From Left to Right
Back row:
Joanna Liu  
On-Campus Recruiting Coordinator
Maria Valdivia-Pellkofer  
College Career Specialist, Business & Economics
Elizabeth Muñoz  
College Career Specialist, Health & Human Development, Nonprofit
Laura Neal  
College Career Specialist, Arts
Michelle Ajemian Levy  
College Career Specialist, Natural Sciences & Mathematics
Stephanie Reyes  
Assistant Director of Employer Relations
Marcela Rojas  
College Career Specialist, Engineering & Computer Science
Phung Nguyen  
Program Director/ Career Development Coordinator
Not Pictured: Andy Inthavong  
Marketing & Communications Specialist

Front Row:
Krystyl Nottage  
Events, Marketing & Social Media Specialist
Doug Stude  
Employer Relations Specialists
Pam Romero  
Office Manager
Marisa Perez-Amorde  
College Career Specialist, Humanities & Social Sciences, Government
Elizabeth Zavala-Acevez, Ph.D.  
Director
Vanessa Lowe  
Career Development Training Specialist
Cassandra Thompson  
College Career Specialist, Communications
Janette L. Hyder  
Career Development & Academic Advising Specialist
Marie Boyd  
Customer Service Associate
Miguel Martinez  
College Career Specialist, Education
The Career Center at California State University, Fullerton is a resource for students and alumni. Services range from career exploration to preparing for an interview. Below are the services provided. You can make an appointment to meet with a College Career Specialist or visit www.fullerton.edu/career for more information.

<table>
<thead>
<tr>
<th>Major Exploration</th>
<th>Interview Prep and Mock Interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Assessments</td>
<td>LinkedIn Profile Creation &amp; Review</td>
</tr>
<tr>
<td>Career Options with Your Major /Industry Specific Questions</td>
<td>Graduate / Professional School Preparation</td>
</tr>
<tr>
<td>Resumes &amp; Cover Letters</td>
<td>Statement of Purpose Reviews</td>
</tr>
<tr>
<td>Help with Internship or Job Search</td>
<td>Workability IV Student Appointments</td>
</tr>
<tr>
<td></td>
<td>Salary Negotiation</td>
</tr>
</tbody>
</table>

2 - CAREER GUIDE: EIGHTH EDITION
Follow a career path?
Or blaze your own.

THE CHOICE IS CLEAR.
After all, the Enterprise Management Training Program is where you’ll unleash your management potential and hone your sales abilities. You’ll learn how to run a successful business and lead a team of professionals. And, since we have locations across the country, you can build your career where you want to build it. There’s a reason why we have repeatedly been recognized as a great place to launch a career.

THIS IS WHERE IT ALL STARTS.
g.o.enterprise.com

KIM MARTIN
Talent Acquisition Manager
kimberly.m.martin@ehi.com

WAIV offers pre-employment services such as:
• Career assessments and development
• Individual career counseling
• Resume and cover letter development
• Mock interviews
• Assistance with internship and job search
• Preparation for career expos and on-campus interviews (OCI)
• Career and disability workshops
• Federal and State employment advising (Schedule A and LEAP)
• Workforce Recruitment Program (WRP)
• Weekly Job Club for recent graduates
• Job retention and follow-up
• Referral assistance to Disability Support Services and the Career Center

For more information please contact Phung Nguyen at (657) 278-4560 | ptnguyen@fullerton.edu

GET CONNECTED

Social media isn’t just for chatting with friends for leisure.
Visit the Career Center to discover how to use social media to advance your career aspirations.

Stay in the know. Follow us: @CSUFcareer
#TitansWork #TitansReachHigher
Building a Strong Network/Entourage Worksheet

**Section 1:** Building a Strong Network/Entourage

- Do you reach out to other professionals in your current job/internship that are outside of your department for coffee chats and/or informational interviews?
- When professionals in the field provide you with a recommendation/suggestion do you follow up with them and give them an update and/or outcome of the recommendation/suggestion?
- When professionals in the field connect you to someone or share a potential contact with you, do you follow up with an update and outcome of the connection?
- Are you someone who readily volunteers to do more within your current graduate program, job, internship, or professional associations?

**Section 2:** Sustaining and maximizing your network/entourage

- Can you count on at least 5-10 reputable professionals in the field who would be happy to serve as a professional reference on your behalf?
- In the last year have you conducted at a minimum 5-10 informational interviews with professionals who you admire and aspire to be like in the future?
- When job searching and/or making your next career move do you have at least 5+ professionals you can count on for coaching and guidance?
- Do you stay connected with at least 5+ professionals a year and keep them informed of your career and/or professional goals?

**Section 3:** Leveraging your network/entourage: How much do they know about you?

- Do you have at least 10+ professionals in your field who know what your career goals are?
- Do you have at least 10+ professionals who can identify to others your marketable skills and abilities?
- Do you have at least 10+ professionals who can describe your strengths and weaknesses to others without you being present?
- When job searching do at least 10+ working professionals around you know that you are job searching and/or what careers you are interested in pursuing?

**Section 4:** Job Search Process: Being in the know!

- Does your professional network let you know of job opportunities before they are posted for public view?
- When made aware of a potential job opportunity with an organization, do you reach out to your network to get the inside scoop or conduct an informational interview with individuals from within that organization?
- When interested in or applying to a job opportunity do you have at least 2+ unsolicited professional references on your behalf (i.e. your network reaches out to the hiring manager to let them know how wonderful you are before you apply, or get the interview)?
- When applying for a job do you get feedback on your marketing materials (i.e. resume, cover letter, presentation) from at least 3+ professionals in the field?
- When preparing for a job interview do you conduct at least 3+ mock interviews with professionals in the field?
- When job searching do you have at least 2+ salary negotiation coaching sessions with professionals in the field?

**Total Score 18-15:** You are definitely on the right track! Continue to build a stronger network and keep those around you informed of where you are, what you are doing, and where you see yourself in the future. Remember to also give back and be a support network for others.

**Total Score 14-11:** You are on your way to building a strong entourage! Plan to devote more time in areas that you answered “no” more times than not. Being a little more active and intentional can facilitate early career success. Identify some short and long term goals in areas that you answered “no” more times than not.

**Total Score 10 or below:** You might need some extra help in being more intentional with building a strong entourage. Identify, which areas you answered “no” more times than not and focus on some short term goals in those areas. Connect with others who already have a strong entourage and get some tips/advice from them that you can apply to your own individual goals. Being a little more active and intentional can facilitate early career success.
MEET YOUR COLLEGE CAREER SPECIALIST

ARTS

Your Specialist is:
Laura Neal
Student Success Center
Visual Arts (VA) 280A
Contact:
lneal@fullerton.edu

COMMUNICATIONS

Your Specialist is:
Cassandra Thompson
Academic Advising & Student Success Center
College Park (CP) 650-29
Contact:
csthompson@fullerton.edu

BUSINESS & ECONOMICS

Your Specialist is:
Maria Valdivia-Pellkofer
Student Success Center
Mihaylo Hall (SGMH) 1201
Contact:
mpellkofer@fullerton.edu

EDUCATION

Your Specialist is:
Miguel Martinez
Student Success Center
Education Classroom (EC) 379
Contact:
mimartinez@fullerton.edu

NATURAL SCIENCES & MATHEMATICS

Your Specialist is:
Michelle Ajemian Levy
Student Success Center
McCarthy Hall (MH) 488
Contact:
miley@fullerton.edu

HEALTH & HUMAN DEVELOPMENT, NONPROFIT

Your Specialist is:
Elizabeth Muñoz
Student Success Centers
Education Classroom (EC) 105
Kinesiology & Health Science (KHS) 193
Contact:
elmunoz@fullerton.edu

ENGINEERING & COMPUTER SCIENCE

Your Specialist is:
Marcela Rojas
Student Success Center
Computer Science (CS) 201
Contact:
mrojas@fullerton.edu

HUMANITIES & SOCIAL SCIENCES GOVERNMENT

Your Specialist is:
Marisa Perez-Amorde
Student Success Center
Humanities (H) 112-113
Contact:
marperez@fullerton.edu
**Worksheet: Interests/Values/Strengths**

### Specifying Interests

**Five activities I enjoy are:**

- 
- 
- 
- 
- 

**Five activities I do not enjoy are:**

- 
- 
- 
- 
- 

If I had no schedule or financial limitations, this is how I’d like to spend...

- **a day:**
- **a week:**
- **a year:**

I prefer to work with  __  people  __  data or ideas  __  things

### Assessing Work Values

<table>
<thead>
<tr>
<th>Rank</th>
<th>Value</th>
<th>Can I Compromise?</th>
<th>Rank</th>
<th>Value</th>
<th>Can I Compromise?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Achievement</td>
<td>Yes No</td>
<td>6</td>
<td>Leisure time</td>
<td>Yes No</td>
</tr>
<tr>
<td>2</td>
<td>Contribution to society</td>
<td>Yes No</td>
<td>7</td>
<td>Congenial co-workers</td>
<td>Yes No</td>
</tr>
<tr>
<td>3</td>
<td>Creativity</td>
<td>Yes No</td>
<td>8</td>
<td>Routine responsibilities</td>
<td>Yes No</td>
</tr>
<tr>
<td>4</td>
<td>Helping others</td>
<td>Yes No</td>
<td>9</td>
<td>Status/prestige</td>
<td>Yes No</td>
</tr>
<tr>
<td>5</td>
<td>Financial reward</td>
<td>Yes No</td>
<td>10</td>
<td>Teamwork</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Independence</td>
<td>Yes No</td>
<td></td>
<td>Variety</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Intellectual challenge</td>
<td>Yes No</td>
<td></td>
<td>Other (specify:  _________ )</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Job security</td>
<td>Yes No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Identifying Strengths

**List:**

- Past Experience
- Tasks/Responsibilities
- Strengths Used and Developed

Make a prioritized list of strengths:

<table>
<thead>
<tr>
<th>Strengths Listed Above</th>
<th>Ways Demonstrated</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
Exploring careers will help you identify options for possible industries and types of work environments that interest you. It translates into doing research about yourself and relating that information to careers, majors, and industries. There are many ways to do this including:

**Assessments**
Assessments are tools that can help you identify your skills, interests, work values, motivations, and personality. The Career Center offers a number of different options:
- *Strong Interest Inventory*
- *Myers-Briggs Type Indicator (MBTI)*
- *Other Free Assessments*

**Appointments**
You can make an appointment to meet with your specialist to explore what to do with your major, resume/cover letter reviews, and much more. To make an appointment call the Career Center at (657) 278-3121.

**Informational Interviews**
An informational interview is an appointment you schedule to get an “insider’s” point of view of a career you are interested in pursuing. It is important to note that this is not a job interview but a way to gather more information about your career path (more on page 11).

