



JOB & INTERNSHIP HANDBOOK



Tips & Tools for Career Readiness

Testimonials



§ N. Fowler

Alumna, Photography - Class of 2017

"I have utilized the Career Center for resumes, cover letters, mock interviews, and most importantly finding the right career for me. **With the professional help I received from the Career Center, I was able to find jobs within my field during my time at Sac State and after graduation.**"



§ Michael J. Wadlé

Lecturer, Department of Political Science, Sacramento State

"Every student attending Sacramento State should check out our Career Center. The Sacramento State Career Center provides a wide range of internships in almost every discipline. **Quality internships that provide experiential learning are the foundation for career success.**

For many years, I have worked closely with the Career Center staff to help my students acquire real world experience that translates into real jobs. The wide variety of resume and interview workshops and employment events they provide are outstanding.

If you're a Sacramento State student, a government agency or company looking for quality students.....the Sacramento State Career Center is your best resource."



§ Steve Dupre

Special Agent, FBI (Retired)

"I have been the recruiter for the Sacramento FBI for the past five years and have had the pleasure of working extensively with the Career Center at Sacramento State during that time. Each and every one of the staff members I have met and dealt with has always had the best interests of the students in mind as they help them prepare for careers after graduation. **I visit most, if not all, of the universities in Northern California and the students at Sacramento State are some of the best prepared candidates I have met.** It is one of my favorite places to recruit due to the caliber of the candidates I meet there and I'm convinced a lot of that has to do with the resources and guidance provided by the Career Center."



§ Lizette Muñiz

School of Psychology Graduate Student, Sacramento State

"The Sac State Career Center has helped me throughout the years as an undergrad transfer student. They helped me review my resume, which helped me in my application for Federal Work Study and on-campus jobs. As graduation approached, they helped me explore career paths and provided me with information and resources that helped in my decision to pursue graduate school. **By reviewing my resume, written statement, and through mock interviews the Career Center better prepared me for the application process to graduate programs.** Now ready to enter the work field the Career Center staff has once again helped me with my resume and through mock interviews, as I prepare for internship applications. I cannot thank the Career Center staff enough for the help they have provided thus far! I highly recommend our students and alumni to take advantage of the resources the Sac State Career Center has to offer."

Table of Contents

Career Center Testimonials INSIDE COVER
Table of Contents 1
What You Should Know About Career Center Services. 2
Career Planning Process 3
Career Readiness: Are You Ready? 4

SECTION I: TOOLS & MATERIALS

Cover Letter Basics 5
Sample Cover Letter 6
Resume Checklist 7
Top 10 Skill Sets Employers Seek from College Graduates. 8-9
Five Tips for Writing an Accomplishment Statement 10
Action Verbs for Resumes 11
Arts & Letters - English Sample Resume 12
Arts & Letters - Communication Studies Sample Resume 13
Business Administration - Accountancy Sample Resume 14
Computer Science - Electrical & Electronic Engineering
Sample Resume 15
Education - Teaching Sample Resume 16
Health & Human Services - Social Work Sample Resume 17
Health & Human Services - Nursing Sample Resume 18
Natural Sciences & Mathematics - Biology Sample Resume. 19
Social Sciences & Interdisciplinary Studies, Ethnic Studies
Sample Resume 20
References 21
Portfolios 22

SECTION II: JOB & INTERNSHIP STRATEGIES

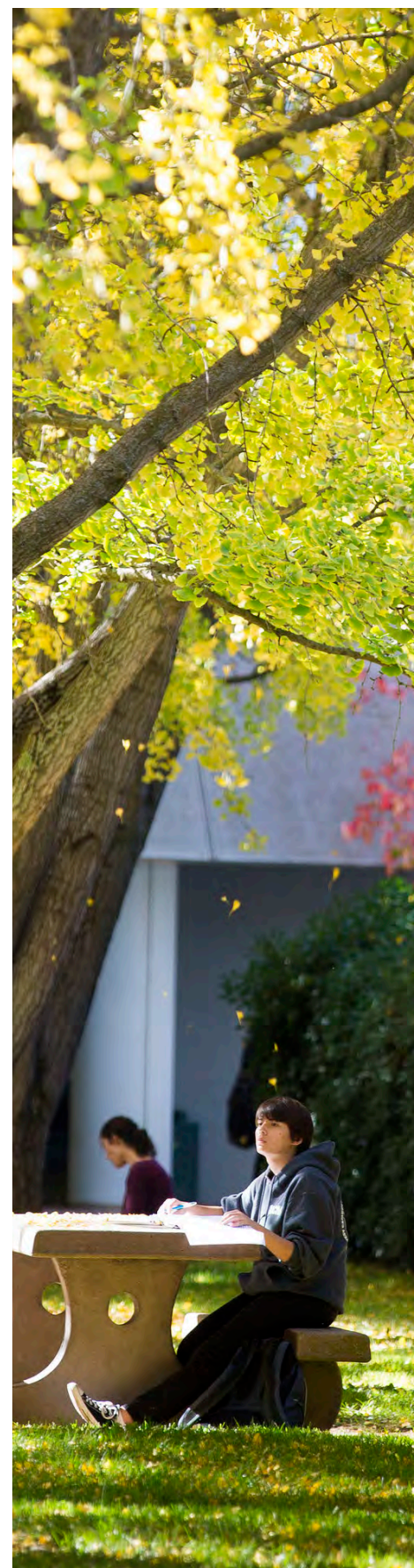
Job & Internship Search Strategies 23
Five Ways to Protect Your Personal Brand on Social Media 24
Networking 101 25-26

SECTION III: INTERVIEWS & SALARY NEGOTIATIONS

S.T.A.R. Method for Behavioral Interviewing 27
Interview Questions 28
Professional Dress 29
Sample Thank You Letter 30
Successful Negotiation: Getting to Win-Win 31

SECTION IV: DIVERSITY IN THE WORKPLACE

Diversity Resources 32 - Inside Back Cover



This handbook is open and available to all who are interested, regardless of race, sex, color, ethnicity or national origin.



DROP-IN OR SCHEDULE AN APPOINTMENT

Get help with your resume, cover letter, choosing a major, applying for jobs and more!

Visit our website: www.csus.edu/careercenter to view our up-to-date drop-in hours.

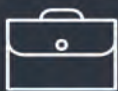


EVENTS & PROGRAMS

Attend our various workshops and program activities to prepare yourself for the workforce. Learn about industries looking to hire and meet your next employer at our events and fairs.

It is never too late to come to the Career Center. Whether you are a first-year student seeking a part-time job, a graduating senior wanting to know what occupations fit your major, or an alumni changing careers, the following services are available to you.

WHAT YOU SHOULD KNOW ABOUT CAREER CENTER SERVICES



JOBS & INTERNSHIPS

Learn how to prepare for and organize your job/internship search campaign.

careercenter@csus.edu
(916) 278-6231
www.csus.edu/careercenter



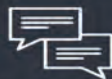
GRADUATE SCHOOL

Research graduate school options and get support with your application materials.



RESUMES & COVER LETTERS

Learn how to write a professional resume and cover letter.



PRACTICE INTERVIEWS

Be proactive and practice your interviewing technique through a mock interview.



GET HELP CHOOSING A MAJOR

We have the resources to help you.

Schedule an appointment or drop-in to get one-on-one support.

Career Planning Process

Self-Exploration: Explore who you are and what you enjoy. Please identify.

- Areas of interest: _____
- Classes you have enjoyed: _____
- Activities/skills you have enjoyed doing: _____
- Hobbies or things you like to do for fun: _____
- Jobs or careers that people around you are involved: _____
- Anything you dreamt of doing: _____

Research Careers/Academic Programs: Which areas below are you interested in exploring?

- | | |
|--|---|
| <input type="checkbox"/> Faculty/Program Advisors | <input type="checkbox"/> Major career options |
| <input type="checkbox"/> Professional associations | <input type="checkbox"/> Career assessments |
| <input type="checkbox"/> Social media/online career videos | <input type="checkbox"/> Internet research |
| <input type="checkbox"/> Graduate school research | <input type="checkbox"/> Employer lectures/panels |
| <input type="checkbox"/> Career fairs | <input type="checkbox"/> Company websites |

Goal Setting: Identify your goals and how to achieve them.

- Set a career and/or education goal: _____
 - First step to achieve your goal: _____
 - Second step to achieve your goal: _____
 - Third step to achieve your goal: _____
- List resources to assist you in choosing/changing your major: _____
- List phone and email of the resource you identified to achieve your goal: _____

Experiential Education: Which strategies below would you be interested in gaining experience?

- | | |
|---|--|
| <input type="checkbox"/> Informational interviews | <input type="checkbox"/> Volunteer positions |
| <input type="checkbox"/> Part-time/full-time jobs | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Job shadowing | <input type="checkbox"/> Community service positions |
| <input type="checkbox"/> Cooperative education | <input type="checkbox"/> Handshake |
| <input type="checkbox"/> Internships | <input type="checkbox"/> Career Center events |

Job Search or Advanced Study: Which next steps would you like to take to explore jobs or graduate schools?

- | | |
|---|---|
| <input type="checkbox"/> Interview practice sessions | <input type="checkbox"/> Job search information |
| <input type="checkbox"/> Company information sessions | <input type="checkbox"/> Handshake |
| <input type="checkbox"/> Part-time/full-time job listings | <input type="checkbox"/> On-campus Interviews |
| <input type="checkbox"/> Resume review | <input type="checkbox"/> Resumes/cover letters |

CAREER READINESS

ARE YOU CAREER READY?

