Fresno Housing is a national leader in developing affordable housing that works to create vibrant communities, build quality affordable housing, and support the success of nearly 50,000 residents throughout the City and County of Fresno.

**Fresno Housing Careers:**
- Accounting/Finance
- Asset Management
- Business Operations
- Housing Programs
- Human Resources
- Information Technology/Systems
- Planning & Community Development
- Property Management
- Resident Engagement Services
- …and many more!

**Fresno Housing Benefits:**
- Medical, Dental, and Vision Coverage
- 9/80 Compressed Work Week
- Vacation/Sick Time
- 12+ Paid Holidays
- CalPERS Pension
- Employer Paid Life Insurance
- 457 Voluntary Retirement Savings Plan
- Tuition Assistance/Reimbursement
- Professional Development Opportunities
- …and much more!

www.fresnohousing.org/careers
1331 Fulton Street, Fresno, CA 93721 | @FresnoHousing | EOE M/F/D/V/50
Career Development Center Services

- Career Counseling
- Assessments and Major/Career Exploration
- Internships
- On-Campus Employment
- Money Management
- Clothing Closet
- HireFresnoState
- Workshops
- Career Fairs and Events
- Interview Preparation and Mock Interviews
- Graduate/Professional School Preparation
- Alumni Services
D.I.G.S. is a systematic model to increase control over your career direction.

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.”

\[ \text{TO GET AN ACCURATE ASSESSMENT, REMAIN HONEST WITH YOURSELF.} \]

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

**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”**
### 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 for your major using What Can I Do With This Major?
- 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 Big Interview

### 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 Big Interview
- Network with faculty, alumni, and others in LinkedIn
- Attend career fairs
- 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

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**Investigate and Network**

**WHY?**
Explore and clarify your career goals while expanding your professional network.
Will help build your confidence for job interviews.

**WHAT?**
Obtain insider information and learn what is needed to excel in a particular job.
Become part of the hidden job market!

**HOW?**
Identify an occupation you want to explore.
Find people to interview (networking worksheet).
Prepare in advance, dress professional, send a thank you email.
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
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.

**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.

**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.

**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.

**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.

**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.

**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.
**Attention Plant Science Students! We want you to join our team!**

**Internship Opportunities:** Throughout the summer months, Crop Production Services offers internships focusing on agronomic knowledge of regional crops, IPM, plot management, plant nutrition and crop technologies.

**Full-time PCA Opportunities:** PCA specialties are diverse and may help maintain highway vegetation; solve weed congestion in public waterways; assist in pest-free greenhouses, golf courses, turf and landscape; or ensure the growth of healthy, abundant food, fiber and ornamentals from millions of acres of California farm and public lands.

Learn more at www.cpsagu.com

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**Congratulations Graduates!**

**#CPSintheWest**

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**FRESNO STATE**

**Research and Graduate Studies**

**What is next?**

Graduate School at Fresno State is next

**47 graduate programs**

**Including 3 doctoral programs**

**9 active graduate certificates**

Contact 559.278.2448 for more information

www.fresnostate.edu/drgs

**Guadalupe Remigio Ortega**

Arts and Humanities Graduate Medalist
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.

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For more information visit us in Thomas 103 or call 559.278.2381
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.

STRATEGIES FOR LOCATING ON-CAMPUS EMPLOYMENT, INTERNSHIPS, AND COMMUNITY SERVICE OPPORTUNITIES

• 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 Big Interview 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
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. You'll change how you manage your money over time. 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.

Everyone has different ways they like to spend their money. You might shell out for experiences such as visiting new cities and playing intramural sports, while your roommate likes having the latest sound system or flat screen.

Discover Your Financial Identity
Your financial identity is the way you approach money management—what you think about and rely on when you've got decisions to make. Knowing your financial identity can provide insights into what you need to do 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 decision before going 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.

Check out Unle$hed - The 24-hour online access portal that is a step by step blueprint to reach your financial freedom. fresnostate.edu/unleashed

LET’S TALK!
Call 559.278.2381 to make a free custom coaching session today!
Spend Your Money Wisely

With a little self awareness and self control, you can transform into a smart spender. Here are a few things to keep in mind the next time you’re getting 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.

