

# *Resume Handbook*



California State  
University

**CAREER  
DEVELOPMENT  
& ALUMNI  
ENGAGEMENT**

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

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# Resume 101

## Purpose, Design & Mechanics

### What is a resume?

A resume is a brief summary of your experiences including work, volunteer, extracurricular activities, educational background, and relevant skills that highlight 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 an interview to discuss 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 Career Development and Alumni Engagement recommend. 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 regards to your career goal. When constructing bullet points, aim to highlight accomplishments that exemplify the skills you possess and what employers are seeking. Tailor your resume for each position.

- **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, and remember space is valuable. Using .5 inch to 1 inch margins are recommended.
- **Font:** Use a font that is easy to read and not distracting to the reader. Recommendations are 10.5-12 point fonts such as Cambria, Times New Roman, Arial or Gill Sans MT. Ideal font size is an 11 point font.
- **Consistency:** Make sure to keep 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 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 Focused:** 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 they are 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 takes 6 seconds to scan your resume; make sure you stand out.

## Resume Do's & Don'ts

### DO:

- Tailor your resume for each position.
- 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.*)
- 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 pgs 7-8*)
- Be truthful about your accomplishments
- **Keep your resume to one page unless you have extensive experience related to your job goal**

### DON'T:

- Use online resume templates (*i.e., Resume Wizard, Google or Word*). It is difficult to adjust sections and your resume looks like all other candidates who used the same template. We recommend using the format/templates we provide.
- Use personal pronouns (*i.e., I, me, you, we*). Save those for the cover letter.
- Include personal information such as marital status, social security number, age or national origin
- Use flashy graphics, colored paper or colored font. Nowadays computer systems might scan your resume. Many systems cannot read the resume if it has color print.
- 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
- Use an objective. Objectives can date the resume. The objective typically states the position you are applying to, and when used, you are stating the obvious.
- Add “References available upon request”. This will date your resume. Most applications are done online and ask you to add your references to the application.
- Use your personal address. You can add your city of location; however, employers need accurate contact information and do not typically contact potential employees via snail mail. Use a professional email address (*i.e. [jane.doe@gmail.com](mailto:jane.doe@gmail.com)*) and phone number where you can be reached. It is recommended you use a Gmail address. Hotmail, yahoo and AOL emails are not current and up-to-date with technology.

# Components of a Good Resume

Your resume is NOT an autobiography. It is a self-marketing tool/brochure used to encourage 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 five parts in the order listed below:

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

# Getting Started: Resume Worksheet

## I. Personal Information

Name: \_\_\_\_\_  
City and State (optional): \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## II. Summary of Qualifications *(This is an opportunity to showcase your strengths and skills as they relate to the position you are applying for.)*

### ***(Sample)***

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

## III. Education *(Do not need to 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

## IV. 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 and years only): \_\_\_\_\_ to \_\_\_\_\_

**(Sample)**

Marketing Assistant  
SAGE Inc., Camarillo, CA

June 2015-Present

Duties, Responsibilities and Key Accomplishments *(Each key accomplishment highlighted should begin with an action word [i.e., “assisted,” “developed,” “oversaw”] and have relevancy to the position you’re applying for. Refer to pg. 8):*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**V. 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 2019
- \_\_\_\_\_ (Date) \_\_\_\_\_
- \_\_\_\_\_ (Date) \_\_\_\_\_
- \_\_\_\_\_ (Date) \_\_\_\_\_
- \_\_\_\_\_ (Date) \_\_\_\_\_

***For further assistance with resume reviews and design, please stop by the Career Center.***

**Walk-In Hours:**

**Monday-Thursday**

**9:00 am to 5:00 pm**

**Fridays**

**9:00 am to 12:00 pm**

***\*15 Minute Sessions***

***(Closed from 12:00 pm to 1:00 pm)***

***Please visit our [website](#) for information about upcoming events and workshops.***

**Career Development & Alumni Engagement  
Bell Tower 1548 | (805)437-3270 | [career.services@csuci.edu](mailto: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  
Communicated  
Coordinated  
Developed

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

# The Three 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. This is the preferred format 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 variety of ways, but most hybrids start with a skills summary followed by a list of experiences with descriptions in reverse chronological order.

# **Resume Format Examples**

# Your Name

Phone Number | Email Address

## SUMMARY OF QUALIFICATIONS

- Number of years of experience in field of work that is relevant to the position
- Proficiency in any relevant computer skills, social media or understanding of marketing
- A key accomplishment through previous employment or academics relevant to position
- 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 \_\_\_\_\_, Emphasis/Minor in \_\_\_\_\_ (optional)      Graduation  
(Month, Year) California State University Channel Islands, Camarillo, CA

## WORK EXPERIENCE

- |   |             |                           |
|---|-------------|---------------------------|
| <u>Job Title</u>  | Ventura, CA | January 2014-Present      |
| Organization/Company  |             |                           |
| <ul style="list-style-type: none"> <li>• An accomplishment from this job, illustrating a skill needed in the job you're applying for</li> <li>• An accomplishment from this job, illustrating a skill needed in the job you're applying for</li> <li>• An accomplishment from this job, illustrating a skill needed in the job you're applying for</li> </ul> |             |                           |
| <u>Job Title</u>  | Ventura, CA | January 2013-January 2014 |
| Organization/Company  |             |                           |
| <ul style="list-style-type: none"> <li>• An accomplishment from this job, illustrating a skill needed in the job you're applying for</li> <li>• An accomplishment from this job, illustrating a skill needed in the job you're applying for</li> <li>• An accomplishment from this job, illustrating a skill needed in the job you're applying for</li> </ul> |             |                           |
| <u>Job Title</u>  | Ventura, CA | January 2012-January 2013 |
| Organization/Company  |             |                           |
| <ul style="list-style-type: none"> <li>• An accomplishment from this job, illustrating a skill needed in the job you're applying for</li> <li>• An accomplishment from this job, illustrating a skill needed in the job you're applying for</li> <li>• An accomplishment from this job, illustrating a skill needed in the job you're applying for</li> </ul> |             |                           |

## PROFESSIONAL DEVELOPMENT

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

## HONORS, AWARDS & RECOGNITIONS

Affiliation/Organization, Award or Recognition	Date
Affiliation/Organization, Award or Recognition	Date

**Your Name**

Phone number | Email Address

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**SKILLS SUMMARY**

- Number of years of experience in field of work that is relevant to the position above
- Proficiency in any relevant computer skills
- Experience in social media, understanding of marketing
- A key accomplishment through previous employment or academics that is relevant to the position
- 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

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**EDUCATION**

Bachelor of \_\_\_\_\_ in \_\_\_\_\_, Emphasis/Minor in \_\_\_\_\_ (optional) Graduation (Month, Year) California State University Channel Islands, Camarillo, CA

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**WORK/VOLUNTEER EXPERIENCE**

**Job Title** \_\_\_\_\_ Dates (Month, Year)

*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** \_\_\_\_\_ Dates (Month, Year)

*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** \_\_\_\_\_ Dates (Month, Year)

*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

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**PROFESSIONAL INVOLVEMENT**

Member, Club/Organization Name, City, State

Date of Involvement

# Your Name

Phone Number | Email Address

## SUMMARY OF QUALIFICATIONS

- Number of years of 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 position

## EDUCATION

Bachelor of \_\_\_\_\_ in \_\_\_\_\_, Emphasis/Minor in \_\_\_\_\_ (optional) Graduation (Month, Year) *California State University Channel Islands, Camarillo, CA*

## PROFESSIONAL EXPERIENCE

### *One Relevant Skill*

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

### *Another Relevant Skill*

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

### *Another Relevant Skill*

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

Email address | Phone number

**SUMMARY of QUALIFICATIONS**

- Number of years of experience in field of work that is relevant to the position you are seeking
- Proficiency in any relevant computer skills
- A key accomplishment through previous employment or academics that is relevant to the position
- 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 \_\_\_\_\_, Emphasis/Minor in \_\_\_\_\_ (optional) Graduation (Month, Year)  
*California State University Channel Islands, Camarillo, CA*

**RELEVANT COURSEWORK**

Course Title

- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)
- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)

Course Title

- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)
- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)

Course Title

- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)
- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)

**PROFESSIONAL EXPERIENCE**

**One Relevant Skill**

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

**Another Relevant Skill**

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

**Another Relevant Skill**

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

**EMPLOYMENT HISTORY**

Position Title	Company Name	City, State	Dates
Position Title	Company Name	City, State	Dates

**CAMPUS & COMMUNITY INVOLVEMENT**

Member, Club/Organization Name, City, State	Dates
Member, Club/Organization Name, City, State	Dates

# Your Name

Email Address | 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 employer's needs
- Proficiencies in transferrable computer/social media skills (i.e., SPSS, Microsoft Office, Facebook, LinkedIn)

## EDUCATION

California State University Channel Islands

**Bachelor of \_\_\_\_\_ in \_\_\_\_\_**, *Emphasis/Minor in \_\_\_\_\_ (optional)*, Graduation (Month, Year)

## EMPLOYMENT HISTORY

### **Job Title**

*Employer \_\_\_\_\_ City, State \_\_\_\_\_ Dates Employed \_\_\_\_\_*

### **Skill #1** (e.g., Business Operations & Management)

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

### **Skill #2** (e.g., Computer Design & Development)

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

### **Job Title**

*Employer \_\_\_\_\_ City, State \_\_\_\_\_ Dates Employed \_\_\_\_\_*

### **Skill #1** (e.g., Technical Writing & Programming)

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

### **Skill #2** (e.g., Training & Communications)

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

## LEADERSHIP ACCOMPLISHMENTS

**Leadership Title, Employer Name, City, State \_\_\_\_\_ Dates \_\_\_\_\_**

### *Involved*

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

**Leadership Title, Employer Name, City, State \_\_\_\_\_ Dates \_\_\_\_\_**

### *Involved*

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

## HONORS, AWARDS & RECOGNITIONS

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

## 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, and is 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, when 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. If you do include this optional section, make your categories as broad as possible to cover a variety of potential opportunities but do not 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.

# **Curriculum Vitae (CV) Sample**

# JOE SMITH

Joe.smith@gmail.com  
(805) 555-5555

## PROFESSIONAL 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 2019

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 2018

- Assisted Dr. Thomas with collecting 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. 2018 – May 2018

- Worked alongside a faculty member on a grant aimed at 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. 2019 – May 2019

- Provided case management and one-on-one and group counseling to a diverse population of clients
- Worked collaboratively with the 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. 2017 – Dec. 2017

- 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. 2019 – May 2019

- Supervised a team of seven student assistants at CSU Channel Islands' Student Union
- Created, implemented and refined policies and procedures for the Student Union
- Served as a paraprofessional staff member for a building that received over 1,000 visitors weekly
- Oversaw the operation of events, scheduling and student-oriented 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. 2017 – Feb. 2018*

- Served as an facilitator 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 bi-monthly leadership training
- Created a self-actuating visitor log to track patrons and target marketing

**New Student Center Supervisor, CSU Channel Islands, Camarillo, CA** *Jan. 2016 – May 2016*

- 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 five peer mentors including schedule coordination and event planning

## **PUBLIC SERVICE & ENGAGEMENT**

**Student Government Senator, CSU Channel Islands** *Nov. 2016 – May 2017*

- Appointed to the position of senator on the CSU Channel Islands Student Government
- 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 Inc., the Camarillo Chamber of Commerce, and local businesses

**Presenter, CSU Student Research Competition, CSU Channel Islands** *April 2018*

- Participant of research team at the 2018 CSU Student Research Competition in San Jose, CA
- Received 2<sup>nd</sup> place category award for our research and presentation

## **HONORS, AWARDS & RECOGNITIONS**

- *Recipient*, Undergraduate Creative Activities and Research Experiences (UCARE) *2016*
- *Member*, Gamma Beta Phi Honor Society, CSU Channel Islands *2016 – Present*
- *Member*, Psi Chi Honors Society, CSU Channel Islands *2016 – Present*
- *Scholar Leader Award*, Student Leadership Programs *2015 – 2017*
- *Recipient*, Presidential Scholarship, CSU Channel Islands *2015 – 2018*
- *Recipient*, Semester Honors/Dean's List, CSU Channel Islands *2014 – 2018*

## **PROFESSIONAL ASSOCIATIONS**

- *Member*, American Psychology Association (APA) *2019 – Present*
- *Member*, Society for Social Neuroscience (SSN) *2018 – Present*
- *Member*, Society for the Teaching of Psychology (STP) *2018 – 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.

