

# Resumes and Letters

## Resume and Curriculum Vitae (CV) Writing

### Resume

1. Commonly required for **industry positions**
2. Focuses on **your strongest, most relevant qualifications, skills, and experiences**
3. Demonstrates a fit for a **specific position or industry**
4. Provides a **summary of education and experience** (can include jobs, volunteer, internship, and leadership positions)
5. **1 page** (2 pages if you have extensive relevant experience)

### Curriculum Vitae (CV)

1. Often required for **higher education, research positions, and admissions to professional programs** (i.e. Med school or law school)
2. **Comprehensive** biographical statement focusing on **professional qualifications and activities**
3. Content usually includes: **Summary of academic background, teaching, research, publications, presentations, honors, and academic service**
4. No page limit

### 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
- Incorporates accomplishment statements to describe experiences
- Power verbs are used in bullet points
- Margins are 1/2 inch to 1 inch throughout
- Font size is 10-12 for the body of the resume
- Good balance between text and white space
- Keeps verb tense consistent (past or present tense)
- No grammatical or spelling errors

**Your Name**  
City, State • Phone # • Email

Optional: LinkedIn and/or your web address.

**OBJECTIVE/SUMMARY/PROFILE (OPTIONAL)**  
A clear, concise statement specific to a position or industry that highlights your skills and experience.

**SUMMARY OF SKILLS**

- Bulleted list of skills and qualifications relevant to the position
- Use the job description as your guide
- Categorize skills such as languages, computer, and laboratory
- This section can also be titled Summary of Qualifications or Qualifications & Skills

**EDUCATION**

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

**RELATED COURSEWORK**

- Course Title

**EXPERIENCE**

**Title, Organization Name, City, State** Month Year - Month Year

- Use bullet points to describe your actions, skills and accomplishments
- Start your statements with “power verbs” [power verb + how you completed the action + outcome]
- Use present tense verbs for current positions and past tense for previous positions

**Leadership Title, Organization Name, School Name** Month Year - Month Year

- Be specific and when possible, end statement with results and outcomes
- Do not use personal pronouns (i.e., I, my, me)
- Be consistent with punctuation and format

**COMMUNITY SERVICE/VOLUNTEER EXPERIENCE**

**Volunteer Title, Community Service Organization Name, City, State** Month Year - Month Year

- Bullet points are not required, may want to include depending on depth of involvement
- Use same format as Experience section

**HONORS AND AWARDS**

**Title of Honor or Award, Organization Name, City, State** Month Year or # of Semesters Received

Include an objective statement if you are not providing a cover letter or when attending a career fair.

List highest degree first. Include study abroad, if applicable.

- Create your own section headings to target a position (i.e. Relevant Experience, Leadership Experience, Project Experience).
- May include paid and unpaid positions, internships, military service, volunteer, and leadership experiences.
- List in reverse chronological order.

## Do Not Include

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

# Power Verbs For Resumes

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

## Communication/People Skills

Addressed Advertised Arbitrated Argued Arranged Articulated Authored Briefed Clarified Closed Collaborated Communicated	Composed Concluded Condensed Conferred Consulted Contracted Conveyed Convinced Corresponded Created Debated Defined	Developed Directed Discussed Dispatched Distinguished Drafted Edited Elicited Enlisted Explained Expressed Formulated	Furnished Helped Identified Incorporated Influenced Interacted Interpreted Interviewed Involved Joined Judged Led	Lectured Listened Manipulated Marketed Mediated Moderated Motivated Merged Negotiated Observed Obtained Outlined	Participated Persuaded Presented Promoted Proposed Publicized Read Reasoned Reconciled Recruited Referred Reinforced	Reported Resolved Responded Sold Solicited Specified Spoke Suggested Summarized Synthesized Translated Wrote
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## Creative/Innovation Skills

Abstracted Accentuated Acted Adapted Advertised Animated Began Brainstormed Captivated Combined	Composed Conceived Condensed Crafted Created Customized Designed Developed Devised Differentiated	Directed Displayed Drafted Drew Enhanced Entertained Envisioned Established Explored Fashioned	Formulated Founded Generated Illustrated Imagined Improvised Initiated Innovated Integrated Introduced	Invented Launched Marketed Memorized Modeled Modernized Modified Originated Painted Perceived	Performed Personalized Photographed Pioneered Planned Published Redesigned Remodeled Revised Revitalized	Shaped Showcased Sketched Solidified Solved Summarized Storyboarded Translated Visualized Wrote
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## Management/Leadership Skills

Accentuated Achieved Administered Advanced Advocated Analyzed Appointed Approved Assigned Attained Bolstered Caused Chaired	Championed Changed Considered Consolidated Contained Contracted Controlled Converted Coordinated Created Cut Decided Delegated	Developed Directed Doubled Eliminated Emphasized Employed Empowered Enforced Enhanced Envisioned Established Evaluated Executed	Expanded Fine Tuned Founded Generated Handled Headed Hired Hosted Implemented Improved Incorporated Increased Influenced	Initiated Inspected Instituted Led Managed Merged Moderated Motivated Navigated Organized Originated Overhauled Oversaw	Performed Planned Presided Prioritized Produced Quadrupled Recommended Recovered Recruited Reorganized Replaced Restored Restructured Reviewed	Salvaged Saved Scheduled Secured Selected Streamlined Strengthened Supervised Terminated Trained Transformed Tripled Troubleshoot Vended
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## Data/Financial Skills

Accounted Adjusted Administered Allocated Analyzed Appraised Approved Approximated Assessed	Audited Balanced Budgeted Calculated Certified Charged Checked Claimed Compounded	Computed Conserved Corrected Counted Decreased Detailed Determined Developed Dispensed	Dispersed Estimated Earned Extracted Figured Financed Forecasted Grossed Increased Speed	Inventoried Maintained accuracy Managed Marketed Maximized Measured Multiplied Netted	Organized Planned Prepared Programmed Profited Projected Purchased Qualified Quantified Reconciled	Reduced Researched Retrieved Solved Tested Totaled Trimmed Upgraded Underwrote Yielded
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## Manual Skills

Aligned Assembled Bound	Built Constructed Controlled	Coordinated Dismantled Drilled	Drove Fed Fixed	Handled Lifted Moved Operated	Performed Pulled Punched Repaired	Serviced Set-up Skilled Tended
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## Helping Skills

Accommodated Adapted Adjusted Advised Advocated Aided Alleviated Answered Arbitrated Arranged	Assessed Assisted Assured Attended Augmented Backed Bolstered Cared Clarified Coached	Collaborated Consoled Contributed Cooperated Counseled Demonstrated Developed Developed sensitivity Diagnosed Directed	Eased Educated Elevated Encouraged Endorsed Ensured Expedited Facilitated Familiarized Fostered	Furthered Guided Helped Integrated Insured Interceded Intervened Led Listened Mentored	Mobilized Motivated Perceived Preventive Protected Provided Referred Rehabilitated Related Rendered	Represented Resolved Safeguarded Served Simplified Spoke Supplied Supported Used teamwork approach Volunteered
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## Organizational Skills

Accomplished Achieved Approved Arranged Assembled Boosted Budgeted Cataloged Charted	Classified Coded Collated Collected Compared Compiled Completed Configured Corrected	Corresponded Dispatched Distributed Diversified Enforced Executed Facilitated Filed Followed through	Generated Implemented Incorporated Inspected Judged Logged Maintained Met deadlines Monitored	Obtained Operated Ordered Organized Prepared Processed Provided Purchased Recorded	Registered Reorganized Reserved Responded Retained Retrieved Recorded Reviewed Routed Scheduled	Screened Standardized Submitted Supplied Standardized Systematized Tabulated Updated Validated Verified
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## Research Skills

Analyzed Archive Assessed Audited Branded Cataloged Checked Clarified	Collected Compiled Compared Concluded Conducted Critiqued Decided Detected	Determined Diagnosed Differentiate Documented Evaluated Examined Experimented Explored	Extracted Extrapolated Field Formulated Gathered Hypothesized Indoctrinate Inspected Interpreted	Interviewed Invented Investigated Linked Located Measured Observed Organized Perceived	Published Rated Recognized Recorded problems Recorded Researched Reviewed Searched Scanned	Studied Solved Summarized Surveyed Synthesized Systematized Tested Unearthed Wrote
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## Teaching Skills