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.

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.

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.

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 for FREE!

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

Real Connection
Connecting with someone who understands you, keeps you accountable, motivated, and on track makes all 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 padding.

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, such as holiday shopping—it happens every year—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.

HAVE YOU CHECKED OUT Unleashed YET?
VISIT THE LINK BELOW!

fresnostate.edu/unleashed

"Your big dreams don't seem so big when you have a plan to make them real"

Want to save even more money?
Check out our website for special campus events!

fresnostate.edu/moneycenter
Certified Meat Products is looking for team members with the passion, drive, and dedication needed for a progressive work environment. Be a part of a team that continues a 60 year tradition of integrity in the food industry. Ask yourself, are you a cut above the rest?

For career opportunities connect with us
www.certifiedmeatproducts.com
info@certifiedmeatproducts.com
START A CAREER THAT MEANS SOMETHING

You can find a job or you can find your calling. The world has some big challenges. You want to make a meaningful difference.

Aspiranet is a place where you can start and grow a career that matters. You’ll be part of a movement across the state of California, helping children and families from birth through adulthood. We’re a one-of-a-kind agency dedicated to building a world where all children and youth are loved and cared for, and all families have the resources to thrive.

Be a force for change. Have an impact on the lives of families, children and youth. Aspiranet has open positions across California, including:

Social Workers
Clinicians
Support Counselors

This is your chance to do good work and to see the results right in front of you. The world has some big challenges. Are you ready to be part of the solution?

Aspiranet offers a competitive benefits package for full-time employees. Aspiranet is an equal opportunity employer.

For more information, visit aspiranet.org/fresnostate
## Resume and Curriculum Vitae (CV) Writing

### WHAT IS THE DIFFERENCE BETWEEN A RESUME AND CURRICULUM VITAE?

<table>
<thead>
<tr>
<th>Resume</th>
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<td>Often required for higher education and research positions</td>
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<td>Focuses on your strongest, most relevant qualifications and experiences</td>
<td>Demonstrates your full professional work history and experiences</td>
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<td>Demonstrates a fit for a specific position</td>
<td>Comprehensive biographical statement focusing on professional qualifications and activities</td>
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<td>Provides a summary of education and experience-based qualifications</td>
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### Resume / CV Checklist

- [ ] Contact information is current
- [ ] Makes a positive impression in under one minute
- [ ] Formatting is consistent
- [ ] Font is simple and easy to read (e.g., Times New Roman, Arial, Helvetica or Verdana)
- [ ] Sections are clearly labeled and listed with dates in reverse chronological order
- [ ] Use phrases, not complete sentences
- [ ] Power verbs are used in bullet points
- [ ] Font size is 10-12 for the body of the resume
- [ ] Margins are ½ inch to 1 inch throughout
- [ ] Good balance between text and white space
- [ ] Keep verb tense consistent (past or present tense)
- [ ] No grammatical or spelling errors
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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### MANAGEMENT/LEADERSHIP SKILLS

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### DATA/FINANCIAL SKILLS

<table>
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<th>Action</th>
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### MANUAL SKILLS

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<td>Bent</td>
<td>Drove</td>
<td>Moved</td>
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### Set-up Skills

- Skilled
- Tended

### Other Skills

- Set-up
- Tended

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## Helping Skills

<table>
<thead>
<tr>
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<td>Intergrated</td>
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## Organizational/Detail Skills

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## Research Skills

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## Teaching Skills

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## Technical Skills

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<td>Wrote</td>
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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 ______________, ________________________________________________________________________ [expected] Mo/Yr
California State University, Fresno (Fresno State) GPA: ________

Relevant Coursework:
- ________________
- ________________
- ________________

Experience:
Title Organization Name City State Mo/Yr to Mo/Yr
- ________________ + ________________ + ________________
  Power Verb How you completed the action Results & Outcomes
- ________________
  ________________

Title Organization Name City State Mo/Yr to Mo/Yr
- ________________ + ________________ + ________________
  Power Verb How you completed the action Results & Outcomes
- ________________
  ________________

Memberships/Leadership Experience:
Title/Member Student Organization Name Fresno State Mo/Yr to Mo/Yr
- ________________
  ________________

