Contents

Letter from the Director ..................................................... 2
Career Center Services .................................................... 2
Clean Up Your Social Media Identity ................................. 3
Handshake ................................................................. 4
Researching the Organization ............................................. 5
Qualities Desired in New College Graduates ...................... 6
Transferable Skills .......................................................... 6
How to Write Skills Statements ...................................... 7
Power Verbs for Your Resume ......................................... 8
Sample Resumes ........................................................... 9
Sample CV ...................................................................... 10
Cover Letters .................................................................. 20
Sample Cover Letter ...................................................... 21
Email Introductions ....................................................... 22
Reference Page Example .................................................. 22
Career Fair Questions? .................................................... 23
Proper Interview Attire .................................................... 24
Advice From the Experts .................................................. 25
Informational Interviews ................................................. 25
Thank-You Notes ........................................................... 26
Successful Salary & Benefit Negotiation ......................... 27
Dealing With Rejection in the Job Search ......................... 28
Is Graduate School Right for You? ............................... 29
Guidelines for Writing Your Personal Statement ............... 30
Premier Partner Program ................................................ 32

ADVERTISER INDEX

ACRT Pacific ................................................................. 27
Across the Pond ............................................................. 31
Keep America Beautiful ................................................. 28
Kohl's ......................................................................... 31
Olson Steel ................................................................. 31
Sunnyvale Department of Public Safety ......................... 24

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CAREER & INTERNSHIP MANUAL

2018-2019

California State University, Chico

Career Center

Student Services Center #270
Phone: 530-898-5253

Director: Megan Odom
Assistant Director: Kate Buckley
Career Advisor/On-Campus Recruiting Coordinator: Kendra Wright
Career Advisors: Art Cox, Brianna Ellis, Jeffrey Harrington, Ken Naas

Staff: Donna Deems, Lora Ferguson, Barbara Johnson

Hours: Monday - Friday
8 a.m. - 5 p.m.

Home Page Address: www.csuchico.edu/careers
Welcome to the 2018/2019 edition of our Career Manual! 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
• Grad School Advising
• Drop-in, 1-4 p.m., M-F when school is in session
• One-on-One Appointments
• On-Campus Interviews
• Resume & Cover Letter Reviews
• Individual Job Search Strategies
• Interview Preparation/ Mock Interviews
• Career Fairs, Information Sessions, & Seminars
• Handshake – online database to search for jobs and internships
• Career Assessments

Career Conversations
Each semester we offer 30-minute seminars to help students with their career search. Topics include career exploration, interview viewing 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. 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!

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.

Career Fairs
• Business, IT and SAP Career Fair
• Fall & Spring Career & Internship Job Fairs
• Education Hiring Fair
• College of Agriculture Career and Internship Fair
• Graduate and Professional School Fair
• Technical Career Fair
• Local Job Fair

Student Employment
Many students meet their college expenses by working part time during the school year or full time during the summer. The Student Employment Office (SEO) at CSU, Chico is available to help students locate work by referring them to a wide variety of job opportunities. Located in the same room as the Career Center, SEO services are provided free to students and employers by the University.

Clean Up Your Social Media Identity

The social media profiles of job candidates are an area of scrutiny for recruiters. In fact, there are now even online research analysts who will com the internet for damaging information on a firm’s candidates. (On the flip side, there are “scrub services” that will clean up a job hunter’s digital footprint.) Here are some simple ways to take a DIY approach to scrubbing your online presence.

Google Your Name
Search for your name online occasionally to see what comes up, or set up automatic name alerts at Google.com/alerts. You may discover results for many people with your same name, possibly with embarrassing or outrageous content. To find the real you,” try tweaking your name (e.g., Sam versus Samuel) or add some additional identifying modifiers (perhaps your city or school).

Search for your name on all the networks to which you’ve ever belonged, including Facebook and YouTube. (Recruiters check everywhere.) After a thorough review, ask yourself: Will this social media profile foster callbacks, interviews and job offers? If not, keep reading.

Keep Some Mystery
• “Most new grads grow up texting, Sleeking, Tweeting, Facebooking and reading or creating blogs,” says Jenny Foss, who operates Ladder Recruiting Group in Portland, Ore. “Older, more experienced competitors can ‘nake social media people.” That’s plus: the minus is you have to shift your mindset from “impressing the guys” to “promoting yourself as a polished professional.”

Foss recommends you adjust the privacy settings on your accounts. But you’re not safe even then since companies can change privacy policies. When possible, it is better to remove negative or overly private content than hide it.

There’s No Swim Suit Competition
Recruiters will judge you by your profile photos. Do they tell the right story? Don’t post sexy photos of yourself online. Don’t be too glamorous. That’s a really big turnoff to employers,” says Vicky Oliver, author of 2012 Smart Answers to Business Etiquette Questions. “These in photos as you would in an interview. Remove un flattering pictures, videos, and unfavorable comments you’ve posted on social networks. Post a high-quality headshot, the same one across all platforms. Important: Don’t forget to check out photos where friends have tagged you on Facebook. If you’re pictured at a party with a drink in hand, delete the tag. Adjust privacy settings to prevent that from happening again.

Blot Out the Bitter
Have you ever gone online while under the influence or in a foul mood? Bad idea. “Whatever you wouldn’t do at the networking event, don’t do online,” says Oliver. “See examples of social media gaffes: Posting about parties, dates, getting into posting wars with your friends, or using obsequies, faulty grammar, typos, or cryptic abbreviation shortcuts.”

Oliver said, “I personally would never put thumbs-down sign on someone’s comment,” says Oliver. “I would not write anything negative, no snippy commentary at all.”

Get LinkedIn
This is the single best social media platform for job seekers because of its professional focus. Some savvy employers are now even requesting LinkedIn profile info as part of the job application process. One of the most powerful aspects of this profile is the recommendations from previous bosses and co-workers. Testimony from others is proof positive of your professionalism. Make good use of keywords and set up links between all your social media profiles. LinkedIn, Facebook, Twitter, and Blogspot all rank high in Google searches.

Wit ness Protection Program
Some job seekers are so concerned about privacy they’ve gone into lockdown mode and blocked all of their profiles. Unfortunately, that makes recruiters wonder what they’re they’re trying to hide. Plus, many of them seek employees with social media skills, so cleaning up what’s out there is usually better than shutting it down.

