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Career Center Services

ADVISING
- Career & Internship
- One-on-One Appointments
- Drop-in Advising
- Resume & Cover Letter Reviews
- Interview Preparation/ Practice Interviews
- Individual Job Search Strategies
- Career Fairs, Information Sessions, & Seminars
- On-Campus Interviews
- Handshake – online database to search for jobs and internships
- Career Assessments
- Assistance finding part time jobs
- Graduate School

SEMINARS (Live & Virtual)
- Career & Major Exploration
- Interviewing with Confidence
- Networking Strategies
- Making the Most of Career Fairs
- Is Graduate School Right for me?!
- Resumes & Cover Letters Best Practices
- Job Searching & Who’s Hiring Right Now

CAREER FAIRS
- Business Career Fair
- Career & Internship Job Fair
- Education Hiring Fair
- College of Agriculture Career and Internship Fair
- Graduate and Professional School Fair
- Technical Career Fair
- Local Job Fair

Find the full list of seminars and events here:
www.csuchico.edu/careers
INSTRUCTIONS:
1. Login to Handshake. Find the link on the Career Center homepage (http://www.csuchico.edu/careers/).
2. Complete your profile:
   - All Chico State students have a Handshake account with pre-loaded information (i.e. name, major).
   - Students who fill out “Job Type”, “Location”, & “Job Role” are 2.5x more likely to see and apply for relevant opportunities and a recruiter messages 80% of students who fill out these fields.
3. Update your Settings & Privacy
4. Search for jobs, internships, & companies. Access job descriptions & company profiles
5. Follow employers. Receive live updates on employer activity at Chico State (i.e. job postings, events)

Online Career, Major, Education Planning | Focus2

Login to Focus2. Find the link on the Career Center homepage (http://www.csuchico.edu/careers/).

GUIDES STUDENTS
- Career and education decision making model to help them choose/change a major
- Explore occupations & industries
- Make informed career decisions
- Take action in their career development

BENEFITS STUDENTS:
- Provides valid and reliable assessments including Work Interests-Holland Code, Personality, Values, Skills, Leisure Interests and Career Planning Readiness.
- Results are matched to supporting majors and career options with over 1,000 occupations and up-to-date career information
- FOCUS 2 systems can be used on all devices
### 2020 Competencies & Attributes

#### Attributes Employers Seek on a Candidate's Resume

<table>
<thead>
<tr>
<th>Skill</th>
<th>% of Respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem-solving skills</td>
<td>91.20%</td>
</tr>
<tr>
<td>Ability to work in a team</td>
<td>86.30%</td>
</tr>
<tr>
<td>Strong work ethic</td>
<td>80.40%</td>
</tr>
<tr>
<td>Analytical/quantitative skills</td>
<td>79.40%</td>
</tr>
<tr>
<td>Communication skills (written)</td>
<td>77.50%</td>
</tr>
<tr>
<td>Leadership</td>
<td>72.50%</td>
</tr>
<tr>
<td>Communication skills (verbal)</td>
<td>69.60%</td>
</tr>
<tr>
<td>Initiative</td>
<td>69.60%</td>
</tr>
<tr>
<td>Detail-oriented</td>
<td>69.60%</td>
</tr>
<tr>
<td>Technical skills</td>
<td>65.70%</td>
</tr>
<tr>
<td>Flexibility/ adaptability</td>
<td>62.70%</td>
</tr>
<tr>
<td>Interpersonal skills</td>
<td>62.70%</td>
</tr>
<tr>
<td>Computer skills</td>
<td>54.90%</td>
</tr>
<tr>
<td>Organizational ability</td>
<td>47.10%</td>
</tr>
<tr>
<td>Strategic planning skills</td>
<td>45.10%</td>
</tr>
<tr>
<td>Friendly/outgoing personality</td>
<td>29.40%</td>
</tr>
<tr>
<td>Entrepreneurial skills/ risk-taker</td>
<td>24.50%</td>
</tr>
<tr>
<td>Tactfulness</td>
<td>24.50%</td>
</tr>
<tr>
<td>Creativity</td>
<td>23.50%</td>
</tr>
<tr>
<td>Fluency in a foreign language</td>
<td>2.90%</td>
</tr>
</tbody>
</table>

*2020 Average Influence Rating: 5-point scale:
1=No influence at all, 2=Not much influence, 3=Somewhat of an influence, 4=Very much influence, and 5=Extreme influence

**Weighted Avg. Rating: 5-point scale:
1=Not essential, 2=Not very essential, 3=Somewhat essential, 4=Essential, 5=Absolutely essential

#### Influence of Attributes

<table>
<thead>
<tr>
<th>Skill</th>
<th>*2020 Average Influence Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Internship within Organization</td>
<td>4.6</td>
</tr>
<tr>
<td>Completed Internship within Industry</td>
<td>4.4</td>
</tr>
<tr>
<td>Major</td>
<td>3.9</td>
</tr>
<tr>
<td>Leadership Position</td>
<td>3.9</td>
</tr>
<tr>
<td>General Work Experience</td>
<td>3.6</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>3.6</td>
</tr>
<tr>
<td>High GPA (3.0+)</td>
<td>3.5</td>
</tr>
<tr>
<td>No Work Experience</td>
<td>3.4</td>
</tr>
<tr>
<td>School Attended</td>
<td>2.7</td>
</tr>
<tr>
<td>Volunteer Work</td>
<td>2.7</td>
</tr>
<tr>
<td>Fluent in Foreign Language</td>
<td>2.2</td>
</tr>
<tr>
<td>Other</td>
<td>2.1</td>
</tr>
<tr>
<td>Studied Abroad</td>
<td>2</td>
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</table>

#### Employers Rate Essential Need of Career Readiness Competencies

**Weighted Avg. Rating

<table>
<thead>
<tr>
<th>Skill</th>
<th>**Weighted Avg. Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking/Problem Solving</td>
<td>4.65</td>
</tr>
<tr>
<td>Teamwork/ Collaboration</td>
<td>4.57</td>
</tr>
<tr>
<td>Professionalism/ Work Ethic</td>
<td>4.48</td>
</tr>
<tr>
<td>Oral/ Written Communications</td>
<td>4.35</td>
</tr>
<tr>
<td>Leadership</td>
<td>3.63</td>
</tr>
<tr>
<td>Information Technology Application</td>
<td>3.61</td>
</tr>
<tr>
<td>Career Management</td>
<td>3.32</td>
</tr>
<tr>
<td>Global/ Multi-cultural Fluency</td>
<td>2.83</td>
</tr>
</tbody>
</table>

### Skill Statements

#### PROCESS

1. **Think of a Power Verb**
   - Present experience = PRESENT tense
   - Past experience = PAST tense

2. **Think of a skill or benefit that you:**
   - a. Have used
   - b. Have gained/acquired
   - c. Can offer

3. **Ask yourself: task/result**
   - a. How did I gain or use this skill?
   - b. Why or for what reason?
   - c. To what extent? (results)

#### EXAMPLE SKILL STATEMENTS

<table>
<thead>
<tr>
<th>Power Verb</th>
<th>Skill</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide</td>
<td>+ outgoing and friendly service</td>
<td>+ while fulfilling complex and detailed catering orders</td>
</tr>
<tr>
<td>Demonstrated</td>
<td>+ leadership skills</td>
<td>+ which led to promotion opportunities</td>
</tr>
</tbody>
</table>

**Basic Statement**

Demonstrated excellent communication skills by waiting on tables.

**Advanced Statement**

Greeted customers and placed orders while continually communicating with patrons, kitchen staff, and managers.

