

RÉSUMÉ

HANDBOOK

California State University
Channel Islands



California State
University

**CAREER
DEVELOPMENT
SERVICES**

C H A N N E L
I S L A N D S



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Resume 101

What is a resume?

A resume is a brief summary of your experiences including work, volunteer, extracurricular activities, educational background, and relevant skills that highlights your qualifications for jobs, internships, specialized programs, or positions.

The purpose of a resume is to market yourself to employers by summarizing your education, experience and skills, ultimately aiming to convince employers to invite you to an interview. A resume is like an advertisement: it must attract attention, create interest, and generate action on the part of the reader. The resume tells a potential employer what you have done, what you can do, who you are, and what you know. It also states what kind of work you seek. A good resume will lead an employer to invite you to discuss, at an interview including how your background and personality fit the organization.

Resume writing is an art, not a science. There is no correct way to formulate a resume, but there are some best practices and standards that the Career Center recommends. Stand out from the crowd with high quality content and a clearly written, error-free document. Sequence the information from most important to least important with regard to your career objective. When constructing bullet points, aim to highlight accomplishments that exemplify the skills you possess and employers are seeking:

- **Length:** With a few rare exceptions, when applying for internships or entry-level jobs, students should keep their resume to ONE page. If you have difficulty narrowing down your resume, consider removing elements that are not closely aligned with the job position you are applying for.
- **Margins:** Make your resume visually attractive. Use some whitespace to allow the reader's eye to rest, but remember that space is valuable. Using .5 inch to 1 inch margins is recommended.
- **Font:** Use a font that is easy to read and not distracting to the reader. Recommendations are 10-12 point fonts such as Times New Roman, Arial, Gill Sans MT.
- **Consistency:** Make sure to keep the formatting consistent throughout your resume. For example, if you choose to bold a job title, make sure every job title is bolded. Also, make sure that all of your bullet points, section headers, dates, etc. are lined up whether it is left, center, or right hand justified.
- **Accuracy:** Your resume must be 100% error free. Pay close attention to detail through grammar, spelling and punctuation.
- **Be Accomplishment-Orientated:** Employers hire you for the skills you have acquired and want to read about specific times in which you successfully utilized those skills. Describe achievements, rather than listing duties, quantify outcomes whenever possible and be sure to highlight your proficiency in both technical (industry or job function-specific) and transferable skills.
- **Use Action Verbs:** Strengthen your bullet points by beginning each with an action verb that previews the skill to be exemplified in that accomplishment statement. This allows a potential employer to more easily scan your resume for what he/she is seeking.
- **Make It Clear and Be Succinct:** Eliminate pronouns, no usage of "I", "My duties included..."
- **Overall Appearance:** Ask yourself if the document is easy to read and professional looking. Consider that an employer has 30 seconds or less to scan your resume, make sure you stand out.

Resume Do's & Don'ts

Do:

- Use good quality paper if submitting a hard copy
- Use a readable font and be consistent in font sizes (i.e. Times New Roman, Arial, Gill Sans MT, 10-12 pt.)
- Be specific in your objective, if you use one
- Emphasize results produced, significant achievements, recognition from others
- Quantify when possible and use specific examples
- Check the spelling of every word; make sure grammar and punctuation are correct
- Have someone else proofread your resume
- Get feedback from several people
- Begin phrases with action verbs such as “developed,” “assisted,” “led,” etc. (refer to pg.....)
- Be truthful about your accomplishments
- **Keep your resume to one page unless you have extensive experience related to your job objective**

Don't:

- Use resume templates (i.e. Resume Wizard). It is difficult to adjust sections and your resume looks like all other candidates who used the same template
- Use personal pronouns (i.e. “I”, “me”, “you”, “we”)
- Include personal information such as marital status, social security number, age or national origin
- Use flashy graphics or colored paper
- Mention controversial activities or associations
- List unrelated, detailed duties such as “opened mail” or “filed documents”
- Exaggerate your experience
- Use meaningless words or phrases such as “seeking a challenging position” or “seeking a position working with people”
- Start phrases in the experience section with “my responsibilities (or duties) included”
- Use abbreviations

6 Components of A Good Resume

Your resume is NOT an autobiography. It is your self-marketing tool that encourages potential employers to want to know more about you. This means that you must selectively present information that demonstrates how and why you are a qualified candidate. While there is plenty of room for individual expression, most well written resumes include the following six parts in the order listed below:

1. **Name, Address, Telephone Number, Email Address**
2. **Job Objective**
3. **Summary of Qualifications** (*only highlight skills relevant to the position you're applying for*)
4. **Education**
5. **Work/Volunteer Experience**
6. **Professional Involvement/Development** (*i.e. professional organizations, campus involvement, clubs or organizations, honors/awards, presentations, publications*)