# **Cover Letter Content**

# 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)* - Introduce yourself and state why you're writing. You are enthusiastically presenting yourself for a job, and your background makes you the best candidate.
  - Name the job you are applying for and where you saw or heard the advertisement
  - If applicable, include a reference to the person(s) you spoke to about the organization
3. *Body (Middle Paragraphs)* - List your value to the company by describing how you will contribute to the company from day one.
  - Share knowledge of the company's goals, accomplishments and opportunities based on research of the company and job
  - Briefly sum up your value to the employer by stating what interests you in the organization and position
  - 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)* - Call to action. Ask for an interview and state when (exactly) you will follow up.
  - 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 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. Make sure to mention the name of the company in the letter, followed by an explanation of why you're interested in working there. This is your opportunity to share if someone recommended you for the position. Recruiters have a way of sensing if you are being less than truthful because they are seeking those who sincerely want to work for their company. You should use the cover letter to convince the reader why you are honestly interested in the organization. Your letter should explain what you can do for the organization and its customers by giving the reader a small glimpse into your background, which encourages them to read your resume. Remember that your goal is to *market* yourself by clearly explaining why the employer should consider hiring you.

- Write down ideas for your letter as you think of them then separate the material into themes
- 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). Why do you want to work here?
- Avoid exaggeration or false claims such as "best candidate," "genius," etc.
- You also need to make a sales pitch as to why the employer should want to work with you.

### Quick Tips/Final Check to a Cover Letter

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

# 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 and include letters of introduction, referral letters, letters requesting a meeting, and letters seeking career advice. Networking letters can be sent by mail, email or via networking sites such as LinkedIn to people you know or to people to whom you were referred. Keep in mind that sending a letter online is more efficient and timely rather than sending something through regular snail mail.

(Career Cruising, 2011)

***\*\*\*Please do not copy the cover letter samples below.***

***Cover letter samples are designed to show you the content of a well-designed cover letter. Keep in mind that all students have access to these samples and employers will notice if several applicants used the same sample only editing a few words. You recommend to always draft a new cover letter each time, customizing the information to the employer and showing how you are a good fit for the position.\*\*\****

**Cover Letter  
Format  
&  
Samples**

**Your Name**  
City, State Zip Code  
Email, phone

← Allow 2 spaces  
Date (Month Day, Year)

← Allow 4 spaces

Addressee's Name  
Addressee's Title  
Addressee's Place of Employment  
Street Address  
City, State Zip Code

← Allow 2 spaces

Salutation: ← Dear First & Last name or Dear Dr., Mr. or Ms. \_\_\_\_\_,  
If you do not know the name, Dear Hiring Manager or Hiring  
Committee, do not use Sir or Madam or To Whom it may concern

Paragraph 1 ← **Paragraph 1** should consist of what job you are interested in  
and how you heard about the job (name of who referred you).

Paragraph 2 ← **Paragraphs 2** should talk about your experiences and what  
you can bring to the job, why you are a good fit to the job and the  
company. In these paragraphs you should also talk about your  
interest in that particular company, use key words; its mission  
statement and core values

Paragraph 3 ← **Paragraph 3** should include a request/follow up for an  
interview, such as "I look forward to hearing from you to set up  
an interview" or "I will follow up with you in two weeks regarding  
the status of my application" (But then you must make sure to  
follow up) You will also include how to reach you here, your  
phone and email

Complimentary Close ← Respectfully,  
Sincerely,  
Cordially,

← 3 - 4 spaces between closing and  
your name

Name ← Allow 2 spaces after the  
Complimentary Close

Attachment (If you are sending an e-mail; the cover letter can be attached or in the body of the email. Be sure to label your resume as your name resume, and job title (Example: JenniferLopez.ResumeProfessionalSinger). We recommend converting your resume to a pdf format prior to sending to an employer.

# Anita Career

Camarillo, CA  
email@internet.com  
555-555-5555

March 1, 2020

Jim Halpert  
District Representative  
123 Chandler Blvd.  
Dunder Mifflin  
Scranton, PA 18503

Dear Mr. Jim Halpert,

I wanted to take the opportunity to thank you for mentoring me during the CSUCI Connection Luncheon last Thursday. During the networking event, we spoke about possible opportunities through your contact at Dunder Mifflin. I would sincerely appreciate your willingness to share Michael Scott's contact information so that I may meet directly with him to learn more about the organization and discuss Dunder Mifflin's growing needs. I have attached a copy of my resume in case you learn 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

Camarillo, CA  
email@internet.com  
555-555-5555

Prospective  
Cover Letter

March 4, 2020  
Michael Scott  
Senior Associate  
123 Chandler Blvd.  
Dunder Mifflin  
Scranton, PA 18503

Dear Michael Scott,

I received your contact information from Jim Halpert, who referred me to the internship opportunities at Dunder Mifflin. I believe that my extensive sales experience and Communication background from CSU, Channel Islands will make me a competitive candidate for your organization.

I have a full understanding of the inner workings of client development and outside sales which can be seen through my experience at Xerox, when I held the lead generation internship position. Additionally, I am confident that I would support the mission of Dunder Mifflin in developing long-term professional relationships with current and future clients.

Thank you for your time and consideration. I look forward to speaking with you about opportunities at Dunder Mifflin. If you do not have an opening at this point and 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

(555) 123-4567 | [jennygerald@yahoo.com](mailto:jennygerald@yahoo.com)

February 19, 2020

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](mailto:jennygerald@yahoo.com), and I look forward to speaking to you soon.

Thank you for your time and consideration.

Sincerely,

Jenny Gerald

# Draco Malfoy

(805) 222-3456

[draco.malfoy@gmail.com](mailto:draco.malfoy@gmail.com)

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Albus Dumbledore  
Headmaster  
Hogwarts School of Witchcraft & Wizardry  
Edinburgh, Scotland EH1 1BX

Dear Albus Dumbledore,

I am writing to apply for the position as a Human Resources Student Assistant as my instructor, Severus Snape, 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 Harry Potter Recreation Center for the City of Hogwarts. I believe that my knowledge of Microsoft Office and meticulous work skills will make me a competitive candidate for this position.

Please see my resume for additional information on my experience. I can be reached via email at [draco.malfoy@gmail.com](mailto:draco.malfoy@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,

Draco Malfoy

## Professional References 101

A professional reference is a referral from a person, usually a former employer, a colleague, a client, a supervisor or someone else who can speak to your qualifications for a position and recommend you for employment. Consider reaching out to a professor as a reference if they can speak to your strengths and work ethic.

Prepare a list of professional references to provide prospective employers upon request. Before using someone as a reference, make sure you get their permission and communicate with them 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 individuals from your academic or work experience who would be able to speak highly to your qualifications for a position.

# **Professional Reference Samples**

# **John Smaz**

(805) 123-1234  
jsmaz@Yahoo.com

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## **PROFESSIONAL REFERENCES**

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### **Joe Smith, Project Manager**

Phone: (805) 456-7845  
Email: JoeSmith@gmail.com

### **Andre Garcia, Career Coordinator**

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

### **Brooke Dyle, Human Resources Manager**

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

### **Lisa Lynnette, Director of Student Life**

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

# JESSICA M. SHARPAY

Email: [Jessica.Sharpay@csuci.edu](mailto:Jessica.Sharpay@csuci.edu)

(805) 433-4444

## ***PROFESSIONAL REFERENCES***

### **Dr. George Thompson, President**

Lexington 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 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; however, it will take longer for someone to receive one snail mail. 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
- Restate your qualifications for the position
- Give your contact information
- Demonstrate your knowledge of their organizational needs
- Provide an example of how you can meet their need to achieve success or organizational goals

## **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

(Career Cruising, 2011)

**Thank You  
Letters, Follow-up Letters &  
Letters of Resignation**

## Email Thank You Letter Sample

*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 education and knowledge of sustainability to enhance PG&E's reputation. 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 and I am eager and excited to join a collaborative team-oriented environment. Thank you again for your consideration.

Respectfully,

Ernesto Gonzalez  
(555) 456-7867

# Anita Carter

email@internet.net

February 12, 2020

Ms. Amy Miller  
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 a 15% increase in revenue for the store.

Additionally, my solid work history demonstrates my ability to collaborate with team members and I am eager to join the dynamic St. Paul Travelers team. 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

# **LETTER OF RESIGNATION**

## **Guidelines, Tips, and Information**

### What is a letter of resignation?

A letter of resignation is a formal document outlining the final days or weeks of your employment with a company. It should include the position you're leaving and when, a "thank you" of some sort, an offer to help with transition, and a closing statement.

### Why is it important?

This is a formal document outlining your resignation from a job and company. It serves two main purposes: official documentation and ensuring that you keep connections and a network intact. Always leave with grace and in good standing if you can help it.

### Parts of a Letter of Resignation

- **Introduction:** This section should include the position you are leaving and the date you plan to leave (this should be discussed prior to sending the letter).
- **Thank You:** This section should outline a brief and to the point paragraph thanking your employer for the opportunities, knowledge, or skills you have gained from your time working there. Keep it short and to the point. The more professional and less detailed the better.
- **Transition Period:** Between the time you leave and the time you are still working for your employer, this is where you offer to complete any tasks still undone, work any days expected of you, and tie up any loose ends to help make your departure easy for you and the company.
- **Closing Statement:** This is your closing paragraph where you express a desire to maintain a friendly professional relationship with the company and your supervisor in the future.

It is important to remember that how you decide to leave your current position has implications for your reputation in the long run.

### **DO's And Don'ts**

#### **DO**

- Keep it short and sweet.
- Keep it professional - nothing too personal.
- Express gratitude for any skills, knowledge, or opportunities.

#### **DON'T**

- Talk about why you are leaving - unless you want to. This should be discussed in person, letters of resignation are strictly professional.
- Write anything rude or include complaints, they may have communication with future employers and you don't want to lose the opportunity to ask for letters of recommendation in the future.

## SAMPLE LETTER OF RESIGNATION

Dear Supervisor's name here,

This letter is to inform you of my resignation from the position as Enter position here of Enter business name here, effective Enter final date of work.

I am very appreciative of the opportunities you've/ this company has provided during my time here. Thank you for your continued support and guidance. I am happy to assist in the transition process to make it as smooth as possible. The project I was working on will be completed by Enter date here and I am happy to properly train whoever is hired to take over my position.

Best Regards,

Enter Name here

## 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:

**Walk-Ins Available:** The Career Center staff can provide support and guidance with resume/cover letter design and review. We are available to assist you with tailoring your resume to apply to a specific position, internship program or graduate school. Please stop by the Career Center during Walk-In Hours to meet with a Career Peer Mentor.

**Appointments:** To arrange an appointment with a Career Counselor, please call us at 805-437-3270 Monday through Friday between 9:00 am and 5:00 pm.

## CSU Channel Islands Career Development & Alumni Engagement Contact Information

### Career Development and Alumni Engagement

California State University Channel Islands

One University Drive, Bell Tower 1548

Camarillo, CA 93012

(805) 437-3270 (office)

[career.services@csuci.edu](mailto:career.services@csuci.edu)

Walk-Ins Available:

Monday – Thursday, 9:00 am – 5:00 pm

Fridays, 9:00 am – 12:00 pm

*\*15 Minutes per Session*

*(Closed daily from 12:00 pm – 1:00 pm)*

[www.csuci.edu/careerdevelopment](http://www.csuci.edu/careerdevelopment)

# Major-Specific Resume Samples

*\*Please keep in mind there are a variety of fields to pursue with any degree.*

*The following Resume samples are based on technical skills and core competencies all Employers look for in a potential candidate. Technical skills are often learned through experiential learning and from your major specific studies. Employers seek potential candidates who possess certain core competencies.*

*For additional help with Career Exploration please see a Career Counselor\**

## National Association of Colleges and Employers (NACE) Core Competencies

### DEFINITION OF CAREER READINESS AND COMPETENCIES

**CAREER READINESS IS THE ATTAINMENT AND DEMONSTRATION OF REQUISITE COMPETENCIES THAT BROADLY PREPARE COLLEGE GRADUATES FOR A SUCCESSFUL TRANSITION INTO THE WORKPLACE.**

These competencies are:

1. **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
2. **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
3. **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.
4. **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
5. **Leadership:** Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
6. **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
7. **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
8. **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

**(NACE, Revised January 2019)**

**HERMIONE GRANGER**

[hermione.granger@gmail.com](mailto:hermione.granger@gmail.com) ▪ [linkedin.com/in/h-granger/](https://www.linkedin.com/in/h-granger/)  
(805) 832-9014