**Advanced Statement with Results**

Served customers by accurately communicating food orders and employing sales techniques to increase by 10%.

www.csucchico.edu/careers 3
## Leadership | Management

<table>
<thead>
<tr>
<th>Aligned</th>
<th>Cultivated</th>
<th>Executed</th>
<th>Headed</th>
<th>Mentored</th>
<th>Orchestrated</th>
<th>Produced</th>
<th>Shaped</th>
<th>Unified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaired</td>
<td>Directed</td>
<td>Facilitated</td>
<td>Hired</td>
<td>Mobilized</td>
<td>Organized</td>
<td>Recruited</td>
<td>Supervised</td>
<td>Taught</td>
</tr>
<tr>
<td>Controlled</td>
<td>Enabled</td>
<td>Fostered</td>
<td>Inspired</td>
<td>Motivated</td>
<td>Oversaw</td>
<td>Recruited</td>
<td>Taught</td>
<td>Trained</td>
</tr>
<tr>
<td>Coordinated</td>
<td>Evaluated</td>
<td>Guided</td>
<td>Instructed</td>
<td>Operated</td>
<td>Planned</td>
<td>Regulated</td>
<td>Taught</td>
<td>Trained</td>
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</tbody>
</table>

## Created | Designed

<table>
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<tr>
<th>Abstracted</th>
<th>Began</th>
<th>Composed</th>
<th>Customized</th>
<th>Directed</th>
<th>Engineered</th>
<th>Fashioned</th>
<th>Implemented</th>
<th>Introduced</th>
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<tbody>
<tr>
<td>Acted</td>
<td>Built</td>
<td>Conceptualized</td>
<td>Designed</td>
<td>Displayed</td>
<td>Entertained</td>
<td>Formalized</td>
<td>Incorporated</td>
<td>Launched</td>
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<tr>
<td>Adapted</td>
<td>Charted</td>
<td>Condensed</td>
<td>Developed</td>
<td>Drew</td>
<td>Established</td>
<td>Formulated</td>
<td>Initiated</td>
<td>Pioneered</td>
</tr>
<tr>
<td>Administered</td>
<td>Combined</td>
<td>Created</td>
<td>Devised</td>
<td>Explored</td>
<td>Explored</td>
<td>Formulated</td>
<td>Instituted</td>
<td>Spearheaded</td>
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</table>

## Oral/Written Communication

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<tr>
<th>Addressed</th>
<th>Briefed</th>
<th>Confirmed</th>
<th>Developed</th>
<th>Enlisted</th>
<th>Influenced</th>
<th>Lectured</th>
<th>Observed</th>
<th>Read</th>
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</thead>
<tbody>
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<td>Direct</td>
<td>Explained</td>
<td>Interacted</td>
<td>Listened</td>
<td>Obtained</td>
<td>Reasoned</td>
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<td>Discuss</td>
<td>Expressed</td>
<td>Interviewed</td>
<td>Manipulated</td>
<td>Outline</td>
<td>Reconciled</td>
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<td>Coachedy</td>
<td>Conveyed</td>
<td>Dispatched</td>
<td>Field</td>
<td>Interviewed</td>
<td>Marketed</td>
<td>Participated</td>
<td>Recruited</td>
</tr>
<tr>
<td>Arbitrated</td>
<td>Collaborated</td>
<td>Convinced</td>
<td>Distinguished</td>
<td>Formulated</td>
<td>Involved</td>
<td>Mediated</td>
<td>Persuaded</td>
<td>Referred</td>
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<td>Communicated</td>
<td>Conceived</td>
<td>Drilled</td>
<td>Furnished</td>
<td>Joined</td>
<td>Moderated</td>
<td>Presented</td>
<td>Referenced</td>
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<td>Created</td>
<td>Edified</td>
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<td>Led</td>
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<td>Concluded</td>
<td>Debated</td>
<td>Educated</td>
<td>Identified</td>
<td>Judged</td>
<td>Motivated</td>
<td>Promoted</td>
<td>Reported</td>
</tr>
<tr>
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<td>Elicted</td>
<td>Incorpored</td>
<td>Led</td>
<td>Negotiated</td>
<td>Publicized</td>
<td>Responded</td>
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</table>

## Teamwork | Collaboration (including Global/Intercultural Fluency)

<table>
<thead>
<tr>
<th>Advised</th>
<th>Assisted</th>
<th>Collaborate</th>
<th>Coordinate</th>
<th>Encouraged</th>
<th>Helped</th>
<th>Interpreted</th>
<th>Persuaded</th>
<th>Referred</th>
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<tbody>
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<td>Defined</td>
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<td>Fostered</td>
<td>Participated</td>
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<td>Resolved</td>
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<td>Aided</td>
<td>Corresponded</td>
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<td>Publicized</td>
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## Technical

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<th>Acclimated</th>
<th>Balanced</th>
<th>Conceived</th>
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<th>Engineered</th>
<th>Improved</th>
<th>Molded</th>
<th>Processed</th>
<th>Remodeled</th>
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</thead>
<tbody>
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<td>Activated</td>
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<td>Detected</td>
<td>Developed</td>
<td>Exelled</td>
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<td>Networked</td>
<td>Programmed</td>
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<td>Adapted</td>
<td>Calculated</td>
<td>Determined</td>
<td>Developed</td>
<td>Expended</td>
<td>Installed</td>
<td>Operated</td>
<td>Reconstructed</td>
<td>Rebuilt</td>
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<td>Fabricated</td>
<td>Interfaced</td>
<td>Overhauled</td>
<td>Overhauled</td>
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<tr>
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<td>Devised</td>
<td>Maintained</td>
<td>Formed</td>
<td>Pioneered</td>
<td>Overhauled</td>
<td>Re-designed</td>
<td>Revamped</td>
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<td>Charted</td>
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<td>Mastered</td>
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## Critical Thinking | Research

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<td>Proposed</td>
<td>Prepared</td>
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## Social Service

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</thead>
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<td>Led</td>
<td>Provided</td>
<td>Volunteered</td>
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<td>Sensitivity</td>
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<td>Provided</td>
<td>Protector</td>
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## Sales

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<th>Deducted</th>
<th>Enhanced</th>
<th>Furthered</th>
<th>Improved</th>
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<tbody>
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<td>Decreased</td>
<td>Delivered</td>
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<td>Generated</td>
<td>Lifted</td>
<td>Outpaced</td>
<td>Stimulated</td>
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<tr>
<td>Advanced</td>
<td>Capitalized</td>
<td>Decreased</td>
<td>Diagnosed</td>
<td>Expended</td>
<td>Generated</td>
<td>Lifted</td>
<td>Outpaced</td>
<td>Sustained</td>
</tr>
</tbody>
</table>

California State University, Chico
Microsoft Word Tips

HOW TO DRAW A LINE (ADD A BORDER)
- Place your cursor on the word/sentence you want to underline.
- Click the arrow next to the Borders button
- Click **Bottom Border**
- **Pro Tip:** to change the line width or style, click on “Borders and Shading” to select your preference before inserting the border.

**Example of “bottom border” under a category:**

**PROJECTS**

HOW TO MOVE DATES TO THE RIGHT SIDE OF A PAGE (SETTING A TAB STOP)
1. Left justify your text.
2. Drag your cursor through the dates you want to align.
3. Go to **View > Ruler**; make sure there's a check mark next to **Ruler** so the ruler is visible.
4. At the leftmost edge of the ruler, click the tab stop in the **Tab Selector** until you see a **Right Tab**.
5. Click in the ruler where you want the dates to align.
6. The **Right Tab** will appear on the ruler.
7. Set the right tab stop on the inside edge of your right page margin.
8. Once your **Right Tab** is set, you can click the tab and drag it left or right in the ruler to the preferred position.

