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

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

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

www.fresnohousing.org/careers
1331 Fulton Street, Fresno, CA 93721 | @FresnoHousing | EOE M/F/D/V/SO
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**CAREER SUCCESS GUIDE**

**THIRD EDITION**

**GRAPHIC DESIGNER**

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**EDITORS**

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**CONTRIBUTORS**

Career Development Center Staff
Career Development Center Services

Career Counseling
Assessments and Major/Career Exploration
Internships
On-Campus Employment
Money Management
Clothing Closet

HireFresnoState
Workshops
Career Fairs and Events
Interview Preparation and Mock Interviews
Graduate/Professional School Preparation
Alumni Services
D.I.G.S. is a systematic model to increase control over your career direction.

The Career Development Process

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

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

**Discover**

“What makes me unique?”

**Investigate**

“Is this a good fit for me?”

**enGage**

“Am I passionate about this career path?”

**Succeed**

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

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

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

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

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

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

![Diagram of career assessments]

To get an accurate assessment, remain honest with yourself.

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

**Single Occupation Worksheet**

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

Occupation: ________________________________

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

1. _______________________________________
2. _______________________________________
3. _______________________________________

Skills I Have: ______________________________

Skills I Need: ______________________________

Education Requirement(s): ______________________________

Salary for California: $____________

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

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

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

Repeat this worksheet until you answer “yes”
The Career Development Plan

**FRESHMAN 0 – 29 Units (Discover)**

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

**SOPHOMORE 30 – 59 Units (Investigate)**

- Watch Career Spots videos for advice on career readiness, internships and job search
- Build marketable leadership skills by joining student organizations and clubs
- Identify career options for your major using What Can I Do With This Major?
- Consider an internship
- Learn how to build your network and cultivate mentors in LinkedIn
- Attend career fairs to gather information
- Update your resume
- Conduct informational interviews with individuals in careers that interest you

**JUNIOR 60 – 89 Units (enGage)**

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

**SENIOR 90+ Units (Succeed)**

- Initiate your job search plan
- Select and contact professionals for references and recommendation letters
- Identify and research prospective employers using Buzzfile
- Fine-tune your resume
- Prepare for interviews using Big Interview
- Network with faculty, alumni, and others in LinkedIn
- Attend career fairs
- Apply to graduate schools
Investigate and Network

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

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

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

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

---

To: Fernando Gonzalez (fgonzalez559278@email.com)
From: Pedro Public Health (pedro.p.health@mail.fresnostate.edu)

Subject: Camila Counselor Referral - Informational Interview Request

Dear Mr. Gonzalez,

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

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

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

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

Brainstorm people you know and think who can be a lead, give you a lead, or offer you a resource
Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interests. Mastering these Career Readiness Competencies will prepare you for a successful transition into the workplace.

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

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

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

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

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

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

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

**Professionalism / Work Ethic**
Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time management. Developed in: class attendance, completing assignments on time, and internships.
Attention Plant Science Students! We want you to join our team!

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

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

Learn more at www.cpsagu.com

Congratulations Graduates!

#CPSintheWest

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Research and Graduate Studies

What is next?
Graduate School at Fresno State is next

47 graduate programs
Including 3 doctoral programs
9 active graduate certificates

Contact 559.278.2448 for more information

www.fresnostate.edu/drgs

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

### ON-CAMPUS EMPLOYMENT

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

### INTERNSHIP

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

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

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

### Community Service Scholarship Program

Inter for 75 or 150 hours with sponsoring nonprofit and government agencies to earn 1 or 3 units of credit and an $875 or $1750 scholarship upon completion of hours. Available positions are posted on HireFresnoState.

---

**HireFresnoState**

Find on campus jobs, full-time and part-time jobs and internships!

For more information visit us in Thomas 103 or call 559.278.2381

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Gain Experience Now For Future Success | Career Success Guide: Third Edition
JAN AND BUD RICHTER CENTER FOR COMMUNITY ENGAGEMENT AND SERVICE-LEARNING

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

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

SO WHAT’S IN IT FOR ME?

