



CALSTATEFULLERTON

# CAREER GUIDE

EIGHTH EDITION



# MEET THE STAFF

*From Left to Right*

*Back row:*

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*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*

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**DON'T KNOW WHAT TO DO  
WITH YOUR MAJOR?**

**Explore Career Center resources online:**

- Ferguson's Career Guidance Database Center
- EUREKA
- O'Net Online
- California Career Zone
- What can I do with my Major?

[www.fullerton.edu/career](http://www.fullerton.edu/career)

### ACKNOWLEDGMENTS


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# CAREER SERVICES



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](http://www.fullerton.edu/career) for more information.



**Major Exploration**



**Interview Prep and Mock Interviews**



**Career Assessments**



**LinkedIn Profile Creation & Review**



**Career Options with Your Major /Industry Specific Questions**



**Graduate / Professional School Preparation**



**Resumes & Cover Letters**



**Statement of Purpose Reviews**



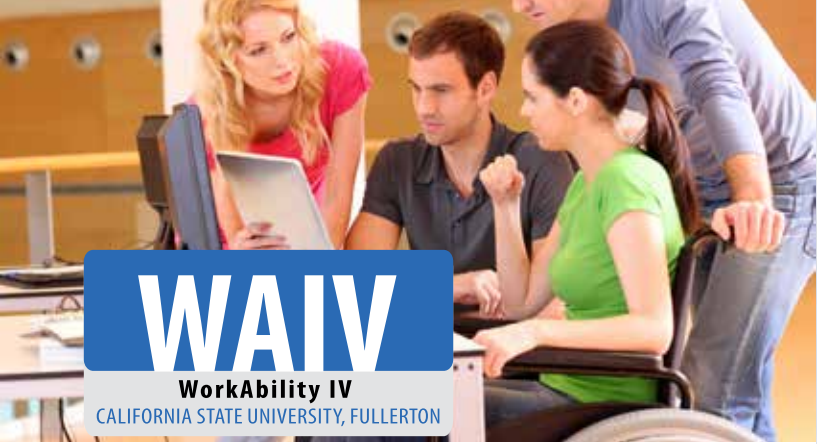
**Help with Internship or Job Search**



**Workability IV Student Appointments**



**Salary Negotiation**



## 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.

[go.enterprise.com](http://go.enterprise.com)

### KIM MARTIN

Talent Acquisition Manager  
[kimberly.m.martin@ehi.com](mailto:kimberly.m.martin@ehi.com)



To participate in the WorkAbility IV Program you must be an active client with the Department of Rehabilitation and a student (Junior or Senior year) or graduate of CSUF within 2 years.

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](mailto:ptnguyen@fullerton.edu)



Equal Opportunity Employer



# 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.



[FULLERTON.EDU/CAREER](http://FULLERTON.EDU/CAREER)

Stay in the know. Follow us: [@CSUcareer](https://twitter.com/CSUcareer)

#TitansWork #TitansReachHigher

# BUILDING A STRONG NETWORK/ENTOURAGE WORKSHEET

## SECTION 1

### Building a Strong Network/Entourage

YES NO

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

YES NO

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?

YES NO

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!

YES NO

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?

Section 1: \_\_\_\_\_ Section 2: \_\_\_\_\_ Section 3: \_\_\_\_\_ Section 4: \_\_\_\_\_ Total: \_\_\_\_\_

Now, add up the "Yes" responses for each section and record below:

**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



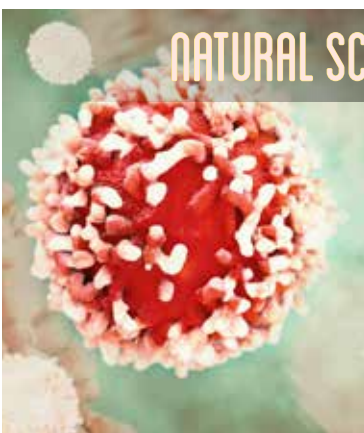
## BUSINESS & ECONOMICS

**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



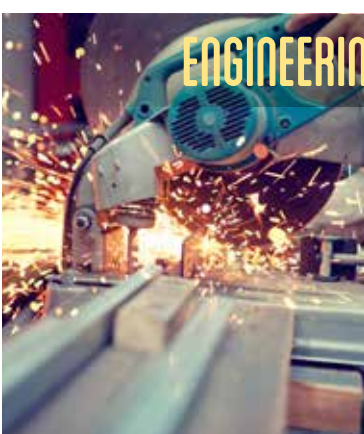
## NATURAL SCIENCES & MATHEMATICS

**Your Specialist is:**  
Michelle Ajemian Levy  
*Student Success Center*  
McCarthy Hall (MH) 488  
**Contact:**  
milevy@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