**Example of dates positioned on the right side:**

*Job Title, Company Name (City, State)*

Month 2020

HOW TO ADJUST LINE SPACING IN WORD
1. Highlight and select the paragraphs or lines you want to adjust.
2. Go to **Home >** select the Line Spacing button.
3. Choose desired line spaces. To save space select 1.0
4. If you have additional space between lines: go to **Line Spacing Options**, set both **Before** and **After** to **0pt**

**Example of “line spacing”:**
- Multiple Spaced
- Multiple Spaced
- Single Spaced (0pt)
- Single Spaced (0pt)
First Name Last Name

EDUCATION

School Name
  Degree. Major and/or Concentration
  Minor
Month Year GPA
  Study Abroad
    • Skill statement
    • Skill statement
  Certificates: Certificate in Professional Sales. Professional Management Consulting Certificate
  Languages: Spanish (fluent), German (conversational)
  Related Coursework (Or Course Emphasis)
    • Course
    • Course
    • Course
  EXPERIENCE
    Title, Company/Organization Name (City, State) Month Year-Present
      • Skill statement
      • Skill statement
      • Skill statement
    Leadership Title, Company/Organization Name (City, State) Month Year-Month Year
      • Skill statement
      • Skill statement
      • Skill statement
  PROJECTS/RESEARCH
    Project/Research Title, Organization or Department, (School Name/Location) Month Year
      • Skill statement
      • Skill statement
      • Skill statement
  HONORS AND AWARDS
    Title of Honor/Award, Organization Name (City, State) Month Year
  KEY SKILLS
    Languages, computer skills, laboratory skills, technical skills, programming skills

GENERAL TIPS:
Margins .5”-1”
Font: Size (10-12), Type (use a basic font - Times New Roman, Arial, Calibri, etc.)
Font Color: Black text is a standard on a resume; using color sparingly can be acceptable
Line Spacing: standard is “single spacing”;
Columns: can be a simple way to list items and reduce amount of vertical space used
Bullets: use a bullet format to list your “skill statements”; avoid paragraphs
Balance the page: avoid white space by using columns, aligning dates to the right, etc.

NAME: Font Size 16-24
OPTIONAL: LinkedIn and/or web address; Location can be full address or City, State
EDUCATION: Typically at the top if recent/new graduate. Optional: add cumulative GPA if higher than 3.0. Content can include - community college, study abroad, coursework, certificates, and languages (include level of proficiency or seal of bi-literacy).
EXPERIENCE: Separate information by using (bold, underline, italics, CAPS, (), etc.) Present experience = present tense; Past experience = past tense. Retitle section headers to represent your experience (Volunteer, Campus Involvement, Customer Service Experience, Research, etc.). List in reverse chronological order. Follow a consistent format within each section.
ACADEMICS: A project or research section can demonstrate how you apply your knowledge to the world of work. Content can include the project/research title, organization, your role, location, etc.; include the skill set you gained or utilized.
SKILLS: Insert skills directly relevant to the industry/position (i.e. computer hardware/software skills, technology skills, programming skills, industry specific machinery).
Nancy Jones  
178 Mangrove Avenue, Chico, CA 95926  nancyjones@gmail.com  530.555.1109

EDUCATION:

California State University, Chico  
Bachelor of Science in Business Administration  May 2018

Chico High School – 4.05 GPA (Weighted)  June 2014
- Women’s soccer – Varsity
- AP English, AP Government, Peer Tutoring, Biology, Calculus, Math Analysis, Chemistry, Spanish (4yr)

EXPERIENCE:

Baker, The Cookie Shoppe - Chico, CA  
January 2013 – present
- Work four days per week beginning at 6:00am while maintaining a full high school academic load
- Utilize specific attention to detail while baking and fulfilling large customer orders
- Provide excellent customer service to all incoming patrons

Babysitter, Curtis Family, Treanor Family & Norlie Family - Chico, CA  
June 2009 – December 2014
- Created a safe environment for children ranging from ages 3 – 9 years old
- Provided effective and patient assistance with homework and chores
- Trusted to drop off and pick up from swim lessons, soccer camp and art classes
- Effectively communicated to children regarding expectations, rules and discipline

Self-employed, Auto Detail - Chico, CA  
May 2006 – August 2008
- Responsible for interior cleaning, vacuuming, stain removal and hand waxing various cars
- Focused and articulate during 3-5 hour projects
- Continuously gain repeat business due to quality work and word of mouth referrals

Member, National Charity League - Chico, CA  
March 2006 – May 2014
- Participated in a minimum of 15 hours of philanthropic events per year
- Events include: Ability First at CSUC, Stansbury House, Salvation Army for holidays, Relay for Life

Participant, Door of Faith Orphanage (DOFO), La Mission, Mexico  
4 one-week trips
- Travelled to Mexico to paint houses and distribute food for the families in need
- Involved with arts and crafts, movie nights and healthy activities for local children
- Worked well in a team environment to provide operational assistance to repair and remodel buildings

ACTIVITIES:

- Impact Mentor – Mentor of the Year – support Jr. High students in academic and social development
- Girls State & Camp Royal – Nominated as one of six females in entire Junior class.
- Competitive Soccer – Butte United and Chico Cal
- Relay for Life – Personally created outreach correspondence and raised $900 from family & community
- Body and Mind (BAM) convention – Sold cd’s and promotional items supporting healthy lifestyles
- Irish Dance – Keeping Dance Alive
Martin Martinez  
1234 Address Lane, Chico, CA 95926  
(530) 555-5555 ● mmartinez@mail.csuchico.edu

Education  
California State University, Chico  
Bachelor of Science in Agricultural Business  
May 2021

Languages: Spanish (fluent)

Certificate in Plant Protection  
May 2021  
Courses completed: General Chemistry, Introduction to Plant Science, General Entomology, Soil Fertility and Plant Nutrition, Irrigation, Production of Annual Crops, Principles of Integrated Pest Management

Experience  
Crop Production Assistant  
ABC Ranch (Colusa, CA)  
January 2019 – present

- Apply herbicides to rice crops while adhering to safety precautions.
- Maintain several rice combines and performed repairs.
- Excel as a member of the harvest crew, demonstrating exceptional teamwork in demanding work conditions.

Field Scout  
Chico Fertilizer (Chico, CA)  
Spring/Summer 2018 & 2019

- Checked and recorded data of Codling Moth and Husk Fly traps in walnut orchards in Colusa, Glenn, Butte, and Tehama Counties.
- Utilized Excel to plot data and report information to PCAs and growers weekly.

Server  
The Broadway (Chico, CA)  
March 2018 – January 2019  
Bill’s Ranch House (Camarillo, CA)  
January 2017 – January 2018

- Provided customer service for a diverse clientele at a busy family-style restaurant and an upscale, fine dining establishment.
- Trained new employees due to solid job knowledge and leadership skills.
- Demonstrated flexibility by working varied shifts and filling in for co-workers, even with short notice, whenever possible.

Activities  
Club Reporter & Member, Crop Science & Horticulture Club (CSU, Chico)  
2019 – present

- Ensure attention to detail in the accuracy of all reports.
- Volunteer as a solid team player in various community events and fundraisers.