Employers are looking for new Sacramento State graduates to be career ready and professional. A recent Sacramento State employer survey rated the most essential competencies among new hires:

HORNET STRENGTHS

Competencies employers want & how they rate new grads:



Employer Rating
Scale of 1 (low) to 5 (high)

Sacramento State Recent Graduates Performance Rating



National Association of Colleges and Employers:
Career Readiness
Competencies:

**CRITICAL THINKING/
PROBLEM SOLVING**

**TEAMWORK/
COLLABORATION**

**PROFESSIONALISM/
WORK ETHIC**

**ORAL/WRITTEN
COMMUNICATIONS**

LEADERSHIP

DIGITAL TECHNOLOGY

CAREER MANAGEMENT

**GLOBAL/
MULTICULTURAL
FLUENCY**

CAREER CENTER

Lassen Hall 1013

(916) 278-6231

csus.edu/careercenter

Cover Letter Basics

CHECKLIST

- Does not exceed one page
- Address to a specific person
- Clearly state what you are applying for
- Focus on your relevant skills for the position
- Demonstrate you have researched the employer
- Minimal usage of "I" statements
- Save and title in PDF:
YourName:CoverLetter.PDF
- Proofread
- Visit the Career Center for a cover letter review

We are here to help!

JAMES D. STUDENT

1111 University Street • Sometown, CA 00000
(999) 999-9999 • studentjd@email.com

Date of Submission

Contact Name, Title of Contact
Department
Name of Organization
Street Address
City, State ZIP Code

Dear Mr. or Ms. _____:

State the purpose for writing, including the name of the position or field, or the general vocational area about which you are asking. Be as specific as possible. Tell how you heard of the opening or organization. To gain the attention of the reader, information such as who referred you, if you met them at an event, or if you read something current about their company, may be included.

Summarize your qualifications which you think would be of greatest interest to the employer, choose examples of experiences/skills that may be of interest to the employer and/or relate to the position to which you are applying. Cite relevant education and any leadership experience, including relevant projects or assignments. Participation in related student clubs and organizations may also be added, including whether you held a leadership position.

Sincerely state your interest in their organization, position, and/or type of work. Describe why you would like to work for their company based on the company's mission, values, and/or other unique characteristics.

Express your appreciation for being considered for the position to which you are applying, and thank them for taking the time to review your enclosed resume and/or application. Let them know you are looking forward to the next step in the process and the opportunity to meet with them in person. Also, indicate how you can be reached if they have any questions or need further information.

Sincerely,

Your Signature in Black Ink

Your Typed Name (Legal Name, No Abbreviations)

Cover Letter Sample

Use the same heading as your resume

Mary L. Student

2222 Mountain Court • Sacramento, CA 99999 • (916) 444-3333 • studentm@csus.edu

Include submission date

June 5, 2022

Address your letter to a specific person. You may need to do additional research in order to find out to whom you should address your letter.

Judy Johnson, Manager
Human Resources Department
Riverside Products, Inc.
4444 N.E. 44th Street
Seasonville, WA 95666

Dear Ms. Johnson:

Identify what position you are applying for, the reason you are sending the letter, and how you heard of the opening. This grabs the reader's attention quickly.

During the All Majors Career Fair at California State University, Sacramento, I had the pleasure of meeting Ms. Kimberly Jacob, the College Recruiter from your firm. During our conversation, she informed me of the Analyst position within your Finance Department, and suggested I reach out to you. My educational background, previous work experience, and passion for community involvement make me a strong candidate for this position.

I received my Bachelor of Science in Business Administration with a concentration in Finance and a minor in Economics in May 2022 from California State University, Sacramento. In addition, I served as Treasurer for the Finance Club on campus.

Identify one or two of your strongest qualifications and clearly relate how these skills apply to the job.

My education, previous employment, and two internships have provided valuable hands-on experience using Microsoft Office, PageMaker, and InDesign software. As a Student Assistant with the California Department of Health Care Services, I utilized Excel to track total yearly expenditures for contracted service providers. My college coursework has also provided me with experience in both financial and economic research. My work at Credit Consulting Services provided me with additional finance experience investigating discrepancies and preparing resolution reports.

Demonstrate your knowledge of the company.

Riverside Products' involvement in the community excites me, specifically your commitment to sponsor the 6th Annual River Walk Fun Run held in Sacramento this year. As Treasurer of the Finance Club last semester, I also had the opportunity to volunteer at the Tax Assistance Now event. It was a pleasure to be part of such an innovative program.

Thank them for reading your letter. Express your interest in speaking with them about the opportunity directly in person.

Thank you for considering me for the Analyst position within your Finance Department. My resume is attached for your review. I will follow up in one week to confirm you have everything you need to move forward. If you have any questions or need further information, I can be reached at (916) 444-3333 or studentm@csus.edu.

Thank you for your time and consideration.

Sincerely,

Mary L. Student

Mary L. Student

RESUME CHECKLIST



OVERALL FORMAT & APPEARANCE



- Check for spelling and grammatical errors.
- Choose an appropriate format for the resume (chronological, functional, combination).
- State content in reverse-chronological order—education, activities and work experience.
- Maintain consistent font style, spacing, indentation, capitalization and bullet style.
- Use between 10pt and 12pt for the body text font.
- Present your most important data first.
- Read the position description and adapt resume to highlight skills, experiences and education that best qualifies you for that position. Incorporate key terms from the description into your resume.

CONTACT INFORMATION



- Include name, city, telephone number, e-mail address, LinkedIn or professional website, if updated (optional).
- Use a professional voicemail and a conservative e-mail address.
- Provide contact information on second page (if applicable).

SUMMARY



- Keep your summary short and concise and focus on employer's needs and interests.
- Eliminate personal pronouns such as "I" and "my".

EDUCATION



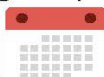
- Include institution, city, state, degree, major, minor, concentration.
- Use graduation date or expected graduation date providing month and year (i.e. expected May 2018)
- Provide GPA if above 3.0.
- Include study abroad, scholarships, honors, awards, special training and courses relevant to position.

EXPERIENCE



- Include full-time, part-time, internships and volunteer work (especially if relevant to desired job).
- Provide organization's name, city, state and dates of employment (month and year).
- Use bullet points and avoid first person pronouns. No paragraphs.
- Utilize strong, descriptive action verbs to describe your responsibilities and accomplishments.
- Maintain consistency with verb tense. Use present tense action words to describe present experience and past tense action words to describe past experience. You may also opt to use past tense for all employment experience.
- Include numbers and percentages to quantify experience where possible (I.e. amount of budget managed, number of workshops taught or projects coordinated, amount saved by your ingenuity).

ACTIVITIES



- Include years of involvement.
- Indicate leadership roles (if applicable).

SKILLS



- Include language(s) and fluency level (if applicable).
- State laboratory, equipment, computer and programming skills. Name software programs in which you are proficient.

Top 10 Skill Sets Employers Seek from College Graduates

Top 10 Skill Sets Employers Seek	Gain the Skill Set as a Sacramento State Student	Utilize Campus Resources	Highlight Your Skill Set through Resume Writing and Interviewing
Teamwork	<ul style="list-style-type: none"> • Take part in group class projects • Participate in extracurricular activities • Practice through internship, job and volunteer positions 	Associated Students, Inc.: www.asi.csus.edu Career Center: www.csus.edu/careercenter Community Engagement Center: www.csus.edu/cec Hornet Career Connection: www.csus.edu/careercenter/jobs/hcc Student Organizations and Leadership: www.csus.edu/soal The WELL: https://thewellatsacstate.com	“Worked on a team of five to design and develop a mobile application using Java, MySQL and Python.”
Critical Thinking & Problem-Solving Skills	<ul style="list-style-type: none"> • Practice through class assignments and projects • Identify and initiate ideas and/or actions to overcome company challenges in internship, job and volunteer positions 	General Education, Area A3: Critical Thinking: http://catalog.csus.edu/colleges/academic-affairs/general-education Hornet Career Connection: www.csus.edu/careercenter/jobs/hcc	“Developed a 20 page laboratory manual to streamline equipment and safety procedures for Biological Sciences students.”
Written & Verbal Communication	<ul style="list-style-type: none"> • Practice your writing skills and utilize your academic discipline’s writing style for class assignments and reports • Present in classes, on-campus events and at professional conferences 	Campus Calendar: http://calendar.csus.edu Writing Center: www.csus.edu/writingcenter Peer and Academic Resource Center: www.csus.edu/parc	“Presented to a class of 25 students on leadership strategies utilizing PowerPoint and written discussion questions.”
Professionalism & Work Ethic	<ul style="list-style-type: none"> • Arrive early, dress for success, practice professional language, manage time appropriately and be positive during internship, job and volunteer positions 	Career Center: www.csus.edu/careercenter College 2 Career Readiness Program: www.csus.edu/careercenter/c2c	“Awarded Employee of the Month three times for professionalism and excellent customer service.”
Leadership & Initiative	<ul style="list-style-type: none"> • Participate in student government • Hold a club leadership position • Lead a class project • Identify a need and take action in internships, jobs and volunteer positions 	Associated Students, Inc.: www.asi.csus.edu Student Organizations and Leadership: www.csus.edu/soal	“Led a team of four on a class project, including scheduling meetings and assigning tasks to complete three days early.”

Sources:

National Association of Colleges and Employers. (2017). *Job Outlook 2017*. Bethlehem, PA.