**SKILLS SUMMARY**

- 2+ years of experience as a Teaching Assistant by instructing activities and leading weekly seminars for undergraduate classes on cultural and medical anthropology
- Proficient in conducting personal interviews, creating qualitative codes, and administering surveys to further analyze the impact of certain social justice programs among a diverse undergraduate student population
- Strong interpersonal skills in verbal and written communications
- Semi-Fluent in conversational Spanish

**EDUCATION**

Bachelor of Arts in Anthropology *Minor in Sociology*  
California State University, Channel Islands

December 2021

**RELEVANT COURSEWORK**

Culture and Communication  
Qualitative Research Methods in Anthropology  
Faculty-Student Collaborative Research

Sociology of Education  
Education and Social Inequalities  
Population Studies

**PROFESSIONAL EXPERIENCE**Teaching Assistant (TA)

January 2020 -Present

Anthropology Department, CSU Channel Islands, Camarillo, CA

- Assist in the creation of weekly lecture slides, presentations, and activities to foster an interdisciplinary environment and further the understanding of cultural perspectives in undergraduate anthropology classes
- Correspond with anthropology faculty and staff to improve academic and mentoring student and faculty relationships
- Tutor and mentor undergraduate students in the fields of cultural and medical anthropology through academic support on their assignments and professional networking

Intercultural Services Student Assistant

August 2018-December 2020

Multicultural Dream Center, CSU Channel Islands, Camarillo, CA

- Promoted awareness and understanding of the diverse cultural backgrounds of students, faculty, and staff through workshops, activities, and tabling events
- Mentored a diverse undergraduate student population by providing a safe, welcoming environment at the Multicultural Dream Center for students to freely express their identities
- Collaborated with faculty, staff, and local partners to sponsor events to celebrate annual heritage months and cultural holidays to increase student and faculty involvement
- Administered surveys to assess the efficacy, impact, and needs for cultural services on a diverse student population

Summer Undergraduate Research Fellow (SURF)

June-August 2018

Student Research Advisory Committee, CSU Channel Islands, Camarillo, CA

- Coordinated qualitative and quantitative data into translatable codes to ensure efficient and proper analyses into the appropriate software for data analyses
- Aided and translated surveys and answers in Spanish for recent participants to further assess the cultural impacts and heritage of the Latinx community in Ventura County
- Assisted faculty and fellow SURFers in the creative development and visual designs of the final research poster to present relevant findings at the SURF Conference

**PROFESSIONAL INVOLVEMENT**

Member, Gamma Beta Phi National Honor Society

Fall 2019-Fall 2021

# JAMIE CURTIS

GRAPHIC DESIGNER

856-082-2345

JAMIECURTIS@EMAIL.COM

OXNARD, CALIFORNIA

## EDUCATION

CSU CHANNEL ISLANDS  
2012-2016

BACHELOR OF ARTS IN  
STUDIO ART

## ACHIEVEMENTS

- PRESIDENTIAL SCHOLARSHIP RECIPIENT
- GRADUATED CUM LAUDE



## SOFTWARE SKILLS



## EXPERIENCE

### ELITE TECHNOLOGIES

DIGITAL MARKETING

2016-

PRESENT

- Assist operations team in all social media marketing campaigns
- Work as part of a team with fellow designers, copywriters, marketing specialists, and executive staff
- Maintain social media presence across all digital channels

### VONAZON

GRAPHIC DESIGNER

2014-2015

- Created cutting-edge graphic designs for web sites, emails, and display ads
- Interpreted the client's business needs and developed a concept to suit their company mission statement, values, and purpose
- Planned concepts by studying information and participating in professional societies

## JOHN STAMOS

805.471.3636 • [jstamos@gmail.com](mailto:jstamos@gmail.com) • [jstamosart.com](http://jstamosart.com)

### EDUCATION

#### Bachelor of Fine Art in Art and Design

*Minor in Photography and Digital Imagery*

CSU Channel Islands, Camarillo, CA

May 2020

### TECHNICAL SKILLS

#### Traditional

- Proficient at shooting 35mm SLR, Digital SLR, Hasselblad Medium & Large Format 4x5 cameras
- Trained in traditional darkroom techniques (mixing chemistry, adjusting enlargers, dodging and burning)

#### Studio/Location

- Adept at modifying available light, using strobes, bounce/ fill cards, diffusion screens, etc.
- Skilled at setting up tungsten "hot lights" and strobe lights, including set-up and take down of umbrellas, soft boxes, tripods, boom light stands, and C-stands
- Experienced with portrait lighting set-ups, lighting ratios, and working with models

#### Computer

- Advanced knowledge of Adobe Creative Suite 2
- Experience working with Adobe Illustrator C3, C5

### PROFESSIONAL EXPERIENCE

#### Camera Operator

Kennedy & Associates, Inc., Camarillo, CA

Summer 2016-Present

- Filmed various events and modules for the Teen Leadership Seminar
- Corresponded with fellow camera crew to maximize coverage of events
- Facilitated the editing process for the completion of marketing and training videos

#### Assistant

Paramount Pictures, Los Angeles, CA

May 2017-July 2017

- Overlooked film production for the television show *Nip/Tuck*, episodes from 3<sup>rd</sup> season
- Educated on professional grip and camera operation
- Signaled actors from make-up to the set for upcoming scenes for SandBox Studios

#### Intern/Photo Assistant

Worldwide Photography, Oxnard, CA

April 2019-March 2019

- Constructed desired lighting set-ups for photographer
- Prepared sets with appropriate equipment before shoot and ripped and cleaned sets after shoot
- Coordinated with stylists and set builders
- Organized and processed files after retouch and color correction
- Performed general studio duties and maintenance for Five Talents Films/Not By Sight

### LEADERSHIP

Student Representative, Art Department, CSU Channel Islands

May 2017-Present

Member and Photographer, Art Department, CSU Channel Islands

May 2017-Present

### RECOGNITION / AWARDS

Scholarship Award for oil painting, Morro Bay Art Show, Morro Bay, CA

Fall 2017

2nd Place Award for oil paintings, Sonoma Marin County Fair, Santa Rosa, CA

Spring 2018

**Rachel Carson**

(805) 555-3333 | crandall@csuci.edu

**EDUCATION**

Bachelor of Science in Biology, CSU Channel Islands, Camarillo, CA  
*Minor in Chemistry*

May 2020

**LABORATORY EXPERIENCE**

**BIOCHEMISTRY:** Protein Assays (A280, Lowry, Coomassie Blue), Protein Purification, SDS-PAGE.

**GENETICS/ MOLECULAR BIOLOGY:** Purification of Plasmid DNA, Purification of mRNA, Gel Electrophoresis, PCR, RT-PCR, DNA Sequencing, Microarrays, Cloning PCR Products/Transformation of E. coli.

**MICROBIOLOGY:** Aseptic Technique, Autoclave, Examination of Water, Staining (Gram, Negative, Acid-fast), Enterotubes/API System, Prokaryotic Cell Culture, Streak Plates, Media Preparation, Light Microscopy.

**ORGANIC CHEMISTRY:** Distillation (Simple, Fractional, etc.), Determination of Melting Points, Qualitative Analysis (Thin Layer Chromatography, IR, NMR), Organic Synthesis.

**WORK EXPERIENCE**

**Community Regional Medical Center, Camarillo, CA**

May 2018-Present

EKG Technician

- Perform EKGs throughout 265 bed hospital including ICU, CCU, NICU, Pediatrics, OB and ER
- Communicate with doctor and patient, schedule procedures and tests for busy diagnostic cardiology department
- Handle patient instruction on proper use of take-home devices
- Maintain organization of office to sustain efficiency and accuracy of testing and patient report

**Research Experience for Undergraduates (REU), Los Angeles, CA**

Apr. 2017-Dec. 2018

Research Intern

- Conducted research on adapting rapid prototyping technologies for the creation of a biomedical pump
- One of ten individuals chosen to participate in this nationally offered program
- Funding was provided by Milwaukee School of Engineering and the National Science Foundation

**CSU Channel Islands Chemistry Department, Camarillo, CA**

Summer 2017

Chemistry Lab Assistant

- Prepared chemicals for all chemistry laboratories for students taking various science courses
- Handled equipment set-up and dilution to exact concentration of acid, base, and other chemicals
- Assisted professors with preparation for specific lab demonstrations

**CAMPUS AND COMMUNITY INVOLVEMENT**

- Member, Rotary Club Dec. 2017-Present
- Member, American Chemical Society Student Affiliate Chapter May 2016-Present
- Assistant Fundraiser Committee, International Students Club Dec. 2016-Present
- Peer Advisor, CSU Channel Islands May 2015-May 2017
- Volunteer, American Cancer Society Spring 2018

# Carter Montana

|| carter.montata@email.com || (805) 123- 4789 ||

## SUMMARY OF QUALIFICATION

- Self-motivated with ability to achieve project goals under time and budget constraints
- Personable relationship-builder with strong interpersonal communication skills
- Constantly brainstorming solutions to devise a plan on improving sales
- Dedicated team leader, committed to providing high-quality support
- Proficient with Microsoft Word, Excel, PowerPoint, and Adobe Illustrator

## EDUCATION

Bachelor of Arts in Business

May 2020

California State University Channel Islands, Camarillo, CA

**Study Abroad:** Zeppelin University, Friedrichshafen, Germany

Jan. 2019 - May 2019

## WORK EXPERIENCE

GenomeSmart, Oxnard, CA

### Marketing Intern

January 2020 - Present

- Create monthly presentations using Microsoft PowerPoint for account managers to illustrate the progress and effectiveness of our business/marketing strategies
- Manage marketing outreach of a community day for over 5,000 members and 200 staff
- Collaborate with executives in creating media promotional videos
- Organize and implement business and marketing strategies to boost sales online 15%

Fossil, Camarillo, CA

### Manager

March 2018 - August 2019

- Introduced sales goals and strategies that improved revenue earnings 12%
- Developed new marketing strategies by collaborating with the corporate sales team
- Managed store employees, organized work schedules, enforced corporate protocol, and assisted customers to ensure customer satisfaction

### Sales Associate

September 2017 - March 2018

- Aided clients in discovering appropriate products for their needs
- Provided high quality customer service by working to resolve unsatisfied customers
- Encouraged customer retention by building personal connections

## PROFESSIONAL INVOLVEMENT

Member, Business Professionals of America

2018 - Present

Member, Business Club, CSU Channel Islands

2017 - Present

# CLARISSA HERNANDEZ

(805) 493-1234 | [chernandez@gmail.com](mailto:chernandez@gmail.com)

## SUMMARY OF QUALIFICATIONS

- Skilled in strategic planning and implementation; able to prioritize effectively, multi-task and achieve objectives within time and budget
- Clear and dynamic communicator; able to present marketing programs to diverse audiences and negotiate agreements with vendors
- Knowledge of current trends, and social networking programs such as Facebook, Linked In, Twitter, etc.
- Personable with instinctive relationship-building qualities and extensive customer service experience
- Proficient with Microsoft Office, Access, Adobe Illustrator and Internet research
- Fluent in Spanish

## EDUCATION

**Bachelor of Arts in Business, *Emphasis in Marketing***  
California State University, Channel Islands, Camarillo, CA

May 2020

## PROFESSIONAL EXPERIENCE

### Marketing Assistant

Best Buy, Camarillo, CA

Aug. 2018-Present

- Collaborate with management to develop comprehensive marketing strategies in order to target a large population of customers and generate sales
- Develop, edit, and implement promotional and educational marketing materials
- Conduct basic market research through telephone conversations, email communication, and the Internet
- Track main competitor ads/editorials in Excel documents to compare data

### Marketing Intern

Countrywide, Woodland Hills, CA

Jan.-Aug. 2018

- Assisted in all areas of the marketing department while also being involved with Public Relation projects
- Supported the department with organization and distribution of media kits
- Worked with graphic design of website, prepared letters to marketing outlets, and created Excel spreadsheets
- Contributed to the development of creating monthly newsletters/flyers on Adobe Illustrator

### Community Relations Student Worker

CSU Channel Islands, Camarillo, CA

Sept. 2017-May 2018

- Assisted the Community Relations Manager with organizing information meetings and exhibits
- Participated in the development of publicity materials including letters, brochures and fliers
- Prepared information packets and personal response letters for prospective students and applicants
- Handled administrative duties such as answering phone calls, making copies and maintaining confidential files

## AWARDS, RECOGNITIONS & ACHIEVEMENTS

*Member*, Gamma Beta Phi Honor Society, CSU Channel Islands

Fall 2017-Spring 2020

*Recipient*, Semester Honors, CSU Channel Islands

Fall 2017-Spring 2020

*Presidential Scholarship Recipient*, CSU Channel Islands

Fall 2017-Fall 2019

# LESTER WYNN

Biochemistry

[wynnlester@gmail.com](mailto:wynnlester@gmail.com)