Treasurer & Member, Harry Potter Club (CSU, Chico)  
2019 – present

- Record all expenditures using Excel and provide accurate monthly financial reports.
- Collect all monies from club projects and deposit club funds.
Anne Morales
a.morales.11@gmail.com • (650) 323-0321 • www.linkedin.com/anne-morales

EDUCATION
California State University, Chico May 2019
Bachelor of Science in Health Science Education GPA: 3.8
Languages: German (Advanced), Spanish (Intermediate)

ATHLETIC EXCELLENCE

Chico State Women’s Rugby Captain, CSU Chico, Chico CA August 2016 – May 2019
- Exercised strong leadership skills and practiced self-discipline on and off the field
- Reacted to complex game situations quickly and effectively
- Accepted constructive criticism from coaches and teammates to improve skills
- United and led 40 teammates on national and international competitive tours
- Successfully balanced athletic activities while managing demanding full-time academic schedule and a job

Accomplishments
Division 1 National Champions 2018 • Collegiate Women’s All-American • Captain for two years • Coach’s Award
USA Rugby Olympic Development Training • Pacific Mountain Rugby Conference Most Outstanding Player • MVP

EXPERIENCE
Administrative Support Specialist, Career Center (CSU Chico) Aug 2017 - May 2019
- Greeted and ensured satisfaction of 150 on-campus recruiters and employers each year
- Guided students professionally through manuals and resources to further support their career development
- Led daily on-line job database demonstrations to inform students of job opportunities on campus and community
- Maintained job board and assisted hundreds of employers with creating accounts and advertising job opportunities

Student Office Coordinator, Summer Orientation & New Student Programs (CSU Chico) May 2018 - Aug 2018
- Provided excellent customer service to 5,000+ prospective students and their parents/guests
- Coordinated specific accommodations for parents/guests regarding payment, accessibility, general needs, etc.
- Exhibited exceptional critical thinking skills while answering questions or concerns of parents and guests
- Communicated with 45 different faculty, staff, and administration to coordinate daily meetings
- Participated in website improvement while troubleshooting problems with new website design and layout

Peer Advisor, Summer Orientation & New Student Programs (CSU Chico) May 2017 - August 2017
- Advised 600 prospective students and parents regarding course requirements, policies and procedures
- Presented and conducted campus tours to groups of up to 100 attendees
- Solved various problems with professionalism and effective communication skills
- Achieved 100% attendance and punctuality

Soccer Instructor, Scotts Valley Parks & Recreation (Scotts Valley, CA) June 2012 - August 2016
- Managed 40 children and multitasked with many children and parent interactions

INVolvement
Fire Educator, Chico Fire & Rescue, Chico, CA February 2017 - May 2018
- Collaborated with Chico Unified School District to develop fire education programs for local elementary schools
- Enhanced and developed leadership skills while assisting in expanding an existing program

Freshmen Leadership Opportunity, CSU Chico, Chico, CA August 2016 - June 2017
- Selected out of 4,000 Chico freshmen to participate in a yearlong program promoting leadership

Legislative Affairs Committee, CSU Chico Associated Students, Chico, CA August 2016 - June 2017
- Challenged to make executive decisions based on policies that will best benefit the Chico community

Volunteer
Classroom Aid, Hooker Oak Elementary School Chico, CA March 2017 & 2018
- Assisted in school development at Hooker Oak Elementary School for ‘Cats in the Community’ event

Student Assistant, CSU Chico, Chico, CA 2016
- Participated in Up ’til Dawn for St. Jude Children’s Research Hospital as a fundraiser for kids battling cancer
MERCEDES JOHNSON

GAME DEVELOPMENT & PROJECT MANAGEMENT

(504) 455-5574  | merjohnson@gmail.com  | linkedin.com/in/mjohnson

EDUCATION

California State University, Chico  December 2019
Bachelor of Science in Computer Animation & Game Development - Option in Game Development  3.57 GPA
Minor in Video Game Design, Minor in Project Management

Palomar Community College
Certificate of Proficiency: Video Game Artist  May 2017

EXPERIENCE

COMMUNITY OUTREACH COORDINATOR
CSU Chico, CAGD Department  Chico, CA  August 2018 - Present
- Document CAGD activities, operations, and projects to social media with custom-made content
- Drive engagement to improve program’s social footprint and manage department’s online presence
- Establish a clear process for community outreach as the first employee in the position

PRODUCER INTERN
Zynga  San Diego, CA  May 2018 - August 2018
- Assembled game design documents to organize the creative and technical direction for new IPs
- Managed communications between team and central groups by running daily stand ups
- Supported the team in all development needs from a production perspective
- Optimized studio’s game community to drive user engagement through community management
- Developed experience in live ops and pre-production game development

CONCEPT ARTIST
Chico State Game Studios  Chico, CA  January 2018 - May 2018
- Created digital concepts for use of 3D and environment modelers in the PC title Project Resurrection
- Drafted and finalize concept art for characters including bosses and enemies, as well as weapons and attire
- Maintained and managed concept art pipeline, integrating and updating progress with studio documents

OPERATIONS CONSULTANT
Hitachi Solutions America, LTD.  Chico, CA  January 2018 - May 2018
- Analyzed internal processes and pain points of construction industry in a business operations internship
- Performed business operation process review while developing a logic tree for use in change order process

COMMUNITY ART MODERATOR
Design By Humans  Chico, CA  April 2017 - May 2018
- Reviewed community submissions, ensuring all art meets copyright, content, and quality standards
- Researched third party IP, ensuring original content and preservation of copyrights and trademarks

LEVEL 6 - COOK
In-N-Out Burger  Irvine, CA  August 2011 - April 2017
- Directed teams in busy environments and running store operations while providing management support
- Provided excellent and memorable customer service while ensuring production of a quality product

PROFICIENCY

HANSOFT
ADOBE AFTER EFFECTS
SUBSTANCE PAINTER
UNITY GAME ENGINE
GOOGLE DOCS/SHEETS

MICROSOFT PROJECT
ADOBE PHOTOSHOP
AUTODESK MAYA
GAME MAKER
MICROSOFT OFFICE

ACTIVITIES

CLUB OFFICER  Computer Graphics Club (CCC)
- Discuss game industry news on a weekly basis.
- Arrange game and animation jams for club members.

CONFERENCE ASSOCIATE  Game Developers Conference 2017
- Volunteer for world’s largest professional game industry event.

INTERESTS

CAMING  POSTCROSSING  COMICS  READING  ART
RAQUEL BROWN
(530) 555-5555 | rbrown@gmail.com | linkedin.com/in/rbrown

EDUCATION
California State University, Chico  05/2020
Bachelor of Science in **Cellular and Molecular Biology** GPA 3.7
Butte College  05/2018
Associates Degree in **Biological Science** GPA 3.9

LAB & RESEARCH EXPERIENCE

**Environmental Isolate Research**, *Chico State Biology 371W Course* (Chico, CA)  03/2020
- Obtained a soil sample and isolated a bacterial colony to create a pure culture
- Conducted tests such as Gram staining, catalase activity, and fermentation of sugars to identify the unknown bacterium

**Cellular Metabolism Research**, *Chico State Biology 411 Course* (Chico, CA)  12/2019
- Developed and presented a group research project on the impact of “starvation” on cellular metabolism
- Utilized Excel to analyze data from the spectrophotometer and generate graphs

**Teacher’s Assistant**, *Butte College Chemistry Department* (Oroville, CA)  01/2017 - 05/2018
- Assessed student lab assignments (General Chemistry 1)
- Evaluated quality and completeness and assign grades