National Association of Colleges and Employers. (n.d.). *Career Readiness Defined*. Retrieved June 16, 2017 from <http://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>

Top 10 Skill Sets Employers Seek from College Graduates

Top 10 Skill Sets Employers Seek	Gain the Skill Set as a Sacramento State Student	Utilize Campus Resources	Highlight Your Skill Set through Resume Writing and Interviewing
Analytical/ Quantitative Skills	<ul style="list-style-type: none"> Practice through class assignments and projects Participate in a research project 	Student Research Center: www.csus.edu/studentresearchcenter	“Assisted a professor in reviewing and summarizing 25 peer-reviewed journal articles on the correlation between health and stress.”
Flexibility/ Adaptability	<ul style="list-style-type: none"> Be open to ideas and changes in group projects, internships, jobs, and volunteer positions 	Career Center: www.csus.edu/careercenter Hornet Career Connection: www.csus.edu/careercenter/jobs/hcc	“Assisted with billing tasks for three departments to accommodate workflow needs.”
Detail-Oriented	<ul style="list-style-type: none"> Practice through class assignments and projects, internships, jobs, and volunteer positions 	Hornet Career Connection: www.csus.edu/careercenter/jobs/hcc	“Participated in peer review study sessions to provide feedback on spelling, grammar and formatting of APA style reports.”
Interpersonal Skills	<ul style="list-style-type: none"> Participate in group projects Interact with all levels of personnel during internship, job and volunteer positions Participate in on- and off-campus events Gain experience working with diverse populations 	Hornet Career Connection: www.csus.edu/careercenter/jobs/hcc Campus Calendar of Events: http://calendar.csus.edu <i>UNIQUE:</i> https://theuniversityunion.com/unique Multicultural Center: www.csus.edu/mcc	“Corresponded with management and staff at a local insurance company to develop a 12 page class report on interdepartmental work efficiency.”
Technical & Computer Skills	<ul style="list-style-type: none"> Take computer and/or technology courses related to your career field Attend a training workshop Watch technology videos 	Information Resources and Technology: www.csus.edu/irt	“Developed eight promotional graphics for social media using Adobe InDesign and Photoshop which increased student participation at events by 18%.”



Sources:

National Association of Colleges and Employers. (2017). *Job Outlook 2017*. Bethlehem, PA.

National Association of Colleges and Employers. (n.d.). *Career Readiness Defined*. Retrieved June 16, 2017 from <http://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>

5 Tips for Writing Accomplishment Statements

Accomplishment statements, or action-verb sentences, are used on resumes to describe skills, knowledge and accomplishments. Employers review the accomplishment statements to see if you meet the qualifications for the position.

Utilize the 5 tips below to develop comprehensive accomplishment statements for your tailored resume.

TIP #1

Identify the essential skills and duties required for the position to which you are applying. Identify relevant skills and accomplishments in your background that relate to the position.

- Begin your phrase with past-tense verbs or a combination of past-tense verbs. Present tense can be utilized for current positions.
- Try to avoid wordiness and unnecessary adjectives.
- Utilize a period or no period at the end of each sentence. Be consistent.

TIP #2

Answer the questions what, how, with whom, where and for who, in order to make your sentence more comprehensive.

- *"Scheduled and conducted three one-on-one informational interviews of business leaders with a team of 3 students for a class project."*

TIP #3

Quantify your accomplishment statement by using a percentage, numbers, or size, if you can.

- *"Raised over \$10,000 organizing the 2017 Little Valley Marathon for Cancer."*

TIP #4

Describe the results or benefits that came as a result of your work. First state the benefit to the employer and then what you did to accomplish that result.

- *"Increased student participation in orientation by 15% utilizing creative marketing strategies, including social media, music videos, and classroom presentations."*

TIP #5

Combine two or more elements in an accomplishment.

- *"Established a recycling program in the residence halls, which increased environmental awareness and decreased the amount of trash by 10%."*

Action Verbs for Resumes

Accommodated	Communicated	Directed	Incorporated	Marketed	Participated	Referred	Synthesized
Advertised	Composed	Discussed	Influenced	Mediated	Presented	Reported	Translated
Arranged	Consulted	Drafted	Interacted	Moderated	Promoted	Resolved	Wrote
Articulated	Contacted	Edited	Interpreted	Negotiated	Proposed	Solicited	
Authored	Corresponded	Explained	Interviewed	Observed	Publicized	Spoke	
Clarified	Debated	Expressed	Judged	Officiated	Reconciled	Suggested	
Collaborated	Developed	Formulated	Lectured	Outlined	Recruited	Summarized	

MANAGEMENT/LEADERSHIP SKILLS

Accommodated	Authorized	Decided	Enforced	Hosted	Managed	Prioritized	Secured
Acquired	Chaired	Delegated	Enhanced	Incorporated	Motivated	Produced	Selected
Administered	Confirmed	Designated	Established	Increased	Navigated	Recommended	Settled
Analyzed	Considered	Developed	Executed	Initiated	Organized	Reorganized	Streamlined
Appointed	Consolidated	Directed	Founded	Inspected	Overhauled	Replaced	Strengthened
Approved	Contracted	Emphasized	Generated	Instituted	Oversaw	Restored	Supervised
Assigned	Controlled	Enabled	Handled	Instructed	Planned	Reviewed	
Attained	Coordinated	Endorsed	Hired	Led	Presided	Scheduled	

ORGANIZATIONAL SKILLS

Added	Categorized	Corrected	Filed	Maintained	Organized	Reformed	Scheduled
Amended	Charted	Correlated	Founded	Minimized	Prepared	Registered	Screened
Approved	Classified	Corresponded	Generated	Monitored	Processed	Remedied	Submitted
Arranged	Coded	Designated	Incorporated	Obtained	Provided	Reserved	Supplied
Brainstormed	Collected	Distributed	Inspected	Operated	Purchased	Responded	Updated
Catalogued	Commissioned	Executed	Logged	Ordered	Recorded	Reviewed	Validated
							Verified

TECHNICAL SKILLS

Adapted	Calculated	Debugged	Engineered	Maintained	Programmed	Replaced	Utilized
Applied	Computed	Designed	Fabricated	Mobilized	Regulated	Restored	
Assembled	Constructed	Determined	Fortified	Operated	Remodeled	Solved	
Built	Converted	Developed	Installed	Printed	Repaired	Studied	

DATA/FINANCIAL SKILLS

Administered	Analyzed	Balanced	Corrected	Forecasted	Planned	Projected	Researched
Adjusted	Appraised	Budgeted	Determined	Managed	Prepared	Qualified	Retrieved
Allocated	Assessed	Calculated	Developed	Marketed	Procured	Reconciled	
Amended	Audited	Computed	Estimated	Measured	Programmed	Reduced	

RESEARCH SKILLS

Analyzed	Compared	Determined	Explored	Interviewed	Organized	Searched	Surveyed
Authored	Conducted	Diagnosed	Formulated	Invented	Queried	Solved	Systematized
Clarified	Critiqued	Evaluated	Gathered	Investigated	Researched	Submitted	Tested
Collected	Detected	Examined	Inspected	Measured	Reviewed	Summarized	

TEACHING SKILLS

Adapted	Clarified	Coordinated	Encouraged	Focused	Instilled	Officiated	Taught
Advised	Coached	Critiqued	Evaluated	Guided	Instructed	Persuaded	Tested
Authored	Communicated	Developed	Explained	Individualized	Licensed	Reinforced	Trained
Certified	Conducted	Enabled	Facilitated	Informed	Motivated	Simulated	Transmitted
						Stimulated	Tutored

HELPING SKILLS

Accommodated	Answered	Clarified	Counseled	Ensured	Helped	Prevented	Resolved
Adapted	Arranged	Coached	Demonstrated	Expedited	Insured	Provided	Supported
Advocated	Assessed	Collaborated	Diagnosed	Facilitated	Instructed	Referred	Volunteered
Aided	Assisted	Contributed	Encouraged	Guided	Motivated	Represented	

CREATIVE SKILLS

Acted	Combined	Customized	Directed	Entertained	Founded	Introduced	Performed
Adapted	Composed	Designed	Displayed	Established	Illustrated	Invented	Planned
Began	Created	Developed	Drew	Formulated	Initiated	Modified	Revised
							Solved

Resumes

Chronological Resume Example: Arts & Letters - English

Chronological resumes are the most common format. They are especially good for a person with relevant work experience.

John Student

1000 Student Road

Sacramento, CA 12345

(111) 111-1111 • john.student@email.com

www.linkedin.com/johnstudent1111

SUMMARY OF SKILLS

- Proven experience securing funding in a non-profit agency
- Three years of professional writing experience
- Experience researching supportive content and government regulations

EDUCATION

Bachelor of Arts, English

California State University, Sacramento, CA, Expected: May 2019

Language Skills:	Bilingual and biliterate in Spanish
Honors:	Dean's Honor List, Fall 2016 – Spring 2017
Computer Skills:	Microsoft Word, Publisher, Excel and PowerPoint; Adobe InDesign
Scholarships:	Aspiring Writers Scholarship, 2017 Writing for Funds Scholarship, 2016

WORK EXPERIENCE

Funding Intern, Making a Difference, Sacramento, CA January 2016 – Present

- Wrote over two dozen business letters to local companies to request sponsorship for the agency which increased agency funding by 15% over the year
- Researched policies and procedures related to government funding for the housing program
- Called and emailed over 60 contacts with invitations to company fundraising events
- Designed event flyers and posters for 10 events using Adobe InDesign and Microsoft Publisher

Office Assistant, Downtown Lighting, Sacramento, CA May 2014 – January 2016

- Assisted with content writing for a 15 page product brochure delivered to over 1000 clients
- Corresponded with over 25 clients and vendors on a daily basis to answer questions regarding product sales, inventory and shipping procedures
- Reviewed over 20 sample product brochures from local and nationwide listing vendors

COMMUNITY INVOLVEMENT

Fundraising Volunteer, Walk for the Hungry, Sacramento, CA December 2016

Volunteer, Making a Difference, Elk Grove, CA May 2015 – August 2016

PROFESSIONAL DEVELOPMENT

Attendee, Professional Grant Writing Seminar, Association of Writers, Sacramento, CA October 2016

AFFILIATIONS

Member, Writing Club, California State University, Sacramento, CA 2017 – Present

Member, Hornet Honors Club, California State University, Sacramento, CA 2016 – 2017

Resumes

Functional Resume Example: Arts & Letters - Communication Studies

Functional resumes organize your most relevant experiences into skill areas. It provides employment history in a brief format. It works well for career changers, gaps in employment, or little to no work experience. This type of resume is especially good for a person with a strong history of directly relevant work experience.