Title/Member Organization Name City State Mo/Yr to Mo/Yr
- ________________
  ________________

Honors/Awards:
Title of Honor/Award Organization Name City State Mo/Yr to Mo/Yr
____________________________________
Title of Award/Award Organization Name City State Mo/Yr to Mo/Yr
____________________________________
**Psychology**

Pahoua Psychologist  
(661) 555-5555  • pahoua_psychologist@mail.fresnostate.edu

**College Address**  
4567 N. Fresno St., Apt.233  
Fresno, CA 93726

**Permanent Address**  
6244 Panama Ln.  
Bakersfield, CA 93313

**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 CPRL—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 of Applied Behavior Analysis Training  
  Certificate in Conversational American Sign Language  
  05/20xx
- **Bakersfield College, Bakersfield, CA**  
  A.A., Liberal Studies  
  12/20xx

**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, Deaf Culture

**Relevant Experience**
- **Volunteer**  
  Central California Autism Center, Fresno, CA  
  08/20xx - Present
  - Observe behavior therapist’s interaction with children using Pivotal Response Therapy techniques

- **Nanny**  
  Smith Family, Fresno, CA  
  01/20xx - Present
  - Provide care for 2 children; pre-school and elementary age
  - Plan educational and recreational activities
  - Assist with homework and preparing for tests

- **Child Worker**  
  San Joaquin Country Club, Fresno, CA  
  05/20xx - 08/20xx
  - Provided focused childcare for ages 0-9 years
  - Coordinated activities and summer camps for children ages 3-5 years
  - Trained 4 new employees in providing childcare

**Other Experience**
- **Sales Associate**  
  CVS, Bakersfield, CA  
  06/20xx - 09/20xx
- **Customer Service Representative**  
  Verizon Wireless, Bakersfield, CA  
  06/20xx - 08/20xx

**Extracurricular Activities**
- **Member**  
  Fresno State Psychology Student Union  
  02/20xx - Present

**Professional Development**
- **Association for Behavior Analysis International (ABAI) Annual Convention, Denver, Colorado**  
  05/20xx
  - 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  
e.engineer@mail.fresnostate.edu  
559-555-5555  • www.linkedin.com/in/e.engineer

**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**  
  (DESIGNED ROBOTIC ARM TO ROTATE TO SELECT CANDY)
  - Programmed Arduino microcontroller to control all movements of two servo motors and a light sensor
  - 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 a suspension team**
  - Analyzed the amount of friction between the tires and the road to provide steering stability
  - Minimized body roll by 75% by developing process to transfer weight during cornering

**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 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

**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, stress gauges, welding tools
  - Devices: Lathe, milling machine and drill press
  - Software: AutoCAD, SolidWorks, MATLAB, Mechanical Desktop 6, M/S Office including Project
  - Other: M/S 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+, Pinterest, Facebook, Periscope, YouTube, LinkedIn, Vimeo
- Platforms, Tools, and Analytics: Sprinklr, Hootsuite, WordPress, Bit.ly, Google Analytics
- Demonstrated experience in editing video using Adobe Premier Pro
- Excellent at breaking down a story with facts and personal accounts to write the news
- Superior organizational skills, managing several events simultaneously
- Ability to work with others while maintaining a professional work environment
- Computer: MS Word, Excel, PowerPoint, Publisher, Keynote, Adobe Illustrator and Photoshop

#### 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 Gordon and Sons PR social media accounts.
- Used Vocus, CisionPoint, and TIDatabase 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, "5 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

**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

### Accounting

**ARIANA ACCOUNTANT**

559.555.5555  •  arianaa@mail.fresnostate.edu

1234 E. Herndon Ave., Apt. 133  •  Fresno, CA 93722

#### 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, A/R, A/P
- 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