**Cadaver Dissection**, *Butte College Biology Department* (Oroville, CA)  08/2016 -12/2016
- Prepared cadaver with a small team for anatomy students to learn from
- Developed fine dissection skills and a deeper understanding of how the human body works as a whole

WORK EXPERIENCE

**Child Care Provider**, *Kids In Motion* (Chico, CA)  04/2014 – 03/2020
- Sanitized and maintained a clean environment to create a safe space to play
- Fostered a nurturing environment for children ages 6 weeks to 10 years
- Enforced rules as a leader while encouraging positive social interactions
- Instructed children 1:1 in activities to promote gross and fine motor skills

SKILLS

**Lab Skills**
- Specimen preparation (cadaver, bacteria, bacteriophages, rat insulinoma (INS-1) cells, human embryonic kidney (HEK-293) cells), aseptic technique (plating and creating slides), enrichment and culturing techniques, NMR, IR, PCR, fractional distillation, maintenance of a “real time” lab notebook

**Computer Skills**
- Microsoft (Excel, PowerPoint, Word), R Studio, Typing speed: 55 wpm
Norma Lee
(858) 280-1285 | normalee7@mail.csuchico.edu | linkedin.com/in/normalee

EDUCATION
California State University, Chico  May 2020
Bachelor of Arts in Criminal Justice, Minor in Business Administration Cumulative GPA 3.6

SAA School of Management - Torino, Italy  Fall 2019 USAC Study Abroad Program
- Created an international business plan to introduce a modern version of Pantera sports car to the US market
- Completed a competitive analysis and devised a unique marketing strategy for the new Pantera
- Gained knowledge and experience in International Business

EXPERIENCE
PEARSON EDUCATION, INC.
Regional Coordinator - Chico, CA  June 2019 - Present
- Manage all Pearson Campus Ambassadors in the West Region
- Conduct interviews with students interested in the Pearson Campus Ambassador program
- Maintain excellent communication with Pearson Campus Ambassadors to ensure that all goals are met

Pearson Campus Ambassador - Chico, CA  April 2018 - Present
- Present to student audiences (300+), serving as the liaison between students and Pearson Education
- Collaborate with Pearson professionals to ensure sales goals are reached each semester
- Market Pearson’s products by hosting promotional events on campus

Higher Education Communities Intern - New York, NY  June 2018 – Aug. 2018
- Organized and executed Marketing Campaign for on-campus events across North America
- Devised tutorial video series for Pearson’s Smarthinking online tutoring services
- Created social media communities for the Pearson Campus Ambassador Program
- Conducted and participated in presentations regarding Pearson programs to employee audiences (1000+)

FRANKLIN TEMPLETON INVESTMENTS  May 2017 – Aug. 2017
Systems Analyst Intern - Rancho Cordova, CA
- Worked directly with SharePoint on the Collaborative Applications and Publishing team
- Conducted presentations to 120-150 employees to demonstrate how to utilize internal applications
- Managed projects with various business units to enhance collaborative applications
- Designed and created internal webpages to provide access to employee resource tools

CAMPUS INVOLVEMENT
PHI CHI THETA PROFESSIONAL BUSINESS & ECONOMICS FRATERNITY  Sept. 2018 - Present
Executive Director of Marketing, C SUC Business, IT & SAP Career Fair - Chico, CA
- Market event to College of Business through various social media platforms and on-campus events
- Assist over 70 companies with over 150 recruiters the day of the fair and ensuring the event runs smoothly
- Successfully manage a budget, expenses and revenues for the fair
- Implement new marketing strategies and ideas to entice students and recruiters to attend the fair

ALPHA DELTA PI SORORITY  April 2017 - Present
Active Member - Chico, CA
- Participate in philanthropic events with the Ronald M. McDonald House each semester
- Attend weekly meetings and scheduled events to represent on behalf of the Alpha Delta Pi, Eta Rho chapter
VICTOR HERNANDEZ
5489 Hawk Lane ● Riverside, CA 92505 ● 951-264-5432 ● victor.hernandez@gmail.com

Education

Bachelor of Science in Electrical Engineering – California State University, Chico
Minor: Computer Science and Computer Engineering
Activities: IEEE Student Chapter Treasurer and Parts Manager, IEEE-HKN Embedded Systems Tutor
GPA: 3.1

Experience

Electrical Engineering Intern – Solutions Cubed, LLC (Chico, CA) May 2018 – Present
- Develop test procedures for a wide range of products and devices
- Design custom PCBs using Altium Designer, and developed firmware for PIC based microcontrollers
- Test solar-based charging systems and analyzed the overall behavior of lithium batteries
- Compile comprehensive reports that included test results, procedures, and other information requested by customers
- Collaborate with customers and lead engineers to ensure projects were completed correctly and on time

Food Truck Driver – Corona-Norco Unified School District (Corona, CA) January 2016 – August 2017
- Drove company trucks to various school sites within the Corona-Norco School District
- Reinforced the importance of punctuality in the workplace by delivering school orders on time
- Developed flexibility in the workplace by catering events and pulling warehouse orders, in addition to daily tasks

- Provided an exceptional level of customer service and coordinated promotional events
- Motivated coworkers to meet sales goals and to create an enjoyable environment for customers
- Increased awareness to improve and promote quality within the workplace by achieving high company standards

Projects

Machine Vision System – CSU, Chico Department of Electrical and Computer Engineering (Chico, CA) May 2019
- Designed quality control system that inspects soda bottles and rejects under filled or deformed bottles
- Developed image processing algorithms using OpenCV and Visual C++
- Utilized USB to Serial converter to design communication protocol between computer and external microcontroller
- Created a full range of documents describing concepts, requirements, deadlines, and test plan

Arduino Clone – Solutions Cubed, LLC (Chico, CA) May 2018
- Made an Arduino Clone using an ATMEGA328P and a Microchip PIC Co-Processor
- Implemented an interrupt driven communication protocol between microcontrollers via UART
- Created a compact electronic design and laid out a custom PCB with components on both sides
- Increased knowledge of professional PCB design and refined ability to develop and test products

BM017 I2C Color Sensor Tester and Demo Board – Solutions Cubed, LLC (Chico, CA) December 2017
- Developed procedure and device to test overall functionality of Solutions Cubed BM017 I2C Color Sensor
- Assembled prototype on breadboard that was used to improve circuit and debug firmware
- Designed custom PCB using Altium Designer, and developed firmware for a PIC microcontroller
- Included a feature that allows the user to copy the color of an object onto a tri-color LED using a BM017

Key Skills

Technical Skills
- Embedded System Design, Circuit Design & Analysis, Data Acquisition & Analysis, DSP (Limited), Soldering, PCB Design, Product Development & Testing

Programming Skills
- C, C++, VHDL (Limited), MATLAB, Linux Terminal, VIM Editor, GDB Debugger, OpenCV (C++)

Software Programs
- Visual Studios, Altium, Orcad Capture, MATLAB/Simulink, MPLAB IDE, Arduino IDE, VMWare, SolidWorks, Microsoft Word, Microsoft Excel
Natalie Wood
Chico, CA  nataliewood@gmail.com  530.485.1229

EDUCATION:
California State University, Chico  May 2021
Bachelor of Arts in Communication Studies: Option in Organizational Communication GPA 3.3
Minor in Marketing

