

CAREER SUCCESS GUIDE

 **5th Edition**

RECRUITMENT ALLEY

Join Our Team!

Recruitment Alley is dedicated to the field of Nursing and Allied support, serving a wide range of healthcare, educational, pharmaceutical, and correctional facilities across the nation.

We provide a wide array of job opportunities tailored to your specific preferences, ensuring that you can find the perfect position to meet your career needs and aspirations.

For more information scan the QR code or check us out on social media!



@recruitmentalley

Contact Us:



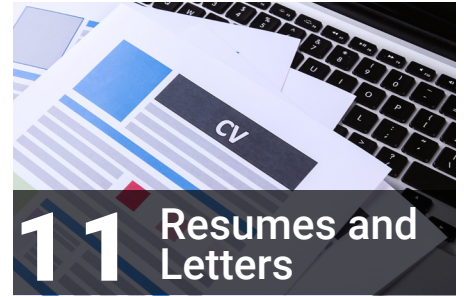
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Career Development Center Services



Career Counseling



Labor Market Insights



Career Fairs and Events



Assessments and Major/Career Exploration



Clothing Closet



Interview Preparation and Mock Interviews



Internships



HireFresnoState



Graduate/Professional School Preparation



On-Campus Employment



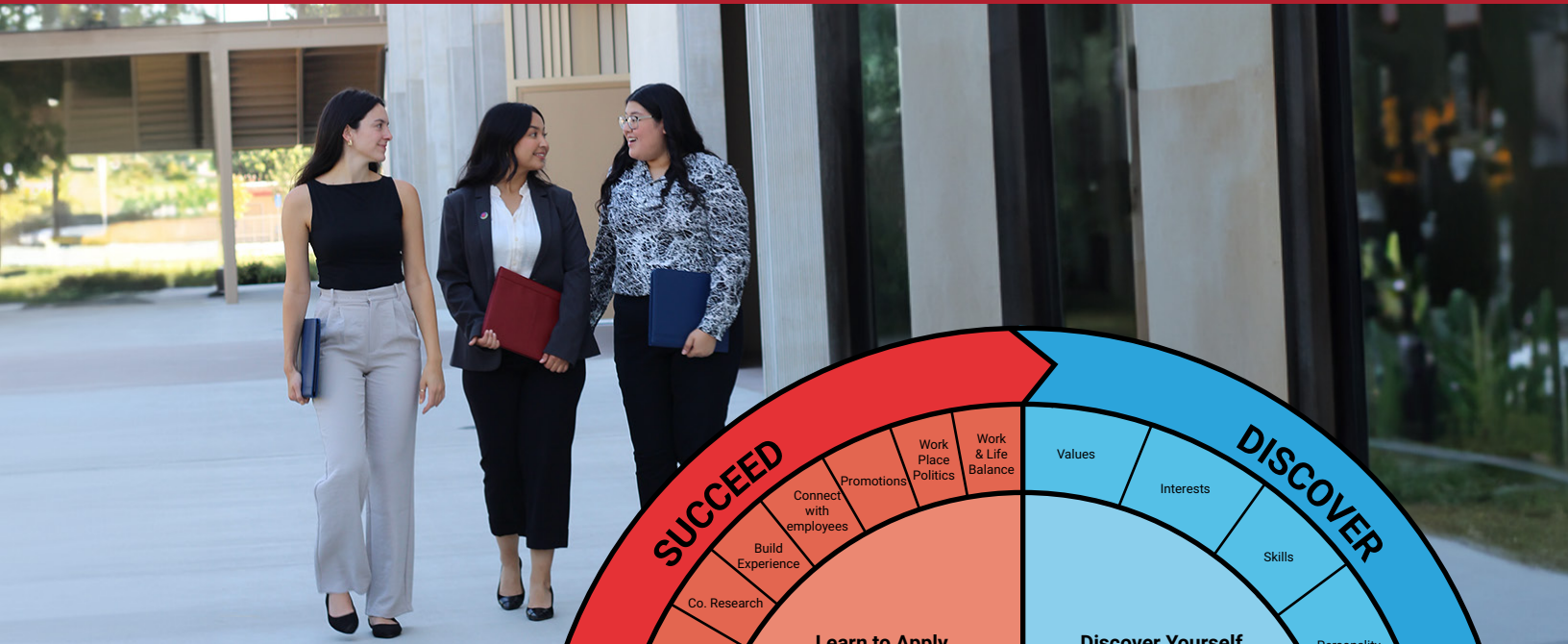
Workshops/Webinars



Alumni Services



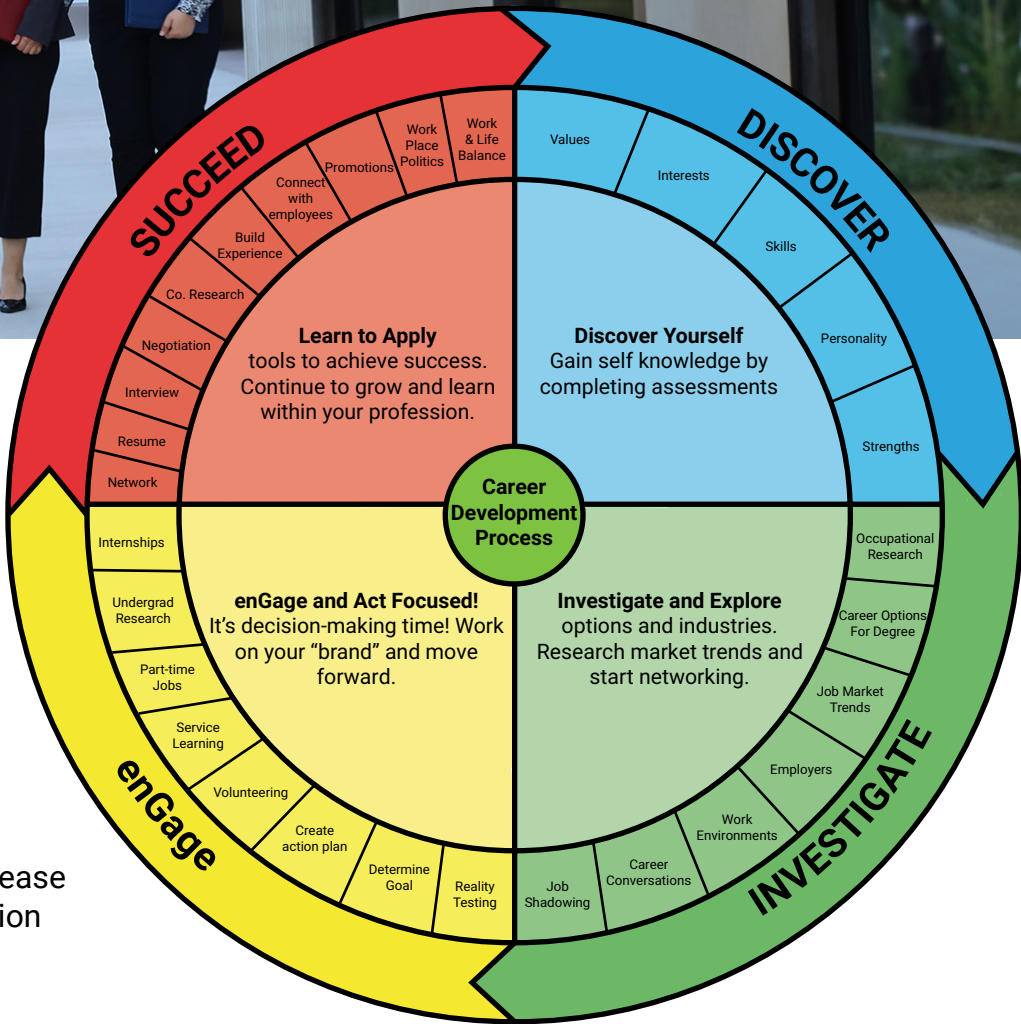
More information available when you see this icon.