Rank	Value	Can I Compromise?	Rank	Value	Can I Compromise?
<input type="checkbox"/>	Achievement	Yes No	<input type="checkbox"/>	Leisure time	Yes No
<input type="checkbox"/>	Contribution to society	Yes No	<input type="checkbox"/>	Congenial co-workers	Yes No
<input type="checkbox"/>	Creativity	Yes No	<input type="checkbox"/>	Routine responsibilities	Yes No
<input type="checkbox"/>	Helping others	Yes No	<input type="checkbox"/>	Status/prestige	Yes No
<input type="checkbox"/>	Financial reward	Yes No	<input type="checkbox"/>	Teamwork	Yes No
<input type="checkbox"/>	Independence	Yes No	<input type="checkbox"/>	Variety	Yes No
<input type="checkbox"/>	Intellectual challenge	Yes No	<input type="checkbox"/>	Other (specify: _____ )	Yes No
<input type="checkbox"/>	Job security	Yes No			

## IDENTIFYING STRENGTHS

List:	Past Experience	Tasks/Responsibilities	Strengths Used and Developed
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>

Make a prioritized list of strengths:

Strengths Listed Above	Ways Demonstrated	Priority
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



# CAREER EXPLORATION

*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.

# CAREER DEVELOPMENT

## PRIMARY TASK

## QUESTIONS TO ASK

### FRESHMAN YEAR (0-29 UNITS)



- What skills do I have?
- What interests me?
- What lifestyle is important to me?
- Where can I go on campus for information and resources?

### SOPHOMORE YEAR (30-59 UNITS)



- What careers are related to my major?
- What characteristics and skills are employers seeking?
- Who are the professionals I admire and what distinguishes them?
- What else can I do to explore my interests, skills, and values?
- How can I explore majors?
- How can I explore careers?

### JUNIOR YEAR (60-89 UNITS)



- What experiences can help me gain required skills for my career?
- Is graduate/ professional school for me?
- What are prerequisites to get into graduate/ professional school?
- What are the trends influencing opportunities in my major?
- What skills are employers looking for?

### SENIOR YEAR (90 + UNITS)



& GRADUATE / PROFESSIONAL SCHOOL APPLICATIONS

- How can I market my experience and academics?
- What skills and experiences will give me a competitive edge?

# DEVELOPMENT PLAN

## 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

## 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

- 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

- 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

YOUR *future* MATTERS

VANGUARD UNIVERSITY'S  
GRADUATE PROGRAMS

**ORGANIZATIONAL  
PSYCHOLOGY**

LEADERSHIP STUDIES

E D U C A T I O N

**CLINICAL  
PSYCHOLOGY**

THEOLOGICAL STUDIES

N U R S I N G



**VANGUARD  
UNIVERSITY**

[VANGUARD.EDU/GRADUATE](http://VANGUARD.EDU/GRADUATE)

## 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 in 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

1

## 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.*

2

## 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.*

3

## 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.*

4

## 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.*

5

## 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.*



# THE JOB SEARCH

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 phone calls, consulting your interview attire and practicing for your interview. Use the check list below to stay in control of your job search:

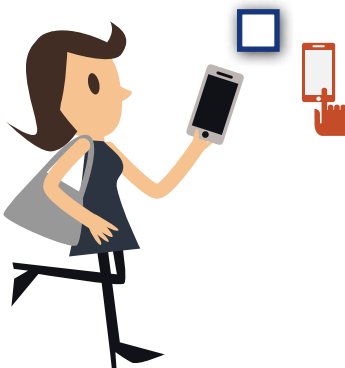
## JOB SEARCH/INTERNSHIP CHECKLIST



**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

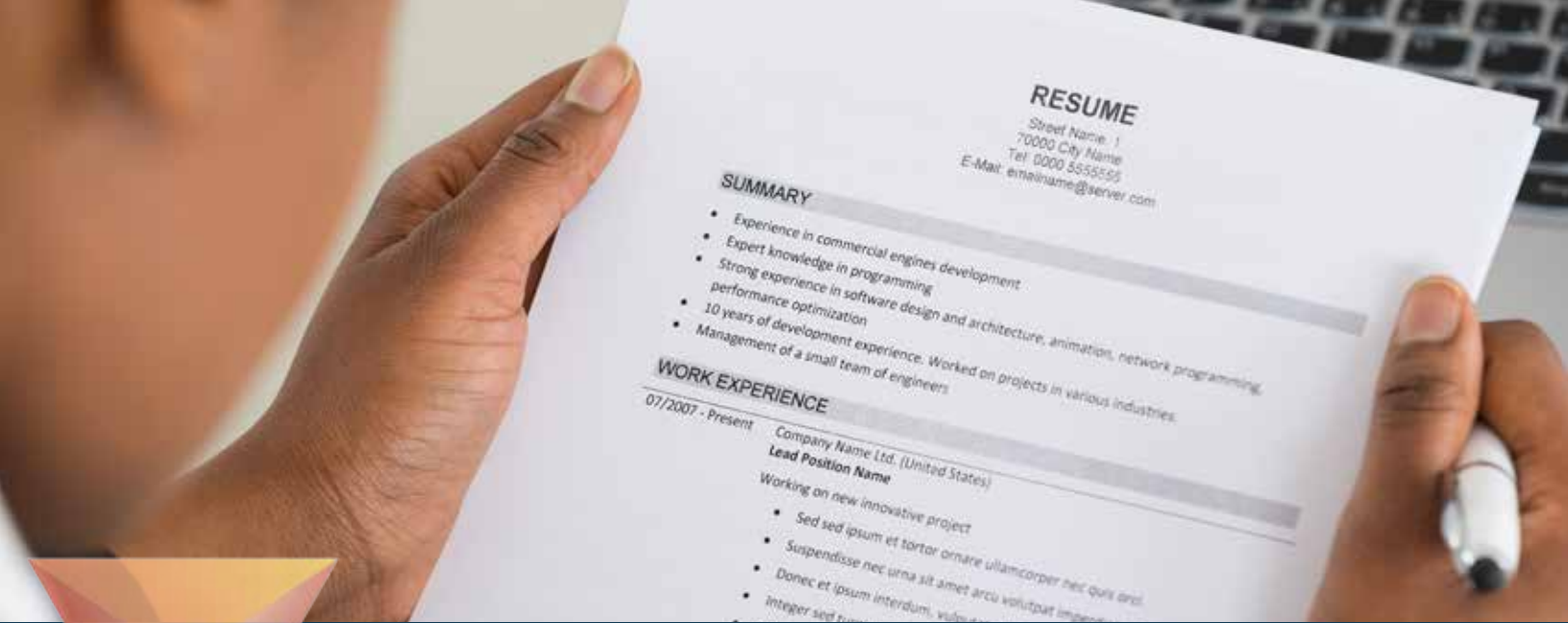
- Research salary ranges before beginning the job search process
- Postpone salary talk until you have had time to sell yourself and assure the employer of your capabilities
- Try to let the employer talk salary figures first

### 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.



# RESUMES/COVER LETTERS

## 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.?

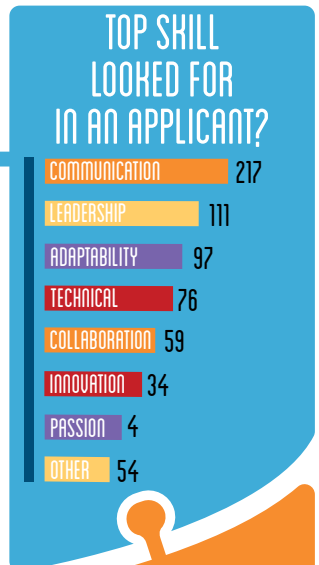
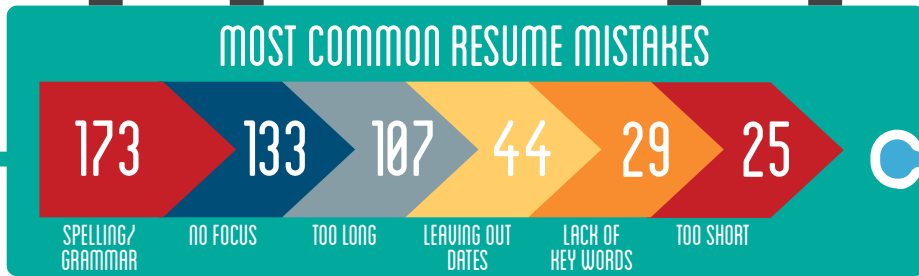
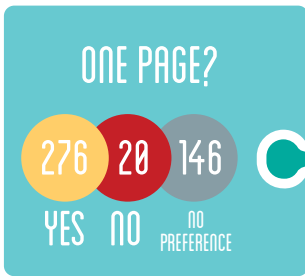
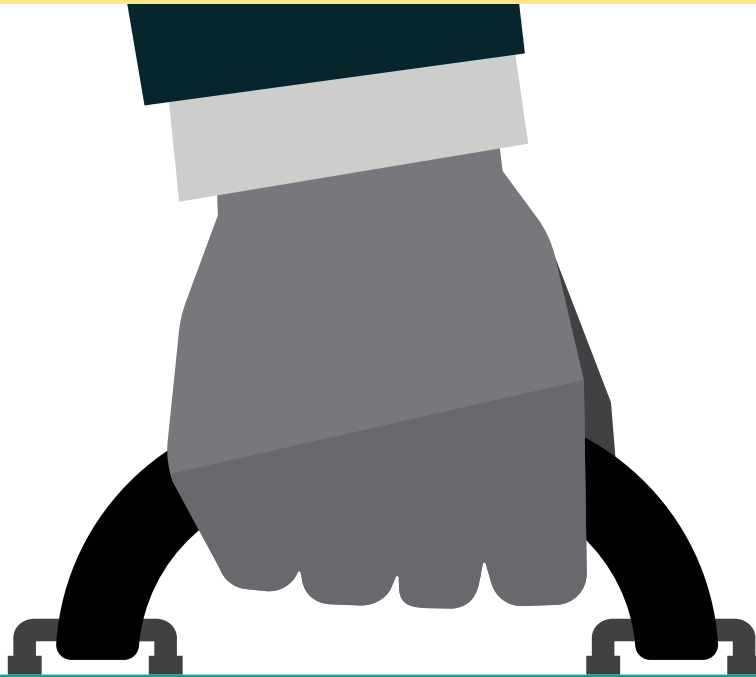
**RESULT-** what was the result of your action, what did you accomplish?