Lucy Student

1264 School Court • Sacramento, CA 90000
(916) 111-2222 • lucystudent@email.com

SUMMARY OF SKILLS

Experienced Training and Development specialist with strong research, bilingual and leadership skills.

EDUCATION

Bachelor of Arts in Communication Studies, Organizational Communication
California State University, Sacramento, Expected: December 2019

Honors: Dean's Honor List, Spring 2016 – Fall 2017
Computer Skills: Microsoft PowerPoint, Word, Excel, Outlook; SPSS; InDesign
Language Skills: Bilingual and biliterate in Spanish
Research: Communication Strategies for Managers, 2016
Impact of Technology on Workforce Morale, 2015

PROFESSIONAL SKILLS AND KNOWLEDGE

Training and Development

- Assisted in teaching six training seminars for in-house staff while incorporating motivational training strategies and considering the learning styles of training participants.
- Coordinated sailing training seminars for groups of 40 during sailing events and regattas.
- Shadowed consulting team during visits to local corporate clients requesting seminars on employee health and safety.
- Conducted program evaluations and wrote training assessment instruments to evaluate learning outcomes and overall progress of participants.

Project Management

- Assisted in developing a student leadership program for 60 teachers and 15 parent volunteers.
- Coordinated and implemented outreach activities, resulting in an increase in association membership by 25% in fiscal year 2015 – 2016.
- Wrote recreation curriculum on a weekly basis for 30 recreation assistants that included motivational strategies, learning objectives, and evaluation techniques.

Leadership

- Supervised groups of 5-30 children during daily games and activities.
- Managed sports programs with a budget of \$15,000 and a staff of 15 people.
- Organized and trained a Junior Olympics Sailing team of 15 members over three years.

WORK HISTORY

Training Intern, Valley Consulting Services, Sacramento, CA 2017 – Present
Student Assistant, Communication Studies Department, Sacramento State, Sacramento, CA 2016
Recreation Leader, City of Mayfield Parks & Recreation, Oaktown, CA 2013 – 2014

ACTIVITIES

Epsilon Pi - Lambda Pi Eta Communication Studies Honor Society, Sacramento State, 2015 – Present

PROFESSIONAL ACTIVITIES AND AFFILIATIONS

American Society for Training and Development, 2016 – Present
American Sail Training Association, 2013 – 2014

COMMUNITY INVOLVEMENT

Volunteer, American Society for Training and Development, Sacramento Chapter, CA 2016 – Present
American Heart Association Volunteer, City of Oaktown, CA 2015 – 2016
Events Coordinator, Oaktown Sailing Regatta, Oaktown, CA 2014 – 2015

Resumes

Functional Resume Example: Business Administration - Accountancy

Functional resume organizes your most relevant experiences into skill areas. It provides employment history in a brief format. It works well for career changers, gaps in employment, or little to no work experience. This type of resume is especially good for a person with a strong history of directly relevant work experience.

SUZANNE STUDENT

Sacramento, CA 95800

(916) 000-0000 • sstudent@csus.edu • www.linkedin.com/suzannestudent1111

SKILL SUMMARY

Business student concentrating in accounting. Experience with formulas, VLOOKUPs and pivot tables in Excel. Strong background in processing and auditing payroll information. Knowledgeable in California federal tax procedures and laws.

EDUCATION

Bachelor of Science, Business Administration, Accountancy

California State University, Sacramento, December 2017

Major GPA: 3.75 • 150 units upon graduation • Candidate for Uniform CPA Exam: April 2018

Honors: Dean's Honor List, Fall 2015 – Spring 2017

Computer Skills: Microsoft Excel, Word, PowerPoint; Quicken

Language Skills: Chinese (Mandarin and Cantonese)

Related Coursework: Cost Accounting, Intermediate Accounting, Federal Tax Procedures

SKILLS AND QUALIFICATIONS

Accounting

- Processed biweekly payroll and verified timesheets for up to 10 restaurant employees.
- Reconciled and audited payroll information for a local small business project.
- Provided timely and accurate bookkeeping services for private clients' small businesses.
- Verified incoming accounts payable invoices and paid vendors.

Communication

- Interacted with all levels of personnel in a restaurant from the owner to the servers.
- Conducted several presentations to groups of 50 on motivation and persuasion techniques.
- Wrote a 15 page research paper on American foreign policy and how it influenced the economy.

Client Relations

- Assisted customers in the selection of food items in a Chinese restaurant.
- Resolved customer issues by listening to concerns and offering solutions to problems.
- Offered excellent customer service to customers with special requests and catering requirements for banquets, large parties, and specialized food orders.

EMPLOYMENT HISTORY

Manager, Peking Restaurant, El Dorado Hills, CA 2015 – present

Bookkeeper, private clients, Sacramento, CA 2014 – 2015

Treasurer, Accounting Club, Sacramento State 2015

CAMPUS LEADERSHIP ACTIVITIES

Member, Beta Alpha Psi, Sacramento State 2015 – present

COMMUNITY INVOLVEMENT

Outreach Volunteer, Cure for Cancer, Roseville, CA 2016

Volunteer, Animal Rescue, Sacramento, CA 2015

Resumes

Chronological Resume Example: Engineering & Computer Science - Electrical & Electronic Engineering

Chronological resumes are the most common format. They are especially good for a person with relevant work experience.

Ronald E. Student

0000 Sac State Lane • Sacramento, CA 95800 • (916) 000-0000 • rstudent@csus.edu

SUMMARY

An Electrical and Electronics Engineering student with skills in circuit/logic design, verification, validation, computer architecture, and VLSI.

EDUCATION

Master of Science, Electrical and Electronics Engineering
California State University, Sacramento, CA, Expected: May 2018
GPA: 3.45

Bachelor of Engineering, Electrical and Electronics Engineering
Anna University, India, May 2014

Related Course Work:

Computer Architecture Design	CMOS & VLSI Design	High Speed Digital Design
Hierarchical Digital Design	Analog & Mixed Signal IC Design	Digital System Design
Electron Devices	Linear Integrated Circuits	Integrated Circuits
Microwave Devices and Circuits	Numerical Methods for Engineers	Digital Signal Processing

TECHNICAL SKILLS

Hardware Description Languages: Verilog
Scripting/Programming Languages: C, Perl, HTML, Matlab
Engineering Tools: Xilinx ISE, L Edit
Tools/Packages: Synopsys VCS, ModelSim, Pspice 9.1, MS Office 2003, AutoCAD
Platforms/Environments: DOS, Windows (Me, 2k, XP, Vista), MS-DOS, UNIX, Linux

RELATED PROJECTS

Computer System Design

- ISA Bus Steering Logic: Designed and simulated a 64-bit bus steering logic with bus based control logic circuitry, interfacing with a Pentium Processor with ISA Memory and I/O Device, 2016
- PCI Memory Card: Designed and simulated using Verilog, data transfer between two PCI memory devices under different conditions such as retry, incorrect address, special cycle, 2015

Hierarchical Digital Design

- Pipelined Matrix Multiplication: Developed a Model a Control and Data path using Verilog, to read data from memory to a registry file; conducted matrix multiplication process to write back to memory, 2015
- Sequence Detector: Designed a model sequence detector, RTL style, using Verilog HDL and Synopsys VCS, including synthesize it, 2015

CMOS and VLSI

- Layout of a 4-Bit Serial Adder: Design a gate level and transistor level 4 bit serial adder using Verilog and L-Edit, 2014

Analog and Mixed Signal IC Design

- Two Stage Miller Op-amp: Developed a schematic for a two-stage Miller Op-amp and determine the 3dB frequency and phase margin; studied the output voltage for AC, DC and transient sweep, 2014

WORK EXPERIENCE

Computer Lab Assistant, Sacramento State, Sacramento, CA January 2016 – Present

- Applied technical knowledge and excellent customer service while greeting and assisting student lab users.

Electrical Maintenance Assistant, R&D Intern, Delphi-TVS, India March 2015 – December 2015

- Monitored and controlled pressure, temperature and volume of fluids using an automated system.

ACCOMPLISHMENTS

Leader, Sacramento State Student Relief Team, New Orleans, May - June 2015

Resumes

Chronological Resume Example: Education - Teaching

Chronological resumes are the most common format. They are especially good for a person with relevant work experience.

Cindy Student

0000 Success Drive, Sacramento, CA, 90000 • (916) 111-2222 • cindystudent@email.com

SUMMARY

Credentialed high school English teacher with experience working with diverse students and an interest in opportunities to sponsor extracurricular activities.

