



CAREER

PLANNING



HANDBOOK

Chico State
Career Center and
Student Employment

PART-TIME JOBS | INTERNSHIPS | CAREERS

www.csuchico.edu/careers

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Career Center Services

ADVISING

- On-campus, Part-time, Internship, Career search
- One-on-One Appointments & Drop-in Advising
- Resume & Cover Letter Reviews
- Interview Preparation/Practice Interviews
- Career Fairs, Information Sessions, & Seminars
- Handshake – platform to search for jobs and internships
- Career Assessments with Focus2
- Graduate School

EMPLOYERS HIRE CHICO STATE STUDENTS

Approx. 200 employers send recruiters to Chico State each semester to conduct interviews through the Career Center. They say “Chico State students have a ready-to-go attitude”

CLASSROOM & CLUB PRESENTATIONS

To arrange a class presentation, contact Megan Odom at modom@csuchico.edu / 530-898-5253, or your primary career advisor of your college.

Presentation options can be customized to your major or topic of interest.

SEMINARS

- 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
- LinkedIn and Professional Online Presence

CAREER FAIRS

- Business Career Fair
- Career & Internship Job Fair
- College of Agriculture Career & Internship Fair
- Education Hiring Fair
- Graduate & Professional School Fair
- Health & Social Services Fair
- Local Job Fair
- Software, IT & Electronics Fair
- Technical Career Fair

Visit our website for more details:
www.csuchico.edu/careers



Handshake: Internships and Jobs

Handshake is an online recruiting platform for higher education students and alumni. The employers on Handshake are working directly with universities to recruit students.



All Chico State students have an account pre-set up with basic info (i.e. name/major)

- Search jobs/internships (on-campus, part-time, internships, & full-time)
- Register for job fairs, information sessions, and other recruiting events
- Make appointments with a Career Advisor

HOT JOBS are highlighted opportunities in Handshake selected by your college career advisor.



Major Selection and Career Decision Making



Focus2 is a major and career exploration platform to help you choose/change a major and explore occupations & industries. Highlights include:

- Assessments in Work Interest, Personality, Values, Skills, and Leisure
- CSU, Chico majors & 1,000+ occupations to explore with up-to-date career info
- What can I do with a major in...

Diversity Career Resources

Career Diversity Resources are for you to explore in means to find additional support with your transition from college to career. Check out our website for resources on the following student identities:

Asian/Pacific American
 Black/African American
 First-Gen
 International
 Latinx/a/o or Hispanic

LGBTQ+
 Mature Workers
 Native American
 Neurodivergent
 Seeking International Employment

Size-Diversity
 Student with disabilities
 Undocumented, Dream, AB 540, DACA
 Veterans
 Womxn-Identified



Professional Online Presence

CLEAN IT UP

Google yourself – see unwanted content? See what you can delete, or untag yourself from others' posts

Delete, delete, delete – unprofessional content and think like a hiring manager

Manage your privacy settings – ensure your security and privacy settings are up-to-date on your profiles

Deactivate older accounts – if you have any social media accounts you have stopped using, deactivate those accounts

BUILD IT UP

Create new social media accounts – start new and share content publicly that better reflects who you are

Be active – publish quality posts regularly, responding to likes and comments on those posts, liking and commenting on your followers' posts, answering direct messages, sharing content from other sources, and more

Create your own blog/website – good way to showcase your skills and experience and customize to showcase your personality

Ask yourself – will you like it five years from now?



LinkedIn is the world's largest professional network with 810+ million users in more than 200 countries and territories worldwide.

- Create a free account
- Set up your profile
- Connect with over 110,000+ alumni
- Search for internships/jobs
- 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 about the LinkedIn experience



SUGGESTED LINKEDIN LEARNING COURSE:

"Learning LinkedIn (2022)" by Oliver Schinkten

Discover how to make the most of your LinkedIn account. Follow Oliver Schinkten as he explains how to build a stellar LinkedIn profile, and shares how to expand your network, look for new career opportunities, join groups, share updates, and contribute your own thought leadership. He goes over how to use Creator Mode and Cover Story, as well as how to add your preferred pronouns to your LinkedIn profile.



LINKEDIN LEARNING IS FREE TO CHICO STATE STUDENTS
(Access through your portal):

Complete courses and receive certificates in:

CREATIVE

Animation & Illustration
 Audio & Music
 Graphic Design
 Motion Graphics & VFX

Photography
 Video
 Web Design
 User Experience

BUSINESS

Analysis & Strategy
 Software & Tools
 Customer Service
 Finance & Accounting
 Marketing

Human Resources
 Leadership & Management
 Project Management
 Sales
 Small Business
 Entrepreneurship

TECHNOLOGY

Data Science
 Database Management
 Networks & Systems
 DevOps

Security
 Software Development
 Web Development
 Information Technology

Job Search Strategies

PREPARE YOURSELF BEFORE THE SEARCH

Know the labor market – who’s hiring?