Getting Started: Resume Worksheet

I. Personal Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

II. Objective *(One-line clear statement. Avoid lengthy, repetitive and meaningless statements)*

III. Summary of Qualifications *(Each skill highlighted should begin with an action word [i.e. “assisted”, “developed”, “oversaw”] and have relevancy to the position you’re applying for.)*

(Sample)

- Experience designing effective marketing strategies on Facebook, Twitter and LinkedIn

- _____
- _____
- _____
- _____

IV. Education *(Do NOT include High School degree, only community or four year college degree.)*

Bachelor of _____ in _____ (Graduation Date) _____

Minor/Emphasis in _____ *(optional)*

California State University Channel Islands, Camarillo, CA

V. Work/Volunteer Experience *(Consider all experience- paid, unpaid, volunteer, etc. Duplicate this format for each experience that you list under this section.)*

Position Title: _____

Employer Name: _____, City: _____, State: _____

Dates Employed (months & years only): _____ to _____

(Sample)

Marketing Assistant
SAGE Inc., Camarillo, CA

June 2010-Present

Duties and Responsibilities (*Begin bullet with an action verb to describe work performed, refer to pg.*):

- _____
- _____
- _____
- _____

VI. Professional Involvement/Development (*i.e. professional organizations, campus involvement, clubs or organizations, honors/awards, presentations, publications.*)

(Sample format)

- Member, Gamma Beta Phi Honor Society, CSU Channel Islands Spring 2012
- _____ (Date) _____
- _____ (Date) _____
- _____ (Date) _____
- _____ (Date) _____

***For further assistance on resume critiques and design please attend our weekly events.
Please visit our [website](#) for the most up-to-date location, dates and times of our weekly events***

Career Development Services • Bell Tower 1548 • (805) 437-3270 • career.services@csuci.edu

Helpful Action Words

VERB LIST FOR RESUMES & COVER LETTERS

Management

Achieved

Administered

Analyzed

Assigned

Attained

Chaired

Consolidated

Contracted

Coordinated

Delegated

Developed

Directed

Eliminated

Enforced

Evaluated

Executed

Expanded

Improved

Increased

Launched

Managed

Organized

Oversaw

Planned

Prioritized

Produced

Recruited

Recommended

Reviewed

Reevaluated

Scheduled

Strengthened

Supervised

Communication

Addressed

Arranged

Authored

Collaborated

Communicated

Convinced

Corresponded

Counseled

Developed

Directed

Drafted

Edited

Formulated

Influenced

Interpreted

Lectured

Mediated

Motivated

Negotiated

Persuaded

Promoted

Publicized

Renegotiated

Recruited

Summarized

Spoke

Translated

Wrote

Research

Clarified

Collected

Critiqued

Diagnosed

Evaluated

Examined

Extracted

Identified

Inspected

Interviewed

Investigated

Organized

Researched

Reported

Reviewed

Studied

Summarized

Surveyed

Systematized

Tested

Treated

Technical

Assembled

Built

Calculated

Computed

Designed

Devised

Engineered

Fabricated

Installed

Invented

Maintained

Operated

Programmed

Remodeled

Repaired

Restored

Solved

Upgraded

Teaching

Adapted

Advised

Clarified

Coached	Compared	Revitalized	<u>Clerical/Detail</u>
Communicated	Computed	Shaped	Altered
Coordinated	Developed	<u>Helping</u>	Assembled
Developed	Estimated	Aided	Approved
Encouraged	Managed	Achieved	Arranged
Evaluated	Marketed	Assessed	Collected
Explained	Negotiated	Assisted	Compiled
Facilitated	Planned	Clarified	Dispatched
Guided	Projected	Coached	Edited
Informed	Researched	Counseled	Executed
Initiated	<u>Creative</u>	Dealt	Filed
Instructed	Acted	Demonstrated	Gathered
Lectured	Composed	Diagnosed	Generated
Persuaded	Conceptualized	Educated	Implemented
Presented	Created	Encouraged	Inspected
Set goals	Customized	Expressed	Logged
Stimulated	Designed	Expedited	Maintained
Taught	Developed	Facilitated	Monitored
Trained	Directed	Familiarized	Operated
Tutored	Established	Guided	Organized
<u>Financial</u>	Founded	Improved	Prepared
Adjusted	Illustrated	Inspired	Processed
Administered	Initiated	Maintained	Purchased
Allocated	Instituted	Motivated	Recorded
Analyzed	Integrated	Performed	Retrieved
Appraised	Introduced	Referred	Screened
Audited	Invented	Rehabilitated	Specified
Balanced	Originated	Resolved	Validated
Budgeted	Performed	Represented	
Calculated	Planned	Supported	

The 3 Different Resume Styles

Chronological Resume:

This type of resume lists your experience in reverse chronological order, starting with the most recent. You may arrange your headings in various ways, depending upon what aspects of your background that you wish to stress. This format works best when your work, volunteer, and academic experiences relate directly to the type of job for which you are applying. It is preferred by most business employers.

