# Career Development Center Services

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D.I.G.S. is a systematic model to increase control over your career direction.

The Career Development Process

Think about your career as a journey... that will last a lifetime.

When you answer the following questions, you know it’s time to move to the next phase:

Discover

“What makes me unique?”

Investigate

“Is this a good fit for me?”

enGage

“Am I passionate about this career path?”

Succeed

You know who you are, what you want, and how to get there.
The key to choosing an appropriate major or career is to identify some critical information about yourself.

**Interest Inventories**
Determine your likes and dislikes regarding various activities.

**Value Inventories**
Measure how important different values are to you.

**Personality Inventories**
Looks at your traits, motivational drives, needs, and attitudes.

**Skills Assessment**
Will determine your skills and confidence learning a skill.

**Leisure Assessment**
Measures your leisure behavior “free time.”

![Diagram of Career Assessments]

To get an accurate assessment, remain honest with yourself.

Go to: fresnostate.edu/careers and click on “Students” then “Majors and Careers” to discover the available career assessments. Please speak with a Career Counselor to interpret and discuss your results.

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**Single Occupation Worksheet**

Complete the Focus 2 assessments (will take 25 minutes for all five)

Occupation: __________________________________________________________

Tasks: (List top 3 tasks that you feel describes things you enjoy doing and WHY?)

1. _________________________________________________________________
2. _________________________________________________________________
3. _________________________________________________________________

Skills I Have: _______________________________________________________

Skills I Need: _______________________________________________________

Education Requirement(s): ____________________________________________

Salary for California: $____________

Do I want to continue to research this career?   Yes   No

Yes: Continue to “Investigate” (Look at the “Career Development Process” on page 2.)

No: What did you not like about the career? _____________________________

Repeat this worksheet until you answer “yes”  

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**The Career Development Plan**

**FRESHMAN 0 – 29 Units (Discover)**
- Clarify who you are and what you want through Focus 2 career assessments
- Watch Career Spots occupational videos to learn more about your career
- Visit the Career Development Center's website to explore available programs and activities
- Talk with advisors, counselors and faculty about your classes and career interests
- Develop a resume
- Volunteer (and earn credit in Community Service 1 or 101 class)
- Use HireFresnoState to pursue part-time, on-campus, and summer jobs in your field of interest
- Develop a budget, talk about your savings plan and more with the help from the Money Management Center

**SOPHOMORE 30 – 59 Units (Investigate)**
- Watch Career Spots videos for advice on career readiness, internships and job search
- Build marketable leadership skills by joining student organizations and clubs
- Identify career options using What Can I Do With This Major? and Fresno State Majors & Job Outlook
- Consider an internship
- Learn how to build your network and cultivate mentors in Linkedin
- Attend career fairs to gather information
- Update your resume
- Conduct informational interviews with individuals in careers that interest you

**JUNIOR 60 – 89 Units (enGage)**
- Improve your career readiness skills through activities, volunteer, work and/or internships
- Keep in touch with previous faculty and advisors
- Visit the Clothing Closet to obtain free professional clothing
- Practice networking while gathering career information at career fairs
- Consider researching graduate schools
- Meet with a career counselor to create a job or graduate school search strategy
- Revise your resume
- Learn about interviewing techniques and practice using StandOut

**SENIOR 90+ Units (Succeed)**
- Initiate your job search plan
- Select and contact professionals for references and recommendation letters
- Identify and research prospective employers using Buzzfile
- Fine-tune your resume
- Prepare for interviews using StandOut
- Network with faculty, alumni, and others in Linkedin
- Attend career fairs and participate in employer panels
- Apply to graduate schools
Sample Questions to Ask

- Tell me how you got started in this field. What education or related experience might be helpful in entering this field?
- What are the daily duties of your job? What are the working conditions? What skills/abilities are utilized in this work?
- What are the toughest problems you deal with? What problems does the organization as a whole have?
- What obligation does your work put on you outside the work week?
- How much flexibility do you have in terms of dress, work hours, vacations?
- What do you find most rewarding about this work?
- What salary level would a new person start with? What are the benefits? What are other forms of compensation?
- Is turnover high? How does one move from position to position?
- What trends do you see for this industry in the next 3 to 5 years?
- How well-suited is my background for this field? How would I go about finding a job in this field?
- What suggestions do you have to help make my resume more effective?
- What are the most important factors used to hire people in this work (education, experience, personality, skills).
- Will you refer me to 3 other professionals I can speak with? May I have permission to use your name when I contact them?
- Do you have any other advice for me?

To: Fernando Gonzalez (fgonzalez559278@email.com)
From: Pedro Public Health (pedro.p.health@mail.fresnostate.edu)
Subject: Camila Counselor Referral - Informational Interview Request

Dear Mr. Gonzalez,

My name is Pedro Public Health and as a current public health student at Fresno State, I am very interested in working in health administration. My counselor, Camila Counselor who is a colleague of yours and connected to you on LinkedIn, suggested I reach out to you based on my interests in your current role in the healthcare industry.

Would you possibly be available for an informational interview? I would love to hear more about what you do, and how you got your start in health administration.

Please let me know if you are available to meet sometime next week. If your schedule doesn’t allow, what about a 10 minute phone conversation? I look forward to hearing from you soon.

Sincerely,
Pedro Public Health | 559.555.5555
Every person you meet has the ability to connect you to (potentially) hundreds more people. The reality is... we don’t know who everyone else knows. Our best bet is to have genuine, useful relationships with as many people as possible. Anyone can be a lead, give you a lead, or offer you a resource about the occupation of your choice.

Brainstorm people you know and think who can be a lead, give you a lead, or offer you a resource
Are You Career Ready?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interests. Mastering these Career Readiness Competencies will prepare you for a successful transition into the workplace.

- **Career Management**
  Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to career goals. Developed in: classes, visiting the Career Development Center, attending job fairs, completing Focus2, and internships.

- **Oral / Written Communication**
  Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside / outside the organization. Developed in: classes, student organizations, papers, projects, and jobs.

- **Critical Thinking / Problem Solving**
  Exercise sound reasoning to analyze issues, make decisions, and overcome problems. Developed in: group projects, research papers, Service-Learning, and jobs.

- **Teamwork / Collaboration**
  Build relationships with colleagues and customers representing diverse cultures, races, genders, religions, lifestyles and viewpoints. Developed in: group projects, student organizations, and jobs.

- **Global / Intercultural Fluency**
  Value, respect and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Developed in: Humanities classes, student organizations, and attending cultural events on campus.

- **Leadership**
  Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Developed in: group projects, class, research, student organizations, and social media.

- **Digital Technology**
  Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals. Developed in: group projects, class, research, student organizations, and social media.

- **Professionalism / Work Ethic**
  Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time management. Developed in: class attendance, completing assignments on time, and internships.
Gain Experience Now For Future Success

What’s the answer to this age old question, “How do I get a job without experience and how do I get experience without a job?” We’ve got three great answers for you - On-Campus Employment, Internships, and Community Service!

ON-CAMPUS EMPLOYMENT

A part-time work experience at a convenient campus location including Work Study.
- Research shows students employed on-campus have higher GPAs and graduate faster than their peers.
- On-Campus jobs are more flexible than off-campus jobs because they are designed for students like you.

INTERNSHIP

A professional learning experience that offers meaningful, practical work related to a student’s field of study or career interest. Internships can be paid or unpaid, and can take place during the academic year or during the summer. As an intern, you can gain much more than only academic credit and/or a paycheck.

You will:
- “Test Drive” your future career
- Gain experience to add to your resume
- Develop valuable networking contacts who can help you in your job search in the future
- Become more competitive in the job market after graduation and you may get a higher starting salary

All students are strongly encouraged to complete at least one internship during their college career. Internships are usually open to students starting the summer after their sophomore year through their final semester prior to graduation.

Community Service Scholarship Program – Intern for 75 or 150 hours with sponsoring nonprofit and government agencies to earn 1 or 3 units of credit and an $875 or $1750 scholarship upon completion of hours. Available positions are posted on HireFresnoState.
• Visit HireFresnoState, the university’s online internship and job posting system, by visiting your MyFresnoState portal and clicking the HireFresnoState menu item
• Contact the faculty internship coordinator in your academic department or the University Internship Coordinator for information on internship procedures and verifying requirements for arranging class credit
• Identify and research organizations where you may have an interest in interning or volunteering. Check out Buzzfile and websites of these organizations
• Attend the Career Fairs and Community Service Opportunities Fair held each semester
• Take full advantage of workshops offered by the Career Development Center on interviewing and resume writing
• Use StandOut to learn and practice your interview skills
• Network by speaking with every resource available to you including family, friends, alumni, professors and members of professional organizations
• Connect with employers and alumni utilizing social media sites such as LinkedIn
• Join a student club or a professional organization, which will help provide excellent opportunities to develop leadership skills, network with professional guest speakers and provide community service

SO WHAT’S IN IT FOR ME?

By participating in On-Campus Student Employment, Internships, or Community Service you will:
• Develop and enhance key skills and career competencies that every employer wants and needs
• Gain valuable academic and career-related experience
• Apply classroom learning in real-world situations and perhaps get better grades
• Explore an area of interest and validate career choice(s)
• Earn a paycheck and/or academic credit and reduce your need for student loans
• Develop a strong work ethic and perfect time-management skills necessary for academic success
• Build relationships and network with professionals who can advise and mentor you, enhancing your long-term career success.

Gain Experience Now For Future Success

JAN AND BUD RICHTER CENTER FOR COMMUNITY ENGAGEMENT AND SERVICE-LEARNING

Provides students with quality volunteer experiences that cultivate a lifelong service-ethic which will stimulate and enhance the educational experience at all levels including earning credit.

For more info, go to fresnostate.edu/cesl or visit Thomas 107.

STRATEGIES FOR LOCATING ON-CAMPUS EMPLOYMENT, INTERNSHIPS, AND COMMUNITY SERVICE OPPORTUNITIES
Develop a Money Management Style

No two budgets are the same
There is no right or wrong way to manage your money. You’re going to do things differently than your friends and family members. Everyone has different ways they like to spend their money. You might shell out your money for experiences such as visiting new cities, dining out and playing in sports leagues, while your roommate likes having the latest game system, sound system or flat-screen television. Thereby, no two household budgets are the same.

You’ll begin to change how you manage your money over time (spend vs. save). The important thing is to know what’s driving your money behaviors, so you can make more informed decisions for your life. Align your spending with your values and shifting life priorities (graduate school, marriage, children, investments, etc.).

Discover Your Financial Identity
Your financial identity is the way you approach money management—what you think about and rely on when you have financial decisions to make (needs vs. wants, spender vs. saver). Knowing your financial identity can provide you with insights into what is needed to become financially self-sufficient.

When You Start Being Serious About Money
You might find financial decisions overwhelming, and your focus may be on other things. This may lead you to act impulsively, so it will help you to slow down, gather information and carefully contemplate a financial decision before moving forward.

You might want to adopt the financial practices of your parents or guardians. While modeling their positive behavior is good, remember you’ll face different challenges and opportunities than them. Ideally you will seek out additional insight and opinions before you make your financial decision.

Let’s Talk!
Check out Unleashed - The 24-hour online access portal that is a step by step blueprint to reach your financial freedom.

fresnostate.edu/unleashed

Call 559.278.2381 to make a free custom coaching session today!
Spend Your Money Wisely

With a little self awareness and self control (needs vs. wants), you can transform your consumer habits into a smart spender. Here are a few things to keep in mind the next time you’re ready to make a purchase.

Be a Savvy Shopper

• Make a shopping list and stick to it.
• Decide how much you can spend, and limit temptation by only carrying cash.
• Search for coupon codes and promotions online, and ask about discounts when you get to a store.