- [LinkedIn Economic Graph](#)- Insight into a rapidly changing economy
- [O*Net OnLine](#) - Provides broad access to a database of occupational information.

OPTIMIZE YOUR SEARCH

Keyword search

- Try all possible titles. For example, for writing jobs you can search for “writer” or you can be more specific with “technical writer”, “scientific writer”, “copy writer”, etc.
- Use nouns instead of verbs. Instead of searching “engineering”, try its noun “engineer”
- Search by degree & certifications
- Search by unique technology expertise

Use various job board search platforms:

- [Handshake](#) | [Indeed.com](#) | [LinkedIn](#) | [Internships.com](#) | [Idealist.org](#) | [Glassdoor.com](#)
- [Search by Industry or Interest Area](#)
(<https://www.csuchico.edu/careers/students-and-alumni/get-a-job-or-internship/online-job-postings.shtml>)
- Bookmark/save posts you like
- Use job alerts to automatically receive new job postings

Make your resume public

- Various sites allow you to upload a resume for employers to see so they can find you
- **Have your resume reviewed by your Career Advisor!**

FINANCIAL WELLNESS CLINIC

Budgeting
 Investing
 Financial Planning

*Make an appointment
 for free assistance*



REVAMP YOUR RESUME

Meet with a Career Advisor

- Get your resume reviewed for FREE

Speak the employers’ language

- Use details from their “job description” to enhance your resume/cover letter
- Create a **readable** resume that highlights skills

KNOW THE EMPLOYER

Do your research

- Visit the company website
 - “About Us” & “News and Press Release”
- Check the company’s social media
- Read anonymous company reviews on Glassdoor.com
- Google search the name of the company

NETWORK INTO THE NEXT OPPORTUNITY

U.S. Bureau of Labor and Statistics concludes that **85%** of jobs are filled by networking. Here are ways to network:

Attend employer recruiting events

- Career Fairs
- Company Information Sessions
 - Listed on Handshake “Events”

Connect with alumni

- Over **111,000+** Chico State alumni on LinkedIn
 - Inquire about their company
 - Ask for some insider information
 - Set up an informational interview
 - Find recruiters to help with openings you want to apply for

Get involved

- Join a professional association
- Join on-campus student clubs/organizations

Seek mentorship

- Conduct informational interviews
- Connect with faculty
- Use your personal networks

Ask for a referral

Ask your friend or connection to refer you to their employer and pass along your resume

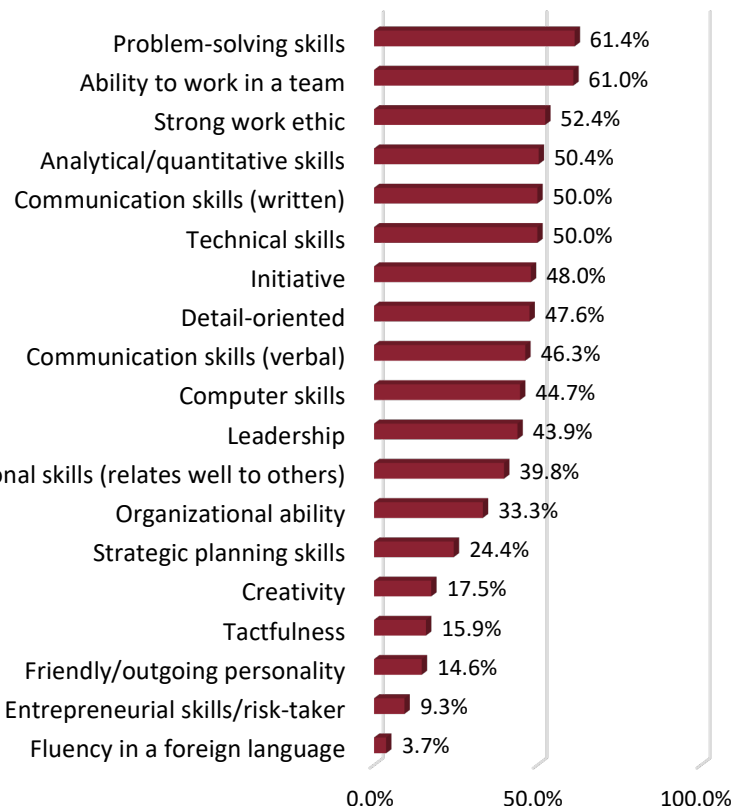
What Employers Seek (2023)



EMPLOYERS RATE THE IMPORTANCE OF CAREER READINESS COMPETENCIES



ATTRIBUTES EMPLOYERS SEEK ON A CANDIDATES RESUME



Use these Transferable Skills
to highlight on your
resume...