(622) 222-9999

## SUMMARY OF QUALIFICATIONS

- NMR Spectroscopy
- Reduced pressure synthesis
- Small molecule purification
- SDS PAGE electrophoresis
- Agarose Gel electrophoresis
- Knowledge of chemical disposal
- DNA Recombination
- Skilled in Microsoft Office
- Social Networking Skills

## EDUCATION

### Bachelor of Science in Chemistry: Option in Biochemistry

May 2020

Minor in Biology, *Cum Laude*

CSU Channel Islands, Camarillo, CA

## RESEARCH EXPERIENCE

### Research Associate

Jan. 2018-Present

*Creation of Ferulolactone in Production of Asymmetrical Curcumin*

PI: Phillip Hampton, Ph.D.; CSU Channel Islands, Camarillo, CA

Creation of Asymmetric Curcumin through production of ferulolactone, which is an inhibitor of the enzyme  $\beta$ -secretase

- NMR spectroscopy, reduced pressure synthesis, experimental design, slow addition techniques applied
- General stock inventory, lab maintenance and hazardous waste disposal
- Oversaw junior lab associate in design and synthesis of experiments in the field of organic synthesis
- Presented research findings at several conferences through poster presentations

### Research Associate

Jan. 2018-Present

*Investigating the Stability of the Copper Binding Protein CusF by C-terminus Truncation via Mutagenesis*

PI: Blake Gillespie, Ph.D.; CSU Channel Islands, Camarillo, CA

- Transformed desired *E. coli* cells to produce desired mutations, then purified desired proteins for unfolding experiments

### Intern/ Research Associate

Jan. 2017-Present

*Formation of Heterotrimeric Supramolecule in Treatment of Macular Degeneration*

PI: Luke Theogaragan, Ph.D.; Supervisor: Andrew Merithew; UC Santa Barbara, Goleta, CA

- Devised synthesis of all-trans retinol and crown ethers as a starting molecule for an electrically active supramolecule designed to function as a retinal prosthetic
- Maintained hazardous waste disposal according to UCSB's OSHA office standards
- Sustained and maintained chemical stock room inventory and ordered supplies on an as-needed basis
- Presented data weekly to the research group, general public and internship group

### Intern/Research Associate, HSI Summer Institute

Summer 2017

*Investigating the Stability of the Copper Binding Protein CusF by C-terminus Truncation via Mutagenesis*

PI: Blake Gillespie, Ph.D.; CSU Channel Islands, Camarillo, CA

- Formed, examined and wild type *CusF* and probed the free energy of unfolding using fluorescence spectroscopy

## PROFESSIONAL DEVELOPMENT & PRESENTATIONS

- **Southern California Undergraduate Research Conference in Bio-Chemistry** December 2019  
Poster Presentation, CSU Channel Islands
- **Summer Undergraduate and Graduate Research Colloquium, UCSB** August 2019  
Title: *Molecular Shuttles*
- **HSI Summer Institute Poster Colloquium, CSU Channel Islands** June 2019  
Title: *Investigating the Stability of the Copper Binding Protein CusF by C-terminus Truncation via Induced Mutagenesis*

## **ALTERNATIVE WORK EXPERIENCE**

### ***Career Resource Assistant***

CSU Channel Islands, Camarillo, CA

August 2019- Present

- Demonstrated website and other resources to students and employers
- Directed students to campus resources including on-campus employment and graduate school resources
- Provided peer-to-peer critique and mentorship in the career process
- Strong foundation in creating spreadsheets for budgetary and tracking purposes using Microsoft Excel

### ***Private English and Chemistry Tutoring***

Ventura, CA

June 2019-Present

- Simplified topics in Chemistry and Mathematics to students who had never been exposed to science prior
- Advised on term paper writing skills. One student improved from “failing” to “passing.”
- Developed lesson plan for SAT preparation and guided students through the college admission process

### ***Service Learning, Science Carnival***

September-October 2018

CSU Channel Islands, Camarillo, CA

- Coordinated with Student Life to promote awareness of and attendance at the event
- Recruited faculty, staff and students across disciplines and departments for event
- Published articles in the school newspaper and newsletter to promote the event

## **ACADEMIC AWARDS AND SCHOLARSHIPS**

- Dean’s List, CSU Channel Islands 2019
- PEO Scholarship 2019
- Business and Technology Partnership Scholarship 2018
- James V. and Idah W. Ilif Memorial Scholarship 2018
- Lee K. Schwab Memorial Scholarship 2017
- Dean’s List, Oxnard College 2015-2017

# JACKIE CHU

Jackiechuu@yahoo.com

(622) 222-9999

## SUMMARY OF QUALIFICATIONS

- Experienced in dissolution and chemosensory testing
- Familiar with compliance requirements within cGMP, safety and regulatory environments
- Operational knowledge of analytical instrumentation like HPLC, GC, GC-MS, FTIR, UV-VIS equipment, and data stations required
- Extremely solid microscopy and microanalysis skills in addition to basic analytical laboratory skills
- Proficient working with electron microscopy, energy dispersive x-ray spectroscopy and vibration spectroscopy

## EDUCATION

**Bachelor of Science in Chemistry**, CSU Channel Islands, Camarillo, CA

Spring 2020

*Minor in Organic Chemistry*

## WORK EXPERIENCE

### STEM Lab Assistant

STEM Program at CSU Channel Islands, Camarillo, CA

May 2018-Present

- Gained experience using wet chemistry methods including titrations and pH, color and moisture testing
- Played a key role in new product development by adjusting formulas and preparing blend sheets for review and approval by R&D department
- Completed testing on rush samples for DEF Company, a Fortune 500 consumer-goods manufacturer
- Submitted test results on time, with efforts cited as instrumental in retaining client business
- Investigated and offered viable solutions for problem batches, leveraging analytical strengths to isolate issues and facilitate their timely resolution
- Developed and maintained an organized recordkeeping system and prepared meticulous lab reports

### Senior Research Chemist

Merk Research Labs, Camarillo, CA

Sept. 2017-May 2018

- Developed and completed pre-clinical analyses required to update/amend IND for two antineoplastic drugs, a doxorubicin-peptide conjugate and an indolocarbazole-based topoisomerase inhibitor (PBECL4-special compound handling)
- Developed HPLC, GC direct and headspace methods for impurity profile and assay of key intermediates and final products for in-process synthetic development and optimization
- Supported process chemistry with suggested methods for reaction monitoring regarding purity/yield
- Applied near-infrared and mid-infrared spectroscopy to reaction monitoring, moisture determination and reaction kinetics

## PROFESSIONAL INVOLVEMENT & DEVELOPMENT

*Member*, America Chemical Society (ACS)

Sept. 2018-Present

*Associate Member*, Sigma Xi Scientific Research Society

Jan. 2018-Present

*Attendee*, 16<sup>th</sup> Annual Green Chemistry Conference, Los Angeles, CA

June 2019

*Member*, Chemistry Club, CSU Channel Islands

May 2017-May 2019

## Marta Luaga

[martaluaga371@gmail.com](mailto:martaluaga371@gmail.com) | (805)573-0282

### SUMMARY OF QUALIFICATIONS

- Able to speak professionally to staff and clients in fluent Spanish
- Known for building strong long-term relationships with community leaders and mentors
- Extensive knowledge and passion for topics pertaining to the Spanish-speaking population
- Proficient in Microsoft Office programs, Photoshop, and Adobe Illustrator

### EDUCATION

#### **Bachelor of Arts in Chicana Studies**

**May 2020**

CSU Channel Islands, Camarillo, CA

#### **El Centro de Lenguas Modernas** University of Granada, Spain

**2018-2019 Academic Year**

Language Courses Abroad: International House

### INTERNATIONAL PROFESSIONAL EXPERIENCE

#### **Event Planner**

*La Finca Argayall, Place of Light, La Gomera, Canary Islands, Spain*

**March- June 2018**

- Orchestrated large-scale community events such as the Food & Wine Festival and Fiesta de Noche
- Co-existed with fellow community members and guests from Germany, Israel, England and other countries
- Assisted in a vegetarian kitchen six days a week by preparing and serving meals to community members

### COMMUNITY INVOLVEMENT

#### **Publicity Coordinator**

*Student World Assembly Cal Poly Chapter, San Luis Obispo, CA*

**Sept. 2017-June 2018**

- Facilitated team discussion for up to 30 members at meetings surrounding current events
- Publicized upcoming events throughout the campus by using effective marketing strategies such as Instagram, LinkedIn and Twitter
- Organized film showings and interactive educational displays on campus and within the community

#### **Head Teacher**

*Santa Monica Parks and Recreation, Camarillo, CA*

**Feb.2016 - Aug. 2017**

- Created and implemented educationally stimulating activities for children in grades K-6
- Supervised and monitored 14 children, ages 5-12, during outside activities such as hiking, walking trails, swimming and planting gardens

#### **Co-founder/ Activities Coordinator**

*Children Using Language to Understand 'R' Earth, Camarillo, CA*

**March - May 2017**

- Strategically planned lessons aimed towards grades K-3 learning Spanish as a second language
- Taught an 8-week course on beginning Spanish to a group of 25 children at Mar Vista Elementary

# Catherine Smith

(123) 123- 1234 ♦ catherine.smith@mail.com ♦ linkedin.com/in/catherinesmith/

## **SUMMARY OF QUALIFICATIONS**

- Flexible team player able to collaborate with others to achieve time-bound goals
- Excellent organizational and self-motivational skills able to handle multiple tasks
- Proven ability to quickly and accurately learn various forms of technology and software
- Dedicated to creating a friendly environment by demonstrating superb leadership skills
- Strong verbal and written communication skills in both English and French

## **EDUCATION**

Bachelor of Arts in Communication	May 2020
California State University Channel Islands, Camarillo, CA	
Study Abroad: Universities of Paris, Paris, France	July 2018-July 2019

## **WORK EXPERIENCE**

<i>Public Relations Intern</i>		
Aera Energy Services	Camarillo, CA	Feb 2019-Present

- Research trends and most popular topics for the writers
- Assist in the development of programs to maintain favorable public view
- Take responsibility for articles from start to finish and created well-written content

<i>Social Media Intern</i>		
Live Nation	Los Angeles, CA	May 2019-Aug 2019

- Managed social media presence and complete daily social media outreach
- Created promotional social media campaigns to engage users and build followers
- Worked with the marketing team on day-to-day basis for multiple clients/partners

## **PROFESSIONAL DEVELOPMENT**

<i>Event Planning Chair</i>		
The Communication Club	Camarillo, CA	Aug 2017-May 2018

- Planned events including graphics for flyers and communication of event to members
- Supervised all aspects of event planning meeting strict deadlines and budget demands
- Built relationships with vendors and coordinated all aspects of event details to venues

**Michael Scott**

GitHub // LinkedIn

[michael.scott123@myci.csuci.edu](mailto:michael.scott123@myci.csuci.edu) ▪ (978) 123-4567

**EDUCATION**

***Bachelors of Science in Computer Science***

*May 2020*

CSU Channel Islands, Camarillo, CA

Overall GPA: 3.33, Major GPA: 3.50

**TECHNICAL SKILLS**

*Programming Languages:* C/C++, Java, Assembly

*Scripting Languages:* Bash Shell, HTML

*Operating Systems:* Unix/Linux, Mac OSX, Windows 10

*Documentation:* MS Word, Excel, PowerPoint & Visio

**PROJECTS**

*Team Leader: Java-based Bowling Simulator*

*Spring 2019*

- Managed a team of 4 in the design of a completely functional product that included a fully synchronized and persistent database
- Facilitated team meetings
- Developed project plan and obtained faculty buy-in
- Supported team with assignments
- Met weekly with faculty to communicate project status and challenges

*Design and Implementation of a Graphical Based, Multi-threaded Simulator*

*Fall 2018*

- Used Java extensively to complete project on time and according to specification

**EXPERIENCE**

*Computer Lab Monitor*

*Jan. 2019 - Present*

CSU Channel Islands, Camarillo, CA

- Monitor lab activity for up to 50 users at a time
- Perform basic hardware/software troubleshooting

*Student IT Assistant*

*Summer 2019*

Information Technology Division, CSU Channel Islands, Camarillo, CA

- Supported and hosted state-wide agency systems and messaging services on platforms including HP Unix, Linux, MVS, Windows Active Exchange
- Assisted with server builds and maintenance
- Reviewed, installed, set up, and assisted with active synching of BlackBerry mobile devices to Windows Email Exchanger servers

