

CAREER PLANNING HANDBOOK

PART-TIME JOBS • CAREERS • INTERNSHIPS



2019 - 2020

Letter From The Director

Welcome to the 2019/2020 edition of our Career Planning Handbook! If you are reading this, it means you have likely come by the Career Center and met with one of our friendly advisors. That is the best start to your job search process. Whether you are choosing a major or looking for a part-time job, internship or career position, we are here to help! We work with students at all stages of the job and graduate school search processes. It doesn't matter if you are just starting your resume or have an upcoming interview, we know the process can feel overwhelming and we are here to support you.

Chico State is an incredible university and we have hundreds of employers coming to campus each semester to hire Chico State students and graduates. We look forward to working with you when you are ready to start your journey!

Megan Odom
Director
Chico State Career Center

Career Center Services

Career & Internship Resources for All Majors

- Career & Internship Advising
- Graduate School Advising
- Drop-in advising 1-4 PM, M-F when school is in session
- One-on-One Appointments
- On-Campus Interviews
- Resume & Cover Letter Reviews
- Individual Job Search Strategies
- Interview Preparation/ Practice Interviews
- Career Fairs, Information Sessions, & Seminars
- Handshake – online database to search for jobs and internships
- Career Assessments
- Assistance finding part time jobs

Seminars

Each semester we offer 30-minute seminars to help students with their career search. Topics include career exploration, interviewing success, networking strategies, and making the most of career fairs, among others. A workshop schedule can be found on the Career Center website, www.csuchico.edu/careers.

Mission Statement

The Career Center assists students and alumni through all phases of career development to bridge the gap between the academic environment and the world of work.

On-Campus Interviews

Approximately 200 employers send recruiters to Chico State each fall and spring to conduct interviews in the Career Center. These interviews are a convenient way for students to take part in a professional interview right on campus!

Career Fairs

- Business, Career Fair
- Fall & Spring 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



Handshake is Chico State's new Job, Internship and Career platform. With Handshake, you can search jobs and internships, find career-related events on campus, make appointments with a Career Advisor, and find out where your fellow students go after graduation!

Ready to start using Handshake? Great! Here are five quick steps you can take to jump-start your Handshake experience:

- 1) **Login to Handshake.** You should have a link from the email that the Chico State Career Center sent you. If you don't have that email, not to worry: you can find the link on the Career Center homepage: <http://www.csuchico.edu/careers/> . Once you are on Chico State's Handshake page, **click** the **Sign up for an Account** link in the lower left hand corner to get started.
- 2) **Upload a document.** You will likely want to have a public resume available in Handshake for employers (and the Career Center advising team) to see. To learn more about how to upload a document, read *How do I add (upload) a new document?*
- 3) **Fill out your profile.**
 - a) Some of your information will already be in your Handshake profile. Check to be sure all pre-loaded information is correct. Pay especially close attention to your major and GPA (if included). If you find an error in any of your profile data, contact the Career Center at (530) 898-5253 to correct it. (Note: Handshake is unable to change any of your profile data, so contacting the Career Center is best.)
 - b) You'll need to decide whether to make your profile public or private.
 - i) A public profile, and most information in the profile, can be seen by any employer on Handshake and by the Chico State Career Center. (Note: There are some Handshake profile components, like GPA, that have their own privacy settings. So you can make your profile public, but your GPA private, for example). Your profile cannot be seen by other students or by Career Centers at other schools.
 - ii) If you make your profile private, it can only be seen by you and the Chico State Career Center.
 - iii) You can switch your privacy status at any time, from private to public or from public to private.
 - c) The more information you add to your profile, the easier it will be for employers to find you and to make good decisions about whether or not you might be a good fit for their job postings.
- 4) **Take Handshake for a spin.** Use the landing page, top search bar and filters to look for companies and jobs you're interested in learning more about or applying to. Remember, you can always save your searches in Handshake so finding relevant employers and jobs will be easy.
- 5) **Follow some jobs and employers you're interested in.** When you follow an employer or a job, you can begin filtering based on companies you follow.

Once you have taken these five steps, you will be on your way to using Handshake to help you efficiently and effectively launch your career!

How to Write Skills Statements for Your Resume

Process

1. Think of an **action verb**
(Use correct tense)
2. Think of a skill or benefit that you:
 - a. Have used
 - b. Have gained or acquired
 - c. Can offer
3. Now ask yourself: task/results
 - a. How did I gain or use this skill?
 - b. Why or for what reason?
 - c. To what extent/any results I can show?