Find the Best Deals

• Consider used over new. Go for refurbished electronics and previously owned books.
• Comparison shop. Check prices at several stores and online retailers.
• Get the inside scoop. Read reviews online and talk to people you trust.

Think Through Your Big Purchases

1. Define your goal. What do you want to achieve with this purchase?
2. Establish your criteria. What aspects are needs and what are wants?
3. Choose a few options, taking anything that doesn’t match your needs off the table.
4. Identify the pros and cons of each. For example: “Option A has all the features I need and is in my budget, but it’s not the color I want. Option B is the right color, but costs $200 more than I can spend.”
5. Decide what’s best. Choose the purchase option that best fits your criteria and financial situation.

Final Note

Know your triggers. Are you a sucker for a sale? Do you have a weakness for $4 lattes? Recognize what leads you to spend, and avoid those situations as much as you can.

“YOU HAVE THE MOTIVATION, NOW YOU NEED A PLAN.”
The Power of Plastic

Responsible Credit Cards

Pay Off Your Bill in Full Each Month
If you only make the minimum payment, you’ll be left with a balance, which will increase over time thanks to interest.

Establish a “Credit Code of Behavior”
Only use your card for certain types of purchases, so it’s easier to keep track of how much you’re spending throughout the month.

Know What Affects Your Credit
Before stressing about your credit score, it’s important to understand what goes into determining your credit score and how important each factor is. Visit Experian, TransUnion, or Equifax to find out more information.

We’re Here For YOU!

Your Very Own Coach
Call the Money Management Center at 559.278.2381 to make an appointment with a Bulldog Financial Coach!

We Actually Get You
We understand Fresno State students because we are them. We’re passionate about helping students experience financial freedom.

Real People
Nobody’s perfect. Our financial coaches are real people who empathize and never judge. Chances are we’ve been there, done that just like you.

Real Connection
Connecting with someone who understands you, keeps you accountable, motivated to continue, and stay on track makes all the difference. We want you to focus on succeeding at Fresno State, not just about money.

Financial coaching that helps you focus on more than just money while you're in college.
Smart Saving

What’s the Secret to Saving Money as a College Student?
Putting away a little time. It might not seem like much now, but it can add up if you’re committed.

Pay Yourself First.
Treat savings like a bill, listing it as a fixed expense in your spending plan. If you’ve already allocated the money to savings, you’ll be less likely to spend it.

Make it Automatic.
Set up an automatic withdrawal from your checking account to a savings account each month—that way you don’t even see it.

Create an Emergency Fund.
What will you do if your car breaks down, you lose your job, or you have to spend the night in the ER? Crises happen, and they can be a lot less stressful if you have some extra financial padding to draw from.

Establish savings goals.
Save for things you want, such as a new computer. Start with a goal of $500 (then build it up to cover one to two months of expenses). Keep it separate from other savings. Use it only for emergencies, and replenish it after you get back on your feet.

Anticipate Certain Expenses.
Save for things you know are coming throughout the year, such as holiday shopping, car registration, birthday parties, or a lost or broken phone (it’s only a matter of time).

Final Word:
Part of having a savings plan is to know where to save. If you want to save your money while also keeping it accessible, consider a savings account or money market account from your bank (certificate of deposit).

WE’RE MOBILE!
Check out Unleashed - an online portal that provides insightful videos, tools, and financial resources to reach your financial freedom.

Want to save even more money?
Check out the Money Management Center website for information on upcoming special campus events and to visit the Unleashed money management online portal!

fresnostate.edu/moneycenter

"Your big dreams don't seem so big when you have a plan to make them real"
Resume and Curriculum Vitae (CV) Writing

What is the difference between a resume and curriculum vitae?

**Resume**
- Commonly required for industry positions
- Focuses on your strongest, most relevant qualifications and experiences
- Demonstrates a fit for a specific position
- Provides a summary of education and experience-based qualifications
- 1 page (2 pages if you have extensive relevant experience)

**Curriculum Vitae (CV)**
- Often required for higher education and research positions
- Demonstrates your full professional work history and experiences
- Comprehensive biographical statement focusing on professional qualifications and activities
- Includes more diverse experiences
- No page limit

Resume / CV Checklist

- Contact information is current
- Power verbs are used in bullet points
- Makes a positive impression in under one minute
- Font size is 10-12 for the body of the resume
- Formatting is consistent
- Margins are ½ inch to 1 inch throughout
- Font is simple and easy to read (e.g., Times New Roman, Arial, Helvetica or Verdana)
- Good balance between text and white space
- Sections are clearly labeled and listed with dates in reverse chronological order
- Keep verb tense consistent (past or present tense)
- Use phrases, not complete sentences
- No grammatical or spelling errors
OBJECTIVE/SUMMARY/PROFILE (OPTIONAL)
A clear, concise statement specific to a position or industry OR a short paragraph that highlights your skills and experience.

SUMMARY OF SKILLS
• Bulleted list of skills and qualifications relevant to the position
• Use the job description as your guide
• Categorize skills such as languages, computer, and laboratory
• This section can also be titled Summary of Qualifications

EDUCATION
School Name
Degree (i.e., B.S., B.A. M.S., M.A.), Major and/or Concentration
Minor and Certificates (if applicable)
GPA if required or above 3.0

RELATED COURSEWORK
• Course Title
• Course Title
• Course Title

EXPERIENCE
Title, Organization Name, City, State
Month Year - Month Year
• Use bullet points to describe your actions, skills and accomplishments
• Start your statements with “power verbs”
• Use present tense verbs for current positions and past tense for previous positions

Leadership Title, Organization Name, School Name
Month Year - Month Year
• Be specific and when possible, end statement with results and outcomes
• Do not use personal pronouns (i.e., I, my, me)
• Be consistent with punctuation and format

COMMUNITY SERVICE/VOLUNTEER EXPERIENCE
Volunteer Title, Community Service Organization Name, City, State
Month Year - Month Year
• Bullet points are not required, may want to include depending on depth of involvement
• Use same format as Experience section

HONORS AND AWARDS
Title of Honor or Award, Organization Name, City, State
Month Year or # of Semesters Received

DO NOT INCLUDE

- References: Do not state “References available upon request,” as this is assumed.
- Type your reference list on a separate page and take with you to the interview.
- Personal Information: In the U.S., it is inappropriate to include marital status, citizenship, and date of birth.
- Pictures: Do not include a photo of yourself. May be appropriate for an acting or modeling position or if applying for a position in a country in which it is customary to include a photo.
Power Verbs For Resumes

To assist you in describing your educational and employment experiences, go through the list and see which ones you can use to give punch to your resume.

### COMMUNICATION/PEOPLE SKILLS

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### Helping Skills

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<td>Facilitated</td>
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</table>

### Research Skills

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<tr>
<th>Analyzed</th>
<th>Decided</th>
<th>Extracted</th>
<th>Interviewed</th>
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<th>Studied</th>
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</thead>
<tbody>
<tr>
<td>Archive</td>
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<td>Extrapolated</td>
<td>Invented</td>
<td>Rated</td>
<td>Solved</td>
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<tr>
<td>Branded</td>
<td>Determined</td>
<td>Field</td>
<td>Investigated</td>
<td>Recognized</td>
<td>Surveyed</td>
</tr>
<tr>
<td>Catalogued</td>
<td>Diagnosed</td>
<td>Formulated</td>
<td>Linked</td>
<td>problems</td>
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</tr>
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<td>Clarified</td>
<td>Documented</td>
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<td>Localized</td>
<td>recorded</td>
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<tr>
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<td>Measured</td>
<td>reviewed</td>
<td>Tested</td>
</tr>
<tr>
<td>Compiled</td>
<td>Examined</td>
<td>Interpreted</td>
<td>Observed</td>
<td>searched</td>
<td>Unearthed</td>
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<tr>
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<td>Experimented</td>
<td>Explained</td>
<td>Organized</td>
<td>scanned</td>
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<td>Conducted</td>
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<td>Critiqued</td>
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### Teaching Skills

<table>
<thead>
<tr>
<th>Accommodate</th>
<th>Clarified</th>
<th>Demonstrate</th>
<th>Facilitated</th>
<th>Instructed</th>
<th>Stimulated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieved</td>
<td>Coached</td>
<td>Developed</td>
<td>Focused</td>
<td>Invented</td>
<td>Taught</td>
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<tr>
<td>Adapted</td>
<td>Communicated</td>
<td>Empowered</td>
<td>Guided</td>
<td>Modeled</td>
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<td>Adopted</td>
<td>Conducted</td>
<td>Enabled</td>
<td>Individualized</td>
<td>Motivated</td>
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<td>Advised</td>
<td>Coordinated</td>
<td>Encouraged</td>
<td>Influenced</td>
<td>Persuaded</td>
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<td>Informed</td>
<td>Schooled</td>
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<td>Evaluated</td>
<td>Initiated</td>
<td>Shaped</td>
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<td>Challenged</td>
<td>Decided</td>
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<td>Instilled</td>
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### Technical Skills

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<td>Determined</td>
<td>Improved</td>
<td>Prepared</td>
<td>Restored</td>
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<td>Adapted</td>
<td>Charted</td>
<td>Developed</td>
<td>Installed</td>
<td>Printed</td>
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<td>Circulated</td>
<td>Devised</td>
<td>Interfaced</td>
<td>Processed</td>
<td>Specialized</td>
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<td>Diagrammed</td>
<td>Launched</td>
<td>Rebuilt</td>
<td>Streamlined</td>
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<td>Conceived</td>
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<td>Maintained</td>
<td>Reconstructed</td>
<td>Studied</td>
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<td>Conceived</td>
<td>Drafted</td>
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<td>Constructed</td>
<td>Engineered</td>
<td>Modified</td>
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<td>Designed</td>
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</table>
**Objective:**
To obtain the ____________________ position using skills in ____________, ____________ and ____________

**Skills & Qualifications:**
- Demonstrated experience in ________________________________________________________________
- Proven ability to __________________________________________________________________________
- Strong background in _______________________________________________________________________
- Proficient in ____________________________________________________________________________

**Education:**
**Bachelor of ____________________, ____________________________**
California State University, Fresno (Fresno State)  
[expected] Mo/Yr  
GPA: _______

**Relevant Coursework:**
- ____________________
- ____________________
- ____________________
- ____________________

**Experience:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Organization Name</th>
<th>City</th>
<th>State</th>
<th>Mo/Yr to Mo/Yr</th>
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<td>How you completed the action</td>
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<td>Results &amp; Outcomes</td>
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<th>Title</th>
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<td>How you completed the action</td>
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<td>+</td>
<td>+</td>
<td></td>
<td>Results &amp; Outcomes</td>
</tr>
</tbody>
</table>

**Memberships/Leadership Experience:**

<table>
<thead>
<tr>
<th>Title/Member</th>
<th>Student Organization Name</th>
<th>Mo/Yr to Mo/Yr</th>
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<table>
<thead>
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<th>Title/Member</th>
<th>Organization Name</th>
<th>City</th>
<th>State</th>
<th>Mo/Yr to Mo/Yr</th>
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<table>
<thead>
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<th>Title of Honor/Award</th>
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<th>City</th>
<th>State</th>
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<td>Title of Award/Award</td>
<td>Organization Name</td>
<td>City</td>
<td>State</td>
<td>Mo/Yr to Mo/Yr</td>
</tr>
</tbody>
</table>

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**YOUR NAME**
City, State  |  Email  |  Phone Number
### Psychology