CREDENTIAL

SB 2042 Single Subject Teaching Credential in English with English Learner Authorization

California State University, Sacramento, May 2017

Supplemental Authorization: Social Science

Exams Passed: RICA, CSET, CBEST

EDUCATION

Bachelors of Arts in English

California State University, Sacramento, May 2015

GPA: 3.9

Computer skills: Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Adobe Illustrator

STUDENT TEACHING EXPERIENCE

Student Teacher, 7th and 8th Grade, River View Unified School District, West Sacramento, CA 2016 – Present

- Teach one 7th grade and one 8th grade language arts class comprised of over 50 students
- Utilize active participation strategies to ensure student engagement
- Analyze data to improve instruction and enhance student learning
- Attend professional development trainings to expand curriculum knowledge base

Student Teacher, 8th Grade, Valley River Unified School District, Sacramento, CA 2015

- Taught one 8th grade language arts class to 32 students
- Designed and delivered engaging lesson plans incorporating use of technology
- Provided at-promise, socio-economically disadvantaged teens with literacy skills through weekly study sessions
- Encouraged and fostered positive relationships with students, colleagues, administrators, and the community to nurture a successful academic culture

SUPPORTIVE EXPERIENCE

Instructor, Creative Studio of Dance, Elk Grove, CA 2015 – Present

- Created a healthy and positive classroom community for students
- Choreographed routines for students ages 7 to 18 on a weekly basis
- Served as a positive role model and mentor for young children in the community

Server, Valley Steakhouse, Elk Grove, CA 2013 – 2015

- Communicated with people of all ages, ethnicities, and cultures in person and by phone
- Demonstrated excellent memory and interpersonal communication skills while working with customers
- Exhibited a positive attitude and a strong work ethic, leading to the employee of the month award in 2013

Instructor, Green Dance Studio, Sacramento, CA 2014

- Taught jazz, hip-hop, and other dance techniques to students ages five and older
- Worked closely with students with physical and psychological disabilities

COMMUNITY INVOLVEMENT

Mentor, Cascade Creek High School, Elk Grove, CA 2017

Book Club Founder, Valley Middle School, Sacramento, CA 2016

Talent Show Coordinator, Causeway Village, West Sacramento, CA 2014 – 2015

Resumes

Functional Resume Example: Health & Human Services - Social Work

A functional resume organizes your most relevant experience into skill areas. It provides employment history in a brief format. It works well for career changers, gaps in employment, or little to no work experience. This type of resume is especially good for a person with a strong history of directly relevant work experience.

Mary L. Student
2222 Mountain Court
Sacramento, CA 99999
(916) 111-1111 • studentm@csus.edu

Professional Summary

Bachelor's of Social Work graduate with case management experience and research and bilingual skills.

Education

Bachelor of Arts in Social Work
California State University, Sacramento, December 2017

Honors: Golden Key National Honor Society, Spring 2016 – Present
Dean's Honor List, Spring 2014 – Fall 2017

Certificates: Crisis Counselor, WEAVE, Sacramento, CA 2017
Chemical Dependency Counselor, Expected: January 2019

Language Skills: Bilingual and biliterate in Spanish

Research: Returning to the Self, California State University, Sacramento, CA Spring 2016
Homelessness in Graniteville, California State University, Sacramento, CA Fall 2015

Relevant Skills and Knowledge

Crisis Intervention and Counseling

- Interviewed, assessed and counseled individuals and families in crisis over the telephone and in person.
- Demonstrated proficiency in providing comprehensive case management services and formal documentation.
- Utilized crisis intervention strategies with adults and children suffering from various internal and external challenges including suicidal ideation, addiction and mental illness.
- Provided hospice care for severely challenged children and elderly individuals.

Cross-Cultural Experience

- Provided counseling services to clients from a wide range of ethnic and religious backgrounds in cooperation with other human service professionals.
- Co-facilitated an in-service training for 10 staff on community resources in the Sacramento area for Native American clients.
- Acquired awareness and knowledge of issues affecting the African American community as a result of educational training and work experience.

Project Development

- Facilitated and implemented a three-day toy drive for homeless children.
- Researched and co-produced a slide show about the homeless shelters in Sacramento.
- Recognized for successfully reorganizing a program that distributes food and material goods to clients in the Sacramento area.

Work History

Crisis Counselor, Rainbow Social Services, Inc., Sacramento, CA 2016 – Present
Big Sister, Adolescent House, Sacramento, CA 2015 – 2016
Social Work Intern, Caring Emergency Services, Sacramento, CA 2015

Professional Development

Psychosocial Considerations Associated with Head Trauma, Sampson Hospital, Sacramento, CA 2016
Addiction in the Workplace, University of California, Davis, CA 2015

Affiliations

National Social Work Association, Sacramento Chapter, Sacramento, CA 2016 – Present

Resumes

Chronological Resume Example: Health & Human Services - Nursing

Chronological resumes are the most common format. They are especially good for a person with relevant work experience.

Jose G. Student

0000 College Ct. Sacramento, CA 95841 • (916) 123-4567 • jstudent@email.com

SUMMARY

Dedicated Nursing student with obstetrics, pediatric, mental health and surgical clinical experience.

EDUCATION

Bachelor of Science, Nursing
California State University, Sacramento, Expected May 2018
Major GPA: 3.78

Certifications

American Heart Association ACLS, Expires January 2019
Basic Life Support, January 2016 – January 2019

Clinical Experience

Basic/Advanced/Medical/Surgical/ICU (225 hours); Valley Medical Center, Davis, CA

- Medical/surgical floor, Surgical ICU, Medical ICU, Cardiac Step-down unit

Mental Health (90 hours); Oak Tree Psychiatric Hospital, Sacramento, CA

- Acute care psychiatric facility

Pediatrics and Obstetrics (144 hours); Valley Medical Center, Green Oaks Hospital, Roseville, CA

- Postpartum, Perinatal, and Pediatric units

RELATED NURSING EXPERIENCE

Critical Care Lab Assistant, Nursing Education Consortium, Sacramento, CA 2016 – Present

- Set up bi-weekly scenarios for Essentials of Critical Care Orientation classes
- Prepare simulation manikins with various tubes, lines, and drains, including pulmonary artery catheters, endotracheal tubes, chest tubes and external ventricular drains

Emergency Medical Technician, Bay Medical Response, San Jose, CA 2015 – 2016

- Provided patient care in a pre-hospital setting in a metropolitan area
- Worked with hospital based PICU/NICU critical care transport teams

ADDITIONAL EXPERIENCE

Family Adoption Counselor, River Tree Adoption Agency, Sacramento, CA 2014

- Counseled families on issues regarding adoption, including legal qualifications and procedures
- Developed four parent training courses delivered to over 60 new adopting families
- Created a safe and confidential environment for prospective parents

VOLUNTEER WORK

Medical Volunteer, Valley Medical Center, Sacramento, CA 2015 – Present

- Assisted with nursing activities such as bed baths, positioning, and answering call lights
- Volunteered through Regional Occupation Program health careers for over 200 hours
- Attended weekly staff meetings and bi-weekly trainings

AFFILIATIONS AND ACTIVITIES

Legislative Director, Sacramento State Chapter California Student Nurse Association
Member, Beta Kappa Phi Honor Society

Resumes

Chronological Resume Example: Natural Sciences & Mathematics - Biology

Chronological resumes are the most common format. They are especially good for a person with relevant work experience.

Cecilia Student

2400 Success Road • Sacramento, CA 90000
(123) 456-7891 • ceciliastudent@email.com • www.linkedin.com/ceciliastudent

SUMMARY

Microbiology student with two years stem cell research experience in a private laboratory setting. Actively involved in campus and professional organizations.

EDUCATION

Bachelor of Science, Biological Sciences, Concentration in Microbiology

California State University, Sacramento, Expected: December 2018

Associate of Science, Natural Science

Sierra College, Rocklin, December 2016

Related Coursework: Diversity of Microorganisms, Pathogenic Bacteriology, General Genetics, Molecular Cell Biology, Organic Chemistry I & II, Quantitative Analysis, Organic Chemistry Laboratory

Achievements: William J. Donor Academic Honors Recipient, 2015

Computer Skills: Microsoft Word, Excel, PowerPoint; Bioinformatics Programs (BLAST, RStudio)

TECHNICAL SKILLS AND KNOWLEDGE

Laboratory Techniques:

- Cell stain
- Polymerase chain reaction
- Gel electrophoresis
- Polyacrylamide gel electrophoresis
- Fungal/Bacterial cell culture
- Antibiotic production assays

Equipment Proficiencies:

- Gas chromatograph
- Mass spectrometer
- Flow cytometer
- FTIR spectrometer

RELEVANT EXPERIENCE

Intern, Stem Cell Partners, Chapman Labs, California State University, Sacramento, CA Jan. 2016 – Present

- Analyze viability of mesenchymal stem cells (MSCs) in a hypoxic environment.
- Assist in isolation and characterization of MSCs from adipose tissue.

Lab Assistant, Department of Biological Sciences, California State University, Sacramento, CA Jan. 2016 – Present

- Assemble media for cell culture and prepare equipment for scheduled experiments.
- Safely dispose of biohazardous material.

Volunteer, Valley Laboratory, Department of Plant Biology, Finhorn University, CA July 2014 – Present

- Assist in determining phenotypic variations of tomato species containing specific introgression lines.
- Attend workshops on microscopy, phylogeny and bioinformatics.

Volunteer, Cardiac Cath Lab, Mercy General, Sacramento, CA, Apr. 2013 – May 2014

- Act as key support for multiple registered nurses with duties including patient transport, stocking, intravenous therapy monitor replacement, and performing electrocardiogram tests.

ACTIVITIES AND AFFILIATIONS

President, Multicultural Organization of Science Students, California State University, Sacramento, CA 2017

Dollars for Clubs Grant Procurement Officer, Chemistry Club, California State University, Sacramento, CA 2017

Member, Science Educational Equity Program, California State University, Sacramento, CA 2017

PROFESSIONAL DEVELOPMENT

Academic Research Presentation Natural Sciences and Mathematics Symposium, 2016

Northern California American Society for Microbiology Meeting, 2014, 2015

Resumes

Chronological Resume Example: Social Sciences & Interdisciplinary Studies Ethnic Studies

Chronological resumes are the most common format. They are especially good for a person with relevant work experience.

Scott Student

123 Student Way
Sacramento, CA 12345
(123) 456-7890 • scottstudent@email.com

SUMMARY

Dedicated honors Ethnic Studies student at California State University, Sacramento with research and multi-cultural training experience.