**Networking**
Networking is simply the process of making contacts and building relationships that can help you obtain leads, referrals, advice, information, and support.
<table>
<thead>
<tr>
<th>Year</th>
<th>Tasks</th>
<th>Questions to Ask</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Self-Discovery</td>
<td>• What skills do I have?</td>
</tr>
<tr>
<td>(0-29 Units)</td>
<td></td>
<td>• What interests me?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• What lifestyle is important to me?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Where can I go on campus for information and resources?</td>
</tr>
<tr>
<td>Sophomore</td>
<td>Exploration</td>
<td>• What careers are related to my major?</td>
</tr>
<tr>
<td>(30-59 Units)</td>
<td></td>
<td>• What characteristics and skills are employers seeking?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Who are the professionals I admire and what distinguishes them?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• What else can I do to explore my interests, skills, and values?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• How can I explore majors?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• How can I explore careers?</td>
</tr>
<tr>
<td>Junior</td>
<td>Skill Development</td>
<td>• What experiences can help me gain required skills for my career?</td>
</tr>
<tr>
<td>(60-89 Units)</td>
<td></td>
<td>• Is graduate/professional school for me?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• What are prerequisites to get into graduate/professional school?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• What are the trends influencing opportunities in my major?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• What skills are employers looking for?</td>
</tr>
<tr>
<td>Senior</td>
<td>Job Search &amp; Graduate/Professional School Applications</td>
<td>• How can I market my experience and academics?</td>
</tr>
<tr>
<td>(90+ Units)</td>
<td></td>
<td>• What skills and experiences will give me a competitive edge?</td>
</tr>
</tbody>
</table>
## Career Development Plan

### Things to Do

- Take inventory of your interests, skills and values
- Meet with a career specialist and academic advisor
- Find a mentor
- Get involved - TitanLink
- Obtain a part-time or summer job
- Network
- Research graduate/professional schools and financial aid
- Complement major coursework with classes that develop marketable skills
- Attend professional meetings and conferences
- Meet with your career specialists at the Career Center
- Audit job list for “qualifications” required in your field and salaries offered
- Consider if graduate/professional school is for you
- Begin graduate/professional school application process
- Get advise for your resume and/or personal statement
- Take admission exams (MCAT, GRE, GMAT, LSAT)
- Meet deadlines for graduate/professional school & fellowship applications
- Make arrangements for letters of recommendations
- Intensify networking
- Secure work or internships related to your field
- Strengthen skills by taking classes in areas such as public speaking, spelling, and grammar
- Practice interview skills: mock interviews
- Begin job search process

### Resources to Utilize

- Career assessments at the Career Center
- Career counseling appointments
- Student Affairs offices and programs
- What Can I Do With My Major online resource
- Counseling 252: Career & Life Planning Class
- Career Center and Academic Advising Center
- TitanLink
- Ferguson’s, What Can I Do With My Major
- Titan Connection
- Center for Internship and Community Engagement Office
- Career specialists and faculty advisors
- Professional networks
- Study Abroad programs
- Professional Associations
- InterviewStream, Titan Resume Builder, Titan Connection
- Counseling 252: Career & Life Planning class
- Job and Graduate School Expos
- Career Center workshops and panels
- Titan Connection
- College Career Specialist
- Read about jobs
- Conduct informational interviews
- Job shadow (Titan Takeover)
- Intern
- Volunteer
- Consider graduate/professional school
- Take classes
- Update resume and practice interviewing
- Consider interning, volunteering or working
- Be active in student organizations
- Research graduate/professional schools and financial aid
- Complement major coursework with classes that develop marketable skills
- Attend professional meetings and conferences
- Meet with your career specialists at the Career Center
- Audit job list for “qualifications” required in your field and salaries offered
- Consider if graduate/professional school is for you
Informational Interviews

An informational interview is a great opportunity for you to interview someone in the industry or career that you are interested in working in. This is not a formal interview and can give you insight into the industry and the career path you need to take to get the career of your dreams.

Also, it is a fantastic way to meet new contacts to add to your network. Keep in mind that this is not an interview to obtain a job (although it could lead to one in the future).

- Ask someone you already know
- Ask your friends, family, professors, or peers if they know anyone
- Research your alumni network on LinkedIn or the CSUF Alumni Association

What Should I Ask?

- How did you get started in your career?
- What does a typical work day look like?
- What skills or experience would be helpful to have in this field?
- What trends or new trends do you see in this industry?
- What are the greatest challenges/rewards for your positions?
- Do you have any advice for me?
- Are there any resources you would recommend for me to use?

General Informational Interview Email Template

To: Mr. Damon (mdamon156489@techmail.com)
From: Taylor Smith (tssmith@fullerton.edu)
Subject: Informational Interview Request

Dear Mr. Damon,

My name is Taylor Smith and as a current student at CSUF in the College of Communications, I am very interested in working in television production after I graduate. My friend, Jennifer Ashton, is a current intern with your company and suggested I reach out to you based on my interests and your current work in the film and television industry.

Would you possibly be available for an informational interview? I would love to hear more about what you do, and how you got your start in television production.

Please let me know if you are available for coffee or lunch sometime next week. Or if that is too much time, even 10 minutes on the phone would be great. I’m sure you are very busy, so please let me know what is most convenient for your schedule.

I look forward to hearing from you.

Sincerely,
Taylor Smith
tssmith@fullerton.edu | 555-555-9000
SOCIAL NETWORKING

More people are hired by referrals than all internet sources combined. Social networking tools are an excellent way to begin your network.

Additionally, recruiters are increasingly using social media to identify and engage potential candidates for their opportunities. Tools like LinkedIn and Portfolium can help get you noticed, and you want to utilize them well to make a good impression.

The Career Center offers several workshops to help you create a LinkedIn profile, be a responsible citizen online and use social media for your job search. A complete list of workshops will be posted online each semester.

SOCIAL MEDIA ETIQUETTE

Tips for a Positive Social Media Footprint:
- Create a Google alert for your name.
- Never post anything that you might find embarrassing later.
- Ask yourself, “Would you want your family/future boss to see this?”
- Be careful what you post...others will judge you based on your online content.
- Grammar and spelling counts, even if you are talking with your friends.
- Update your Privacy Settings and check them once a month.
- Update your preferences so people cannot tag you without your permission.
- Allow everyone to view your work and education milestones.
- DO NOT disclose personal information (such as your address phone number, etc).
- Do not post things to bully or insult anyone.
- Once something is online, it is almost always impossible to remove.
HOW TO BE PROFESSIONAL SocialLY

STEP 1
Select which social media platform you want to use in a professional matter.

TIP: LinkedIn is the #1 social resource used by recruiters.

STEP 2
Create/update your profile with the most current employment history, related school coursework or research projects.

TIP: Have a professional photo for your profile picture.

STEP 3
Add awards, presentations, papers, and/or group projects to show that you are proficient in the line of work you want to pursue.

TIP: Save papers in PDFs for an easy upload.

STEP 4
Create your network. Join groups that are related to your major and follow companies for which you are interested in working.

Tip: Be active in the groups by sharing your knowledge.

STEP 5
Make a virtual handshake with someone in the field you want to work in.

Tip: Search for CSUF alumni to reach out to.
Once you have completed your resume (see page 20), how do you get it into the hands of employers? An aggressive job search will keep you busy reading, writing, researching, questioning, placing phones calls, consulting your interview attire and practicing for your interview. Use the check list below to stay in control of your job search:

**JOB SEARCH/INTERNSHIP CHECKLIST**

- **GET ORGANIZED & CREATE YOUR MARKETING MATERIALS**
- **TARGET EMPLOYERS BASED ON WHAT YOU WANT -LET YOUR NETWORK KNOW!**
- **CREATIVITY EQUALS SUCCESS IN YOUR JOB SEARCH -REACH OUT TO YOUR NETWORK FOR ASSISTANCE**
- **GET READY TO INTERVIEW & PRACTICE/CONDUCT A MOCK INTERVIEW**
SEARCH TOOLS

TITAN CONNECTION
- #1 Job search database for CSUF current students and alumni for both on and off campus jobs

LARGE JOB SITES
- CareerBuilder
- SimplyHired
- Indeed
- Monster
- NACELink Network
- GoinGlobal

SMALL NICHE JOB SITES
- Geographic specific sites
- National professional associations
- Local affiliates of national professional organizations
- Industry specific job boards

COMPANY WEBSITES

META SEARCH SITES
- Metasearch pulls job postings from up to 500 different sites:
  - Indeed
  - Usa.gov

SOCIAL NETWORKING
- LinkedIn
- Facebook Jobs
- Hashtag search

YOUR NETWORK

CAREER FAIRS/EXPOS

Career fairs/expos are opportunities to meet employers that come to campus to recruit students and alumni for jobs and internships.

SALARY NEGOTIATION

DO
- Research salary ranges before beginning the job search process
- Postpone salary talk until you have had time to sell yourself and assure the employer of your capabilities
- Try to let the employer talk salary figures first

DON'T:
- Bring up salary in an interview unless the employer brings it up
- Under-value your worth
- Lie about your past salary

AVOID THE SCAMS!

- Do not give out your credit card, bank account numbers, or copies of personal documents.
- Do not send payments by wire services or courier.
- Avoid organizations that ask for fees or payments to get the job.
- Avoid positions in which they offer you a large sum of money to use your bank account.
- Make sure you know up front how you will be getting paid for your work.
- The Career Center and CSUF do not authorize individuals to come on-campus to recruit students except at authorized venues, such as tables on the Titan Walk or at career fairs.
Your Resume is

- Your first professional handshake
- An introduction to future employers
- An advertisement about your skills and experiences
- A document of achievements

What Goes on Your Resume?

- Contact information
- Objective (optional)
- Education
- Experience
  - Professional
  - Internship
  - Research
  - Leadership
- Projects
- Skills
- Technical
- Language

Resume Do’s

- Tailor your resume to the job
- Make sure your contact info is current
- Be honest
- Proofread
- Continuously update your resume
- Aim to limit to one page
- Include accomplishment statements that use ACTION, PURPOSE, RESULT
  - Action: start each bullet point with an action verb (i.e. developed, created, produced, executed)
  - Purpose: what was the purpose of your action, your responsibility, your assignment, project etc.?
  - Result: what was the result of your action, what did you accomplish?

Example: Developed (action) an after-school tutoring program for elementary school children focused on reading comprehension skills (purpose) which resulted in the participation of 20 students (results).

Resume Don’ts

- Use “I” or “MY” statements
- Provide salary information
- Include references or state “available upon request”
- Include photographs
- Disclose personal information: age, gender, religion, weight, marital status, test scores, etc.
- List skills without backing them up
- Leave out dates
WHAT EMPLOYERS SAY ABOUT RESUMES

ONE PAGE?

YES 276
NO 28
NO PREFERENCES 146

MOST COMMON RESUME MISTAKES

173 SPELLING/GRAMMAR
133 NO FOCUS
107 TOO LONG
44 LEAVING OUT DATES
29 LACK OF KEY WORDS
25 TOO SHORT

TOP SKILL LOOKED FOR IN AN APPLICANT?

COMMUNICATION 217
LEadership 111
adaptability 97
technical 76
Collaboration 59
Innovation 34
Passion 4
Other 54

RESUME

advise to have objective?

YES 281
NO 129
NO PREFERENCE 18

most used platforms to recruit students

SOCIAL MEDIA 179
Internships 142
Referrals 196
Career Center 233
Online Job Postings 296

*This information was gathered from recruiters attending the career expos
The Bureau of Engineering is leading the transformation of Los Angeles into the world’s most livable city.

Join us.