**Pahoua Psychologist**

(661) 855-5555 • pahoua.psychologist@mail.fresnostate.edu  

**College Address**  
4607 N. Fresno St., Apt. 233  
Fresno, CA 93726

**Permanent Address**  
624 Panama Ln.  
Bakersfield, CA 93313

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**Objective**

Seeking a position as a Behavior Therapist working with children who have autism

**Qualifications**

- Familiarity with Pivotal Response Therapy techniques and challenges of children with Autism
- Knowledge of American Sign Language with Level 4 proficiency; certification in progress
- Proven effectiveness in coordinating camps and activities for children
- Demonstrates excellent work ethic both independently and in teams
- American Red Cross Certified CPR/AED-Adult and Child with CPR—Infant
- Exceptional oral communication skills, as well as cross-cultural communication

**Education**

California State University, Fresno (Fresno State)  
B.A., Psychology, Minor, Communicative Disorders and Deaf Studies  
Certificate in Conversational American Sign Language

Bakersfield College, Bakersfield, CA  
A.A., Liberal Studies

**Related Coursework**

- Applied Behavior Analysis, Research Design and Experimental Methods, Abnormal Psychology, Psychological Aspects of Physical Disability, Social Psychology, Community Intervention and Behavior Support, American Sign Language Levels 1-4, and Deaf Culture

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**Volunteer**

Central California Autism Center, Fresno, CA  
08/20xx - Present

- Observed behavior therapist’s interaction with children using Pivotal Response Therapy techniques
- Provided care for 2 children; pre-school and elementary age
- Plan educational and recreational activities to stimulate academic and social abilities
- Assist with homework and preparing for tests, resulting in improved learning

**Child Worker**

San Joaquin County Club, Fresno, CA  
05/20xx - 08/20xx

- Provided focused childcare for ages 0-6 years
- Coordinated activities and summer camps for children ages 3-5 years
- Trained 4 new employees in providing childcare to ensure consistency in policy and procedures

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**Sales Associate**

CVS, Bakersfield, CA  
06/20xx - 09/20xx

**Customer Service Representative**

Verizon, Bakersfield, CA  
06/20xx - 08/20xx

**Member**

Fresno State Psychology Student Union  
02/20xx - Present

Fresno State Applied Behavior Analysis Club  
08/20xx - Present

**Extracurricular Activities**

- Attended seminars and meetings regarding Applied Behavior Analysis
- Learned new and different behavior techniques and theories involving Autism
- Expanded my knowledge of the ABA field, history, and accomplishments
- Acquired honorary membership in the ABAI organization

---

**Other Experience**

Association for Behavior Analysts International (ABAI) Annual Convention, Denver, Colorado  
05/20xx

**Professional Development**

- Attended seminars and meetings regarding Applied Behavior Analysis
- Learned new and different behavior techniques and theories involving Autism
- Expanded my knowledge of the ABA field, history, and accomplishments
- Acquired honorary membership in the ABAI organization

---

### Engineering

**EDUARDO ENGINEER**

Salma, CA  
559-555-655

**College Address**  
4607 N. Fresno St., Apt. 233  
Fresno, CA 93726

**Permanent Address**  
624 Panama Ln.  
Bakersfield, CA 93313

---

**Objective**

Seeking a full-time, entry level position in the field of Mechanical Engineering

**EDUCATION**

California State University, Fresno (Fresno State)  
B.S., Mechanical Engineering, May 20xx, GPA: 3.17

**Related Coursework**


**PROJECTS**

- Robotic Arm Project (DE-SIGNED ROBOTIC ARM TO ROTATE TO SELECT CANDY)
  - Modeled the arm in SolidWorks to determine the appropriate dimensions and construction materials
  - Fabricated the arm using lathes and milling machines. Applied TIG welding techniques to complete project

**Formula Society of Automotive Engineers (SAE)**

- Team Leader of 4-person suspension team
  - Analyzed the amount of friction between the tires and the road to provide steering stability
  - Developed process to transfer weight during cornering to reduce body roll by 75%
  - Contributed to research and development of new automobile design
  - Investigated the viability of multiple exterior designs resulting in an improvement in wind drag
  - Coordinated seminars of professional engineers to provide input to student designs
  - Member of the Race Team
  - Responsible for troubleshooting technical problems on the spot car during race day
  - Served as the suspension expert, armed with spare parts and a back-up suspension plan

**Mechatronics Club**

- Design team member for robotic bartender
  - Developed the microcontroller control for the light and sound system using a PIC32
  - Investigated and specified windshield wiper pumps to be used for beverage dispensing

**INTERNSHIP EXPERIENCE**

TETER, Fresno, CA  
Mechanical Engineering Intern, May 20xx – August 20xx

- Designed and specified detail parts for Fresno Unified School District central kitchen project
  - Calculated preliminary & final performance evaluations on systems under supervision of project engineer
  - Coordinated meetings with vendors to ensure proper orders and materials would be present on site when needed
  - Performed stress analysis with classical and finite element methods

**LEADERSHIP EXPERIENCE**

- Formula Society of Automotive Engineers (SAE), Fresno State
  - Vice President of Marketing (1 year) and Member (3 years)
  - Scheduled and organized 25 student volunteers to aid with the Career & Internship Fair
  - Coordinated extensive poster and email campaign to raise awareness about SAE resulting in an 87.5% increase in membership from 40 members to 75 members
  - Participated as a member of the Executive Board to help make decisions about budget and club events

**TECHNICAL SKILLS**

- Engineering: Strength testing, strain gauges, welding tools
- Devices: Lathes, milling machine and drill press
- Software: AutoCAD, SolidWorks, MATLAB, Mechanical Desktop 6, MIS Office including Project
- Other: MS Windows operating systems, MAC OS
Public Relations

Paige Public Relations
5151 North Cedar Avenue, Apartment 101 • Fresno, CA 93710 • 559-555-5555 • paigepr@mail.fresnostate.edu

Twitter, Facebook, Instagram: @PaigePR • YouTube and Pinterest: PaigePR • Blog: PaigePR.com

Seeking a Public Affairs/Public Relations Specialist position. Open to relocation and willing to travel.

Qualifications

• Designed and implemented creative media campaigns
• Skilled at field reporting, writing stories, public speaking, news research and production
• Developed creative story ideas and finding sources
• Social Media Channels: Twitter, Instagram, Google+, LinkedIn, Facebook, Periscope, YouTube, Vimeo, Reddit, Youtube, WordPress, Bit.ly, Google Analytics
• Experienced in a variety of business accounting functions, including payroll, AR, AP
• Developed creative story ideas and finding sources
• Excellent oral, written, and interpersonal communication skills
• Ability to work with others while maintaining a professional work environment
• Computer: MS Word, Excel, PowerPoint, Publisher, Keynote, Adobe Illustrator and Photoshop
• Self-motivated, responsible, efficient, and goal driven
• Superior organizational skills, managing several events simultaneously
• Ability to break down a story with facts and personal accounts to write the news

EDUCATION

Bachelor of Arts, Mass Communication and Journalism – Public Relations
California State University, Fresno (Fresno State)
Graduated Cum Laude with a GPA 3.6/4.0

Coursework
Public Relations Writing
Public Relations Cases and Campaigns
Public Relations
Applied Media Research

Internship Experience
Public Relations Intern, Carter & Company Communications, Fresno, CA
May 20xx - August 20xx
Scanned, tracked, and updated coverage for multiple B2B tech and consumer accounts
Drafted and edited media alerts, pitches, briefings, and S coordination
Used Vocus, CisionPoint, and ITDatabase as tools to update media lists and conduct research

Entertainment Content Editor Intern, People Monthly, Baltimore, Maryland (virtual)
June 20xx - August 20xx
Produced a number of the “Most Viewed” content in the Entertainment category for People Monthly, “15 Books to Read Before They’re Movies,” which garnered 835 Facebook likes and 44 Twitter retweets
Created Instagram account and increased Facebook page likes by 20 percent in less than two months
Managed SEO/SEM strategies using Google Analytics

Experience
Staff Writer, The Collegian, Fresno State
January 20xx - Present
• Write 5 articles a month averaging 600 words that focus on local arts/culture, political, and civic topics
• Research current topics and meet with writers at The Collegian
• Two articles published in local community website

Leadership & Activities
• Member, Public Relations Student Society of America (2 years)
• Member (2 years) and Treasurer (1 year), Kappa Tau Alpha honors society

ACCOUNTING

ARIANA ACCOUNTANT
559-555-5555 • arianaa@mail.fresnostate.edu • www.linkedin.com/in/arianaa
Fresno, CA

OBJECTIVE
Seeking an internship in the field of accounting to apply my business coursework and analytical skills.

SUMMARY OF SKILLS
• Experienced in a variety of business accounting functions, including payroll, AR, AP
• Excellent oral, written, and interpersonal communication skills
• Proven ability to work independently as well as a team member
• Analytical and problem solving abilities, organized, detail oriented
• Self-motivated, responsible, efficient, and goal driven

EDUCATION
California State University, Fresno
Bachelor of Science, Business Administration - Accountancy; expected May 20xx, GPA 3.53

Relevant Coursework: Financial Accounting; Managerial Accounting; Intermediate Accounting; Cost Accounting; and Tax Accounting & Planning; Microsoft Office; and QuickBooks

RELATED EXPERIENCE
Accounting Intern, Moss Adams, Fresno, CA, June 20xx – August 20xx
• Performed SOX Audits, Financial Basics Audits, and Internal Control Testing
• Utilized Excel spreadsheet to organize data on 55 clients and presented to CEO
• Experienced high-paced, business-professional environment

Data Transcriber, Internal Revenue Service, Fresno, CA, January 20xx – May 20xx
• Entered information from over 100 tax returns daily into IRS data system
• Utilized attention to detail to accurately and efficiently insert data

Crew Member, McDonald’s, Fresno, CA, January 20xx
• Provide excellent customer service in a fast paced, demanding environment
• Handle cash and credit transactions while maintaining accuracy of cash drawer
• Maintain store facilities to ensure cleanliness and to meet health code regulations

COMMUNITY SERVICE
Volunteer Tax Preparer, Fresno West Coalition for Economic Development, January - April 20xx

AWARDS
Fresno Kiwanis Club Scholarship, June 20xx
“Crew Member of the Month” for exceptional overall contribution to the team, McDonald’s (twice)

CARTER & COMPANY COMMUNICATIONS
### Public Health

**Pedro Public Health**  
Clovis, CA • (559) 555-5555 • pedro.p.health@mail.fresnostate.edu

**Summary of Qualifications**
- Public Health student with a strong interest in health education and outreach
- Excellent interpersonal skills and demonstrated ability to interact professionally with culturally and educationally diverse staff and clients
- Skilled at public speaking, creating engaging presentations and fluent in Spanish
- Strong planning, organizational, and follow-up skills including ability to manage multiple projects
- Proficient in MS Word, Excel, and PowerPoint

**Education**
- California State University, Fresno (Fresno State)
  - Bachelor of Science in Health Science – Community Health, 05/xx, GPA 3.75
  - Relevant Courses: Principles of Health Education, Health Education Methods, Global and Cultural Issues in Health, Nutrition and Health, Realities and Controversies, Health Behavior
  - International Service-Learning – Dominican Republic, 09/xx
- Fresno State
  - Secured clean water for six Haitian encampments

**Relevant Experience**
- Outreach Intern, Community Regional Medical Center, Fresno, CA, 06/xx - 09/xx
  - Increased diabetes management knowledge within the African American and Latino senior community through outreach efforts at farmers markets and school events
  - Educated Latinos in low income communities on the health benefits of healthy eating and increased activity levels
  - Aided in the development of educational and training materials that were implemented throughout Fresno County

- Health Education Intern, California Health Collaborative, Fresno, CA, 09/xx - 12/xx
  - Assisted in teaching a three part workshop series on gestational diabetes in English and Spanish
  - Collaborated with program staff to draft and implement recruitment strategies to increase participation in training sessions
  - Coordinated logistics for trainings and community outreach activities

- Student Intern, Planned Parenthood Mar Monte, Fresno, CA, 09/xx - 12/xx
  - Conducted research on reproductive health issues in the Central Valley, and assisted staff in developing educational programs and support materials based on findings
  - Assisted in program evaluation activities by collecting, entering, and evaluating data

**Work History**
- Corps Member, Jumpstart Fresno, Fresno, CA, 08/20xx - Present
- Student Assistant, Kennel Bookstore, Fresno State, 07/20xx – 05/20xx

**Associations**
- Student Public Health Association, Member (2 years) and Treasurer (1 year)
- American Public Health Association Student Membership (1 year)

### Nursing

**Nazario Nurse**  
Fresno, CA • 559-555-5555 • nursenazario@mail.fresnostate.edu

**Summary**
Registered Nurse candidate with over two years’ experience providing compassionate care to diverse patient populations. Recognized by patients and clinical instructors for caring demeanor and attention to detail. Strong work ethic, leadership and collaboration skills.