**Leadership Experience**

*President - Computer Science Club*

*August 2019 - Present*

CSU Channel Islands, Camarillo, CA

- Oversaw activities and communications of 100-members

# JAY SMITH

(805) 555-4565 | Jay.smith23@gmail.com

## COMPUTER SKILLS

- Experienced in programming languages: BASIC, dBase II, COBOL, RBase 5000, Ada, SQL, JAVA, ASP.NET and C++
- Proficient in SPSS, Microsoft Office and Adobe Creative Suite
- In-depth knowledge of Database Techniques, OS and Data Structures
- Ability to operate Windows, UNIX and LINUX
- Experience working with applications and database systems: JBoss, Tomcat, Ingres and MYSQL
- Knowledge on platforms and hardware: IBM-compatible AT&T PC and Microprocessors
- Extensive knowledge of Oracle, sql server,websphere,db2 and eclipse

## EDUCATION

**Bachelor of Science in Computer Science**

May 2021

*Emphasis in Engineering*

California State University Channel Islands, Camarillo, CA

## RELEVANT WORK EXPERIENCE

**Software Trainee Intern, Encuee Software Inc., Port Hueneme,**

Mar. 2019– Present

- Handled software projects by using languages such as JAVA and C++
- Worked with senior developers in designing and developing software tools
- Attended monthly training sessions on software programming to enhance my knowledge
- Assisted in software engineering projects as an active team member

**Computer Science Assistant Teacher, Mesa Verde Middle School, Moorpark, CA**

Sep. 2019– Dec. 2019

- Imparted basic computer knowledge in Microsoft Word, Excel and the Internet to approximately 30 students
- Maintained a stable relationship with students, faculty and staff
- Wrote and presented a paper on the "Importance of Computer Science" to a seminar of 50+ people
- Successfully communicated with faculty members to prepare lesson plans on a weekly basis

**Software Engineer, Customer Service Systems, Camarillo, CA**

Aug.2018 – Sep. 2019

- Re-engineered customer account software systems used by brokerage teams
- Developed and implemented new feedback system for users concerns, bugs, and defect tracking regarding use and functionality of new interfaces
- Coded web designed interfaces using Java, XML, XSL, AJAX, and JWS
- Code and support provided through ASP.NET, T-SQL, Microsoft SQL Server, and Oracle 9i
- Collaborated in the development of in-house development of new banking software interfaces
- Supported existing legacy system to provide newly created cases and insured they were available in the systems in parallel until legacy systems were retired

## PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS

**Active Member,** Association of Computer Personnel

Jan. 2018-Present

**Semester Honors,** CSU Channel Islands

May 2018-Fall 2019

**Recipient,** Presidential Scholarship, CSU Channel Islands

January 2019

**Founder and Editor-in-Chief,** *The CI View*, CSU Channel Islands

May 2018

**SKILLS SUMMARY**

- 3+ years experience providing developmentally appropriate curriculum ages infant to 5 years
- Ability to develop and maintain strong relationships with parents, coworkers, and children
- Known for positive attitude and attentiveness to detail and organization
- Extensive knowledge and understanding of Human Growth and Development ages infant to 5 years old
- In-Depth understanding of developmentally appropriate practices in preschool settings
- Bilingual Spanish/English
- CPR and First Aid Certified

**EDUCATION**

Bachelor of Arts in Early Childhood Development, Emphasis in Child Psychology      May 2019  
CSU Channel Islands, Camarillo, CA

**PROFESSIONAL EXPERIENCE**

Teacher Assistant      Aug. 2018- Present

Neighborhood For Learning      Thousand Oaks, CA

- Assist in managing a classroom of 20 two- five year old children
- Provide children with learning experiences that promote their cognitive, social, and emotional development
- Deliver individualized instruction in all areas of the curriculum
- Participate in parent-teacher conferences and give thorough review of student performance and strategies to help improvement
- Handling ordering supplies, record-keeping, and maintaining proper safety regulations in the classroom

**VOLUNTEER EXPERIENCE**

Volunteer Assistant      Summer 2010

The Growing Place      Santa Monica, CA

- Assisted Lead Teacher to maintain a supportive learning environment often used as a model for other preschool classrooms and Santa Monica College Lab School
- Collectively worked with interdisciplinary team members to evaluate children's progress and recommend developmentally appropriate learning plans
- Participated in all training and in-service opportunities to maintain a high standard of educational excellence
- Frequently requested by parents to work with their children in additional tutoring sessions  
Entrusted to manage the classroom in the teacher's absence

**PROFESSIONAL AFFILIATIONS**

Member, Association for the Development of Infancy to Early Childhood      Dec 2011 – Present  
Member, National Association for the Education of Young Children      May 2010 - Present

**SHARMAN FARHAD**

(805) 456-7888

Farhad.sharman33@gmail.com

**SUMMARY OF QUALIFICATIONS:**

- Two years of experience conducting quantitative research using econometric forecasting
- Developed business expansion models, potential revenue outcomes, and successful partnership proposals
- Strong interest in Financial Econometrics, Risk Analysis and Empirical Asset Pricing
- Technical skills include SPSS, SASS, OxMetrics, Microsoft Excel/Access, HTML
- Thorough understanding of advanced theory and policies

**EDUCATION:****Bachelor of Science in Economics**

May 2021

*Minor in Statistics*

CSU Channel Islands, Camarillo, CA

**PROFESSIONAL EXPERIENCE:***Intern*

RaboBank, Camarillo, CA

May 2019 – Dec 2019

- Prepare loan fact sheets and quantitative analysis for loan proposals
- Assist senior Vice President in making loan decisions for clients during weekly staff meetings
- Organize and maintain with confidentiality customer loan files and records
- Build and preserve strong relationships with customers with the highest level of professionalism

*Project Manager Assistant*

Enterprise Holdings, Thousand Oaks, CA

Sept 2019 - May 2020

- Evaluated results of weekly sales and recommended strategies on how to increase revenue
- Analyzed budget using balance sheet transactions and currency exchange to attain higher returns on investments
- Assessed the results of 12 web-based business databases and made software implantation improvement recommendations

*Economics Internship*

Jan 2018 – Sept 2018

PNC Financial Group, Camarillo, CA

- Collected and analyzed information on laws and regulations on financing of infrastructure projects
- Networking with local employers to discuss future options for financing of urban transport projects
- Drafted various sections of case studies to be presented to clientele
- Supported project manager as needed on other office related tasks to ensure customer satisfaction

**PROFESSIONAL AFFILIATIONS:**

- *Member*, American Economic Association (AEM)

May 2017 - Present

- *Member*, National Association of Business Economics (NABE)

Dec 2018 – Present

**TAHANI AL-JAMIL**[tahani.aljam@gmail.com](mailto:tahani.aljam@gmail.com) || (805) 678-4761[linkedin.com/in/tahani-aljamil/](https://www.linkedin.com/in/tahani-aljamil/)**SKILLS & HIGHLIGHTS**

- 3 years leadership, tutoring, and mentoring experience with diverse student ability populations
- 1 year of writing and leadership experience in written and digital publications in higher education
- Extensive knowledge of multicultural American, Asian, African, and European literature and poetry
- Ability to utilize digital software and office programs: Microsoft Office and Outlook, Google Drive, Canva, Camtasia, and Photoshop
- Fluent in written and oral Arabic

**EDUCATION**

Bachelor of Arts in English

December 2022

*Emphasis in Multicultural Literature*, California State University, Channel Islands**PROFESSIONAL EXPERIENCE***Assistant Content Development Editor*

January 2023-Present

SAGE Publications, Inc.

Thousand Oaks, CA

- Advocated for the diverse needs and interests of undergraduate student populations to different college markets across the state of California
- Collaborated with educational faculty and staff to recruit authors, reviewers, and prepares to market and promote the development of SAGE titles
- Presented at regional and national academic conferences to further promote the research, publication, and academic services of SAGE titles to higher academia at the undergraduate and graduate levels
- Solicited market feedback through focus group interviews, peer reviews, and online surveys and webinars

*Instructional Student Assistant & Peer Consultant*

February 2021-May 2022

Writing &amp; Multiliteracy Center CSU Channel Islands Camarillo, CA

- Tutored 100+ students in the creation of various interdisciplinary written essays, personal statements, and student employment resumes
- Facilitated academic discussions on literary analysis and critique among 30+ students in lower and upper division classrooms
- Assisted as temporary Teaching Assistant (TA) for 10 professors in the implementation of individual and group writing activities, and literary discussions
- Promoted academic resources and services for Writing and Multiliteracy Center in 20+ interdisciplinary lectures, labs, and seminars across lower and upper division courses

*Peer Mentor & Tutor*

January-December 2020

Emily Shane Foundation

Oxnard, CA

- Encouraged 5 middle school students to set academic goals, search for personal interests, and pursue higher level reading for self-growth
- Mentored junior high school students on academic coursework assignments; essays, history, and science
- Supported 30+ students to discuss comprehension and understanding of literary novels and poetry

**PROFESSIONAL INVOLVEMENT & ACADEMIC ACHIEVEMENTS***Writer*, The CI View Student Newspaper

August 2021-December 2022

*Historian*, Empowered Womxn of Color Club

February 2021-December 2022

Semester Honors, CSU Channel Islands

Fall 2021-Fall 2022

## **Amanda Sudend**

linkedin.com/amandasudend | (123) 456-7890 | amanda.sudend@school.edu

### **SUMMARY OF QUALIFICATIONS**

- Proven ability to write environmental documents and reports collected from field data and lab tests
- Strong familiarity with water quality and environmental standards on a federal, state and local levels
- Excellent communication, interpersonal and organizational skills through years of club involvement
- Computer Skills: Microsoft Office (Word, PowerPoint, Excel)

### **EDUCATION**

Bachelor of Science in Environmental Science and Resource Management 05/2021  
California State University Channel Islands, Camarillo, CA

### **ENVIRONMENTAL EXPERIENCE**

Environmental Policy Intern

Arup Los Angeles, CA 06/2017 - 04/2018

- Identify emerging environmental issues and developing innovative, strategic programs to minimize risk and maximize leadership opportunities
- Support the establishment and management of Cost Recovery Agreements with Federal Land Management Agencies and other resource agencies
- Review and categorize comments and positions from stakeholder groups
- Conduct research as necessary to support our environmental policy positions
- Support Policy leads in conducting legislative, regulatory and policy review and analysis of key land and environmental issues from the state and federal legislature and regulators
- Track legislation, regulations and other environmental policies and inform the team about relevant dates and times

Environmental Planning Intern

County of Ventura Ventura, CA 05/2018 - 08/2018

- Assisted on a variety of environmental studies for infrastructure projects including power, water, transportation and development-related projects
- Worked under supervision of a project manager or senior-level team member
- Administrative/business development assistance
- Preparation of various components of CEQA and NEPA documents
- Prepared materials and graphics in support of landscape architecture and community projects
- Researched and general technical writing in support of the aforementioned

### **VOLUNTEER EXPERIENCE**

Ecological Restoration Volunteer

Tree Utah Salt Lake City, Utah Spring (3 hours/week)

- Assisted with native revegetation efforts intended to provide migratory birds with habitat and food
- Researched nationwide campus efforts to compost campus food waste
- Developed a food waste composting plan implemented by food services Environmental Action Team
- Taught 1st-4th graders about ecological concepts related to gardening

### **CAMPUS INVOLVEMENT**

Event Planner, Green Generation Club, CSU Channel Islands 08/2020 - Present

**Elise Whitworth**

Camarillo, CA 123-456-7890

[Elise.Whitworth@gmail.com](mailto:Elise.Whitworth@gmail.com) | [Linkedin.com/in/Whitworth.Elise](https://www.linkedin.com/in/Whitworth.Elise)

*\*Please keep in mind that there are a variety of fields to pursue with a degree in Health Science. For the purposes of this Resume example we are using the job description for a Program Evaluator, for more help with Career Exploration please see a Career Counselor\**

**Summary of Qualifications**

- One-year experience in professional program evaluation.
- Two years' experience designing and conducting evaluation projects related to public health.
- Advanced knowledge of Microsoft applications (Word, PowerPoint, and Excel)
- Experience establishing and maintaining effective working relationships with people of varied social, cultural and educational backgrounds.

**Education**

Bachelor of Science in Health Science Spring 2019  
*California State University Channel Islands, Camarillo, CA*

Associates of Science in Health Science Spring 2017  
*Ventura College, Ventura, CA*

**Professional Experience**

Intern May 2018-Present  
*Maricopa County, Gilbert, AZ*

- Participates in meetings, coalitions, workgroups, conferences with agencies.
- Develops evaluation designs with a wide variety of evaluation tools including Participant-Oriented Models, and Management-Oriented Systems Models.
- Provides technical assistance to program staff, subcontractors, and others, on planning and evaluation methods.
- Interprets data through report writing, infographics, and presentations.