The Career Development Process

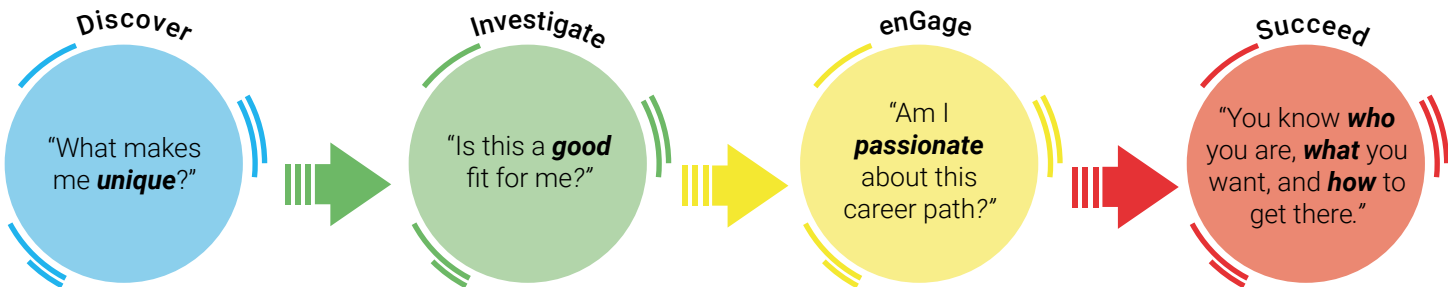
D.I.G.S.

- is a systematic model to increase control over your career direction



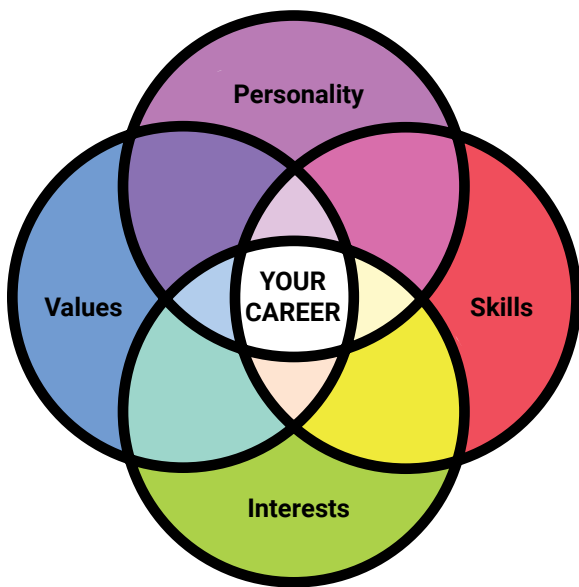
Think about your career as a journey...that will last a lifetime.

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



Career Assessments

The key to choosing an appropriate major or career is to identify some critical information about yourself.



Interest Inventories

Determine your likes and dislikes regarding various activities.

Value Inventories

Measure how important different values are to you.

Personality Inventories

Looks at your traits, motivational drives, needs, and attitudes.

Skills Assessment

Will determine your skills and confidence learning a skill.

Leisure Assessment

Measures your leisure behavior “free time”.

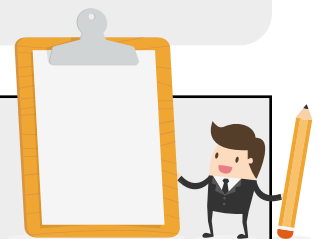
To get an **accurate** assessment, remain **honest** with yourself.



Go to: fresnostate.edu/careers and click on “Career Readiness Skills” then “Choose Your Major & Career” to find the career assessments that are available for you to take. Please speak with a Career Counselor to interpret and discuss your results.

Single Occupation Worksheet

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



Occupation:

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

- 1.
- 2.
- 3.

Skills I Have:

Skills I Need:

Education Requirement(s):

Salary for California: \$

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

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

No: What did you not like about the career?

***Repeat this worksheet until you answer “yes”**

The Career Development Plan

FRESHMAN 0 - 29 Units (Discover)



- Clarify who you are and what you want through the [Focus 2](#) career assessments
- Watch [Candid Career](#) occupational videos to learn more about your career
- Visit the [Career Development Center's](#) website to explore available programs and activities
- Talk with advisors, counselors, and faculty about your major, classes, and career interests
- Visit the Career Cafe to develop a resume
- Volunteer (attend the [Community Service Opportunities Fair](#) and earn credit through a Community Service 1 or 101 class)
- Use [HireFresnoState](#) to pursue part-time, on-campus, and summer jobs in your field of interest
- Attend your first career fair to explore careers and employers that recruit at Fresno State
- Build a marketable leadership skills by exploring and joining student organizations and clubs

SOPHOMORE 30 - 59 Units (Investigate)



- Watch [Candid Career](#) videos for advice on career readiness, internships and job search
- Pursue an officer role in a student organization or club to help strengthen your leadership skills
- Identify career options using [What Can I Do With This Major?](#) and follow Career Communities from the Career Development Center's website
- Consider an internship or engage in [Research Experiences for Undergraduates \(REUs\)](#)
- Learn how to build your network and maintain professional relationships in [LinkedIn](#)
- Attend career fairs and employer networking events to gather information
- Visit the [Career Café](#) to update your resume and cover letter
- Conduct career conversations and participate in job-shadow experiences
- Explore study abroad opportunities to enrich your language and communication skills

JUNIOR 60 - 89 Units (enGage)



- Continue expanding your career readiness skills through activities, volunteer, research, work and/or internships
- Keep in touch with previous faculty and advisors
- Visit the [Clothing Closet](#) to obtain free professional clothing
- Practice networking to build communication skills while gathering career information at career fairs and employer events
- Explore professional development opportunities (professional associations, webinars, and conferences)
- Consider researching graduate schools; think about future letters of recommendation and references
- Meet with your [Career Liaison](#) to create a job or graduate school strategy
- Revise your resume, continue building and learning how to tailor your resume to specific positions
- Learn about interviewing techniques and practice using [StandOut](#) or schedule a mock interview with your [Career Liaison](#)

SENIOR 90+ Units (Succeed)



- Initiate your job search plan at least 6-months prior to graduation
- Contact faculty and other professionals for references and recommendation letters
- Identify and research prospective employers using [Buzzfile](#)
- Fine-tune your resume and cover letter; customize it based on career opportunity
- Stay organized, save job descriptions, keep records of all employers you contact, including date, method, and result of contact
- Prepare for interviews using [StandOut](#), schedule a mock interview, and visit the [Clothing Closet](#)
- Network with faculty, alumni, and others in [LinkedIn](#)
- Attend career fairs, participate in employer panels, networking and other career engagement events
- Apply to graduate school

Investigate and Network: Career Conversations

WHY?