Example Skill Statements

Verb + **Skill** + **Task**
enhanced + communication skills + by working one-on-one with students to develop better study skills.

Verb + **Skill** + **Task**
developed + time management + by prioritizing tasks in order to increase productivity

Skill Statements:

Basic:

Demonstrated excellent communication skills by waiting on tables.

Advanced:

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

Advanced with results:

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

Top 10 Skills Employers Seek

According to National Association of Colleges and Employers

1. Ability to **verbally communicate** with persons inside and outside the organization
2. Ability to work in a **team structure**
3. Ability to **make decisions** and **solve problems**
4. Ability to **plan, organize** and **prioritize** work
5. Ability to **obtain** and **process** information
6. Ability to **analyze** quantitative data
7. **Technical knowledge** related to the job
8. Proficiency with **computer software** programs
9. Ability to **create and/or edit** written reports
10. Ability to **sell or influence others**

Action Verbs

Adapted	Conversed	Examined	Inspected	Persuaded	Represented
Addressed	Coordinated	Executed	Inspired	Prepared	Reviewed
Administered	Counseled	Expedited	Instructed	Planned	Scheduled
Advised	Created	Extracted	Integrated	Prescribed	Screened
Analyzed	Critiqued	Fabricated	Interpreted	Prioritized	Separated
Arbitrated	Designed	Facilitated	Interfaced	Processed	Showed
Arranged	Delegated	Fashioned	Introduced	Produced	Solved
Assembled	Developed	Formulated	Invented	Programmed	Specified
Assigned	Devised	Founded	Lectured	Projected	Spoke
Attained	Diagnosed	Gathered	Managed	Promoted	Succeeded
Authored	Directed	Guided	Maintained	Publicized	Supervised
Calculated	Drafted	Handled	Mediated	Purchased	System ized
Clarified	Edited	Honed	Moderated	Recognized	Taught
Classified	Enabled	Identified	Monitored	Recommended	Trained
Coached	Encouraged	Illustrated	Motivated	Reconciled	Transcribed
Collected	Engineered	Imagined	Negotiated	Recorded	Translated
Completed	Enlisted	Implemented	Operated	Recruited	Upgraded
Computed	Enhanced	Improved	Organized	Referred	Wrote
Conserved	Established	Increased	Originated	Rehabilitated	
Constructed	Evaluated	Influenced	Performed	Remodeled	

Power Verbs for Your Resume

accelerated	charted	elevated	informed	prioritized	served
accommodated	clarified	elicited	initiated	processed	set goals
accomplished	classified	employed	innovated	procured	settled
achieved	coached	empowered	inspected	produced	shaped
acquired	collaborated	enabled	inspired	programmed	smoothed
acted	collected	encouraged	instituted	projected	solicited
activated	commissioned	endorsed	instructed	promoted	solved
adapted	committed	engineered	integrated	publicized	sought
added	communicated	enhanced	interceded	purchased	spearheaded
addressed	compared	enlarged	interpreted		specified
adjusted	compiled	enlisted	interviewed	queried	spoke
administered	composed	enriched	introduced	questioned	stimulated
admitted	computed	enumerated	invented		streamlined
advanced	conceptualized	envisioned	investigated	raised	strengthened
advised	concluded	established	involved	rated	studied
aided	confirmed	estimated	issued	realized	submitted
alleviated	consented	evaluated	judged	recommended	substantiated
allocated	consolidated	examined	justified	reconciled	suggested
allowed	constructed	excelled		recorded	summarized
altered	contracted	executed	launched	recruited	supervised
ameliorated	contributed	exercised	lectured	rectified	supplemented
amended	converted	expanded	led	reduced (losses)	surveyed
analyzed	convinced	expedited	licensed	refined	sustained
appointed	cooperated	explained	lightened	referred	synthesized
apportioned	coordinated	extended	linked	reformed	systematized
appraised	correlated	extracted	maintained	regarded	
apprised	corresponded	fabricated	marketed	regulated	tabulated
approved	counseled	facilitated	measured	rehabilitated	tailored
approximated	created	familiarized	mediated	reinforced	traced
arbitrated	critiqued	fashioned	minimized	rejuvenated	trained
arranged	customized	figured	mobilized	related	transacted
ascertained		finalized	modeled	relieved	transformed
assembled	debugged	forecasted	moderated	remedied	translated
assessed	deciphered	formulated	modernized	remodeled	transmitted
assigned	dedicated	fostered	modified	repaired	
assisted	delegated	founded	monitored	reported	updated
attained	deliberated	fulfilled	motivated	represented	upgraded
attested	demonstrated		multiplied	researched	
augmented	designed	generated		reserved	validated
authored	determined	grew	negotiated	resolved	valued
authorized	devaluated	guaranteed		(problems)	verified
	developed	guided	officiated	restored	visualized
	devised		operated	retrieved	
balanced	diagnosed	hired	orchestrated	revamped	wrote
bolstered	directed		organized	reviewed	
boosted	disbursed	identified	originated	revised	Adapted with
brainstormed	dispatched	illustrated	overhauled	revitalized	permission
budgeted	displayed	implemented		revived	from the Career
built	drafted	improved	performed		Resource Manual
		improvised	persuaded	sanctioned	of the University
calculated	eased	increased	pioneered	satisfied	of California,
catalogued	eclipsed	indexed	planned	scheduled	Davis.
centralized	edited	indicated	polished	screened	
certified	educated	inferred	prepared	scrutinized	
chaired		influenced	prescribed	secured	