INTERNSHIP EXPERIENCE:
Trade Marketing Intern  June 2019 – August 2019
Reynolds American Inc. – Sacramento, CA
• Successfully completed 4 trips to Home Office in Winston-Salem, NC
• Quickly learned the value and significance of sales and marketing in the consumer package goods industry
• Received extensive training on evaluating data analytics using Falcon and Microstrategy
• Accurately tracked all client visits, results, travel, mileage and expenses using Concur and Xcelerate
• Personally implemented the four P’s of marketing (Product availability, Presence, Promotion and Pricing)
• Initially shadowed and quickly performed client visits to enhance the client order and visual appearance
• Present complex research project that was approved by Western Area Sales Managers
• Offered a full time job offer upon graduation due to excellent performance through the 10 week program

Sales Representative  May 2018 – August 2018
Around Campus Group – Chico, CA
• Attended week-long Sales Foundation Academy at UNC-Chapel Hill
• Participated in a rigorous 10-week sales driven internship to sell ad space in college student planners
• Successfully closed over $6,000 in sales with multiple customers
• Ranked #6 of #25 participants in Pacific Region; Cal Poly ranked #1 school in Pacific Region
• Actively participated in the full sales process (Prospecting, Discovery, Cold Call, Ask and Close)
• Utilized multiple creative resources to gather integral information in order to close sale
• Received two official job offers due to professionalism and poise while pitching sale

PROFESSIONAL EXPERIENCE:
Front Counter Attendant  August 2018- June 2019
Special Times Catering – Chico, CA
• Effectively balanced a 20 hour work week with a full time academic schedule
• Provided outgoing and friendly service while fulfilling complex and detailed catering orders
• Accurately entered POS transactions and VIP special orders to ensure customer satisfaction
• Entrusted to open and close the store ensuring all checklist items were complete and accounted for

Waitress  April 2017 – June 2018
Tres Hombres – Chico, CA
• Utilized outgoing personality and memorization skills to showcase menu and upsell items
• Responsible for training new employees and adhering to company policies and procedures
• Entrusted to open and close restaurant while accurately balancing daily orders

Farmers Market Vendor  May 2017 – Jan 2018
Peacock Farms – Colusa, CA
• Provided accurate information to customers regarding tomatoes and basil
• Continuously learned about new tomato varieties, pricing, and their relevance to specific seasons
• Promoted the upsell of products while making sure to provide accurate change for all transactions

Summer Orientation Leader  April 2017 - September 2017
Chico State Week of Welcome – Chico, CA
• Successfully completed 170 volunteer hours for Chico State New Student and Transition Programs
• Utilized creativity while planning 12 hour days to entertain all new incoming students
• Provided accurate information regarding Chico while communicating with a variety of students
• Demonstrated excellent problem-solving skills while answering multiple questions and concerns
TYSON ANDERSON
(658) 554-8423 | tyrell@outlook.com

Education

California State University, Chico
- Bachelor of Science in Business Administration December 2021
- Option: Finance GPA: 3.7

Study Abroad - Linnaeus University, Vaxjo Sweden Spring 2019
- Attained a stronger understanding of international business and European education system
- Practiced ability to successfully adapt to new surroundings
- Studied the subjects of Marketing, Management, and the Contemporary Middle East

Experience

Peer Advisor - Business Undergraduate Advising (CSU, Chico) Sept. 2019 - Present
- Practice critical thinking skills while assisting students in class and degree planning
- Work closely with university faculty, staff, parents and administrators

Summer Intern - Fred Meyer Corporate Headquarters (Portland, OR) June 2019 - Sept. 2019
- Conducted extensive market research and closely analyzed and interpreted findings
- Provided consultation regarding training and development for store level sales associates
- Collaborated with regional managers to create a training manual that will be distributed to 132 stores
- Enhanced Excel proficiency by compiling and redistributing data to senior VPs

Customer Service Representative - Lowe’s (Chico, CA) June 2017 - January 2018
- Developed multi-tasking ability while undertaking a wide range of responsibilities across the store
- Established strong communication skills working closely with customers and upper management
- Demonstrated leadership skills which led to promotion opportunities

Honors & Affiliations

- Finance Club (CSU, Chico) Fall 2017 - Present
- Investment Club (CSU, Chico) Fall 2016 - Present
- Western Undergraduate Exchange Academic Scholarship 2016- 2018
- University Study Abroad Consortium A cademic Scholarship Spring 2017
- Early Career Development Program - Mentored by Chevron (CSU, Chico) Spring 2016

Leadership

- Vice President - Finance Club (CSU, Chico) 2018
- Team Captain - Varsity High School Basketball Team 2016
- Public Relations Officer - Future Business Leaders of America (High School) 2016
CURTIS WEEKS
5421 Heritage Way, Chico, CA 95926 • curtisweeks@microsoft.com • (561) 258-4512

EDUCATION
California State University, Chico
Bachelors of Arts, Psychology
Minor in Criminal Justice

3.49 GPA

RESEARCH EXPERIENCE
Learning and Memory Laboratory
Dr. Robert Clark, University of California, San Diego
Summer Research Assistant
- Performed histology tasks with rodent brain
- Helped administer various behavioral neuroscience testing in rodent population
- Assisted in making solutions used in various tasks and procedures throughout the laboratory
- Scored and entered data into computer programs for analysis

Life-Span Human Senses Laboratory
Dr. Murphy St. Claire, California State University, Chico
Research Assistant
- Maintained a minimum of 10 hours per week to laboratory related projects
- Helped administer various neurocognitive tests to participants in projects related to the research program
- Assisted in making solutions used in various olfactory and gustatory tests
- Scored and entered data into computer programs for analysis

Health Careers Opportunity Program, California State University, Chico
Research Assistant
- Conducted research project with assistance of lab mentor
- Obtained a minimum of 300 hours of research
- Presented research project at UCSD Undergraduate Research Conference
- Submitted research paper to HCOP Program and lab mentor

Faculty Student Mentoring Program, California State University, Chico
Scholar/Mentee
Meet weekly to:
- Received academic planning guides to help in academic endeavors and activities
- Discussed participation in undergraduate research, scholarship, creative activities, and community service initiatives across colleges and disciplines
- Received academic and undergraduate research support through workshops and undergraduate university seminars
- Fostered mentoring, coaching, and other nurturing interactions among students and faculty mentors

Ronald E. McNair Summer Research Program, San Diego State University
Summer Research Assistant
- Conducted research project with assistance of lab mentor
- Obtained a minimum of 300 hours of research
- Presented research at UCSD Undergraduate Research Conference
- Submitted research paper for publication in McNair E-Journal

Curtis Weeks CV Page 1
PRESENTATIONS

“Correlates of Neurofibrillary Tangles in the Entorhinal Cortex on Olfactory Processing in Alzheimer’s Disease”
University of California, San Diego 2018 Summer Research Conference
San Diego, CA, August 2018

“The Effect of Medial Entorhinal Lesions on Context and Tone Fear Memory Acquisition”
University of California, San Diego 2018 Undergraduate Research Conference
San Diego, CA, August 2018

“Fathers’ Psychological Effects on African-American Male Educational Utility”
California State University, Chico Student Research Symposium
Chico, CA, March 2018

“Fathers’ Psychological Effects on African-American Male Educational Utility”
University of California, San Diego 2017 Summer Research Conference
San Diego, CA, August 2017

“Undergraduate Affairs and Leadership” Kappa Alpha Psi Fraternity, Inc.
Western Province C. Rodger Wilson Leadership Conference
Los Angeles, CA, October 2016

“Evolving Leadership in the Coming Years” Kappa Alpha Psi Fraternity, Inc.
National Grand Board Leadership Conference
Philadelphia, PA, August 2016