Skill Statements (“bullet points” on a Resume)

PROCESS

1. Think of a POWER/ACTION VERB

Present experience = PRESENT tense

Past experience = PAST tense

2. Think of a TRANSFERABLE SKILL 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)

| <u>POWER/ACTION VERB</u> | + | <u>TRANSFERABLE SKILL</u> | + | <u>TASK/RESULT</u> |
|--------------------------|---|-------------------------------|---|---|
| Provided | + | outgoing and friendly service | + | while fulfilling complex and detailed catering orders |
| Demonstrated | + | leadership skills | + | which led to promotion opportunities |
| Created | + | Pivot Tables in Excel | + | to present company data to executive committee |

LEVELS OF A SKILL STATEMENT:

Basic: Demonstrated excellent communication skills by waiting on tables.

Advanced: Greeted customers and placed orders while clearly communicating with patrons, staff, and managers.

Adv. Results: Served customers by accurately communicating food orders while increasing sales by 10%.

Power/Action Verbs

LEADERSHIP | MANAGEMENT

| | | | | | | | | |
|-------------|------------|-------------|------------|-----------|--------------|------------|------------|---------|
| Aligned | Cultivated | Executed | Headed | Mentored | Orchestrated | Produced | Shaped | Unified |
| Chaired | Directed | Facilitated | Hired | Mobilized | Organized | Programmed | Supervised | United |
| Controlled | Enabled | Fostered | Inspired | Motivated | Oversaw | Recruited | Taught | |
| Coordinated | Evaluated | Guided | Instructed | Operated | Planned | Regulated | Trained | |

CREATED | DESIGNED

| | | | | | | | | |
|--------------|----------|----------------|------------|-----------|-------------|------------|--------------|-------------|
| Abstracted | Began | Composed | Customized | Directed | Engineered | Fashioned | Implemented | Introduced |
| Acted | Built | Conceptualized | Designed | Displayed | Entertained | Formalized | Incorporated | Launched |
| Adapted | Charted | Condensed | Developed | Drew | Established | Formed | Initiated | Pioneered |
| Administered | Combined | Created | Devised | Founded | Explored | Formulated | Instituted | Spearheaded |

ORAL/WRITTEN COMMUNICATION

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

TEAMWORK | COLLABORATION

| | | | | | | | | | |
|-----------|--------------|-------------|------------|-------------|----------|--------------|------------|----------|-----------|
| Advised | Assisted | Collaborate | Coordinate | Encouraged | Helped | Interpreted | Persuaded | Referred | Supported |
| Advocated | Clarified | Contribute | Defined | Facilitated | Informed | Involved | Provided | Resolved | Upheld |
| Aided | Corresponded | Cooperate | Enabled | Fostered | Inspired | Participated | Publicized | Shared | |

TECHNICAL

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

CRITICAL THINKING | RESEARCH

| | | | | | | | | | |
|-----------|------------|-----------|------------|-------------|--------------|-----------|------------|------------|-------------|
| Analyzed | Calculated | Compared | Discovered | Generated | Interpreted | Organized | Qualified | Simulated | Tested |
| Arranged | Catalogued | Compiled | Evaluated | Highlighted | Investigated | Persuaded | Quantified | Specified | Tracked |
| Assembled | Clarify | Conducted | Examined | Identified | Mapped | Prepared | Recorded | Studied | Trained |
| Assessed | Classified | Critiqued | Explored | Implemented | Measured | Proposed | Retrieved | Surveyed | Transmitted |
| Audited | Collected | Detected | Forecasted | Inspected | Monitored | Proved | Screened | Systemized | Validated |

SOCIAL SERVICE | TEACHING

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

SALES

| | | | | | | | | | |
|-------------|-------------|--------------|-----------|-----------|-----------|----------|------------|------------|---------|
| Accelerated | Amplified | Conserved | Deducted | Enhanced | Furthered | Improved | Maximized | Reduced | Yielded |
| Achieved | Boosted | Consolidated | Delivered | Expanded | Gained | Lessened | Outpaced | Stimulated | |
| Advanced | Capitalized | Decreased | Diagnosed | Expedited | Generated | Lifted | Reconciled | Sustained | |

Formatting Tips


HOW TO ADD A BORDER/LINE



(1) Highlight the line to add a border.

(2) Click on **Borders and Shading** to select style preference



"Home" > Go to **Paragraph** section > click 
 > Click "**Borders and Shading**" > select style preference



Go to "**Format**" > Click "**Paragraph Styles**"
 > Click "**Borders and Shading**" > select style & click "**Apply**"

Example:

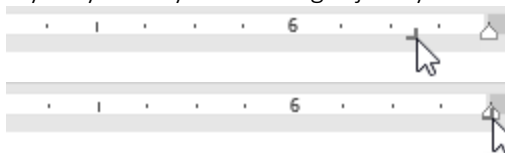
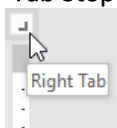
EDUCATION