CBAS Intern December 2016-January 2018  
*Heluna Health, Los Angeles, CA*

- Initiated calls to potential respondents (e.g., CBAS administrators) and arrange appointments to deliver and administer the survey either by phone or in person.
- Attended ICLAC research meetings and provided updates as requested by supervisor.
- Administered in-person and/or by telephone the approved questionnaire to CBAS Center respondents. Ensured all questions have been answered satisfactorily and completely.
- Provided weekly updates to research team on the ICLAC project dashboard.

**Professional Involvement & Achievements**

*Member, Everyone is Our Priority* August 2016- Present  
*Recipient, Semester Honors, CSU Channel Islands* August 2017- May 2019  
*Member, Red Cross Club* December 2017-May 2018

CHIDI ANAGONYE  
chidi.anagonye@gmail.com ■ (909) 444-5555

**SKILLS SUMMARY**

- ❖ 3+ years of volunteer experience and service learning in communicating, assisting, and supporting culturally and linguistically diverse populations
- ❖ Resilient and strong ability to adapt and problem solve in a fast-paced work environment
- ❖ Knowledgeable of historical and present relations and events of the United States, Europe, and Africa from interdisciplinary coursework
- ❖ Proficient in computer software and applications, such as Microsoft Office, Outlook, Google Drive, Prezi, and Canva
- ❖ Fluent in oral and written French

**EDUCATION**

Bachelor of Arts in History May 2022  
Minor in Communication  
*California State University, Channel Islands*

Associates in Arts, History for Transfer (AA-T) August 2020  
*Santa Barbara City College*

**EXPERIENCE**

***Camarillo Ranch Foundation*** Camarillo, CA September 2021-Present

- ❖ Manage the inventory and organization of historical artifacts, documents, and photographs to ensure authenticity and preservation of articles
- ❖ Lecture 100+ elementary, middle, and high school students about the preservation, history, and relevance of the Camarillo Ranch Foundation through guided tours and engaging interactive activity stations
- ❖ Assist in the planning and creation of community events and activities through the rotation of local art and historical exhibits

***Ojai Public Library*** Ojai, CA January 2021-August 2021

- ❖ Tutored 30+ elementary and middle school students with various homework assignments and projects in different subjects, such as mathematics, language arts, and biology
- ❖ Encouraged social support to students with academic and other disabilities to participate in community art projects and book club discussions
- ❖ Collaborated with librarians and other staff and volunteers to provide local and community services and resources to the homeless population who utilize public services

**PROFESSIONAL INVOLVEMENT**

*Member, Beta Gamma Nu Fraternity* September 2020-Present  
*California State University, Channel Islands*

# Peter Parker

Oxnard, CA • 805-909-5555 • [peterp@csuci.edu](mailto:peterp@csuci.edu)

## TECHNICAL SKILLS

- ASP/ADO, C/C++, .NET, Java, SQL, XHTML/CSS/JavaScript, Cold Fusion, VBScript, XML
- Microsoft Windows, Linux
- Micromedia Flash, Adobe Photoshop, PageMaker
- SAP, Glassfish, Ruby/Rails, Groovy/Grails

## EDUCATION

**Bachelor of Science in Information Technology**, CSU Channel Islands, Camarillo, CA May 2021

- Cumulative GPA 3.6/4.0
- Related coursework: Web Programming, Information Systems Management, Data Structures for IT, Database Theory and Design, Computer Networks

**Associate of Science in Computer Science**, Ventura College, Ventura, CA

December 2018

- President Engineering Society Club,

Sept 2018 – Dec 2018

## RELATED EXPERIENCE

### Hardware Engineer

Micron Computers Inc., Camarillo, CA

May 2019 - June 2019

- Perform hardware and software installations on a variety of computers including PC's and Mac's
- Identify, isolate and repair computer equipment showing wear and tear as well as provide customers with information on preventative maintenance routines
- Provide High-level customer care, training, and technical support to a diverse population of customers
- Assemble and install a wide array of computer systems, workstations, and peripheral hardware

### Information Technology Help Desk Student Assistant

CSU Channel Islands, Camarillo, CA

August 2019 - Present

- Provided computer help desk support via telephone communications with end-users including students, faculty, staff and campus visitors
- Performed diagnostics and troubleshooting of system issues, documented help desk tickets/resolutions and maintained equipment inventory lists
- Assisted students, faculty and staff with login password verification to the campus-wide program, *myCI*

## PROFESSIONAL DEVELOPMENT

**Member**, Association of Information and Technology Professionals (AITP)

August 2019 - Present

**Member**, Network & Security Club, CSU Channel Islands, Camarillo

August 2019- Present

**Member**, Association of Help Desk Professionals (AHDP)

June 2018-Present

**DAISY DOE**

(805) 123 -4567  
daisy.doe@email.com

**SKILLS SUMMARY**

- 300+ hours spent in elementary, middle school and high school classroom observations
- Maintain a positive attitude to promote an engaging learning environment for students
- Outstanding dynamic communicator with children, parents, and faculty
- Experience designing and implementing curriculum for diverse student populations in K-12 settings
- Extensive knowledge of Teaching Theories and Child and Adolescent Development
- First Aid and CPR certified

**EDUCATION**

<b>Bachelor of Arts in Liberal Studies</b>	May 2020
CSU Channel Islands, Camarillo, CA	
• Passed CBEST	
<b>Teacher Credential Program</b>	May 2022
CSU Channel Islands, Camarillo, CA	

**OBSERVATION EXPERIENCE**

San Miguel School, Public Preschool for children up to the age of 5	2019
Elm Street School, Public Elementary School Grade K-5	2018
Channel Islands High School, Public High School Grade 9-12	2017

**PROFESSIONAL EXPERIENCE**

<b>Student Intern at Elm Street School</b>	Oxnard, CA	September 2019 - Present
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- Plan and teach fifth grade mathematics, reading and writing class of 20
- Implement a before-school writing program to enhance student writing initiative
- Adapt and differentiate science and social studies lessons for the various needs of students while meeting the Howard County curriculum goals and objectives
- Incorporate technology such as Internet research, and interactive PowerPoint presentations across subject areas to enhance student learning
- Attend and collaborate with faculty at professional development and parent conferences

**VOLUNTEER EXPERIENCE**

<b>Special Needs Summer Camp Counselor</b>	Walnut, CA	Summers 2015 - 2019
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- Manage small instruction groups of 10-15 children during daily camp activities
- Build social skills for children with speech-language disabilities, autism, and Down Syndrome
- Conduct one-on-one teaching for kids with learning disabilities to improve reading skills

**CAMPUS INVOLVEMENT**

Member, Zeta Pi Omega, CSU Channel Islands	2017 - Present
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# Jennifer Gomez

[jennifer.gomez@email.com](mailto:jennifer.gomez@email.com) ☎ (216) 123 -1234

**SKILLS:** Databases | SQL, Microsoft Access Programming | C, Python, JavaScript, MATLAB Statistics | Excel, SAS

## EDUCATION

### Bachelor of Science in Mathematics

December 2021

CSU Channel Islands Camarillo, CA

## DATA ANALYTICS EXPERIENCE

### Marketing Analytics Intern

June 2019 - August 2019

Net Matrix Solutions - San Francisco, CA

- Utilized Google Analytics to track unique visitors and ad click through rates and increased site views from 37 to 1,933 in one month
- Provided a full overview of a business' current competitive position in social media
- Wrote a program in Python to test and tweak different page rank algorithms

### Student Data Warehouse Analyst

June 2018 - September 2018

Cal Poly - San Luis Obispo

- Worked with clients and university departments to create, edit, and enhance dashboards for data visualization to improve executive and department university decisions
- Performed QA to troubleshoot Oracle BI bugs and search for hotfixes in documentation
- Converted reports in BI Publisher to create responsive data dashboard

### Class Project – Business Data Analytics

January 2019 - June 2019

- Developed a template and macro using VBA coding to generalize 13,200 lines of data
- Analyzed data using business requirements to visualize the data for actionable insights
- Presented findings to Cal Poly Mathematics and Statistics faculty and students

## ADDITIONAL EXPERIENCE

### Tutor, Peer Advisor

August 2019 - Present

Learning and Resource Center, CSU Channel Islands, Camarillo

- Tutor 15 students in advanced statistics courses on a weekly basis
- Develop and deliver successful exam study workshops using PowerPoint
- Hold monthly mathematics software information sessions for all students
- Earned a 98% success rate with students passing exams/courses

### Mathematics Student Instructor

January 2018 - December 2018

Learn By Doing Lab – Cal Poly

- Worked closely with 20+ students to achieve a better understanding of various mathematical concepts
- Improved ability to communicate, plan, present and explain quantitative material and ideas

### Research Assistant, Database Manager

August 2018 - Dec 2018

Mathematics Department, CSU Channel Islands, Camarillo

- Collected data from UCLA Medical Center regarding level of increase in patients' cardiac concerns over the past decade
- Managed computer security systems and data processing for two NSF funded research projects
- Presented two research projects at risk management conferences in collaboration with primary investigators

## PROFESSIONAL INVOLVEMENT

Vice President for Programming

January 2019 – Present

Actuarial Science and Risk Management Club, Camarillo, CA

- Coordinated speaker series for club of 35 members
- Planned service projects involving risk management for five non-profit organizations in the Camarillo area

# John Mulaney

Thousand Oaks, CA

<https://www.linkedin.com/j-mulaney> - [j@mulaney.com](mailto:j@mulaney.com) - 805-805-8080

## SKILLS

**Software:** MS Office, AutoCAD 14, Sigma Plot

**Programming Languages:** C, C++, Assembly, HTML,

**Languages:** Proficient in Spanish

## EDUCATION

**Bachelor of Science in Mechatronics, Electrical Engineering**

May 2022

California State University, Channel Islands, Camarillo, CA

## RELEVANT COURSEWORK:

Logic Circuits, Engineering Materials, Data Structures and Algorithms, Digital Systems Design, Calculus I,II

## PROJECTS

**EMEC 222: Engineering Design**

Spring 2019

- Authored multiple logic system codes with a base knowledge in JAVA using Arduino programming editor
- Collaborated with group members to create an Arduino thermometer that output the temperature value to two 7-segment displays increasing group efficiency by 25%

**Robot, Robotics Institute**

Summer 2019

- Constructed smaller circuits using a protoboard to power a beeper, LED, clock, memory chip, and two motors
- Combined circuits to create a mini programmable robot
- Programmed the robot to successfully complete a test course

## WORK HISTORY

**Tutor, Math Resource Center**

January 2019 - Present

CSU Channel Islands, Camarillo

- Assisted students with math courses, from arithmetic to differential equations
- Motivated students to achieve math competencies
- Guided students in finding their best learning style

## CAMPUS INVOLVEMENT

Member, Robotics Club, CSU Channel Islands

August 2018 - Present

**Future Nurse**

Camarillo, CA | 123-456-7890

[Future.Nurse@gmail.com](mailto:Future.Nurse@gmail.com) | [Linkedin.com/in/FutureNurse](https://www.linkedin.com/in/FutureNurse)

**SUMMARY OF QUALIFICATIONS**

- BLS, ACLS, PALS & TNCC certified
- One-year experience working in Acute-Care Emergency Care
- Able to make quick and accurate assessments about incoming patients, including both physical and mental health conditions to provide appropriate care
- Capability to assess, intervene and stabilize a variety of trauma and illnesses with decisive action
- Bilingual in Spanish and English

**EDUCATION**

Bachelor of Science in Nursing Spring 2019  
*California State University Channel Islands, Camarillo, CA*

Associates of Science in Health Science Fall 2015  
*Ventura College, Ventura, CA*

**PROFESSIONAL EXPERIENCE**

Student nurse/Clinical Rotations August 2016-May 2019  
*Saint Johns Hospital, Los Angeles, CA*

- Worked under the supervision of an RN providing bedside care, treatment and clinical documentation for patients on cardiac, oncology and medical-surgical floors
- Handled medication administration, dressing changes, IV's and all other aspects of nursing care
- Prepared chart notes and other documentation; and participated on interdisciplinary team
- Treated an average of 16 patients daily (100 percent above average student caseload)
- Gained experience in procedures such as cryotherapy and trigger-point injections

Volunteer (200+ hours completed) January 2015-October 2015  
*UCLA Medical Center*

- Assist nurses and medical staff in order to improve safety, comfort and care of patients.
- Display cheerful, friendly and compassionate demeanor in order to improve patient mood
- Coordinate with Emergency Room staff to stock cubicles, desks, office supplies and basic medical supplies for emergency rooms.
- Work with greeters at front door to take contact information and escort patients to destinations within the hospital.

**PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS**

*Member*, Student Nurses' Association August 2016- Present  
*Recipient*, Semester Honors, CSU Channel Islands August 2017- May 2019  
*Member*, Red Cross Club December 2017-May 2018





# JAMES BLAKE

[james.blake@myci.csuci.edu](mailto:james.blake@myci.csuci.edu) | 805-123-7890

Applied  
Physics

## SKILLS

**Software:** MATLAB, AutoCAD, Python, SolidWorks, Microsoft Office

**Operating Systems:** MacOS, Windows, Linux Ubuntu

**Languages:** Spanish, English

## EDUCATION

**Bachelor of Science in Applied Physics, Emphasis in Technology** Spring 2021

California State University, Channel Islands, Camarillo, CA

Relevant Courses: Electromagnetism, Digital Image Processing, Object Oriented Programming

## RESEARCH EXPERIENCE

**Robot, Robotics Institute** Spring 2019

- Constructed smaller circuits using a protoboard to power a beeper, LED, clock, memory chip, and two motors.
- Conducted test course analysis related to robotic movements in order to program in sequential order.
- Combined circuits to create a mini programmable robot.
- Programmed Robot to successfully complete test course.

## WORK EXPERIENCE

**Engineering Student Intern** Summer 2019

NASA Jet Propulsion Laboratory (JPL), Pasadena, CA

- Designed, outlined, tested, and programmed a modular autonomous robot with multifunctional.
- Transmissions, accurate and robust dead-reckoning navigation with error correction, and functional aesthetics.
- Designed, outlined, tested, programmed, and fabricated various prototypes of a multiple input touchscreen interface; market, manufacturing, and development costs and analysis figured prominently throughout the project.
- Ran analysis on the WFIRST baseline optical model and placed the data in graphs and tables to match similar documentation produced for JWST.
- Ensured baseline optical models for WFIRST in both Zemax and CodeV matched.

**Student Assistant** August 2018 - Present

Student Life Office, CSU Channel Islands, Camarillo, CA

- Answer telephone and route calls as appropriate
- Complete projects for staff, such as organizing data on spreadsheets

**LESLIE KNOPE**

[leslie.knope@gmail.com](mailto:leslie.knope@gmail.com) | (909) 678-3412 | [linkedin.com/in/leslie-knope](https://www.linkedin.com/in/leslie-knope)

**SKILLS SUMMARY**

- Knowledgeable in crisis intervention and familiar with local community services to provide legal and emotional support to clients
- Detail-oriented in the implementation and creation of legal documents to guarantee the appropriate services and resources to clients of all diverse, cultural, and legal backgrounds
- Strong interpersonal oral and written communication skills in supporting diverse populations
- Competent with computer programs and databases; Outlook, SPSS, MS Word, and Google Drive

**EDUCATION**

**Bachelor of Arts in Political Science**

May 2019

*Minor in Freedom Justice Studies*

California State University, Channel Islands

**RELEVANT COURSEWORK**

Enacting Freedom and Justice

Gender and Politics

Public Administration

Civil Rights and Civil Liberties

**PROFESSIONAL EXPERIENCE**

*Victim Advocate Volunteer*

September 2018-Present

Crime Victims' Assistance Unit Office of the District Attorney, Ventura, CA

- Educated in the cycle of domestic and sexual violence and the protective civil rights provided to victims of violence and assault
- Referred clients to the appropriate social, medical, and rehabilitation services to ensure their protection, privacy, and emotional and physical safety
- Assisted in the legal enforcement of domestic and sexual violence restraining orders by relaying detailed information from the client to the District Attorney

*Administrative College Intern*

June 2018-August 2018

Human Resources County of Ventura Human Resources Division, Ventura, CA

- Proficient in orally and visually presenting statistics and data different multimedia projects to illustrate employee professional development and relations
- Systematized and analyzed quantitative and qualitative data to assess and implement the needs of employee work environments
- Provided professional, financial, and legal resources to clients and employees in need of social services to promote community safety and social justice

**PROFESSIONAL INVOLVEMENT & AWARDS**

*Semester Honors*

December 2016-May 2019

California State University, Channel Islands

*Vice President/Member, International Relations Club*

August 2016-May 2019

California State University, Channel Islands

**CLAIRE TEMPLE**

805-821-0942 | [claire.temple@gmail.com](mailto:claire.temple@gmail.com)

**SUMMARY OF QUALIFICATIONS**

- Adept in providing behavioral therapy, mindfulness, and awareness to culturally diverse populations
- Expertise in recognizing symptoms of Autism Spectrum Related Disorders according to the DSM-V
- Knowledgeable of different eclectic approaches to apply to behavioral therapy and practices among adolescents and young adults
- Professionally trained to mentor and tutor adults/children of different physical and mental abilities and disabilities
- Fluent in American Sign Language (ASL)

**EDUCATION**

<b>Master of Science in Counseling Psychology (MFT)</b> California Lutheran University	May 2024
<b>Bachelor of Arts in Psychology</b> California State University, Channel Islands	May 2021

**PROFESSIONAL EXPERIENCE**

<b>Behavioral Interventionist</b> Addison Behavioral Resources, Camarillo, CA	September 2022-Present
<ul style="list-style-type: none"> <li>• Compose individual ABA care plans for adolescents and students to foster intrapersonal growth and academic achievement</li> <li>• Collaborate with the student’s family and other social workers to create a more stimulating and safer environment at home for the adolescent’s individual artistic expression and creativity</li> <li>• Provide consultations and training sessions to teachers and teacher aides in addressing a student’s IEP in middle school and high school classrooms to promote student achievement</li> <li>• Assist in translating some conversations between teachers, social workers, and family for students who are hard of hearing in American Sign Language (ASL)</li> </ul>	

<b>Student Assistant</b> Disability Accommodations & Support Services, CSU Channel Islands	February 2018-May 2021
<ul style="list-style-type: none"> <li>• Mentored first time freshmen and transfer students with accommodation needs in accessing student support services and academic resources</li> <li>• Maintained and organized individual student records with confidentiality to ensure student privacy under FERPA standards</li> <li>• Proctored and provided visual and auditory aids to students taking exams in individual testing rooms at DASS</li> </ul>	

**RELEVANT COURSEWORK**

<b>Research Assistant (RA)</b> California Lutheran University	September 2023-May 2024
<ul style="list-style-type: none"> <li>• Assisted Dr. Dawson’s research on improving resources for students who are deaf and/or hard of hearing across local community colleges and universities</li> <li>• Presented relevant findings and promoted student support services to connect deaf and hard of hearing students with alumni mentors</li> <li>• Evaluated and analyzed quantitative data from individual student surveys on SPSS</li> </ul>	

**PROFESSIONAL INVOLVEMENT**

Member, American Psychological Association (APA)	May 2019-Present
Active Member, Psi Chi International Honors Society in Psychology California State University, Channel Islands	October 2015-Present

**Reginald Ferguso**(805) 384- 4972 | [reginald.ferguso@gmail.com](mailto:reginald.ferguso@gmail.com)**SUMMARY OF QUALIFICATIONS**

- 3+ years experience in the social work field with extensive knowledge in serving the needs of a diverse set of people
- Excellent listening and teambuilding skills with attention to performance enhancement and employee development
- Comprehensive knowledge of interpersonal and intrapersonal communication and management techniques
- Proficient in SPSS Statistics; Microsoft: Word, Excel, PowerPoint; and Google applications: Docs, Sheets, Slides
- Fluent in French, Spanish, and American Sign Language

**EDUCATION**

**Bachelor of Arts in Sociology, Minor in Political Science**  
California State University Channel Islands, Camarillo, CA

Spring 2021

**WORK EXPERIENCE****Social Work Assistant**

Jan. 2018 - Present

*Channel Islands, Inc., Camarillo, CA*

- Facilitate and assist social workers with psychotherapy and counseling to better support the clients
- Collaborate with staff and team members to develop individualized treatment plans to the benefit of clients
- Manage caseload of 15 clients, on behalf of social worker, to assess clients individualized needs
- Maintain thorough case history records as well as written reports

**Social Work Intern**

May 2015- Dec. 2017

*Collaborative H.O.M. E. S, Oxnard, CA*

- Assisted in developing programs for the youth to improve overall well-being and health of the clients
- Launched ongoing event agendas as well as collaborated with community members and corporations to spread the word of service opportunities
- Communicated with social and welfare agencies to obtain and provide information
- Worked within the court system to complete all filing and paperwork

**PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS***President, Sociology Club, California State University Channel Islands*

May 2017 - Present

*Member, National Association of Social Worker, H. O. M. E. S*

June 2017- Present

*Recipient, Semester Honors, California State University Channel Islands*

Dec. 2017- Present

## Fernando Perez

[fernando.perez@gmail.com](mailto:fernando.perez@gmail.com) || (818) 222-3333

### SUMMARY OF QUALIFICATIONS

- Strong knowledge and cultural awareness of Spanish-speaking cultures throughout the world
- Extensive knowledge of the theory, principles and methods of second-language acquisition
- Ability to speak, read and write Spanish language and high fluency
- Experience administering and evaluating the California English Language Development Test (CELDT) for students ranging from grades K-8

### EDUCATION

*Bachelor of Arts in Spanish*

*December 2021*

*Minor in Chicana/o Studies*

CSU Channel Islands, Camarillo, CA

### TEACHING EXPERIENCE

*Bilingual Teacher Assistant*

*Aug 2019-Present*

- Work actively with first through fourth grade students in assisting, monitoring and tutoring in different areas such as reading fluency, reading comprehension, writing and math
- Assist teacher in offering meaningful learning activities to encourage students to succeed and master grade skills
- Support children who have special needs or those who speak and read English as a second language
- Administered and evaluated the California English Language Development Test (CELDT) for students

*Assistant Coordinator of ESOL (English for Speakers of Other Languages)*

*Dec 2018-May 2019*

- Coordinate and implement language proficiency assessments (LAS and KELPA) for new and identified English Language Learners (Pre K-12)
- Assist in the coordination of annual Hispanic Family Night involving families and community members from all of Ventura County
- Serve as interpreter for communications between the school, home and community
- Serve as liaison between school district social work, migrant, and summer school personnel

*Student Teacher*

*Aug 2017-May 2018*

Wood Ranch Elementary, Simi Valley, CA

- Assisted the fourth grade teacher with coordination of daily activities and lesson plans
- Provided individual and group assistance to students using methods such as direct instruction and learning centers to motivate and instill an enthusiasm for learning
- Lead a WebQuest science unit where students worked in collaborative learning groups with Internet research on various animal life cycles and presented oral reports to younger classes
- Implemented cultural based thematic units, Bud not Buddy, and Spanish vocabulary that instilled an awareness and appreciation for multiculturalism

### PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS

*Active Member*, National Association of Bilingual Education (NABE)

*May 2019-Present*

*Active Member*, California Association for Bilingual Education (CABE)

*June 2018-Present*

*Volunteer*, California English Language Development Test (CELDT) Testing

*Aug 2017-May 2019*

# **Additional Resume Samples**

**(Coursework & Transfer Student, and Customer Service Resume)**

## ELIZA SCHUYLER

[elizabeth.schuyler057@myci.csuci.edu](mailto:elizabeth.schuyler057@myci.csuci.edu) | (909) 426-9365

### SUMMARY OF QUALIFICATIONS

- 3+ years of research experience and proficiency of SPSS statistical designs, including: Bivariate
- Correlations, Independent T-Tests, and Dependent T-Tests
- Proficient in delivering research presentations with Research Assistants and educational faculty at student-centered conferences at CSU Channel Islands and at the Western Psychological Association
- Detail-oriented and perceptive when providing emotional, academic, and mentoring support to students and children of various academic and social backgrounds

### EDUCATION

#### Bachelor of Arts in Psychology

May 2023

*Minor in Developmental Psychology*

California State University, Channel Islands

#### Associate of Arts in Psychology for Transfer (AA-T)

May 2021

Moorpark Community College

### RELEVANT COURSEWORK AND EXPERIENCE

#### PSY 494: Independent Research in Psychology

California State University, Channel Islands Camarillo, CA

January 2023-Present

- Conduct individual interviews with the panelists of the Our Bodies, Our Minds event to further understand the impact of sexual and domestic violence on mental health in a cross-sectional design
- Create quantitative codes from 5 individual interviews to input into SPSS and run statistical analyses
- Collaborate with other Research Assistants (RAs) to analyze quantitative and qualitative data, and implement different methods of data collection through online and confidential survey distributions