Sample Resume

Nancy Jones

178 Mangrove Avenue, Chico, CA 95926 ✉ nancyjones@gmail.com ☎ 530.518.1121

EDUCATION:

California State University, Chico May 2022
Bachelor of Science in **Recreation Administration**
Option: **Resort and Lodging Management**

Chico High School – **4.05 GPA** (Weighted) June 2018

- Women's soccer – Varsity
- AP English, AP Government, Peer Tutoring, Biology, Calculus, Math Analysis, Chemistry, Spanish (4yr)

EXPERIENCE:

Baker Jan 2018 – Aug 2019

The Cookie Shoppe – (Chico, CA)

- Worked four days per week beginning at 6:00am while maintaining a full high school academic load
- Utilized specific attention to detail while baking and fulfilling large customer orders
- Provided excellent customer service to all incoming patrons

Babysitter June 2015 – Dec 2018

Curtis Family, Treanor Family & Norlie Family – (Chico, CA)

- 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 May 2016 – Aug 2017

Auto Detail – (Chico, CA)

- Responsible for interior cleaning, vacuuming, stain removal and hand waxing various cars
- Ability to stay focused and articulate during 3-5 hour projects
- Continuously gained repeat business due to quality work and word of mouth referrals

Volunteer 4 one-week trips

Door of Faith Orphanage - (La Mision, Mexico)

- 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 – Nominated for Mentor of the Year – support 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

Sample Resume

Martin Hernandez

2254 Hegan Lane, Fresno, CA 93704
(825) 842-6421 • mhernandez@yahoo.com

Education

California State University, Chico
Bachelor of Science, Agricultural Business

May 2021

Pest Control License Qualifying Courses: Soil Science, Plant Science, Weed Science, Ecology, Entomology, Plant Protection Materials, Irrigation, Fruit and Nut Production, Integrated Pest Management

Experience

Crop Production Assistant

Olan Ranch, Corning, CA

January 2019 – Present

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

Field Scout

Fresno Fertilizer, Fresno, 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, Clovis, CA

January 2018 – January 2019

Bill's Ranch House, Clovis, CA

May 2017 – August 2017

- Provided customer service for a diverse clientele at a busy family-style restaurant and an upscale, fine dining establishment.
- Assigned to training 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

CSU, Chico Agriculture Ambassadors

2018 – Present

- Member, Club Reporter, Committee Chair

CSU, Chico Harry Potter Club

2018 – Present

- Member, Treasurer

Sample Resume

Anne Morales

a.morales.11@gmail.com • (650) 323-0321 • www.linkedin.com/anne-morales

EDUCATION

California State University, Chico May 2020
Bachelor of Science in Health Science Education **GPA: 3.8**
 Minor in **Health Science Service Administration**
 Dean's Honor Roll (all semesters)

ATHLETIC EXCELLENCE

Chico State Women's Rugby Captain, CSUC, 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, CSUC Career Center, Chico, CA August 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 in the community
- Maintained job board and assisted hundreds of employers with creating accounts and advertising their job opportunities

Student Office Coordinator, CSUC Summer Orientation & New Student Programs, Chico, CA May 2018 – August 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 and was the frontline of answering questions and concerns of parents/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, CSUC Summer Orientation & New Student Programs, Chico, CA 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
- Leader and developer for continuing and expanding program