Join the award-winning Bureau of Engineering and be part of the team that plans, designs, constructs and manages the City’s public buildings, open space and infrastructure projects.

Infrastructure.
Open Space.
Architecture.
Innovation.

To learn more about career opportunities at the Bureau of Engineering, visit http://eng.lacity.org/careers/jobs.htm
The Bureau of Engineering is leading the transformation of Los Angeles into the world’s most livable city. Join us.

To learn more about career opportunities at the Bureau of Engineering, please visit: [link]

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**Action Verbs**

**Communication**
- addressed
- arbitrated
- arranged
- authored
- communicated
- corresponded
- counseled
- developed
- defined
- directed
- drafted
- edited
- enlisted
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- motivated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- reunited
- renegotiated
- reported
- researched
- summarized
- spoke
- translated
- wrote

**Management**
- achieved
- administered
- analyzed
- assigned
- chaired
- contracted
- consolidated
- coordinated
- decided
- delegated
- developed
- directed
- encouraged
- evaluated
- executed
- handled
- implemented
- improved
- incorporated
- increased
- inspired
- launched
- managed
- motivated
- organized
- outlined
- oversaw
- planned
- prioritized
- produced
- recommended
- reevaluated
- rejected
- reported
- reviewed
- scheduled
- strengthened
- supervised
- united

**Creative**
- activated
- acted
- applied
- composed
- conceived
- conceptualized
- created
- designed
- developed
- directed
- established
- evaluated
- fashioned
- formed
- formulated
- founded
- illustrated
- integrated
- introduced
- invented
- loaded
- molded
- originated
- perceived
- performed
- planned
- presented
- produced
- refined
- rewrote
- updated

**Clerical/Detail**
- advised
- acted
- assembled
- approved
- argued
- catalogued
- classified
- collected
- coordinated
- counseled
- dealt
- demonstrated
- diagnosed
- educated
- encouraged
- enlisted
- expedited
- facilitated
- familiarized
- guided
- helped
- inspired
- maintained
- monitored
- observed
- operated
- organized
- overhauled
- prepared
- processed
- proofread
- published
- purchased
- recorded
- reduced
- retrieved
- screened
- specified
- streamlined
- systematized

**Helping**
- anticipated
- arbitrated
- assessed
- assisted
- brought
- clarified
- coached
- coordinated
- counseled
- dealt
- demonstrated
- diagnosed
- educated
- encouraged
- enlisted
- expedited
- facilitated
- familiarized
- guided
- helped
- inspired
- maintained
- monitored
- observed
- operated
- organized
- performed
- rehabilitated
- represented
- supported
- upheld

**Additional**
- made
- managed
- manipulated
- mediated
- memorized
- modeled
- monitored
- motivated
- navigated
- negotiated
- observed
- obtained
- offered
- operated
- ordered
- organized
- originated
- painted
- perceived
- performed
- persuaded
- photographed
- piloted
- planned
- played
- predicted
- prepared
- prescribed
- presented
- printed
- processed
- produced
- promoted
- proofread
- protected
- provided
- publicized
- purchased
- questioned
- raised
- read
- realized
- reasoned
- received
- recommended
- reconciled
- recorded
- recruited
- reduced
- referred
- rehabilitated
- related
- rendered
- repaired
- reported
- represented
- researched
- resolved
- responded
- restored
- retrieved
- reviewed
- risked
- scheduled
- selected
- sensed
- separated
- served
- sewed
- shaped
- shared
- showed
- sketched
- solved
- sorted
- summarized
- supervised
- supplied
- symbolized
- synergized
- synthesized
- systematized
- talked
- taught
- tested
- trained
- transcribed
- translated
- traveled
- treated
- troubleshooting
- tutored
- typed
- unified
- united
- upgraded
- used
- utilized
- verbalized
- warned
- washed
- weighed
- wired
- worked
TEACHING EXPERIENCE

Tuffy Titan
California State University, Fullerton – Counseling Department
September 2014–March 2016
Student Course Assistant - Dr. Joseph M. Cervantes
Psychopharmacology for Counselors: Professional, Ethical and Legal Issues in Counseling

- Maintained communication between professor and students by posting announcements, handouts, syllabus, and PowerPoint’s on Titanium, online portal, and through email
- Created and edited PowerPoint presentations for conference and other professional presentations

EDUCATION

California State University, Fullerton
Thesis Title: The Influence of Immigrant Status, Country of Origin, and Ethnicity on Juror Decisions: An Aversive Racism Explanation of Bias

EXPECTED: May 2018

California State University, Fullerton
Psychology Department
- Bachelor of Arts, Psychology
- Bachelor of Arts, Sociology
  Cum Laude Honors

Citrus College, Glendora, CA
- Associate of Arts, Psychology

CONFERENCE PRESENTATIONS


CONFERENCE POSTERS


MANUSCRIPTS IN REVIEW


INVITED CONFERENCE WORKSHOPS/PANELS

University of Southern California, Los Angeles, CA
- Time and Energy: A Workshop on Management
- Statewide HaU 2013–2014 Steering and Co-Chair Conference

Manuscript: Undocumented Student Persistence and Emergence Through Change in Policies
Round Table Hot Topic Discussions – Center for Research on Education and Access and Leadership

RESEARCH EXPERIENCE

California State University, Fullerton – Dr. Joseph M. Cervantes
May 2016
Student Research Assistant

- Construct survey and interview protocol, recruit participants, and schedule interviews
- Conduct literature review, prepare consent forms, and write Institutional Review Board Application
- Arrange research meetings and direct plans of research action
- Write up results, submit conference proposals, and prepare manuscripts for publication

California State University, San Bernardino – Dr. Dudley West
February 2015–Present
Volunteer Research Assistant – Department of Educational Psychology

- Input data on cognitive training from pre and post memory test conducted on middle school children
- Conduct t-test using SPSS and calculate effect sizes from significance testing results
- Interpret and write up results, create conference proposals, and edit manuscripts for publication

Howard University, Washington, D.C. – Dr. Roberto Gonzales
June 2015 – February 2016
Volunteer Research Assistant – National Undocumented Research Project (NURP)

- Attended weekly National and State Conference calls
- Recruited survey participants through social media such as Facebook, Twitter, and Instagram as well as conducted community outreach
- Verified response through personal emails written to survey participants nationwide

California State University, Fullerton
Student Research Assistant
September 2013–December 2014

- Served as the project lead for the AB540/Undocumented Student Research Project
- Wrote and edited manuscripts, reports, conference proposals and literature reviews

REFERENCES


MANUSCRIPTS IN REVIEW


INVITED CONFERENCE WORKSHOPS/PANELS

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- Statewide HaU 2013–2014 Steering and Co-Chair Conference

CONFERENCE PRESENTATIONS


CONFERENCE POSTERS


MANUSCRIPTS IN REVIEW


INVITED CONFERENCE WORKSHOPS/PANELS

University of Southern California, Los Angeles, CA
- Time and Energy: A Workshop on Management
- Statewide HaU 2013–2014 Steering and Co-Chair Conference

CONFERENCE PRESENTATIONS


CONFERENCE POSTERS


MANUSCRIPTS IN REVIEW

HONORS AND AWARDS
Outstanding Psychology Masters Student of the Year Award  
Spring 2016
Psychology Department Students Associated Honorary Member Award  
Spring 2013
Distinguished Service as a President Scholar Award  
Spring 2013
English Department Academic Senate Award  
Spring 2013
Dean’s Award for Student Services  
Spring 2012
Bank of American Achievement Award in the field of Foreign Language  
Fall 2011

SCHOLARSHIPS AND GRANTS
National Hispanic Business Women Association Scholarship  
Fall 2016
Loh Seng Tao Memorial Scholarship for Teaching or Research Promise  
Spring 2016
Psychology Department Honors and Awards Travel Grants  
Spring 2015, Spring 2016
Hermanas Unidas State Scholarship  
Spring 2014
Chicano Latino Faculty and Staff Association Graduate Scholarship  
Fall 2012
California State University, Fullerton Futures Scholars Scholarship  
Fall 2011

AFFILIATIONS AND MEMBERSHIPS
National Latino/a Psychological Association, Graduate Student Member  
Spring 2016 - Present
American Psychological Association, Student Affiliate  
Spring 2016 - Present
Hermanas Unidas, Alumni Association, Member  
Summer 2014 - Present
Alpha Kappa Delta International Sociology Honor Society, Member  
Fall 2012 – Present
Chicano/a Resource Center, Advisory Board  
Fall 2012 – Summer 2014
Alliance of Students for an Equal Education, Member  
Spring 2012-Spring 2013

PROFESSIONAL DEVELOPMENT
American Civil Liberties Union 2014 Conference and Lobby Day  
January 2015
Orange County Global Women’s Conference  
March 2014
Women of Color Kaleidoscope Leadership Institute  
September 2013
Closing the Latino Achievement Gap Orange County Summit  
August 2012

SKILLS
Language: Fluent in Spanish
Technical: Microsoft Office, Microsoft Outlook, Microsoft Excel, Microsoft PowerPoint, SPSS, ATLAS and Windows Movie Maker

Full-time and part-time positions available in community services, finance, engineering, utilities, human resources, and more.
Tuffy Titan

1234 Main Street, Fullerton, CA 92802

OBJECTIVE
A position utilizing my skills and education in accounting with a public accounting firm.

EDUCATION
Bachelor of Business Administration, Major: Accounting
Expected Graduation May 2018
California State University, Fullerton
Major GPA 3.7, Overall GPA 3.5

HONORS AND AWARDS
• Dean’s List five semesters
• National Association of Colleges and Employers Scholarship
• President’s Award for outstanding client service
• Alumni Association Accounting Scholarship

RELEVANT COURSEWORK
• Accounting (6 hours)
• Microeconomics Theory and Applications
• Communications in Organizations
• Economy and Society

INTERNSHIP EXPERIENCE
Number Crunchers, PLC, Los Angeles, CA
Intern, Spring 2016
• Conducted research and performed data analysis, providing a good perspective on accounting methodologies
• Planned and designed clerical education material, which was adopted by the American Diabetes Association
• Assisted with administrative tasks such as grant writing, budget review, and clinic chart audits, and was given increased responsibilities and recognition for a job well done

WORK EXPERIENCE
California Association of Governments, Long Beach, CA
Accountant
10/2016 - Present
• Prepare and analyze financial statements for Association records and files
• Perform monthly bank reconciliation and prepare general ledger transactions
• Reconcile balance sheet accounts and perform physical inventory

Bismark Financial Services, Inc., Orange, CA
Customer Service Representative
2/2015 - 10/2016
• Worked 10-15 hrs/wk while in college, and maintained a 3.0 G.P.A.
• Assisted customers with video selection and payment
• Became a key resource for screening new hires
• Provided translation assistance for Spanish-speaking customers, leading to an increase of business of over $2K per month

SKILLS
• Excellent attention to detail and extremely proficient at accounting packages such as Quickbooks and FAS
• Other computer skills include Windows XP, Microsoft Office Suite, QuarkXPress, and Adobe Illustrator

ACTIVITIES
• California State University, Fullerton Spanish Club, Member, 2015-Present
• Big Buddy Volunteer, Fullerton Campus, California State University, Fullerton, 2015-Present

Tuffy Titan
1234 Main Street, Fullerton, CA 92802
(559) 999-9999
titan@gmail.com

OBJECTIVE
Seeking part-time position in order to contribute my interpersonal skills and office experience.