*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).*

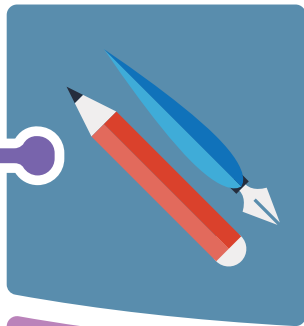
## RESUME DON'TS

- ✗ 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

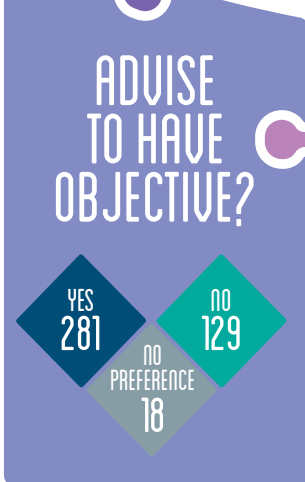
# WHAT EMPLOYERS SAY ABOUT RESUMES



“COME PREPARED WITH KNOWLEDGE OF THE ORGANIZATION, POSITIONS, AND THEIR QUALIFICATIONS.”  
-CALRECYCLE



## RESUME



“FIND YOUR UNIQUE VALUE.”  
-NORTHWESTERN MUTUAL IRVINE



“BE CONFIDENT IN YOURSELF, & KNOW THE ROLE.”  
-INSIGHT GLOBAL

“GET INTERNSHIP EXPERIENCE. YOU WILL STAND OUT FROM THOSE WITH ONLY A DEGREE.”  
-HCC SURETY GROUP



\*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.



5TH EDITION

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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

## RESEARCH

clarified  
collected  
conceived  
critiqued  
detected  
diagnosed  
disproved  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
researched  
reported  
reviewed  
searched  
studied  
summarized  
surveyed  
systematized  
wrote

## MANAGEMENT

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

## TECHNICAL

analyzed  
assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
inspected  
maintained  
operated  
overhauled  
programmed  
remodeled  
repaired  
solved  
trained  
upgraded

## CREATIVE

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

## TEACHING

adapted  
advised  
clarified  
coached  
communicated  
coordinated  
defined  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
guided  
informed  
initiated  
instructed  
lectured  
persuaded  
presented  
set goals  
stimulated  
taught  
trained  
updated

## CLERICAL/DETAIL

activated  
altered  
assembled  
approved  
arranged  
catalogued  
classified  
collected  
compiled  
described  
dispatched  
edited  
estimated  
executed  
gathered  
generated  
implemented  
inspected  
listed  
maintained  
monitored  
observed  
operated  
organized  
overhauled  
prepared  
processed  
proofread  
published  
purchased  
recorded  
reduced  
retrieved  
screened  
specified  
streamlined  
systematized

## FINANCIAL

adjusted  
administered  
allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
compared  
computed  
developed  
estimated  
forecast  
forecasted  
managed  
marketed  
planned  
projected  
reevaluated  
reconciled  
researched  
sold

## HELPING

advised  
aided  
assessed  
assisted  
brought  
clarified  
coached  
coordinated  
counseled  
dealt  
demonstrated  
diagnosed  
educated  
encouraged  
enlisted  
expedited  
facilitated  
familiarized  
guided  
helped  
inspired  
maintained  
modified  
performed  
referred  
rehabilitated  
represented  
supported  
upheld