Accommodate Achieved Adapted Adopted Advised Benchmarked	Briefed Challenged Clarified Coached Communicated Conducted	Coordinated Counseled Critiqued Decided Demonstrate Developed Empowered	Enabled Encouraged Enlightened Evaluated Explained Facilitated Focused	Guided Individualized Influenced Informed Initiated Instilled Instructed	Invented Modeled Motivated Persuaded Schooled Shaped Simulated	Taught Tested Trained Transmitted Tutored Validated Valued
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## Technical Skills

Accelerated Acclimated Activated Adapted Adhered Adjusted Advanced Applied Assembled Automated Balanced Built	Calculated Centralized Challenged Changed Channeled Charted Circulated Coded Computed Conceived Conserved Constructed	Converted Coordinated Debugged Deferred Demonstrated Designed Detected Determined Developed Devised Diagrammed Diversified	Drafted Engineered Excelled Expanded Expedited Fabricated Formed Fortified Generated Improved Increased Installed	Interfaced Launched Maintained Mastered Modified Molded Networked Operated Overhauled Packaged Pioneered Prepared	Printed Processed Programmed Rebuilt Reconstructed Rectified Re-designed Re-engineered Regulated Remodeled Repaired Replaced	Restored Revamped Solved Specialized Standardized Streamlined Studied Surveyed Systematized Upgraded Utilized Wrote
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# Resume Worksheet

**YOUR NAME**

\_\_\_\_\_  
*City, State • Email • Phone Number*

## Skills and Qualifications:

- Demonstrated experience in \_\_\_\_\_
- Proven ability to \_\_\_\_\_
- Strong background in \_\_\_\_\_
- Proficient in \_\_\_\_\_

## Education:

Bachelor of \_\_\_\_\_, \_\_\_\_\_  
Minor in \_\_\_\_\_ [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

# Creating Accomplishment Statements Worksheet

Accomplishment statements describe your achievements in your past and current experience in bullet points on a resume. These statements provide proof of your relevant skills and highlight your accomplishments in a clear and concise way.

## Formula for writing accomplishment statements



## Example

Original Bullet Point: Tutored Students			
What?	Why?	How?	Results
Tutored students in Math and English.	To help them improve grades.	Using a variety of methods to adjust to different learning styles.	Saw improvement over a three-month period in 100% of students.
<b>Final Bullet Point:</b> Tutored students in Math and English using a variety of methods to adjust to different learning styles, resulting in overall grade improvement in 100% of students over a three-month period.			

## Your Turn

Original Bullet Point:			
What?	Why?	How?	Results
<b>Final Bullet Point:</b>			

# Sample Resumes

## Psychology

### FULL NAME

Fresno, CA • (661) 555-5555 • username@mail.fresnostate.edu • linkedin.com/in/username

### OBJECTIVE

Seeking a position as a Behavior Therapist to utilize interpersonal skills and educational background.

### SKILLS & QUALIFICATIONS

- Familiarity with Pivotal Response Therapy techniques and challenges of children with Autism
- Multilingual: Knowledge of American Sign Language with Level 4 proficiency, Spanish, and English
- Proven effectiveness in coordinating camps and activities for children
- Technology skills: Microsoft Office (Word, Excel, Outlook), Google Suite, Zoom, iPad, Windows OS, MacOS, iOS
- Exceptional oral communication skills, as well as cross-cultural communication

### EDUCATION

California State University, Fresno, Fresno, CA 05/202x

**Bachelor of Arts, Psychology** | GPA: 3.76  
• Minor, Communicative Disorders and Deaf Studies

Bakersfield College, Bakersfield, CA 12/202x

**Associate in Arts, Liberal Arts** | GPA: 3.8

**Related Coursework:** Applied Behavior Analysis, Abnormal Psychology, Psychological Aspects of Physical Disability, Community Intervention and Behavior Support, American Sign Language Levels 1-4, and Deaf Culture

### CERTIFICATIONS

**CPR/AED-Adult and Child with CPR-Infant**, American Red Cross (Record ID: 11111) Valid xx/202x - xx/202x

**Certificate of Applied Behavior Analysis Training**, California State University, Fresno 05/202x

**Certificate in Conversational American Sign Language**, California State University, Fresno 05/202x

### RELEVANT EXPERIENCE

**Volunteer**, Central California Autism Center & Learning Group, Fresno, CA 02/202x - Present

- Observe behavior therapist's interaction with children using Pivotal Response Therapy techniques and notetaking

**Nanny**, Smith Family, Fresno, CA 01/201x - Present

- Provide care for 2 children (preschool and elementary age) by planning and conducting educational and recreational activities to stimulate academic and social abilities
- Demonstrated effective instruction and communication skills by assisting child with homework and study skills resulting in improved learning and academic performance

**Child Worker**, San Joaquin Country Club, Fresno, CA 05/202x - 08/202x

- Provided childcare and coordinated activities and summer camps for 20+ children ages 3-5 years
- Trained 4 new Child Workers in providing childcare to ensure consistency in company policies, processes, and procedures

### OTHER EXPERIENCE

**Sales Associate**, CVS, Bakersfield, CA 09/201x - 09/201x

- Utilized effective bilingual communication (English and Spanish) to process purchase transactions using Point-of-Sale system

**Customer Service Representative**, Verizon Wireless, Bakersfield, CA 06/201x - 08/201x

- Utilized effective customer service and upsell techniques to sell cell service plans, devices, and accessories

### PROFESSIONAL DEVELOPMENT

**Conference Attendee**, Association for Behavior Analysis International (ABAI) Annual Convention, Denver, CO 05/202x

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

### EXTRACURRICULAR ACTIVITIES

**Member**, Applied Behavior Analysis Club, Fresno State 09/202x - 05/202x

**Member**, Psychology Student Union, Fresno State 02/202x - 05/202x

## Engineering

### FULL NAME

Selma, CA | 559-555-5555 | username@mail.fresnostate.edu | linkedin.com/in/username

### EDUCATION

California State University, Fresno May 202x

**B.S., Mechanical Engineering**, GPA: 3.17 Fresno, CA

**Related Coursework:** Fluid Mechanics, Machine Design, Thermodynamics, Product Design, Statistics and Experimentation, and Energy Systems Design

### PROJECT EXPERIENCE

**Team Member** Aug 202x - May 202x

Senior Capstone Design I and II - Fresno State Fresno, CA

- Collaborated with 5 interdisciplinary engineering students to design 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 and applied TIG welding techniques

**Race Team Member (Suspension Expert)** May 202x - May 202x

Bulldog Racing - Formula SAE Fresno Collegiate Chapter - Fresno State Gorman, CA

- Troubleshoot technical suspension problems during race day
- Prepared spare suspension parts, tools, and backup suspension plan

**Suspension Team Leader** Aug 202x - May 202x

Bulldog Racing - Formula SAE Fresno Collegiate Chapter - Fresno State Fresno, CA

- Managed 4-member suspension team to analyze the amount of friction between the tires and the road to provide steering stability
- Developed a process to transfer weight during cornering to reduce body roll by 75%

**Research & Development Contributor** Sep 202x - Apr 202x

Bulldog Racing - Formula SAE Fresno Collegiate Chapter - Fresno State Fresno, CA

- Investigated the viability of multiple exterior designs resulting in improvement in wind drag
- Coordinated 3 seminars of professional engineers to provide input to student designs

**Design Team Member** Sep 202x - Apr 202x

Mechatronics Club - Fresno State, Fresno, CA

- Contributed to robotic bartender design
- Developed 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

**Mechanical Engineering Intern** May 202x - Aug 202x

TETER Architects & Engineers Fresno, CA

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

### LEADERSHIP EXPERIENCE

**Vice President of Marketing** Aug 202x - May 202x

Bulldog Racing - Formula SAE Fresno Collegiate Chapter - Fresno State Fresno, CA

- Scheduled and organized 25 student volunteers to help with the Career & Internship Fair
- Achieved an 87.5% of membership growth by coordinating club awareness poster and email campaign
- Participated as a member of the Executive Board to make decisions about budget and club events