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

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

• Visit HireFresnoState, the university’s online internship and job posting system, by visiting your MyFresnoState portal and clicking the HireFresnoState menu item
• Contact the faculty internship coordinator in your academic department or the University Internship Coordinator for information on internship procedures and verifying requirements for arranging class credit
• Identify and research organizations where you may have an interest in interning or volunteering. Check out Buzzfile and websites of these organizations
• Attend the Career Fairs and Community Service Opportunities Fair held each semester
• Take full advantage of workshops offered by the Career Development Center on interviewing and resume writing
• Use Big Interview to learn and practice your interview skills
• Network by speaking with every resource available to you including family, friends, alumni, professors and members of professional organizations
• Connect with employers and alumni utilizing social media sites such as LinkedIn
• Join a student club or a professional organization, which will help provide excellent opportunities to develop leadership skills, network with professional guest speakers and provide community service
Develop a Money Management Style

No two budgets are the same
There is no right or wrong way to manage your money. You’re going to do things differently than your friends and family members. You’ll change how you manage your money over time. The important thing is to know what’s driving your money behaviors, so you can make more informed decisions for your life. Align your spending with your values.

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

Discover Your Financial Identity
Your financial identity is the way you approach money management—what you think about and rely on when you’ve got decisions to make. Knowing your financial identity can provide insights into what you need to do to become financially self-sufficient.

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

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

We’re MOBILE

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

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

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

Be a Savvy Shopper

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

Think Through Your Big Purchases

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

Find the Best Deals

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

Final Note

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

“You HAVE THE MOTIVATION, NOW YOU NEED A PLAN.”
We’re Here For YOU!

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

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

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

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

The Power of Plastic

Responsible Credit Cards

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

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

Know What Affects Your Credit
Before stressing about your credit score, it’s important to understand what goes into determining your credit score and how important each factor is.

“Financial coaching that helps you focus on more than just money while you're in college.”
What’s the Secret to Saving Money as a College Student?
Putting away a little time. It might not seem like much now, but it can add up if you’re committed.

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

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

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

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

Anticipate Certain Expenses.
Save for things you know are coming, such as holiday shopping—it happens every year—or a lost or broken phone (it’s only a matter of time).

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

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

fresnostate.edu/unleashed

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

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

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

For career opportunities connect with us
www.certifiedmeatproducts.com
info@certifiedmeatproducts.com

Tulare County employees enjoy generous benefits, including a choice of excellent health plans, vacation, paid time off and retirement packages. Working for Tulare County is like working with family. You are encouraged, supported and given flexibility to balance your work life and your private life. You’ll have an opportunity to begin or enhance a meaningful career where what you do matters.

CLICK OR CALL TODAY!

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QUALIFICATIONS
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- 1+ YEARS EXPERIENCE AS AN ASL INTERPRETER
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www.foxinterpreting.com
START A CAREER THAT MEANS SOMETHING

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

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

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

- Social Workers
- Clinicians
- Support Counselors

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

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

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

WHAT IS THE DIFFERENCE BETWEEN A RESUME AND CURRICULUM VITAE?

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

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

**Resume / CV Checklist**

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

OBJECTIVE
A clear, concise statement specific to a position or industry.

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

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

RELATED COURSEWORK
• Course Title
• Course Title
• Course Title

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

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

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

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

DO NOT INCLUDE

- References: Do not state “References available upon request,” as this is assumed. Type your reference list on a separate page and take with you to the interview.
- Personal Information: In the U.S., it is inappropriate to include marital status, citizenship, and date of birth.
- Pictures: Do not include a photo of yourself. May be appropriate for an acting or modeling position or if applying for a position in a country in which it is customary to include a photo.
To assist you in describing your educational and employment experiences, go through the list and see which ones you can use to give punch to your resume.