HONORS, AWARDS, & CERTIFICATIONS

CPR & First Aid Certified January 2020
San Diego Alumni Chapter Undergraduate Scholarship, Kappa Alpha Psi Fraternity Inc. May 2015-2018
Hilllary H. Holloway Scholarship Award, Kappa Alpha Psi Fraternity Inc. May 2016
Martin Luther King Jr. Memorial Scholarship, California Teachers Association April 2016
Western Province Undergraduate Achievement Award, Kappa Alpha Psi Fraternity Inc. April 2015

ACTIVITIES

Temporal Dynamics Learning Center REU Program Scholar, UCSD September 2016-July 2018
Ronald E. McNair Scholar March 2013-May 2017
Social Chair, Delta Epsilon Chapter, Kappa Alpha Psi Fraternity Inc. August 2014-August 2016
Chair, Scholarship Committee, Kappa Alpha Psi Fraternity Inc. Western Province August 2014-August 2016
Co-Chair, Parliamentarian Committee, Kappa Alpha Psi Fraternity Inc. July 2015-August 2016
Secretary and Treasurer, Delta Epsilon Chapter, Kappa Alpha Psi Fraternity Inc. November 2015-August 2016
Treasurer, Student African American Brotherhood August 2015-May 2016

ADDITIONAL EXPERIENCE

SAY San Diego, PrimeTime Extended Day Program October 2016-Present
Activity Leader and Teacher San Diego, CA

Department of Athletics, San Diego State University February 2015-February 2016
Athletics Assistant San Diego, CA

Curtis Weeks CV Page 2
February 17, 2020

Tesla Headquarters
3500 Deer Creek Road
Palo Alto, CA 94304

Re: Job #AE24963

Dear Hiring Team,

I am excited to submit my application for the Application Engineer position I saw listed on LinkedIn. I am inspired by Tesla’s mission to accelerate the world’s transition to sustainable energy. Furthermore, as a Latino, I love that Tesla values diversity and inclusion, and can appreciate my unique perspective and insights that I would bring to their team. I am confident that my relevant education, experience, and skills related to this position merit your consideration.

With a solid software engineering background and vast skill set, I am certain that I will be an exceptional asset to Tesla. In my senior project, I developed a deployment framework mainly in Python to automate the metering process of analog water meters via internet, by means of computer vision and machine/deep learning. The solution created was so impactful that it is being integrated into the laboratory of water-meter calibration of the environmental sanitation company in Mexico, TECMA, and was submitted by my mentor and me for publishing.

Through this project, I was able to apply my knowledge of HTML, CSS, and JavaScript to achieve real-time remote supervision of water usage, transforming the water-metering process in Mexico. Shell scripting was used to deploy the software into Linux-based machines. Additionally, in my scientific article, the statistical data analysis, probability models, and plotted graphics were all carried out in R. In the same way I utilized multiple languages to create a software solution for TECMA, I will implement my broad knowledge at Tesla to pioneer software that brings high performance and sustainable value to clients.

Although the enclosed resume thoroughly outlines my education and experience, I would appreciate the opportunity to demonstrate in an interview how my engineering knowledge duly fits the qualifications you are seeking. I will follow up by phone in two weeks to see if there is any additional information you would like me to provide. Thank you for your time and interest.

Sincerely,

Aiden Hayes
Dear Hiring Team,

I am interested in the Application Engineer position advertised on your website. I am currently pursuing a Master of Science in Chemical Engineering at Chico State and am confident in my ability to contribute to the TECMA team. I have a strong background in chemical engineering and have already achieved a 3.6 GPA while working 30 hours a week. My experience includes research and development in chemical processes, as well as the ability to apply my knowledge of chemistry to real-world problems.

I have also worked as a lab assistant at the local university and have been involved in various research projects. Through my work, I have developed a strong understanding of chemical processes and have gained valuable experience in the field. I am excited about the opportunity to bring my skills and knowledge to your team and contribute to the success of the TECMA project.

I am a hard worker and have a strong work ethic. I am always looking for ways to improve and contribute to the success of any project I am involved in. I am a team player and I am confident in my ability to work well with others.

I am excited about the opportunity to work for TECMA and I look forward to hearing from you soon.

Best regards,

Aiden Hayes

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Thank you for considering my application. I am confident in my ability to contribute to the TECMA team and I look forward to the opportunity to interview with you.

Sincerely,

Aiden Hayes

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I look forward to hearing from you and discussing how I can put my degree to work at your agency. Attached is my resume and cover letter. Thank you.

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As a Yuba City native, I was very excited to see your posting for an entry-level Biologist position. I will graduate in May with a bachelor’s degree in biology, achieving a 3.6 GPA while working 30 hours a week. I look forward to hearing from you to further discuss my qualifications. Thanks for your consideration.

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Thank you for your time and consideration. I look forward to the opportunity to interview with you and discuss how I can contribute to the success of your team.

Sincerely,

Aiden Hayes

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I appreciate the opportunity to demonstrate in an interview how my engineering knowledge impacts your company. Although the enclosed resume thoroughly outlines my education and experience, I would like to provide additional details about my project experiences.

Through my senior project, I was able to apply my knowledge of HTML, CSS, and JavaScript to develop a software solution for TECMA. I was responsible for developing a deployment framework that would allow for real-time remote supervision of water usage, transforming the water-metering process in Mexico. Shell scripting was used to deploy the software into Linux-based machines. Additionally, in my scientific article, the statistical data analysis, probability models, and plotted graphics were all carried out in R. In the same way I utilized multiple languages to create a software solution for TECMA, I will implement my broad knowledge of computer vision and machine/deep learning. The solution created was so impactful that it is being integrated into the laboratory of water-meter calibration of the company? Include them here.

I am excited about applying for your open Account Representative position in your company. I have a strong background in retail sales where I was consistently ranked as a top performer. My record in retail sales includes my bachelor’s degree in marketing from California State University, Chico. I look forward to hearing from you. Thanks!
Career Fair

Whether it’s securing a job interview, finding out where to apply, networking, exploring the job market, or simply gaining practice talking to employers, most students benefit greatly from career fairs.

All majors and class levels are welcome.

BEFORE THE FAIR:
- Do your research! See the full list of employers on our website: www.csuchico.edu/careers
- Attend a Career Fair Prep Seminar
- Meet with your Career Advisor or come to Drop-In Advising to review your resume
- Print plenty of copies of your resume
- Practice your introduction (“elevator pitch”)
- Plan what to wear

DURING THE FAIR:
- Be confident & prepared. Visit all employers that interest you.
- Take notes and gather information.
- Leave your resume with potential employers, & ask for a business card to follow up with them.
- Ask about upcoming opportunities, deadlines, and the hiring process.
- Dress for success. Pretend it’s your first interview for your dream job!
- Leave bulky bags at home. Carry a small bag/folder to hold resumes & any info gathered.

AFTER THE FAIR:
- Follow up with your contacts and provide any additional information
- Continue to practice your interviewing skills
- Send a thank you note/email to employer
- Take action on any further instructions you were given by an employer

Find the full list of Career Fairs here:
www.csuchico.edu/careers
INTERVIEWING GUIDELINES

BEFORE THE INTERVIEW
- Review resume
- Research the company
- Practice interview
- Prepare clear/concise examples of your skills
- Plan attire

DAY OF INTERVIEW
- Arrive early
- Portfolio (extra copies of resume, note pad, pen, references)
- Positive affirmations

AFTER THE INTERVIEW
- Provide a thank you (note, email, etc.)
- Follow up after 5 days of the interview

DURING THE INTERVIEW
- Listen carefully
- Connect with interviewer(s) - handshake, eye contact, smile
- Focus on relevant skills/abilities
- Provided clear/concise examples of skills (S.T.A.R)
- Ask employer questions
- SAY THANK YOU!