HOW TO RIGHT JUSTIFY DATES



Go to "**View**" > Check "**Ruler**"  > Click the **tab stop**
 (leftmost edge of ruler) until you see a **Right Tab** " > **Add Right Tab** with a left click on the ruler > **Drag Right Tab** to align dates
 with right margin > Place your cursor in front of your dates > click
 the "**tab**" key on your keyboard to right justify


Tab Stop



<<< **Add Right Tab** >>>

<<< **Drag Right Tab** >>>



Go to "**View**" > Click "**Show Ruler**" > **Right-click**
 on ruler > click on "**Add right tab-stop**" > **Drag**
Right Tab " to align with right margin > Place
 your cursor in front of your dates > click the
 "**tab**" key on your keyboard to right justify



Example:

Job Title, Company Name (City, State)

Month Year

WAYS TO SAVE SPACE




MARGINS (.5"-1")



Go to "**Layout**" > "**Margins**" > **OPTIONS**: click on default
 setting options (i.e. "**narrow**") or "**Custom Margins**" >
 Adjust Left/Right/Top/Bottom to preference - (.5"-1")

Go to "**File**" > click on "**Page Setup**"
 > Adjust Left/Right/Top/Bottom to preference - (.5"-1")

LINE SPACING ("single-spacing" is standard for resumes)

Go to "**Home**" > Click **Line & Paragraph Spacing** icon 
 > click on "1.0" OR "**Line Spacing Options**"

Go to "**Format**" > Click "**Line & Paragraph Spacing**" > Click
 "**Single**" OR "**Custom Spacing**"

HOW TO ADD OR REMOVE SPACE (above or below a line)

"Line Spacing Options" (with 0 pt before/after):

Spacing

Before: 0 pt
 After: 0 pt

Title, Company (Location) Dates

- Skill statement
- Skill statement
- Skill statement

"Custom Spacing" (with 6 pts after):

Title, Company (Location) Dates

Paragraph spacing (pts)

Before 0 After 6

- Skill statement
- Skill statement

General Resume Guidelines

NAME: Font Size 16-24

First Name Last Name

Location | Phone Number | Email | LinkedIn URL

OPTIONAL: LinkedIn and/or web address; Location can be full address or City, State

EDUCATION

School Name

Degree, Major and/or Concentration
Minor

Month Year

GPA 3.5

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
- Course

EDUCATION: This section is 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, athletics, & languages (include level of proficiency or seal of bi-literacy).

EXPERIENCE

Title, Company/Organization Name (City, State)

Month Year-Present

- Skill statement
- Skill statement
- Skill statement
- Skill statement

Include **title, company/organization, location, and date range**

Leadership Title, Company/Organization Name (City, State)

Month Year-Month Year

- Skill statement
- Skill statement
- Skill statement

EXPERIENCE: Separate information by using (**bold**, underline, *italics*, CAPS, (), etc.) **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.

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

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.

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; using color sparingly can be acceptable

Line Spacing: standard is "single spacing"

Columns: 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, aligning dates to the right, etc.

SKILLS: Insert skills directly relevant to the industry/position (i.e. computer hardware/software skills, technology skills, programming skills, industry specific machinery)

Resume Sample with Limited Experience

Ethan Parker

Chico, CA ♦ (530) 123-4567 ♦ eparker@gmail.com

EDUCATION

California State University, Chico May 2026
Undeclared, First Year

Hamilton High School (Hamilton City, CA) - 3.7 GPA
High School Diploma June 2022
• Awarded Student of the Month February 2022

Languages: Bilingual (Spanish/English)

EXPERIENCE

Server, Big Al's June 2019 - Present
Chico, CA
• Build rapport with a diverse range of customers, managers, and colleagues
• Translate all menu items accurately to customers and orders to cooks
• Utilize attention to detail to meet the individualized needs of the customers
• Demonstrate prioritization skills to quickly serve food in a fast-paced environment

Babysitter, Private Family June 2018 - Present
Hamilton City, CA
• Facilitate expectations with multi-tasking skills for several children ages 4-10
• Provide engaging activities while handling conflict situations with patience
• Prepare nutritious snacks and maintain a safe and clean environment

COMMUNITY SERVICE AND ACTIVITIES

Gardener Volunteer, Unitarian Universalist Giving Garden (16 hours) November 2022
Chico, CA
• Collected various produce, along with faculty, to provide to Wildcat Food Pantry
• Organized and bundled produce carefully into boxes to provide to students

Alumni Career Day Participant, Hamilton High School February 2022
Hamilton City, CA
• Networked with 16+ professionals to learn about industries of interest

Food Server, Homeless Shelters (12 hours) December 2021
Glenn County, CA
• Served and engaged with empathy to provide food to homeless in shelters

SKILLS

Computer: Microsoft (Word, Excel, PowerPoint), Google (Slides, Sheets, Docs), Zoom
Social Media: Instagram, Facebook, Twitter

Sample Resume

Camila Flores

Chico, CA · (530) 987-6543 · cflores@mail.csuchico.edu

EDUCATION:

California State University Chico
 Bachelor of Arts in Criminal Justice

May 2022

SOCIAL SERVICES EXPERIENCE:

Paraprofessional, Safe Place, CSU, Chico

September 2021 - Present

- Provide confidential service to students, faculty and staff impacted by domestic/intimate partner violence
- Help to restore one's belonging while collaborating to build an equitable culture with empathy and empowerment
- Facilitate presentation, outreach, and tabling events to campus community to promote support services
- Coordinate and plan a variety of campus educational programs

Research Assistant, College of Behavioral & Social Sciences, CSU, Chico

August 2021 - Present

- Develop an understanding of Statistical Package for the Social Sciences (SPSS) software
- Collect data to produce, create, and explain graphs of the research findings
- Produce an empirical research abstract from findings while using data about politics, administration, and justice
- Collaborate with peers to produce and present findings at a research symposium

Domestic Violence Crisis Specialist, Catalyst, Chico, CA

July 2021 - Present

- Direct services to participants in housing program and drop in services
- Provide emotional and educational support with active listening skills to connect with participants
- Assist participants and their families with entering and exiting into safety housing
- Organize and utilize resources within Butte County to support those who are seeking assistance through hotline
- Support HAVEN participants by helping them connect with local services and community events

ADDITIONAL WORK EXPERIENCE:

Retail Sales Associate, Torrid, Chico, CA

October 2018 - January 2021

- Identified customer needs and upheld to higher value products as often as possible
- Maintained a regular customer base and actively worked to develop lucrative new customer relationships
- Met all established sales goals regularly and frequently exceeded monthly sales goals by 5-10%
- Highly skilled in customer service and communicated effectively to clients regarding product details

Peer Advisor/Peer Mentor, Woodland Community College, Williams, CA

Summers 2018, 2019

- Mentored low income high school students in a college environment
- Guided students and families with academic policies, requirements, class selection, and educational opportunities
- Directed tutoring services, mentoring, and advising to high school students

VOLUNTEER EXPERIENCE:

Tutor, Community Action Volunteers in Education (CAVE), CSU Chico, Chico, CA

January - May 2021

- Mentored and tutored middle school youth in all subjects
- Worked one-on-one with local school children who need help with specific subject

Clinic Volunteer, California Careforce Medical Fair, Chico, CA

November 2021

- Assisted in a 1-day event to provide free medical, dental and vision care to those without health insurance

ACTIVITIES

Education Opportunity Program: Received support service as first-generation college student **June - July 2017**

Made in Chico: Gained retail experience by selling local art and goods to the community **June - July 2016**

Chico Make a Difference Day: Volunteered to clean and restore local municipal park by removing trash **July 2017**

Upward Bound: Gateway program for secondary education for low income and first gen. student **Sept. 2013 - May 2017**

Sample Resume

Anne Morales

a.morales.11@gmail.com • (650) 823-0321 • www.linkedin.com/anne-morales

EDUCATION

California State University, Chico

Bachelor of Science in Health Science Education

Languages: **German** (Advanced), **Spanish** (Intermediate)

May 2022

GPA: 3.8

ATHLETIC EXCELLENCE

Chico State Women's Rugby Captain, CSU Chico, Chico CA

August 2018 - May 2021

- 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 I 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, CSU Chico Career Center, Chico, CA

Aug 2019 - May 2021

- 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 on-campus and community jobs
- Maintained job board and assisted hundreds of employers to create accounts and advertise their job opportunities

Student Office Coordinator, Summer Orientation & New Student Programs, Chico, CA

May 2020 - Aug 2020

- 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 to answer questions and concerns of parents and guests
- Communicated with 45 different faculty, staff, and administration to coordinate daily meetings
- Troubleshot problems with new website and participated in website improvement

Peer Advisor, CSU Chico Summer Orientation & New Student Programs, Chico, CA

May 2019 - August 2019

- 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 2014 - August 2018

- Managed 40 children and multitasked with many children and parent interactions

INVOLVEMENT

Fire Educator, Chico Fire & Rescue, Chico, CA

February 2019 - May 2020

- 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 2018 - June 2019

- 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 2018 - June 2019

- Challenged to make executive decisions based on policies that would best benefit the Chico community

VOLUNTEER

Classroom Aid, Hooker Oak Elementary School Chico, CA

March 2019 & 2020

- Assisted in school development at Hooker Oak Elementary School for 'Cats in the Community' event

Student Assistant, CSU Chico, Chico, CA

2018

- Participated in Up 'til Dawn for St. Jude Children's Research Hospital as a fundraiser for kids battling cancer

Sample Resume

MERCEDES JOHNSON

GAME DEVELOPMENT & PROJECT MANAGEMENT

(504) 481-5574 | mercjohnson@gmail.com | linkedin.com/in/mjohnson

EDUCATION

California State University, Chico December 2020
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 2018