### COMMUNICATION/PEOPLE SKILLS

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### CREATIVE SKILLS

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**Resume Worksheet**

**YOUR NAME**

Address | City, State | Email | Phone Number

**Objective:**
To obtain the ____________________ position using skills in ____________, ____________ and ____________

**Skills & Qualifications:**
- Demonstrated experience in ____________________________________________________________
- Proven ability to _________________________________________________________________
- Strong background in ________________________________________________________________
- Proficient in ______________________________________________________________

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

**Relevant Coursework:**
- ________________
- ________________
- ________________
- ________________

**Experience:**

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**Memberships/Leadership Experience:**

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Psychology

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

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

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

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

Education
California State University, Fresno (Fresno State)
B.A., Psychology, Minor, Communicative Disorders and Deaf Studies 05/20xx
Certificate of Applied Behavior Analysis Training
Certificate in Conversational American Sign Language 12/20xx

Bakersfield College, Bakersfield, CA
A.A., Liberal Studies 01/20xx

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

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

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

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

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

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

Member, Fresno State Applied Behavior Analysis Club 09/20xx - Present

Professional Development
Association for Behavior Analysis International (ABA) Annual Convention, Denver, Colorado 05/20xx
- Attended seminars and meetings regarding Applied Behavior Analysis
- Learned new and different behavior techniques and theories involving Autism
- Expanded my knowledge of the ABA field, history, and accomplishments
- Acquired honorary membership in the ABAi organization

Engineering

EDUARDO ENGINEER
e.engineer@mail.fresnostate.edu
1055-55555

EDUARDO ENGINEER
Selma, CA
6244 Panama Ln.
Bakersfield, CA 93313
559-555-5555

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

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

RELATED COURSEWORK

PROJECTS
Robotic Arm Project (DESIGNED ROBOTIC ARM TO ROTATE TO SELECT CANDY)
- Programmed Arduino microcontroller to control all movements of two servo motors and a light sensor
- Modeled the arm in SolidWorks to determine the appropriate dimensions and construction materials
- Fabricated the arm using lathes and milling machines
- Applied TIG welding techniques to complete project

Formula Society of Automotive Engineers (SAE)
- Team Leader of 4 person suspension team
- Analyzed the amount of friction between the tires and the road to provide steering stability
- Minimized body roll by 75% by developing process to transfer weight during cornering
- Contributed to research and development of a watertight design
- Investigated the viability of a multiple exterior designs resulting in an improvement in wind drag
- Coordinated seminars of professional engineers to provide input to student designs

Member of the Race Team
- Responsible for troubleshooting technical problems on the spot car during race day
- Served as the suspension expert, armed with spare parts and a back-up suspension plan

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

INTERNSHIP EXPERIENCE
TETER, Fresno, CA
Mechanical Engineering Intern, May 20xx – August 20xx
- Designed and specified detail parts for Fresno Unified School District central kitchen project
- Calculated preliminary & final performance evaluations on systems under supervision of project engineer
- Coordinated extensive poster and email campaign to raise awareness about SAE resulting in an 87.5% increase in membership from 40 members to 75 members
- Performed stress analysis with dassault and finite element methods

LEADERSHIP EXPERIENCE
Formula Society of Automotive Engineers (SAE) Fresno State
- Vice President of Marketing (1 year) and Member (3 years)
- Served as a member of the Executive Board to help make decisions about budget and club events

TECHNICAL SKILLS
- Engineering: Strength testing, strain gauges, welding tools
- Devices: Lathe, milling machine and drill press
- Software: AutoCAD, SolidWorks, MATLAB, Mechanical Desktop 6, MS Office including Project
- Other: M/S Windows operating systems, MAC OS
### Public Relations