- *In the Work Experience section, organize jobs in reverse chronological order, stating:*
 - Job Title: create an accurate one if you had none
 - Name of company or organization and location
 - Dates, beginning and terminating (for full-time, on-going positions of at least one year, it is not necessary to include a reference to the months)

Skills Resume:

This resume highlights your most important skills or functions. Headings are built around these areas. Job titles, employers, and dates of employment are listed in a brief section at the bottom of the page. This format allows you to highlight skills, knowledge and abilities relevant to the position regardless of where and when you obtained them. It works well when your work experience is not directly related to your career goal, you are entering a job market for the first time, or you are making a career change.

Combination Resume:

This resume combines both the chronological and skills resumes. It allows you to maintain the popular chronological resume while including a summary of your skills. It can be organized in a number of ways, but most hybrids start with a skills summary followed by a list of experiences with descriptions in reverse chronological order.

Resume Templates

Your Name

Address
City, State, Zip
Phone number
Email

OBJECTIVE

To obtain an internship/job in the field of... *(This section is targeted towards the position you are applying for.)*

SKILLS SUMMARY

- Number of years experience in field of work that is relevant to the objective above
- Proficiency in any relevant computer skills
- Experience in social media, understanding of marketing
- A key accomplishment through previous employment or academics that shows you are a “hot candidate” for this job
- A strength or characteristic that has importance and is relevant to this field of work
- Any credentials or special training ONLY if relevant to the position you’re applying for

EDUCATION

Bachelor of _____ in _____ Graduation Date
 Emphasis/Minor in _____ (optional)
University Name, City, State

WORK/VOLUNTEER EXPERIENCE

Job Title Date
Employer Name, City, State

- An accomplishment from this job, illustrating a skill needed in the job you’re applying for.
- An accomplishment from this job, illustrating a skill needed in the job you’re applying for.
- An accomplishment from this job, illustrating a skill needed in the job you’re applying for.

Job Title Date
Employer Name, City, State

- An accomplishment from this job, illustrating a skill needed in the job you’re applying for.
- An accomplishment from this job, illustrating a skill needed in the job you’re applying for.
- An accomplishment from this job, illustrating a skill needed in the job you’re applying for.

Job Title Date
Employer Name, City, State

- An accomplishment from this job, illustrating a skill needed in the job you’re applying for.
- An accomplishment from this job, illustrating a skill needed in the job you’re applying for.
- An accomplishment from this job, illustrating a skill needed in the job you’re applying for.

PROFESSIONAL INVOLVEMENT

Member, Club/Organization Name, City, State Date of Involvement
 Member, Club/Organization Name, City, State Date of Involvement

YOUR NAME

Address
City, State, Zip
Telephone
E-mail

OBJECTIVE:

To obtain a job/internship where my professional experience dealing with _____, _____, and _____ will be directly aligned with an employer's needs.

SUMMARY OF QUALIFICATIONS:

- Number of years experience in the field
- Relevant credentials or trainings (optional)
- Proficiency in computer skills (i.e. Microsoft Word, Excel, PowerPoint, Adobe Illustrator)
- An accomplishment that directly relates to the objective above

EDUCATION

Bachelor of _____ in _____, *University Name, City, State* Graduation Date
Emphasis/Minor in _____ (optional)

PROFESSIONAL EXPERIENCE

One Relevant Skill

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill

Another Relevant Skill

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill

Another Relevant Skill

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill

WORK HISTORY

Position Title, Company Name, City, State	Date
Position Title, Company Name, City, State	Date
Position Title, Company Name, City, State	Date
Position Title, Company Name, City, State	Date

PROFESSIONAL DEVELOPMENT

Member, Club/Organization Name, City, State	Date of Involvement
Member, Club/Organization Name, City, State	Date of Involvement

YOUR NAME

Address
Email
Phone Number

SUMMARY OF QUALIFICATIONS

- Explain relevant skills or capabilities that make you a competitive candidate for the position by referencing a specific work situation that highlights these skills (don't just simply list that you can multitask in a fast paced environment, explain in detail how you carried out this skill and the positive effect that it had.)
- NO "fluff" words (i.e. responsible, dependable, independent, organized, etc.) only use action verbs that directly align you with the employers needs
- Proficiencies in transferrable computer/social media skills (i.e. SPSS, Microsoft Office, FaceBook, LinkedIn)

EDUCATION

Bachelor of _____ in _____, CSU Channel Islands
Emphasis/Minor in _____ (optional)

Graduation Date

EMPLOYMENT HISTORY

Job title, Employer, City, State

Dates Employed

Skill #1 (i.e. Business Operations & Management)

- An accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill

Skill #2 (i.e. Computer Design & Development)

- An accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill

Job title, Employer, City, State

Dates Employed

Skill #1 (i.e. Technical Writing & Programming)

- An accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill

Skill #2 (i.e. Training & Communications)

- An accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill

PROFESSIONAL AFFILIATIONS & VOLUNTEER EXPERIENCE

Volunteer, Employer Name, City, State

Date

- An accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill
- Another accomplishment that illustrates or documents in this skill

Member, Professional Organization Name

Dates Involved

LEADERSHIP ACCOMPLISHMENTS

Leadership title, Employer Name, City, State

Date

- Duties that you successfully fulfilled through this leadership role

- An accomplishment that illustrates or documents leadership
- Explain who and what you over saw through this position and if it involved coordination or development of any new programs/events, grants, etc.