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 to complete multiple projects
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 finalized concept art for boss and enemy characters, as well as weapons and attire
 - Maintained and managed concept art pipeline, to integrate and update 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 operations process review to develop a logic tree for use in change order process
COMMUNITYART 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 ran store operations to provide management support
 - Provided excellent and memorable customer service to ensure production of a quality products

PROFICIENCY

| | |
|---------------------|-------------------|
| HANSOFT | MICROSOFT PROJECT |
| ADOBE AFTER EFFECTS | ADOBE PHOTOSHOP |
| SUBSTANCE PAINTER | AUTODESK MAYA |
| UNITY GAME ENGINE | GAME MAKER |
| GOOGLE DOCS/SHEETS | 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



Sample Resume

Chen Xing

CXing@mail.csuchico.edu | 530-987-1234 | Chico, CA | linkedin.com/in/chen-xing

EDUCATION

California State University, Chico May 2022
Bachelor of Science in Chemistry, Minor in Physics **GPA 3.8**

London Metropolitan University – *USAC Study Abroad Program* (London, England) Jan - May 2020

- Recipient of the Chico State USAC STEM Scholarship
- Adapted to new environments while increasing cultural awareness by living with a host family

Languages: Bilingual (Spanish/English)

SCIENCE EXPERIENCE

Lawrence Livermore National Laboratory (Livermore, CA)

Materials Engineer Aug 2021 – Aug 2022

- Led multiple independent projects under the bio-engineering and advanced fabrication division
- Identified tumor morphology using Fiji ImageJ for the advancement of cancer research and 3D modeling
- Created clear written protocols and standardized procedures for lab-wide use
- Launched remote work set up on Amazon Workspace for a team of 15+

Materials Engineering Intern May 2021 – Aug 2021

- Executed experiments using cell culture, microscopy, immunohistochemistry in biosafety level 2 lab
- Presented findings as a professional speaker at a conference of 500+ participants
- Developed new methods using MATLAB, FIJI ImageJ, and multiple particle tracking to quantitatively measure the effects of microstructure on tumor evolution

Nanotech Energy Inc. **Research and Development Chemist** (Chico, CA) Jan 2022 – May 2022

- Optimized the production of silver nanowires and superglues for conduction
- Produced detailed written weekly reports on optimization progress
- Drafted and finalized protocols for research and development for fabrication of consumer products

Dept of Chemistry & Biochemistry **Supplemental Chemistry Instructor** (CSU, Chico) Aug 2021 – Dec 2021

- Trained students on analytical techniques with devices like SEM, spin-coating, UV-Vis, and fluorimetry
- Conducted research to support undergraduate chemistry curriculum regarding synthesis, characterization, & evaluation of Metal-Organic Frameworks for water decontamination

Buzzkill Labs **Research Assistant & Technical Intern** (Livermore, CA) June 2020 – Aug 2020

- Executed trials for the development of modernizing roadside drug and sobriety for law enforcement
- Assisted with data collection as a chemical technician to research a non-invasive, quality test
- Performed gas chromatography to analyze data, and designed lab equipment for specific field use

HARD SKILLS

Software:

FIJI ImageJ, Amazon Workspace, Microsoft Teams, Outlook, Excel, Word, PowerPoint, Google Drive, WebMO

Instrumentation:

Gas chromatography mass spectrometry (GC-MS), high performance liquid chromatography (HPLC), nuclear magnetic resonance spectrometer (NMR), scanning electron microscope (SEM), powder x-ray diffractometer (PXRD), confocal microscope, biosafety cabinet (BSC)

Sample Resume

Norma Lee

(858) 280-1285 | normalee7@mail.csuchico.edu | linkedin.com/in/normalee

EDUCATION

California State University, Chico

Bachelor of Arts in Economics, Minor in Business Administration

May 2020

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, CSUC 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 McDonald House each semester
- Attend weekly meetings and scheduled events to represent on behalf of the Alpha Delta Pi, Eta Rho chapter

Sample Resume

VICTOR HERNANDEZ

Riverside, CA 92505 ■ 951-264-5432 ■ victor.hernandez@gmail.com

Education

Bachelor of Science in Electrical Engineering – California State University, Chico May 2021
Minor: Computer Science and Computer Engineering GPA: 3.1
Activities: IEEE Student Chapter Treasurer and Parts Manager, IEEE-HKN Embedded Systems Tutor

Experience

Electrical Engineering Intern – Solutions Cubed, LLC (Chico, CA) May 2018 – Present

- Developed test procedures for a wide range of products and devices
- Designed custom PCBs using Altium Designer, and developed firmware for PIC based microcontrollers
- Tested solar-based charging systems and analyzed the overall behavior of lithium batteries
- Compiled comprehensive reports with test results, procedures, and other information requested by customers
- Collaborated 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

Barista – Starbucks Coffee Company (Riverside, CA) May 2015 – December 2016

- 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
- Utilized OpenCV and Visual C++ to develop image processing algorithms
- Used 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