What Would Your Mother Say?
Many career coaches and recruiters say that the rule of thumb for what’s appropriate or not, so it can be helpful to have a second pair of eyes to look over your profiles. Select someone who’s about the same age as your target employers, experienced in your field, or at least in the hiring process.

Netiquette Tips
Dan Schwabel, a personal branding expert and author of Me 2.0, offers these tips to keep your digital reputation clean:
• Don’t over-promote yourself or people will get turned off.
• Do share industry insights, useful resources, quotes and funny texting shortcuts.
• Don’t send your resume to employers on Facebook.
• Don’t come to an interview without researching the company.
• Never make discriminatory or inflammatory remarks.
• Don’t share intimate relationship details.
• Don’t brag about skipping work, playing games or sleeping on the job.
• Do not broadcast an employer’s confidential information.

Content You Should NEVER Share
Here’s some material that’s really obvious, but people lose jobs (and job offers) every day because of them:
• Don’t refer to a company by name; they may get alerts when mentioned online.
• Don’t complain about your job or boss.
• Refrain from making snarky comments about co-workers or customers.
• Don’t reveal your drug/drink habits.
• Never make discriminatory or inflammatory remarks.
• Don’t share intimate relationship details.
• Don’t brag about skipping work, playing games or sleeping on the job.
• Do not broadcast an employer’s confidential information.

Letter from the Director

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• Do share industry insights, useful resources, quotes and funny texting shortcuts.
• Don’t send your resume to employers on Facebook.
• Don’t come to an interview without researching the company and the hiring manager online, using LinkedIn first.

Written by Jebra Turner, a former human resources manager, who writes about career issues, and other business topics. She lives in Portland, Ore., and can be reached at www.jebra.com.
Researching the Organization

It is critical to do as much research as you can before a job interview. The number one concern we hear from recruiters about the people they interviewed is that the candidate did not know anything, or enough, about their position, organization or industry. It is very hard to target answers toward what the interviewer is looking for if you don’t know details about the job or have information about the organization, and showing that you’ve done your research shows diligence and motivation.

Sample Questions to Investigate

- Is the organization for-profit or a non-profit?
- Is it a public or private organization?
- What products or services does the organization provide, and to whom?
- Who owns the organization? Is it a subsidiary of a larger organization?
- How profitable is the organization? (if applicable) How stable?
- What are the organization’s plans for future growth?
- What are the organization’s major products or services?
- What is the mission statement?
- What are the goals and objectives of the organization?
- What is the organization’s reputation in the industry?
- What is the economic outlook for the industry?
- What are the organization’s major operating units? Where are they located?

Researching Culture Fit

What is the “corporate culture?” Is it a good fit for you? Harvard Business Review refers to culture fit as “the likelihood that someone will reflect and/or be able to adapt to the core beliefs, attitudes and behaviors that make up (an) organization (HBR July 2015, “Recruiting For Cultural Fit”). Many of us spend close to 50 hours per week at work, so it is important to make sure that you will be in an environment that feels right for you. Here are some suggestions from Lifehacker to help you research whether an organization you are interested in is the right match for you:

- Peruse the organization’s website to see if the organization describes its culture, values or benefits. Job listings may also describe what the work environment is like for employees.
- Research postings on Glassdoor or Salary.com. These reviews might unfairly skew to the negative, but common threads may emerge that will give you a sense of what employees are experiencing.
- Review the organization’s social network profiles, particularly LinkedIn and Facebook, to get a sense of what the organization wants the world to see.

Additional Sources of Information

- The Career Center
  - Online database with employer information
  - Advisors—the direct points of contact for recruiters
- The Internet
  - Google
  - Wikipedia
  - Glassdoor.com
  - Organization’s website
  - News articles
Qualities Desired in New College Graduates
By Businesses, Industries and Government Agencies

Energy, Drive, Enthusiasm and Initiative
Hard-working, disciplined and dependable
Eager, professional and positive attitude
Strong self-motivation and high self-esteem
Confident and assertive, yet diplomatic and flexible
Sincere and preserves integrity
Ambitious and takes risks
Uses common sense

Adapts Textbook Learning to the Working World
Quick learner
Asks questions
Analytical; independent thinker
Willing to continue education and growth
Committed to excellence
Open-minded, willing to try new things

Source: Adapted from Recruiting Trends by L. Patrick Scheetz, Ph.D., Collegiate Employment Research Institute. ©Michigan State University.

Transferable Skills

A transferable skill is a "portable skill" that you deliberately (or inadvertently, if you haven’t identified them yet) take with you to other life experiences. Transferable skills can also be foundation skills—they allow you to build more specific, complex skills.

Your transferable skills are often acquired through:
• A class (e.g., an English major who is taught technical writing)
• Experience (e.g., a student government representative who develops strong motivation and consensus building skills)

Transferable skills supplement your degree. They provide an employer concrete evidence of your readiness and qualifications for a position. Some can be used in every workplace setting (e.g., organizing or communication skills) while some are more applicable to specific settings (e.g., drafting or accounting). Identifying your transferable skills and communicating them to potential employers on resumes, cover letters and in interviews will greatly increase your success during the job search.

Where You Might Have Learned Transferable Skills
• Campus and community activities
• Class projects and assignments
• Group work
• Athletic activities
• Internships
• Summer or part-time jobs

The following are examples of transferable skills many college students have acquired. Use them to help you develop a list of your transferable skills.

Working with People
• Selling • Training • Teaching • Supervising
• Organizing • Soliciting • Motivating • Mediating
• Managing • Advising • Delegating • Entertaining
• Representing • Negotiating • Translating

Working with Things
• Repairing • Assembling parts • Designing
• Operating machinery • Driving
• Maintaining equipment • Constructing • Building
• Sketching • Working with CAD • Keyboarding
• Drafting • Surveying • Troubleshooting

Working with Data/Information
• Calculating • Developing databases
• Working with spreadsheets • Accounting • Writing
• Researching • Computing • Testing • Filing • Sorting
• Editing • Gathering data • Analyzing • Budgeting

Knowledge of Computers
Established word processing, spreadsheet, database and presentation software skills
Excellent computer literacy
Firm understanding of mobile computing
Networking in its many forms: social, face-to-face and technological
Programming experience a plus

Communications Skills
Good writing skills
Excellent oral communication skills
Listens well; compassionate and empathetic
Excellent problem-solving and analytical skills
Creative and innovative

Leadership Skills
Organizational skills and attention to detail
Accepts and handles responsibilities
Action-oriented and results-driven
Loyal to employers
Customer-focused
Team-spirited; understands group dynamics
Always willing to help others
Mature, poised and personable
Diversity aware; treats others with respect and dignity

Oriented to Growth
Acceptance of an entry-level position;
doesn’t view required tasks as "menial"
Academic excellence in field of study
Views the organization’s total picture,
not just one area of specialization
Willing to accomplish more than required

How to Write Skills Statements

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 enhanced + Skill communication skills + Task by working one-on-one with students to develop better study skills.
Verb developed + Skill time management + Task 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 continuously 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

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

Reprinted with permission from University of Wisconsin-Stout’s 2017-18 Employment Guide.