Leadership Title, Employer Name, City, State _____ *Date*

- An accomplishment or award that demonstrates your leadership
- Duties that you successfully fulfilled through this leadership role
- Responsibilities that promote leadership that are relevant to the position you are applying for

HONORS, AWARDS, & RECONGNITIONS

- Member, *Affiliation/Employer Name, City, State* *Date*
- Member, *Affiliation/Employer Name, City, State* *Date*
- Member, *Affiliation/Employer Name, City, State* *Date*
- Member, *Affiliation/Employer Name, City, State* *Date*

Cover Letter Content

Cover Letter Helpful Hints

A cover letter accompanies your resume to introduce you to a prospective employer as a knowledgeable and capable applicant. It should be written in business format and be no longer than **one page**. Use cover letters to apply to specific, advertised positions but remember that fewer than 25% of available positions are advertised, so do not limit yourself to only these jobs. The position you want may not be advertised when it first becomes available, if ever. Therefore, you can use prospective and networking cover letters to build contacts in the field and for future job opportunities.

Writing Strategies:

The quality of your letter will determine the employer's first impression of you. Do your research so that you can articulate your competitive advantage. Remember that your goal is to *market* yourself by clearly explaining why the employer should consider hiring you. Include only job-relevant information, particularly on your experience (paid and volunteer), education, accomplishments, and skills related to the job. Your cover letter highlights the most important information while your resume is more comprehensive.

- Write down ideas for your letter as you think of them
- Analyze the material and organize it into themes
- Highlight achievements and how they are transferable to the job for which you are applying
- Based on your research and the advertisement, make notes on the qualifications required or desired, and be sure to emphasize your strengths in these areas
- Use action verbs, but do not repeat verbatim what is in your resume (Avoid negative words and negative ideas: stress your qualifications for the job rather than mention those you do not have)

Quick Tips/Final Check to a Cover Letter

DO's	DONT'S
Use "Ms." to address a woman unless you know that she prefers "Miss" or "Mrs."	Send your resume without a letter
Address to a named individual	Send a photocopy
Provide your contact information	Send a form letter
Follow the format of a standard business letter	Be negative or humble
Keep your letter to one page	Tell employers what they can do for you
Tailor your letter to the position	Rehash your resume or include too much detail
Speak to the job requirements	Say anything about your lack of experience
Clarify why you should be hired	Use clichés
Demonstrate value added	Include false claims about your abilities
Be brief and to the point	Wait for the employer to follow up with you
Project confidence and let your enthusiasm shine	Send written material with typos or smudges
Make the most of the opening paragraph	
Minimize "I" statements, monotonous sentence structure, and rambling or boring text	
Use action verbs	
Proofread your letter	

(Career Cruising, 2011)

Cover Letter Content:

1. *Heading and Greeting*
 - Include the date, your name and contact information at the top of the page
 - Address the letter to a specific person whenever possible
 - Include the Job Reference Number if asked to do so
2. *Opening and Introduction (First Paragraph)*
 - Name the job you are applying to and where you saw or heard the advertisement
 - If applicable, include a reference to the person(s) you spoke to about the organization
 - Briefly sum up your value to the employer by stating what interests you in the organization and position
3. *Body (Middle Paragraphs)*
 - Use these paragraphs to sell your skills and convince the employer that you are the ideal candidate for the position
 - When discussing your qualifications, include words from the job description
 - Group your qualifications according to themes and prove points by using examples
 - Organize paragraphs carefully and place the most important ones first
4. *Closing (Final Paragraph)*
 - Mention that you would like to provide more information in an interview
 - Include your phone number with the best times to reach you, and your email address
 - Refer to your enclosed resume (optional)

Cover Letter Styles:

Application Cover Letter: An application letter is sent or uploaded with your resume when applying for a position. The job application cover letter explains to the employer why you are qualified for the position and why you should be selected for an interview.

Prospective Cover Letter: A letter of interest, also known as a prospecting letter, is sent to companies to let them know you are interested in jobs that may be unadvertised or become available in the future.

Networking Cover Letter: Networking letters are used to request job search advice and assistance from your connections. Networking letters can include letters of introduction, referral letters, letters requesting a meeting, and letters seeking career advice. Networking letters can be sent to people you know or to people to whom you were referred. Networking letters may be sent by mail, email, or via networking sites such as LinkedIn.