### TECHNICAL SKILLS

- **Engineering:** Strength testing, classical and finite element methods, strain gauges, welding tools
- **Devices & Equipment:** Lathe, milling machine, and drill press
- **Software:** AutoCAD, SolidWorks, MATLAB, Mechanical Desktop 6, Microsoft Office (Word, Excel, Project)
- **Operating Systems:** Microsoft Windows 10 and MAC OS

## Public Relations

### Full Name

1234 North Street Avenue, Apartment 123 ♦ Fresno, CA 93740 ♦ 559-555-5555 ♦ username@mail.fresnostate.edu  
Twitter, Facebook, Instagram: @username ♦ YouTube and Pinterest: /username ♦ Blog: domain.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 Premiere 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

### Education

**Bachelor of Arts, Mass Communication and Journalism – Advertising and Public Relations** December 20XX  
California State University, Fresno (Fresno State)  
Graduated Cum Laude with a GPA 3.6/4.0

### Coursework

Public Relations Writing	Media Ethics
Public Relations Cases and Campaigns	Editing of Publications
Public Relations	Mass Communication and Society
Applied Media Research	Media Writing

### Internship Experience

**Public Relations Intern, Carter & Company Communications, Fresno, CA** May 20xx -August 20xx

- Scanned, tracked, and updated coverage for multiple B2B tech and consumer accounts
- Drafted and edited media alerts, pitches, briefings, and Gordon and Sons PR social media accounts.
- Used Vocus, CisionPoint, and ITDatabase as tools to update media lists and conduct research

**Entertainment Content Editor Intern, People Monthly, Baltimore, Maryland (virtual)** June 20xx -August 20xx

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

### Experience

**Staff Writer, The Collegian, Fresno State** January 20xx - Present

- Write 5 articles a month averaging 600 words that focus on local arts/culture, political, and civic topics
- Research current topics and meet with writers at *The Collegian*
- Two articles published in local community website

### Leadership & Activities

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

## Accounting

### FULL NAME

559.555.5555 • username@mail.fresnostate.edu • www.linkedin.com/in/username  
Fresno, CA

### OBJECTIVE

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

### SUMMARY OF SKILLS

- Experienced in a variety of business accounting functions, including payroll, 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*

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

### RELATED EXPERIENCE

**Accounting Intern, Moss Adams, Fresno, CA, June 20xx – August 20xx**

- Performed SOX Audits, Financial Basics Audits, and Internal Control Testing
- Utilized Excel spreadsheets to organize data on 55 clients and presented information to the Controller for improved processes and efficiencies
- Experienced high-paced, business-professional environment

**Data Transcriber, Internal Revenue Service, Fresno, CA, January 20xx – May 20xx**

- Entered information from over 100 tax returns daily into IRS data system
- Utilized attention to detail to accurately and efficiently insert data
- Received recognition as Outstanding Team Member for positive contributions in the Fresno location

### 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 while maintaining accuracy of cash drawer
- 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)

### COMMUNITY SERVICE

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

## Public Health

### FULL NAME

Fresno, CA • (559) 555-5555 • username@mail.fresnostate.edu • www.linkedin.com/in/username

### 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, PowerPoint, and Google Workspace

### EDUCATION

California State University, Fresno (Fresno State)

- **Bachelor of Science in Health Science – Community Health**, 05/20xx, 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**, 06/20xx  
Secured clean water for six Haitian encampments

### INTERNSHIP EXPERIENCE

**Health Education Intern**, California Health Collaborative, Fresno, CA, 09/20xx - 12/20xx

- Assisted in teaching a three part workshop series on gestational diabetes to an audience of 35 community members with a 90% retention rate
- Collaborated with program staff to develop recruitment strategies that increased participation in training sessions by 20%
- Coordinated logistics for trainings and community outreach activities

**Student Intern**, Planned Parenthood Mar Monte, Fresno, CA, 09/20xx - 12/20xx

- Conducted local research on reproductive health issues by surveying over 100 individuals
- Developed an educational program and support materials based on research findings
- Assisted in program evaluation activities by collecting, entering, and evaluating data in Microsoft Excel

### WORK EXPERIENCE

**Student Assistant**, Henry Madden Library, Fresno State, 07/20xx - Present

- Managed reserve materials by placing items on reserve for students, checked items in and out of library, and removed out-of-date items with 100% accuracy
- Inspected returned books for condition and due-date status and computed any applicable fines in the library's database system
- Performed clerical activities and answered a multi-line phone system to ensure 100% customer satisfaction

**Corps Member**, Jumpstart Fresno, Fresno, CA, 08/20xx - 05/20xx

- Provided 2-5 hours of individual service in a preschool classroom with 10 students, and assisted teachers with activities and daily classroom routines
- Engaged in team planning meetings and session preparation by collaborating with other Corps members

### 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

### FULL NAME

Fresno, CA • 559-555-5555 • username@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

Expected: May 20xx

**Bachelor of Science in Nursing**, GPA 3.58

Dean's List (4 semesters)

### CERTIFICATIONS

Basic Life Support

June 20xx – June 20xx

Certified Nurse Assistant

January 20xx – January 20xx

### CLINICAL EXPERIENCE

**Nursing Trainee/Pediatrics**, Valley Children's Hospital, Madera, CA

September – 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

**Nursing Trainee/Cardiology**, St. Agnes Medical Center, Fresno, CA

January – May 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

**Nursing Trainee/Labor and Delivery**, Clovis Community Hospital, Clovis, CA

September – December 20xx

- Performed fetal monitoring to evaluate for accelerations and deceleration in heart rates
- Maintained patient comfort during labor and prepared patients for cesarean sections

### RELATED EXPERIENCE

**Certified Nurse Assistant**, Dycora Transitional Health & Living, Fresno, CA

June 20xx – Present

- Promote a compassionate physical and psychosocial environment for residents through consistent positive interaction
- Assisted residents with various forms of daily living such as hygiene, bathing, and dressing the patient for 100% cleanliness
- Demonstrated critical thinking skills when acting in an emergency situation, enforced safety and infection control procedures to reduce accidents by 40%

### WORK EXPERIENCE

**Host**, Pismo's Coastal Grill, 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 to increase customer satisfaction by 40%

### 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

### Full Name

Fresno, CA (559) 555-5555 username@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

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

### Relevant Experience

#### Feral Paws Rescue Group, Fresno, CA

Animal Care Volunteer Summer 20xx

- Utilized socialization techniques with over 40 semi-feral cats, preparing them for adoption
- Met with new pet owners about the proper care of their adopted cat receiving high ratings for quality of service provided

#### Valley Animal Shelter, Fresno, CA

Animal Care-Shelter Volunteer March-June 20xx

- Walked, brushed, socialized, pet, read to and played with over 35 cats and dogs
- Assisted dog trainer in teaching shelter dogs basic commands
- Helped physically and mentally stimulate the pets in shelter's care

### Leadership/Activities

**Fresno State:** Pre-Veterinary Association

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

### Honors/Awards

**Fresno State:** Recipient of Ag One Scholarship

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

## Recreation Administration

### FULL NAME

Fresno, CA | (559) 555-5555 | username@mail.fresnostate.edu

### SUMMARY OF SKILLS

- Strong planning, supervisory, and coordinating skills with over two years of experience
- Skilled in identifying complex problems, developing and evaluating options, and implementing solutions
- Proven experience in training and supervising of staff members
- Computer: Microsoft Word, Publisher, PowerPoint, Excel, Google Workspace, and Minitab
- CPR/First Aid Certified

### EDUCATION

**BS in Recreation Administration, Emphasis in Sports and Entertainment Facility Management**

California State University, Fresno (Fresno State), 05/20xx

### RELATED COURSEWORK

- Diversity and Inclusive Practices in Recreation, Leisure and Human Behavior
- Sports and Entertainment Facility Management, Booking, Promotion, and Box Office Operations
- Special Event Planning
- Research and Evaluation
- Marketing Concepts
- Supervision and Administration