**California State University, Fresno (Fresno State)**  •  Graduated Cum Laude with a GPA 3.6/4.0

#### Coursework

- Financial Accounting; Managerial Accounting; Intermediate Accounting
- Computer: MS Word, Excel, PowerPoint, QuickBooks
- Publisher, Keynote, Adobe Illustrator and Photoshop
- Social Media Channels: Twitter, Facebook, Instagram, Google+, Pinterest, Facebook, Periscope, YouTube, LinkedIn, Vimeo
- Excellent oral, written, and interpersonal communication skills
- Platforms, Tools, and Analytics: Sprinklr, Hootsuite, WordPress, Bit.ly, Google Analytics
- Ability to work independently as well as a team member
- Motivated, responsible, efficient, and goal driven
- Demonstrated experience in editing video using Adobe Premier Pro
- Superior organizational skills, managing several events simultaneously
- Ability to work with others while maintaining a professional work environment

#### Experience

**Accounting Intern, Baker, Peterson and Franklin, CPA, LLP, 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**

- Entailed information from tax returns into IRS data system
- Utilized attention to detail

#### Other Experience

**Crew Member, McDonald’s, Fresno, CA, September 20xx – Present**

- Provide excellent customer service in a fast paced, demanding environment
- Open store in morning and meet delivery truck to stock inventory
- Handle cash and credit transactions
- Maintain store facilities to ensure cleanliness and to meet health code regulations

**HONORS/ACTIVITIES**

- Dean’s List (2 semesters); Member (2 years) and Vice-President, Beta Alpha Psi (1 year)

**AWARDS**

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

**COMMUNITY SERVICE**

- Volunteer Tax Preparer, Fresno West Coalition for Economic Development, January - April 20xx
Public Health

PEDRO PUBLIC HEALTH
280 Willow Ave., Clovis, CA 93612 • (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 the ability to manage multiple projects
• Proficient in MS Word, Excel, and PowerPoint

EDUCATION
California State University, Fresno
• 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
Secured clean water for six Haitian encampments

RELEVANT EXPERIENCE
EDUCATION AND RESEARCH
• Conducted research on reproductive health issues in the Central Valley, and assisted staff in developing educational programs and support materials based on findings
• Increased diabetes management knowledge within the African American and Latino senior community through outreach efforts at farmers markets and school events
• Assisted in teaching a workshop series on gestational diabetes in English and Spanish
• Educated Latinos in low income communities on the health benefits of healthy eating and increased activity levels

PROGRAM DEVELOPMENT AND COORDINATION
• Collaborated with program staff to draft and implement recruitment strategies to increase parent participation in training sessions
• Assisted in the development of educational and training materials for parents
• Coordinated logistics for parent trainings and community outreach activities
• Assisted in program evaluation activities by collecting, entering, and evaluating data

WORK HISTORY
Outreach Intern, Community Regional Medical Center, Fresno, CA 06/xx - 09/xx
• Community Health Leader, Central Valley Health Network, Fresno, CA 04/xx - 09/xx
• Student Intern, California Health Collaborative, Fresno, CA 09/xx - 12/xx
• Project Intern, West Fresno Health Care Coalition, Fresno, CA 01/xx - 07/xx
• Health Education Intern, Planned Parenthood Mar Monte, Fresno, CA 09/xx - 12/xx

ASSOCIATIONS & COMMUNITY SERVICE
• Student Public Health Association, Member (2 years) and Treasurer (1 year)
• American Public Health Association Student Membership (1 year)
• American Heart Association, Volunteer (2 years)

Nursing

NAZARIO NURSE
1462 W. Joshua St., Fresno, CA 93720 • 559-555-5555 • nursnazario@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
Certified Nurse Assistant

CLINICAL EXPERIENCE
Pediatrics, Valley Children’s Hospital, Madera, CA
November 20xx – December 20xx
• 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
August 20xx – November 20xx
• 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
May 20xx – August 20xx
• Performed fetal monitoring to evaluate for accelerations and decelerations in heart rates
• Maintained patient comfort during labor and prepared patients for cesarean sections

RELATED EXPERIENCE
Certified Nurse Assistant, Golden Living Center, Fresno, CA
June 20xx – Present
• Promote a compassionate physical and psychosocial environment for residents
• Assist residents with varying levels of dependency with activities of daily living
• Enforce safety and infection control procedures

ADDITIONAL EXPERIENCE
Host, Black Angus Steakhouse, Inc., Fresno, CA
August 20xx – June 20xx
• Welcomed and greeted guests, answered telephone addressing 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