(Career Cruising, 2011)

Cover Letter Templates

Anita Career

1 University Drive, Camarillo, CA
email@internet.com
555-555-5555

March 1, 2012

Mr. Jon Doe
District Representative
1 University Dr,
Camarillo, CA 93000

Dear Mr. Jon Doe,

I wanted to take the opportunity to thank you for participating in the Internship Fair at the CI Connection Luncheon last Thursday hosted at Spanish Hills Country Club. During the networking event, we spoke about possible opportunities through your contact at Company X. I would sincerely appreciate your willingness to share his contact information so that I may meet directly with him to learn more about the organization and discuss Company X's growing needs. I have attached a copy of my resume in case you hear of any opportunity that you believe would be aligned with my career interests.

Please don't hesitate to contact me or forward my resume to the appropriate contact. Again, thank you for the generous support and interest in supporting my career development through attending the recent CI Connection Luncheon.

Sincerely,

Anita Career

Tom Forty

1 University Drive, Camarillo, CA
email@internet.com
555-555-5555

March 4, 2012

Mr. Employer, Senior Associate, Division/Department
CSU Channel Islands
1 University Dr.
Camarillo, CA 9000
Telephone: (555) 555-5555

Dear Michael Employer,

I received your contact information from Mrs. Career, who referred me to this position. My name is Anita Career and I am actively searching for an internship or full-time entry level position related to _____. I believe that my extensive research experience and education in (insert major) at CSU, Channel Islands will make me a competitive candidate for your organization. The key strengths I possess include:

- *Practical experience in X, Y and Z through (insert internship/position).*
- *# of years of research/experience in.....*
- *Experience with X, Y, and Z*

I have a full understanding of the inner workings of X, Y and Z (related to industry applying for), which can be seen through my experience at (XYZ Company) when I held the (insert volunteer/part-time/internship) position.

Please see my resume below for additional information on my work and research experience. I can be reached any time via email at email@internet.com, or on my cell phone at 555-555-5555. Thank you for your time and consideration. I look forward to speaking with you about opportunities within your organization. Even if you do not have an opening at this point in time, I would welcome the opportunity to meet you in person to discuss my unique skills and how they would align with your organizational needs.

Sincerely,

Tom Forty

Jenny Gerald

400 West Apple Street, Camarillo, CA 93012 - (555) 555.5555
jennygerald@yahoo.com

Application
Cover Letter

February 19, 2014

Frito-Lay, PepsiCo Sales
26672 Towne Center Drive, Suite 360
Foothill Ranch, CA 92610

Dear Hiring Committee:

I am interested in the Sales Associate/ District Sales Leader position at Frito-Lay. I heard about this job opportunity from the CSUCI Career Development Center.

I believe I am a great fit for this position as I have sales and delivery experience, as well as experience training staff. I have great interest working with your company because Frito Lay's focus on results, innovation, and growth are key factors that lead to my own professional success. Through my professional experience, I found that the most successful leaders came from managers and supervisors who have open communication with their staff and share this vision with their team. I hope to utilize experience in retail and skill in training staff members at Osh Kosh B'gosh to insure an open and continuous line of communication with staff at Frito Lay. I am confident that while I am learning what it takes to run a delivery route to also build rapport and camaraderie with my team members during the 12-month training program.

I truly believe that the combination of my extensive background in retail and supervision merged with my education in Business at CSU, Channel Islands, will allow me to be an ideal fit for the Sales Associate/District Sales Leader position at Frito-Lay.

I would be happy to discuss this position further with either a phone or in-person interview. Please reach me at (555) 555-5555 or at jennygerald@yahoo.com, and I look forward to speaking to you soon.

Thank you for your time and consideration.

Jenny Gerald

Jane Doe

1234 North Avenue
Ventura, CA 93001
(805) 222-3456
Jane.doe@gmail.com

Laurie Nichols, SPHR
Associate Director Human Resources Programs
CSU Channel Islands
One University Drive, Solano Hall 1151
Camarillo CA 93012

Dear Laurie Nichols,

I am writing to apply for the position as a Human Resources Student Assistant as my instructor, Patty Dang, referred me to this position. I am a highly motivated student with a great desire to serve and accommodate my fellow CI students with questions and concerns. As requested, I have provided a completed job application, my resume, and a list of three references.

This opportunity presented was of great interest due to my experience working at the front office at the Marie Kerr Recreation Center for the City of Palmdale. I believe that my knowledge of Microsoft Office and meticulous work skills will make me a competitive candidate for this position. The key strengths that I possess for success in this position include:

- Skilled in administrative operations in a high paced office environment
- Previous experience working with community members and government officials
- Efficient with Microsoft Office (Word, Excel, Power point)

Please see my resume for additional information on my experience. I can be reached via email at jane.doe@gmail.com or my cell phone, (805) 222-3456. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Cordially,

Jane Doe

(CV) Curriculum Vita

What is a CV?