**Education**
- California State University, Fresno (Fresno State)  
  - Bachelor of Science in Nursing, GPA 3.58
  - Dean’s List (4 semesters)

**Certifications**
- Basic Life Support: June 20xx - June 20xx
- Certified Nurse Assistant: January 20xx – January 20xx

**Clinical Experience**
- Pediatric, Valley Children’s Hospital, Madera, CA  
  - Certified Nurse Assistant, Transitional
  - Organized patient care plans, and educated families about medications and therapies
  - Delivered safe and effective care by utilizing standard precautions, maintaining sterile procedures during catheterization and sterile dressing changes, and verifying all medication orders

- Cardiology, St. Agnes Medical Center, Fresno, CA  
  - Licensed Practical Nurse
  - Evaluated assigned patients from head to toe, accurately charting neurological, cardiovascular, gastrointestinal, genitourinary, and psychosocial findings
  - Administered oral, subcutaneous, intramuscular, nasogastric, and intravenous medications

- Labor and Delivery, Clovis Community Hospital, Clovis, CA  
  - Certified Nurse Assistant
  - Maintained patient comfort during labor and prepared patients for cesarean sections

**Related Experience**
- Certified Nurse Assistant, Dysora Transitional Health & Living, Fresno, CA  
  - Certifications: June 20xx – Present
  - Promote a compassionate physical and psychosocial environment for residents through consistent positive interaction
  - Assist residents with varying levels of dependency with activities of daily living
  - Enforce safety and infection control procedures to reduce accidents

**Additional Experience**
- Host, Pismo’s Coastal Grill, Fresno, CA  
  - August 20xx – June 20xx
  - Welcomed and greeted guests, answered telephone, addressed customer questions about menus and promotions, and processed reservations
  - Maintained consistent communication with restaurant staff providing updates on flow of business, length of wait, and number of guests waiting to increase customer satisfaction

**Activities**
- Philanthropy Chair, Student Nursing Association, Fresno State  
  - September 20xx – May 20xx
  - Initiated first annual Bowl-A-Thon resulting in $1,350 raised for cancer research
  - Managed 25 members during numerous philanthropic and community outreach events

- Volunteer, American Red Cross, Fresno, CA  
  - November 20xx – March 20xx

- Volunteer, Kids Day, Valley Children’s Foundation, Fresno, CA  
  - March 20xx & 20xx
### Varinder Veterinarian

**Objective**
A part-time position as a PetsHotel Guest Services Associate with PetSmart

**Skills**
- Excellent communication skills
- Over 4 years’ experience handling animals
- Basic knowledge of pet care
- Patient and hardworking

**Education**
California State University, Fresno
Bachelor of Science in Animal Science – expected May 20xx, GPA 3.75
Concentration: Pre-Veterinary Medicine
Class Standing: Freshman

**Coursework:** Introduction to Animal Science, Pre-Vet Orientation, Introductory Biology and Laboratory and Life Science

Clovis High School, Clovis, CA
High School Diploma, June 20xx, GPA 3.67

**Relevant Experience**
Feral Paws Rescue Group, Fresno, CA
Animal Care Volunteer Summer 20xx
- Utilized socialization techniques with over 40 semi-feral cats, preparing them for adoption
- Met with new pet owners about the proper care of their adopted cat receiving high ratings for quality of service provided

Valley Animal Shelter, Fresno, CA
Animal Care-Shelter Volunteer March-June 20xx
- Walked, brushed, socialized, pet, read to and played with over 35 cats and dogs
- Assisted dog trainer in teaching shelter dogs basic commands
- Helped physically and mentally stimulate the pets in shelter’s care

**Leadership/Activities**
Fresno State: Pre-Veterinary Association
High School: Member, Clovis FFA (4 years), Vice President (1 year) and Chapter Secretary (1 year); participated on a team of four in the State FFA Veterinary Science Career Development Event to develop technical knowledge and demonstrate practical skills in the field of veterinary science; and raised and showed lambs

**Honors/Awards**
Fresno State: Recipient of Ag One Scholarship
High School: Honor Roll (4 years); Veterinary Science Team was named State Champions after undefeated season with seven first-place finishes; earned first place Junior/Senior/Grad Showmanship Market Lamb award, and two second place Feeder Lamb awards

### Teaching

**TANISHA TEACHER**

5764 N. Cedar Ave., Apt. 296 • Fresno, CA 93710 • (559) 555-5555 • tanisha.teacher@mail.fresnostate.edu

**EDUCATION**
California State University, Fresno
Preliminary Multiple Subject Teaching Credential May 20xx
Bachelor of Arts in Liberal Studies May 20xx

**CERTIFICATIONS & SKILLS**
- Multiple Subject CSET, RICA, CBEST
- Computer: MS Word, Excel, PowerPoint, Publisher, Zoom, Google, and Blackboard
- Language: Conversational Spanish

**RELATED EXPERIENCE**
Calwa Elementary School, Fresno, CA
Student Teacher, Sixth Grade, 32 students Jan–May 20xx
- Developed and presented comprehensive lesson plans incorporating the core learning objectives of the master teacher to engage student interaction
- Implemented varied strategies in order to accommodate diverse needs
- Designed and taught an interdisciplinary curriculum unit on ancient Egypt in which all students were cooperatively involved
- Supervised students with the final project of recreating the interior of an Egyptian tomb
- Played an active role during parent-teacher conferences and updated guardians regularly on their child’s progress in the classroom to keep them better informed
- Facilitated open tutoring Monday through Thursday mornings for students needing help

Garfield Elementary School, Clovis, CA
Student Teacher, Second Grade, 28 students Aug–Dec 20xx
- Developed and presented multi-disciplinary unit on Native Americans incorporating hands-on activities
- Modified curriculum for a English Language Learner and Special Education Students in the regular education classroom to be more user friendly
- Assessed student learning formally and informally using a variety of assessments and grading rubrics
- Maintained classroom management using a daily bell ringer, solid agenda, prompts and one-on-one check-ins

Clovis Unified School District, Clovis, CA
Campus Club Aide Aug 20xx–May 20xx
- Assisted the program instructor for an individual class in the direct care and supervision of the children in an after-school program resulting in more student interaction
- Maintained program standards by following district guidelines and policy
- Balanced emotional support and discipline to deal with behavior problems

**ADDITIONAL EXPERIENCE**
Fresno City Parks, After School, Recreation and Community Services, Fresno, CA
Summer Camp Leader Summers 20xx, 20xx
- Directed activities for over 50 children, ages 5–12, enthusiastically to develop trust
- Communicated with parents on a daily basis and completed weekly written reports of program activity
CARMEN CRIMINOLOGIST
Fresno, CA  831-555-5555
www.linkedin.com/in/criminologist  criminologist@mail.fresnostate.edu

PROFILE
Visionary and detailed professional with experience in multitasking, patient advocacy and
customer service. Combines experience and interpersonal skills. Effective problem-solving
abilities along with the ability to respond, interpret, and apply appropriate regulations and
udes. Great communication skills and culturally sensitive to any diverse and special population.

SUMMARY OF QUALIFICATIONS
• Bilingual – English/Spanish
• MS Word, Excel, and PowerPoint
• Quick Learner
• Responsible and Dependable
• Positive Attitude
• Victimization Advocacy

EDUCATION
California State University, Fresno – B.S., Criminology, Victorville College
Hartnell College, Salinas, CA, A.S. – Social and Behavioral Sciences, May xx

CERTIFICATES
Certificate of Participation, Elder Abuse Services
Victim Services Certificate, California State University, Fresno,
Paraprofessional Crisis Counselor Certificate, RCS Fresno

RELATED EXPERIENCE
RCS Fresno, Fresno, CA
Intern  Sept. xx – May xx
Performed community outreach activities, worked with incoming crisis call interventions, and
participated with victim advocates, while helping clients in need.

Elder Abuse Services, Fresno, CA
Student Intern  Jan. xx – May xx
Volunteer  Mar. xx – June xx
Observed elder abuse court cases, shadowed the Long-Term Care Ombudsman Program, and
organized community outreach activities.

WORK EXPERIENCE
Sales Associate, Macy’s, Fresno, CA  Oct. xx – Apr. xx
Cashier, Farm Fresh Deli & Café, Salinas, CA  Aug. xx – Aug. xx

SUA SOCIAL WORKER
2269 E. Shaw Ave. # A, Fresno, CA 93704  suasocialworker@mail.fresnostate.edu  (831) 555-3555

SKILLS & ABILITIES
• Proficient oral and written communication skills in both English & Hmong
• Able to work effectively with people from diverse backgrounds and communities
• Excellence in professionalism with the ability to maintain strict confidentiality and integrity
• Teaching, presentation and group facilitation skills

EDUCATION
California State University, Fresno (Fresno State)
Master of Social Work, With Distinction, May 20xx
Bachelor of Arts in Social Work, Cum Laude, May 20xx

CERTIFICATIONS
Pupil Personnel Services Credential, December 20xx
California Basic Educational Skills Test (CBEST) Certification, May 20xx
First Aid/CPR Certified, October 20xx – October 20xx

SOCIAL WORK EXPERIENCE
School Social Worker Intern, Fort Miller Middle School, Fresno, CA, August 20xx – May 20xx
School Social Worker Intern, Vinland Elementary School, Fresno, CA, September 20xx – May 20xx

• Provided individual socio-emotional counseling to children from culturally diverse backgrounds to reduce
  personal, emotional, and social problems
• Developed plans with parents and children to accommodate students’ learning needs
• Conducted teacher/student meetings to improve students’ academic success
• Tracked students’ academic progress and monitored attendance
• Conducted home visits to ensure students’ safety
• Coordinated social services and mental health components of children’s centers and other programs
• Consulted and collaborated with school personnel to promote a positive school environment

Intern, Department of Social Services Children and Family Services, Fresno, CA, August 20xx – May 20xx

• Written case reports representing foster children’s circumstances
• Provided counseling for foster children and foster parents
• Accomplished child welfare software program training
• Conducted home visits and created assessments
• Wrote narratives on a regular basis for contacts and contact attempts

Intern, Resources for Independence Central Valley, Fresno, CA, August 20xx – May 20xx

• Supported and trained clients with disabilities about resources and information
• Conducted home visits to develop home assessment/safety plans
• Presented workshops with Building Relationships, Reaching Goals, Independence, Developing Skills,
  Guiding Students, Empowerment, Self-Advocacy (BRIDGES) counselors at area high schools

OTHER EXPERIENCE
Residential Advisor, Fresno State College Assistance Migrant Program, July 20xx & 20xx

• Supervised 50 youth in the four week program on campus
• Developed and coordinated workshops for students’ awareness and education
• Created a positive intellectual, emotional and social living environment for youth

PROFESSIONAL AFFILIATIONS
Member, California Association of School Social Workers (CASSW), September 20xx – Present
**BRISENA BIOLOGIST**

Fresno, CA • (916) 555-5555 • brisena.biol@gmail.com

**OBJECTIVE**

Seeking a Laboratory Technician position where I can utilize my research and analytical skills.