Freshmen Leadership Opportunity, CSUC, Chico, CA 2016-2017

- Selected out of 4,000 Chico freshmen to participate in a yearlong program that promoted leadership and professionalism

Legislative Affairs Committee, CSUC Associated Students, Chico, CA 2016-2017

- Made executive decisions based on policies that will best benefit the Chico community

VOLUNTEER

Resident Advocate, Chico, CA 2018

- Excelled at assisting Jarvis Senior Apartments improve community environment

Classroom Aid, Hooker Elementary School, Chico, CA 2017

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

Student Assistant, CSUC, Chico, CA 2016

- Participated in Up 'til Dawn for St. Jude Children's Research Hospital

Sample Resume

MERCEDES JOHNSON

GAME DEVELOPMENT & PROJECT MANAGEMENT

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

EXPERIENCE

- | | | |
|---|---|--------------------------|
| PRODUCER
INTERNSHIP | Zynga San Diego, CA | May 2018 - August 2018 |
| | <ul style="list-style-type: none"> - Assemble game design documents to organize the creative and technical direction for new IPs - Manage communications between team and central groups by running daily stand ups - Support the team in all development needs from a production perspective - Optimize studio's game community to drive user engagement through community management - Develop experience in live ops and pre-production game development while working on multiple projects | |
| COMMUNITY
OUTREACH
COORDINATOR | CSU Chico, CAGD Department Chico, CA | August 2018 - Present |
| | <ul style="list-style-type: none"> - 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 - Established process for community outreach being the first employee in the position. | |
| CONCEPT
ARTIST | Chico State Game Studios Chico, CA | January 2018 - May 2018 |
| | <ul style="list-style-type: none"> - Create digital concepts for use of 3D and environment modellers in the PC title Project Resurrection - Draft and finalize concept art for characters including bosses and enemies, as well as weapons, and attire - Maintain and manage concept art pipeline, integrating and updating progress with studio documents | |
| OPERATIONS
CONSULTANT | Hitachi Solutions America, LTD. Chico, CA | January 2018 - May 2018 |
| | <ul style="list-style-type: none"> - Analyze internal processes and pain points of the construction industry in a business operations internship - Perform business operations 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 |
| | <ul style="list-style-type: none"> - Review queue of community submissions, ensuring all art meets copyright, content, and quality standards - Research 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 |
| | <ul style="list-style-type: none"> - Direct teams in busy environments and running store operations while providing management support - Provide excellent and memorable customer service while ensuring production of a quality product | |

EDUCATION

- B.S. Computer Animation & Game Development - Option in Game Development** December 2017
California State University - Chico **3.57 GPA**
Minor in Video Game Design, Minor in Project Management
- Certificate of Proficiency: Video Game Artist** May 2015
Palomar Community College

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 (CGC)
Discuss game industry news on a weekly basis, arrange game and animation jams for club members
- CONFERENCE ASSOCIATE** / Game Developers Conference 2017
Volunteer for the world's largest professional game industry event

INTERESTS



Sample Resume

Adrianna Williams

(415) 456-7890 • adriannawilliams@mail.csuchico.edu

EDUCATION

California State University, Chico May 2020
Bachelor of Arts in Sociology
Bachelor of Arts in Multicultural and Gender Studies
Minor in Psychology
 Certification: Mental Health First Aid

EXPERIENCE

Homeless Emergency Action Response Team Chico, CA
Lead Outreach Specialist January 2019-Present

- Train all new outreach workers through overview of services and referral of services
- Plan, coordinate, and implement program activities and community events
- Give workshop to over 100 youth at the Youth Empowerment Conference
- Serve as a positive role model at 6th Street Center for Youth
- Provide information of services and provide referrals within the community

Gender and Sexuality Equity Center, CSU, Chico Chico, CA
Outreach Program Coordinator June 2017-March 2019

- Coordinated all outreach efforts, organized classroom panels, presentations, and volunteering
- Facilitated recruitment, selection, training, and management of interns
- Directly lead up to 6 outreach interns in all public relations efforts
- Managed budget of the Outreach Program, sold and kept inventory, made deposits of funds

Registrar's Office, CSU, Chico Chico, CA
Student Assistant February 2017-March 2018

- Managed logistics and problem solve related to the creation of final exam schedules
- Ensured attention to detail in the accuracy of course audits
- Utilized PeopleSoft to manage employee access to facilities and update office directory
- Scheduled comprehensive facility use requests through Astra program