Sample Resume

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 2020 – August 2020

Reynolds American Inc. – Sacramento, CA

- Completed 4 trips safely when traveling to Home Office in Winston-Salem, NC
- Learned the value and significance of sales and marketing in the consumer package goods industry quickly
- Received extensive training on evaluating data analytics using Falcon and MicroStrategy
- Tracked all client visits, results, travel, mileage and expenses with precision using Concur and Xcelerate
- Implemented the four P's of marketing (Product availability, Presence, Promotion and Pricing)
- Shadowed and quickly performed client visits initially to enhance the client order and visual appearance
- Presented 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 2019 – August 2019

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
- Closed over \$6,000 in sales successfully with multiple customers
- Ranked #6 of #25 participants in Pacific Region; Cal Poly ranked #1 school in Pacific Region
- Participated actively 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 2017- June 2018

Special Times Catering – Chico, CA

- Balanced a 20-hour work week effectively with a full-time academic schedule
- Provided outgoing and friendly service while fulfilling complex and detailed catering orders
- Entered POS transactions and VIP special orders accurately to ensure customer satisfaction
- Entrusted to open and close the store ensuring all checklist items were complete and accounted for

Waitress

April 2016 – June 2017

Tres Hombres – Chico, CA

- Utilized outgoing personality and memorization skills to showcase menu and upsell items
- Trained new employees on how to adhere to company policies and procedures
- Entrusted to open and close restaurant while correctly balancing daily orders

Farmers Market Vendor

May 2016 – Jan 2017

Peacock Farms – Colusa, CA

- Provided detailed information to customers regarding tomatoes and basil
- Continuously learned about new tomato varieties, pricing, and their relevance to specific seasons
- Promoted the upsell products while making sure to provide accurate change for all transactions

Summer Orientation Leader

April 2016 - September 2016

Chico State Week of Welcome – Chico, CA

- Completed 170 volunteer hours successfully 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

Sample Resume

TYSON ANDERSON

(658) 554-8423 | tyrell@outlook.com

Education

California State University, Chico

- Bachelor of Science in **Business Administration**
- Option: **Finance**

December 2021

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 Academic 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

Curriculum Vitae Sample

*Curriculum Vitae (CV) is Latin for "course of life." In contrast, resume is French for "summary."
CV's are most common in Europe. CV's in the US are used typically in academia.*

CURTIS WEEKS

Chico, CA • curtisweeks@microsoft.com • (530) 321-4567

EDUCATION

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

May 2019
3.49 GPA

RESEARCH EXPERIENCE

Learning and Memory Laboratory
Dr. Robert Clark, University of California, San Diego
Summer Research Assistant

May 2018-August 2018
San Diego, CA

- 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

August 2016-August 2018
Chico, CA

- 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

June 2016-August 2017
Chico, CA

- 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

January 2015-May 2017
Chico, CA

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

Summers 2015-2017
San Diego, CA

- 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

Curriculum Vitae Sample

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 |
| Hillary 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 |
| Undergraduate Representative, National Grand Board, Kappa Alpha Psi Fraternity Inc. | July 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 Activity Leader and Teacher | October 2016-Present San Diego, CA |
| Department of Athletics, San Diego State University Athletics Assistant | February 2015-February 2016 San Diego, CA |
| Curtis Weeks CV Page 2 | |

Cover Letter Guidelines

Aiden Hayes

Chico, CA | (530) 123-1234 | AHayes123@gmail.com

February 17, 2022

Date

Tesla Headquarters
3500 Deer Creek Road
Palo Alto, CA 94304

Recipient Name
Title
Company Name
Street Address
City, State, ZIP

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

NOTE: If you do not know how to address the recipient, try calling HR for details, OR use "Dear Hiring Committee/Team/Manager"

INTRO PARAGRAPH: Hook the reader and briefly introduce yourself. You can include the job title, your degree, and how your experience makes you a good fit. This is your chance to show the employer that you have read the job description and have researched the company.

Know someone from the company? Include them here.

BODY PARAGRAPHS: Identify the employer's desired skillsets.

Give clear and concise examples of experiences/skills you have that make you a great fit for the position. TIP: use keyword/qualifications from the job description.

CLOSING PARAGRAPH: Reiterate your interest, thank the employer and end with a call to action:
Passive Example: "I look forward to hearing from you!"
Active Example: "I look forward to interviewing with you to discuss my qualifications"

Reference Page Sample

Natalie Wood
Chico, CA ✉ nataliewood@gmail.com ✆ 530.485.1229

REFERENCES

Jack Deer
Assistant Director
Office of Student Affairs
California State University, Chico
400 West First Street
Chico, CA 95929
(530) 898-4467
jack.deer@csulb.edu
Relationship: Supervisor

Sandra Trione
Associate Professor
College of Business
California State University, Chico
400 West First Street
Chico, CA 95929
(530) 898-4467
sandra.trione@csulb.edu
Relationship: Professor

Richard Brenamann
Attorney at Law
Law Offices of Richard A. Brenamann
403 Hydra Street
San Diego, CA 94024
(760) 525-5842
rbrenamann@brenamannassoc.com
Relationship: Employer

OPTIONAL: your contact info can be the same as your resume header

POSSIBLE REFERENCES: former supervisors, faculty, others who are qualified to comment on your work habits, achievements, personal qualifications, etc.