**SUMMARY OF SKILLS**

- Demonstrated experience in laboratory techniques
- Proven ability to conduct research and communicate effectively
- Bilingual Spanish/English

**EDUCATION**

California State University, Fresno (Fresno State) Bachelor of Science - Biology, GPA 3.59 Expected May 20xx

**LAB EXPERIENCE**

Laboratory Volunteer, Adventist Health Hospital, Hanford, CA Mar 20xx – Jan 20xx
- Completed 100+ hours of laboratory shadowing and basic lab assistant duties
- Loaded 100+ patient blood samples for CBC and chemistry testing and 100+ patient urine samples for urinalysis
- Under supervision, assisted in laboratory testing (HCG, Mono, RSV, Amniure, PPN, HIV, and Trep Screen) and interpreted results
- Familiar with laboratory equipment (Beckman Coulter DxH 600 & DxC 600i, HemaTechnologies ESR STAT PLUS Analyzer, Siemens CA 1500, its Chemistry Analyzer, and MedTox)
- Supported in quality control and calibration for Beckman Coulter DxH 600 and Siemens CA 1500

**RESEARCH EXPERIENCE**

Undergraduate Research Assistant, Van Lear Lab, Department of Biology, Fresno State Dec 20xx – May 20xx
- Investigated vector-borne pathogens found in ticks (specifically of Rickettsia and Borrelia genus)
- Directly trained by primary investigators to utilize assays (PCR, RFLP, gene cloning, DNA extraction)
- Collected, processed, and preserved 100+ molecular samples, and insect specimens (ticks)
- Analyzed, interpreted, and communicated acquired data through reports, posters, manuscripts, and grants
- Assisted in publishing of peer-reviewed manuscripts: “Rickettsia spp. in Five Tick Species Collected in Central California”

**STUDENT RESEARCH** - “Soil Invertebrate Biodiversity,” BOND Program

College of Science and Mathematics (CSM), Fresno State Jan 20xx – Apr 20xx
- Worked with 4 other students to analyze biodiversity of soil
- Created a research question and collected data from farm soil for biodiversity
- Analyzed data that was collected and drew conclusions and discussions
- Presented findings at community forum for the CSM academic community
- Proposal was voted 2nd Place in the course by faculty and student leaders

**LEADERSHIP/STUDENT INVOLVEMENT**

Treasurer, Pre-Medical Club, Fresno State Jun 20xx – Jun 20xx
- Oversaw financial records and receipts and collected each member’s dues and gratuities given to the organization
- Applied and obtained the Instructionally Related Activities (IRA) grant of $5000 that covered travel lodging and transportation for the club’s annual medical school trip
- Organized a fundraiser for club members where 7 members, including myself, worked during the Vintage Days weekend and raised $430
- Worked alongside the Conference Coordinator officer to obtain the ASI Sponsored Activity Grant, which allocated $2996 for a pre-health conference

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**MARICELA MANAGER**

Fresno, CA • (559) 987-6543 • maricela.manager@mail.fresnostate.edu • www.linkedin.com/in/maricela.manag

**PROFESSIONAL SUMMARY**

Seeking a management or supervisory position where I can apply my leadership and knowledge of business administration to promote success within the organization while fostering professional growth.

- Experience in managing and leading business operations and processing accounting paperwork
- Fast learner, detail-oriented, and problem-solver in order to meet company objectives
- Strong time management skills and able to meet deadlines
- Able to foster positive business relationships
- Organized, responsible, and provide exemplary customer service
- Able to work effectively independently or in a team environment
- Knowledgeable of Lean Six Sigma
- Proficient in Microsoft Office (Word, Excel, PowerPoint, QuickBooks, and Google Suite)
- Bilingual English/Spanish

**EDUCATION**

California State University, Fresno (Fresno State) Bachelor of Science (B.S.), Business Administration Management Option, GPA 3.0, Dec. 20xx

**RELATED COURSEWORK**


**PROJECTS**

**STRATEGIC MANAGEMENT**

- Served as a member of a six-student executive management team for a multi-million dollar company, competing directly against other real or simulated teams to capture market share and realize market growth
- Analyzed the industry, regional markets, and competition by reviewing fiscal reports
- Formulated a business strategy and forecasted growth projections for the fiscal year
- Implemented recommendations across functional areas: R&D, Marketing, Production and Finance

**RELEVANT EXPERIENCE**

Manager, Fresh Marketplace (Visalia, CA) May 20xx-Present
- Recruited, on-boarded, and trained 12 new employees and offered professional development opportunities for existing employees
- Facilitated monthly and quarterly physical inventory counts; inventory and formulated store accounting records
- Performed data entry of daily sales transactions and maintained store accounting records
- Offered exceptional customer service and fostered positive customer and vendor relationships

Accounting Office Associate, Paint Store (Reedley, CA) Jan 20xx-Mar 20xx
- Processed documents for Accounts Payables/Receivables accounts
- Communicated with decision-makers of any cash shortages and overages
- Assisted in inventory management, price verification, and completed cash register audits
- Facilitated business days; cash flow, prepared bank deposits, and reconciled charge transactions

**COMMUNITY SERVICE**

Activity Aide, Break The Barriers (Fresno, CA) Aug, 20xx-Dec. 20xx
Assistant Event Coordinator, Community Center (Reedley, CA) Jul, 20xx-Dec. 20xx

**ACTIVITIES/INVOLVEMENT**

Member, Fresno State Hispanic Business Student Association Aug, 20xx-May 20xx
## Mary F. Therapy

**123 N. Champlain Blvd. • Fresno, CA 93711 • (559) 123-4567 • MF therapy@fresno.com**

### Qualifications & Professional Skills in Counseling

**Children Counseling:** Theraplay with children and families implementing sand therapy to enhance healthy attachment; Gestalt Play Therapy and Child-Centered Play Therapy with children; Implement projects, art, mutual storytelling, and bibliotherapy with children.

**Adolescent Counseling:** Facilitated Person Centered Therapy focusing on self-esteem; Conducted Motivational Interviewing

**Individual Counseling:** Acceptance Committed Therapy (ACT) for clients who have experienced trauma; Developmental Counseling Therapy (DCT) and DCI Assessment to assess for a theoretical approach; Utilized Person Centered Therapy, Cognitive-Behavioral Therapy, and Reality Theraphy

**Couples and Family Counseling:** Theraplay and Structural Therapy to assist families with healthy attachment and boundaries; Implemented the Communication Model to assist couples in arguments; The Five Love Language Assessment to communicate needs in the relationship

**Multicultural Counseling:** Training in Multicultural Aspects of Counseling; Incorporated Theraplay for clients with disabilities

**Mental Health Counseling:** Provide comprehensive and holistic treatment to clients struggling with mental health issues; Utilize emotionally focused therapies, mediaty and psychothyatarapy

**Crisis and Case Management:** Knowledge in mandates for child abuse, harm to self or others, and elder or dependent adult abuse; Experience completing CPS reports; Significant experience assessing for suicidal ideation, creating safety plans, and providing referrals; Created safety plans for Intimate Partner Violence; Assessed for Turbon; Proficient in documenting crises via consultation notes and reporting to the appropriate supervi; Maintained caseload and is consistent with intakes, progress notes, and treatment plans; Adhere to ethical guidelines for therapeutic sessions

### Assessments: Developmental Counseling Therapy (DCT), The Five Love Languages, Didactic Scale

**Languages:** Spanish and English; Translator

### Education

| Master of Science in Counseling (Option in Marriage, Family, and Child Counseling) | May 20xx | GPA: 4.00 |
| California State University, Fresno | Graduated with Distinction |
| | Bachelor of Arts in Psychology | May 20xx |
| California State University, Sacramento | Minor in Applied Behavior Analysis | GPA: 3.70 |
| | Associate of Arts in Liberal Arts | May 20xx | GPA: 3.31 |
| Fresno City College, Fresno, CA |

### Certifications & Trainings

| The Mindfulness Meditation Teacher Certification Program | Aug 20xx |
| The Awareness Training Institute and Greater Good Science Center – UC Berkeley - Scotts Valley, CA |
| Genesis Continuing Educational (CE) Group | December 20xx |
| Ethical Principles of Psychologists and Code of Conduct; NBC Code of Ethics |
| Introduction to Professionals to EFT and EFFT | February 20xx |
| A Relational Gestalt Approach to Mindfulness | March 20xx |
| Online Emotionally Focused Therapy (EF) Training | May 20xx |
| Nurturing Parenting 3-Day Facilitator Training | April 20xx |
| Healing Trauma with the Body | May 20xx |
| Power of Awareness Training | May 20xx |

### Research Project

**The Counselor as Hero: A Jungian Perspective of the Practicum Experience, Fresno State**

**Sept 20xx - May 20xx**

**Project Advisor:** Dr. Someone Important, PhD, LMFT, LPC

- Followed a Jungian theoretical approach to better understand the counselor development process in the practicum course
- Connected the Integrative Processing Model Papers, reflections from counseling students, to The Hobbit and The Two Princes of Bambie to understand the counselor-in-training as a hero, and to discover more about the process of counselors-in-training troubleshooting their own skill set in action, and discovering their shadow selves

### Counseling Experience

**Marriage, Family, and Child Counseling Trainee**

**Fresno Family Counseling Center, Fresno, CA**

**Jan 20xx - Present**

**Supervision by:** Dr. Someone Important, LMFT, Licensed #123456; Dr. Someone Brilliant, LMFT, Licensed #123456

- Provide crisis, individual, group, couples, and family therapy for clients with a variety of presenting problems
- Collect and evaluate client information
- Develop therapeutic interventions, treatment plans, and facilitate assessments
- Consult with other professionals to discuss therapy sessions during supervision
- Analyze data such as intake notes, test results, and reference manuals
- Case management with clients and prospective clients
- Conduct phone intakes and refer clients to appropriate resources in order to address needs
- Maintain progress notes for all clients to ensure proper documentation of session content and interventions
- Issue referrals; maintain client paperwork and payments
- Complete paperwork to enable clients to satisfy court and/or agency requirements

**Behavior Consultant:** Learning A.R.T.S (Applied Research and Training Services), Fresno, CA

**Month 20xx - Month 20xx**

- Case and team management who designed, implemented, and analyzed data on behavior intervention plans to increase target behaviors in social, personal, and academic skills
- Performed comprehensive evaluations of children on the Autism Spectrum in reciprocal social interactions
- Communication, language and restricted repetitive behaviors

**Behavior Consultant:** Dr. Anyone Doctor, PhD, Visalia, CA

**Month 20xx - Month 20xx**

- Case management and performed comprehensive evaluations of adult males with developmental disabilities in reciprocal social interaction, communication, language and restricted and repetitive behaviors
- Designed and implemented behavior intervention plans to increase target behaviors in social and personal skills

### Presentations

**Therapy, M.**

**Taped with Kids:** Poster session presented at the annual conference of the American Association for Marriage and Family Therapy, Sacramento, CA

**Therapy, M.**

**December:** Using Art Therapy with Adults. Paper presented at the meeting of the California Counseling Association, Los Angeles, CA