Community Action Volunteers in Education (CAVE) Chico, CA
English Learners Connections Program January 2017-May 2018

- Worked with young English language learners in developing skills in reading and writing
- Helped each child build self-esteem and cultural awareness through afternoon play activities
- Taught children course materials in math and other subjects
- Counseled children on how to improve study habits

CAMPUS AND COMMUNITY INVOLVEMENT

Women of Excellence, CSUC September 2019-Present
 Student Advisory Board on Campus Climate, CSUC January 2019-Present
 Latinas in Action, CSUC March 2017-Present
 Catalyst Domestic Violence Services, Chico, CA January 2018-May 2018
 Dia De Los Muertos, CSUC November 2017-January 2018

Sample Resume

Norma Lee

(858) 280-1285 | normalee7@mail.csuchico.edu

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, introducing a modern version of the 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 communication with Pearson Campus Ambassadors to ensure that all goals are met

Pearson Campus Ambassador – Chico, CA

April 2018 - Present

- Conduct presentations to student audiences (300+), serving as the liaison between students and Pearson Education
- Work closely with Pearson professionals to ensure sales goals are reached each semester
- Responsible for marketing Pearson's products by hosting promotional events on campus

Higher Education Communities Intern – New York, NY

June 2018 – August 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 – August 2017

Systems Analyst Intern – Rancho Cordova, CA

- Worked directly with SharePoint on the Collaborative Applications and Publishing team
- Conducted presentations to audiences of 120-150 employees, demonstrating 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

September 2018 – Present

Executive Director of Marketing, CSUC Business, IT & SAP Career Fair – Chico, CA

- Market event to CSU Chico's 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

5489 Hawk Lane • 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 that included 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
 - Motivate 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
 - Used OpenCV and Visual C++ to develop image processing algorithms
 - 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

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**
- Minor in **Marketing**

GPA 3.3

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
- 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 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
- Able to upsell 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

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

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

May 2019
3.49 GPA

RESEARCH EXPERIENCE

Learning and Memory Laboratory

Dr. Robert Clark, University of California, San Diego

May 2018-August 2018
San Diego, CA

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

August 2016-August 2018
Chico, CA

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

June 2016-August 2017
Chico, CA

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

January 2015-May 2017
Chico, CA

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

Summers 2015-2017
San Diego, CA

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

Curriculum Vitae

CURTIS WEEKS

5421 Heritage Way, Chico, CA 95926 • curtisweeks@microsoft.com • (561) 258-4512

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 | 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 |

Wildcat Research CV Page 2

Cover Letter Break Down

Natalie Wood

Chico, CA ✦ nataliewood@gmail.com ✦ 530.485.1229

May 21, 2019

The cover letter **header** can be the same as your resume header

COVER LETTER BREAK DOWN

Pat Riggins
Director
Oxford Suites
1234 Sundial Lane
Redding, CA 95841

If you don't know how to address the **recipient** of the letter, you can use "Dear Hiring Manager"

Dear Pat Riggins,

Please accept this resume and cover letter as my formal application for the Account Executive position at Oxford Suites. I am currently a senior at California State University, Chico and plan to graduate in May 2021 with a Bachelor of Arts degree in Communication Studies and a minor in Spanish. I would like to showcase how my two internships focusing on sales and marketing, partnered with my four years of customer service experience would make a great addition to the Oxford Suites team.

Intro Paragraph: Hook the reader and share the **job title** you're applying to, your **degree** and overarching **experience**

I see you are looking for someone who has exceptional customer service skills with a knack for sales. As a Marketing Intern for Reynolds American, I effectively implemented the "Four P's of Sales" and as a Sales Representative for the Around Campus Group, I was ranked #6 out of all participants in the entire Pacific Region. I am a native Spanish speaker and I believe my outgoing personality working with diverse populations compliments my proven sales track record of exceeding expectations month after month. These experiences taught me that not only do I enjoy being challenged in the work place, I also enjoy working in a team environment.

Body Paragraph(s): Identify the **employer's desired skillsets** from the job posting and your basic company research. Then identify your **transferable experiences** from your resume that showcase the desired skillsets of the prospective employer.

I am impressed that Oxford Suites is the only hotel in the nation that has been in the top 10 of Trip Advisors rankings for the last four years. The hospitality industry is of great interest to me because I have enjoyed meeting new people in the last four years working in customer service. Recently, I was a Front Counter Attendant for Special Times Catering and truly took pride in providing friendly service while fulfilling complex catering orders. Additionally, as a Server for Tres Hombres, I enjoyed providing a pleasant dining experience for our guests and became the lead trainer for all new hires.