### RELATED EXPERIENCE

**Marketing and Promotions Intern**, Fresno State Athletic Department, 09/20xx- 04/20xx

- Assisted the leadership team in developing marketing materials that were consistent with branding standards to increase attendance at sporting events and increase revenue by 5%
- Collaborated on the development of comprehensive and creative marketing campaigns through social media and departmental publications reaching thousand's of individuals

**Recreation Leader**, City of Fresno Parks & Recreation, Fresno, CA, 05/20xx- 09/20xx

- Opened and maintained recreational facilities for public use on a daily basis to provide a safe environment that promotes health and wellness in the local community; averaged 25 participants per day
- Set-up and maintained developmentally appropriate activities for children ages 5-17 that encouraged teamwork, communication, and leadership skills
- Monitored and ensured the safety of participants, completed incident and participation reports, and reduced incidents by 10%

**Special Events Coordinator**, Fresno State United Sorority & Fraternity Council, 01/20xx- 12/20xx

- Planned and led fundraising events including the Greek Olympics with over 10 organizations raising over \$15,000
- Created a detailed plan for the Greek Olympics which included rules and procedures for five activities to ensure a fun and safe environment for all participants, resulting in no reported incidents day of event
- Communicated effectively with a board of 15 individuals and organization representatives through monthly council meetings

### ADDITIONAL WORK EXPERIENCE

**Problem Solver**, Amazon Fulfillment Center, Fresno, CA, 03/20xx- 12/20xx

**Sales Associate**, Hobby Lobby, Fresno, CA, 05/20xx- 10/20xx

### LEADERSHIP EXPERIENCE

**Vice President (2 yrs), Secretary (1 yr), Fundraising Chair (1 yr), Community Service Chair (1 yr)**

Alpha Pi Sigma Sorority Incorporated, 05/20xx- 05/20xx

## Liberal Studies - Non Teaching

### FULL NAME

(559) 123-4567 • username@gmail.com • linkedIn.com/in/username

### SKILLS & QUALIFICATIONS

**Critical Thinking:** Approach problems from multiple perspectives while avoiding simplistic conclusions  
**Communication:** Convey complex information simplistically and promote an open dialog  
**Customer Service:** Improve experience with active listening skills and positive attitude to build customer loyalty  
**Financial Literacy:** Solid understanding of finance and banking procedures  
**Detail Orientated:** Analyze data to check for errors and inaccuracies  
**Problem Solving:** Create and reinvent ideas to resolve issues and address concerns quickly  
**Interpersonal Skills:** Collaborate and work well together with others to foster a productive workplace  
**Social & Cultural Relations:** Understand diversity and appreciate human relationships between groups and individuals  
**Computers:** Microsoft Office Suite, Google Workspace, Core Banking (banking software system), Zoom  
**Language:** Conversational Spanish

### EDUCATION

California State University, Fresno	Fresno City College, Fresno, CA
<b>Bachelor of Arts: Liberal Studies</b>	<b>Associate of Arts: Sociology</b>
5/20xx	5/20xx

### EXPERIENCE

**Escrow Assistant Internship** – Fresno Title Company, Fresno, CA 5/20xx-9/20xx

- Coordinated with clients to acquire necessary documentation to finalize the real estate transactions
- Reviewed contracts and commitments in preparation for the closing to assemble a complete file
- Interpreted earnest money agreements as they related to closing with 100% accuracy
- Retrieved and examined real estate closing files for accuracy and ensured that information included was recorded and executed according to regulations, streamlining this process by 40% from the prior year
- Entered into record-keeping systems appropriate data needed to create new title records
- Maintained consistent communication with clients providing updates, increased customer satisfaction by 75%
- Handled the disbursement of funds and followed-up with clients of all escrow transactions

**Service Representative** – Chase Bank, Fresno, CA 2/20xx-7/20xx

- Complied with all policies and procedures, federal and state laws while staying informed of changes
- Operated cash drawers often containing \$7,000+ as well as credit transactions quickly and accurately
- Received deposits and examined checks for proper endorsements to ensure 100% customer satisfaction
- Assisted in processing various reports for branch management
- Always kept negotiable items secure and maintained a high level of safety for the Bank
- Notified management of situations relating to risk management and loss prevention
- Accepted and placed stop payment requests, accepted check reorders, and processed address changes
- Improved and increased customer accounts by 25% through special promotions and specials

### OTHER EXPERIENCE

**Instructional Aide – Classified Substitute** – Fresno Unified School District, Fresno, CA 9/20xx-5/20xx

**Office Receptionist – Classified Substitute** – Clovis Unified School District, Clovis, CA 9/20xx-5/20xx

### COMMUNITY INVOLVEMENT

**Mentor** – Boys and Girls Club, Fresno, CA 5/20xx-Present

**Volunteer** – Mountain View Community Church Food Pantry, Fresno, CA 1/20xx-Present

**Volunteer** – Valley Animal Center, Fresno, CA 6/20xx-3/20xx

## Liberal Studies - Teaching

### FULL NAME

(559) 555-5555 • username@mail.fresnostate.edu • Fresno, CA

### EDUCATION

California State University, Fresno	
<b>Preliminary Multiple Subject Teaching Credential</b>	May 20xx
<b>Bilingual Authorization: Spanish</b>	
<b>Bachelor of Arts in Liberal Studies</b>	May 20xx

### CERTIFICATIONS & SKILLS

- Multiple Subject CSET waiver, RICA, Basic Skills Requirement (BSR) met
- Computer: MS Word, Excel, PowerPoint, Publisher, Google, and Blackboard
- Virtual Classroom: Zoom, Class DOJO, Google Classroom
- Language: Conversational Spanish

### RELATED EXPERIENCE

Calwa Elementary School, Fresno, CA

**Student Teacher, Sixth Grade, 32 students** Jan–May 20xx

- Developed and presented comprehensive lesson plans incorporating the core learning objectives of the master teacher to engage student interaction
- Implemented varied strategies in order to accommodate diverse needs to enhance inclusivity
- Designed and taught an interdisciplinary curriculum unit on ancient Egypt in which all students were cooperatively involved
- Supervised students with the final project of recreating the interior of an Egyptian tomb
- Played an active role during parent-teacher conferences and updated guardians regularly on their child's progress in the classroom to keep them better informed
- Facilitated open tutoring Monday through Thursday mornings for students needing additional 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 to be more user friendly
- Assessed student learning formally and informally using a variety of assessments and grading rubrics
- Maintained classroom management using a daily bell ringer, solid agenda, prompts and one-on-one check-ins

Clovis Unified School District, Clovis, CA

**Campus Club Aide** Aug 20xx–May 20xx

- Assisted the program instructor for an individual class in the direct care and supervision of the children in an after-school program resulting in more student interaction
- Maintained program standards by following district guidelines and policy to ensure balance within the school
- Balanced emotional support and discipline to deal with behavior problems to create a positive environment

### ADDITIONAL EXPERIENCE

Fresno City Parks, After School, Recreation and Community Services, Fresno, CA

**Summer Camp Leader** Summers 20xx, 20xx

- Directed activities for over 50 children, ages 5–12, enthusiastically to develop trust while creating an inclusive learning environment
- Communicated with parents on a daily basis while keeping them abreast of their students' achievements
- Completed weekly written reports of program activity and submitted in a timely manner

## Biology

### Full Name

Fresno, CA • (111) 111-1111 • username@mail.fresnostate.edu • linkedin.com/in/username

#### SUMMARY OF SKILLS & QUALIFICATIONS

- **Laboratory Skills:** SDS-PAGE, PCR/Cloning, ELISA, Electrophoresis, Spectrophotometry, Amino acid analysis DNA/Extraction/Quantification, GC-MS, Computer Data Analysis
- **Computer:** Microsoft Word and Excel (data visualization, pivot tables, simple linear regression), R (multiple linear regression, multi-correlation, ANOVA, and t-test), Google Applications, Zoom
- Strong background in research and laboratory settings, leadership, and effective communication
- Ability to work in diverse teams as well as independently