ACTIVITIES
Philanthropy Chair, Student Nursing Association, Fresno State
September 20xx – May 20xx
• Initiated first annual Bowl-a-Thon resulting in $1,500 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
Animal Science / Pre-Veterinary

**Varinder Veterinarian**

5164 Primitivo Way, Apt. 325  Fresno, CA 93710  (559) 555-5555  varinderv@mail.fresnostate.edu

**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
- CSET, RICA, CBEST
- Computer: MS Word, Excel, PowerPoint, Publisher, and Blackboard
- Language: Conversational Spanish

**Relevant Experience**

**Feral Paws Rescue Group, Fresno, CA**
Animal Care Volunteer
- 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
- Summer 20xx

**Valley Animal Shelter, Fresno, CA**
Animal Care-Shelter Volunteer
- Walked, brushed, socialized, pet, road 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
- March–June 20xx

**Leadership/Activities**

**Fresno State:**
- Pre-Veterinary Association
- Summer Camp Leader, Summers 20xx
- Directed activities for over 50 children, ages 5–12
- Communicated with parents on a daily basis and completed weekly written reports of program activity

**High School:**
- Honor Roll (4 years) - Veterinary Science Team was named State Champions after undated season with seven first-place finishes; earned a first place Junior/Senior/Grad Showmanship Market Lamb award, and two second place Feeder Lamb awards

**Honors/Awards**
- Fresno State: Recipient of Ag One Scholarship
- High School: Honor Roll (4 years) - Veterinary Science Team was named State Champions after undated season with seven first-place finishes; earned a 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, 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
- 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
- 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
- Created and presented a multi-disciplinary unit on Native Americans incorporating hands-on activities
- Modified curriculum for an English Language Learner and Special Education Students in the regular education classroom
- 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**
- Summer Camp Leader, Summers 20xx
- Directed activities for over 50 children, ages 5–12
- Communicated with parents on a daily basis and completed weekly written reports of program activity

- Summers 20xx, 20xx
- Directing activities for 50 children, ages 5–12
- Communicated with parents on a daily basis and completed weekly written reports of program activity
**Carmen Criminologist**

5689 N. Cedar Ave., Apt. 220  
Fresno, CA 93710  
831-555-5555  
criminologist@mail.fresnostate.edu

**Profile**

Visionary and detailed professional with extensive multi-tasking, 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 codes. 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
- 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
- Proficient in multi-tasking, 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 codes.
- Great communication skills and culturally sensitive to any diverse and special population.

**Education**

California State University, Fresno, B.S. – Criminology, Victimology, expected May xx

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, Resource Center for Survivors of Sexual Assault

**Related Experience**

Resource Center for Survivors of Sexual Assault, Fresno, CA

- Intern    Sept. xx – May xx
  Performing community outreach activities, working with incoming crisis call interventions, and participating with victim advocates, helping clients in need.

Elder Abuse Services, Fresno, CA

- Student Intern    Jan. xx – May xx
- Volunteer    Mar. xx – June xx
  Commitment to ongoing interactions with the elderly at various senior centers, along with organizing community outreach activities.
  - Observing elderly abuse court cases
  - Shadowing the Long-Term Care Ombudsman Program

**Work Experience**

Sales Associate, Macy's, Fresno, CA    Oct. xx – Apr. xx

Cashier, Farm Fresh Deli & Café, Salinas, CA    Aug. xx – Aug. xx

**Skills & Abilities**

- Strong 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
- Oversaw psychosocial assessments and facilitated Anger Management Group
- Conducted home visits to ensure students’ safety
- Coordinated social services and mental health components of children’s centers and other programs
- Compelled and collaborated with school personnel to promote a positive school environment

- Supported and trained clients with disabilities about resources and information
- Conducted home visits to develop home assessment/safety plans
- Conducted home visits and created assessments
- Wrote narratives on a regular basis for contact and contact attempts

**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
SERGIO SCIENTIST
sergioscientist@mail.fresnostate.edu
5012 N. Maple Ave Fresno, CA 93710
(559) 555-5555