EDUCATION
Bachelor of Arts
California State University, Fullerton
Expected May 2021

EXPERIENCE
Regional Occupation Program (ROP) Spring 2016
Intern, Roberts Insurance, Fullerton, CA
• Assisted with mailings, photocopying and data entry weekly.
• Participated in all staff meetings by taking meeting notes and writing office wide memos.

CO-CURRICULAR ACTIVITIES
• Photography Club Member – photos published in yearbook, class of 2012.
• Junior Varsity Swim Team – Completed water safety and junior life saving training, Spring 2015.

SCHOLARSHIPS & AWARDS
• Abrego Future Scholar Recipient, CSUF
• Fall 2016

SKILLS
• MS Word, Excel, Adobe Photoshop, basic internet research.
• Bilingual: Spanish
**OBJECTIVE**
Finance internship where outstanding communication skills, relevant work experience, and education can be utilized.

**EDUCATION**
California State University, Fullerton  
Bachelor of Arts, Business Administration  
Concentration: Finance

**RELATED COURSEWORK**
- Business Finance
- Financial Accounting
- Financial Analysis
- Corporate Finance Theory
- Introduction to Investments
- Principles of Management

**RELATED EXPERIENCE**
The Capital Group Companies, Anaheim, CA  
Trust Account Representative  
February 2016 - Present
- Establish new accounts and transfers with a high level of efficiency and accuracy
- Research, resolve, and communicate issues to financial advisers and shareholders
- Demonstrate a strong customer service/client relations perspective while servicing shareholders accounts
- Collaborate with team manager and other team members to resolve team tasks and create workshops for the department

**OTHER EXPERIENCE**
Bank of America, Fullerton, CA  
Teller  
January 2015 - February 2016
- Assisted customers with various financial transactions
- Promoted new services and products to customers
- Originated new bank accounts for customers

**SKILLS**
- Computer: Proficient in Microsoft Word, Excel, and Photoshop
- Language: Fluent in Spanish

**AFFILIATIONS**
- Finance Association, California State University, Fullerton  
- Finance Association, California State University, Fullerton

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**OBJECTIVE**
Part-time Financial Service Representative position that will utilize my academic and work experience in the business industry.

**EDUCATION**
California State University, Fullerton  
Bachelor of Arts, Business Administration  
Concentration: Finance  
G.P.A. 3.5

**RELATED COURSEWORK**
- Introduction to Investments
- Capital and Money Markets
- Financial Analysis for Investors and Lenders

**WORK EXPERIENCE**
The Capital Group Companies, Anaheim, CA  
Trust Account Representative  
February 2016 - Present
- Assist customers with various financial transactions
- Promote new services and products to customers
- Update customer accounts after each transaction
- Translate for Chinese speaking customers

**OTHER EXPERIENCE**
Bank of America, Fullerton, CA  
Cashier  
January 2015 - February 2016
- Provided superior customer service, answered customers questions, and resolved customer complaints
- Assisted in training new employees in the areas of customer service, cashing, and policies and procedures
- Responsible for cashing and stocking duties

**SKILLS**
- Computer: Microsoft Word, Excel, and PowerPoint
- Language: Fluent in Chinese

**AFFILIATIONS**
- Finance Association, California State University, Fullerton  
- Finance Association, California State University, Fullerton
OBJECTIVE
To obtain an Elementary Teaching position at Garden Grove Unified District where outstanding communication skills and teaching experience can be utilized

CREDENTIALS
Multiple Subject Teaching Credential
California State University, Northridge
Bachelor of Science, Child and Adolescent Development

EDUCATION
California State University, Fullerton
Expected: May 2017

TEACHING EXPERIENCE
Placentia Yorba Linda School District, Placentia, CA
Elementary School Teacher
• Design and implement curriculum structure to meet diverse needs of second grade students
• Establish a variety of teaching strategies that include group work, directed lessons, and numerous hands-on activities
• Successfully integrate reading and language arts
• Incorporate classroom management techniques into daily activities
• Effectively communicate with students, school administrators, peers, and parents

Magnolia School District, Anaheim, CA
• Assessed students’ reading comprehension, fluency, and words per minute through Read Naturally
• Integrated Smart Board technology into all academic areas with an emphasis on reading, writing, and spelling
• Supervised after school reading program for remedial students.
• Developed, administered, and scored an Individualized Reading Inventory and Standardized Reading Inventory

RELATED EXPERIENCE
Garden Grove Boys and Girls Club, Garden Grove, CA
Camp Counselor
• Developed leadership and team building skills and was granted Favorite Counselor Award
• Conducted classes in swimming, track, and basketball

LANGUAGE SKILLS
Fluent in Spanish and Mandarin

COMPUTER SKILLS
Proficient in Microsoft Word, Excel, PowerPoint and Page Maker

CERTIFICATIONS
• CBEST
• CPR certified

PROFESSIONAL AFFILIATIONS
Human Development Resume Sample
Education Resume Sample
Tuffy Titan  
1234 Main Street, Fullerton CA 92802  
559-999-9999 | titan@gmail.com

**OBJECTIVE:**  
A bookkeeper opportunity to contribute my internship experience, as well as my leadership, communication and leadership skills to Nike.

**EDUCATION:**  
California State University, Fullerton  
Bachelor of Arts in Business Administration  
Concentration: Marketing, Minor: Spanish  
May 2016

**COURSE PROJECT:**  
Analysis of PacSun Marketing Patterns  
January 2015-May 2015

**Retail Marketing Strategies:**  
- Led team of 4 students which evaluated the effectiveness of PacSun’s marketing patterns  
- Delegated individual assignments and set deadlines for completion of research and data coding of various company marketing materials  
- Collaborated with team members to draft a 50 page business plan for class presentation and client consultation

**INTERNSHIP EXPERIENCE:**  
KPMG, Irvine, CA  
June 2015 - August 2015  
Auditing Intern  
- Worked collaboratively with managers and two service teams to identify accounting and auditing issues  
- Performed analytical review of audit documents using KPMG’s methodology and tools  
- Prepared accurate financial reports and documentation supporting audit opinions  
- Assisted in assessing operational risk factors for clients and responding with a process focused approach

**ADDITIONAL EXPERIENCE:**  
Wells Fargo Bank, Placentia, CA  
November 2014 - Present  
Customer Service Representative/Teller  
- Process 25+ banking transactions per hour in compliance with bank guidelines and procedures  
- Coordinate sales referrals to appropriate personnel and cross-sell bank services and products  
- Respond to customer problems or issues and resolve them in a timely manner  
- Utilize auditing skills to identify fraudulent activities resulting in reduced losses and exposures

**AFFILIATIONS:**  
Beta Alpha Psi, Membership Chair, CSUF  
August 2015 - May 2016  
Accounting Society, Member, CSUF  
September 2014 - May 2015

**HONORS & AWARDS:**  
Dean’s List, CSUF  
December 2015  
Tax Executives Institute Scholarship, CSUF  
May 2014

**SKILLS:**  
Technology: Proficient in Microsoft Suite, Advanced in Excel and Intuit QuickBooks  
Language: Intermediate in Korean
Tuffy Titan
Fullerton, CA 92802  (559) 999-9999 - titan@gmail.com

EDUCATION
California State University, Fullerton - Mihaylo College of Business and Economics 2016
Master of Business Administration
University of California, Irvine 2010
Bachelors in Science - Management Science, International Relations

CORE COMPETENCIES
Microsoft Office Suite Consumer Relations Management Project Management
Market Intelligence Interpersonal Relationships Qualitative Research

EXPERIENCE
Strategic Management/Analysis - Confidential Client (Electronic Manufacturing Services) 2016
• Analyzed company's business strategy with emphasis on marketing and presented comprehensive strategic analysis and recommendations to the company's executive team

Business Intelligence Solution - Confidential Client (Private Health Services) 2016
• Identified and evaluated the company's BI needs and custom-designed an ERM/CRM solution and implementation package

Ben & Jerry's - Marketing Plan 2015
• Conducted quantitative market research for Ben & Jerry's Snack-Sized Ice Cream line; assessed current product portfolio to identify unmet consumer needs; optimize current positioning; reviewed marketing plan and consumer behavior projections

The Walt Disney Company 2015
• Performed in-depth financial and governance analysis to determine Disney's intrinsic value and market landscape; presented executive-level equity increasing suggestions

University of California, Irvine 2011 - Present
Executive Assistant to Dean
• Report directly to the Dean and a team of five Central Administration employees; serve as liaison between the five branches of Med Ed and Central Administration
• Manage the Dean's day-to-day personal schedule and infectious disease clinic
• Plan, execute, and host Division meetings, conferences, seminars for CME credits for MDs and PhDs, and campus events
• Train new employees; welcome and host foreign academic dignitaries; manage purchasing/receiving and maintain inventory records; supervise the NIH Grant programs
• Manage the department's Account Reconciliation by incorporating the budget, invoices, and processes in coordination with the Finance Department

Dental Assistant/Office Manager
• Effectively coordinated duties of six co-workers and three dentists
• Generated and maintained financial reports, patient insurance billing records and account reconciliation
• Modernized the office through updating processes and protocols in addition to managing logistics for efficient daily operations
• Eliminated staff turnover rates by promptly addressing HR problems and increasing office training in effective communication, teamwork and organizational awareness

AFFILIATIONS
Second Harvest Food Bank of Orange County 2000-Present
Public Relations, Events Coordinator, Events Promoter, Newsletter Editor, Photographer, Social Media Specialist
MMI Association 2014-2016
Vice President, Recording Secretary, Treasurer, Commemorative Events Chairman

AWARDS
Graduate Business Scholarships: Anna B. Sprangler Memorial, Dr. Alma Adams 2014-2016

Tuffy Titan
1234 Main Street, Fullerton CA 92802
559-999-9999, titan@gmail.com

EDUCATION
California State University, Fullerton
BACHELOR OF ARTS, COMMUNICATIONS 2016  Expected Graduation: May 2018
Minor in Spanish, GPA 3.5

RELEVANT EXPERIENCE
Daily Titan, California State University, Fullerton  May 2015 - Present
Editor-in-Chief
• Manage a staff of 25 and oversaw a budget of $25,000 for daily print edition
• Work with editors from all departments to post breaking news
• Write and edit headlines, cutlines, summaries and photo captions

Association of Students, Inc. Productions 2010 - Present
Spring Concert Coordinator
• Allocated budget of over $115,000
• Communicated with production company to book artists
• Created publicity plan and public relations tactics
• Attended weekly contact meetings with advisor and staff

Union and Special Program Coordinator 2011 - Present
• Managed budget of over $15,000
• Planned and coordinated three small scale and one large scale event per semester
• Maintained excellent communication with agents and talent
• Attended weekly staff and street team meetings

ADDITIONAL EXPERIENCE
In-N-Out Burger 2014-2015
Level 5 Associate
• Trained new employees on all aspects including company standards
• Processed cash transactions in a timely manner
• Multi-tasked in fast-paced, team-oriented environment

RELATED COURSEWORK
Writing for Mass Media  Graphic Communications
Intercultural Communication  Reporting for Mass Media
Feature Article Writing  Advanced Magazine Writing