### Community & Global Involvement

**Habitat for Humanity, Fresno, CA**

**Jan 20xx - June 20xx**

**Youthline, Khoi La, Thailand**

**June 20xx**

- Helped build and improve orphanage structures while teaching English classes to local students

**Choice Humanitarian, Guatemala**

**Dec 20xx - Jan 20xx**

- Worked in a team to build a health clinic for the people of a remote village, La Laguna de Sajont

### Professional Affiliations

- California Association of Marriage and Family Therapy (CAMFT), Member
- Counseling Academic and Professional Honor Society International CN Sigma Iota

### Honors & Awards

- Merry West Outstanding Bachelors Student Award (20xx-20xx), California State University, Fresno
- Presidents List (4x), Dean's List (4x), California State University, Fresno

### Suggested Headings to Consider:

- **ACADEMIC PREPARATION:** Education/Credentials | Coursework | Research/Lab | Workshops | Professional Affiliations | Professional Experience | Languages | Licensure
- **GRANTS RECEIVED:** Publications | Presentations | Posters | Fellowships | Honors/Achievements | Awards | Dissertation/Thesis | Committee Leadership | Consulting Experience | Exhibits/Exhibitions
- **PROFESSIONAL SERVICE:** Internships | Certifications | Creative Works | Research Interests | Teaching Interests | Special Training | Community Involvement | Works-in-Progress | Co-curricular Activities | Academic Service
Cover Letter Format

On-Campus Cover Letter

Your Name
Your Current Address
City, State Zip Code
Date

Name of Contact Person, Title
Organization Name
Street Address
City, State Zip Code

Dear Mr./Ms. Employer Last Name, (or Dear Hiring Representative if unknown)

Opening Paragraph
State your reason for applying to the organization (including the name of the position or vocational area in which you are interested). Indicate the source of your information about the position or the organization. Tell the employer why you are particularly interested in the company.

Middle Paragraph
Introduce your enclosed/attached resume and indicate a few qualifications which you possess that would be most valued by the prospective employer. Include a brief statement regarding your educational background, skills, leadership, employment and volunteer experience. Also, participation in related student clubs and organizations may be added.

Closing Paragraph
Close your letter by requesting an interview. Also indicate how you can be reached if they have any questions or need further information. Be sure to thank the employer for considering your request.

Sincerely,

Your Name

Assistant to the Academic Specialist - Fresno State Upward Bound

- Organize activities & supervise high school students
- File, make copies, prepare packets, input information for students
- Create spreadsheets for student records
- Attend regular staff meetings and trainings
- Maintain confidential records and progress reports
- Must have completed two years of college
- Ability to work with a diverse population
- Good writing and communication skills
- Demonstrate enthusiasm, leadership and interpersonal skills
- Knowledge of Microsoft Office programs

Your Name
Current Address
City, State Zip Code
Date

First Last Name, Director
Fresno State Upward Bound
5240 N. Jackson Ave.
Fresno, CA 93740

Dear Mr./Ms. Employer Last Name,

I am applying for the Assistant to the Academic Specialist position that was advertised on HireFresnoState. Your program’s commitment to serving low-income, first-generation college bound high school students who have the potential to succeed captured my attention. In fact, I will be the first member of my family to graduate from college and know firsthand the importance of programs such as AVID and Upward Bound. The position seems to fit very well with my education, experience and interests.

As you will see on my resume, I have worked in a variety of positions during my first two years of college. In addition, I participated in activities and community service, where I have gained the skills you are seeking including supervision, customer service, oral and written communication, interpersonal, leadership, teamwork, computer (including Microsoft Office), and clerical skills.

Also, my psychology coursework has prepared me to apply my scientific studies of human behavior to the real world. Furthermore, I am bilingual and am comfortable in interacting closely with diverse individuals from all ages and socioeconomic and multi-cultural backgrounds.

I would welcome the opportunity to review my qualifications and background in greater detail. Please feel free to call me at [area code] (phone number) or reach me by email at [email address]. I am available to meet you at your earliest convenience. Thank you for your consideration. I look forward to talking with you.

Sincerely,

Your Name
Email Cover Letter

Subject Line of Email Message:
Candidate for Recreational Coordinator for Intramural Sports

Email Message:
Dear Mr./Ms.,

I saw your job posting for the Recreational Coordinator for Intramural Sports on your university’s website. Your program’s mission to be a leader in wellness among universities, striving to provide quality health resources and fitness opportunities for your campus community gained my attention. I believe I have both the requested skills for the position and the motivation to contribute positively to your organization.

I just graduated with my Bachelor’s Degree in Recreation Administration from California State University, Fresno (Fresno State). While my studies have provided me with an excellent theoretical foundation, it is through my internship at Fresno State’s Intramural Sports program that I have polished my skills. I became thoroughly versed in all aspects of intramural tournaments and have smoothed communication between students and management. My interpersonal skills have served me well in this role. I believe this experience has prepared me for your Recreation Coordinator position.

It is my hope that we will be able to meet so that I can further present my qualifications to you in person. Thank you for your time and consideration. I look forward to hearing from you regarding this position.

Sincerely,
Your Name

Internship Cover Letter

ARIANA ACCOUNTANT
559.555.5555 • arianaa@mail.fresnostate.edu • www.linkedin.com/in/arianaa
Fresno, CA

Date

Ms. Jane Faulks, Founder
Accounting America, Inc.
1582 Shaw Ave.
Clovis, CA 93611

Dear Ms. Faulks,

I would like to be considered for the Student Bookkeeper/Accountant position posted on HireFresnoState. Seeing your company recognized by Intuit as having expertise in technology and solutions integration for small-to-medium sized businesses caught my eye. I also value the use of up-to-date technology to accomplish accounting solutions. I am currently a junior Accountancy major at California State University, Fresno (Fresno State). My academic integrity and work experience have given me the essential skills to excel as a member of your team.

My interests in the accounting field grew last year when I had the opportunity to volunteer with low income residents and help them with their federal and state income tax returns. My coursework in accounting, finance and management has provided the strong quantitative and analytical skills mentioned in your internship posting.

This internship provides a great opportunity for me to apply my ability to prioritize and use my organizational and communication skills which I learned as an accounting intern with Moss Adams. The position also offered me the opportunity to develop strong computer skills including Outlook, Word and Excel.

I believe that I will provide an immediate benefit to your company because I am a dedicated and hardworking individual. Thank you for your time and consideration. I look forward to scheduling an interview where I can talk more about my interests and qualifications.

Sincerely,
Ariana Accountant

Recreational Coordinator for Intramural Sports - San Jose State Student Recreation Center
- Manage the comprehensive intramural program on campus, with emphasis on weekend sports tournaments
- Candidates should demonstrate experience in managing or coordinating recreational programming; strong skills in communication and customer service; attention to detail and ability to collaborate and work, in a team environment; and strong commitment to student development.
- Bachelor’s Degree in Recreation Administration, kinesiology or related preferred

Student Bookkeeper/Accountant - Accounting America, Inc.
- Process invoices, purchase orders and Accounts Payables
- Handle weekly payroll and ensure compliance of quarterly and annual reporting requirements
- Support CFO to ensure clean and timely month-end and closing transactions and assist with special projects
- Must be pursuing a degree in Accounting
- Ability to prioritize and be organized
- Background with an automated accounting system, preferably QuickBooks
- Experience and proficiency in MS Outlook, Word and Excel desirable
- Demonstrate strong quantitative and analytical abilities
- Excellent oral communication and listening skills
Two Column Cover Letter

Hayden Health
1234 N. Chestnut Ave., Apt. 102
Fresno, CA 93720

October 1, 20xx

Mrs. Emily Darwin
Kingston Bay Senior Living
6161 W. Spruce Ave.
Fresno, CA 93722

Dear Ms. Darwin:

I am extremely interested in the Health Administration Assistant Director position listed on the HireFresnoState website. This aligns with my experience, education, skills, and background.

While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

You require: I offer:

- Ability to coordinate and oversee the work of subordinates
  Experience in supervising 10 summer employees and ensuring staff efficiency as an assistant manager

- Ability to strategically plan, develop and implement programs and operations toward achievements of team’s mission, goals, and objectives
  Developing and implementing training programs as a summer intern

- The analytical skills to perform needs assessments, evaluate current programs, and initiate changes or adjustments to current systems and improve operations
  Success in performing fieldwork hours, reorganizing a mental health clinic and vastly improving its processes

- Problem solving and decision making abilities
  Solving numerous problems at clinic, such as reducing number of emergency and drug seeking patients; lobbying for HIV-information dissemination; and increasing number of patients that could be given routine care

- Financial and personnel management expertise
  Strengths in both areas, through health and management background

- Interpersonal and communication skills
  Significant experience giving presentations, speaking before groups and interacting with diverse individuals as a liaison and resource

I feel I would make a qualified employee since my experience and expertise fit your requirements so closely. I am available to meet with you at your convenience. Thank you for your time and consideration.

Sincerely,

Hayden Health

Cover Letter with Bullets

Mai Manager
Fresno, CA
(559) 555-5555
mai_manager@mail.fresnostate.edu

March 21, 20xx

Ms. Rachel Lines, Customer Service Supervisor
Kohl’s
1000 Shaw Ave.
Clovis, CA 93612

Dear Ms. Lines,

I was excited to learn about your position as a Store Management Trainee with Kohl’s at the Fresno State Career & Internship Fair. The opportunity to work for one of America’s leading retail department stores is exactly what I have been seeking. I believe the internship experience I gained with Target Stores, combined with my excellent academic record have given me the skills necessary to make a strong contribution to the Kohl’s retail organization.

While working at Target Stores, I learned the importance of merchandising and visual presentation, as well as maximizing sales and profit objectives. Some of the skills I would bring to the position are:

- Excellent customer service background
- Strong leadership skills
- Outstanding communication skills
- A passion and flair for retail sales

Serving as President of the Fresno State American Marketing Association Collegiate Chapter allowed me the opportunity to build upon my leadership skills and to interact with both students and Marketing Managers throughout the Fresno area. In addition, the challenge of working 25 hours a week while coordinating academics and school activities taught me the importance of organizing my time effectively. I work well in a team environment and would bring integrity, intelligence, and energy to the position.

I welcome the opportunity to meet with you in person to discuss my skills and experience. Please feel free to contact me at mai_manager@mail.fresnostate.edu or by phone at 559-555-5555.

Thank you in advance for your consideration.

Sincerely,

Mai Manager
OPENING PARAGRAPH
Write down the position/occupation for which you are applying and how you found out about it, and what characteristics are distinctive to the organization (go online to their website to research).

MIDDLE PARAGRAPH(s)
List the skills and abilities required to be successful in the job listed. Next, circle those where you excel.

CLOSING PARAGRAPH
Answer two: Where do you see yourself in five years? What are your professional career goals and ambitions? What is your motivating factor? Why is this type of position important to you?
Subject Line of Email Message:
Thank You – (Job Title) Interview

Email Message:

Dear Mr./Ms.,

I just wanted to send you a note to thank you very much for the opportunity to interview with you today for the (Job Title) position. I really appreciated hearing all about the exciting upcoming projects within (Organization), as well as the opportunities for advancement and career paths in your organization.

I am more convinced than ever that (Organization) is the place I want to begin my career. The position seems to be an excellent match for my academic background, work experience, skills and interests.

Please let me know if I can provide you with any additional information that would make you confident about my fit with your organization. Thank you again for the interview and your consideration. I look forward to hearing from you regarding this position.

Sincerely,

Your Name
Advice about References

- Possible references are former supervisors, Fresno State faculty, and others who are qualified to comment on your work habits, achievements, personal qualifications, etc.