Source:
www.csuchico.edu/careers
Power Verbs for Your Resume

Adapted with permission from the Career Resource Manual of the University of California, Davis.
Sample Resume

Steven Success
1234 Address Lane, Chico, CA 95926
(000) 000-0000 • generic@notarealemail.com

Education
California State University, Chico
Bachelor of Science, Agricultural Business May 2020

Experience
Crop Production Assistant
ABC Ranch, Colusa, CA January 2018 – present
• Apply herbicides to rice crops while adhering to safety precautions.
• Maintain several rice combines and perform repairs.
• Excelled as a member of the harvest crew, demonstrating exceptional teamwork in demanding work conditions.
Field Scout
Chico Fertilizer, Chico, CA Spring/Summer 2017 & 2018
• Checked and recorded data of Codling Moth and Husk Fly traps in walnut orchards in Colusa, Glenn, Butte, and Tehama Counties.
• Utilized Excel to plot data and report information to PCAs and growers weekly.

Server
The Broadway, Chico, CA January 2017 – January 2018
Bill’s Ranch House, Camarillo, CA March 2016 – August 2016
• 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 2017 – present
• Member, Club Reporter, Committee Chair
CSU, Chico Harry Potter Club 2017 – present
• Member, Treasurer

Sample Resume

Anita Career
5678 Address Lane, Chico CA 95926
generic@notarealemail.com
(000) 000-0000

EDUCATION:
California State University, Chico Bachelor of Science in Recreation Administration May 2019
Option: Resort and Lodging Management

ATHLETICS:
NCAA Division II Softball - CSUC
• Scholarship athlete for nationally ranked program
• Selected as captain by teammates for the 2018 season

LANGUAGES:
• Fluent in Spanish and English, both oral and written
• Conversational in German

EXPERIENCE:
Summer Intern, Hyatt Regency Lake Tahoe, Incline Village, NV 05/2018 to 08/2018
• Welcomed guests and created a great first impression to all patrons
• Provided table accommodations and offered knowledgeable menu and wine recommendations
• Demonstrated ability to multi-task and pay attention to detail for a fast-paced operation
Barista, Starbucks Coffee, Incline Village, NV 06/2017 to 08/2017
• Created uplifting experiences for each customer and achieved Starbucks’ high quality standards
• Consistently worked early morning shifts starting at 5am
• Received perfect attendance award and acknowledged by management for flexibility

Team Leader, Farm Star Pizza, Chico, CA 04/2016 to 06/2017
• Developed and applied effective management skills
• Trained, mentored and evaluated all new hires

Guest Service Associate, Toys ‘R Us, Roseville, CA 10/2014 to 01/2015
• Demonstrated knowledge of sales, promotions, and products
• Assisted floor crew while providing excellent customer service
• Managed service desk, oversaw and aided cashiers, and trained incoming seasonal workers

COMMUNITY INVOLVEMENT/AWARDS:
• Recipient, Hotel and Restaurant Foundation Hospitality Scholarship 2018
• Volunteer, AS CAVE (Community Action Volunteers in Education) “Chico Ambassadors” and “Adopt-A-Grandparent” - CSU, Chico 2017
• Participant, Up ‘til Dawn: event to raise money for St. Jude’s Hospital 2016
• Helped to build houses for underprivileged families in Mexico 2015

www.csuchico.edu/careers
Anita Career
5678 Address Lane, Chico, CA 95928 • (000) 000-0000 • generic@notarealemail.com

EDUCATION
California State University, Chico
Bachelor of Arts in Political Science
May 2019
Bachelor of Arts in International Relations
May 2019
Minor in Multicultural and Gender Studies

WORK EXPERIENCE
Legal Assistant
Adams & Killingsworth, LLP, Chico, CA – November 2017 to present
• Support the senior partner attorney in document preparation, litigation support, and entity formation
Barista
A.S. Creekside Coffee Shop, CSU, Chico – Fall 2017 to present
• Offer an exceptional level of customer service in a busy campus environment
• Use solid communications skills to determine and satisfy customer needs
• Work directly and professionally with faculty, staff and students
Probation Intern
Butte County Probation Department, Oroville, CA – March 2017 to December 2017
• Assigned to a probation officer for a two-month period
• Accurately handled confidential court documents
• Assessed and determined what type of home would best suit certain juveniles, such as foster care, group homes, or youth authority
• Worked professionally with various youth facilities to appropriately place juveniles
• Confidently interacted with juveniles through the intake interview process
Marketing Intern
CSU, Chico Intercollegiate Athletics Department – Fall 2018
• Initiated and launched a new information sports magazine
• Acquired knowledge of the processes and procedures of implementing a Level II trauma center
• Demonstrated the ability to work quickly and accurately under a deadline

CAMPUS AND COMMUNITY INVOLVEMENT
Model United Nations, CSU, Chico
• Delegate, Seattle, WA; Boston, MA; and New York City, NY – 2017, 2018
• Secretary General, Seattle, WA; and New York City, NY – 2017, 2018
• Recipient, National Model United Nations Outstanding Delegation Award – 2018
President, CSUC Pre-Law Society
Volunteer, A.S. CAVE (Community Action Volunteers in Education)
• Classroom Aide, Rosedale Elementary, Chico, CA – Fall 2016
• State Facilities Program, Yountville, CA – Spring 2016
Sample Resume

Steven Success
1234 Address Lane, Chico, CA 95926 – (000) 000-0000 – generic@notarealemail.com

EDUCATION
California State University, Chico
Bachelor of Arts in Communications
Minor in Spanish
Dean’s List Spring 2018 & 2019

Languages: Speak conversational Spanish

EXPERIENCE
COMMUNITY ACTION VOLUNTEERS IN EDUCATION (CAVE), CSU, Chico
Director
August 2018 – May 2019
Supervised a staff of 18 and successfully managed four existing programs. One of five student directors that acted as the managing board of CAVE (the largest student organization on campus). Started a new program that has since continued.