#### EDUCATION

California State University, Fresno Expected May 202x  
**Bachelor of Science - Biology** | GPA 3.59 Fresno, CA  
**Minor - Chemistry**  
 Academic Honors: Dean's List - 3.5+ GPA (4 semesters)

*Related Coursework: Organic Chemistry, Microbiology, Molecular & Cellular Biology, Hematology, and Immunology*

#### RESEARCH & LAB EXPERIENCE

**Laboratory Volunteer**, Adventist Health Hospital, Hanford, CA Mar 202x – Present

- Completed 100+ hours of laboratory shadowing and basic lab assistant duties
- Loaded 100+ patient blood samples for CBC and chemistry testing and 100+ patient urine samples for urinalysis
- Under supervision, assisted in lab testing (HCG, Mono, RSV, Amnisure, FFN, HIV, and Trep Screen) and interpreted results
- Familiar with laboratory equipment (Beckman Coulter DxH 600 & DxH 600i, HemaTechnologies ESR STAT PLUS Analyzer, Siemens CA 1500, Iris Chemistry Analyzer, and MedTox)
- Supported in quality control and calibration for Beckman Coulter DxH 600 and Siemens CA 1500

**Undergrad Research Assistant**, Department of Biology - Fresno State, Fresno, CA Dec 202x – Feb 202x

- Investigated vector-borne pathogens found in ticks (specifically of Rickettsia and Borrelia genera) in the Van Laar Lab
- Trained by primary investigator to effectively utilize various assays (PCR, RFLP, gene cloning, DNA extraction)
- Collected, processed, and preserved 100+ molecular samples, and insect specimens (ticks)
- Analyzed data using R and communicated findings through reports, posters, and manuscripts
- Assisted in the publishing of peer-reviewed manuscript "*Rickettsia spp.* in Five Tick Species Collected in Central California"

**Research Project Leader**, BOND Program - Fresno State, Fresno, CA Sep 202x – May 202x

- Collaborated with 4 peers to analyze the biodiversity of soil
- Developed a research question and collected data from the Fresno State Farm soil for biodiversity analysis
- Analyzed collected data via Excel (Simple Linear Regression) and drew conclusions and discussions
- Presented findings at a community research symposium for the university academic and research communities resulting in ranking **2nd place** out of 46 BOND student research group projects

#### LEADERSHIP EXPERIENCE

**Treasurer**, Pre-Medical Club - Fresno State, Fresno, CA Aug 202x – May 202x

- Maintained financial records and collected each member's dues and gratuities given to the organization
- Submitted Instructionally Related Activities grant resulting in a \$5,000 grant award
- Managed a \$5,000 grant award to cover 30 members' travel, lodging, and food expenses for annual medical school trip
- Organized a fundraiser for club members where 7 members, including myself, worked during the Vintage Days weekend resulting in a \$430 profit towards club activities
- Collaborated with Conference Coordinator officer to obtain the ASI Sponsored Activity Grant, which allocated a \$2,900 budget to host a pre-health conference on-campus attended by 200+ college and high school students

## Social Work

### FULL NAME

Fresno, CA • username@mail.fresnostate.edu • (559) 555-5555

#### SKILLS & ABILITIES

- Experienced in the application of social work and case management principles in educational and community based settings with individuals from diverse backgrounds
- Fluent in English and Hmong with the ability to translate, read, and write at proficiency levels
- Excellence in professionalism with the ability to maintain strict confidentiality and integrity
- Effective 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

- Certificate in Cross-Cultural Competency

#### CERTIFICATIONS

Pupil Personnel Services Credential, December 20xx  
 First Aid/CPR Certified, October 20xx – October 20xx  
 Mandated Reporter, March 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 a caseload of up to 25 students from culturally diverse backgrounds to reduce personal, emotional, and social barriers
- Oversaw psychosocial assessments and facilitated an Anger Management Group with 10 students that resulted in a reduction of incidents by 100% of participants
- Developed a plan with parents and children to accommodate students' learning needs and conducted semestly teacher/student meetings to improve students' academic success
- Prepared accurate narratives and statistical reports for 100% of assigned caseload, and reviewed with site supervisor for feedback
- Managed crisis intervention and follow up case management services to assigned students and families for issues related to suicide threats, drug abuse, pregnancy, community violence, child abuse, and bullying
- Processed timely referrals to school nurses, law enforcement, and other community based agencies
- Maintained active communication with site supervisor and built collaborative relationships with school personnel

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

- Supported and guided 7 clients with disabilities in setting goals and developing a work readiness independent living plan
- Facilitated assessment and case management services with 100% client satisfaction
- Co-presented virtual and in-person workshops on relationship building, independence, and self-advocacy
- Conducted home visits to develop home assessment/safety plans

#### OTHER EXPERIENCE

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

- Supervised 50 youth in an on-campus 4-week program
- Developed and coordinated workshops for students' awareness and education; surveyed students demonstrated a 70% information retention rate
- Created a positive intellectual, emotional and social living environment for youth

#### PROFESSIONAL AFFILIATIONS

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

## Criminology

### FULL NAME

Fresno, CA 831-555-5555  
www.linkedin.com/in/username username@mail.fresnostate.edu

### PROFILE

Visionary and detailed professional with experience in multitasking, patient advocacy and customer service. Combines experience and interpersonal skills. Effective problem-solving abilities along with the ability to respond, interpret, and apply appropriate regulations and 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
- Responsible and Dependable
- Positive Attitude
- Victimization Advocacy

### 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, RCS Fresno

### RELATED EXPERIENCE

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

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

### WORK EXPERIENCE

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

## Management

### FULL NAME

Fresno, CA • (559) 555-5555 • username@mail.fresnostate.edu • www.linkedin.com/in/username

### PROFESSIONAL SUMMARY

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

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

### EDUCATION

#### California State University, Fresno (Fresno State)

Bachelor of Science (B.S.), Business Administration-Management Option, GPA 3.0, Dec. 20xx

### RELATED COURSEWORK

Project Management, Production/Operations Management, Labor Relations and Collective Bargaining, Compensation Systems and Performance Management, and Contemporary Leadership

### PROJECTS

#### Strategic Management

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

### RELEVANT EXPERIENCE

#### Manager, Fresh Marketplace (Visalia, CA) May 20xx-Present

- Recruit, on-board, and train 12 new employees and offer professional development to enhance staff skills, knowledge, and improve morale
- Facilitate monthly and quarterly physical inventory counts resulting in a 10% increase in the churn rate of retail inventory
- Perform data entry of daily sales transactions and maintain store accounting records
- Offer exceptional customer service and fostered positive customer and vendor relationships

#### Accounting Office Associate, Paint Store (Reedley, CA) Jan. 20xx-Mar. 20xx

- Processed documents for Accounts Payable/Receivables accounts for more than 120 vendors and prepared weekly reports for the Controller
- Communicated with decision-makers of any cash shortages and overages
- Assisted in inventory management, price verification, and completed cash register audits
- Finalized business days cash flow, prepared bank deposits, and reconciled charge transactions