The term “curriculum vitae” comes from the Latin *Curriculum* (course) and *Vitae* (life): The course of one’s life. *“It is vitae (not vita) because “life” in the phrase “course of life” ... is in the genitive singular....”* - Eric Daniels, CVtips.com

A Curriculum Vitae (CV) resembles a resume in many ways, but is more specifically focused on academic achievements. A CV summarizes educational and academic history, and may include details about teaching experience, publications (books, articles, research papers, unpublished manuscripts, or book chapters), and academic honors and awards. Use a CV rather than a resume for teaching or research opportunities, applying for fellowships or for further academic training. Some research positions in industry may also prefer a CV rather than a resume.

CV’s are frequently longer than resumes, since the emphasis is on completeness rather than brevity. While there is no single correct format or style for writing a CV, the following types of information are generally included, and typically organized in this way:

- Name and Address
- Education
- Dissertation
- Fellowships and Awards
- Prepared to Teach or Areas of Research Interest or Areas of Specialization or Areas of Competence/ Expertise or Principal Research and Teaching Interests
- Teaching Experience
- Research Experience
- Publications and Presentations
- Works in Progress
- Related Professional Experience
- Languages
- Dissertation Abstract

Additional Tips

- **Fields of Interest or Teaching Competencies:** CVs may begin with a short section specifying Fields of Interest or Teaching Competencies (instead of a statement of Professional Objective with which resumes may begin). If you do include this optional section, make your categories as broad as possible to cover a variety of potential opportunities but don't be so broad that you appear unfocused.
- **Teaching and Research Experience:** On a CV it is appropriate to describe both teaching and research experience in detail (on a resume this is usually not appropriate). If applying for a position that primarily involves research, describe research experience first; if the reverse is true, put teaching experience first.
- **Work Experience:** Work experience not directly relevant to research/teaching/academic opportunities should be omitted or described only briefly on a CV.

- **Other:** This may include miscellaneous personal information such as membership in professional or scholarly associations, travel or study abroad, or personal interests. Include only if you feel that some aspects of your personal history may be relevant and of potential interest to your readers.

JOE SMITH

1234 Tree Hill, Camarillo, CA, 93010
Joe.smith@gmail.com
(805)555-5555

PERSONAL PROFILE

- Goal-oriented individual with strong leadership capabilities.
- Real-world experience serving in the federal level public sector.
- Organized, highly motivated, and detail-directed problem solver.
- Computer-proficient with skills in SPSS, Microsoft Office and Adobe Creative Suite.

EDUCATION

Bachelor of Arts in Psychology

May 2013

California State University Channel Islands, Camarillo, CA

- *GPA 3.92, Summa Cum Laude*

RESEARCH EXPERIENCE

Summer Research Assistant, Department of Psychology, CSU Channel Islands, CA

Summer 2012

- Assisted Dr. Thomas with collected and analyzing data for an anxiety research project
- Served as an actor-facilitator creating anxiety-response behaviors in subjects during videotaped sessions, coding the video-taped sessions, and assisting with the analysis and dissemination of findings
- Organized and prepared pre-and-post assessments of research scoring psychological measuring

Research Assistant, Department of Psychology, CSU Channel Islands, CA

Jan. 2011 – May 2011

- Worked along-side a faculty member on a grant aimed in obtaining funds for a local community center for brain injury victims
- Conducted research on the positive factors that contribute to the success of brain injury victims in a university setting

RELEVANT EXPERIENCE

Counseling Intern, Human Services Department, Oxnard, CA

Jan. 2013 – May 2013

- Provided case management and one-on-one and group counseling to a diverse population of clients
- Worked collaboratively with director and coordinator to spread awareness of services provided for Spanish speaking residents
- Created a support group that met bi-weekly for Spanish speaking single mothers
- Supported staff members by responding to constituents inquiries and concerns

Health Educator, Healthy Minds, Thousand Oaks, CA

Jan. 2012 – Dec. 2012

- Worked among various community centers in Ventura County to promote health awareness
- Developed and facilitated professional workshops to groups of 20-30 individuals on health awareness
- Served in a counselor capacity during group-counseling sessions for overweight individuals

EMPLOYMENT HISTORY

Student Assistant Supervisor, CSU Channel Islands, Camarillo, CA, *Feb. 2011 – May 2011*

- Supervised a team of seven student assistants at CSUCI's Student Union
- Created, implemented and refined policy and procedure for the Union
- Served as a paraprofessional staff member for a building that received over 1000 visitors weekly
- Oversaw the operation of events, scheduling, and student orientated services
- Promoted leadership roles among the staff including self-assessments and verbal presentations
- Responsible for the smooth day-to-day operations of the building.