EDUCATION
California State University, Fresno (Fresno State)
M.S., Biology, May 20xx
- Thesis: Restriction endonuclease analysis of the satellite DNA component from two extremely halophilic bacteria. Advisor: Dr. Jason A. Bush.
B.S., Biology, May 20xx
- Single Subject Credential – Natural Science
- CBEST Passed, December 20xx

Fresno City College, Fresno, CA
A.A., Biology, May 20xx

QUALIFICATION SUMMARY
- Five years teaching experience at the postsecondary and secondary levels with students diverse in age, ability and ethnicity.
- Areas of teaching competence include Biology, Advanced Placement Biology, Evolution, Human Physiology, Marine Biology, Family Life and Human Sexuality, among others.
- Experienced in developing course curricula as well as executing field trips, laboratory exercises, and other activities beyond traditional lectures.

RESEARCH EXPERIENCE
Masters Research, Fresno State, August 20xx – May 20xx
Isolated and characterized the satellite DNA component from Halobacterium sp. by density gradient centrifugation and restriction endonuclease analysis. Dr. Jason A. Bush, Department of Biology.

Research Assistant, UCSF Fresno Center for Medical Education and Research, September 20xx – August 20xx
Collected, maintained and statistically evaluated data for ongoing studies including drug evaluations, immunological studies, iron therapy studies and studies on long-term dialysis patient care. Dr. Uzair Chaudhary, Department of Hematology/Oncology.

PUBLICATIONS

“Bacteriological Projects for Biological Sciences 1 Students,” Scientist, S. (20xx) In-house publication.

TEACHING EXPERIENCE
Teaching Assistant, Fresno State, January 20xx – May 20xx
Principles of Biology (two semesters)
General Zoology and Laboratory (one semester)
- Solely responsible for lectures, course syllabi, examinations, and final evaluations.

Adjunct Biology Instructor, Clovis Community College, Clovis, CA, August 20xx – Present
- Heredity, Evolution and Society: Taught contemporary issues in evolution and genetics to non-science majors.
- Revised curriculum and prepared lab manual.

Teacher, Fresno High School, Fresno, CA, August 20xx – June 20xx
- Taught Advanced Placement courses in Biology and Human Physiology to 95% college-bound student body.
- Developed laboratory resources and curriculum to encourage STEM interest.

PRESENTATIONS
“Expanding Your Horizons” Conference, April 20xx
- Presented career options in the fields of math and science to high school students.

ACADEMIC AND COMMUNITY SERVICE
Nature Walk, San Joaquin River and Conservation Trust, Fresno, CA, Summers 20xx & 20xx
- Preserve Project Leader, Sierra Foothill Conservancy, Prather, CA, 2 years
- Animal Care Volunteer, The Discovery Center, Fresno, CA, 1 year

PROFESSIONAL AFFILIATIONS
American Association for the Advancement of Science (AAAS)
American Society for Biology (ASB)

HONORS
Outstanding Graduate Student Teaching Award, Fresno State, May 20xx
Dean’s List, Fresno State, 4 semesters

Suggested Headings to Consider:
ACADEMIC PREPARATION:
- Education/Credentials
- Coursework
- Research/Lab Experience
- Teaching Experience
- Special Skills
- Program & 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
Your Future Awaits

Want a chance to work with a forward thinking Land Survey and GIS Company in the center of Wine Country? A beautiful backdrop to a first rate firm that has been on the cutting edge since it began in 1976. We are not too big for you to experience and learn all the aspects of Land Surveying, Planning, Research, GPS with Real Time Virtual Networks and Drone Flying Geospatial Geodesy from long respected land professionals. We solve problems and help our clients move forward “Mapping for a Better World!” Come join us and create a new chapter as we help some of the thousands rebuild from the fire storm that struck our region in October 2017. Passion and Purpose with no Pretense.
Cover Letter Format

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,
(Hand written signature)
Your Name

Optional:
“Brand” your documents by using the same format as your resume.