**Paige Public Relations**

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

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

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

**Qualifications**

- Designed and implemented creative media campaigns
- Skilled at field reporting, writing stories, public speaking, news research and production
- Developed creative story ideas and finding sources
- Social Media Channels: Twitter, Instagram, Google+, Pinterest, Facebook, Periscope, YouTube, LinkedIn, Vimeo
- Platforms, Tools, and Analytics: Sprinklr, Hootsuite, WordPress, Bit.ly, Google Analytics
- Demonstrated experience in editing video using Adobe Premier Pro
- Excellent at breaking down a story with facts and personal accounts to write the news
- Superior organizational skills, managing several events simultaneously
- Ability to work with others while maintaining a professional work environment
- Computer: MS Word, Excel, PowerPoint, Publisher, Keynote, Adobe Illustrator and Photoshop

**Education**

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

**Coursework**

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

**Internship Experience**

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

- Scanned, tracked, and updated coverage for multiple B2B tech and consumer accounts
- Drafted and edited media alerts, pitches, briefings, and 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, PeopleMonthly, Baltimore, Maryland (virtual)  
June 20xx - August 20xx

- Produced a number of the “Most Viewed” content in the Entertainment category for PeopleMonthly, “55 Books to Read Before They’re Movies,” which garnered 355 Facebook likes and 44 Twitter retweets
- Created Instagram account and increased Facebook page likes by 20 percent in less than two months
- Managed SEO/SEM strategies using Google Analytics

**Experience**

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

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

**Leadership & Activities**

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

### Accounting

**ARIANA ACCOUNTANT**

559.555.5555 • ariana@mail.fresnostate.edu  
1234 E. Herndon Ave., Apt. 133 • Fresno, CA 93722

**Objective**

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

**Summary of Skills**

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

**Education**

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

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

**Related Experience**

Accounting Intern, Baker, Peterson and Franklin, CPA, LLP, Fresno, CA  
June 20xx – August 20xx

- Performed SOX Audits, Financial Basics Audits, and Internal Control Testing
- Utilized Excel spreadsheet to organize data on 55 clients and presented to CEO
- Experienced high paced, business-professional environment

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

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

**Other Experience**

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

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

**Honors/Activities**

Dear’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

**PEDRO PUBLIC HEALTH**  
280 Willow Ave., Clovis, CA 93612 • (559) 555-5555 • pedro.p.health@mail.fresnostate.edu

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

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

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

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

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

### Nursing

**NAZARIO NURSE**  
146 W. Joshua St., Fresno, CA 93720 • 559-555-5555 • nurse.nazario@mail.fresnostate.edu

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

**EDUCATION**
- California State University, Fresno (Fresno State)  
  - Bachelor of Science in Nursing, GPA 3.58
  - Expected: May 20xx

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

**CLINICAL EXPERIENCE**
- Pediatrics, Valley Children’s Hospital, Madera, CA  
  - November 20xx – December 20xx
  - Organized patient care plans, and educated families about medications and therapies  
  - Delivered safe and effective care by utilizing standard precautions, maintaining sterile procedures during catheterization and sterile dressing changes, and verifying all medication orders
- Cardiology, St. Agnes Medical Center, Fresno, CA  
  - August 20xx – November 20xx
  - Evaluated assigned patients from head to toe, accurately charting neurological, cardiovascular, gastrointestinal, genitourinary, and psychosocial findings  
  - Administered oral, subcutaneous, intramuscular, rectal, and intravenous medications
- Labor and Delivery, Clovis Community Hospital, Clovis, CA  
  - May 20xx – August 20xx
  - Performed fetal monitoring to evaluate for accelerations and decelerations in heart rates  
  - Maintained patient comfort during labor and prepared patients for cesarean sections

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

**ADDITIONAL EXPERIENCE**
- Host, Black Angus Steakhouse, Inc., Fresno, CA  
  - August 20xx – June 20xx
  - Welcomed and greeted guests, answered telephone addressing customer questions about menus and promotions, and processed reservations  
  - Maintained consistent communication with restaurant staff providing updates on flow of business, length of wait, and number of guests waiting