EDUCATION

Bachelor of Arts in Ethnic Studies
Concentrations: Asian American & Pan African Studies
California State University, Sacramento, December 2017

Honors: McNair Scholar, Fall 2014 – Present
Dean's List, Fall 2013 – Present

Language Skills: Fluent in Korean

Research: Homelessness in South Africa, California State University, Sacramento, Fall 2016
Asian Americans Veterans, California State University, Sacramento, Spring 2016

PROFESSIONAL EXPERIENCE

Research Assistant

ETHN 177: Topics in African Studies, Sacramento State, Sacramento, CA September 2015 – Present

- Effectively collected qualitative data, over the telephone and via Skype, on 100 South African families who have experienced homelessness.
- Researched and co-produced a slide show about the homeless shelters in South Africa.
- Demonstrated proficiency in providing comprehensive data management services and formal qualitative and quantitative research strategies.
- Utilized open ended questioning strategies with adults and young adults experiencing homelessness in the past three years.

Multi-Cultural Center Intern

Multi-Cultural Center, Sacramento State, Sacramento, CA May 2014 – Present

- Provided cultural support to the campus community through consultations, workshops, and events.
- Co-facilitated an in-service training for 10 student staff on community resources in the Sacramento area for African American clients.
- Acquired awareness and knowledge of issues affecting the African American community as a result of educational training and work experience.

Korean Tutor

World Languages & Literature Department, Sacramento State, Sacramento, CA June 2013 – May 2014

- Managed a caseload of 10 students per semester by providing one hour weekly individualized academic support in KORN 1A – 2B.
- Provided drop-in tutoring services to an average of eight students per week.
- Facilitated and implemented six exam preparation workshops.
- Recognized for successful reorganization of drop-in services that produced a 25% increase in utilization of tutoring services among KORN 1A students.

PROFESSIONAL DEVELOPMENT

Student Organization and Leadership Conference, Sacramento State, Sacramento, CA August 2016

AFFILIATIONS

Member, Nigerian Student Association, Sacramento State, Sacramento, CA September 2015 – Present
Member, Asian Culture Club, Sacramento State, Sacramento, CA January 2014 – Present
Member, Korean Student Association, Sacramento State, Sacramento, CA January 2014 – May 2015

References

The following provides examples of references for employment and graduate school:

REFERENCES ON YOUR RESUME

- It is unnecessary to write “References available upon request” or list references on your resume.
- Titled as “References” or “Reference List,” it is placed on a separate sheet of paper that has the same heading format and is on the same type of paper as your resume and cover letter.

MAKING A REFERENCE LIST

- Obtain complete information from each reference: full name, current title, company or organization name, business address, phone number, and email address.
- Wait for the employer to request a reference list before submitting it.
- Candidates may also offer a list of references to the employer at the end of the first interview.

CHOOSING YOUR REFERENCES

- References provide prospective employers with information about the applicant’s work and academic performance, as well as his/her personal and professional qualities. Personal references are not recommended.
- Ensure that references are obtained from those who will make a positive recommendation.
- Choose references based upon their relevance to the position(s) to which you are applying.
- Two to five references are adequate if the prospective employer does not require a specific number. If you have limited work experience, you may choose to list an education reference, such as a professor.

ASKING PERMISSION TO USE SOMEONE AS A REFERENCE

- Always ask permission of your prospective references before including them in your reference list. Some employers will not permit their employees, including management, to provide a reference due to liability issues. They will only provide the job title and dates of employment to the reference checker.
- It is recommended that you communicate with each of your references regarding the type of position(s) to which you are applying and the skill set preferred by the prospective employers.

KEEPING YOUR REFERENCES UPDATED

- Provide your references with a copy of your current resume. Keep your references informed regarding each position to which you apply. Professor or employer may know your other facets.
- Give your references brief and business-like updates regarding your job search while telling them which employer(s) might call to check references. Moreover, this is your opportunity to describe the position you are seeking to your references so they can expand on your applicable strengths.
- Thank your references once your current job search is completed. Expressing your appreciation is a professional courtesy.
- Maintaining your reference network with periodic phone calls or emails is crucial.

CONTACTING YOUR CURRENT SUPERVISOR

- A prospective employer should ask your permission before contacting your current supervisor. It is acceptable to say that you prefer not to be contacted at the present time. However, you should be prepared to provide a list of alternative references. If you grant permission to have your current employer contacted, you should inform your current supervisor.

Portfolios

Portfolio Options
LinkedIn: www.linkedin.com
Portfolio: <https://portfolium.com/join>

A portfolio is a powerful bridge between academics and your professional development as it can present evidence of your academic work, career goals, and personal interests. Portfolios cultivate and highlight your most relative academic, personal and professional accomplishments of your work at Sac State and outside of your academics. Portfolios are highly recommended for all students in all fields of study.

Portfolio Development Process

IDENTIFY

- How does your program of study connect to your career goal(s)?
- List all experience and academics that relate to your career goal(s).

DEVELOP

- List relative skills and knowledge gained through your academics.
- How does your experience relate to the larger contexts of your life or the world?

PLAN

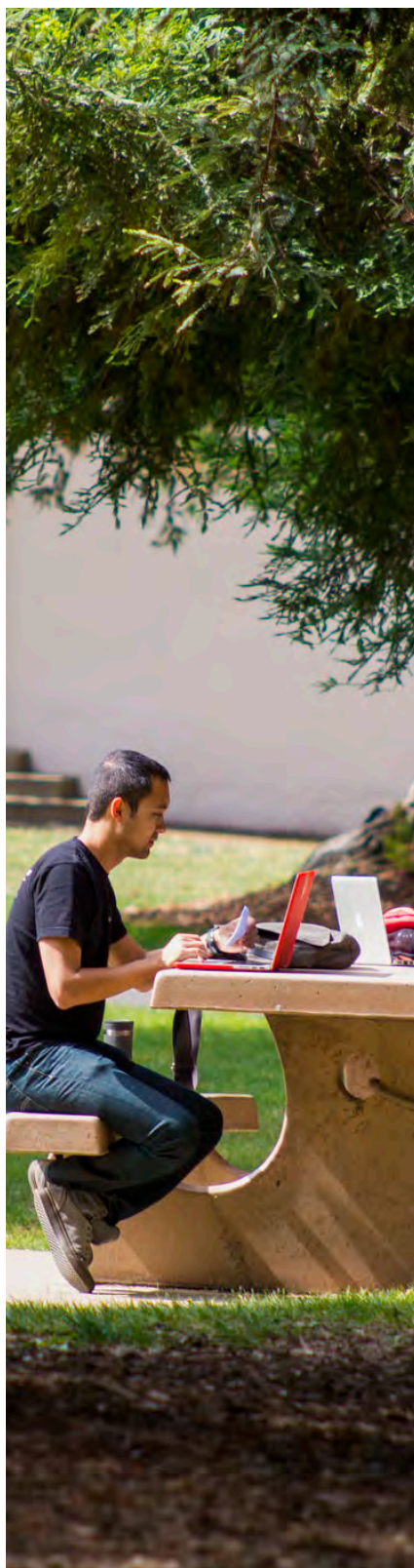
- List your top accomplishment that relates to your professional identity.
- List an individual to review your portfolio that will help in achieving your career goal(s).

Below is a list of general guidelines for starting a portfolio.

1. Collect and save originals and copies of your work in a folder, drawer, or thumb drive.
2. Scan and save work in electronic format to upload onto a website or email to employers.
3. Utilize sheet protectors, section tabs, and binders to protect your work and keep you organized.
4. Tailor your choice of material based on the targeted audience and the skills you want to emphasize. A portfolio is just your best and most appropriate work for the job.
5. Include coursework, co-curricular activities, certifications, awards, photographs, and other appropriate samples to best exemplify your work.
6. If applicable, include neatly placed copies of your resume, business card, CD, or DVD.
7. Be prepared to discuss the material in the portfolio. Why/when was it done/made? What was your specific role in its preparation? What results/responses were obtained or achieved?
8. Create a "leave behind," or something that you can leave with the employer. This may be a simple set of color copies on 8½ × 11 sheets, or a separate folder, binder, or book.



Job & Internship Search Strategies



1. LISTING SOURCES

Review online resources like Handshake, the Career Center's free online job posting system

<http://www.csus.edu/careercenter/>

2. TRANSITION EXPERIENCES

Transition experiences can provide you with additional skills and knowledge to help you get the job you want in the future. Examples of these transition experiences include volunteering and internships. Refer to the Career Center website for experiential education and internship opportunities.

3. NETWORKING

Develop and maintain contacts who may be helpful in your career development. Begin with family, friends, alumni, past supervisors, professors, and community members.

4. NONTRADITIONAL APPROACHES

Identify companies that relate to your interests. Use Google to perform specialized searches using key words. Reach out to recruiters utilizing online networking sites such as LinkedIn and Facebook. Schedule informational interviews with interested companies.

5. TRADE & PROFESSIONAL ASSOCIATIONS

Identify local and national trade and professional associations that relate to your interests. Consider joining local trade or professional associations to begin building your professional network.

6. ACADEMIC DEPARTMENTS

Check with Sacramento State's academic department offices and faculty for leads on current internships and jobs. For more information visit,

<https://www.csus.edu/college/>

7. THIRD PARTY RECRUITERS

These agencies or organizations refer individuals for temporary, temporary - to - permanent, contractual, or direct part-time and full-time job hiring opportunities. Search online for local staffing agencies and third party recruiters. Consider those agencies that charge no fee to the job seeker and are 100% employer paid.

5 Ways to Protect Your Personal Brand on Social Media



Whether you are looking for a part-time job, internship, or a full-time position, social media plays a significant role in how you are perceived by peers and employers alike. Legally, any information that you put on your site can be viewed by anyone, including employers. What an employer sees about you online, will form an impression that may influence a hiring decision or promotion.

Here are five ways to manage your social media presence to appropriately stand out and market yourself online:

1 CONSIDER CHANGING YOUR PRIVACY SETTINGS

It is human nature to want to connect and share. However, you should consider setting all social media profiles used for personal reasons to private. Review your privacy settings, profiles, and postings.