- Initiated, organized, recruited and sent a group of 12 students to participate in hurricane relief work in Hattiesburg, Mississippi as part of an alternative Spring Break program. The group focused on schools, children and residential homes.

Group Leader
January 2018 – May 2018

- Led groups of 10-20 volunteers on weekend trips to a veterans’ home to provide companionship to the veterans and promote teamwork for the students. Made the trip fun, enforced the rules and managed the group dynamics.

Volunteer
September 2017 – May 2018

- Participated in the Adopt-a-Grandparent program and Scour and Devour (annual campus clean-up event).

Google, Mountain View, CA
Communications Intern
Summer 2018

- Coordinated with colleagues on communication about search and advertising services and the benefits of search to publishers on the web. Wrote materials, including op-eds, blog posts, press releases, briefing documents and presentations. Developed new forms of outreach and collateral to educate the media about Google’s content-search products.

COMMUNICATIONS STUDIES DEPARTMENT, CSU, Chico
Student Assistant
August 2017 – May 2018

- Gained an understanding of university culture and operations. Demonstrated responsibility and ability to accomplish tasks, subsequently given more responsibility.

ACTIVITIES/INTERESTS
LeadCat Program, Participant – Chosen to participate in a one-day leadership development program. Connected with current student leaders and learned about new leadership opportunities on campus and how to get involved.

- Residence Hall Association – Promoted student educational, cultural, physical and social well-being through the facilitation of programs and services.

- Interests – Mountain biking, snow skiing, horseback riding and golf

Sample Resume

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5678 Address Lane, Chico, CA 95926 – generic@notarealemail.com – (000) 000-0000

EDUCATION
California State University, Chico
Bachelor of Science in Computer Engineering
Bachelor of Science in Electrical Engineering
Minor: Computer Science
GPA: 3.72
GPA: 3.45

PROJECTS
Senior Project: Brain Wave Analyzer
- Designed a non-invasive Brain Wave Analyzer to capture brain waves
- Utilized application OnCat Capture to design filters and sensors to capture brain waves propagation
- Developed programs using C Language to be incorporated into microcontroller for signal processing
- Displayed brain waves to computer using MATLAB and excel
- Provided documentation for product to address specifications, risks, limitations and constraints.

- Signals, Systems and Transforms
  - Analyzed circuits by using periodic signals and Fourier Series in MATLAB
  - Applied Laplace Transform and Z Transform to analyze circuit
  - Created MATLAB programs to analyze circuits, in continuous and discrete time

EXPERIENCE
Tutor, CSU Chico Department of Electrical and Computer Engineering, Chico, CA
January 2018 – Present

- Provide academic support for electrical and computer engineering students on a walk-in basis
- Explain concepts and support students in developing efficient study strategies

Grader, CSU Chico Department of Electrical and Computer Engineering, Chico, CA
August 2017 – December 2017

- Graded problem sets strictly following instructor’s guidelines while maintaining confidentiality
- Completed and submitted assigned grading in a timely manner

SKILLS SUMMARY
Languages
- English (native), Spanish (proficient)
- C/C++ (two years), Verilog (less than one year)

Software Programs
- Adobe Photoshop
- IAR Embedded Workbench
- Microsoft Windows XP, 7 operating systems
- PSPICE A/D
- Linux terminal
- Windows Movie Maker

PROFESSIONAL AFFILIATIONS/DEVELOPMENT
IEEE-Eta Kappa Nu
- Student Member

Destino (President) Latino Club, CSU, Chico
- Collaborated with a team of students to organize weekly meetings and events for students
- Presented to sizeable student body weekly and lead small group discussions
- Organized events to reach out to the community
- Trained team of students how to manage and lead group discussions as well as meetings

PodCar Conference (San Jose, CA)
- Cooperated with engineers to provide a vision for San Jose’s PodCar track system
- Presented and led presentations on campus events
- Awarded Most Innovative Ideas for Design on PodCar system

Sample Resume

Steven Success
1234 Address Lane, Chico, CA 95926 – (000) 000-0000 – generic@notarealemail.com

EDUCATION
California State University, Chico
Bachelor of Arts in Communication
Minor in Spanish
Dean’s List Spring 2018 & 2019

Languages: Speak conversational Spanish

EXPERIENCE
COMMUNITY ACTION VOLUNTEERS IN EDUCATION (CAVE), CSU, Chico
Director
August 2018 – May 2019
Supervised a staff of 18 and successfully managed four existing programs. One of five student directors that acted as the managing board of CAVE (the largest student organization on campus). Started a new program that has since continued.

- Initiated, organized, recruited and sent a group of 12 students to participate in hurricane relief work in Hattiesburg, Mississippi as part of an alternative Spring Break program. The group focused on schools, children and residential homes.

Group Leader
January 2018 – May 2018

- Led groups of 10-20 volunteers on weekend trips to a veterans’ home to provide companionship to the veterans and promote teamwork for the students. Made the trip fun, enforced the rules and managed the group dynamics.

Volunteer
September 2017 – May 2018

- Participated in the Adopt-a-Grandparent program and Scour and Devour (annual campus clean-up event).

Google, Mountain View, CA
Communications Intern
Summer 2018

- Coordinated with colleagues on communication about search and advertising services and the benefits of search to publishers on the web. Wrote materials, including op-eds, blog posts, press releases, briefing documents and presentations. Developed new forms of outreach and collateral to educate the media about Google’s content-search products.

COMMUNICATIONS STUDIES DEPARTMENT, CSU, Chico
Student Assistant
August 2017 – May 2018

- Gained an understanding of university culture and operations. Demonstrated responsibility and ability to accomplish tasks, subsequently given more responsibility.

ACTIVITIES/INTERESTS
LeadCat Program, Participant – Chosen to participate in a one-day leadership development program. Connected with current student leaders and learned about new leadership opportunities on campus and how to get involved.

- Residence Hall Association – Promoted student educational, cultural, physical and social well-being through the facilitation of programs and services.