## ADDITIONAL

anticipated  
arbitrated  
ascertained  
charted  
checked  
classified  
collected  
completed  
conducted  
conserved  
consolidated  
constructed  
controlled  
coordinated  
counseled  
created  
decided  
defined  
delivered  
detailed  
detected  
determined  
devised  
diagnosed  
directed  
discovered  
dispensed  
displayed  
disproved

dissected  
distributed  
diverted  
dramatized  
drew  
drove  
eliminated  
empathized  
enforced  
established  
estimated  
evaluated  
examined  
expanded  
experimented  
explained  
expressed  
extracted  
filed  
financed  
fixed  
followed  
formulated  
founded  
gathered  
gave  
generated  
guided  
handled  
headed  
helped  
hypothesized  
identified  
illustrated  
imagined  
implemented  
improved  
improvised  
increased  
influenced  
informed  
initiated  
innovated  
inspected  
installed  
instituted  
instructed  
integrated  
interpreted  
interviewed  
invented  
inventoried  
investigated  
judged  
kept  
led  
learned  
lectured  
lifted  
listened  
logged  
maintained

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  
programmed  
projected  
promoted  
proof-read  
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  
risky  
scheduled  
selected

sensed  
separated  
served  
sewed  
shaped  
shared  
showed  
sketched  
solved  
sorted  
summarized  
supervised  
supplied  
symbolized  
synergized  
synthesized  
systematized  
talked  
taught  
tended  
tested  
trained  
transcribed  
translated  
traveled  
treated  
troubleshoot  
tutored  
typed  
unified  
united  
upgraded  
used  
utilized  
verbalized  
warned  
washed  
weighed  
wired  
worked

## Tuffy Titan

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

### EDUCATION

California State University, Fullerton

*Master of Arts, Psychology*

*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

May 2016

*Bachelor of Arts, Psychology*

Cum Laude Honors

Citrus College, Glendora, CA

May 2013

*Associate of Arts, Psychology*

### RESEARCH EXPERIENCE

California State University, Fullerton – Dr. Joseph M. Cervantes

Student Research Assistant

May 2015-Present

- 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
- Analyze qualitative data by interpreting interview responses for relevant themes
- Write up results, submit conference proposals, and prepare manuscripts for publication

California State University, San Bernardino – Dr. Dudley West

Volunteer Research Assistant – Department of Educational Psychology

February 2015-Present

- 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

Volunteer Research Assistant – National UnDACAmented Research Project (NURP)

June 2015– February 2016

- 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 ABS40/Undocumented Student Research Project
- Wrote and edited manuscripts, reports, conference proposals and literature reviews

### TEACHING EXPERIENCE

California State University, Fullerton – Counseling Department

September 2014-March 2016

Student Course Assistant - Dr. Joseph M. Cervantes

*Psychopharmacology for Counselors; Professionsal, 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

California State University, Fullerton – Psychology Department

January 2014-January 2015

Student Course Assistant – Dr. Sue Sy

- Attended weekly Educational Psychology course lecture and held weekly office hours
- Assisted instructor during class meetings, graded homework and exams, and recorded/posted grades
- Hosted exam review sessions and gave a lecture on “Sexual Orientation and the Classroom”

### CONFERENCE PRESENTATIONS

Cervantes, J., Martinez, L., & Vargas, L. (June 2016). *Resiliency and strength based interventions with undocumented Latino/a university students*. Presented at National Latino Psychological Association Biennial Conference, Albuquerque, New Mexico.

Cervantes, J., Martinez, L., & Vargas, L. (March 2016). *Learning from undocumented Latino/a university students – comments from qualitative interviews*. Presented at American Psychological Association Convention, Division 43, Washington, District of Columbia.

Person, D., Martinez, L., & Garcia, Y. (March 2015). *Effectively shaping undocumented student environments in higher education*. Presented at Western Regional Conference for National Association of Student Personnel Administrators, Salt Lake City, Utah.

### CONFERENCE POSTERS

Nelson, B., Martinez, L., & Patterson, A. (October 2015). *Treatment efficacy of working memory in learning disable children through computerized cognitive training*. Presented at World Psychiatric Association of International Congress, Vienna, Austria.

Espinoza, R. & Martinez, L. (April 2014). *Biased jury decisions. influence of immigrant status. country of origin, and ethnicity*. Presented at Western Psychological Association Convention, Portland, Oregon.

### MANUSCRIPTS IN REVIEW

Martinez, L., Wiest, D. & Wong, E. *Utilizing computerized cognitive training to improve encoding and working memory*. Submitted to Education Journal, June 2016.