2 SPELL CHECK, SPELL CHECK, SPELL CHECK!

Spelling and grammar mistakes signify poor communication skills to an employer and could result in a highly qualified candidate being rejected.



Google your name frequently and take note of where you appear online.

1

HOW ARE YOU PERCEIVED?

Be strategic with the social media platforms you use, choose the ones that showcase your unique skills and experience. Remove any pictures or information that may not be viewed positively by an employer.



2

3 STAY ON TOP OF THINGS

Everything written on the internet is done in pen, not pencil. Think carefully before posting and never post when you are emotionally charged. Be aware of the content friends post on your pages.



3

4

5 SHOW SOME PERSONALITY!

Include leadership, membership and affiliations, community activities, interests and hobbies. Be positive when communicating in a post or message.



5

Networking 101

THE BASICS

Networking is one of the most successful ways to develop your career path. Connecting with those that inspire you may open your eyes to trends, perspectives, and opportunities in your desired career field.

HOW TO LOCATE YOUR NETWORK

- Connect with people you know (**e.g. friends, relatives, co-workers, supervisors, faculty**)
- Use your hobbies as a potential network that may have useful contacts (**e.g. snowboarding, community choir, photography**)
- Join the **Alumni Association at Sacramento State**
- Attend professional association chapter monthly lunches/local/regional conferences
- Participate in chamber mixers and committees
- Volunteer with your favorite philanthropy
- Network using **LinkedIn**
- Attend career fairs, employer information sessions, career panels & workshops
- Subscribe to listservs in areas of interest

HOW TO SET UP AN INFORMATIONAL INTERVIEW

Informational interviewing is a way to expand upon and deepen your networking skills. It is a great method for career exploration and discovering jobs not publicly advertised. Unlike a job interview, informational interviewing allows you talk with people and gain an **"insider's perspective"** on a specific career field. It is a very effective tool both in exploration and in the job search as it allows you to expand your job market information, deepen your understanding of the world of work and different work settings, learn how to leverage your skills and experience, and gain clarity on areas of weakness that you can work to improve.

Questions to ask during an informational interview:

- Describe your career path. How did each job lead you to your next position?
- How/why did you decide to pursue the career in which you are working?
- What was your undergraduate major? How did it help prepare you for your career? What additional training/education have you had?
- What are related jobs and industries which I might explore? If you made a career change, what other fields would you consider?
- Could you describe a typical workday?
- What skills are required in your position on a day-to-day basis?

Networking 101



BEFORE ATTENDING A NETWORKING EVENT

- Think about the purpose in attending the event:
What companies or individuals do you want to meet?
What do you want to learn about them or from them?
- Research specific companies attending the event
(e.g. What are some job titles at their company?)
What are the requirements?
- Consider creating business cards and bringing them to the event
- Prepare your elevator pitch

The **elevator pitch** is a 30 - 90 second commercial about yourself. It's an invaluable part of networking and can be used whenever you meet someone new. It may be used for career fairs, informational interviews, introduction emails and in response to the "tell me about yourself" interview question.

Your talking points should include:

- *Your employment background and career aspirations*
- *Your education and work highlights*
- *Your current situation and what you are seeking*

The following is a sample template for your own elevator pitch:

Hello, my name is _____ and I am completing a _____ degree in _____ at Sacramento State. I am interested in a career in (or position as a) _____ in the _____ field (industry). I have been involved (during college) in _____. And developed skills in _____. I have also had an internship position (employment) as a _____ with _____ and discovered that I really enjoy _____. Could you tell me more about _____?

AT THE NETWORKING EVENT

- Dress neatly and appropriately, as you would for a job interview
- Handshake must be web-to-web, not a finger handshake
- Maintain eye contact and smile
- Affix your name tag to the right side of your chest
- Use the **80/20 rule** - listen about 80% and talk 20% of the time
- Ask open-ended questions (e.g. related to your career field, current events, and hobbies)

AFTER THE NETWORKING EVENT

- Send thank you note after networking meeting, or phone call
- Keep a copy of all contacts you make: name, address, job titles and telephone numbers
- If it seems appropriate, consider connecting on **LinkedIn**

S.T.A.R Method for Behavioral Interviewing

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

If this is the type of question being asked in your job interview, you might be in the middle of a behavioral interview.

This type of interview is designed to get you to reveal more about yourself including, how you think, solve problems, and interact with others. The questions are more open-ended and provides an opportunity for you to share examples of your behavior in actual situations rather than how you think you would behave.

ACE this behavioral question by using the S.T.A.R method.

Question: Tell me about a time when you demonstrated creativity and leadership when working on a project or assignment.

S

Describe a specific **SITUATION** that you were in.
(The who, what, where, when, etc.)

“During my internship last semester, I was responsible for managing the after school program.”

T

Explain the specific **TASK** that you had to complete.
(Highlight any challenges or issues you encountered)

“I noticed that attendance in the program had dropped by 30% over the past 3 years and wanted to do something to improve those numbers.”

A

Detail the specific **ACTION** you took to complete the task.
(What did you do and how did you do it?)

“I designed a new promotional packet that was distributed to parents and teachers in our district. I also designed a program evaluation sheet that teachers, students, and administrators completed.”

R

Explain the **RESULTS**.
(What was the accomplishment or achievement?)

“We utilized some of the suggestions made by the teachers, administrators and students in marketing the program. This made our marketing efforts more efficient and visible and raised attendance by 18% this year.”

20 Common Interview Questions

1. Tell me about yourself.

2. What are your short and long-term goals?

3. What are your major strengths? Weaknesses?

4. What are your salary expectations?

5. Can you tell me about an accomplishment that you are most proud of?

6. Why should we hire you over equally qualified candidates?

7. How do you manage multiple competing priorities?

8. Can you tell me about your leadership experiences?

9. Can you describe a difficult work experience and how you handled it?



10. Why do you think you will be a good fit for this position?

11. What do you know about our company?

12. What do you know about this position?

13. What qualifications do you have that will allow you to be successful with this company?

14. Why do you want to leave your current position/company?

15. What would your current/previous employer say about you?

16. Do you plan to further your education?

17. How has your college experience prepared you for a career?

18. Can you tell me about a time when you were unable to meet a deadline?

19. Tell me about a time when you disagreed with your co-worker's idea.

20. If you were in a situation where a co-worker was doing something against company policy, what would you do?

YOUR TURN TO ASK QUESTIONS

Prepare at least two questions that demonstrate your interest in the position

1. I have read the job description. If selected for this position, what would be my top 3 priorities?

2. Describe your ideal candidate for this position?

3. What do you feel are the essential factors for success in this position?

4. What kind of assignments might I expect on the job?

5. Can you tell me about the office culture?

6. You have described your training program.

What would you like me to accomplish in the job as a result of that training?

7. Does this position include any team or project work?

8. Will I have the opportunity to work on special projects?

9. What do you enjoy most about working for this company?

10. What is the next course of action? When should I expect to hear from you or should I contact you?

Professional Dress

Choose professional attire that increases your confidence, self-esteem and demonstrate your professionalism and understanding of the employer's work culture. The following are recommendations for typical professional dress. However, what you wear in a work environment and employment interviews is determined by many factors. Visit the Career Center as well as research the industry and employer to determine what is most appropriate for the setting you are considering. Remember, interview committees are evaluating your professional identity and maturity.



Suit

- **Cut:** Two piece, long sleeve, professional suit (skirts or pants).
- **Color:** Navy, olive, dark gray with or without faint pattern or pinstripe.
- **Skirt:** At the knee or below knee.
- **Fabric:** Wool or polyester.
- **Texture:** Matching color, texture, pattern.
- **Belt:** Black, dark brown, cordovan to match shoes; Material: Leather-like.

Shirt

- **Color:** White or variety of colors that blend in with skin tone.
- **Style:** Tailored, long-sleeved; cuffed blouse, or jewel-neck shell; point or small-speared collar; no button-down collar.
- **Fabric:** Broadcloth, cotton-polyester blend, or 100% cotton.
- **Tie:** Burgundy, deep greens, narrow stripes, small geometric patterns.

Jewelry/Accessories

- **Necklace:** Pearls, single strand; gold or silver.
- **Earrings:** Small and close to the ear; gold, silver or pearl.
- **Rings:** Wedding set or conservative gold, silver, platinum; one per hand; no pinkie rings or oversize dinner rings.
- **Watch:** Analog, slim, gold, or silver, with leather-like band; no sports watches.
- **Handbag:** Small, conservative style, not over-stuffed.
- **Glasses:** Flattering to your coloring and face shape.

Binder/Briefcase

- **Binder/Portfolio:** Dark color, slim.
- **Briefcase:** Not recommended.

Hose/Shoes

- **Hose:** Natural tone.
- **Socks:** Black, navy blue over the calf, fine-ribbed cotton or wool; no white socks.
- **Shoe style:** Closed toe, closed heel, dress up pump or flat heel, tied shoe, leather-like; wingtip, plan or cap toe oxford, polished and well-maintained.
- **Shoe color:** Black, dark brown, cordovan to match melt; or match suit color.

Cosmetics

- **Perfume/Cologne:** No perfume, cologne, or after shave.
 - **Makeup:** Light application and natural look.
 - **Hair:** Neatly groomed, professional cut; facial hair neat and trimmed; shoulder length or longer, clip/tie back.
 - **Nails:** Cleaned and trimmed; clear or neutral color.
- * No visible tattoos or piercings, other than pierced ears.

Thank you Note/ Letter

Maria L. Student
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December 1, 2017

Judy Johnson, Manager
Human Resources Department
Riverside Products, Inc.
4444 N.E. 44th Street
Seasonville, WA 95666

Dear Ms. Johnson:

Thank you so much for meeting with me yesterday. Kimberly Jacob was absolutely right when she said I would be able to experience the positive energy generated by the people at Riverside Products, Inc.