Explore and clarify your career goals while expanding your professional network.

Will help build your confidence for job interviews.

WHAT?

Obtain insider information and learn what is needed to excel in a particular job.

Become part of the hidden job market!

HOW?

Identify an occupation you want to explore.

Find people to interview (worksheet).

Prepare in advance, dress professional, and send a thank you email.

Sample Questions to Ask During a Career Conversation

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



Go to: fresnostate.edu/careers and click on "Career Readiness Skills" then "Build Your Network/LinkedIn" for additional networking videos and resources.

New Message

To: Fernando Gonzalez (fgonzalez559278@email.com)

Cc Bcc

From: Pedro Public Health (pedro.p.health@mail.fresnostate.edu)

Subject: Camila Counselor Referral - Informational Interview Request

Dear Mr. Gonzalez,

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

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

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

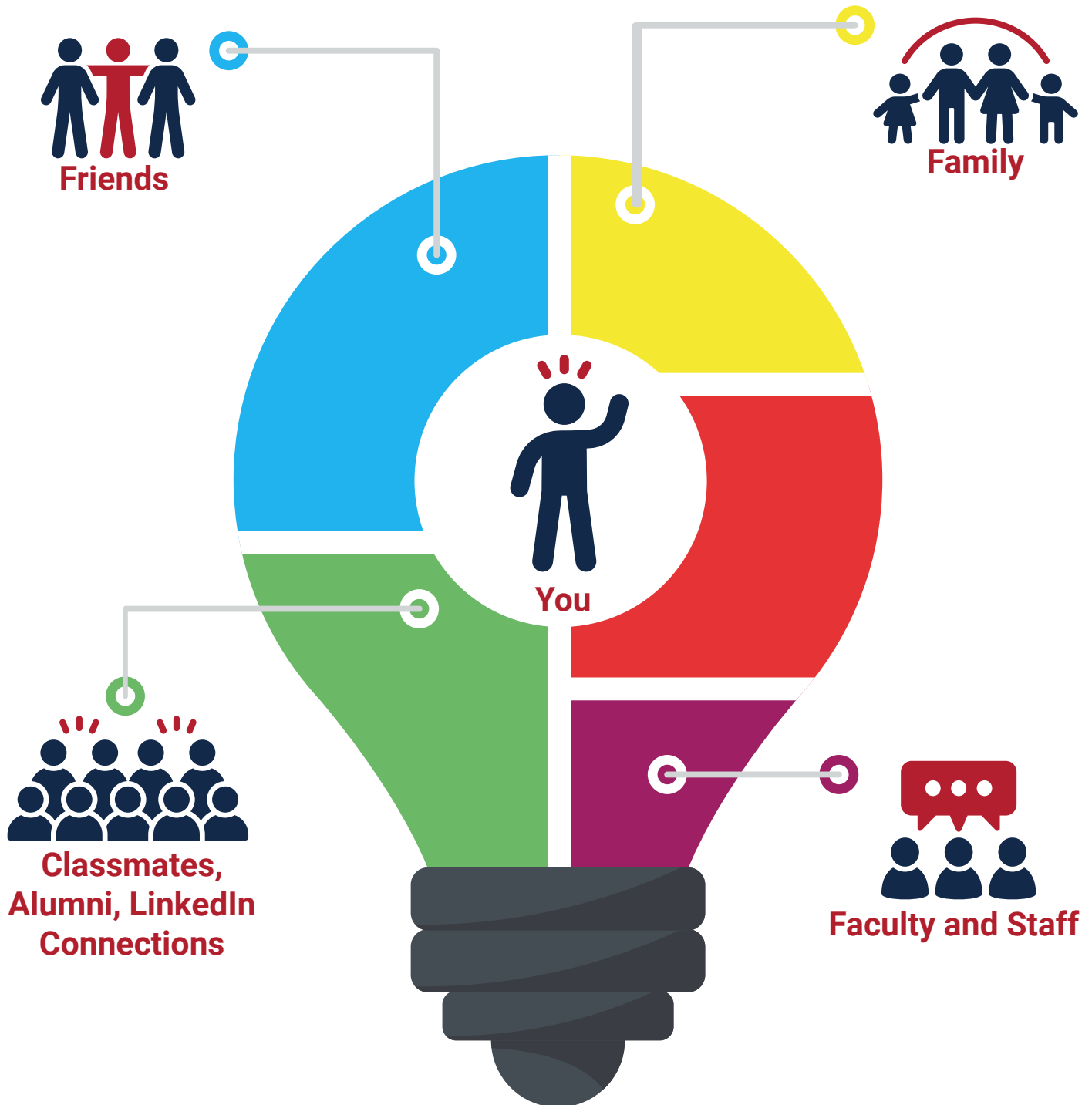
Sincerely,
Pedro Public Health,
BA/BS in (Major) | California State University, Fresno | 559.555.5555



Networking Brainstorm Worksheet

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

Brainstorm with people you know and think who can be a lead, give you a lead, or offer you a resource



Career Competencies

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



Adapted from the National Association of Colleges and Employers (NACE).



Go to: fresnostate.edu/careers and click on "Career Readiness Skills" then "Identify & Develop Key Career Competencies" for samples of career competency behaviors and videos.

Major Opportunities Worksheet

STEP 1: MAJOR

Area of Interest	Area of Interest	Area of Interest
Internship Opportunity	Internship Opportunity	Internship Opportunity
1. 2. 3.	1. 2. 3.	1. 2. 3.

STEP 2: RESEARCH INTERNSHIP OPPORTUNITIES

Employer Research	LinkedIn Profile/Connections
Networking Opportunities	Tailored Resume and Cover Letter
 	Yes No

STEP 3: APPLY FOR INTERNSHIPS

STEP 4: INTERNSHIP INTERVIEW

Gain Experience Now For Future Success

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

On-Campus Employment

A part-time work experience at a convenient campus location including Work Study.

- Research shows students employed on-campus have higher GPAs and graduate faster than their peers.
- On-Campus jobs are more flexible than off-campus jobs because they are designed for students like you.

HIREFRESNOSTATE

Find on campus jobs, full-time and part-time jobs and internships!
For more information visit us in the University Student Union, Room 306 or call 559.278.2381

Internships

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

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



01

"Test Drive" your future career

02

Gain experience to add to your resume

03

Develop valuable networking contacts who can help you in your job search in the future

04

Become more competitive in the job market after graduation and you may get a higher starting salary

Community Service Scholarship Program – Intern for 50, 75 or 150 hours with sponsoring nonprofit and government agencies to earn 1, 2, or 3 units of credit and \$583, \$1,166, or \$1,750 scholarship upon completion of hours. Available positions are posted on HireFresnoState.



Jan and Bud Richter Center for Community Engagement and Service Learning

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

For more information, go to fresnostate.edu/cesl.

So What's In It For Me?