ORGANIZATIONS & AWARDS
• Society of Professional Journalists, CSUF Chapter 2015 - Present
• Excellence in Student Leadership Award 2016
• Alumni Association Scholarship 2015
• Alfred and Louise Hewitt Journalism Fund 2014-2015

SKILLS
• Social Media: Twitter, Facebook, Snapchat, Instagram
• Microsoft Office
• Adobe Illustrator, Photoshop, and InDesign
• Spanish: verbal, written, conversational

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EDUCATION
California State University, Fullerton
BACHELOR OF ARTS, COMMUNICATIONS 2016  Expected Graduation: May 2018
Minor in Spanish, GPA 3.5

RELEVANT EXPERIENCE
Daily Titan, California State University, Fullerton  May 2015 - Present
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Union and Special Program Coordinator 2011 - Present
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• Attended weekly staff and street team meetings

ADDITIONAL EXPERIENCE
In-N-Out Burger 2014-2015
Level 5 Associate
• Trained new employees on all aspects including company standards
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RELATED COURSEWORK
Writing for Mass Media  Graphic Communications
Intercultural Communication  Reporting for Mass Media
Feature Article Writing  Advanced Magazine Writing

ORGANIZATIONS & AWARDS
• Society of Professional Journalists, CSUF Chapter 2015 - Present
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• Alumni Association Scholarship 2015
• Alfred and Louise Hewitt Journalism Fund 2014-2015

SKILLS
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• Microsoft Office
• Adobe Illustrator, Photoshop, and InDesign
• Spanish: verbal, written, conversational

Tuffy Titan
Fullerton, CA 92802  (559) 999-9999 - titan@gmail.com

EDUCATION
California State University, Fullerton
BACHELOR OF ARTS, COMMUNICATIONS 2016  Expected Graduation: May 2018
Minor in Spanish, GPA 3.5

RELEVANT EXPERIENCE
Daily Titan, California State University, Fullerton  May 2015 - Present
Editor-in-Chief
• Manage a staff of 25 and oversaw a budget of $25,000 for daily print edition
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Association of Students, Inc. Productions 2010 - Present
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• Allocated budget of over $115,000
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Union and Special Program Coordinator 2011 - Present
• Managed budget of over $15,000
• Planned and coordinated three small scale and one large scale event per semester
• Maintained excellent communication with agents and talent
• Attended weekly staff and street team meetings

ADDITIONAL EXPERIENCE
In-N-Out Burger 2014-2015
Level 5 Associate
• Trained new employees on all aspects including company standards
• Processed cash transactions in a timely manner
• Multi-tasked in fast-paced, team-oriented environment

RELATED COURSEWORK
Writing for Mass Media  Graphic Communications
Intercultural Communication  Reporting for Mass Media
Feature Article Writing  Advanced Magazine Writing

ORGANIZATIONS & AWARDS
• Society of Professional Journalists, CSUF Chapter 2015 - Present
• Excellence in Student Leadership Award 2016
• Alumni Association Scholarship 2015
• Alfred and Louise Hewitt Journalism Fund 2014-2015

SKILLS
• Social Media: Twitter, Facebook, Snapchat, Instagram
• Microsoft Office
• Adobe Illustrator, Photoshop, and InDesign
• Spanish: verbal, written, conversational
Lilly Gazharian  
Home Address: 213 W. Gage Ave. Fullerton, CA 92836  
Home Phone: 714-456-7890  
Email: gazharianlilly@gmail.com  
Website: http://lillys-gaze.blogspot.com/  

**EDUCATION**  
California State University, Fullerton  
Bachelor of Fine Arts, Concentration: Animation and Illustration  
Expected Graduation: May 2017  

**COURSE PROJECTS**  
Character Designer, “Tales From The Tube” short for Rick Griffin Documentary  
- Collaborated with a team in a studio simulated environment  
Pre-production and Classical Drawn Traditional Animation, Personal Film “Lunch Time”  
- Explored the animation pipeline process, including concept art, research, character and world designs, story, storyboard and animation  
Team Leader, Theme Park Design  
- Created map of attractions; Confirmed consistency of structure locations in relation to each other through constant communication with team members  

**OTHER EXPERIENCE**  
Volunteer, Creative Talent Networking Expo  
November 2015  
- Effortlessly coordinated and maintained event schedules for registered guests  
Office Assistant, Grand Dental  
May 2012-December 2012  
- Learned to work on a team and how teams function  
- Assisted with front-end office operations; updated and organized confidential patient-paperwork, answered phones, made appointments and new patient files, greeted patients, maintained cleanliness of work areas  

**SKILLS**  
- Office Management Software: Word, Excel, PowerPoint, Gmail  
- Knowledgeable With: Photoshop, Premiere, Final Cut Pro, Maya, Corel Painter, After Effects  
- Related Skills: Drawing, Storyboard, Classical Drawn Traditional Animation, Character Design  

**MEMBERSHIPS**  
Event Coordinator, Pencil Mileage Club  
Fall 2015-Spring 2016  
- Contacted potential speakers, booked rooms, brainstormed ideas with fellow officers  
Club Member, Pencil Mileage Club  
Fall 2013-Spring 2015  

**HONORS AND AWARDS**  
Member, CSUF Honors Program  
Fall 2012-Present  
- Must maintain a high Cumulative GPA to stay in program and goal is to complete an academic, personal project by the final year of school (GPA: 3.5+)  

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**CREATIVE RESUME SAMPLE #2**  

**EDUCATION**  
California State University, Fullerton  
Bachelor of Fine Arts with concentration in Graphic Design  
Expected graduation May 2016 with Cum Laude Honors  
Attended June 2014-May 2016  

**Saddleback College**  
Associate in Arts in Liberal Studies  
Associate in Arts in Fine And Applied Arts  
Cum Laude Honors  
Attended June 2012-May 2014  

**WORK EXPERIENCE**  
Casanova Pendrill  
Creative Department Intern  
June 2015 – August 2015  
- Generated ideas for commercials based on clientele.  
- Assisted in designing posters for the company.  

The Patch  
Freelance Writer  
May 2013 – February 2014  
- Wrote daily articles under the Police segment of the online newspaper The Patch for local cities San Juan Capistrano and San Clemente.  

Firebrand Media  
Art Department Intern  
June 2012 - October 2012  
- Used Photoshop and Illustrator to format magazine and newspaper pages, contacted clients for newspaper articles, and assisted the Art Department in any other necessary tasks.  

**HONORS & AWARDS**  
Art 4 Health Showcase  
Student showcase hosted at California State University, Fullerton displaying various artistic works rooted in foundations of health and wellness. 2 photographs were on display in the showcase.  

**INVOLVEMENT**  
UNZIPPED Show Curator & Volunteer  
Curated and set up a gallery of student works for the AIGA hosted showcase entitled “Unzipped”.  
AIGA Student Member  
Active member since 2015-Present  
Kappa Pi Art Fraternity  
Active member since 2015-Present  
Golden Key Honors Society  
Active member since 2015-Present  
Delta Epsilon Iota Honors Society  
Active member since 2014-Present  

**CONTACT**  
jordanrodarte@gmail.com  
(949)632-2230
Rhonda Gawthrop

Legends and Legacies: The First 100 Years of Fullerton College, 2013
Fullerton Museum Intern working with Curators Carlos Hader and Christina Hasenberg-Mercer
- Award of Merit from The American Association for State and Local History, 2014.
- Assisted Curators with conceptual thinking and creative vision for overall exhibit.
- Developed graphic design elements including text panels, labels, primary & secondary panels, interactive elements, banners and title walls.
- Edited and wrote copy for panel information, cut and installed vinyl lettering.
- Installation of art work, panels, shelving, historical garments and display case items.
- Best museum practices in handling and unpacking of artwork and display objects on loan.

EXHIBITIONS
Surf's Beat Generation: An Art & Cultural Revolution in Orange County from 1953-1964, 2016
Graduate Exhibition, Co-Curator with Crystal McGlumey, CSUF Begovich Gallery
- Created show concept and implementation start to finish; from research and interviews, to designing the gallery space, installation and planning of openings/reception.
- Responsible for check lists, loan agreements, transportation arrangements.
- Documentation of objects on loan and condition reports, writing wall labels and didactics.
- Led creative for branding, PR, writing tip sheet, advertising and talking with the media.
- Developed interactive touch screen trivia game for exhibition.
- Created 140 page publication of the exhibition, including editing, writing essays, photographing objects, working with graphic designer, and making certain the media knew about all related events.

Fred Tomaselli: Early Work or How I became a Painter, 2015
Grad. Assistant working with Curator Mike McGee, CSUF Begovich Gallery
- Worked directly with Tomaselli in laying out the show and creating floor plan.
- Responsible for check lists, loan agreements, transportation arrangements.
- Documentation of objects on loan and condition reports.
- Assisted University Advancement at Alumni Kickoff party that featured Fred Tomaselli.

Roland Reiss: Paintings and Sculpture, 2014
Co-Curator with Triana Moreno, CSUF West Gallery
- Responsible for check lists, loan agreements, transportation, coordination all aspects of the show.
- Worked with publicity department and designers on tip sheets, didactics, web blast, announcements.
- Layout of show, installation of artwork, directly interacted with gallery preparators.
- Handling and unpacking of artwork, documentation of objects on loan, condition reports.

Matjames Metson: discarded, 2014
Co-Curator with Triana Moreno, CSUF West Gallery
- Responsible for the concept and development of the exhibition.
- Created models for show layout, title wall, treatment, advertising collateral, labels and didactic panels.
- Responsible for check lists, loan agreements, transportation of work, coordination all aspects of the show.
- Designed didactics, web blast, show announcements, e-blasts.
- Raised funds from outside sources to help with cost of the show.
- Handling and unpacking of artwork, documentation of objects on loan, condition reports.

RELATED EXPERIENCE

Collection Department, The Bowers Museum, June - August, 2015
Summer Intern
- Worked with Collection Manager and Museum photographer in the photography of objects for condition documentation and digital collection purposes.
- Supported Collections Department with collection moves in preparation of receiving new textile storage for their rolled textile collection. Using best museum practices, this project included inventory, handling and rehousing objects to make room for new textile storage.
- Well-versed with cataloging new acquisitions into the Museum’s permanent collection. This included condition documentation of new acquisitions, numbering objects with Museum’s accession numbers, object handling, and housing objects into the Museum’s collection.
- Familiar with Museum Collection Management database The Museum System (TMS).
- Provided customer service to patrons during Bowers Museum once in a decade sale (Super Sale for a Super Cause) where non-collection items were sold to benefit the Bowers Museum’s Collections Department and Kidseum.

Grad. Assistant, CSUF Begovich Gallery, 2014 - present
- Assist Gallery Director and Programs Curator in running the gallery and exhibition design department.
- Organizing the publication and catalog collection, coordinating new releases and inventory with distributors.
- Assist Gallery openings, exhibition installations, designing event announcement, assisting registrar.
- Working with gallery preparator for art deliveries, gallery remodeling and gallery sitting.