COMMON QUESTIONS:

1. **Tell me about yourself.** Focus on your experience and academics. Avoid a life story. Use your resume as a foundation.

2. **Why are you interested in this job?** Great chance to distinguish yourself. Incorporate research you have done about the organization into your answer. This shows you have invested time into learning about their operations, goals, and values. It is also important to show how your qualifications or interests make you an asset to the organization.

3. **What do you know about our organization?** Make sure you have researched the organization. Demonstrate how you align with them (i.e. values, goals, mission, etc.)

4. **What is your greatest strength?** Tailor your answer to the job. For instance, if one of your strengths is leadership and you are applying for a sales job, show how your motivational skills work in both situations.

5. **What is your greatest weakness?** Focus on a skill you want to improve upon AND provide an example of what steps you are taking to develop that skill set.

6. **Why should we hire you?** Focus on what your particular contribution will be to company success: hard work, dedication, humor. We all bring something unique.

BEHAVIORAL INTERVIEWING:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Task</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefly describe the situation you were involved in.</td>
<td>What task(s) did you need to accomplish?</td>
<td>Specifically, what action(s) did you take?</td>
<td>What is the positive result of your actions?</td>
</tr>
</tbody>
</table>

SAMPLE BEHAVIORAL QUESTIONS - Use S.T.A.R. to respond to “tell me about”, “describe”, and “give an example when” questions:

1. **Tell me about an accomplishment from the past year that you are the most proud of? Why?**
2. **Give me an example of a time that saved your employer time or money.**
3. **Please describe a situation where you used your creativity to solve a problem.**
4. **Tell me about a time when you went the extra mile to help a customer.**
5. **Describe a situation where you have gathered and analyzed facts to arrive at a decision.**
6. **Tell me about an experience when you dealt with an upset customer or co-worker.**
7. **Give me an example of a high-pressure situation you have faced this past year and how you resolved it.**
8. **Give me an example of a time that you showed initiative and took the lead.**
9. **Tell me about a time when you delegated a project effectively.**

QUESTIONS TO ASK THE EMPLOYER:

Always have at least 2-3 questions prepared for your interview...

1. **What are your expectations for the person you hire?**
2. **What kinds of projects might I be working on?**
3. **Why do you like working for this company?**
4. **Would you describe the typical training program?**
5. **How is the company structured in terms of departments or divisions?**
6. **Please describe the travel involved in this position.**
7. **What opportunities do you see for growth and development?**
8. **I am very interested in this position—what is the next step?**

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STUDY ABROAD SKILLS TO PUT ON YOUR RESUME:

- Adapts to a new culture and/or professional environment
- Learns from diverse cultures
- Handles ambiguity
- Exhibits flexibility
- Focused under pressure
- Organized
- Stays positive
- Public speaking
- Creative Problem Solving
- Demonstrates inclusiveness
- Interacts respectfully with all people
- Understand individuals’ differences
- Effectively communicates across cultures

PLACES TO LIST STUDY ABROAD ON YOUR RESUME:

- Education Section
- Experience Section

LANGUAGES ON YOUR RESUME:

- Education Section
- Skills Section
- Language Section

STRATEGIES FOR U.S. EMPLOYMENT:

1. **Start early!** Speak with an Advisor (i.e. International Student Services or Career Center)
2. **Plan ahead.** Applying for OPT/CPT/Work authorizations will take time to get approved (at least 90 days)
3. **Meet with a Career Advisor** (resume/CV, job search, interviewing, etc.)
4. **Attend a workshop** with International Student Services (https://www.csuchico.edu/iss/)
5. **Make a professional online presence** - Handshake, LinkedIn, etc. (OPT/CPT search options available)
6. **Attend Career Fairs & Seminars** offered through the Career Center (https://www.csuchico.edu/careers)
7. **Network** by speaking with friends, alumni, professors, members or clubs or professional associations, and other

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**Graduate School**

**REASONS TO GO TO GRADUATE SCHOOL:**

- You’ve done your research
- You know you want to work in a field or at a level that requires post-graduate study prior to entry
- Ready to devote time to discipline-specific study
- You are passionate about your choice
- You know where you want graduate school to take you
- You are prepared to undertake loans to finance your graduate education, and return to a student lifestyle

**IDENTIFY GRADUATE SCHOOL PROGRAMS:**

- Pettersons.com | gradschools.com
- Attend the Graduate & Professional School Fair
- Speak with professors, advisors, co-workers, etc.
- Explore via websites, catalogs, site visits

**IDENTIFY DEADLINES & REQUIREMENTS:**

- Each program/university has varying dates & requirements!

**PREPARE FOR REQUIRED EXAMS:**

- GRE | GMAT | CBEST | LSAT | MCAT

**INQUIRE:**

- Scholarships | Fellowships | Stipends
- Teaching/research assistant

**WRITE YOUR PERSONAL STATEMENT:**

- www.statemtofpurpose.com
- Review your Personal Statement with a Career Advisor
World's largest professional network with 706+ million users in more than 200 countries and territories worldwide.

- Create a free account and set up your profile
  - Connect with over 100,000 alumni
  - Search for jobs and/or internships
  - Connect with professional associations
  - “Follow” companies of interest
- Stay up-to-date with the news in your industry
- Meet 1:1 with a Career Advisor to learn more
- Connect with over 100,000 alumni
- Search for jobs and/or internships

**Participate in a Career Center LinkedIn Seminar**
Visit our website for dates/times
www.csuchico.edu/careers

**LinkedIn Learning**
FREE to Chico State Students
(Access through your portal):
Complete courses and receive certificates:

1. **Creative Courses**
   Develop the skills you need for a creative career.

2. **Business Courses**
   Explore the most in-demand skills & advance your career today!

3. **Technology Courses**
   Become a developer. Learn coding, IT skills, game design & more.

**Additional Resources**

**EMPLOYMENT & INTERNSHIPS:**
- Handshake | Indeed.com | LinkedIn | Internships.com
- Search by Industry or Interest Area
  (https://www.csuchico.edu/careers/students-and-alumni/get-a-job-or-internship/online-job-postings.shtml)

**LABOR MARKET - EMPLOYERS HIRING:**
- LinkedIn Economic Graph - Insight into a rapidly changing economy
  (https://graph.linkedin.com/insights/labor-market)
- O*Net OnLine - Provides broad access to a database of occupational information. (https://www.onetonline.org/)
- Handshake - 500 Companies Hiring Students on Handshake Right Now - Discover popular employers that are actively hiring college students on Handshake today
  (https://learn.joinhandshake.com/students/hiring-on-handshake-500/?utm_source=mass_mailer&utm_medium=email&utm_content=580607&utm_campaign=uni_targeted_emails)

**ONLINE CAREER & MAJOR EXPLORATION**
- Focus 2 - Explore majors and occupations that match your personal attributes
  (https://www.csuchico.edu/careers/online-career-major-planning.shtml)

**WARDROBE FOR WILDCATS**
- Chico students, who are in pursuit of a professional opportunity and require financial assistance, have the opportunity to apply for one-time funding!
PREMIER PARTNER PROGRAM

OUR 2020-21 PREMIER PARTNERS

INTERESTED? Director
MEGAN ODOM
530.898.5253
modom@csuchico.edu
Connect With the Career Center:

[Instagram] [LinkedIn]

STUDENT SERVICES CENTER 270

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