By participating in On-Campus Student Employment, Internships, or Community Service you will:

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



Strategies for Locating On-Campus Employment, Internships, and Community Service Opportunities

- Visit [HireFresnoState](#), the university's online internship and job posting system, through your [MyFresnoState](#) portal and click the [HireFresnoState](#) tile
- Contact the faculty internship coordinator in your academic department or the University Internship Coordinator for information on internship procedures and verifying requirements for arranging class credit
- Identify and research organizations where you may have an interest in interning or volunteering, check out [Buzzfile](#) and websites of these organizations
- Attend the career fairs and Community Service Opportunities Fair held each semester
- Take full advantage of workshops/webinars offered by the Career Development Center on interviewing and resume writing
- Use [StandOut](#) to learn and practice your interview skills
- Network by speaking with every resource available to you including family, friends, alumni, professors and members of professional organizations
- Connect with employers and alumni utilizing social media sites such as [LinkedIn](#)
- Join a student club or a professional organization, which will help provide excellent opportunities to develop leadership skills, network with professional guest speakers and provide community service



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
- Course Title
- Course Title
- Course Title
- Course Title
- Course Title

EXPERIENCE

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

- Use bullet points to describe your actions, skills and accomplishments
- Start your statements with “power verbs” [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
---------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

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
--------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------

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 Researched Reviewed Searched Scanned	Studied Solved Summarized Surveyed Synthesized Systematized Tested Unearthed Wrote
--------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

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
-------------------------------------------------------------------------	----------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	------------------------------------------------------------------------------

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 • PhoneNumber

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.

Final Bullet Point: 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

Final Bullet Point:

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
Bachelor of Arts: Liberal Studies	Associate of Arts: Sociology
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	
Preliminary Multiple Subject Teaching Credential	May 20xx
Bilingual Authorization: Spanish	
Bachelor of Arts in Liberal Studies	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>FIRST NAME</p> <p>LAST NAME</p> <hr style="border: 1px solid white;"/> <p>559.123.4567 username@mail.fresnostate.edu Youtube.com/username</p> <p>SKILLS & ATTRIBUTES</p> <p>Technology:</p> <ul style="list-style-type: none"> • Airtable • Drupal • JemBoard • YouTube • Adobe Illustrator <p>Language:</p> <ul style="list-style-type: none"> • Bilingual – Spanish/English • Certified Spanish Interpreter <p>Techniques:</p> <ul style="list-style-type: none"> • Aesthetics across all media • Diligent in executing directions • Background in Art • Strategic communications <p>Diversity and Inclusion:</p> <ul style="list-style-type: none"> • Skilled at interacting with diverse consumers • Cross cultural dialoging and communication • Apply artistic principles to achieve expressive purposes <p>CERTIFICATION</p> <p>University of Essex “Translating, Interpreting, and Subtitling” 5/20xx</p>	<p>EDUCATION</p> <p>B.A. in Communication 5/20xx Minor in Spanish California State University, Fresno</p> <p>PROFESSIONAL EXPERIENCE</p> <p>Student Assistant 8/20xx-Present University Brand Strategy and Marketing, Fresno, CA</p> <ul style="list-style-type: none"> • Assisted in the coordination of marketing initiatives • Acted as a liaison between marketing and the sales team • Tracked media coverage and coordinated task calendars • Managed customer interface <p>Creator and Influencer 3/20xx-Present YouTube, Instagram, and TikTok</p> <ul style="list-style-type: none"> • Communicate with 100+ followers daily • Create unique visual content and copywrite advertisements • Collaborate with sponsors to represent brand authentically • Social insights and data analytics to enhance engagement • Understand following demographics and research trends • Content optimization using top keywords and popular hashtags <p>Student Intern 1/20xx-6/20xx ABC Group Inc., Fresno, CA</p> <ul style="list-style-type: none"> • Developed visual toolkits, and materials for clients • Worked under pressure and developed animated presentations from provided abstracts • Modified original version to accommodate client assets • Skilled at design and aesthetics to create innovative presentations <p>Team Member 1/20xx-9/20xx Fresno ABC Food, Fresno, CA</p> <ul style="list-style-type: none"> • Increased sales by 25% through online marketing and promotions • Built online followers by 50% within the first 3 months <p>Sales and Marketing Internship 5/20xx-9/20xx Fresno BBQ, Fresno, CA</p> <ul style="list-style-type: none"> • Created marketing plan to increase sales and brand recognition • Exceeded sales projections by 30% • Created online presence on various platforms • Creating short commercials on TikTok expanding demographics <p>LEADERSHIP EXPERIENCE</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>EDUCATION</p> <p>California State University, Fresno 05/20XX Bachelor of Art in Graphic Design</p> <p>Fresno Art Museum, Fresno, CA 08/20XX Apprenticeship</p> <p>Full Sail University, Florida/ Online Campus 12/20XX Certificate of Accomplishment in Print and 2D, Motion Graphics, Interactive Design</p> <p>ART & DESIGN EXPERIENCE</p> <p>Student Assistant, Pottery Studio - California State University, Fresno CA 08/20XX-Present</p> <ul style="list-style-type: none"> • Supported and increased development of design skill for 22 undergraduate students • Collaborated with faculty to tailor instructional approach • Met individual learning style resulting in improved comprehension and design competency development <p>Photography/Creative Intern - Illumination Entertainment, Fresno CA 01/20XX-12/20XX</p> <ul style="list-style-type: none"> • Digital Marketing on multiple platforms, created content for company's Facebook, Twitter, and Instagram • Integrating supervisor's recommendations to improve public engagement <p>SKILLS</p> <p>Languages: English, Spanish, and American Sign Language Software: Maya, Procreate, Dreamweaver, Adobe Suite/Photoshop/Illustrator, InDesign, SketchUP, Revit, Lumion, AutoCAD, Enscape, Microsoft Office Word/Excel/PowerPoint Technical: 2D and 3D animation, Character Design, Visual Storytelling, Story Boarding, Graphic Design, Life Drawing, Social Media: Facebook, Twitter, Instagram</p> <p>SELECTED EXHIBITIONS</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>ADDITIONAL EXPERIENCE</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>COLLECTIONS</p> <p>City Library, City, Country Gallery/Restaurant/Office/Government related institution, City, State</p> <p>PUBLICATIONS</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

Grade Level/Pay/Salary: Amount

• [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

LEADERSHIP EXPERIENCE AND ACTIVITIES

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

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, 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)*