**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)

**PROJECTS & ACTIVITIES**
- Philanthropy Chair, Student Nursing Association, Fresno State  
  - September 20xx – May 20xx
  - Initiated first annual Bowl-a-Thon raising over $1,500 for cancer research  
  - Managed 25 members during numerous philanthropic and community outreach events
- Volunteer, American Red Cross, Fresno, CA  
  - November 20xx – March 20xx
- Volunteer, Kids Day, Valley Children’s Foundation, Fresno, CA  
  - March 20xx & 20xx
Varinder Veterinarian

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

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

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

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

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

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

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

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

Leadership/Activities
Fresno State: Pre-Veterinary Association
- 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

Honor/Awards
Fresno State: Recipient of Ag One Scholarship
High School: Honor Roll (4 years) - Veterinary Science Team was named State Champions after an 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

Sample Resumes
Career Success Guide: Third Edition
CARMEN CRIMINOLOGIST
5692 N. Cedar Ave., Apt. 220
Fresno, CA 93710
831-555-5555
criminologist@mail.fresnostate.edu

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

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, Resource Center for Survivors of Sexual Assault

RELATED EXPERIENCE
Resource Center for Survivors of Sexual Assault, Fresno, CA
Sept. xx – May xx
Performing community outreach activities, working with incoming crisis call interventions, and participating with victim advocates, helping clients in need.

Elder Abuse Services, Fresno, CA
Student Intern
Jan. xx – May xx
Volunteer
Mar. xx – June xx
Commitment to ongoing interactions with the elderly at the various Senior Centers, along with organizing community outreach activities.
  • Observing elder abuse court cases
  • Shadowing the Long-Term Care Ombudsman Program

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

SUA SOCIAL WORKER
2269 E. Shaw Ave. # A, Fresno, CA 93710
sua.socialworker@mail.fresnostate.edu
(831) 555-5555

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

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

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

SCHOOL SOCIAL WORKER INTERNS
Fort Miller Middle School, Fresno, CA, August 20xx – May 20xx
Vinland Elementary School, Fresno, CA, September 20xx – May 20xx
• Provided individual socio-emotional counseling to children from culturally diverse backgrounds to reduce personal, emotional, and social problems
• Developed a plan with parents and children to accommodate students’ learning needs
• Conducted teacher/student meetings to improve students’ academic success
• Tracked students’ academic progress and monitored attendance
• Oversaw psychosocial assessments and facilitated Anger Management Group
• Conducted home visits to ensure students’ safety
• Coordinated social services and mental health components of children’s centers and other programs
• Consulted and collaborated with school personnel to promote a positive school environment

Resource Center for Survivors of Sexual Assault
Intern
Sept. xx – May xx
• Wrote court reports representing foster children’s circumstances
• Provided counseling for foster children and foster parents
• Accomplished child welfare software program training
• Conducted home visits and created assessments
• Wrote narratives on a regular basis for contact and contact attempts

Resources for Independence Central Valley
Intern, Resources for Independence Central Valley, Fresno, CA, August 20xx – May 20xx
• Supported and trained clients with disabilities about resources and information
• Conducted home visits to develop home assessment/safety plans
• Conducted workshops with Building Relationships, Reaching Goals, Independence, Developing Skills, Guiding Students, Empowerment, Self-Advocacy (BRIDGES) counselors at area high schools

OTHER EXPERIENCE
Residential Advisor, Fresno State College Assistance Migrant Program, June 20xx – May 20xx
• Supported 50 youth in the four week program on campus
• Developed and coordinated workshops for students’ awareness and education

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

Sample Resumes | Career Success Guide: Third Edition
SERGIO SCIENTIST
sergioscientist@mail.fresnostate.edu
5012 N. Maple Ave Fresno, CA 93710
(559) 555-5555

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

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

RESEARCH EXPERIENCE
Masters Research, Fresno State, August 20xx – May 20xx
- Isolated and characterized the satellite DNA component from Halobacterium sp. by density gradient centrifugation and restriction endonuclease analysis. Dr. Jason A. Bush, Department of Biology.
Research Assistant, UCSF Fresno Center for Medical Education and Research, September 20xx – August 20xx
- Collected, maintained and statistically evaluated data for ongoing studies including drug evaluations, immunological studies, iron therapy studies and studies on long-term dialysis patient care. Dr. Uzair Chaudhary, Department of Hematology/Onology.