### COMMUNITY SERVICE

#### Activity Aide, Break the Barriers (Fresno, CA) Aug. 20xx-Dec. 20xx

#### Assistant Event Coordinator, Community Center (Reedley, CA) Jul. 20xx-Dec. 20xx

### ACTIVITIES/INVOLVEMENT

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

## Communication

<p><b>FIRST NAME</b></p> <p><b>LAST NAME</b></p> <hr style="border: 1px solid white;"/> <p>559.123.4567 username@mail.fresnostate.edu Youtube.com/username</p> <p><b>SKILLS &amp; ATTRIBUTES</b></p> <p><b>Technology:</b></p> <ul style="list-style-type: none"> <li>• Airtable</li> <li>• Drupal</li> <li>• JemBoard</li> <li>• YouTube</li> <li>• Adobe Illustrator</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>• Bilingual – Spanish/English</li> <li>• Certified Spanish Interpreter</li> </ul> <p><b>Techniques:</b></p> <ul style="list-style-type: none"> <li>• Aesthetics across all media</li> <li>• Diligent in executing directions</li> <li>• Background in Art</li> <li>• Strategic communications</li> </ul> <p><b>Diversity and Inclusion:</b></p> <ul style="list-style-type: none"> <li>• Skilled at interacting with diverse consumers</li> <li>• Cross cultural dialoging and communication</li> <li>• Apply artistic principles to achieve expressive purposes</li> </ul> <p><b>CERTIFICATION</b></p> <p>University of Essex “Translating, Interpreting, and Subtitling” 5/20xx</p>	<p><b>EDUCATION</b></p> <p><b>B.A. in Communication</b> 5/20xx <b>Minor in Spanish</b> California State University, Fresno</p> <p><b>PROFESSIONAL EXPERIENCE</b></p> <p><b>Student Assistant</b> 8/20xx-Present University Brand Strategy and Marketing, Fresno, CA</p> <ul style="list-style-type: none"> <li>• Assisted in the coordination of marketing initiatives</li> <li>• Acted as a liaison between marketing and the sales team</li> <li>• Tracked media coverage and coordinated task calendars</li> <li>• Managed customer interface</li> </ul> <p><b>Creator and Influencer</b> 3/20xx-Present YouTube, Instagram, and TikTok</p> <ul style="list-style-type: none"> <li>• Communicate with 100+ followers daily</li> <li>• Create unique visual content and copywrite advertisements</li> <li>• Collaborate with sponsors to represent brand authentically</li> <li>• Social insights and data analytics to enhance engagement</li> <li>• Understand following demographics and research trends</li> <li>• Content optimization using top keywords and popular hashtags</li> </ul> <p><b>Student Intern</b> 1/20xx-6/20xx ABC Group Inc., Fresno, CA</p> <ul style="list-style-type: none"> <li>• Developed visual toolkits, and materials for clients</li> <li>• Worked under pressure and developed animated presentations from provided abstracts</li> <li>• Modified original version to accommodate client assets</li> <li>• Skilled at design and aesthetics to create innovative presentations</li> </ul> <p><b>Team Member</b> 1/20xx-9/20xx Fresno ABC Food, Fresno, CA</p> <ul style="list-style-type: none"> <li>• Increased sales by 25% through online marketing and promotions</li> <li>• Built online followers by 50% within the first 3 months</li> </ul> <p><b>Sales and Marketing Internship</b> 5/20xx-9/20xx Fresno BBQ, Fresno, CA</p> <ul style="list-style-type: none"> <li>• Created marketing plan to increase sales and brand recognition</li> <li>• Exceeded sales projections by 30%</li> <li>• Created online presence on various platforms</li> <li>• Creating short commercials on TikTok expanding demographics</li> </ul> <p><b>LEADERSHIP EXPERIENCE</b></p> <p>President of Fresno State Debate Team 8/20xx-5/20xx President of Spanish Club 8/20xx-8/20xx</p>
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## Graphic Design

<p><i>Full Name</i></p> <p>Studio: 1234 Van Ness Ave, Fresno, CA 93721 559.123.4567   username@gmail.com   domain.com   LinkedIn.com/in/username</p>
<p><b>EDUCATION</b></p> <p>California State University, Fresno 05/20XX <b>Bachelor of Art in Graphic Design</b></p> <p>Fresno Art Museum, Fresno, CA 08/20XX <b>Apprenticeship</b></p> <p>Full Sail University, Florida/ Online Campus 12/20XX <b>Certificate of Accomplishment in Print and 2D, Motion Graphics, Interactive Design</b></p> <p><b>ART &amp; DESIGN EXPERIENCE</b></p> <p><b>Student Assistant, Pottery Studio</b> - California State University, Fresno CA 08/20XX-Present</p> <ul style="list-style-type: none"> <li>• Supported and increased development of design skill for 22 undergraduate students</li> <li>• Collaborated with faculty to tailor instructional approach</li> <li>• Met individual learning style resulting in improved comprehension and design competency development</li> </ul> <p><b>Photography/Creative Intern</b> - Illumination Entertainment, Fresno CA 01/20XX-12/20XX</p> <ul style="list-style-type: none"> <li>• Digital Marketing on multiple platforms, created content for company's Facebook, Twitter, and Instagram</li> <li>• Integrating supervisor's recommendations to improve public engagement</li> </ul> <p><b>SKILLS</b></p> <p><b>Languages:</b> English, Spanish, and American Sign Language <b>Software:</b> Maya, Procreate, Dreamweaver, Adobe Suite/Photoshop/Illustrator, InDesign, SketchUP, Revit, Lumion, AutoCAD, Enscape, Microsoft Office Word/Excel/PowerPoint <b>Technical:</b> 2D and 3D animation, Character Design, Visual Storytelling, Story Boarding, Graphic Design, Life Drawing, <b>Social Media:</b> Facebook, Twitter, Instagram</p> <p><b>SELECTED EXHIBITIONS</b></p> <p>20XX, <i>O.S.D I</i>, (solo), Studio Fresno, CA [upcoming] 20XX, <i>Shrunkn Heads</i>, (group), Zoombie Nation Gallery, Fresno, CA 20XX, <i>Variety's how</i>, (group), Ramada Hotel, Clovis, CA 20XX, <i>A Visual Story</i> (solo), Fresno State Library, Fresno, CA 20XX, <i>Title</i>, Location/exhibition space (solo/group exhibition), City, State</p> <p><b>ADDITIONAL EXPERIENCE</b></p> <p>20XX, Grant, Institution/museum/location, City, State 20XX, Award name (winner/finalist/honorable mention/selected mention), City, State 20XX, Residency name, Institution/museum/location, Place, Country</p> <p><b>COLLECTIONS</b></p> <p>City Library, City, Country Gallery/Restaurant/Office/Government related institution, City, State</p> <p><b>PUBLICATIONS</b></p> <p>“Name Surname” in Contemporary Art Issue. Kortrijk: 20XX “A Visual Story: Exhibition catalog” Fresno: 20XX</p>

# Sample Federal Resume

Use 14-18 pt., bold font to delineate name →

**FirstName LastName**

Mailing Address, City, State Zip

Phone number: (###) ###-####

Email Address ←Use professional email address

Keep font size between 10-12 pt.  
Utilize an easy-to-read font such as Arial, Calibri or Times New Roman

## JOB INFORMATION

Announcement Number:

Job Title:

Grade(s) Applying For:

## EDUCATION

Name of Institution

Degree, Major ← Major & minor must be officially declared

Minor: Area of Study

Overall GPA: X.XX ← Do not round up GPA, cut after two decimal places

City, State

Month YEAR

Anticipated graduation date ↑

## RELEVANT COURSEWORK

Course, XX hours

Only include this section if you are qualifying for the position based on education and required coursework. List Course and number of Hours for each course. Also, include if you lack experience.

## EXPERIENCE

Current Employer- Position

Denote work experience by months or semesters & year; be consistent throughout experience section ↓

City, State

Month YEAR - Present

Supervisor: Name, (XXX) XXX-XXXX

Hours Worked Per Week: XX

Permission to Contact: Yes/No

Grade Level/Pay/Salary: Amount

- [Resume bullet = **Strong ACTION VERB** + Description of **ACTIVITY** or **SKILL** + **End RESULT** /**ACCOMPLISHMENT** and/or **PURPOSE**]
- [Use a variety of strong action verbs at the beginning of bullets and avoid repetition (e.g. Led, Supervised, etc.)—do not begin a bullet with a weak or missing verb (e.g., Responsible for... Assisted with... Worked on... Helped...)]
- [Include specific actions and measurable results—quantify work experience and accomplishments (numbers of customer served, number of people managed, and monetary budgets). Add frequency, how frequently do you do a particular task? ]
- [Showcase the transferable skills/strengths from former positions that are most relevant to desired position or industry]
- [Resume bullets are not sentences—remove pronouns (I, me, my, we) and limit articles (a, an, the) and helping verbs (had, have may, might, forms of “to be”: am, is, are, was, were) when writing resume bullets; these words are assumed by the reader]
- [List experience in reverse chronological order; use present tense for current positions and past tense for previous experiences]