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

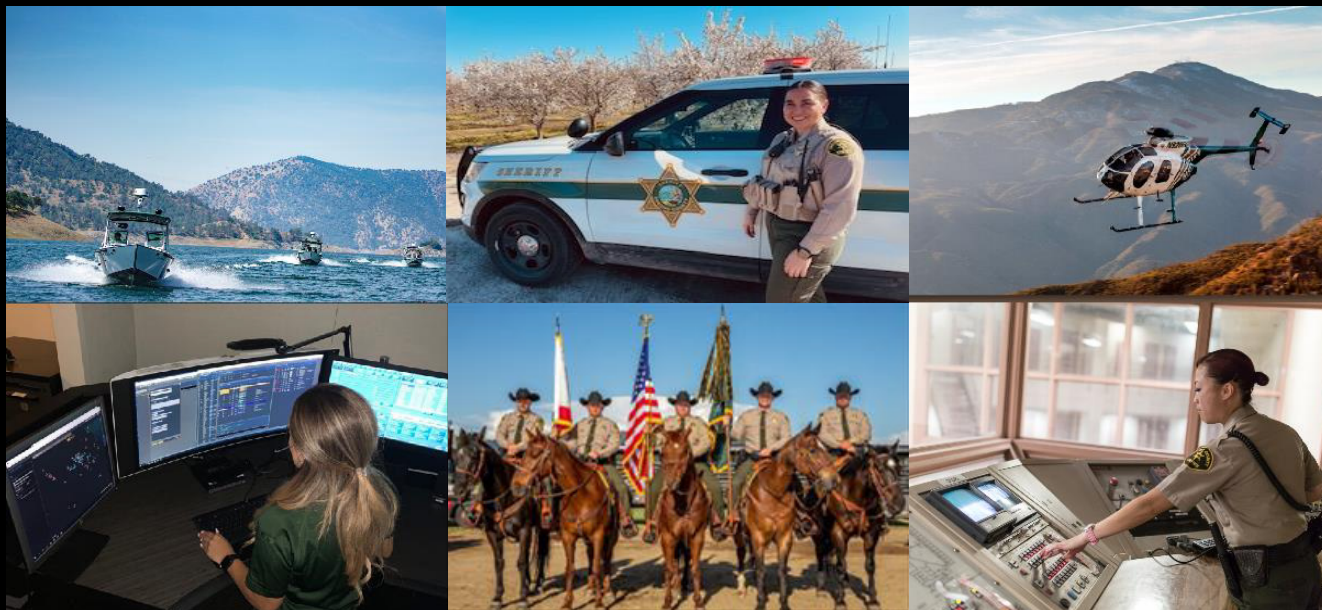
Advice About References

- 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.





★ FRESNO COUNTY ★ SHERIFF'S OFFICE



We are actively seeking hardworking, professional and dedicated individuals to help us better serve our community. The Sheriff's Office has a wide array of job opportunities available to fit a variety of interests such as Deputy Sheriff, Correctional Officer, Communications Dispatcher, Crime Scene Specialist, Deputy Coroner, Information Technology, clerical positions, fleet/aviation mechanics, forensic science and many more!

For more information, contact our recruitment team at recruitment@fresnosheriff.org or visit our website by scanning the QR code below.



SHERIFF LINE DO NOT CROSS SHERIFF LINE DO NOT CROSS SHERIFF LINE DO NOT CROSS

Join our team today!





Interviewing

Acing the Interview

Before the Interview

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

During the Interview

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

Day of the Interview

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

After the Interview

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

Suit

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

Shirt

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

Tie

- Coordinate color and print with your outfit

Shoes/Socks

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

Miscellaneous

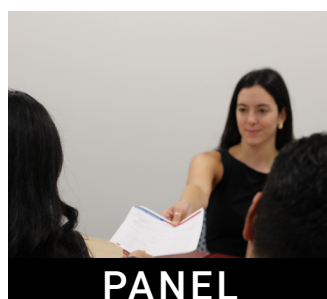
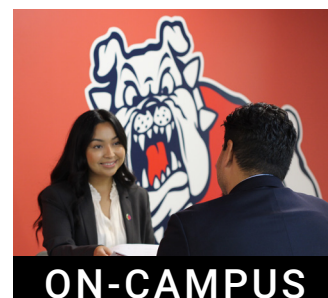
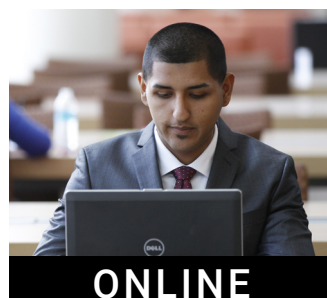
- Make-up and jewelry in moderation
- Avoid strong perfumes or colognes
- Hair is neatly groomed and pulled away from face
- Nails are clean and not too long
- Clean-shaven face preferred (trimmed beard, if applicable)



Visit the Clothing Closet in the **University Student Union, Room 306** to obtain up to three pieces of free professional clothing per semester!



Types of Interviews



Behavioral Interviewing

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

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

Situation

Give an example of a situation you were involved in that resulted in a positive outcome.

Task

Describe the tasks or problem involved in that situation.

Action

Explain the specific actions you took or that were involved in the task

Result

Describe the results that directly followed because of your actions.

Sample Behavioral Question and Answer

"Describe the most challenging team experience you have encountered?"

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

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

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

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

Behavioral Interviewing Worksheet

Communication Effectiveness

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

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

Situation

Task

Action

Result

Time Management

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

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

Situation

Task

Action

Result

Tips For Acing An Online Interview



Find a location that will be quiet and have a good internet connection



Ask family/roommates not to disturb you and remove pets from the room



Know how to use your technology and practice beforehand



Dress just as if you were interviewing in person



Silence your phone



Have everything you'll need on hand for the interview



Questions Most Commonly Asked By Employers

General

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

Education

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

Experience

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

Career Goals

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

Unusual

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

Questions You Can Ask Employers

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

Questions You Should Avoid

1. Never ask for information that is easily accessible on the internet or company's website.
2. Never ask about pay, time off, benefits, etc.; wait until the employer brings it up.
3. What does your company do?
4. Do you do background checks?
5. How quickly can I be promoted?



Top 10 Interview Questions and Answers

Question	Recommended Feedback	Example
<p>1 Tell me about yourself.</p>	<p>Consider your response to this request as a commercial that sells your autobiography. Always answer this question with positive information. View this question as “Tell me about yourself <i>related to this job</i>,” this will keep you focused on skills and experiences relevant to the position in question. Avoid a lengthy history or wandering off in different directions. Don’t divulge overly personal information unless it is job related.</p>	<p>“I’ve always been a news junkie and I spent my last two years in school preparing myself to work in communications when I graduated. I looked for internships and extracurricular opportunities that would expose me to media relations, and I’m excited to continue on that path. I’ve been told that I’m particularly good at coming up with creative story angles, so I’m very excited about this opportunity.”</p>
<p>2 What are your greatest strengths?</p>	<p>This is your time to shine. You’re being asked to explain why you are a great employee, so don’t hold back and stay positive. Concentrate on discussing your main strengths. List three or four proficiencies e.g. your ability to learn quickly, determination to succeed, positive attitude, your ability to relate to people and achieve a common goal. Once you list your strengths, choose one and give an example. You may be asked to give more examples of the above so be prepared.</p>	<p>“I think one of my greatest strengths is as a problem solver. I have the ability to see a situation from a different perspective and I can get my work done even in the face of difficult obstacles. I also feel that my communication skills are top notch. I feel comfortable presenting to small and large groups. Lastly, my greatest strength is my strong work ethic. When I commit to a deadline, I do whatever it takes to deliver. For example, while I was working in a group of 4 for my Marketing 115, Global Logistics and Supply Chain Strategies class, I was responsible for completing...”</p>
<p>3 What is your greatest weakness?</p>	<p>Keep your answer factual and brief. We all have weaknesses so your goal here isn’t to lie; it’s simply to present yourself as best you can. Your weakness should not be something that would eliminate you from the running. Find a weakness that you have a solution to, or successful in overcoming.</p>	<p>“I would say that public speaking is an area that I could work on. I tend to get nervous when asked to present to a large group. In small team meetings, I’m the first one to stand up and present. But put me in front of a big group and I can get flustered. I took a speech class this semester that helped me gain confidence.”</p>
<p>4 Describe a difficult situation/project and how you overcame it.</p>	<p>This is a behavioral interview question designed to discover how you handle certain situations. The logic behind this type of question is that how you behaved in the past is a predictor of what you will do in the future. Give a concrete example of a difficult situation that actually happened. Then discuss what you did to solve the problem. Keep your answers positive and be specific. Itemize what you did and how you did it.</p>	<p>“I’m the Membership Chair of XYZ student organization. Since membership decreased over the last 3 years, I thought it would be a good idea to create a new membership recruitment event. So I organized a bowling and pizza event, created flyers and posted it on Facebook. We had a great turnout, and 10 new members joined.”</p>
<p>5 Where do you see yourself in five years?</p>	<p>The interviewer is looking for you to have a clear mindset about what you wish to accomplish. Outline your job and career goals and how you envision them to fit with those of the company. Describe how you would contribute to the areas of the company that you are most passionate about and how that would ultimately obtain success for you and the company.</p>	<p>“My goal right now is to find a position at a company where I can grow and take on new challenges over time. Ultimately, I’d like to assume more management responsibilities and get involved in product strategy. But most importantly, I want to work for an organization where I can build a career.”</p>