I am hopeful you can see that my desire to be a part of a quality team and my relevant experience in the industry would be a great addition to Oxford Suites. Thank you for taking the time to consider my application and I look forward to interviewing with you to further discuss my qualifications.

Sincerely,

Natalie Wood

Natalie Wood

Closing Paragraph: 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"

Sample Cover Letter

Kevin Curtis

916.249.5714 | KevinCurtis@gmail.com

September 26th, 2019

TSM Corporation
1 New Orbit Road
Norfolk, Virginia 26555

Dear Mr. Garcia,

The Client Relationship Representative position at TSM is an incredible opportunity. At the Chico State Career Fair, I had a chance to talk with Diane Simms and Sam Bond who both agreed that my experience and skill set would benefit TSM. I believe my proven initiative, curiosity and adaptive leadership skills closely align with TSM's corporate values.

At Linex, I took the initiative to learn and master our Customer Relationship Management Salesforce plugin. Linex provides video software worldwide for companies like HBO and NBC. I noticed trends in online customer interactions that needed improvement and then utilized the CRM system to produce automated email campaigns for a database of over one million contacts. My initiative resulted in the development of my position from an observing intern into Linex's Act-On Specialist. I will bring the same initiative and drive to TSM.

Secondly, my curiosity to understand and learn about people will help support TSM's commitment to customer success. As a Sales Intern for Zion, I leveraged listening skills and kept the customer's solution at the forefront of each conversation. This method allowed me to understand key objections and then craft client solutions that exceeded my boss's expectations regarding contracts signed, products sold, and competitors space won. I will bring the same curiosity and performance to TSM.

TSM prides itself on working with Wild Ducks. To me, that means each client is special and needs to be approached as a unique opportunity. My adaptive leadership skills will complement TSM's initiative. To elaborate, I utilized adaptive communications to successfully lead an event planning team who produced a live stage event for over 600 participants. The style allowed me to effectively delegate and provide recognition to the team. I pride myself on being able to motivate others and will gladly bring this skillset to TSM.

TSM is at the forefront of technology. I am excited to bring my passion, energy, and dedication to your company. Thank you for taking the time to read my letter. I look forward to hearing back from you soon.

Sincerely,

Kevin Curtis

Email Introductions

Examples of brief email introductions when you are attaching your resume and formal cover letter. Note that at least one specific benefit is presented in each email.

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.

Reference Page Example

Anita Career

5678 Address Lane, Chico, CA 95926
000.000.0000 – generic@notarealemail.com

References

Jack Deer
Assistant Director
Office of Student Affairs
California State University, Long Beach 2201 Webster Way
Long Beach, CA 95992
(510) 268-4467
jack.deer@csulb.edu

Sandra Trione
Associate Professor
College of Business
California State University, Long Beach 2201 Webster Way
Long Beach, CA 95992
(510) 268-4338
sandra.trione@csulb.edu

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

CAREER FAIR QUESTIONS? WE HAVE ANSWERS.

- 1 What is a career fair?** A room full of friendly recruiters from a variety of organizations (companies, government agencies, non-profits), wanting to hire Chico State students, soon-to-be grads and alumni for jobs, career positions and internships.
- 2 Who should attend this career fair?** You! 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.
- 3 Where can I see which organizations are attending?** You can find the list on our website: www.csuchico.edu/careers. Click on the blue "Career Fairs" link.
- 4 How can I get help preparing for the career fair?** Attend a Career Fair Prep Seminar. These are casual events, where we answer all your questions about the day, like what to wear, what to bring, what to say and everything in between. No, you don't need to stay the whole time, and yes, you can come late.

We have drop-in hours from 1-4 p.m. M-F when classes are in session. Come to the Career Center, SSC 270, or make an appointment with an advisor.

- 5 What if I get "cold feet" on the day of the career fair and I'm too nervous to come?** Come and find our friendly advisors at the career fair...we're everywhere and easy to find. We'll help you. We promise!



Thank-You Notes

A thank-you note is a good way to express your appreciation to anyone you encounter during your career exploration or job search. Ideally, a hand-written note is the best option. It demonstrates that you took the time and effort to sit down and write it. The thank-you note can be hand-written or sent via email.

Remember, a thank-you note is just that—a simple way to say thank you. In the business world, even these brief notes need to be handled with care.