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

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

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

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

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

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

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

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

Suggested Headings to Consider:

ACADEMIC PREPARATION:
- Education/Credentials
- Coursework
- Research/Lab Experience
- Teaching Experience
- Special Skills
- Program & Workshops

GRANTS RECEIVED:
- Publications
- Presentations
- Posters
- Fellowships
- Honors/Achievements
- Awards

PROFESSIONAL SERVICE:
- Internships
- Certifications
- Creative Works
- Research Interests
- Teaching Interests
- Special Training

- Professional Affiliations
- Committee Leadership
- Consulting Experience
- Exhibits/Exhibitions

- Community Involvement
- Works-in-Progress
- Co-curricular Activities
- Academic Service
Your Future Awaits

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

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<td>Optional: &quot;Brand&quot; your documents by using the same format as your resume.</td>
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**Date**

**Name of Contact Person, Title**

**Organization Name**

**Street Address**

**City, State Zip Code**

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

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

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

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

Sincerely,

*(Hand written signature)*

*Your Name*

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**On-Campus Cover Letter**

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**First Last Name, Director**

**Fresno State Upward Bound**

5240 N. Jackson Ave.

Fresno, CA 93740

**Dear Mr./Ms. Employer Last Name,**

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

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

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

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

Sincerely,

*(Hand written signature)*

*Your Name*
Email Cover Letter

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

Email Message:
Dear Mr./Ms.,

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

I just graduated with my Bachelor’s Degree in Recreation Administration from California State University, Fresno (Fresno State). While my studies have provided me with an excellent theoretical foundation, it is through my internship at Fresno State’s Intramural Sports program that I have polished my skills. I became thoroughly versed in all aspects of intramural tournaments and have smooth 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

Internship Cover Letter

ARIANA ACCOUNTANT
559.555.5555 • arianaaa@mail.fresnostate.edu
1234 E. Herndon Ave., Apt. 133 • Fresno, CA 93722

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 Baker, Peterson & Franklin, CPA, LLP. The position also offered me the opportunity to develop strong computer skills including Outlook, Word and Excel.

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

Sincerely,

(Hand written signature)
Ariana Accountant

Recreational Coordinator for Intramural Sports
San Jose State Student Recreation Center

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

Student Bookkeeper/Accountant - Accounting America, Inc.

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

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

October 1, 20xx

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

Dear Ms. Darwin:

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

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

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

- **I offer:**
  - Experience in supervising 10 summer employees and ensuring staff efficiency as an assistant manager
  - Experience developing and implementing training programs as a summer intern
  - Success in performing fieldwork hours, reorganizing a mental health clinic and vastly improving its processes
  - Success in solving numerous problems at clinic, such as reducing number of emergency and drug seeking patients; lobbying for HIV-information dissemination; and increasing number of patients that could be given routine care
  - Strengths in both areas, through health and management background
  - Significant experience giving presentations, speaking before groups and interacting with diverse individuals

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

Sincerely,

(Signature)

Haydan Health

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Cover Letter with Bullets

Mai Manager
1762 W. Pontiac Way
Fresno, CA 93726
(559) 555-5555
mai_manager@mail.fresnostate.edu

March 21, 20xx

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

Dear Ms. Lines,

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

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

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

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

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

Thank you in advance for your consideration.