On-Campus Cover Letter

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 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,
(Hand written signature)
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
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 • arianaaa@mail.fresnostate.edu
1234 E. Herndon Ave., Apt. 133 • Fresno, CA 93722

Date

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

Dear Ms. Faulk,

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 Accounting 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 Baker, Peterson & Franklin, CPA, LLP. 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
Two Column Cover Letter

1234 N. Chestnut Ave., Apt. 102
Fresno, CA  93726

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:  
- Ability to coordinate and oversee the work of subordinates
- Ability to strategically plan, develop and implement programs and operations toward achievements of team's mission, goals, and objectives
- The analytical skills to perform needs assessments, evaluate current programs, and initiate changes or adjustments to current systems and improve operations
- Problem solving and decision making abilities
- Financial and personnel management expertise
- Interpersonal and communication skills that promote the ability to serve as a liaison and resource

I offer:  
- Experience in supervising 10 summer employees and ensuring staff efficiency as an assistant manager
- Experience developing and implementing training programs as a summer intern
- Success in performing fieldwork hours, reorganizing a mental health clinic and vastly improving its processes
- Success in 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
- Strengths in both areas, through health and management background
- Significant experience giving presentations, speaking before groups and interacting with diverse individuals

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,

(Signature)

Hayden Health

Cover Letter with Bullets

Mai Manager
1762 W. Pontiac Way
Fresno, CA  93726
(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,

(Signature)

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?
Thank You 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.,

Thank you very much for the opportunity to interview with you on (Interview Date) for the (Job Title) position. The time and courtesy extended to me increased my excitement about the possibility of working for your organization.

The information shared during the interview enhanced my previous research on (Organization Name) and confirms that my skills match nicely with the job requirements. I was impressed with the effective manner in which your organization has adapted the management-by-objective system to the technical operations. I think that I could make a significant contribution to your organization over time.

The interview experience has confirmed my interest in the (Job Title) position and in working with your staff. Please feel free to contact me at (Area Code) (Phone Number) or reach me by email at (Email Address) if I can provide 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,

(Hand written signature)

Your Name

Thank You Email

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
Email Address
Phone Number
MEET THE HARDEST WORKING FAMILY IN AGRICULTURE.

From versatile tractors and rugged utility vehicles, to zero-turn mowers and construction machinery, quality Kubota equipment is precisely engineered to get more done.

Kubota Tractor Corporation - Western Division - Lodi, CA

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.

Reference List

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

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. Kris Clarke
Social Work Professor, California State University, Fresno
5310 N. Campus Dr., M/S PH102
Fresno, CA 93740
(559) 278-2985
kclarke@csufresno.edu
Relationship: Professor
Interviewing

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 Big Interview

**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 with a firm handshake
- 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!
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.

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<tr>
<th>SITUATION</th>
<th>TASK</th>
<th>ACTION</th>
<th>RESULT</th>
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### 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.

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<tr>
<th>SITUATION</th>
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Take the next step in your career by earning a graduate degree.

A graduate degree can be an important stepping stone in your career. The Kremen School of Education and Human Development offers a variety of graduate programs:

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- MA in Special Education
- MA in Teaching (online)
- MS in Clinical Rehabilitation and Mental Health Counseling
- MS in Counseling
- Doctorate in Educational Leadership

Continue your education today!
www.fresnostate.edu/kremen
Interviewing Questions

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?

HOW WILL OUR BIG IDEAS CAPTURE GLOBAL ATTENTION?
#YOURTALENTOURSTAGE

PEPSICO
<table>
<thead>
<tr>
<th>QUESTION</th>
<th>RECOMMENDED FEEDBACK</th>
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<tr>
<td><strong>1</strong> Tell me about yourself.</td>
<td>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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<td><strong>2</strong> What are your greatest strengths?</td>
<td>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>
</tr>
<tr>
<td><strong>3</strong> What is your greatest weakness?</td>
<td>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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<tr>
<td><strong>4</strong> Describe a difficult situation/project and how you overcame it.</td>
<td>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><strong>5</strong> Where do you see yourself in five years?</td>
<td>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?**

   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.

   “*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.*"

7. **Please provide some examples of teamwork.**

   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.

   “*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.*"

8. **Why do you want to work here?**

   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.

   “*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.*"

9. **Why should we hire you?**

   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.

   “*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.*"

10. **Do you have any questions?**

    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.