- Interests – Mountain biking, snow skiing, horseback riding and golf

Anita Career
5678 Address Lane, Chico, CA 95926 – generic@notarealemail.com – (000) 000-0000

EDUCATION
California State University, Chico
Bachelor of Science in Computer Engineering
Bachelor of Science in Electrical Engineering
Minor: Computer Science
GPA: 3.72
GPA: 3.45

PROJECTS
Senior Project: Brain Wave Analyzer
- Designed a non-invasive Brain Wave Analyzer to capture brain waves
- Utilized application OnCat Capture to design filters and sensors to capture brain waves propagation
- Developed programs using C Language to be incorporated into microcontroller for signal processing
- Displayed brain waves to computer using MATLAB and excel
- Provided documentation for product to address specifications, risks, limitations and constraints.

- Signals, Systems and Transforms
  - Analyzed circuits by using periodic signals and Fourier Series in MATLAB
  - Applied Laplace Transform and Z Transform to analyze circuit
  - Created MATLAB programs to analyze circuits, in continuous and discrete time

EXPERIENCE
Tutor, CSU Chico Department of Electrical and Computer Engineering, Chico, CA
January 2018 – Present

- Provide academic support for electrical and computer engineering students on a walk-in basis
- Explain concepts and support students in developing efficient study strategies

Grader, CSU Chico Department of Electrical and Computer Engineering, Chico, CA
August 2017 – December 2017

- Graded problem sets strictly following instructor’s guidelines while maintaining confidentiality
- Completed and submitted assigned grading in a timely manner

SKILLS SUMMARY
Languages
- English (native), Spanish (proficient)
- C/C++ (two years), Verilog (less than one year)

Software Programs
- Adobe Photoshop
- IAR Embedded Workbench
- Microsoft Windows XP, 7 operating systems
- PSPICE A/D
- Linux terminal
- Windows Movie Maker

PROFESSIONAL AFFILIATIONS/DEVELOPMENT
IEEE-Eta Kappa Nu
- Student Member

Destino (President) Latino Club, CSU, Chico
- Collaborated with a team of students to organize weekly meetings and events for students
- Presented to sizeable student body weekly and lead small group discussions
- Organized events to reach out to the community
- Trained team of students how to manage and lead group discussions as well as meetings

PodCar Conference (San Jose, CA)
- Cooperated with engineers to provide a vision for San Jose’s PodCar track system
- Presented and led presentations on campus events
- Awarded Most Innovative Ideas for Design on PodCar system
Sample Resume

Steven Success
1234 Address Lane, Chico, CA 95926 | (000) 000-0000 | generic@notarealemail.com

EDUCATION
California State University, Chico
Bachelor of Science in Business Administration
Emphasis: Marketing
GPA - 3.1
May 2019

Cabrillo Community College
Associate of Arts in Business Administration
Spring 2017

EXPERIENCE
Clinical Analyst Intern, Novasyte, Chico, CA
November 2018 – Present
• Develop relationships with top clinical talent in territories throughout the U.S.
• Execute cold calls and emails to recruit qualified nurses for job openings
• Social networking through LinkedIn and recruiting websites
• Market the company by presenting the benefits of being a Novasyte employee
• Guide potential candidates through the hiring process and prepare them for the requirements described by large medical device companies

Driver and Mover, United Van Lines, Sorenson Moving & Storage, Chico, CA
September 2017 – Present
• Responsible for driving trucks and coordinating work crews while moving customers
• Obtained a Class B license and became solely responsible for the transportation of fully loaded trucks
• Manage a work crew within the company’s designated time frame
• Perform within a structured time frame and allocate resources in an appropriate manner
• Adjust to challenging situations that involve the relocating of heavy objects

Food and Beverage Runner, The Wharf House, Capitola, CA
June 2016 – August 2017
• Multitasked and interacted quickly at this fast-paced ocean front tourist destination
• Experienced big crowds while delivering food and beverages to the customers
• Utilized exceptional memory skills to remember preferred requests of repeat clientele

Construction Assistant, Greater Property Management, Quincy, CA
May 2015 – August 2015
• Established consistent labor work while building a cabin
• Completed framing, electrical, and plumbing

Tree Marker, Wayland Resource Management, Quincy, CA
June 2016 – August 2016
• Developed a complex inventory of trees while marking for harvest
• Learned to work as a member of a team and assist others when needed

INVolVEMENT AND ACTIVITIES
• American Marketing Association
  Fall 2017 – Present
• 1st place Human Resource Management Simulation
  April 2018
• Intracollegiate Baseball, Cabrillo Community College, 1st Base and Outfield
  2016 – 2017

APTITUDES
• Computer Skills: Proficient in all Microsoft Office programs, including training in Excel, experience with SAP and SPSS, Google Docs and Google Calendars
• Phone Skills: Professional etiquette, with experience delivering precise and effective cold and warm calls

INTERESTS
• Sports: Intercollegiate Baseball, Cabrillo Community College, 1st Base and Outfield
• American Marketing Association
  Fall 2017 – Present

Sample Resume

Anita Career
5678 Address Lane, Chico, CA 95926 | (000) 000-0000 | generic@notarealemail.com

Education
California State University, Chico
• Bachelor of Science in Business Administration
  GPA: 3.84
  December 2019

Study Abroad – Linnaeus University, Varjso Sweden
• Attained a stronger understanding of international business and European education system
• Practiced ability to successfully adapt to new surroundings

• Study the subjects of Marketing, Management, Supply Chain Management, and the Contemporary Middle East

Experience
Peer Advisor - Business Undergraduate Advising (CSU, Chico)
Sept. 2017 - Present
• Practice listening and critical thinking skills while assisting students and discussing class planning, and overall degree planning
• Work closely with university faculty, staff, parents and administrators

Summer Intern - Fred Meyer Corporate Headquarters (Portland, OR)
June 2018 - Sept. 2018
• 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 2016 – January 2017
• 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
  2014
• Public Relations Officer – Future Business Leaders of America (High School)
  2014
Sample CV

STEVEN SUCCESS
1234 Address Lane, Chico, CA 95926 • generic@notarealmail.com • (000) 000-0000

EDUCATION
California State University, Chico May 2019
Bachelors of Arts, Psychology 3.49 GPA
Minor in Communication
Dean’s List: Spring 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2017