### 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

June 2015

California State University, Fullerton

*Undocumented Student Persistence and Emergence Through Change in Policies*

Round Table Hot Topic Discussions – Center for Research on Education and Access and Leadership

May 2015

**California State University, Fullerton**  
*AB540 Students: Past, Present, and Future Panel*  
 AB540 Conference Reaching the Dream Together: Helping AB540 and Undocumented Students

**HONORS AND AWARDS**

Outstanding Psychology Masters Student of the Year Award  
 Psychology Department Students Associated Honorary Member Award  
 Distinguished Service as a President Scholar Award  
 English Department Academic Senate Award  
 Dean's Award for Student Services  
 Bank of American Achievement Award in the field of Foreign Language

**SCHOLARSHIPS AND GRANTS**

National Hispanic Business Women Association Scholarship  
 Loh Seng Tsai Memorial Scholarship for Teaching or Research Promise  
 Psychology Department Honors and Awards Travel Grants  
 Hermanas Unidas State Scholarship  
 Chicano/Latino Faculty and Staff Association Graduate Scholarship  
 California State University, Fullerton Futures Scholars Scholarship

**AFFILIATIONS AND MEMBERSHIPS**

National Latino/a Psychological Association, *Graduate Student Member*  
 American Psychological Association, *Student Affiliate*  
 Hemanas Unidas, Alumni Association, *Member*  
 Alpha Kappa Delta International Sociology Honor Society, *Member*  
 Chicano/a Resource Center, *Advisory Board*  
 Alliance of Students for an Equal Education, *Member*

**PROFESSIONAL DEVELOPMENT**

American Civil Liberties Union 2014 Conference and Lobby Day  
 Orange County Global Women's Conference  
 Women of Color Kaleidoscope Leadership Institute  
 Closing the Latino Achievement Gap Orange County Summit

**SKILLS**

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



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## GENERAL RESUME SAMPLE (Created with Titan Resume Builder)

### Tuffy Titan

Cell (559) 999-9999  
titan@gmail.com  
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**  
California State University, Fullerton  
Major GPA 3.7 Overall GPA 3.5  
Expected Graduation May 2018

#### 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, Claris Works, and Adobe Illustrator

#### ACTIVITIES

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

## FIRST SEMESTER FRESHMAN RESUME SAMPLE

### Tuffy Titan

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

#### OBJECTIVE

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

#### EDUCATION

California State University, Fullerton  
Bachelor of Arts  
Expected May 2021

#### EXPERIENCE

Regional Occupation Program (ROP)  
*Intern*, Roberts Insurance, Fullerton, CA  
Spring 2016

- 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.

#### VOLUNTEER EXPERIENCE

St. Andrew's Church, Fullerton, CA  
December 2014

- Boxed food donations for distribution and helped serve holiday meals to homeless.

#### SCHOLARSHIPS & AWARDS

- Abrego Future Scholar Recipient, CSUF  
Fall 2016

#### SKILLS

- MS Word, Excel, Adobe Photoshop, basic internet research.
- Bilingual: Spanish

# INTERNSHIP RESUME SAMPLE (Created with Titan Resume Builder)

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

## **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

Expected Graduation: August 2018

## **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*

- 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

February 2016 - Present

## **OTHER EXPERIENCE**

**Bank of America, Fullerton, CA**

*Teller*

- Assisted customers with various financial transactions
- Promoted new services and products to customers
- Originated new bank accounts for customers

January 2015 - February 2016

**Law Offices of Rafael Olmos, Santa Ana, CA**

*Clerical Assistant*

- Provided administrative support to lawyers and paralegals
- Managed master calendar for three attorneys
- Translated legal documents for Spanish speaking clients

May 2014 - January 2015

## **SKILLS**

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

## **AFFILIATIONS**

- Finance Association, California State University, Fullerton

August 2015-Present

# PART-TIME RESUME SAMPLE (Created with Titan Resume Builder)

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

## **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

Expected May 2018

## **RELATED COURSEWORK**

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

## **WORK EXPERIENCE**

**Bank of America, Anaheim, CA**

*Teller*

- Assist customers with various financial transactions
- Promote new services and products to customers
- Update customer accounts after each transaction
- Translate for Chinese speaking customers

February 2016 - Present

**Target Stores, Yorba Linda, CA**

*Cashier*

- Provided superior customer service, answered customers questions, and resolved customer complaints
- Assisted in training new employees in the areas of customer service, cashiering, and policies and procedures
- Responsible for cashiering and stocking duties

January 2014 - February 2016

**VOLUNTEER EXPERIENCE**  
**New Student Programs, CSUF**  
*Orientation Leader*

- Participated as an orientation leader and facilitated campus tours to incoming freshman
- Familiarized new students with on-campus student services and resources