Question	Recommended Feedback	Example
<p>6 What background and experience do you have that qualifies you for this position?</p>	<p>Draw parallels from your current or previous experience to the requirements of this position. A similarity that seems obvious to you may not be so obvious to the interviewer. Don't discount any experience you may have. Even if you are new to the professional job market, have only held a part-time job, or have never held a job, you have done things in your life that can count as experience.</p>	<p>"My understanding from the job description is that excellent communication and computer skills are required, and I am very strong in those areas. In fact, I am fluent in Spanish, and have a degree in computer science where my GPA was 3.4. In addition, I have had numerous opportunities in my internships and class projects to present ideas in small and large groups."</p>
<p>7 Please provide some examples of teamwork.</p>	<p>When asked about teamwork during a job interview, it's important to show enthusiasm for working on a team vs. independently if the position requires teamwork. Give specific examples of teamwork you have participated in successfully.</p>	<p>"In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as a team member while on my sorority's debate team and through my advanced marketing class where we had numerous team assignments."</p>
<p>8 Why do you want to work here?</p>	<p>The employer wishes to observe if your answer indicates that you have thought about what you want and that you have researched the company. Demonstrate that this is the company you want to work for. A little flattery will go a long way, so cite some good qualities of the company. Let the interviewer know you are being selective about where you want to work and that you're not just sending your resume for any job opening.</p>	<p>"I'm connected on LinkedIn to many people who work at your company. When I reviewed their profiles, I saw that we all shared some things in common. It struck me that this is the kind of place where I can fit in and excel, so I was thrilled to see you have this opening."</p>
<p>9 Why should we hire you?</p>	<p>Think of yourself as the product. Why should the customer buy? What can you do for them that someone else can't? Using details from past job accomplishments or from your education to support "the fit" with specific information targeted toward the company's needs. Mention your abilities, experience, and energy.</p>	<p>"I am excited for the opportunity to use my skills to help bring your organization to even greater heights. My passion, drive, and hardworking personality combined with my ability to work well as a team player are sure to mesh well with the culture and demands of your organization. My previous experience as an intern at XYZ company allowed me to refine my abilities and I am confident I will become an integral part of your team."</p>
<p>10 Do you have any questions?</p>	<p>The interviewer is looking for intelligent questions from you to give them insight into your analytical skills and overall enthusiasm for the opportunity. In many situations, the questions you ask in an interview can be more revealing than the answers you give and can give you the advantage you need to get the job. Make sure you have researched and prepared several questions before your interview. Be ready to write them down if any come to mind while you are in the interview.</p>	<p>"How would you describe a typical week/day in this position?"</p> <p>"How would you describe the company's culture and leadership philosophy?"</p> <p>"What is the next course of action? When should I expect to hear from you?"</p> <p>"Are there any other questions I can answer for you?"</p>

How to set up a practice interview and access hundreds of interview questions using **STANDOUT**

1. Go to csufresno.standout.com
2. Login with your Fresno State username and password
3. Click on Practice on the top menu
4. Select one of the interviews listed or Create Your Own Practice interview by selecting your own interview criteria
5. Review your answers and comprehensive scores to strengthen your interviewing skills



Job Search

HIREFRESNOSTATE

Find on campus jobs, full-time and part-time jobs and internships!
For more information visit us in the University Student Union, Room 306 or call 559.278.2381

Use **HIREFRESNOSTATE** to Find a Job or Internship

Top Reasons to Register

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

Connect Now!

- Step 1: Visit your [MyFresnoState](#) portal and log in with your Fresno State credentials
- Step 2: Select the drop-down box called "**My Homepage**" and select "**Campus Systems**"
- Step 3: Select the **HireFresnoState** icon
- Step 4: **New Users:** Create your account with your information. Note that only the red asterisk (*) information is required

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

Under **Job Type**, select one or more categories to narrow down your search including Part-Time, Temporary, FT (Full-Time) Entry Level, Internship (Academic Credit and/or Professional Experience), On-Campus (Student Assistant, Federal Work Study and/or Auxiliary Student Employee), Community Service Scholarship Program, etc. and click on **Search**

The Do's and Don'ts of Social Media When Job Searching



Do



Have a professional head shot
for your LinkedIn profile

Do



Know what is trending and
engage in online conversations

Do



Check your grammar, spelling,
punctuation before posting

Do



Keep your information
consistent across all social
media profiles

Don't



Forget to keep your LinkedIn
profile current and up-to-date

Don't



Share posts involving drugs,
alcohol or profanity

Don't



Post something you would not
want your grandma to see

Don't



Ask a professional for a job



Career and Internship Fair Success

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

Before The Fair

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



During The Fair

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



After The Fair

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



Questions You Can Ask At The Fair

1. What types of career opportunities do you offer?
2. Can you describe the qualifications and skills you look for in an applicant?
3. What types of projects might I expect to work on in my first year with your organization?
4. What advice would you give someone seeking a position in your organization?
5. What type of entry-level positions or internships exist within your organization?
6. Are there opportunities for ongoing training?

Your 30-Second Commercial and Worksheet

What to Include

Academic Information



Major, classification or graduation date, minor

Relevant Experiences



Jobs, internships, leadership, volunteer, shadowing, research

Skills



Transferable, technical, laboratory, languages

Career Goals/Interests



Relate this to the employer or recruiter

Example

“Hello, my name is Camila Communicator and I am a junior at Fresno State majoring in Communication with a General Business minor. I have experience as Vice President of the Hispanic Business Student Association (HBSA), where I led several fundraising events and played a critical role in establishing a mentorship program for HBSA students and alumni. In addition to my leadership experience, I also work on campus as a Student Assistant where I get to apply my skills in communication, problem solving, and teamwork. Could you tell me more about your management trainee program?”