Muckenheimer Cultural Center, 2013 - Present
Weekend Receptionist
- Engage with public, presenting exhibition art and historic mansion, attend opening events.
- Sell tickets for events and art classes, answer phones, take messages, direct calls.
- Assist Gallery Director in preparing the space, installing art pack and unpack artwork, design didactic panels.

Art Director At Large, 2009 - present
Freelance Art Director - Build brands and create advertising for Mattel Toys, Hot Wheels, Barbie, Y&R Advertising, Daney, Fisher Price. Projects include TV, re-branding, product launches - digital and print. Other clients include MGA Entertainment properties, BioAstin Hawaiian supplements, Be as by DRE, Garden Art International and Fiction LA.

Ogury West Advertising, LA 1982 - 2009
Associate Creative Director/Brand Builder at Mattel Toys, supervised TV & digital shoots, led presentations, directed animation and graphic designers. Launched new brands and produced creative for new business pitches. Other clients; Daney, Gerber Baby Food, Microsoft, Korean Air, and American Express.

Rhonda Gawthrop 1@gmail.com • phone 818.266.0183 • 733 Oakcrest Avenue, Brea CA 92821
Prolific, organized self-starter. Hands on experience in all aspects working as curator and a team member in exhibition and gallery design. Assisted Gallery Director in all aspects of daily projects. Background expertise includes advertising, art direction, graphic design, and marketing. Incorporated best museum practices in collections and acquisitions, installation, curating, acquiring loans and, designing gallery space.

View portfolio at www.portfolium.com/rhondagawthrop
Rhonda Gawthrop
Exhibition Assistant

Education
MA, Exhibition Design & Museum Studies Program, Cal State Fullerton, 2016
Art Center College of Design, Pasadena CA, BFA - Advertising, with honors
California State University, Fullerton, BA - Fine Art, emphasis Graphic Design

Awards
Art Alliance Tribute Graduate Grant Award - College of the Arts, California State University Fullerton, Dec. 3, 2014
Award of Merit from The American Association for State and Local History, Legends and Legacies: The First 100 Years of Fullerton College by the Leadership in History awards committee - 2014
Phi Beta Delta Honor Society member

Gallery and Exhibition Work
Olga Lah: Amass and Swell
Orange County Museum of Art, 2016; Installation with artist Olga Lah

The Canyon Project: Artivism
Laguna Art Museum, 2016; developed 14’ time line with Curator Mike McGee

Michael Childers: Celebrating Childers’ Gift of photographs to the University
CSUF Duff Gallery, 2015; Grad Assistant working with Curator Mike McGee and Michael Childers

Fred Tomaselli: Early Work or How I became a Painter
CSUF Begovich Gallery, 2015; Grad Assistant working with Curator Mike McGee and Michael Childers

Faculty Show
CSUF Begovich Gallery, 2015; Grad Assistant working with CSUF Faculty

Whirligigs: The Art of Peter Galler
CSUF Begovich Gallery, 2015; Grad Assistant working with Director Mike McGee and Curator Lynn Gamwell

Ronald Reiss: Paintings and Sculpture
CSUF Begovich Gallery, 2014; Curatorial Assistant working with Curator Mike McGee and Roland Reiss

Matjames Metson: Discarded
CSUF West Gallery, 2014; Co-Curator

Scott Hess: Retrospective
CSUF Begovich Gallery, 2014; Exhibition Design Student

Beyond the Dark Veil: Post Mortem & Mourning Photography for the Thanatos Archive
CSUF Begovich Gallery, 2013; Exhibition Design Student, installation

Legends and Legacies: The First 100 Years of Fullerton College
Fullerton Museum, 2013; Intern, Award of Merit from The American Association for State and Local History

Faith and Private Devotion: Retablos, Santos and Anmas Solas - from the Stearns Collection
Fullerton College Art Gallery, 2012; Intern, installation,

Tuffy Titan
Equity Member Candidate

tuffytitan@hotmail.com
http://twitter.com/tuffytitan
www.tuffytitan.webs.com

Theater
Two Gentlemen of Verona
A Chorus Line
The Wedding Singer
As You Like It
Godspell
Footloose
The Pirates of Penzance
Beauty and the Beast
Oliver!
The Wizard of Oz

Swing
Tricia/u Maggie & Diana
Holly
Celia
Peggy
Wendy Jo
1st Soprano
Dance Captain
Nancy
Dorothy

Guitar, Flute, Basic Tumbling, Aerial Arts experience, Makes amazing blueberry pies!
TUFFY TITAN
1234 Main St • Fullerton, CA • 92802 • 559-999-9999 • tuffytitan@gmail.com

Job Announcement: #PH11111, Program Manager, GS-000-5
Citizenship: United States of America

SUMMARY OF QUALIFICATIONS
- Over 3 years of experience conducting legal research on federal policies regarding education in the United States
- Specific competencies include policy analysis, composing legal reports and supervising professional staff

WORK EXPERIENCE
Policy Research Institute (PRI) Program Coordinator
100 N. East Blvd 06/2016 - Present
Fullerton, CA 92831 United States
May Contact Supervisor: Tuffy Brown, (999-888-7777)
- Conduct extensive legal research to analyze federal education policies and evaluate the long term results
- Recruit, train and supervise five support staff to assist in facilitating phone and in-person surveys
- Develop and present biannual legal reports and presentations to managerial team utilizing Titan Research Software, Microsoft Excel, and PowerPoint

California State University, Fullerton Intern, State Relations & Advocacy
800 N. State College Blvd 06/2016 - Present
Fullerton, CA 92831 United States
May Contact Supervisor: Titan Jones (123-456-7890)
- Co-developed a student advocacy campaign promoting access to higher education in collaboration with the director and student body president
- Tripled participation in the advocacy campaign by partnering with 10 student clubs and meeting on a monthly basis
- Coordinated 20 outreach workshops per academic year including event logistics such as catering and reservations

EDUCATION
Bachelor of Arts in Political Science 05/2018
Minor in African American Studies Major GPA: 3.7 of a maximum 4.0
California State University, Fullerton, CA

Relevant Coursework: Legal Tools for Political Research and Polls, Statistics and Political Interpretation

SKILLS
- Project Management Professional (PMP) Certified, May 2014
- Fluent in Spanish, English and French; Intermediate in Italian
- Proficient in Microsoft Office Suite

REFERENCES
Name Employer & Title Phone Email
Titan Smith (*) PRI, Director 987-654-3210 tsmith@fullerton.edu

(*) Indicates professional reference

*Please note, the average federal resume length is four to five pages and includes more specific details than a traditional resume.
Tuffy Titan  
1234 Main St, Fullerton CA 92802  
599-999-9999 | titan@gmail.com | www.linkedin.com/in/tuffytitan

CAREER OBJECTIVE
Seeking an entry-level position within the field of mechanical engineering to utilize my communication and technical skills.

EDUCATION
California State University, Fullerton  
Bachelor of Science, Mechanical Engineering  
G.P.A. - 3.56, Dean's List  
Spring 2014 - Fall 2016

RELATED COURSES
Fluid Mechanics  
Strengths and Materials Lab  
Robotics  
Mechanical Design  
Fluids and Heat Lab  
Thermal Systems Design

PROJECTS
Electrical Vehicle Conversion Design (Senior Design Project)  
March 2015  
Researched, designed and tested the conversion of a 1971 Fiat 850 Coupe originally powered by a 4-cylinder gasoline engine to a 96V electric DC motor

Society of Automotive Engineers (Formula SAE)  
October 2014-December 2014  
Effectively collaborated with Aerodynamics sub-team on manufacturing  
Experienced with preparation of materials using vacuum sealing methods to be cured under pressure and heat

COMPUTER SKILLS
Knowledge and extensive use of Solidworks, AutoCAD 2014, MATLAB, 3D Printing  
Pro-Engineer 2001 and Wildfire  
Microsoft Office and Microsoft Windows  
Match CAD, CNC Machining, LAB View 7.1, Master CAM

WORK EXPERIENCE
Southern California Edison  
Rosemead, CA  
Mechanical Engineering Intern, Power Production Department  
January 2015- May 2016  
Conducted performance test on boilers, pumps, and tribunes  
Designed fluid system for plant service water treatment  
Updated testing procedures to reflect existing equipment and testing devices  
Assisted with other engineering projects as team-member

STEM Academy  
Anaheim, CA  
Tutor  
April 2015-September 2015  
Developed lesson plans by constructing mathematical problems that helped improve student academic performance by a letter grade

LEADERSHIP SKILLS
Society of Automotive Engineers, President  
Fall 2014 – Fall 2015  
Society of Mexican American Engineers and Scientists, Vice President  
Fall 2013-Spring 2014

FOREIGN LANGUAGE SKILLS
Fluent in Vietnamese
Tuffy Titan
1234 Main Street, Fullerton, CA 92802, titan@gmail.com, (559) 999-9999

CAREER OBJECTIVE
Obtain a lab assistant position in the pharmaceutical field to utilize my research, communication, and collaboration skills.

EDUCATION
California State University, Fullerton
Bachelor of Science in Biological Science, Minor in Chemistry

EDUCATION
California State University, Fullerton
Associate of Science, Computer Science

RELATED COURSES
- General Biochemistry
- Organic Chemistry
- Scientific and Technical Writing
- Theory Quantitative Chemistry
- Genetics and Molecular Biology Laboratory
- Organic Chemistry Laboratory

SKILLS
- Scientific: Western blot, RNA isolation, PCR, reverse transcription, bacterial culture, primer design, plasmid isolation, preparation of solutions, gas chromatography
- Technical: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Adobe Photoshop
- Language: Fluent in Vietnamese and Spanish

RESEARCH EXPERIENCE
California State University, Fullerton
Molecular Biology Student Research Assistant
Assist with pathogenicity project by examining the interaction between pathogen Pseudomonas syringae proteins and tomato immune proteins
Apply techniques such as cloning, site-directed mutagenesis, protein expression and purification, western blot, and circular dichroism to determine essential amino acids for pathogen proteins
Collaborate with 5 lab members to optimize conditions for experiments

PROFESSIONAL EXPERIENCE
STEM Tutor Inc., Anaheim, CA
Tutor
Conducted individual and group tutoring sessions for undergraduate and high school students in biology, chemistry, and mathematics
Assisted students with class assignments and development of study skills by creating worksheets and flashcards

LEADERSHIP EXPERIENCE
Biology Club, Secretary
STEM Outreach Club, Member

HONORS AND AWARDS
Dean’s List
Edison Scholarship

Objective: Summer Internship or Part-time position in a mass-media/communications outlet utilizing superior teamwork experience, motivation, positive attitude, passion for media and strong technical skills.

SUMMARY OF QUALIFICATIONS
- Fluent in English and Bulgarian; ability to interact and relate with wide variety of people from different backgrounds from extensive international and domestic work and travel.
- Amateur photography experience combined with solid grasp of basic photographic equipment. Resourceful, focused and responsible.
- Proactive, ambitious, and able to meets deadlines in time sensitive work environment.

EXPERIENCE & ACCOMPLISHMENTS
Information System Technician Second Class
United States Navy Reserve, OEF Afghanistan
- Received, and processed all forms of telecommunication using state-of-the-art multimedia technology.
- Operated, managed and controlled telecommunication transmissions, computer networks, and equipment.
- Supervised and trained information technician teams as part of the Navy’s leadership continuum program.
- Managed 670 Active Directory accounts, provided satellite support for forward operations.
- Coordinated medical evacuation for U.S. personnel in the theater of combat operations.