INFORMATION YOU CAN INCLUDE:
Name, Title, Organization, Address, Phone Number, Email, Relationship, etc.

ADDITIONAL TIPS:

- Check in with your references and confirm preferred contact information
- Inform them about your career objectives and what qualities to emphasize
- Keep your references posted on your progress
- Send a THANK YOU letter!

Email Introductions / Thank You Etiquette

EMAIL INTRODUCTIONS:

EXAMPLE #1:

Dear Hiring Professional,

I am excited about applying for your open Account Representative position in your Sacramento office (req. #45678). My experience includes a proven three-year track record in retail sales where I was consistently ranked as a top performer. My attached resume and formal cover letter further explain my qualifications, including my bachelor's degree in marketing from California State University, Chico. I look forward to hearing from you. Thanks!

EXAMPLE #2:

Dear Mr. Jones,

Please accept my attached cover letter and resume in consideration for your 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.

EXAMPLE #3:

Dear Terry,

As a Yuba City native, I was very excited to see your posting for an entry-level social work position, as I feel connected to the area and the population. I will receive my MSW from Chico State in December and 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.

THANK YOU ETIQUETTE:

WHAT TO INCLUDE:

- Remind them who you are, and how/where you met
- Be memorable and try to include a unique detail to stand out
- Avoid a generic thank you note
- Reiterate your interest in the job/organization
- Remind them of your qualifications
- Sincerely thank them for their time
- Give them your contact information
- Keep it brief

WHEN TO WRITE A THANK-YOU NOTE:

It is ideal to write and send a thank-you note within 48 hours of:

- Interviews
- Career fairs
- An encounter with a recruiter or professional
- Informational interviews

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: | DURING THE FAIR: | AFTER THE FAIR: |
|---|--|--|
| <ul style="list-style-type: none"> Do your research on employers! 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 | <ul style="list-style-type: none"> Be 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. | <ul style="list-style-type: none"> 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 Attach resume whenever possible for convenience to the employer |

Career Fair details on our website:
www.csuchico.edu/careers



Premier Partners



flexcare

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

DURING THE INTERVIEW

Connect with interviewer(s) - handshake,
 eye contact, smile | Focus on relevant
 skills | Provided examples of skills
 (S.T.A.R.) | Ask employer questions

AFTER THE INTERVIEW

Provide a THANK YOU (note, email, etc.) | Follow up 5 days after the interview

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:

| <u>S</u> ituation | <u>T</u> ask | <u>A</u> ction | <u>R</u> esult |
|---|---|---|---|
| Briefly describe the situation you were involved in. | What task(s) did you need to accomplish? | Specifically, what action(s) did you take? | What is the positive result of your actions? |

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 you are the most proud of? Why?
2. Give an example of a time you saved an employer time or money.
3. Please describe a situation where you used creativity to solve a problem.
4. Tell me about a time you went the extra mile to help a customer.
5. Describe a situation where you 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 you showed initiative and took 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. How 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?



Find **more interview sample questions** on our website

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In today's globalized world, employers in all fields search for candidates with career readiness competencies that can be gained through global experiences. Check out the tips below on how to showcase your experience on your resume to gain an employment edge.



California State University Chico
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TOP SKILLS GAINED THROUGH GLOBAL EXPERIENCES:

- Adaptability (to new culture)
- Learns from diverse cultures
- Handles ambiguity
- Flexibility
- Focused under pressure
- Organized
- Interpersonal
- Creative Problem Solving
- Demonstrates inclusiveness
- Leadership
- Communicates across cultures
- Course/major related knowledge

Learn more about
 skills gained through
 global education



STRATEGIES FOR INTERNATIONAL STUDENTS SEEKING U.S. EMPLOYMENT:

1. **Start early** by speaking with an Advisor from International Student Services and Career Center
2. **Plan ahead** to apply for OPT/CPT/Work authorizations. This takes time to get approved (at least 90 days)
4. **Attend a workshop** with International Student Services (<https://www.csuchico.edu/iss/>)
5. **Make a professional online presence** via 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, staff, clubs, professional associations, etc.



Graduate School

IS GRADUATE SCHOOL FOR YOU?

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

RESOURCES FOR GRAD SCHOOL:

- Before Applying
- Putting Together Your Application
- Graduate School Interview Questions
- After Admittance
- International Graduate Programs



Watch information videos, including
 "Personal Statements" for guidance

Connect with the Career Center:



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