CONTENT TIPS

Current Employer- Position

City, State

Month YEAR - Present

Supervisor: Name, (XXX) XXX-XXXX

Hours Worked Per Week: XX

Permission to Contact: Yes/No

- [Recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text—edit carefully]
- [Try to use at least three to five bullets for each work experience; do not use periods at the end of each bullet]
- [Use a consistent font throughout header, section headings, and content sections]
- [Write numbers from zero through ten as words and write numbers above ten as numerals; money is denoted: \$1K, \$1M, \$1B]
- [Avoid resume bullets with a “hanging word”—single words on their own lines]
- [There is a full space between different sections, schools, and employers—be sure spacing is consistent]

Formatting Tips

Typically, leadership experience will be denoted by semester & year ↓

## LEADERSHIP EXPERIENCE AND ACTIVITIES

Organization – Position

Semester XXXX - Present

- [Showcase transferable skills/strengths from your extracurricular and volunteer activities, especially those that are most relevant to desired position or industry]
- [If you list an activity on your resume be prepared to discuss it in a meaningful way in an interview]
- [List leadership involvement in order of importance or reverse chronological order—if you were president of a student organization]

## HONORS

• [Showcase honor or achievement by title]

Semester XXXX

• [If possible, note semester awards (e.g., University Honors - number of times recognized)]

Semester XXXX

## SKILLS

**Computer Skills:** MS Word, Excel, PowerPoint, Access, SPSS, Java

**Certifications:** Microsoft Office Specialist Certification (2014), Bloomberg (in progress)

**Languages:** [Fluent, Working Knowledge, Conversational, or Basic Knowledge] in [languages other than English]

## REFERENCES

NAME

TITLE

ORGANIZATION

PHONE NUMBER

EMAIL

↑ Only include **certifications** that are relevant to the position/industry you are pursuing; include name of certificate/licensure & year received. Place **academic certificates** in the education section of the resume.



Did you know Fresno State has a USDA-HSI National Program Liaison on campus? Contact Juan Alvarez at [juan.alvarez@usda.gov](mailto:juan.alvarez@usda.gov), or visit him in the Peters Building Room 224, for additional support on your federal resume and federal career/internship search. Available to all students and all majors.

# Sample (CV) - Human Services

## FULL NAME

559.123.4567 • username@mail.fresnostate.edu  
Associate Marriage and Family Therapist, License # pending

### Qualifications & Professional Skills in Counseling

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

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

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

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

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

**Mental Health Counseling:** Provide comprehensive and holistic treatment to clients struggling with mental health issues; Utilize Emotionally Focused Therapies, meditation and psychotherapy

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

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

**Languages:** Spanish and English; Translator

### Education

**Master of Science in Counseling - Option in Marriage, Family, and Child Counseling** May 20xx  
California State University, Fresno  
GPA: 4.00  
*Graduated with Distinction*

**Bachelor of Art in Psychology** May 20xx  
**Minor in Applied Behavior Analysis** GPA: 3.70  
California State University, Sacramento

**Associate of Arts in Liberal Arts** May 20xx  
Fresno City College, Fresno, CA  
GPA: 3.31

### Certifications & Trainings

**The Mindfulness Meditation Teacher Certification Program** Aug 20xx  
The Awareness Training Institute and Greater Good Science Center – UC Berkeley - Scotts Valley, CA

**Genesis Continuing Educational (CE) Group** December 20xx  
Ethical Principles of Psychologists and Code of Conduct; NBCC Code of Ethics

**Introduction for Professionals to EFT and EFFT** February 20xx

**A Relational Gestalt Approach to Mindfulness** March 20xx

**Online Emotionally Focused Therapy (EFT) Training** May 20xx

**Nurturing Parenting 3-Day Facilitator Training** April 20xx

**Healing Trauma with the Body** May 20xx

**Power of Awareness Training** May 20xx

### Research Project

**The Counselor as Hero:** A Jungian Perspective of the Practicum Experience, Fresno State Sept 20xx - May 20xx  
Project Advisor: Dr. Someone Important, PhD, LMFT, LPCC  

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

### Counseling Experience

**Marriage, Family, and Child Counselor Trainee** - Fresno Family Counseling Center Fresno, CA Jan 20xx - Present  
Supervision by Dr. Someone Important, LMFT, License #12345; Dr. Someone Brilliant, LMFT, License #12345  

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

**Behavior Consultant** - Learning A.R.T.S (Applied Research and Training Services) Fresno, CA Month 20xx - Month 20xx  

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

**Behavior Consultant** - Dr. Anyone Doctor, PhD. Visalia, CA Month 20xx - Month 20xx  

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

### Presentations

Therapy, M., (20xx, June). **Telehealth with Kids.** Poster session presented at the annual conference of the American Association for Marriage and Family Therapy, Sacramento, CA.

Therapy, M., (20xx, December). **Using Art Therapy with Adults.** Paper presented at the meeting of the California Counseling Association, Los Angeles, CA.

### Community & Global Involvement

**Habitat for Humanity**, Fresno, CA Jan 20xx – June 20xx

**YouthLinc**, Khao Lak, Thailand June 20xx  

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

**Choice Humanitarian**, Guatemala Dec 20xx- Jan 20xx  

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

### Professional Affiliations

- California Association of Marriage and Family Therapist (CAMFT), Member 20xx - Present
- Counseling Academic and Professional Honor Society International Chi Sigma Iota 20xx - Present

### Honors & Awards

- Merry West Outstanding Re Entry Student Award (20xx-20xx), California State University, Fresno
- President's list (6x); Dean's list (4x), California State University, Fresno

Mary F. Therapy, Page 2 of 2

## 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 | Honor/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

# Sample (CV) - STEM and Research

## Full Name

Fresno, CA | xxx-xxx-xxxx | username@mail.fresnostate.edu

### EDUCATION

**Master of Science, Biology** Expected May 202x  
California State University, Fresno Fresno, CA  
GPA: x.xx | President's List (x times) / Dean's List (x times)

**Bachelor of Science, Biology** May 20xx  
University Name City, ST (or City, Country if abroad)  
GPA: x.xx | President's List (x times) / Dean's List (x times)

### RESEARCH EXPERIENCE

**Graduate Research Assistant** Month 20xx - Present  
PI: Karine Gousset, PhD, Department of Biology - CSU, Fresno Fresno, CA

**Master Thesis:** Hydrogen peroxide and glutamate, induce tunneling nanotube formation in HeLa and neuronal catecholaminergic (CAD) cells

- Utilized fluorescence microscopy to study cellular protrusions in various cell lines
- Analyze overexpression of proteins that may play role in the formation of cellular protrusions through western blots
- Contributed to the creation of a protocol for the use of the CellEctor system from Molecular Machines & Industries to study the formation of protrusions in real time
- Trained and supervised 2 undergraduate Research Assistants to conduct experiments, collect and analyze data using Excel, and submit presentation proposals to Central California Research Symposium (CCRS) and CSU Program for Education & Research in Biotechnology (CSUPERB)

**Research Assistant** Month 20xx - Month 20xx  
PI: Researcher Name, Ph.D., Molecular Biology Lab Ciudad de Guatemala, Guatemala  
Center of Biomedical Investigation - University of San Carlos, Guatemala

- Managed 500 stomach cancer patients' biopsies to explore the correlation between the presence of *Helicobacter Pylori* (*H. pylori*) and stomach cancer
- Assisted in the isolation and identification of *H.pylori* strains from biopsy samples
- Genotyped *H. pylori* strains CagA and VacA
- Led collaboration with multiple labs (Microbiology & Molecular Biology) to collect and submit research reports to PI to ensure research protocols and data's validity and reliability

**Undergraduate Research** Month 20xx - Month 20xx  
PI: Researcher Name, PhD, Antillean Adventist University Mayaguez, Puerto Rico  
Special Research Projects Biology Class

**Project:** Relación entre medidas morfológicas y la madurez sexual en la hembra del lagartijo tropical *Anolis pulchellus*. [Relation between the morphological measurements and the sexual maturity of the tropical female lizard *Anolis pulchellus*]

- Participated in the collection of 200+ lizards out in the field
- Assisted in the selection and standardization of morphological measurements of female lizards