Sincerely,

(Signature)

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

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

CLOSING PARAGRAPH
Answer two: Where do you see yourself in five years? What are your professional career goals and ambitions? What is your motivating factor? Why is this type of position important to you?
Thank You Letter

Your Name
Your Current Address
City, State Zip Code

Date

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

Dear Mr./Ms.,

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

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

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

(Handwritten signature)

Your Name

Thank You Email

Subject Line of Email Message:
Thank You – (Job Title) Interview

Email Message:

Dear Mr./Ms.,

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

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

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

Sincerely,

Your Name
Email Address
Phone Number
Advice about References

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

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

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

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

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

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 interviewer(s) within 1-2 days
- Follow up with the organization at least 5 days after your interview
Dress for Success

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

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)
Behavioral Interviewing

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

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

Sample Behavioral Question and Answer

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

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

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

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

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

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

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

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### TIME MANAGEMENT

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

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

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Take the next step in your career by earning a graduate degree.

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

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

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

Woodlake Unified School District is located in Woodlake, CA. WUSD has five school sites, with approximately 2,200 students from grades TK-12.

Employee Benefits include:
- Medical, Dental, Vision, Prescription and Life Insurance
- Paid Holidays, Sick and Vacation Leave
- CalPERS and CalSTRS Pension Plans

NOW HIRING
APPLY TODAY
@ https://www.edjoin.org

Contact Human Resources: 559.564.8081
Woodlake Unified School District
300 W. Whitney Ave, Woodlake, CA 93286

For more information about WUSD, visit http://w-usd.org/

Woodlake a small, prosperous agricultural town nestled snuggly in California’s citrus belt, at the foot of the mighty Sierra Nevada Mountains.
QUESTIONS MOST COMMONLY ASKED BY EMPLOYERS

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

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

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

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

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

QUESTIONS YOU CAN ASK EMPLOYERS

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

QUESTIONS YOU SHOULD AVOID

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

Draw parallels from your current or previous experience to the requirements of this position. A similarity that seems obvious to you may not be so obvious to the interviewer. Don’t discount any experience you may have. Even if you are new to the professional job market, have only held a part-time job, or have never held a job, you have done things in your life that you can count as experience.

“My understanding from the job description is that excellent communication and computer skills are required, and I am very strong in those areas. In fact, I am fluent in Spanish, and have a degree in computer science where my GPA was 3.4. In addition, I have had numerous opportunities in my internships and class projects to present ideas in small and large groups.”

7. Please provide some examples of teamwork.  

When asked about teamwork during a job interview, it’s important to show enthusiasm for working on a team vs. independently if the position requires teamwork. Give specific examples of teamwork you have participated in successfully.

“In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as a team member while on my sorority’s debate team and through my advanced marketing class where we had numerous team assignments.”

8. Why do you want to work here?  

The employer wishes to observe if your answer indicates that you have thought about what you want and that you have researched the company. Demonstrate that this is the company you want to work for. A little flattery will go a long way, so cite some good qualities of the company. Let the interviewer know you are being selective about where you want to work and that you’re not just sending your resume for any job opening.

“I’m connected on LinkedIn to many people who work at your company. When I reviewed their profiles, I saw that we all shared some things in common. It struck me that this is the kind of place where I can fit in and excel, so I was thrilled to see you have this opening.”

9. Why should we hire you?  

Think of yourself as the product. Why should the customer buy? What can you do for them that someone else can’t? Using details from past job accomplishments or from your education to support “the fit” with specific information targeted toward the company’s needs. Mention your ability, your experience, and your energy.

“I am excited for the opportunity to use my skills to help bring your organization to even greater heights. My passion, drive, and hardworking personality combined with my ability to work well as a team player are sure to mesh well with the culture and demands of your organization. My previous experience as an intern at XYZ company allowed me to refine my abilities and I am confident I will become an integral part of your team.”