I enjoyed meeting and talking with the Chief Financial Officer, Jeff Briggs, and his Executive Assistant, Marcy Williams. They were both very generous with their time and their questions allowed me to demonstrate the range of knowledge and skills I will bring to the Finance Department. Ms. Williams gave me an informative tour and introduced me to many of the people with whom I would work. The values of honesty and commitment expressed in Riverside Products' "Our Vision" booklet were evident in the project teams I observed and the rapport between co-workers throughout the facility.

I have written to Mr. Briggs and Ms. Williams expressing my appreciation for their time, as well as the dynamic department they have created. More than ever, I am excited about the possibility of joining Riverside Products, Inc. and adding my energy and commitment to that of the people in the Finance Department. Thank you for setting up such an interesting and informative day. I am looking forward to moving to the next step in this process.

Sincerely,

Maria L. Student

Maria L. Student

Successful Negotiation - Getting to Win - Win

KNOW YOURSELF - KNOW THE POSITION - KNOW THE INDUSTRY

You may come from a background where negotiating is a common or uncommon practice. Regardless of where you are starting, you can learn to negotiate! This is a skill that can pay off, quite literally, throughout your professional life. Negotiating is about more than just salary. It is about the value you bring and what you will receive in return.



I HAVE AN OFFER - NOW WHAT?

Congratulations, a job offer! Finally, an end to the stress and uncertainty of job hunting! Your instinct to accept immediately will be strong. **NOT SO FAST!** Whether the offer comes over the phone, through an email, or during the interview, it is in your best interest not to accept the spot. Asking for 24-48 hours is reasonable request and a common business practice. If possible, request an in-person meeting to give your response.

BEFORE THE NEGOTIATION

Know the Offer: Review the job description and the entire offer package. It is OK to reach out to ask for clarification about the role and the offer.

Know Yourself: Assess your strengths, financial needs and work values in relation to the role.

Know the Company and Industry: Research the company, the interviewer, the industry and the marketplace further. If anyone in your network has connections, this is a good time to reach out for their insights.

Get Your Ducks in a Row! Prioritize what you want to negotiate and keep the list short (2-4). Both parties should walk away satisfied, so be sure to include room for compromise.

DURING THE NEGOTIATION

Start with a thank you: Restate your enthusiasm and interest in the opportunity.

Give negotiable items up front: Start with giving all the items up front. No one likes surprises!

Justify: Link your strengths with your negotiable items. Give the business reason why you're worth is justifiable.

Example: "Ms. Wilson, because I have previous experience in X, and specialized knowledge of Y, I believe I would come up to speed right away. For this reason, I would like to come closer to \$\$ - \$\$". OR "After researching salaries for Job A in the Sacramento area, I found that \$ - \$\$ is more in the mid--range of salaries". OR You may try a more open-ended approach: "Mr. Smith, given my proven success with Y, the salary did come in lower than I had expected..." At that point they will most likely either counter the offer or ask what salary you had in mind.

Close with Consensus. The more positively you can close the meeting, the better for all. Remember, you both want the same thing - a new hire who is happy and successful. Not all negotiations end in a job. Maybe this job or company was not the right fit, or came at the wrong time. That may not mean they might not consider you for other roles or at another time. They can still become part of your professional network. Regardless of the outcome, always keep things positive.

Diversity in the Workforce

The following is a list of career and job search-related on-campus and off-campus diversity resources for Sacramento State students and recent alumni. For further information or referrals to campus and community resources for your specific needs, please visit www.csus.edu/careercenter or call the Career Center at (916) 278-6231.

Equal Opportunity & Excellence in Education & Employment <https://www.csus.edu/president/inclusive-excellence>

LGBTQ+

PRIDE Center, Sacramento State <http://www.csus.edu/pride/>

- The PRIDE Center is committed to enriching the campus experience and developing you as individuals and as members of communities.

PFLAG, Sacramento <http://www.pflagsacramento.org/>

- Founded in 1982, the Sacramento Chapter of PFLAG (Parents, Families and Friends of Lesbians and Gays) promotes the health and well-being of gay, lesbian, bisexual, transgender and intersex persons, their families and friends.

Corporate Equality Index, Human Rights Campaign <http://www.hrc.org/campaigns/corporate-equality-index>

- The index rates work places on lesbian, gay, bisexual, and transgender equality

Out for Work <http://outforwork.org/?nr=0>

- A nonprofit dedicated to educating, preparing, and empowering LGBT college students, alumni and their allies for the workplace.

Lambda Legal <https://www.lambdalegal.org/>

- National LGBT civil rights organization; includes information about workplace discrimination cases.

National Center for Transgender Equality <https://transequality.org/>

- National organization devoted to ending discrimination against transgender people through education and advocacy.

Veterans

Veteran Success Center <http://csus.edu/vets/>

- Sacramento State's Veterans Success Center (VSC) provides multi-faceted assistance to prospective and enrolled student veterans and dependents.

O*NET Online Crosswalk <https://www.onetonline.org/crosswalk>

- Search MOC codes or job titles from the Military Occupational Classification (MOC). Provides equivalent civilian job descriptions for related military MOC codes.

California Department of Veterans Affairs <https://www.calvet.ca.gov/>

- The California Department of Veterans Affairs (CalVet) works to ensure that its veterans of every era and their families get the state and federal benefits and services they have earned.

Disability Disclosure and the Hiring Process

- One of the issues that you may face during your job search is whether or not to disclose your disability to potential employers. It is important that you are aware of your rights regarding employment and the interview process. Under the Americans with Disabilities Act (ADA, Title I), you are not legally obligated to disclose your disability unless you will require accommodations. When deciding about disclosing disability, consider such factors as: functional limitations, the type of employment you are seeking, type of accommodations required, and how comfortable you are discussing your disability.

- An employer may ask if you are able to perform the essential functions of the job, either with or without reasonable accommodations.

- If you choose to discuss your disability and/or accommodations, do so in a proactive positive manner, emphasizing your ability to perform the essential functions of the position with accommodations.

Services to Students with Disabilities (SSWD) <http://www.csus.edu/sswd/>

- Offers a wide range of support services and accommodations to help Sacramento State students with disabilities pursue their educational goals.

Job Accommodation Network <https://askjan.org/>

- Provides advice on accommodating employees with disabilities

Equal Employment Opportunity Commission <https://www.eeoc.gov/>

- Offers technical assistance on the ADA provisions applying to employment and how to file ADA complaints.

California Department of Rehabilitation <http://www.rehab.cahwnet.gov/>

- A state employment and independent living resource for people with disabilities.

Diversity in the Workforce

Women

Women's Resource Center <http://www.csus.edu/wrc/>

- Provides educational programs and support to raise awareness and provide opportunities for Sacramento State students to get involved with various issues pertaining to women's contributions to society.

Women's Bureau <https://www.dol.gov/wb/>

- Resources, tools, and publications of interest to women seeking to advance their opportunities for profitable employment.

Resources for California Women in the Workforce https://www.dir.ca.gov/women_workers.html

- Resources relevant to women working in California from the Department of Industrial Relations.

People with a Conviction History

Project Rebound <http://www.csus.edu/student/projectrebound/>

- A program to help formerly incarcerated students at Sacramento State.

Anti-Recidivism Coalition <http://www.antirecidivism.org/>

- Provides a support network and job training workshops to formerly incarcerated young men and women.

Voluntary Legal Services Program <http://www.vlsp.org/>

- Provides criminal records expungement clinics for low-income residents who need help expunging criminal records.

Asian Pacific Islanders

Full Circle Project <http://www.csus.edu/fcp/>

- The Full Circle Project (FCP) is dedicated to supporting students who identify as Asian and/or Pacific Islander to increase their graduation and retention rates on campus.

National Association of Asian American Professionals

- A national non-profit organization that serves to provide its members opportunities for professional development, service and networking.

Leadership Education for Asian Pacifics Inc. (LEAP)

- LEAP is a national non-profit organization whose mission includes equality for API professionals through leadership, empowerment and policy.

Latinx

The Serna Center <http://www.csus.edu/sernacenter/>

- The Serna Center supports Latino and underrepresented and underserved populations in the Sacramento region.

Multi-Cultural Center <http://www.csus.edu/mcc/>

- The Multi-Cultural Center supports the needs of Sacramento State's diverse population and advocates for inclusion, social justice, collaboration and wellness.

Hispanic Alliance for Career Enhancement <http://www.haceonline.org/>

- A national non-profit organization focusing on the professional development and advancement of Latino professionals.

Black/African American

Martin Luther King Jr. Center (MLK Scholars) <http://www.csus.edu/saseep/mlk/index.html>

- Program supports African American students to be successful during their time on campus as they pursue their degrees.

Black Career Women's Network <https://bcwnetwork.com/>

- A national organization that is dedicated to supporting African-American women in their professional development and careers.

Executive Leadership Council <https://www.elcinfo.com/>

- The mission of the Executive Leadership Council is to increase the number of black leaders, both domestically and internationally, by providing professional development and leadership opportunities.

Undocumented

The Dreamer Resource Center, Sacramento State <http://www.csus.edu/saseep/drc/index.html>

- Provides academic, personal and professional support to students who identify as undocumented and students who come from mixed-status families.

CSU Resources for Undocumented Students <https://www.calstate.edu/attend/student-services>

- The CSU has put together resources available to undocumented students within the CSU including information on legal support services and financial aid.

DACA and Your Workplace Rights <https://www.nilc.org/>



SACRAMENTO STATE
Career Center

6000 J Street, MS 6064
Lassen Hall 1013
Sacramento, CA 95819
916-278-6231
916-278-6872 Fax
www.csus.edu/careercenter