Paragraph of Your 30-Second Commercial

When to Use Your Commercial



Career fairs and information sessions



Networking events



In response to “Tell me about yourself” at interviews



Reaching out to new contacts

Job Search For International Students

International students looking for employment or an internship in the U.S. need to know the regulations to be legally employed according to their current immigration status. Check the International Student Services and Programs (ISSP) website: fresnostate.edu/issp/current/employment for more information or visit their office in Joyal 256.

10 Strategies for Obtaining Employment

1 Start early! It takes time to locate an internship or job.	6 Sell yourself on your skills. Many international students can speak more than one language, have intercultural competence, are responsible, flexible and can cope with change. These are traits valued by employers.
2 Schedule an appointment with a career counselor to explore your options, review your resume/CV, and practice interviewing.	7 Attend career fairs and events offered by the Career Development Center.
3 Log-in to HireFresnoState and search for Part-Time, Internship (Academic Credit or Professional Experience) and Full Time opportunities, On and Off-Campus.	8 Network by speaking with friends, alumni, professors, members of clubs or professional organizations, and other international employees working in your field.
4 Contact the faculty internship coordinator in your academic department for information on internship procedures and arranging class credit.	9 Find U.S. organizations with locations in your home country. These organizations might find your background and language skills beneficial because of the connections they have in your home country. You might seek a position in your home country with one of these organizations, hoping to transfer to one of their locations in the U.S.
5 Apply with employers that sponsor international students.	10 Don't quit or give up hope. Finding a job in the U.S. is not easy, even for U.S. citizens.



Visit the International Affinity Community page on our website at fresnostate.edu/careers for a link to the national H-1B Employer Data Hub.

Whether it is appropriate to negotiation salary for a given position depends on a number of factors: the size and culture of the organization, how well the candidate fits the employer's needs, how difficult the position is to fill, median salary for that position, and cost of living in that geographic region.

DO

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

DON'T

- Discuss salary until the employer brings it up
- Enter into negotiations if you know that you won't accept any offer
- Under-value your worth by not knowing your education, skills, and experiences and how they bring value to the position and organization
- Play "hard ball"
- Provide negative reasons why you are declining the offer



Go to: fresnostate.edu/careers and click on "Career Readiness Skills" then "Negotiate an Offer" to access the Labor Market Insights tool, Cost of Living Comparison Calculator, and links to other online resources.





**THIS
IS WHAT
CHANGE
LOOKS LIKE!**

Graduate / Professional School

Is Graduate School right for you?

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

How is Graduate School Different from Undergraduate Education?

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

Types of Graduate Degrees

Master's or Professional Degrees

- Usually 2 - 3 years to complete
- Career oriented
- Possibility of thesis or non-thesis
- Possibility of field work or placement hours

Doctoral Degrees

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

Common Graduate Admission Tests

Graduate Record Examination (GRE)

ets.org/gre

Graduate Management Admissions Test

mba.com/exams/gmat-exam

Law School Admissions Test (LSAT)

lsac.org

Medical College Admission Test (MCAT)

aamc.org/students/applying/mcat

Dental Admission Test (DAT)

ada.org/education/testing/exams/dental-admission-test-dat

Pharmacy College Admissions Test (PCAT)

pcatweb.info

TIP: No two graduate programs are the same. You must always contact the graduate program department or visit their website to retrieve specific information required in the application process (e.g., required graduate examination, writing samples, transcripts, resume/curriculum vitae, letters of recommendation, employer letter, specific questions related to the graduate program). If you fail to meet all of the criteria, you risk the chance of your application not being considered.

Personal Statement: Guidance

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

General Guidelines

- Be honest - genuinely reflect on why you want to enter a graduate or professional program
- Completely answer all questions and follow the directions provided
- Tell a story - by distinguishing yourself through your story, you will make yourself memorable
- Be specific and include concrete examples that backup your story
- Research the university and program you are applying to, and find out what sets them apart from others
- Proofread and find at least 2 additional readers to proofread for you



Go to: fresnostate.edu/careers and click on “Career Readiness Skills” then “Prepare for Graduate School” to access additional information and resources.

Questions that will help you collect ideas and information

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

Things to avoid

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

Personal Statement: Brainstorming Guide

There are 2 ways to approach the initial brainstorming. One is in written form and the other to record yourself answering the questions below. This really depends on your learning style and your own preference. One thing to remember is to keep the passion throughout your statement of why you want to go into this field. Without this personal insight, the statement can sound sterile and unfortunately, this can be perceived by the reader as disinterest.

1

Why Did You Choose This Career Path?

- Write about the initial spark of interest/exposure to the career.
- Do you have a personal experience, a role model(s), a specific class, etc?

2

How Have You Prepared For This Career?

- What have you done to solidify this career choice during your undergraduate degree (extra-curricular activities, student clubs, work experience, internships, volunteering, job shadowing, career conversations with professionals, classes, books, undergraduate research, participation in programs/services, joining professional communities/organizations/societies, etc.)?
- Describe what these experiences involved and your role and contribution to the activities.
- Reflect and write about how your experiences helped you to solidify your career choice?

3

Career Goals (Short-Term And Long-Term)

- What kind of (career name) do you want to become? Are there professionals in this field that made an impact on your life? If yes, what qualities did they display, and are there any specific ones you want to develop/uphold?
- What type of education, certifications, licenses, or credentials do you need for this career?
- Where do you want to work (industry sector/specialty field/region/workplace settings) and why?

4

Why Is This (Master's, Doctorate, Professional, etc.) Program a Great FIT For Your Educational And Career Goals?

- What makes this program YOUR ideal choice?
 - Program's mission, curriculum (skills/concepts you will be taught), program's partnerships with private industry or government agencies, program alumni, faculty/professors' research areas/ focus, facilities/labs, program outcomes (certification/board exam passing rates, employment % after graduation), etc
- How do the program's aspects you selected specifically align/match with your career goals?

5

Conclusion

- Summarize your strengths and reasons to pursue this graduate school program.
- Try to answer the questions
 - Why are you a good candidate for their program?
 - Why should you be selected for an admission slot?
 - What can you contribute to the program/this field?



Life After College

Transition Plan: Action Steps

Once you have successfully landed an internship or job, been accepted into graduate school or received a promotion, you'll want to transition to your new steps smoothly. Your Transition plan will help you do that while working towards continuous progress. Practice making the case for yourself through identifying opportunities, interviewing effectively and networking with decision makers. Use the items below as a guide.

Communicate Your Transition To Your Network

Since many people helped you make it to this next step, take the time to thank them all for contributing to your success. This lets them know what you will be doing and keeps them as part of your ongoing network. You can maintain and grow your professional network through the use of social media, attendance at events, professional memberships, presentations, etc.

Contact companies with whom you interviewed or schools to which you applied.

Thank recruiters, faculty and people who wrote you letters or references.

Notify anyone else in your network of your new status.

Hit The Ground Running In Your New Role

Keys to success in your new role include learning the culture of the organization and its major mission, goals, and objectives. As you align your contributions to the organization's expectations, you will add value.

Determine the organization's mission.

Assess the organization's goals and objectives that resonate with you.

Stay aware of issues, trends, and needs that align with your interests and skills.

Seek opportunities to address issues or trends to add value.

Be clear about responsibilities, expectations, priorities, and performance evaluation.