Resident Assistant, CSU Channel Islands, Camarillo, CA, *Jan. 2010 – Feb. 2011*

- Served as an administrator in a residence hall for 40-50 first-year students
- Responsible for the safety of all patrons and the security of a 25,000 square foot facility
- Received bimonthly leadership training
- Created a self-actuating visitor log to track patrons and target marketing

New Student Center Supervisor, CSU Channel Islands, Camarillo, CA *Jan. 2009 - May 2009*

- Oversaw operations of a facility which received over 150 visitors a week
- Planned and executed weekly events, including peer counseling & and course scheduling
- Supervised a team of 5 peer mentors including schedule coordination and event planning

PUBLIC SERVICE & ENGAGEMENT

Student Government Senator, CSU Channel Islands *Nov. 2010 – May 2011*

- Appointed to position on the CSUCI Student Government Senate.
- Tasked with representing and communicating with the 3,800 person student body.
- Oversaw and implemented the Dolphin Discount Program, a business partnership between the University's Associated Students, the Camarillo Chamber of Commerce, and local businesses.

Presenter, CSU Student Research Competition, CSU Channel Islands *April 2010*

- Part of the research team at the 2010 CSU Student Research Competition in San Jose, CA.
- Received 2nd place category award for our research and presentation

HONORS, AWARDS, & RECONGNITIONS

- *Recipient*, Undergraduate Creative Activities and Research Experiences (UCARE) *2012*
- *Member*, Gamma Beta Phi Honor Society, CSU Channel Islands *2010-Present*
- *Member*, Psi Chi Honors Society, CSU Channel Islands *2010-Present*
- *Scholar Leader Award*, Student Leadership Programs *2009-2011*
- *Recipient*, Presidential Scholarship, CSU Channel Islands *2009-2012*
- *Recipient*, Semester Honors/Dean's List, CSU Channel Islands *2009-2013*

PROFESSIONAL ASSOCIATIONS

- *Member*, American Psychology Association (APA) *2012-Present*
- *Member*, Society for Social Neuroscience (SSN) *2011-Present*
- *Member*, Society for the Teaching of Psychology (STP) *2011-Present*

PUBLISHED WORK & PROFESSIONAL PRESENTATIONS

- Smith, J., & Professor, J. (2012). Testing Models of Self-Esteem Training in a High School Class of Boys and Girls: Toward Developing Applied Techniques for Teachers. *Educational Psychology, 12, 514-520. 2007-2011*
- Smith, J., & Professor, P. (March, 2011). *False memory effects on an implicit memory task*. Poster presented at the

Undergraduate Research Symposium at the University of Southern California, Los Angeles, CA.

- Smith, J., & Redbird, J., & Professor, J. (September, 2010). *False memory effects on learning tasks in large group settings*. Paper presented at the annual meeting of the Midwestern Psychological Association, Chicago, IL.

Professional Reference Samples

Professional References 101

A professional reference is a reference from a person who can speak to your qualifications for a position. A professional reference is usually a former employer, a colleague, a client, a supervisor or someone else who can recommend you for employment.

You should prepare a list of professional references to provide prospective employers upon request. Before using someone as a reference make sure that you ask the reference *before* and communicate with the reference when you have provided their contact information to a prospective employer.

Do **not** supply references on your resume. Develop a separate sheet for at least three professional references including at least three individuals from your academic or work experience who would be able to speak highly to your qualifications for a position.

John Smaz

111 Lantana Street
Camarillo, CA 93010
(805) 123-1234
jsmaz@Yahoo.com

PROFESSIONAL REFERENCES

Joe Smith, Project Manager

Phone: (805) 456-7845
E-mail: JoeSmithy@gmail.com

Andre Garcia, Career Coordinator

Phone: (818) 444-5657
E-mail: GarciaAndre@gmail.com

Brooke Dyle, Human Resources Manager

Phone: (888)345-4321
E-mail: BDyle@aol.com

Lisa Lynnet, Director of Student Life

Phone: (909)345-5432
E-mail: LisaL@yahoo.com

JESSICA M. SHARPAY

1234 Apple Avenue, Simi Valley, CA 12345

Email: Jessica.Sharpay@csuci.edu

(666) 433-4444

PROFESSIONAL REFERENCES

Dr. George Thompson, President

Luxington Corporate Services

(805) 123-1234

gthompson@gmail.com

James Scott, Executive Director

Prototypes Inc.

(805) 123-1234

james@gmail.com

Steven Jones, Customer Service Manager

Johnson & Johnson

(805)123-1234

steven@yahoo.com

Thomas Larson, General Manager

AAA

(805) 123-1234

Thomas@aaa.com

Thank You Letters & Follow-up Letters

Thank You Letter Content

As a professional courtesy you should send a thank you letter to your interviewer within 24 hours after an interview. Thank you letters can be word processed, handwritten, or emailed. A word processed letter is the most formal and is generally always appropriate. Handwritten letters are more personal and may be appropriate for brief notes. Letters sent via email are acceptable when email has been your means of contact with the individual you wish to thank, when your contact may have indicated a preference for email, or when you would like to send a quick thank you before following up with a word processed or handwritten letter. Promptly after an interview, send a letter that builds upon the strengths you discussed in the interview. You can also mention additional information that was not covered in your interview. Remind the interviewer of your qualifications and how the company could benefit. Always express appreciation to interviewers for the time and courtesy shown to you.

