)

For example, if you worked as a lifeguard, it shows us that you have strong time management and organization skills, and can be trusted to oversee / lead other people. A customer-facing job tells us that you can interact with clients professionally and have good decision-making skills.

For descriptions, there are a few rules to follow:

- The company name should be bolded / highlighted in some way
- You should mention your job title and the months you were working
- You should have 2-4 bullet points for each job, summarising your role
- The bullet points should start with action verbs (either past or present tense)
- Focus on results, use numbers in your bullets to stand out

Rather than saying "I sold tickets for a high school play through Instagram", you can say "Increased the number of ticket sales by 25% in one month by implementing three advertising campaigns on Instagram"

List your experiences chronologically, with the most recent experience at the top.

4

Extracurriculars and Leadership

Follow the same rules as Work Experience - clubs and companies want to see your passion and aren't concerned about a lack of business-focused clubs.

5 Honors and Skills

The honors and skills section at the bottom allows clubs and companies to get to know you as a person.

You can list (in one or two lines), all the honors and scholarships you have received from UCLA, high school or any third parties. You should also use a line to list your most relevant skills (can you speak a foreign language or code an app in Swift?)

Lastly, have a line that summarises your interests outside the chosen field, such as mountaineering, playing in a jazz band or being a Pixar fan. Interviewers use this information to break the ice and allow you to answer a few silly questions before moving on to the main interview.

6 Formatting

If you've never attended one of the career center workshops, you may not have seen college finance / business resumes. In addition to having the above content, there are also important formatting rules you must follow.

- No colors and photos
- Simple formatting and a professional font
- **Your resume should not be longer than one page**
- Consistent spacing, font size, and punctuation
- Experiences in chronological order
- Actions verbs for bullet points in the correct tense

We've shown a sample of a well-formatted resume on the next page.

Warning: Try not to use resume software online, as it is designed for working professionals and often exceeds the 1-page limit. Our go-to is usually Microsoft Word (which is free if you sign up with your UCLA account).

7 Any other questions?

If you have any questions about this guide or Bruin Ventures, please send an email to uclabv@gmail.com. In addition, we will try and provide feedback to all applicants during our Fall 2021 Recruitment Cycle. You can also head to the UCLA career center website for a detailed look at application material.

Joe Bruin

Los Angeles, California, 90024 • (310) 999-9999 • joebruin@g.ucla.edu • linkedin.com/in/joebruin

Education

University of California, Los Angeles (UCLA)

September 2021 - June 2025

B.S. Cognitive Science, Minor Statistics

- Cumulative GPA: 3.71/4.00
- Extra Curricular: Ultimate Frisbee Club, Chess Club, Undergraduate Students Association Council

Bruin High School

August 2017 - June 2021

International Baccalaureate

- High School GPA: 3.8/4.0
- Extra Curricular: Orchestra, Volunteering, Jeopardy Club, Track & Field, Lock Picking Club, Chess Club
- Awards: Honor Roll, National Merit Scholarship Finalist, In-N-Out Employee of the Month

Professional Experience

Investment Co.

June 2021 - September 2021

Summer Intern

- Read through financial statements and pitch deck to create a summary of a software deal
- Created spreadsheets to organize financial data to be used in financial reports and financial models

In-N-Out

August 2020 - June 2021

Cashier

- Handled an average of 100 transactions daily, and kept track of customer satisfaction through surveys
- Assisted in implementation of new member training which was used to train 30 new members

Clubs & Extracurricular

Lock Picking Club

November 2018 - June 2021

Club President

- Lead on campus recruitment campaign that increased club membership by 250%
- Organized club finances, and used funds to buy locks and lock picks for members of the club

Chess Club

October 2017 - June 2021

Treasurer

- Travelled to local middle and elementary schools to teach kids how to play chess
- Tutored kids aged 6-12 in chess strategy; two of my students won a regional chess tournament
- Handled club finances which were used to bring the club to local and state-wide chess tournaments

Skills, Activities, and Interests

Languages: English (Native), Spanish (Fluent)

Technical Skills: Java, Python, HTML, Microsoft Office, Canva, Photoshop

Interests: WSJ, Baking, Chess, Philosophy, Cello, Political Theory, Ultimate Frisbee, Jeopardy