### TEACHING EXPERIENCE

**Teaching Assistant: Introduction to Microbiology Lab** Month 20xx - Present  
Department of Biology - CSU, Fresno Fresno, CA

- Prepared microorganisms for students to carry out experiments
- Teach 36 students to perform various stains and biochemical tests
- Hold weekly office hours

**Teaching Assistant: General Biology Lab** Month 20xx - Present  
Department of Biology - CSU, Fresno Fresno, CA

- Modified lab lecture curriculum by creating 3 new hands-on lab activities
- Conduct 3 weekly lab sections by instructing and monitoring up to 90+ students as they carry out biology lab exercises

Last Name CV 2

**Head Teaching Assistant: Genetics Lab** Month 20xx - Month 20xx  
Antillean Adventist University, Puerto Rico Mayaguez, Puerto Rico

- Created, modified and presented weekly lectures in conjunction with faculty
- Held weekly office hours and tutoring sessions for students
- Trained and supervised 2 teaching assistants and coursework graders

### ACADEMIC SERVICE EXPERIENCE

**Science and English Tutor** Month 20xx - Month 20xx  
Instituciones Educativas S.A., Guatemala San Marcos, Guatemala

- Conducted individual tutoring sessions for middle school and high school students in various science subjects and English
- Tracked students' progress through Excel Spreadsheets to ensure they met school requirements and academic goals

**Private Tutor - Self Employed** Month 20xx - Month 20xx  
Biological Science and Spanish Tutor City, ST

- Tutored 30+ college and high school students in biology, biochemistry and Spanish
- Assisted students in homework, studying tactics, note taking, and honing critical thinking skills
- Customized lesson materials to student learning styles

### PRESENTATIONS (*Bold your name in the author portion*)

**Your Last Name, A., Last Name, Z., & Gousset, K.,** [Oral Presentation]. *Chemical secreted by cancer cells, such as hydrogen peroxide and glutamate, induce tunneling nanotube formation in HeLa.* Central California Research Symposium, CSU, Fresno (Month xx, 20xx). Fresno, CA

Last Name, Z., **Your Last Name, A.,** Last Name, A., & Gousset, K., [Poster Presentation]. *Chemical secreted by cancer cells, such as hydrogen peroxide and glutamate, induce tunneling nanotube formation in HeLa and neuronal CAD cells.* California State University Summer Symposium, University of California, Los Angeles (UCLA). (Month xx, 20xx). Los Angeles, CA

### PROFESSIONAL DEVELOPMENT, GRANTS, AND AWARDS

**Collaborative Institutional Training Initiative (CITI)** Month 202x  
Certificate Name (Record ID: xxxxxx) ← [hyperlink to certificate URL](#)

**Honorable Mention for Oral Presentation,** Month 20xx  
Central California Research Symposium - CSU, Fresno

**Graduate Student Travel Grant (\$500 Conference Travel Award)**  
Division of Research & Graduate Studies - CSU, Fresno 20xx-20xx

**Faculty Sponsored Students Research Award (\$1,500 Conference Travel Award)**  
College of Science and Mathematics - CSU, Fresno 20xx-20xx

### PROFESSIONAL AFFILIATIONS

**Member,** American Society of Cell Biology (ASCB) Month 20xx - Present

### OTHER SKILLS

**Bilingual:** Proficient in both Spanish & English

**Technical:** Microsoft Office (Word, Excel, PowerPoint), Google Applications, R, Zoom

## Cover Letter Format

## On-Campus Cover Letter

Your Name  
Your Current Address  
City, State Zip Code



Optional: "Brand" your documents by using the same contact information format as your resume.

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/Introduction

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(s)/Body

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.

Consider organizing your qualifications into themes that can be further explained in separate paragraphs. One to three body paragraphs are recommended.

### Closing Paragraph/Conclusion

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

Sincerely,

Your Name

Your Name  
Current Address  
City, State Zip Code

Date

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

Dear Mr./Ms. Employer Last Name,

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

As you will see on my resume, I have worked in a variety of positions during my first **two years of college**. In addition, I participated in activities and community service, where I have gained the skills you are seeking including supervision, customer service, **oral and written communication, interpersonal, leadership**, teamwork, computer (including **Microsoft Office**), and clerical skills. Also, my psychology coursework has prepared me to apply my scientific studies of human behavior to the real world. Furthermore, I am bilingual and am comfortable in interacting closely with **diverse** individuals from all ages and socioeconomic and multicultural backgrounds.

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

Sincerely,

Your Name

### Assistant to the Academic Specialist - Fresno State Upward Bound

- Organize activities and 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

# Sample Cover Letters

## Internship Cover Letter

**FULL NAME**

559.555.5555 • username@mail.fresnostate.edu • www.linkedin.com/in/username  
Fresno, CA

Date

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

Dear Ms. Faulks,

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

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

This internship provides a great opportunity for me to apply my ability to **prioritize** and use my **organizational** and **communication** skills which I learned as an accounting intern with Moss Adams. The position also offered me the opportunity to develop strong computer skills including **Outlook**, **Word** and **Excel**. In addition, I am a **student leader** in Beta Alpha Psi, where I work with accounting firms to connect students with opportunities.

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,

Full Name

**Student Bookkeeper/Accountant** - Accounting America, Inc.

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

## 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  
Email Address  
Phone Number

**Recreational Coordinator for Intramural Sports**  
San Jose State Student Recreation Center

- Manage the comprehensive intramural program on campus, with emphasis on weekend sports tournaments
- Candidates should demonstrate experience in managing or coordinating recreational programming; strong skills in communication and customer service; attention to detail and ability to collaborate and work in a team environment; and strong commitment to student development
- Bachelor's Degree in Recreation Administration, Kinesiology or related preferred

## Cover Letter with Bullets

Full Name  
Fresno, CA  
(559) 555-5555  
username@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,

Full Name

## Two Column Cover Letter

Full Name  
1234 Fresno State Blvd.  
Fresno, CA 93740

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 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. You may reach me via email at hhealth@mail.fresnostate.edu or by phone at 559.555.5555. Thank you for your time and consideration.

Sincerely,

Full Name

I offer:

Experience in supervising 10 summer employees and ensuring staff efficiency as an assistant manager

Developing and implementing training programs as a summer intern

Success in performing fieldwork hours, reorganizing a mental health clinic and vastly improving its processes

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

# Cover Letter Worksheet

## Opening Paragraph/Introduction

- Write down the position/occupation you are applying for and how you found out about it.
- Answer the 2 questions: Why are you interested in working for this employer? Why is this type of position important to you?

*\*Hint: Research the company's website and investigate its "About Us" page to learn about their history, mission, vision, values, products, services, projects, news, awards, and any other relevant information that interests you.*

## Middle Paragraph(s)

- List the skills and abilities required to be successful in the job listed.
- Circle the areas you excel at or feel you hold the most experience. Write about the circled areas in your middle paragraph(s). If you have a few circled, think about ways to build your experience (internships, relevant part-time jobs, clubs, etc.) and skills (courses, minors, certificates, or online learning resources like LinkedIn Learning).

*\*Hint: Review the job description or search for the occupation on O\*Net ([onetonline.org](http://onetonline.org))*

## Closing Paragraph/Conclusion

- Answer one: Where do you see yourself in five years? What are your professional career goals and ambitions?
- Ask for the interview and express gratitude for their time and consideration.



Review the cover letter samples in this guide for ideas on how to close your cover letters.

## 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.

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. As I understand, you will contact me within the month regarding further consideration. I look forward to hearing from you soon.

Thank you again for the interview and your consideration.

Sincerely,

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 for the opportunity to interview with you today for the *(Job Title)* position. I 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

# Reference List

## FULL NAME

Fresno, CA, | 559.555.5555 | username@mail.fresnostate.edu

## REFERENCE LIST

### Ms. Diane Phakonekham

Executive Director, Big Brothers Big Sisters of Central California  
4047 N.Fresno St. #4004  
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 93721  
(559) 237-4706  
sarah@mmcenter.org  
Relationship: Employer

### Dr. Travis Cronin

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

## Advice About References

- List 3-5 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.