Summer 2014

## **SKILLS**

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

## **AFFILIATIONS**

- Finance Association, California State University, Fullerton

September 2015-Present

## Tuffy Titan

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

### OBJECTIVE

To obtain an Elementary Teaching position at Garden Grove Unified District where outstanding communication skills and teaching experience can be utilized

### CREDENTIALS

California State University, Fullerton  
Multiple Subject Teaching Credential

Expexcted May 2017

### EDUCATION

California State University, Northridge

Bachelor of Science, Child and Adolescent Development

May 2015

### TEACHING EXPERIENCE

Placentia Yorba Linda School District, Placentia, CA

Elementary School Teacher

January 2017 – Present

- 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

Elementary School Teacher

June 2016 – December 2016

- 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

May 2015 – August 2016

- Developed leadership and team building skills and was granted *Favorite Counselor Award*
- Composed weekly newspaper on camp events and recognitions, gaining better exposure for the camp
- 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

September 2015  
June 2012

### PROFESSIONAL AFFILIATIONS

## Tuffy Titan

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

### OBJECTIVE

Seeking a full-time Family Advocate position where case management abilities, related experience and academics can be utilized

### EDUCATION

California State University, Fullerton

Bachelor of Science, Human Services; Minor: Spanish

Expected: May 2017

### RELATED COURSEWORK

- Case Analysis and Intervention Techniques
- Group Process and Membership
- Program Design and Proposal Writing
- Theories and Techniques of Counseling

### RELATED EXPERIENCE

T.Y.K.E.S. Community Resources, Chino, CA

Case Management Intern

August 2016 - Present

- Provided case management to diverse families with children from birth to five years of age
- Assisted other case managers with the facilitation of court mandated parenting classes
- Collaborated with other community agencies and nonprofit organizations to locate available resources for parents in need of social services

G.R.E.A.T. Resource Center, Chino, CA

Community Liaison Intern

January 2016 - May 2016

- Coordinated services and linked families to community services
- Planned and organized a dental health workshop promoting dental hygiene
- Supported families by providing bus and motel vouchers when needed

Pals Program, Human Services Department, Anaheim, CA

Volunteer

August 2014 - December 2015

- Conducted educational workshops and activities aimed in promoting positive self-esteem and leadership skills among diverse adolescents
- Delivered one-on-one mentoring to at risk and troubled teens

### OTHER EXPERIENCE

Law Offices of L. Weber, Yorba Linda, CA

Office Law Clerk

April 2014 - December 2015

- Screened prospective workers' compensation clients by phone for relevancy of cases
- Translated both in person and in writing for Spanish speaking clients

### MEMBERSHIPS

- Human Services Student Association (HSSA), CSUF

Fall 2014 - Present

### SKILLS

- Language: Fluent in Spanish
- Computer: MS Office (Word, Excel, Outlook, PowerPoint, and Publisher)

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

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

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

- 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

**RELEVANT EXPERIENCE**  
 Advanstar Communications Inc., Santa Ana, CA  
*Promotions Coordinator*  
 September 2014-Present

- Oversee implementation of social media campaigns to increase acquisition of new customers
- Build and maintain long term relationships with customers which foster successful contract negotiations
- Partner with 5 local radio stations to advertise company trade shows and expand reach of services
- Develop training activities to improve effectiveness of staff based on performance and opportunities

Enterprise, Anaheim, CA  
*Intern*  
 June 2013-August 2014

- Assisted with inventory and deployment of a fleet of 200+ vehicles to retail and commercial customers
- Delivered excellent customer service which contributed to a consistently high ESQI score for the branch
- Marketed services to local businesses through cold calling and client visits to create new business
- Cultivated fact finding procedures to ensure the best solutions that meet customer requirements

Disneyland Anaheim Resorts, Anaheim, CA  
*Server*  
 October 2012-May 2013

- Provided a high level of service utilizing the "Disney Way" for hundreds of guests on a daily basis
- Addressed guest concerns and resolved conflicts according to Disney's policies and practices
- Trained over 20 servers and cashiers in basic service operations set by company protocol manuals

**MEMBERSHIPS**  
*American Marketing Association, Member*  
*Finance Association, Treasurer*  
 September 2013-May 2016  
 January 2013-May 2013

**SKILLS**  
 Technology: Facebook, Instagram, Twitter, and Adobe Systems Photoshop  
 Language: Fluent in Spanish both written and oral

**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, Accounting Concentration*  
 Overall GPA: 3.4, Accounting GPA 3.5  
 Expected May 2017  
 CPA Eligibility: May 2017