RESEARCH EXPERIENCE
Learning and Memory Laboratory May 2018-August 2018
Dr. Robert Clark, University of California, San Diego 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 August 2016-August 2018
Dr. Murphy St. Claire, California State University, Chico 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
Research Assistant 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 January 2015-May 2017
Scholar/Mentee 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 Summers 2015-2017
Summer Research Assistant 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

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

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
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 Athletics Assistant February 2015-February 2016

Wildcat Research CV Page 1 of 2

Wildcat Research CV Page 2 of 2
Cover Letters

The cover letter accompanies your resume. Its purposes are to demonstrate a match between the employer’s needs and your attributes, to demonstrate your knowledge of the organization and why you would be a good “fit” if hired, and to showcase your communication and writing ability/style. A good cover letter is typically short (usually three to five paragraphs). The opening paragraph should catch the employer’s attention and state what position you are applying for and why. If a specific person has referred you to the job, mention the person’s name in the first paragraph and state that s/he has recommended that you apply. The middle should develop your theme by providing specific examples of your qualifications as they relate to the needs of the organization. The end should summarize by requesting an interview and providing contact information.

Steven Success
1234 Address Lane, Chico, CA 95926 · 000-000-0000 · generic@notarealemail.com

May 18, 2019
Information Resources
Healthcare Technology Company
100 Beach Street
San Diego, CA 92101

Dear Hiring Manager,

I am excited about the Data Migration Analyst position with Information Resources. I am confident my bachelor’s degrees from California State University, Chico combined with my three years of experience as a Student Assistant in the Student Learning Center, make me a strong candidate for this position.

In December 2017, I received a Bachelor’s degree in History and a Bachelor’s degree in Latin American Studies from CSU, Chico and was accepted into the History graduate program beginning spring 2018. These programs allowed me to refine my analytical, communicational, and organizational skills. The coursework I completed for these programs required me to autonomously conduct extensive research, take accurate and detailed notes, interpret data and then articulate my conclusions through concise and effective writing. My demonstrated ability to work independently combined with my detail-oriented and time-efficient work ethic, prepares me to execute the expected responsibilities of the Data Migration Analyst.

In addition to my undergraduate career, I also have three years of experience as a Student Assistant in the CSU, Chico Student Learning Center. My responsibilities include preparing learning materials for tutors, setting up and administering tutoring sessions, and providing excellent customer service in person and over the phone. Additionally, I was entrusted to protect a range of confidential and sensitive information. These responsibilities required me to be meticulous, precise, and cordial. I am confident that my aptitude in the Student Learning Center will be advantageous when fulfilling the daily tasks required in the office of Information Resources.

Thank you for your time and consideration of my application materials, I look forward to hearing from you. I will make myself available to meet during and outside of business hours.

Sincerely,

Steven Success

Anita Career
5678 Address Lane, Chico, CA 95926 • 000-000-0000 • generic@notarealemail.com

May 20, 2018

Ms. Pam Riggins
Recruiter
Rayton, Inc.
1234 Sundial Lane
Redding, CA 12345

Dear Ms. Riggins,

I am excited about the opportunity to join the management training program at Rayton, Inc. I am confident my prior three years of customer service experience, combined with my bachelor’s degree from California State University, Chico, provide a solid background for your program.

My experience includes three years as a server at the Breakfast Buzz, an extremely busy diner in the heart of Chico where I effectively provide service to a varied clientele ranging from rambunctious college students to families and senior citizens. My demonstrated ability to be flexible, efficient and professional in an incredibly fast-paced environment, prepares me well for the ever-changing environment at Rayton, Inc.

In addition to my work experience, I just received my degree in Psychology. My coursework in human behavior provides me with a solid knowledge in helping others solve problems in a variety of situations. I am confident this knowledge will be beneficial when working with customers and co-workers.

I’ve attached my resume and look forward to hearing from you to arrange an interview. Thank you!

Sincerely,

Anita Career

Sample Cover Letter
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.

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 90802
(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 90802
(510) 268-4338
sandra.trione@csulb.edu

Richard Brenamann
Attorney at Law
Law Offices of Richard A. Brenamann
403 Hydra Street
San Diego, CA 92024
(760) 525-5842
rbrenamann@brenamannassoc.com

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.
Proper Interview Attire

There are many variations of what is considered appropriate interview attire. What you choose to wear for your interview, to some degree, will depend upon what type of job you are pursuing. For example, a job working outdoors, or with small children, would probably call for more relaxed interview attire than those pursuing sales, accounting or consulting. When in doubt, it is always better to be over-dressed than under-dressed and you can always consult with a Career Advisor regarding proper interview attire for your situation. Following are few general guidelines for formal interviewing attire, business casual and casual.

All Interview Attire:
• Neat, clean and well-pressed
• Suit and tie
• Minimal jewelry
• Avoid perfume or cologne

Formal Business Attire Options/Recommendations
• Skirt (knee length or longer) or pant suit
• Skirts/dress pants and sweater sets
• Tattoos covered
• Suit and tie
• Minimal jewelry
• Make sure socks match pant color
• Pantyhose

Business Casual Attire Options/Recommendations
• Dress pants and button-up shirts or polo shirts
• Dress pants with a blazer
• Conservative dress with a blazer or simple sweater
• Skirts/dress pants and sweater sets

Advice From the Experts: Interviewing Tips From On-Campus Recruiters

Research organizations in advance of interviews—Since most on-campus interviews are relatively short, it is important that you use this time to sell yourself to an employer. Don’t waste this opportunity by spending too much time on issues that could have been answered by surfing the company’s website. Displaying your knowledge about a potential employer will greatly enhance your chances of interview success.

Define your career goals and the opportunities you want—one of the keys to making a successful sale is product knowledge. In the case of job interviews, that product is you. You need to perform a thorough self-evaluation well in advance of your interviews. Know what your strengths, weaknesses, skills and abilities are and be prepared to discuss them during the interview.

Be enthusiastic and sincere during your interviews—it is important for you to convey a genuine sense of interest during the interview. You must appear eager and flexible, but not too rehearsed. Don’t fixate on being nervous. Even seasoned pros can have the “interview jitters.” Above all, never be late for an interview appointment.

Informational Interviews

One of the easiest and most effective ways to meet people in a professional field in which you are interested is to conduct informational interviews. Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.