Advance Your Career On The Job

Build alliances and establish the ability to influence others. Consider seeking out mentors along the way and establishing your own internal board of advisers on whom to draw as you need information and support.

Identify prospective mentors and maintain your network.

Note key individuals who can help you grow in specific areas (create your own board of advisers).

Review your professional goals.

Document your accomplishments and update your resume.



Budget Worksheet

Budgeting is a critical component of managing your finances. With your first professional job, you likely have more money and dozens of ways to spend it. Follow this simple budget worksheet to start a basic plan. Managing your budget is not a one-time event. You should revisit it regularly to determine where you stand.

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EXPENSES

Housing	\$
Utilities/TV/Internet	\$
Groceries	\$
Transportation Costs (Public, Transportation, Car Payment, Car Insurance, and Fuel)	\$
Fitness	\$
Medical Care	\$
Toiletries	\$
Dining/Going Out/Entertainment	\$
Clothes	\$
Gifts	\$
Credit Cards	\$
Student Loans Repayments	\$
Emergency Fund	\$
Savings	\$
Total EXPENSES	\$

INCOME

After Tax Income (Total Household)	\$
Misc. Untaxed Income	\$
Social Security/SSI	\$
Other	\$
Total INCOME	\$

MONTHLY SUMMARY

Total INCOME	\$
Total EXPENSES	\$
Net (INCOME - EXPENSES)	\$

MONTHLY SAVING and GOALS

(What goals are you saving up for?)

Goal Name (New Car, House Down Payment, Next Vacation)	Current Balance	Target Amount	Target Date
1.	\$	\$	
2.	\$	\$	
3.	\$	\$	

Career Changes and Transitions

Considering a career change can be daunting but it's important to remember your degree offers more than a single career path. There are career paths that require specific degrees but there are several that require any degree. The following provides guidance to start exploring and ultimately make a career change.

1

Take inventory of your current job satisfaction

Which areas of your current job do you enjoy and dislike? Are you dissatisfied with the work itself, workplace dynamics, company culture, management, or the people with whom you work?

2

Assess your VIPS (values, interests, personality, skills)

These can change over time and interests evolve and change with work experience. Start with completing the [Focus 2](#) and write down your preferred activities and skills in your current career. You are looking for recurring themes. There are also general online self-assessment tools such as [O*Net Interest Profiler](#) and [Skills Matcher](#) that can be very helpful.

3

Brainstorm career alternatives by researching career options within your major using [What Can I Do with This Major?](#) and by reviewing career options aligned with your VIPS with [Focus 2](#)

Discuss your interests and values with friends, family, and networking contacts. If you are having difficulty with ideas, consider meeting with a [career professional](#) at the Career Development Center. There is no charge or time limit for alumnus to utilize our services.

4

Research career opportunities once you discover some areas that interest you

Find out as much as you can about each career path you are evaluating. Remember to reflect on your current career and utilize some transferable skills you enjoy.

- Talk to people who are doing these jobs. A great place to start is [LinkedIn](#). Follow the link to create, build, and learn how to use the platform to network and engage in career conversations.
- Go online and research specific careers with general searches, watching Youtube, and utilizing the [Occupation Outlook Handbook](#) and the [O*Net](#).
- Set up a [career conversation](#) or [job shadow](#) to learn firsthand about your career option.
- Read relevant articles and trade publications.
- Volunteer (if possible) or freelance to try it out.

5

Create a plan of action

Write down the steps you need to take to get where you want to be. Sometimes this includes developing new skills or taking a class. Remember LinkedIn Learning is available at [public libraries](#) and there are online learning platforms that offer certificates.

6

Be proactive to gain skills, knowledge, and experience before leaving your current job

Sometimes staying in your current job is beneficial since you can offer to do extra projects to gain specific needed skills. If that is not the case, do a reality check on income, benefits, and budgeting before leaving your current job.

Mental Health Resources

STUDENT HEALTH AND COUNSELING CENTER

COUNSELING SERVICES

Counseling and Psychological Services (CAPS) offers individual counseling as well as groups and workshops, crisis intervention, case management, and psychiatry services. Appointments are typically 50 minutes in length and students have the option of participation via Zoom or in person.

Let's Talk is a **FREE** and **anonymous** drop-in mental health consultative service available via **Zoom**. **No appointment necessary**. Monday through Friday 9 a.m. to 4 p.m. bit.ly/fsletstalk.

COUNSELING GROUPS AND WORKSHOPS

Groups are available to have the support of others who share similar concerns and to gain information needed for effective self-care.

Groups and workshops do not require any prior counseling appointment for participation, are 45 to 50 minutes in length and all virtual, except for Medication, and Mirror Mirror.

Three Types:

1. **Open Groups** can be joined at any time, involve the gathering of students to discuss topics related to the group name, and require pre-enrollment by the front desk.
Groups: Anxiety, Relationships, and HIM (Men's Group).
2. **Three Week Workshops** are three weeks long, one session per week. Involves learning coping strategies regarding a specific topic, and requires pre-enrollment at the front desk.
Workshops: Anxiety Toolbox, Getting Unstuck, MAPS, and Mirror Mirror (in-person and virtual).
3. **Drop-In Groups** do not require pre-enrollment at the front desk and can be accessed same day via Zoom link, found on the Fresno State Student Health and Counseling Center's [website](#), or by coming in-person.
Groups: Success Over Stress, International Talking Circle, and Meditation (in person)
bit.ly/fscapsgroups.



For more information call the Student Health and Counseling Center at 559.278.2734 or visit their website at fresnostate.edu/health.



AFTER HOURS

Hotline, Online, and Community Mental Health Services Available 24/7

559.278.2734

Student Health and Counseling Center after-hours counseling service can be used during moments of crisis and provides brief, solution focused support outside of business hours, during holidays, and weekends. Please be advised, the after hours counselor is not a university employee and cannot make or change an appointment, or answer any non-medical questions related to the Health Center.

*559.453.1008

4411 E Kings Canyon Rd, Fresno, CA 93702
Fresno Crisis Stabilization Center provides crisis intervention, assessment, medication management, therapy and social assistance referrals for food, housing, transportation and healthcare assistance.

*559.449.8000

7171 N Cedar Avenue, Fresno, CA 93720
Community Behavioral Health Center is the largest psychiatric care facility in the area providing 24-hour adult inpatient psychiatric care. Students in need of after hours mental health services should go to Community Behavioral Health Center.

*988

Formerly 1.800.273.TALK. The Lifeline provides 24/7 free and confidential support for people in distress and crisis resources for you or your loved ones. Text and chat options available: suicidepreventionlifeline.org.

*741741

Crisis text line is a free, 24/7 support for those in crisis. Text HOME to 741741 to get connected with a crisis counselor within minutes.

*1.866.488.7386

A free and confidential crisis helpline for lesbian, gay, bisexual, transgender and questioning youth ages 13 to 24. TrevorCHAT, TrevorTEXT, TrevorSPACE also available. For more info visit: trevorhelpline.org.

* = Services Available to Alumni







CAREER DEVELOPMENT CENTER

University Student Union (USU), Room 306
5280 N. Jackson Ave. M/S SU61
Fresno, CA 93740
559.278.2381

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Discovery. Diversity. Distinction.