- Line up your references in advance and provide them with your resume to clue them in on your career objective so they will know which of your outstanding qualities to emphasize.

- Keep your references posted on your progress and send a thank you letter. People who help deserved to be appreciated.

Sua Social Worker
2269 E. Shaw Ave. # A, Fresno, CA 93710, 831.555.5555
sua.socialworker@mail.fresnostate.edu

REFERENCE LIST

Ms. Diane Phakonekham
Executive Director, Big Brothers Big Sisters of Central California
4047 N. Fresno St.
Fresno, CA 93726
(559) 268-2447
dphak@bigs.org
Relationship: Supervisor

Ms. Sarah Johnson
KNOW MORE Consultant, Marjaree Mason Center
1600 M Street
Fresno, CA 93710
(559) 237-4706
sarah@mmcenter.org
Relationship: Employer

Dr. Travis Cronin
Social Work Professor, California State University, Fresno
5310 N. Campus Dr., M/S PH102
Fresno, CA 93740
(559) 278-0064
travis@csufresno.edu
Relationship: Professor
## ACING THE INTERVIEW

### BEFORE THE INTERVIEW

- Review your resume
- Research the position, organization, and industry
- Match your skills and qualifications to the position
- Practice responses to potential interview questions
- Prepare 3-5 stories using the STAR concept
- Plan what to wear
- Research the location of your interview
- Conduct an online practice interview and obtain feedback using StandOut

### DAY OF THE INTERVIEW

- Dress to impress
- Arrive 10-15 minutes early
- Be nice and courteous to everyone with whom you come in contact
- Bring your professional portfolio with extra copies of your resume, references, notepad, and pen

### DURING THE INTERVIEW

- Greet everyone, smile, show enthusiasm, and make eye contact
- Provide examples that showcase your skills and abilities following the STAR concept
- Emphasize your strengths and stay positive
- Listen carefully
- Pay attention to your nonverbal communication
- Ask questions at the end of the interview
- Thank the interviewer(s)

### AFTER THE INTERVIEW

- Send a thank you note, letter, or email to interviewer(s) within 1-2 days
- Follow up with the organization at least 5 days after your interview
Dress for Success

SUIT
- Two piece, long sleeve, professional suit
- Pant, dress, or skirt suits (Dress and skirt at knee length - avoid high slits)
- Solid colors or subtle pinstripes (avoid bright colors)
- Pant leg should touch the front of the shoe and fall above the heel in the back

SHIRT
- Straight or button-down shirts with a collar
- Blouses
- Avoid large graphics, low-cut, or see-through fabrics

TIE
- Coordinate color and print with your outfit

SHOES/ SOCKS
- Polished closed toe shoes
- Dark calf length socks
- Flat to medium size high heels

MISCELLANEOUS
- Make-up and jewelry in moderation
- Avoid strong perfumes or colognes
- Hair is neatly groomed and pulled away from face
- Nails are clean and not too long
- Clean-shaven face preferred (trimmed beard, if applicable)

VISIT THE CLOTHING CLOSET IN THOMAS 103 TO OBTAIN UP TO THREE PIECES OF PROFESSIONAL CLOTHING PER YEAR!
Types of Interviews

**Behavioral Interviewing**

A behavioral interview is designed to get you to reveal more about yourself, how you think, solve problems, and interact with others. They usually begin with, “Describe a situation... Give me an example... Tell us about... etc.”

The STAR concept is a structured manner of responding to a behavioral interview question by discussing the specific **Situation**, **Task**, **Action**, and **Result** of the situation you are describing, in a story-telling format.

### Sample Behavioral Question and Answer

“Describe the most challenging team experience you have encountered?”

**SITUATION**: I was involved in a group project last semester for my Administration and Organizational Behavior Management class where our team had to create a business plan. Group members varied significantly in their skills and motivation to complete the project, and each member was delegated tasks and deadlines for completion. One group member had fallen far behind and our group’s success and grade were in jeopardy.

**TASK**: Being the group leader, I was the one responsible for delegating the project tasks and seeing our project to completion.

**ACTION**: I reached out to the group member who was no longer keeping pace. In talking with him, it became clear that he had an entirely different understanding of our objective and how it would be achieved. I shared this with our other group members so they would see his unique viewpoint. This helped our group’s approach in creating the business plan.

**RESULT**: As a result, our group became more cohesive, which helped us produce a successful business plan and made the group experience more enjoyable.
### COMMUNICATION EFFECTIVENESS

Describe an instance when you had to use communication skills to get an important point across.

**TIP:** Mention how you follow up with questions to ensure your message is understood.

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>TASK</th>
<th>ACTION</th>
<th>RESULT</th>
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</table>

### TIME MANAGEMENT

Tell me about a time when you had to put in long hours or work weekends to meet a deadline.

**TIP:** Working long hours could mean you are truly dedicated to helping a team/company meet a deadline.

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>TASK</th>
<th>ACTION</th>
<th>RESULT</th>
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</table>
Tips for Acing an Online Interview

- Find a location that will be quiet and have a good internet connection
- Ask Family/roommates not to disturb you and remove pets from the room
- Know how to use your technology, and practice beforehand

- Dress just as if you were interviewing in person
- Silence your phone
- Have everything that you’ll need on hand for the interview
QUESTIONS MOST COMMONLY ASKED BY EMPLOYERS

General
1. Tell me about yourself?
2. Walk me through your resume.
3. What can you tell us about our organization?
4. Please share three strengths and/or weaknesses.
5. Why should we hire you?
6. What is your ideal job?
7. What motivates you?
8. Describe a conflict you experienced and its resolution.
9. How would others describe you?
10. What do you do in your spare time?

Education
1. What are your major academic achievements?
2. What did you enjoy most/least about your major and why?
3. How has your college experience prepared you for this career?
4. What extra-curricular activities have you participated in? What did you learn from these activities?
5. How did you stay organized in school? How did you prioritize?
6. What courses have you taken that are directly transferable to the job?
7. Do you think your grades are a good indication of the type of employee you’ll make?

Experience
1. What skills and/or experience do you have that qualifies you for this position?
2. What have you learned from previous experiences?
3. How do you cope with working under pressure and meeting tight deadlines?
4. What is the most difficult decision you have had to make on the job?
5. How well do you work with people? Do you prefer working alone or in groups?
6. How would you describe your leadership skills?
7. How well do you adapt to new situations?

Career Goals
1. What are your short-term and long-term career objectives? How do you plan to achieve them?
2. What are the most important rewards you expect to gain from your career?
3. How do you define success?
4. Are you willing to relocate?
5. Are you willing to travel for the job?

Unusual
1. If I gave you $75,000 to start a business, what would you start?
2. If you could compare yourself with any animal, which would it be and why?
3. If you could be a superhero, what would be your superpowers?
4. What song best describes your work ethic?

QUESTIONS YOU CAN ASK EMPLOYERS

1. How would you describe the company's culture and leadership philosophy?
2. What specific qualities and skills are you looking for in a candidate?
3. What does a typical day or week look like for the person in this position?
4. What is the company’s management style?
5. What are the prospects for growth and advancement?
6. What orientation/training is provided to new employees?
7. If I am extended a job offer, how soon would you like me to start?
8. What is the next course of action? When should I expect to hear from you?
9. Are there any other questions I can answer for you?

QUESTIONS YOU SHOULD AVOID

1. Never ask for information that is easily accessible on the internet or company's website
2. Never ask about pay, time off, benefits, etc.; wait until the employer brings it up
3. What does your company do?
4. Do you do background checks?
5. How quickly can I be promoted?
<table>
<thead>
<tr>
<th>QUESTION</th>
<th>RECOMMENDED FEEDBACK</th>
<th>EXAMPLE</th>
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<tbody>
<tr>
<td>1</td>
<td>Tell me about yourself. Consider your response to this request as a commercial that sells your autobiography. Always answer this question with positive information. View this question as “Tell me about yourself related to this job,” this will keep you focused on what’s important. When describing yourself, you should give specific examples of your professional and personal qualities. Your response should be focused on skills and experience relevant to the position in question. Avoid a lengthy history or wandering off in different directions. Don’t divulge overly personal information unless it is job related.</td>
<td>“I’ve always been a news junkie and I spent my last two years in school preparing myself to work in communications when I graduated. I looked for internships and extracurricular opportunities that would expose me to media relations, and I’m excited to continue on that path. I’ve been told that I’m particularly good at coming up with creative story angles, so I’m very excited about this opportunity.”</td>
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<tr>
<td>2</td>
<td>What are your greatest strengths? This is your chance to shine. You’re being asked to explain why you are a great employee, so don’t hold back and stay positive. Concentrate on discussing your main strengths. List three or four proficiencies e.g. your ability to learn quickly, determination to succeed, positive attitude, your ability to relate to people and achieve a common goal. Once you list your strengths, choose one and give an example. You may be asked to give more examples of the above so be prepared.</td>
<td>“I think one of my greatest strengths is as a problem solver. I have the ability to see a situation from different perspectives and I can get my work done even in the face of difficult obstacles. I also feel that my communication skills are top notch. I feel comfortable presenting to small and large groups. And last, is my strong work ethic. When I commit to a deadline, I do whatever it takes to deliver. For example, while I was working in a group of 4 for my Marketing 115, Global Logistics and Supply Chain Strategies, I was responsible for completing...”</td>
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<tr>
<td>3</td>
<td>What is your greatest weakness? Keep your answer factual and brief. We all have weaknesses so your goal here isn’t to lie; it’s simply to present yourself as best you can. Your weakness should not be something that would eliminate you from the running. Find a weakness that you have a solution to, or a plan to overcome, and state how you will be successful in overcoming this.</td>
<td>“I would say that public speaking is an area that I could work on. I tend to get nervous when asked to present to a large group. In small team meetings, I’m the first one to stand up and present. But put me in front of a big group and I can get flustered. I took a speech class this semester that helped me gain confidence.”</td>
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<td>4</td>
<td>Describe a difficult situation/project and how you overcame it. This is a behavioral interview question designed to discover how you handle certain situations. The logic behind this type of question is that how you behaved in the past is a predictor of what you will do in the future. Give a concrete example of a difficult situation that actually happened. Then discuss what you did to solve the problem. Keep your answers positive and be specific. Itemize what you did and how you did it.</td>
<td>“I’m the Membership Chair of XYZ student organization. Since membership decreased over the last 3 years, I thought it would be a good idea to create a new membership recruitment event. So I organized a bowling and pizza event, created flyers and posted it on Facebook. We had a great turnout, and 10 new members joined.”</td>
</tr>
<tr>
<td>5</td>
<td>Where do you see yourself in five years? The interviewer is looking for you to have a clear mindset about what you wish to accomplish. Outline your job &amp; career goals and how you envision them to fit with those of the company. Describe how you would contribute to the areas of the company about which you are most passionate and how that would ultimately obtain success for you and the company.</td>
<td>“My goal right now is to find a position at a company where I can grow and take on new challenges over time. Ultimately, I’d like to assume more management responsibilities and get involved in product strategy. But most importantly, I want to work for an organization where I can build a career.”</td>
</tr>
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</table>
**6**
What background and experience do you have that qualifies you for this position?

<table>
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<tr>
<th>Draw parallels from your current or previous experience to the requirements of this position. A similarity that seems obvious to you may not be so obvious to the interviewer. Don’t discount any experience you may have. Even if you are new to the professional job market, have only held a part-time job, or have never held a job, you have done things in your life that you can count as experience.</th>
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<tr>
<td>“My understanding from the job description is that excellent communication and computer skills are required, and I am very strong in those areas. In fact, I am fluent in Spanish, and have a degree in computer science where my GPA was 3.4. In addition, I have had numerous opportunities in my internships and class projects to present ideas in small and large groups.”</td>
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**7**
Please provide some examples of teamwork.