Buyer
Compass Water Solutions, Inc., Irvine, CA
- Reviewed, selected and negotiated terms and conditions with suppliers and placed purchase orders for assigned material and services to support production and operation.
- Assumed supplier management responsibilities and logistics for a number of suppliers.
- Spearheaded a companywide movement towards a paperless business environment.
- Designed and implemented Adobe Acrobat electronic forms which made it paper predecessors obsolete.
- Conducted 4 departmental SWOT analyses, resulting in an increase department productivity and efficiency.
- Contributed to year over year cost reduction.

Information System Technician Third Class
United States Navy, USS H. S. Truman
- Operated and maintained computer assets for six departments in support of two combat deployments.
- Operated as military liaison for the government contractors and established himself as a subject matter expert in the areas of security, management, and maintenance of the military network infrastructure aboard and ashore.
- Trained in wide variety hardware and software and their maintenance requirements.
- Developed superior office skills; answering phones, redirected calls, data entry, maintaining filing.

Airman
United States Navy, Oak Harbor, WA
- Assisted in maintenance of aircraft, associated aeronautical equipment, and aircraft support equipment, services, cleaned, and handled naval aircraft afloat and ashore.
- Qualified as Plane Captain - Highly regarded qualification, essential to successful career in the Aviation field.
- Oversaw a team of 15 people as Senior Plane Captain.
April 26, 2013

Sara Jones, Development Associate
Long Beach Life Center
501 Company Circle #202
Long Beach, CA 90810

Dear Ms. Jones:

Please accept this letter as formal notification of my resignation as the Development Assistant at Long Beach Life Center. My last day will be Friday, May 3rd. I have enjoyed working at the company, but have been offered another job which presents new opportunities for my professional growth and development.

I would like to thank you for the opportunity to work for Long Beach Life Center for the last year and a half. I have enjoyed working with you and have had the opportunity to grow as a professional employee. I have learned many skills by being a member of the team: such as how to code using HTML to produce emails and editing photos in Adobe Photoshop. I have also been able to develop my communication skills as well as gain experience in promoting events.

During my last two weeks, I will gladly provide assistance to ensure a smooth transition and train other team members on my duties. Please let me know of anything else I can do to prepare the office for my absence.

Sincerely,

Rebecca Marquez
Your Name Here
0120 Your Street • Your City, CA 99999 • Cell: 714-555-2020 • Email: youremail@csu.fullerton.edu

May 22, 2017

OC Waste and Recycling
1800 South Grand Ave.
Santa Ana, CA 92705

Dear Hiring Executive:

Please accept the attached resume in reference to the Engineering Internship posted on the Titan Connection Job Database at California State University, Fullerton where I am a graduate student in Civil and Environmental Engineering. My demonstrated education, innovation and communication skills make me an excellent candidate. Furthermore, my interests, work ethics and dedication closely align with the goals of OC Waste and Recycling.

A few topics I am interested in are environmental remediation, pollution control, and regulatory compliance (e.g. NPDES permitting, RCRA, CEQA, etc.) and I am very proficient with various engineering software. As an Engineering Intern, I hope to gain a better understanding of cleanup and disposal techniques and utilize my academic knowledge in a real world capacity which will help me prepare for a future in the Environmental Engineering field.

This semester I had many projects and commitments, in addition to taking five engineering classes. In order to meet all these commitments effectively, it required using my excellent multi-tasking and time management skills. I was the co-author of a research paper entitled “Disinfection and Antimicrobial Processes”. Also, I was lead data analyst for “The Estimation of Methane Emissions from the California Natural Gas System”, which was a project sponsored by the CEC. We visited natural gas facilities and collected emission data using RIKI Eagle equipment. Then we calculated fugitive methane emission factors using Microsoft Excel and Access and compared them to previous CAPCOA and EPA/GRI figures.

I would greatly appreciate the opportunity to schedule an interview to further discuss my candidacy. If given the opportunity, I am confident that I will be able to meet and exceed any expectations placed upon me. Thank you for your time and consideration.

Sincerely,

Signature

Your Name Typed

* Signature only necessary when handwriting or typing and printing a letter. If this is going to be sent via email, no signature is necessary.
**COVER LETTER SAMPLE #2**

Denise Lewis  
1123 Colorado St.  
Santa Fe Springs, CA 900670  
(714) 555-2323  
DLewis@anyschoolUSA.edu

May 09, 2017

Ms. Brenda Couch, Recruiter  
VANS  
6550 Katella Avenue  
Cypress, CA 90630

Dear Ms. Couch:

This letter is in response to the public relations internship position recently posted on California State University, Fullerton’s Titan Connection jobs database. As a senior, double majoring in Sociology and Public Relations, I offer strong research and writing skills, as well as knowledge of persuasive communication and professional PR practices.

I have a strong passion for the fashion industry and have always looked for ways to immerse myself in environments that mirror a competitive and fast-paced industry. An internship with VANS will allow me to combine my career interests with the knowledge and skills acquired through my academics and a previous internship with Gonzo Communications, a boutique PR agency. My experience with a small public relations firm taught me how to apply the basics of public relations in the "real world", such as writing press releases and media alerts, but more importantly it gave me the opportunity to develop industry knowledge to apply in a larger, more multi-faceted company such as VANS.

Sociology coursework has supplemented my critical thinking skills and my understanding of persuasive communication, as well as strengthening the writing skills that my PR coursework has provided. While being a full-time student, I have accumulated over five year’s experience as a server that has prepared me to work in a high-volume and fast-paced environment. Working as a server has equipped me with exceptional customer service skills and the ability to be flexible and adaptable. Flexibility, adaptability, and strong follow through are key strengths that will enable me to be successful as a public relations intern with VANS.

With a previous internship in public relations, dual major coursework and additional key strengths, my qualifications are well aligned with your public relations internship position. My schedule is flexible and I welcome an interview to further discuss how my skills and abilities closely match your internship position. Thank you for your time and consideration.

Sincerely,

Signature*

Denise Lewis

* Signature only necessary when handwriting or typing and printing a letter. If this is going to be sent via email, no signature is necessary.


**COVER LETTER SAMPLE #3**

Aleta Hudson  
Anaheim, CA 92804  
(714) XXX-XXXX  
aletahudson@gmail.com

March 14, 2017

Ms. Blanca Lista, Director of Feature Development  
Ms. Meghan Sheridan, Director of Children’s Entertainment  
The Jim Henson Company  
1416 N. La Brea Avenue  
Hollywood, CA 90028

Dear Ms. Lista and Ms. Sheridan,

This letter is to express my avid interest in applying for the Creative Affairs Internship opportunity posted on henson.com. As a college senior majoring in Cinema Television Arts, possessing work experience and a keen interest in the type of work the Henson Company does, I feel I am well suited for the internship.

My education has provided me with foundational knowledge and experience pertinent to a career in the entertainment field, particularly in the area of film and television development. For example, in my Film-TV Industry class, I learned about current industry practices and trends from various guest speakers now working in the entertainment field, and I got the chance to apply that knowledge while working with other students on pitching a mock film idea to the class (as well as producing a behind-the-scenes video to accompany the pitch). Similarly, in my Scriptwriting: Sitcom class, I wrote beat sheets, a show bible, and a full spec script as part of the assigned coursework. I also pitched my idea for a new sitcom to the class, and read other students’ spec scripts during table reads.

In addition to these educational experiences, I have performed various office duties in the jobs I have held. For the last several semesters, I have been serving as the office assistant in the Cinema Television Arts Department where I am continuing to sharpen my professionalism, multi-tasking and organizational skills, and really learn my way around MS Outlook.

Altogether, I feel what I have learned at California State University Fullerton makes me an ideal candidate for this position, and I would be highly honored to be given the chance to work for this innovative and iconic company. Please contact me at your earliest convenience to schedule an interview.

Respectfully,

Aleta Hudson

*Signature only necessary when handwriting or typing and printing a letter. If this is going to be sent via email, no signature is necessary.
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**INTERVIEWING**

**BEFORE THE INTERVIEW**

- Review your resume.
- Always know ahead of time who will be conducting the interview and what type of interview format will be used (individual, panel, lunch, Skype, phone, etc.).
- Research the company, position, and industry.
- Practice responses to potential interview questions.
- Have correct directions and plan accordingly for traffic and parking time.
- Make sure interview clothes fit well and are clean and pressed.
- Schedule a mock interview with the Career Center or use InterviewStream to help you prepare.

**DURING THE INTERVIEW**

- Have a firm handshake.
- Always remember to smile, show enthusiasm and make eye contact with all interviewers.
- Be prepared with a 60 second commercial.
- Limit responses to no more than 2-3 minutes per question.
- Know strengths and weaknesses.
- Be prepared to identify specific skills as they relate to the job.
- Provide examples that illustrate or demonstrate a specific skill or function.
- Be ready to handle situational/behavioral questions utilizing the STAR (situation, task, action, result) approach.
- Always ask informative questions at the end of the interview.
  - “What are the next steps in the interview process?”
  - “Tell me about a typical week in this position.”
  - “If I am hired, what is the first thing you would like me to accomplish?”
- Remember to shake everyone’s hand and thank them.

**DAY OF THE INTERVIEW**

- Dress to impress.
- Always arrive 15 minutes early.
- Be nice and courteous to everyone with whom you come in contact.
- Bring extra copies of your resume and a list of references in a portfolio with a notepad and pen.

**AFTER THE INTERVIEW**

- Send a thank you note or email to all interviewers.
- Follow up with the employer at an appropriate time.
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JOBS.SOUTHERNWINE.COM
During an interview, non-verbal and verbal messages are the ways that recruiters will be evaluating each interviewee. Here are some samples of both types and how you can put your best foot forward:

**NON-VERBAL**
- Give a firm handshake
- Have straight posture & don’t slouch
- Smile
- Maintain eye contact with all Interviewers
- Try to control any nerves (avoid twirling your hair or bouncing your leg)
- Exude confidence

**VERBAL**
- Take your time in answering the questions
- Remain professional & positive
- Avoid filler words (such as like, um, uh, you know)
- Avoid profanity and slang words
- Use the **STAR** approach for situation/behavioral questions
  - **S** - Situation
  - **T** - Task
  - **A** - Action
  - **R** - Result
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UCI Paul Merage School of Business
FIVE DIFFICULT QUESTIONS

1. Why should I hire you?

   **TIP:** Focus on the organization’s needs rather than your own. (It may be helpful to think of yourself as a consultant)

2. Tell me one thing you would change about your last position?

   **TIP:** Never criticize a former supervisor or colleague in an interview. Try to describe a positive change and fit it into the position that you are applying for now.

3. Tell me about yourself.

   **TIP:** Keep the answer brief, professional and try to cover a few topics such as education, work experience, and any recent career/internship experience.

4. What would your supervisor say about you?

   **TIP:** Use a recent positive performance review or mention the trait that you have that everyone comes to you for. You can also come up with three or four words that positively describe you (i.e., creative, hard working, thoughtful, team player).