    “*How would you describe a typical week/day in this position?*

    “*How would you describe the company’s culture and leadership philosophy?*

    “*What is the next course of action? When should I expect to hear from you?*

    “*Are there any other questions I can answer for you?*"

---

How to set up a practice interview and/or access hundreds of interview questions and sample answers using [Big Interview](fresnostate.biginterview.com)

1. Go to [fresnostate.biginterview.com](fresnostate.biginterview.com)
2. Using your Fresno State email address, log in or register to create a new account
3. Click on the green **Start Here** button to watch 3 short videos and get the most out of Big Interview
4. Follow the steps on Your **Big Interview checklist** to learn, practice, and obtain feedback
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, FT (Full Time) Entry Level, Internship (Paid), On Campus (Student Assistant and/or Auxiliary), Community Service Scholarship Program, etc. and click on **Apply**.
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In the neighborhoods in which we live, the communities we serve, and across the planet we call home.

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Madera County Employment Opportunities...check us out at: maderacounty.com or governmentjobs.com/careers/maderacountyca

Career Opportunities are routinely available in the areas of Behavioral Health, Public Health, Public Safety, Social Services, Public Works, Engineering and More!

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maderacounty.com  |  559.675.7705

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The Do’s and Don’ts of Social Media when Job Hunting

DO’S

**DO**
- check your algebra, spelling and punctuation before posting
- keep your information consistent across all social media platforms

**DO**
- have a professional head shot for your LinkedIn profile

**#trending**
- know what is trending and engage in online conversations

DON’T

**DON’T**
- forget to keep your LinkedIn profile current and up-to-date
- share posts involving drugs, alcohol, or profanity
- 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 cards 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 Big Interview
- 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?”

**Paragraph of Your 30-Second Commercial**

- Career fairs and information sessions
- Networking events
- In response to “Tell me about yourself” at interviews
- Reaching out to new contacts
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

1. Start early! It takes time to locate an internship or job.

2. Schedule an appointment with a career counselor to explore your options, review your resume/CV, and practice interviewing.

3. Log-in to HireFresnoState and search for Part Time, Summer, Internship (Academic Credit or Paid) and Full Time opportunities On- and Off-Campus.

4. Contact the faculty internship coordinator in your academic department for information on internship procedures and arranging class credit.

5. Apply with employers that sponsor international students.

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.

7. Attend career fairs and workshops offered by the Career Development Center.

8. Network by speaking with friends, alumni, professors, members of clubs or professional organizations, and other international employees working in your field.

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.

10. Don’t quit or give up hope. Finding a job in the U.S. is not easy, even for U.S. citizens.
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

---

**Salary Negotiation**

**GET THE EXPERIENCE YOU NEED DOING SOMETHING YOU’LL LOVE**

*Accelerate your career while doing work that means something.*

Aspiranet is a place where you can start your career making a difference in the lives of families, children and youth. All across California, Aspiranet works to bring hope forward so that everyone can have the resources to thrive.

This is your chance to do good work and to see the results right in front of you. The world has some big challenges. Are you ready to be part of the solution?

Aspiranet offers a competitive benefits package for full-time employees. Aspiranet is an equal opportunity employer.

For more information, visit aspiranet.org/fresnostate
Graduate/Professional School

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](ets.org/gre)
- Graduate Management Admissions Test (GMAT) [mba.com](mba.com)
- Law School Admissions Test (LSAT) [lsac.org](lsac.org)
- Medical College Admission Test (MCAT) [aamc.org/students/applying/mcat](aamc.org/students/applying/mcat)
- Dental Admission Test (DAT) [ada.org/dat.aspx](ada.org/dat.aspx)
- Pharmacy College Admissions Test (PCAT) [pcatweb.info](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.
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 back up 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
Through the U.S. Coast Guard's College Student Pre-Commissioning Initiative (CSPI) scholarship sophomores and juniors can receive:

- Competitive salary
- Up to $3600 monthly salary while in school
- Up to two years of tuition, fees, and books
- Paid medical and dental insurance
- 30 days annual paid vacation
- Summer leadership training

To learn more, visit GoCoastGuard.com or call the USCG Recruiting Office Fresno at 559.221.6600.
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