The art of informational interviewing is in knowing how to balance your hidden agenda (to locate a job) with the unique opportunity to learn firsthand about the demands of your field. Thus, never abuse your privilege by asking for a job, but execute your informational interviews skillfully, and a job may follow.

How do you set up informational interviews?
One possible approach is to send a letter requesting an informational interview. Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals. Follow this up with a phone call to schedule an appointment.

How do you prepare for informational interviews?
Prepare for your informational interviews just as you would for an actual job interview: polish your presentation and listening skills, and conduct preliminary research on the organization. You should outline an agenda that includes well-thought-out questions.

Begin your interview with questions that demonstrate your genuine interest in the other person such as, “Describe a typical day in your department.” Then proceed with more general questions such as, “What are the employment prospects in this field?” or “Are you active in any professional organizations in our field and which would you recommend?” If appropriate, venture into a series of questions which place the employer in the advice-giving role, such as, “What should the most important consideration be in my first job?” The whole idea is for you to shine, to make an impression and to get referrals to other professionals.

Always remember to send a thank-you letter to every person who grants you time and to every individual who refers you to someone.
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 handwritten 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

Successful Salary & Benefit Negotiation

When Is It Appropriate?

There is no way around it—asking for a higher salary is an awkward conversation that most dread; however, negotiation isn’t something you should avoid. Negotiation is easier if you remember that its purpose is to reach an agreement. Consider it as a method to reach a situation that both you and the employer feel good about, in any event, do not bring this issue up in the first interview.

Before You Negotiate

You need several pieces of information before you can negotiate successfully.

- How much does the position usually pay?
- Because asking people how much they make is often a taboo subject, sources like Glassdoor.com are a great resource to find out an average pay range. The website allows you to locate the company and position you’re interested in and see the range of salaries that others make.
- How much do you need to make?
- Start by considering the cost of living in the area of the potential job. A good online site for this information is Hometfair.com. Prepare a budget that includes reasonable living costs in the job’s location.
- What kinds of benefits are important to you?
- Most people do not receive all of their desired benefits, so make a ranked list of those that are essential and those you would like.

The Job Offer

- When you receive an offer, express your interest in the company and your enthusiasm for the job.
- If the company does not offer the information, ask about their benefit package.
- Take notes. It is easier to have a written offer in hand, but that is not always possible.
- Ask for at least 24 hours after receiving the offer to make a decision, although you can ask for more if you are interviewing with other organizations. Tell the recruiter your career means a lot to you and you want to be very sure you are making the right decision.
- After you have reviewed the offer carefully, decide which points you would like to negotiate.

The Negotiation

- Start with a positive statement about your appreciation of the offer and interest in the position, and then indicate that you were hoping to receive “as close to” a dollar figure that is slightly above your target salary.
- If you have other offers at a higher figure, you can mention them at this point, or use information from your research to back up your request.

- Ask if your figure is a possibility. If the representative says it is not, ask if there are other ways you can achieve your goal, such as company assistance with housing or a car, an earlier salary review or a signing bonus.
- Hopefully, the representative will be able to offer something you can accept. However anticipate objections such as:
  - “You don’t have enough experience.”
  - “That is the maximum we pay for this position.”
  - “That is what we pay new hires.” You should be prepared for this possibility and have an answer ready.

Assistance in Negotiation

Salary and benefit negotiation is never simple and no two situations are the same. Come to Drop In or schedule an appointment at the Career Center. The advisors can help you strategically negotiate your salary and benefits.

The Negotiation

- Ask if your figure is a possibility. If the representative says it is not, ask if there are other ways you can achieve your goal, such as company assistance with housing or a car, an earlier salary review or a signing bonus.
- Hopefully, the representative will be able to offer something you can accept. However anticipate objections such as:
  - “You don’t have enough experience.”
  - “That is the maximum we pay for this position.”
  - “That is what we pay new hires.” You should be prepared for this possibility and have an answer ready.

Assistance in Negotiation

Salary and benefit negotiation is never simple and no two situations are the same. Come to Drop In or schedule an appointment at the Career Center. The advisors can help you strategically negotiate your salary and benefits.
Dealing With Rejection in the Job Search

After meticulously preparing your cover letters and resumes, you send them to carefully selected companies that you are sure would like to hire you. You even get a few job interviews. But all of your return correspondence is the same: “Thanks, but no thanks.” Your self-confidence melts and you begin to question your value to an employer.

Sometimes, we begin to dread the BIG NO so much that we stop pursuing additional interviews, thereby shutting off our pipeline to the future. We confirm that we couldn’t get a job because we stop looking. Remember, fear of rejection doesn’t have to paralyze your job search efforts. Let that fear fuel your determination; make it your ally and you’ll learn a lot.

Seven Guidelines to Ward Off Rejection

1. Depersonalize the interview.
Employers may get as many as 500 resumes for one job opening. How can you, I, and the other 498 of us be no good?

2. Don’t make it all or nothing.
Don’t set yourself up for a letdown: “If I don’t get this job, I’m a failure.” Tell yourself, “It could be mine.” It’s a good possibility. It’s certainly not an impossibility.

3. Don’t blame the interviewer.
Realize interviewers aren’t in a hurry to think and behave our way. Blame your turnout on a stereted interviewee who didn’t flatter you with beautiful compliments, and you will learn nothing.

4. Don’t live in the past.
When you dredge up past failures, your nervous system kicks in and you experience all the feelings that go with failure. Unwittingly, you overestimate the dangers facing you and underestimate yourself.

5. Don’t get mad at the system.
Does anything less pleasurable exist than hunting for a job? Still, you must adjust to the world rather than make the world adjust to you. The easiest thing is to conform, to do what 400,000 other people are doing. When you sit down to play bridge or poker or drive a car, do you complain about the rules?

6. Take the spotlight off yourself.
Sell your skills, not yourself. Concentrate on what you’re there for: to find out the interviewer’s problems and to show how you can work together to solve them.

7. See yourself in the new role.
Form a mental picture of the positive self you’d like to become in job interviews, rather than focusing on what scares you. All therapists agree on this: Before a person can affect changes, s/he must really “see” herself/himself in the new role. Just for fun, play with the idea.

Written by Roseanne R. Bensley, Career Services, New Mexico State University.

Is Graduate School Right for You?