- Remind the interviewer who you are, and how or where you met
 - ❖ “My name is Anita Career . I had the privilege of meeting you yesterday at the CSU, Chico Career Fair .”
- Be memorable
 - ❖ Try to include a unique detail to make yourself stand out, especially if you met them when they were meeting many other students
 - ❖ It demonstrates that you care when your thank-you note isn’t generic
- Reiterate your interest in the job or organization
- Remind the individual about your qualifications
- Sincerely thank them for their time
- Give them your contact information, even if they already have it
- Most importantly, keep it brief and sincere

When to Write a Thank-You Note

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

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

Thank-You Note Example

Dear Mr. Smith:

Thank you again for speaking with me today at CSU, Chico’s Career Fair. I was glad to discuss the details of the internships at XYZ Firm and the process of making myself a distinguished candidate.

Thank you for the advice on continuing to develop leadership and interpersonal skills as a participant in the Wildcat Leadership Institute.

I have attached my resume for your consideration for one of the internship positions.

Please do not hesitate to contact me if I can give you any further information. I can be reached at this email or at (000) 000-0000. Thank you again.

Sincerely,

Anita Career

Interviewing Preparation – Questions you might be asked

It is impossible to predict exactly what questions you may be asked in an interview. However, there are certain questions that are frequently asked. Following is a list of seven questions we recommend you practice answering, as well as some tips for answering them effectively.

Tell me about yourself.

This is not an autobiographical question. Focus on why you would like this job and how you have prepared yourself – experientially and academically.

Why are you interested in this job?

This is a great chance to distinguish yourself as a candidate. Incorporate the 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.

What do you know about our organization?

Similar to #2. Make sure you have researched the organization. Don't act as if you know everything but demonstrate your commitment and the extent of your interest in being employed there.

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.

What is your greatest weakness?

Everyone has weaknesses, but avoid red flags and show how you have turned your weakness into a positive. Anger, for instance, is a red flag. Remember, weaknesses are the flip side of strengths. Faulty time management may be the flip side of concentration and dedication. Procrastination may be the result of wanting to consider all the information and make an informed decision. Downplay the negative and play up the positive.

Why should we hire you?

Similar to #1. Focus on what your particular contribution will be to company success: hard work, dedication, humor. We all bring something unique.

Do you have any questions for me/us?

These questions can be about the organization or about the interviewer and their experience. It is a great opportunity to show your desire to learn and your ability to be proactive. It can also help establish a more personal connection with the interviewer. Additional "Questions to Ask the Employer" are listed on page ____.

Additional Questions You May Be Asked

How have your education and employment prepared you for this position?

Do you think your grades are an accurate indication of what you have learned in college?

Tell me about an accomplishment from the past year that you are the most proud of. Why?

Tell me about one of your failures and what you learned from it.

Which one of your jobs did you like the best? Least? Why?

Describe your strongest communication skills.

Think about a large task you organized. Describe the steps you followed.

Please describe a situation when you used your creativity to solve a problem.

Give me an example of going the extra mile to help a customer.

Describe a situation when you gathered and analyzed facts to arrive at a decision.

How do you prioritize your work to meet deadlines?

Why did you leave your last job?

How would your friends (or teacher or supervisor) describe you?

Give me an example of a problem you have had with a team member, co-worker, or employee and how you resolved it.

Give me an example of a high-pressure situation you have faced this past year and how you resolved it.

Why are you interested in working for our company?

How do you deal with stress?

*For more questions please visit our website

Questions to Ask the Employer

You will often have the opportunity to ask questions of your interviewer. It is good to have some questions prepared. There are a few important reasons to ask questions.

- You were unable to find answers when doing company research
- You have questions about the hiring process
- To demonstrate initiative and critical thinking
- To establish a more personal connection with the recruiter and show genuine interest in their experiences

What are your expectations for the person you hire?

What kinds of projects might I be working on?

Why do you like working for this company?

Would you describe the typical training program?

How is the company structured in terms of departments or divisions?

Would I work for more than one person?

Please describe the travel involved in this position.

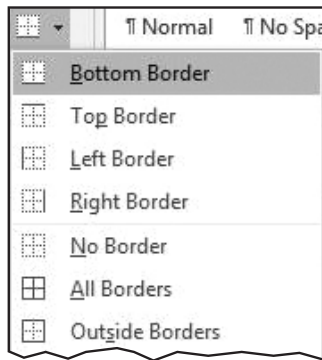
What opportunities do you see for growth and development?