10. Do you have any questions?  

The interviewer is looking for intelligent questions from you to give them insight into your analytical skills and overall enthusiasm for the opportunity. In many situations, the questions you ask in an interview can be more revealing than the answers you give and can give you the advantage you need to get the job. Make sure you have researched and prepared several questions before your interview. Be ready to write them down if any come to mind while you are in the interview.

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

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

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

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

---

How to set up a practice interview and/or access hundreds of interview questions and sample answers using Big Interview:

1. Go to fresnostate.biginterview.com  
2. Using your Fresno State email address, log in or register to create a new account  
3. Click on the green Start Here button to watch 3 short videos and get the most out of Big Interview  
4. Follow the steps on Your Big Interview checklist to learn, practice, and obtain feedback

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Top 10 Interview Questions and Answers | Career Success Guide: Third Edition
Use **HireFresnoState** to Find a Job or Internship

**TOP REASONS TO REGISTER**

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

**CONNECT NOW!**

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

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

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

**DO'S**

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

**DON'TS**

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

**#trending**

Kaiser Permanente University Relations
Career Success Guide: Third Edition
Career and Internship Fair Success

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

BEFORE THE FAIR

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

DURING THE FAIR

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

AFTER THE FAIR

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

QUESTIONS YOU CAN ASK AT THE FAIR

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

10 STRATEGIES FOR OBTAINING EMPLOYMENT

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

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

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

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

5. Apply with employers that sponsor international students.

6. Sell yourself on your skills. Many international students can speak more than one language, have intercultural competence, are responsible, flexible and can cope with change. These are traits valued by employers.

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

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

9. Find U.S. organizations with locations in your home country. These organizations might find your background and language skills beneficial because of the connections they have in your home country. You might seek a position in your home country with one of these organizations, hoping to transfer to one of their locations in the U.S.

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

ABOUT UCANR
Agriculture and Natural Resources

The University of California Agriculture and Natural Resources (UC ANR) is an engine for problem solving. Serving as the bridge between local issues and the power of UC research, our more than 300 campus-based specialists and county-based advisors work as teams to bring practical, unbiased, science-based answers to Californians.

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- Agriculture Science
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- Child Development/Family and Consumer Sciences/Food Nutritional Sciences/Health Science
  - 4H/Youth Development/Nutrition Advisor

- Plant Science
  - Small Farm’s Advisor

- Water Resource Management
  - Urban/Irrigation Water Management Advisor/Specialist

- Viticulture
  - Viticulture Advisor/Specialist

CONTACT HUMAN RESOURCES

2801 Second Street
Davis, CA 95618
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ANRacademicsearch@ucanr.edu
For more information about UCANR visit www.ucanr.edu

For more information about UCANR visit www.ucanr.edu
Whether it is appropriate to negotiate salary for a given position depends on a number of factors: the size and culture of the organization, how well the candidate fits the employer’s needs, how difficult the position is to fill, median salary for that position, and cost of living in that geographic region.

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

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

Online Resources: Glassdoor.com, bls.gov/ooh/, Onetonline.org, Payscale.com, Salary.com, Salaryexpert.com

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

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

**IS GRADUATE SCHOOL FOR YOU?**

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

**HOW IS GRADUATE SCHOOL DIFFERENT FROM UNDERGRAD EDUCATION?**

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

**TYPES OF GRADUATE DEGREES**

**Master’s Degree**
- Usually 2-3 years to complete
- Career oriented
- Possibility of thesis or non-thesis

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

**Common Admission Tests**

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

**Tip:** No two programs are the same. You must always contact the admissions office or visit the website of the graduate program to retrieve specific information required in the application process. If you fail to meet all of their criteria, you risk the chance of your application not being considered.
The admission essay, personal statement, goal statement, or statement of purpose are essentially asking for the same information: Who are you? What is your purpose? What do you expect to do with your advanced degree?

**GENERAL GUIDELINES**

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

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

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

**THINGS TO AVOID**

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

**RESOURCES**

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