T’s some point in your college career, you must decide what you would like to do after graduation—and that includes whether or not to attend graduate school. If you’re trying to determine whether graduate school is right for you, here are some pointers to help you make an enlightened decision.

1. Should I consider going to graduate school?
• Going to graduate school might be a good idea if you…
  • want to be a professor, lawyer, doctor, investment banker or work in any profession that requires a post-secondary education.
  • are deeply interested in a particular subject or field to maximize your future earning potential and opportunities for career advancement.
  • are absolutely sure you want to be a college professor.

Going to graduate school might not be a good idea if you…
• are trying to delay your entry into the “real world” with real responsibilities and real bills.
• are clueless about your career goals.
• aren’t prepared to devote the time and hard work needed to succeed.
• want to stay in school longer to avoid a poor job market.

2. Is it better to work first or attend graduate school immediately after I complete my undergraduate degree?
Work first if…
• you would like to get some real-world work experience before investing thousands of dollars in a graduate degree.
• the graduate school of your choice prefers work experience (most MBA and some Ph.D. programs require this).
• the graduate school will pay you to continue your education. The catch is they usually expect you to continue working for them.

Go to graduate school now if…
• you are absolutely sure you want to be a college professor, doctor, lawyer, etc., and need a graduate degree to pursue your dream job.
• you have been awarded grants, fellowships, scholarships or assistantships that will pay for your education.
• you’re concerned that you don’t have the discipline (or motivation) to write papers and study for exams in a few years.

3. I am broke. How will I pay for tuition, books, fees and living expenses?
• Family: You’re likely borrowed from them in the past; maybe you’re lucky enough for it to still be a viable option.
• Student Loans: Even if you’ve taken out loans in the past, another $10,000 - $75,000 may be a sound “investment” in your future.
• Fellowships/ Scholarships: A free education is always the best option. The catch is you need a high GPA, good GRE/ GMAT/ LSAT/ MCAT scores and the commitment to search out every possible source of funding.

Employer Sponsorship: Did you know that some companies actually pay for you to continue your education? The catch is you are usually expected to stay with the company for a few years after you complete your degree so they can recoup their investment.

4. What are the pros and cons of going to graduate school part-time vs. full-time?
Benefits of attending graduate school full-time:
• you’ll be able to complete your degree sooner.
• you can totally commit your intellectual, physical and emotional energy to your education.
• ideal if you want to make a dramatic career change.

Benefits of attending graduate school part-time:
• work income helps pay for your education.
• you can take a very manageable course load.
• you can juggle family responsibilities while completing your degree.
• allows you to work in the function/industry/career of your choice while continuing your education.
• employer will often pay for part (or all) of your graduate degree.

5. Assuming I want to go to graduate school in the near future, what should I do now?
• Identify your true strengths, interests and values to help you discover what is right for YOU—not your friends or parents.
• Keep your grades up and sign up (and prepare) to take the required standardized tests.
• Talk to faculty, friends and family who have gone to graduate school to get their perspective on the differences between being an undergraduate and a graduate student.
• Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with the work they do.
• Investigate creative ways to finance your education—by planning ahead you may reduce your debt.
• Research graduate schools to help you find a good match.
• Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability for admission.
• Have faith and APPLY! Remember, you can’t get in unless you apply.

Written by tossed J. Bradford.
Guidelines for Writing Your Personal Statement

STEP 1: Brainstorming

Actions:
• Devote time to reflect on the following questions.
• Discuss them with friends or family members.
• Jot down notes. In some cases write sentences.
• Think about the flip side of each question. For example, why are you really committed to the field of biology despite pressure from your parents to become a lawyer or to get a job?

Your answers to some of these questions will form the heart of your personal statement.

1. How did your pre-college education influence your decision to pursue graduate study in your field? Think about: High school courses, teachers, special programs, student organizations, and community or volunteer work.

2. How has your college experience influenced your decision? Think about: College courses, professors, academic interests, research, special programs, student organizations, and the decision-making process you went through to choose your major.

3. How has your work experience influenced your decision? Think about: Internships, externships, part-time jobs, summer jobs, and volunteer or community work.

4. Who has had the most influence on your decision to pursue graduate study? In what ways? Think about: Parents, relatives, teachers, professors, clergy, friends of the family, college friends, parents of friends, local merchants, supervisors, coaches, doctors, dentists, lawyers, etc.

5. What situation has had the most influence on your decision? Think about: Family, academic, work or athletic situations. Think about happy, sad, traumatic, moving, or memorable situations.

6. What personally motivates you to pursue graduate study in this field? Think about: Your personal skills, interests, and values.

STEP 2: Writing Your Personal Statement

Actions:
• Incorporate your responses to the above questions. Begin writing your first draft:

1. Develop an outline of your statement prior to writing. It doesn’t have to be detailed. It can be three or four main points in the order you want to make them.

2. Accentuate your strengths and what makes you unique.

3. Explain your weaknesses in positive ways. For example, refer to them not as weaknesses but as areas for improvement or growth.

4. Paint pictures and tell stories about what makes you special. In this way the admissions readers will remember you. The story can be happy or sad. The more feeling you can inject into your statement, the more you will stand out.

5. Find out the specific orientation and philosophy of the graduate program. Adapt and refine your statement to fit. This will make you stand out from other applicants who recycle the same personal statement with each application.

Suggested Outline
Your personal statement will likely range from 250-1200 words or 1-6 pages. The typical personal statement should be 2-3 double-spaced pages or 500-700 words. Here is a suggested outline. You should adjust the main point of each paragraph and number of paragraphs depending on the desired length of your personal statement and the areas in your background that you choose to emphasize.

Paragraph 1   A personal human-interest story

Paragraph 2   Your academic interests and achievements

Paragraph 3   Your relevant work and/or research experiences

Paragraph 4   Your career interests

Paragraph 5   Why you are interested in this particular school

Paragraph 6   The qualities you will bring to this school

References

Write for Success: Preparing a Successful Professional School Application, Third Edition, October 2005 by Evelyn W. Jackson, PhD and Harold R. Bardo, PhD. NAHP, National Association of Advisors for the Health Professions, Inc.


Personal Statement Critiques

Contact your campus career office and make an appointment with a career counselor to have your personal statement critiqued. Ask a professor if they would review it as well. Having feedback from professionals with different points of view can only make for a stronger personal statement overall.

Adapted with permission from the University Career Services department at Rutgers University, New Brunswick Campus.

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