#### PSY 492: Internship & Service Learning

Casa Pacifica Center for Children and Families Camarillo, CA

Feb-December 2022

- Emotionally supported underserved and disadvantaged children facing different forms of adversity, including: neglect, abuse, and family crises
- Assisted in the research existing policies, policies, and procedures regarding foster youth, and advocated for better treatment and resources for underserved student and children populations
- Mentored and tutored elementary and middle school students through navigating social and personal relationships, and their academic assignments in Algebra, Language Arts, and Earth Science

#### PSY 300 & 301: Psychological Research and Statistical Methods I & II

California State University, Channel Islands Camarillo, CA

Aug 2021-May 2022

- Analyzed statistical and qualitative data to assess a possible correlation between chocolate and perceived happiness and stress in a short longitudinal study
- Proficiency in utilizing SPSS to critique quantitative survey data by running different analyses,
- Administered 2 qualitative focus group interviews among 5 undergraduate students in a classroom setting to follow-up and add onto previous data

### PROFESSIONAL INVOLVEMENT & ACADEMIC ACHIEVEMENT

Vice President, Psi Chi International Honor Society in Psychology

Oct 2022-Present

Recipient, Semester Honors, CSU Channel Islands

Dec 2021-Present

Presenter, Western Psychological Association

April 2023

# Matthew James

(269) 123-4567 ♦ matthew.james@email.com

## SUMMARY OF STRENGTHS

- Highly detailed with ability to carry out tasks with minimal supervision
- Proven ability to work effectively with diverse personalities
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Social Media Platforms
- Ability to converse with Spanish speaking customers

## EDUCATION

Bachelor of Arts in Communication May 2024  
California State University Channel Islands, Camarillo, CA

Relevant Coursework:

Principles of Marketing, Management of Organizations, and Interpersonal Communication

## WORK EXPERIENCE

**Waiter**                      Waypoint Cafe                      Camarillo, CA                      March 2019 - Present

- Serve diners with enthusiasm and efficiency
- Comfortable in fast-paced environments, ranging from casual to fine dining
- Ensure tables are enjoying their meals and take action to correct any problems
- Consistently record highest sales-per-shift average among staff

**Barista**                      Starbucks                      Camarillo, CA                      October 2016 - February 2019

- Update visual marketing by creating signage and displays to attract customers
- Take inventory and replenishing items in display cases, at tables, or behind the counter
- Adhere to all food safety regulations and quality controls by cleaning and restocking
- Regularly asked to train new employees

**Server/Hostess**                      Applebee's                      Camarillo, CA                      May 2015 - August 2016

- Provided prompt service for more than 75 customers per shift
- Scheduled reservations and helped manage seating in a popular and busy restaurant
- Took food and drink orders from customers accurately and with a positive attitude
- Complete knowledge of the menu, with the ability to make suggestions

## VOLUNTEER EXPERIENCE

**Tutor**                      Camarillo Academy                      Camarillo, CA                      September 2016 - August 2017

- Tutor and mentor about 20 students in second and third grade
- Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email
- Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests

**Jane Doe**  
(805) 123-4567  
jdoe@gmail.com

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## **SKILLS SUMMARY**

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- 2+ years of experience working in front desk university office environments
- Skilled in providing clear communication to diverse student population, staff, and faculty.
- In-depth understanding of office environments, usage of modern office equipment, and professional etiquette by phone and email
- Experience conducting campus presentation to student groups and classroom settings regarding various university life and student support topics
- Knowledge of Microsoft Office, Facebook, Twitter & Instagram

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## **EDUCATION**

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Bachelor of Arts in English with an Emphasis in Creative Writing, May 2014  
*CSU Channel Islands, Camarillo, CA*

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## **RELEVANT EXPERIENCE**

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**Student Assistant** Aug. 2018- Present

*Financial Aid Department at CSU Channel Islands, Camarillo, CA*

- Create and present informational handouts used to inform students about CI financial services.
- Address student concerns regarding various financial issues in order to provide excellent customer service.
- Guides and directs students to appropriate resources and services to support student needs and concerns.
- Updates student usage and financial data on excel spreadsheets on a weekly basis.
- Provides additional administrative support and front desk responsibility for Financial Aid staff.

**Lead Receptionist** Sept. 2016- July 2018

*Hair Salon, Newbury Park, CA*

- Trained and collaborated with supporting receptionists weekly on various office practices.
- Scheduled appointments through interaction with clients whilst maintaining calendar organization.
- Monitored and logged daily payments and consolidated data weekly.

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## **CAMPUS INVOLVMENT**

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Finance Chair, Green Club, CSU Channel Islands Sept. 2018- Present  
Member, Residential Housing Education, CSU Channel Islands Sept. 2017- Present

**Jon Doe**  
(805) 987-6543  
jond@aol.com

**SUMMARY OF QUALIFICATIONS:**

- 3+ years of experience working with individuals with disabilities and diverse populations
- Experience applying appropriate forms of communication and ABA therapy
- Ability to record and report complex client notes and data using Excel
- Skilled in motivating and developing short and long-term goals with clients

**EDUCATION**

Bachelor of Arts in Liberal Studies with Emphasis in Special Education, May 2016  
*CSU Channel Islands, Camarillo, CA*

**PROFESSIONAL EXPERIENCE**

*Developing Client Intervention*

- Facilitates goal setting in academics and helps tutoring clients follow through to reach the set goals in order to build confidence and enjoyment in learning environments
- Motivates children to complete all homework and studying to the best of their abilities
- Collaborates with tutoring colleagues to share teaching methods and best practices for each individual child and their learning needs

*Special Education Knowledge*

- Assisted elementary school child with an autism spectrum disorder with performing functional life skills
- Observed behavioral therapy sessions and implemented ABA practices into one-on-one caretaking sessions
- Demonstrates sound judgment and communicates clearly to perform appropriate interventions when necessary

*Data Entry, Reporting, and Presentation*

- Reports successes, progress, and areas of necessary additional help to parents after weekly tutoring sessions
- Researched and presented on characteristics and forms of diagnosis for individuals with autism spectrum disorders
- Developed Excel data entry method to track students' achievements during tutoring sessions

**WORK HISTORY**

Tutor, Teach Me!, Camarillo, CA  
Caretaker, Private Caretaking, Newbury Park, CA

June 2012- Present  
Feb. 2011- July 2012

**COURSE WORK**

EDUC 101- Introductory Education Environments  
SPED 315- Individuals in Society with Disabilities  
PSY 320- Child Development

# Jim Bob

[jbob@gmail.com](mailto:jbob@gmail.com)

(805) 234- 5555

## SUMMARY OF QUALIFICATIONS

- Proven ability to network and build relationships with employers and community members
- Confident in presenting and utilizing public speaking experience and knowledge
- Proficient in clerical skills such as working with Microsoft Office, using modern office equipment, and displaying proper phone and email etiquette
- Knowledge of social media websites, such as LinkedIn and Facebook, specifically as marketing tools

## EDUCATION

**Bachelor of Arts in Communication**

*May 2019*

*CSU Channel Islands, Camarillo, CA*

## EMPLOYMENT HISTORY

**Career Resource Assistant, CSU Channel Islands, Camarillo, CA**

*Aug. 2018- May 2019*

### ***Marketing and Recruitment***

- Contacts and markets on- campus recruitment opportunities for employers to attend and sponsor events
- Assists in marketing on social media portals through finding relevant articles to post and posting upcoming event flyers
- Networks and builds relationships with local employers during various events such as mock interviews and employer panels

### ***Event Planning***

- Co-plans large- scale events, such as the Career Fair, through collaboration with colleagues, marketing assistant, and various vendors
- Recruit volunteers and delegate various tasks in order to have continuous organization and work flow the day of each event

**Chapter President, Sorority, Camarillo, CA**

*Aug. 2017- June 2018*

### ***Communication***

- Planned and facilitated weekly chapter meetings to keep consistent flow of information and organization through all members
- Reported organization's progress and development to Dean of Students through personal meetings and email communication
- Mentored individual members in order to build a sense of community and develop future leaders

## COMMUNITY INVOLVEMENT

**COMM 101 Student Assistant, CSU Channel Islands, Camarillo, CA**

*Sept. 2016- May 2018*

## HONORS, AWARDS, & RECOGNITIONS

- First Place in Persuasive Speaking, 18<sup>th</sup> Annual Talkin' Dolphins Speech Tournament *April 2018*
- Third Place in Informative Speaking, 18<sup>th</sup> Annual Talking Dolphins Speech Tournament *April 2018*

## **Maria Jones**

(818) 744-8549

[maria.jones@gmail.com](mailto:maria.jones@gmail.com)

### **SUMMARY**

- Possess a wide variety of experience concerning biological and ecological study in terrestrial, floral, and marine life
- Conducted surveys, recorded, and collected data to identify natural species and recognize invasive types
- Responsible for policy-making decisions and recognized for leadership skills
- Involved in numerous projects regarding the education of ecological conservation.

### **EDUCATION**

#### **Bachelors of Arts in Biology with an Emphasis in Ecology, Evolution, and Organismal Biology, May 2014**

California State University Channel Islands, Camarillo, CA

### **WORK EXPERIENCE**

#### **Vertebrate Surveyor Volunteer**

Audubon Starr Ranch

Irvine, CA

May 2012-Present

- Responsible for habitat typing, measuring chemical variables, and the collection of aquatic invertebrates.
- Conducted Vertebrate sampling, netting, identifying all vertebrates (i.e. frogs, tadpoles, and fish) for stream analysis to document the number of California Tree Frogs present with extensive search for the endangered Arroyo Toad.
- Utilized Compass, GPS, and Topographical Map training, and Ornithological survey methods.

#### **Marine and Terrestrial Mammal Rescue & Rehabilitation Volunteer**

California Wildlife Center

Malibu, CA

January 2013-Present

- Assisted with the rescue and rehabilitation of wounded wildlife from marine to terrestrial and juvenile species.
- Ability to lift heavy equipment and work in extreme weather conditions or temperatures with limited access to light/technology.
- Received basic training regarding the importance of exotic animal care to educate the public on proper wildlife and ecological conservation practices.

#### **Water Quality & Stream Analyst Volunteer**

Heal the Bay

Malibu Canyon, CA

October 2012-Present

- Direct experience with water quality testing instruments that identify conductivity, pH levels, and TDS
- Stream analysis, data collection, and wildlife count were conducted.

### **RESEARCH PROJECTS**

#### **Survey Count for the Endangered Arroyo Toad**

Audubon, Starr Ranch Conservancy

Rancho Santa Margarita, CA

May 2012-Present

- Researched vertebrate counts for the Arroyo Toad ranging in age identification from tadpole/juvenile to metamorphic stage.

### **RELEVANT COURSEWORK**

Botany, Plant Ecology, Environmental Science, Wildlife Ecology, Ornithology, Population Biology, Conservation Biology, Chemistry, Principles of Biology, Genetics, and extensive laboratory hours pertaining to each of the listed courses.

# Jonathan Smith

(805) 299-5698

## SUMMARY OF QUALIFICATIONS

- 3+ years of management experience supervising staff and business operations.
- Skilled in delegating responsibility and management of 25+ team members
- Effective planner and organizer of highly complex online and face-to-face reservation systems
- Knowledgeable in store operations, training, financial reporting and inventory maintenance.

## EDUCATION

### Bachelor of Arts in Psychology

May 2012

*California State University Channel Islands, Camarillo, CA*

## WORK EXPERIENCE

### First Assistant Manager

January 2012-Present

*Restaurant, Ventura, CA*

- Responsible for the compliance of OSHA, labor laws, health and safety codes, company safety and security procedures
- Reviews financial reports and communicates with the store and regional managers regarding store operations
- Recruits, interviews, and hires team members, conducts performance appraisals
- Mentor, motivate and train entire team to meet store goals and facilitate assistant management training and development

### Second Assistant Manager

Sept 2010-January

2012

*Restaurant, Ventura, CA*

- Manage all front-of-house operations including supervision of staff and customer satisfaction
- Controls day to day operations by scheduling labor, maintaining inventory, ordering food and supplies, counting and depositing money, and developing the restaurant team

### Team Member

June 2008-Sept 2010

*Restaurant, Ventura, CA*

- Increased sales to meet and exceed store goals through strategic marketing and community involvement
- Demonstrated strong communication skills by greeting customers in a professional and friendly manner
- Took customer orders, served food, and collected payment in a timely fashion