5. Why do you think you will be successful in this job?

   **TIP:** Define what you think success means for the role you are applied for and use examples of things you have done that make you the ideal candidate.

Thank You Interview Email Sample

To: Mr. Affleck (baffleck9515@techmail.com)
From: Blake Potter (bpotter@fullerton.edu)
Subject: Thank You!

Dear Mr. Affleck,

Thank you for the opportunity to interview and discuss the Office Assistant position with me today. Based on our conversation I am even more excited for the opportunity to work with ACME Corporation, as the culture seems great. Additionally, based on your description of the daily tasks required of the Office Assistant, I am confident that my previous administrative experiences set me up well to succeed in the position.

Please feel free to contact me if you need any further information. I look forward to hearing from you soon!

Sincerely,

Blake Potter
bpotter@fullerton.edu | 555-555-9000
**Acceptance Letter Sample**

**Mary Lamb**  
890 N. Malvern, Fullerton, CA 92832  
marylamb@fullerton.edu (232) 222-2323

May 29, 2017

Tanya Venturini  
Gala Communications  
2323 E. Pacific Way  
Anaheim, CA 92806

Dear Ms. Venturini:

I am delighted to confirm my acceptance for the position of Public Relation Specialist in your Public Relations department at Gala Communications. I will be attending the 3-day training orientation and begin my employment on Monday, June 11th.

In speaking with Ms. Smith, the Human Resources Representative, I understand that Gala Communications has an extensive healthcare and insurance benefits program as well as a 401(k) company match plan. As we agreed, my compensation will be $75,000 annually and will provide for 3 weeks paid vacation leave each year.

I would like to once again express my appreciation for your offer and my excitement about joining your team. I look forward to my association with Gala Communications and feel my contributions will be in line with your goals of growth and continued success for the company.

Sincerely,

Signature*

Mary Lamb

* Signature only necessary when handwriting or typing and printing a letter. If this is going to be sent via email, no signature is necessary.

**Decline Letter Sample**

**FRANK BICARD**  
567 S. Lincoln, Fullerton, CA 92832  
FBicard@fullerton.edu (714) 555-2978

May 29, 2018

Edward Murphy, Creative Director  
Concepts Inc.  
11414 East Rose St.  
Anaheim, CA 928036

Dear Mr. Murphy:

It was a pleasure meeting with you and your staff to discuss your needs for a Copy Editor. Our time together was very informative and enjoyable.

I want to thank you for the offer you have made to join your team as a Copy Editor. After careful thought and consideration, I have decided to decline the position. My decision is primarily based on the fact that I recently accepted a position elsewhere that is well suited with my qualifications, experiences and future goals.

I want to thank you for interviewing me and giving me the opportunity to learn more about your company and its projects. Best wishes to you and your staff.

Sincerely,

Signature*

Frank Bicard

* Signature only necessary when handwriting or typing and printing a letter. If this is going to be sent via email, no signature is necessary.
**Thank You Letter Sample**

**Carla A. Sloan**  
1248 McFadden Avenue  
Santa Ana, CA 93264  
CASloan@fullerton.edu  
(714) 777-1237

Sept 1, 2017

Mr. Richard Williams, College Relations Coordinator  
The Ace Corporation  
1001 Sunrise Boulevard  
Orange, CA 92780

Dear Mr. Williams:

Please accept my sincere thanks for the time and opportunity to interview with you yesterday. The visit to your corporate office and tour of the facility was very informative and served to reinforce my interest in The Ace Corporation and my interest in the Analyst Trainee position.

My degree in Finance, coupled with my experience at Bank of America gives me confidence that I have the necessary background to contribute to your organization immediately. For example, I would like to highlight my success with the Banking Practices in Orange County project I completed for the Capstone Finance 478 class. As the elected team leader, I established an inviting atmosphere of interaction amongst my teammates, collaborated with local companies, and developed a methodology to assess client information, only further enhancing my analytical skills. Joining the analyst team within the Ace Corporation will enable me to continue to grow and be challenged.

Once again, thank you for the interview opportunity. I am excited to be a candidate for the Analyst Trainee position, and I hope to hear from you soon.

Sincerely,

Signature*

Carla A. Sloan

* As with a cover letter, you only need to include a signature if you are typing and printing, or handwriting the letter to mail via U.S. Post. If you are sending an email, you do not need to include a signature.

**Follow-Up Letter Sample**

**Oscar Seanz**  
555 N. Broadway, Fullerton, CA 92832  
oseanz@gmail.com  (714) 555-5555

May 29, 2018

David Verdugo, Operations Director  
ABC Corporation  
1114 Winery Way  
Anaheim, CA 92806

Dear Mr. Verdugo:

I would like to take this opportunity to thank you for the information you provided me regarding your current opening as an Operations Manager, with ABC Corporation. After reviewing the job description, I became even more excited about the position and have already submitted my resume and cover letter to your Human Resources department to be considered as a candidate for the position.

As we discussed, I feel that my education and background has provided me with an understanding of business operations, which will prove to be a valuable asset within ABC Corporation. After meeting with you and discussing the main components of the position, I am confident that my experience in operations and logistics will enable me to make an immediate contribution to the expansion of your department. Additionally, I have always been considered a dependable and loyal employee with excellent communication skills. I have a strong willingness to learn more about your company and would enjoy being a part of your team.

I remain very interested in this opportunity and look forward to meeting with you again in the near future to further discuss your needs. If you require additional information in the meantime, I may be reached at (714) 555-5555.

Sincerely,

Signature*

Oscar Seanz

* Signature only necessary when handwriting or typing and printing a letter. If this is going to be sent via email, no signature is necessary.
LAGUNA COLLEGE OF ART + DESIGN

MASTER OF FINE ARTS
ART OF GAME DESIGN
CREATIVE WRITING
DRAWING
PAINTING

LCAD.EDU
**YOU GOT THE CAREER NOW WHAT?**

**MANAGE YOUR CAREER**
- Make a list of career goals
- Keep an open mind and look out for long term potential
- Show you are a leader even if you are not in a leadership role

**BECOME AN INDUSTRY EXPERT**
- Continue your education to stay up to date with industry trends and learn new techniques
- Join groups based on your industry and form a strong network

**CONTINUE TO BUILD YOUR PROFESSIONAL NETWORK**
- Join professional associations and be active within them
- Participate in cross-functional teams outside of your department when the opportunity arises

**BECOMING A PART OF THE TITAN ALUMNI NETWORK**
Join and take advantage of the programs and services offered by Cal State Fullerton’s Alumni Association. Whether you’re a CSUF graduate or a local community member, association membership will enrich your life and save you money in the process.

You will not only secure your connection to more than 265,000 CSUF alumni, but your membership dues will directly support association programs, events and student scholarships efforts for future Titan graduates. Join today!

[www.alumni.fullerton.edu](http://www.alumni.fullerton.edu)  
(657) 278-2586  
alumniengagement@fullerton.edu
Making the decision to attend graduate or professional school is a long-term commitment. People offer many explanations for their own decisions to pursue graduate or professional school. It may be worthwhile to examine your own reason for pursuing an advanced degree. A period of self-assessment may prove beneficial. Knowing why you are going to graduate or professional school will help you get what you want from your graduate or professional experience. It will help you maintain the motivation and dedication needed to succeed in a graduate or professional school program.

You also need to ask yourself the following questions:

- Am I ready to continue my formal education?
- Do I have sufficient financial resources?
- Do I know enough about the field to make the commitment?
- Would it be more appropriate to work first and then return to school?
- Are there other options that I should consider?
- Is this the best career path?

The following resources will assist you in identifying graduate programs in your chosen field and assist you with the application process:

- www.fullerton.edu/career
- www.graduateguide.com
- www.graduateschools.com
- www.myplan.com
- www.petersons.com
- www.princetonreview.com
- www.mapping-your-future.org
- www.gradschooltips.com

Test Information & Prep

- CPA Exams: www.aicpa.org
- MCAT: www.aamc.org
- GRE: www.gre.org
- LSAT: www.lsac.org
- CBEST: www.cbest.nesinc.com/about_cbest.asp
- GMAT: www.gmat.org
- Test Prep: www.studyguidezone.com

Financial Aid

- www.fafsa.ed.gov
- www.scholarships.com
- dream.csac.ca.gov
- www.fastweb.com
**SPRING**
- Research what graduate/professional programs you are interested in and request information directly from each program
- Select at least six programs to apply to
  - 2 top tier schools
  - 2 mid range schools
  - 2 safety schools
- Register and prepare to take the required graduate/professional admission test
  - GRE
  - GMAT
  - LSAT
  - MCAT
- Look into different national scholarships and grants and their deadlines
- Begin to create a list of faculty, peers, and employers to ask for a letter of recommendation

**SUMMER**
- Take required entrance exams and send results to your chosen schools
- Begin writing your personal statements and make an appointment with a Career Specialist to have them reviewed
- Request an admission application and financial materials from your chosen schools
- Make a schedule of due dates
  - Exams
  - Letters of recommendation
  - Application
  - National scholarships & grants

**EARLY FALL**
- Attend the Graduate School Expo
- Send letter of recommendation requests (early fall)
- Secure official transcripts
- Secure letters of recommendation
- Begin to put together your finished application

**LATE FALL**
- Submit your completed application
- Follow up with your official transcript and letters of recommendation to make sure they were submitted
- Check with the schools you applied to ensure all materials were received
- If an interview is part of the application, practice using InterviewStream software on the Career Center website or schedule a Mock Interview

**TIME LINE**
- Spring
- Summer
- Junior Year
- Senior Year
CALLING ALL HEROES!!!

HAVE A DEGREE, NOT IN TEACHING? NO PROBLEM!
BECOME A HERO IN LIGHTNING SPEED...

After six weeks of training and practice, those who earn their capes are eligible for hire into a full-time position, with medical and retirement benefits. Be the FIRST hero in a child's education. To learn more, visit us at www.Teach.Vegas or call us at 702-799-5427.

You may be eligible for financial assistance, contact Workforce Connections at 702-638-8750 for more information.

APPLY TO TEACH TODAY! CAPE INCLUDED.
Don't wait; apply today at www.Teach.Vegas.

CCSD CHANGES LIVES, STARTING WITH YOURS
Accept the challenge and teach where you can make a difference. We are searching the globe for those committed individuals with extraordinary passion, the keen ability to connect with students, and a relentless drive to achieve life-changing results.
1. **Record** any previous CSUF semester’s work on your Graduation Plan worksheets.
2. **Save** three categories for 9 units of upper-division coursework.
3. **Transfer** these chosen GE courses to the grids on your worksheets in the semester in which you want to take them.
4. **Select** the courses you want to take from your list of major requirements and add them to your worksheet.
5. **Add** your units each semester so you have running totals of all units in each category.
6. **Be** sure to take at least 40 units of upper-division courses.
7. **Apply** for a graduation check one year before you plan to graduate.
8. **Take** your completed plan with you when you see your specialist and major advisor.

**HOW TO USE THE CAREER & ACADEMIC PLAN**

<table>
<thead>
<tr>
<th>DEPT. #</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
<th>M</th>
<th>GE</th>
<th>E</th>
<th>SEMESTER GOAL</th>
</tr>
</thead>
</table>

*Dept # = department & course number | M = Major | GE = General Education | E = Elective*