I am very interested in this position—what is the next step?

Microsoft Resume 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**.



Example:

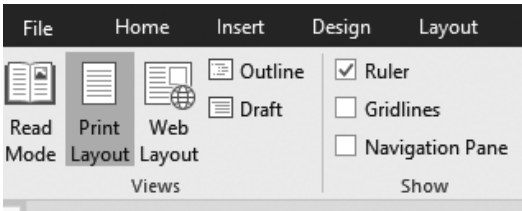
Work Experience

Pro Tip:

If you want to change the line width or style, click on “**Borders and Shading...**” before inserting the bottom border and select your preference.

How to move dates to the right side of a page (setting a Tab Stop)

- Click on View
- Check the Show Ruler box



- At the leftmost edge of the ruler, click the tab stop in the **Tab Selector** to change between a left tab stop, a center tab stop and a right tab stop. We suggest selecting a **right tab stop** so that your dates create a bookend on the right edge of your page.



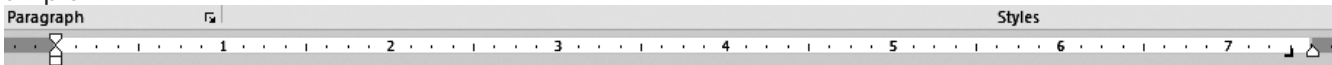
-Right Tab Stop

- Then click the location on the ruler where you want to set the **right tab stop**. A small backwards “L” should occur on the ruler. Set the right tab stop on the inside edge of your page margin. i.e. If your left and right margins are set to 1 in”, your tab stop should be set at 6.5” on your ruler. If you left and right margins are 0.5”, set your right tab stop to 7.5”.



- Once your tab stop is set, place your cursor on the left side of your date and press **Tab** on your keyboard.

Example:



WORK EXPERIENCE

Company Name – City, State

Date

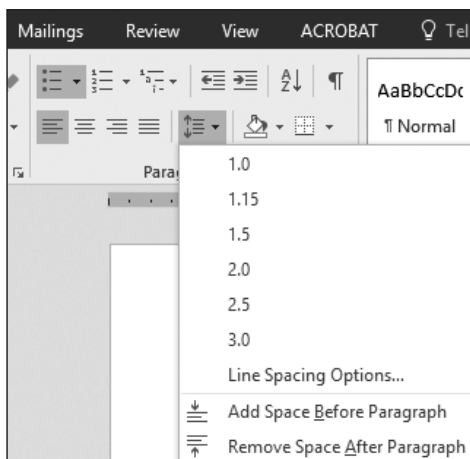
Job Title

- Skills statement
- Skills statement
- Skills statement
- Skills statement

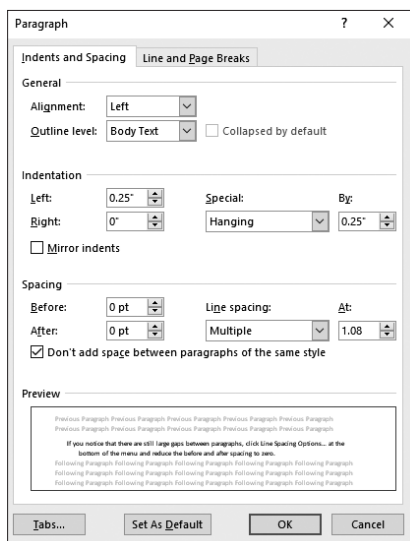
Microsoft Resume Tips

How to adjust Line Spacing in Word

- Highlight and select the paragraphs or lines you want to adjust.
 - *Pro Tip:* Press **Ctrl+A** to select all text in the document.
- Select the Line Spacing button on the Home tab



- Choose the number of line spaces you desire. If you are trying to save space, select 1.0 spacing.
- If you notice that there are still large gaps between paragraphs, click **Line Spacing Options...** at the bottom of the menu and reduce the **Before** and **After Spacing to "Opt"** instead of the default **"8pt After font"**.



Example:

Multiple Spaced

Multiple Spaced

Single Spaced (Opt)

Single Spaced (Opt)

PREMIER

PARTNER PROGRAM

OUR 2019-20 PREMIER PARTNERS



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CAREER CENTER
CHICO STATE

INTERESTED?
KENDRA WRIGHT

On-Campus Recruiting Coordinator
530.898.5253
kkwright@csuchico.edu

Connect With the Career Center:



STUDENT SERVICES CENTER 270