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<tr>
<th>When asked about teamwork during a job interview, it’s important to show enthusiasm for working on a team vs. independently if the position requires teamwork. Give specific examples of teamwork you have participated in successfully.</th>
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<tr>
<td>“In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as a team member while on my sorority’s debate team and through my advanced marketing class where we had numerous team assignments.”</td>
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**8**
Why do you want to work here?

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<tr>
<th>The employer wishes to observe if your answer indicates that you have thought about what you want and that you have researched the company. Demonstrate that this is the company you want to work for. A little flattery will go a long way, so cite some good qualities of the company. Let the interviewer know you are being selective about where you want to work and that you’re not just sending your resume for any job opening.</th>
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<tr>
<td>“I’m connected on LinkedIn to many people who work at your company. When I reviewed their profiles, I saw that we all shared some things in common. It struck me that this is the kind of place where I can fit in and excel, so I was thrilled to see you have this opening.”</td>
</tr>
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**9**
Why should we hire you?

<table>
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<tr>
<th>Think of yourself as the product. Why should the customer buy? What can you do for them that someone else can’t? Using details from past job accomplishments or from your education to support “the fit” with specific information targeted toward the company’s needs. Mention your ability, your experience, and your energy.</th>
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<tr>
<td>“I am excited for the opportunity to use my skills to help bring your organization to even greater heights. My passion, drive, and hardworking personality combined with my ability to work well as a team player are sure to mesh well with the culture and demands of your organization. My previous experience as an intern at XYZ company allowed me to refine my abilities and I am confident I will become an integral part of your team.”</td>
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**10**
Do you have any questions?

<table>
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<tr>
<th>The interviewer is looking for intelligent questions from you to give them insight into your analytical skills and overall enthusiasm for the opportunity. In many situations, the questions you ask in an interview can be more revealing than the answers you give and can give you the advantage you need to get the job. Make sure you have researched and prepared several questions before your interview. Be ready to write them down if any come to mind while you are in the interview.</th>
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<tbody>
<tr>
<td>“How would you describe a typical week/day in this position?”</td>
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<tr>
<td>“How would you describe the company’s culture and leadership philosophy?”</td>
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<tr>
<td>“What is the next course of action? When should I expect to hear from you?”</td>
</tr>
<tr>
<td>“Are there any other questions I can answer for you?”</td>
</tr>
</tbody>
</table>

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**How to set up a practice interview and/or access hundreds of interview questions using StandOut**

1. Go to [csufresno.standout.com](http://csufresno.standout.com)
2. Login with your Fresno State username and password
3. Click on Practice on the top menu and start with the Welcome to StandOut Video
4. Select one of the interviews listed or Create Your Own Practice interview by selecting your own interview criteria
5. Review your answers and comprehensive scores to strengthen your interviewing skills
Use **HireFresnoState** to Find a Job or Internship

**TOP REASONS TO REGISTER**

- Access it online from anywhere, 24/7
- View hundreds of on-campus, part-time, internship, and full-time employment listings
- Upload your resume and submit it in seconds to apply
- Find out about on-campus interviews for jobs and internships
- Keep updated on career and internship fairs and other career-related events

**CONNECT NOW!**

- Go to [my.fresnostate.edu](http://my.fresnostate.edu)
- Click **Sign In** and log in using your username and password
- In the **My Menu** box, click on **HireFresnoState**

Click on **Job Search** and select **Job Search**

Under **Job Type**, select one or more categories to narrow down your search including Part Time/Temporary, FT (Full Time) Entry Level, Internship (Academic Credit and/or Professional Experience), On Campus (Student Assistant, Federal Work Study and/or Auxiliary), Community Service Scholarship Program, etc. and click on **Apply Filters**.
The Do's and Don'ts of Social Media when Job Hunting

**DO'S**
- DO have a professional head shot for your LinkedIn profile
- DO #trending
  - know what is trending and engage in online conversations
- DO check your grammar, spelling and punctuation before posting
- DO keep your information consistent across all social media platforms

**DON'TS**
- DON'T forget to keep your LinkedIn profile current and up-to-date
- DON'T share posts involving drugs, alcohol, or profanity
- DON'T post something you would not want your grandmother to see
- DON'T ask a professional if there are any job openings
Career and Internship Fair Success

Career and Internship Fairs are events where you can meet potential employers to gather information about their organization and career opportunities.

**BEFORE THE FAIR**
- Review the list of participating employers by logging into your HireFresnoState account
- Select and research employers that interest you
- Prepare your resume and print plenty of copies
- Create and practice your 30-second commercial
- Visit the Clothing Closet as you plan what to wear

**DURING THE FAIR**
- Introduce yourself using your 30-second commercial and shake hands with recruiters
- Visit all employers that interest you
- Listen attentively and gather information
- Ask about the hiring process and any upcoming deadlines
- Request a business card and leave your resume

**AFTER THE FAIR**
- Send thank you notes to employers you are most excited about, reinforcing your interest in their organization
- Follow up with your contacts and submit any information that you may have promised
- Continue practicing your interviewing skills using StandOut
- Reflect on your experience

**QUESTIONS YOU CAN ASK AT THE FAIR**

1. What types of career opportunities do you offer?
2. Can you describe the qualifications and skills you look for in an applicant?
3. What types of projects might I expect to work on in my first year with your organization?
4. What advice would you give someone seeking a position in your organization?
5. What type of entry-level positions or internships exist within your organization?
6. Are there opportunities for ongoing training?
"Hello, my name is Camila Communicator and I am a junior at Fresno State majoring in Communication with a General Business minor. I have experience as Vice President of the Hispanic Business Student Association (HBSA), where I led several fund raising events and played a critical role in establishing a mentorship program for HBSA students and alumni. In addition to my leadership experience, I also work on campus as a Student Assistant where I apply my skills in communication, problem solving, and teamwork. Could you tell me more about your management trainee program?"
International students looking for employment or an internship in the U.S. need to know the regulations to be legally employed according to their current immigration status. Check the International Student Services and Programs (ISSP) website: fresnostate.edu/issp/current/employment for more information or visit their office in Joyal 256.

### 10 STRATEGIES FOR OBTAINING EMPLOYMENT

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Details</th>
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<tbody>
<tr>
<td>1. Start early! It takes time to locate an internship or job.</td>
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<tr>
<td>2. Schedule an appointment with a career counselor to explore your options, review your resume/CV, and practice interviewing.</td>
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<tr>
<td>3. Log-in to HireFresnoState and search for Part Time, Internship (Academic Credit or Professional Experience) and Full Time opportunities, On- and Off-Campus.</td>
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<tr>
<td>4. Contact the faculty internship coordinator in your academic department for information on internship procedures and arranging class credit.</td>
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<tr>
<td>5. Apply with employers that sponsor international students.</td>
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<tr>
<td>6. Sell yourself on your skills. Many international students can speak more than one language, have intercultural competence, are responsible, flexible and can cope with change. These are traits valued by employers.</td>
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<tr>
<td>7. Attend career fairs and workshops offered by the Career Development Center.</td>
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<tr>
<td>8. Network by speaking with friends, alumni, professors, members of clubs or professional organizations, and other international employees working in your field.</td>
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<tr>
<td>9. Find U.S. organizations with locations in your home country. These organizations might find your background and language skills beneficial because of the connections they have in your home country. You might seek a position in your home country with one of these organizations, hoping to transfer to one of their locations in the U.S.</td>
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<tr>
<td>10. Don’t quit or give up hope. Finding a job in the U.S. is not easy, even for U.S. citizens.</td>
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</table>
Whether it is appropriate to negotiate salary for a given position depends on a number of factors: the size and culture of the organization, how well the candidate fits the employer’s needs, how difficult the position is to fill, median salary for that position, and cost of living in that geographic region.

**DO**
- Research the salary ranges and cost of living prior to interviewing
- Consider the whole package (salary + benefits) to determine the value of a job offer
- Be positive – always thank the recruiter for the offer (even if it is very low)
- Ask if there is room for negotiation
- Respect the timeframe that the employer gives you for making a decision
- Be diplomatic and professional
- Get the final offer in writing

**DON’T**
- Discuss salary until the employer brings it up
- Enter into negotiations if you know that you won’t accept any offer
- Under-value your worth
- Play “hard ball”
- Provide negative reasons why you are declining the offer

Online Resources: Glassdoor.com, bls.gov/ooh/, Onetonline.org, Payscale.com, Salary.com, Salaryexpert.com
IS GRADUATE SCHOOL FOR YOU?

- Does the career you are preparing for require an advanced degree?
- Are you financially prepared?
- Would it be more appropriate to work first and then return to school?
- Are there other options that you should consider?

HOW IS GRADUATE SCHOOL DIFFERENT FROM UNDERGRAD EDUCATION?

- The quality and quantity of work increases.
- Class sizes are smaller and collaborative work is encouraged.
- Students are expected to take more initiative in their own learning.
- There is an increased depth to research projects including original research.

TYPES OF GRADUATE DEGREES

**Master’s Degree**

- Usually 2-3 years to complete
- Career oriented
- Possibility of thesis or non-thesis

**Doctoral Degree**

- Usually 4-6+ years to complete
- Research oriented
- Complete dissertation

Common Admission Tests

- Graduate Record Examination (GRE) ets.org/gre
- Graduate Management Admissions Test (GMAT) mba.com
- Law School Admissions Test (LSAT) lsac.org
- Medical College Admission Test (MCAT) aamc.org/students/applying/mcat
- Dental Admission Test (DAT) ada.org/dat.aspx
- Pharmacy College Admissions Test (PCAT) pcatweb.info

**Tip:** No two programs are the same. You must always contact the admissions office or visit the website of the graduate program to retrieve specific information required in the application process. If you fail to meet all of their criteria, you risk the chance of your application not being considered.
Writing Your Personal Statement

The admission essay, personal statement, goal statement, or statement of purpose are essentially asking for the same information: Who are you? What is your purpose? What do you expect to do with your advanced degree?

**GENERAL GUIDELINES**

- Be honest – genuinely reflect why you want to enter into a graduate or professional program
- Completely answer all questions and follow the directions provided
- Tell a story – by distinguishing yourself though your story, you will make yourself memorable
- Be specific and include concrete examples that backup your story
- Research the university and the program you are applying to, and find out what sets them apart from others
- Proofread and find others to proofread for you

**QUESTIONS THAT WILL HELP YOU COLLECT IDEAS AND INFORMATION**

- What is special, unique, distinctive, and/or impressive about you or your life story?
- What are your career goals and how will this program help you achieve them?
- When did you become interested in this field and what have you learned about it (and about yourself)?
- What academic background and related experience do you have in this field?
- Are there any gaps or discrepancies in your academic record that you should explain?
- Have you had to overcome any unusual obstacles or hardships in your life?
- What is your interest and motivation for pursuing this field?

**THINGS TO AVOID**

- Little white lies: “This program is my first choice...”
- Flattery: “This program is the finest in the country...”
- Overgeneralization.
- Philosophical: “Life in the universe is ever-changing...”
- One-dimensional: “My greatest desire is...my only goal in life is...”
- Painfully obvious: “I believe my undergraduate education has prepared me for...”
- Autobiographical: “...and when I was twelve my family moved to...”
- Getting too personal about religion, politics, or your lack of education.
- Repeating information directly from your application form unless you use it to illustrate a point or want to develop it further.

**RESOURCES**

- Grammarly.com – a free online tool to proofread your writing
- EssayEdge.com and TopAdmit.com – sample personal statements