A brief message on a note card, letter, or email should consist of the following information:

- Thank the interviewer for their time and consideration
- Reaffirm your interest in the position and demonstrate how you are a strong match for the organization
- Restatement of qualifications for the position
- Contact information
- Demonstrate your knowledge of their organizational needs
- Provide an example of how you can deliver to meet their need to achieve success or meet organizational goal

A thank you letter for a job interview should include:

- An opening paragraph in which you state the name of the employer, mention the date of the interview, and express your appreciation for the interview
- A second paragraph that reaffirms your understanding of the position's requirements and emphasizes your qualifications. Here is where you can add an important piece of information that you may have forgotten to discuss in the interview
- A final paragraph to express your interest in and enthusiasm for the position and the company

(CareerCruising, 2011)

Thank You Letter Sample via E-Mail

Subject Line: Thank You

Dear John Anthony,

Thank you for taking the time to interview me today for the *Management Trainee* position at Pacific Gas and Electric. It was also a pleasure to meet the support staff, including Mr. Hidalgo, Ms. Parmley and Ms. Murphy. As I mentioned during our meeting, I look forward to the possibility of using my Bachelor of Arts Degree in Communications with a specialization in sustainability to enhance PG&E's reputation, while meeting the needs and expectations of the community. I believe I can make a significant contribution to the marketing efforts based on my skills in strategic planning, industry trend analysis, and website development. I am particularly interested in designing a corporate donor program to address the budgetary deficit you highlighted during our discussion. One of the things I noticed during my visit was the positive spirit of your team. Your office seems like a collaborative, team-oriented environment, qualities I value and would willingly promote if hired. Thank you again for your consideration.

Sincerely,

Ernesto Gonzalez
(555)456-7867

Anita Carter

400 West First Street
Camarillo, CA 93012
e-mail@internet.net

February 23, 2011

Ms. Amy Employer
Human Resources Manager
St. Paul Travelers Insurance
2201 Walnut Ave.
Fremont, CA 94537

Dear Ms. Miller,

I appreciated the opportunity to interview with you today. The available position provides an opportunity to exercise many of my strengths gained through professional and educational experiences. I am particularly interested in St. Paul Travelers because of the opportunities for growth, as well as the team-oriented work environment. As we discussed in the interview, I am confident my ambition, strong communication skills and energy will be an asset to your company.

Through my employment at Apple Inc., I had the opportunity to serve as Marketing Coordinator. This position allowed me to learn the “ins and outs” of multi-national retail store public relations. Aside from actively ensuring successful public relations campaigns, I also had the opportunity to develop and implement successful marketing tactics which resulted in an increase of 15% revenue for the store. I am goal driven, company loyal, proficient at multitasking, an excellent communicator and thrive under pressure.

Additionally, my solid work history demonstrates my ability to perform on the job, and if hired, I am eager to prove myself with St. Paul Travelers. If I can provide you with any additional information, please let me know. I look forward to hearing from you soon. Again, thank you.

Sincerely,

Anita Career

Additional Resume Resources

The Career Center offers several options for getting help in creating and perfecting your resume. Take advantage of one or more of the following services available to CI Students:

Peer-to Peer Career Advising: Career Resource Assistants are trained to provide resume/cover letter assistance and basic career services to CI students. Career Resource Assistants are available for drop-in counseling, resume clinics, or 30 minute scheduled appointments. To arrange an appointment with a Career Resource Assistant please contact the Career Development Center at (805)437-3270 or via email at career.services@csuci.edu for career related questions, job search advice, resume assistance, and cover letter critiques.

Online Tutorial and Resources:

- www.eureka.org
 - Go to www.eureka.org and Sign Up
 - Click Students/Clients
 - Site ID Code: X123WKC, click next
- www.careercruising.com
 - Go to www.careercruising.com and enter:
 - Username: csu
 - Password: cislands
- *Dolphin CareerLink*
 - Login to your myCI student portal
 - Click “Dolphin CareerLink” tab under “My Links”

Resume Clinic: Contact Career Development Services for more information.

Drop-In Counseling: Contact Career Development Services for more information.

Contact the Career Development Center to schedule an appointment with a Career Resource Assistant or Career Counselor.

CSU Channel Islands Career Development Services

Contact Information:

Career Development Services

California State University Channel Islands

One University Drive, Bell Tower 1548

Camarillo, CA 93012

(805) 437-3270 (office)

(805) 437-8899 (fax)

career.services@csuci.edu

Monday – Friday 9:00 a.m.-5:00 p.m.

www.csuci.edu/careerdevelopment