**INTERNSHIP EXPERIENCE:**  
 KPMG, Irvine, CA  
*Auditing Intern*  
 June 2015 - August 2015

- 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  
*Customer Service Representative/Teller*  
 November 2014 - Present

- 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

**Admissions and Records, CSUF, Fullerton, CA**  
*Administrative Student Assistant*  
 February 2013 - September 2014

- Provided technical assistance and information to students and the public in a courteous manner
- Reviewed 100+ confidential applications and forms for accuracy and completeness on a weekly basis
- Assisted with implementation of a document tracking system which improved office efficiency

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

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

**SKILLS:**  
 Technology: Proficient in Microsoft Suite, Advanced in Excel and Intuit QuickBooks  
 Language: Intermediate in Korean

# BUSINESS RESUME SAMPLE (Created with Titan Resume Builder)

## Tuffy Titan

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

### EDUCATION

California State University, Fullerton - Mihaylo College of Business and Economics Master of Business Administration	2016
University of California, Irvine Bachelors in Science - Management Science, International Relations	2010
London Business School - London International Studies	2009

### CORE COMPETENCIES

Microsoft Office Suite	Consumer Relations Management	Project Management
Consumer Behavior	Interpersonal Relationships	Qualitative Research
Market Intelligence	Data Mining	

### EXPERIENCE

<i>Strategic Management Analysis - Confidential Client (Electronic Manufacturing Services)</i>	2016
<ul style="list-style-type: none"> <li>Analyzed company's business strategy with emphasis on marketing and presented comprehensive strategic analysis and recommendations to the company's executive team</li> </ul>	
<i>Business Intelligence Solution - Confidential Client (Private Health Services)</i>	2016
<ul style="list-style-type: none"> <li>Identified and evaluated the company's BI needs and custom-designed an ERM/CRM solution and implementation package</li> </ul>	
<i>Ben &amp; Jerry's - Marketing Plan</i>	2015
<ul style="list-style-type: none"> <li>Conducted quantitative market research for Ben &amp; Jerry's Snack-Size Ice Cream line; assessed current product portfolio to identify unmet consumer needs to optimize current positioning; resented marketing plan and consumer behavior projections</li> </ul>	
<i>The Walt Disney Company</i>	2015
<ul style="list-style-type: none"> <li>Performed in-depth financial and governance analysis to determine Disney's intrinsic value and market landscape; presented executive-level equity increasing suggestions</li> </ul>	
<b>University of California, Irvine Executive Assistant to Dean</b>	2011 - Present
<ul style="list-style-type: none"> <li>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</li> <li>Manage the Dean's day-to-day personal schedule and infectious disease clinic</li> <li>Plan, execute, and host Division meetings, conferences, seminars for CME credits for MDs and PhDs, and campus events</li> <li>Train new employees; welcome and host foreign academic dignitaries; manage purchasing/receiving and maintain inventory records; supervise the NIH Grant programs</li> <li>Implement the department's Account Reconciliation by incorporating the budget, invoices, and projections in coordination with the Finance Department</li> </ul>	

### Office of Dentistry, Jonathan F. Smith, D.D.S., Inc.

<i>Dental Assistant/Office Manager</i>	2007 - 2011
<ul style="list-style-type: none"> <li>Effectively coordinated duties of six co-workers and three dentists</li> <li>Generated and maintained financial reports, patient and insurance billing records and account reconciliation</li> <li>Modernized the office through updating processes and protocols in addition to managing logistics for efficient daily operations</li> <li>Eliminated staff turnover rates by promptly addressing HR problems and increasing office training in effective communication, teamwork and cultural sensitivity</li> </ul>	

### AFFILIATIONS

<i>Second Harvest Food Bank of Orange County Public Relations, Events Coordinator, Newsletter Editor, Photographer, Social Media Specialist</i>	2000-Present
<i>MBA Association Vice President, Recording Secretary, Treasurer, Commemorative Events Chairman</i>	2014-2016

### AWARDS

<i>Graduate Business Scholarships: Anna B. Sprangler Memorial, Dr. Alma Adams Business Management Scholarship: CWIT, Franklin G. Adams, American Management Society (AMS), Future Business</i>	2014-2016 2005-2010
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# COMMUNICATION RESUME SAMPLE (Created with Titan Resume Builder)

## Tuffy Titan

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

### EDUCATION

California State University, Fullerton

BACHELOR OF ARTS, COMMUNICATIONS  
Minor in Spanish, GPA 3.5

Expected Graduation: May 2018

### RELEVANT EXPERIENCE

Daily Titan, California State University, Fullerton  
*Editor-in-Chief*

May 2015- Present

- 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

### Associated Students, Inc. Productions

*Spring Concert Coordinator*

July 2015- May 2016

- 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 Programming Coordinator*

July 2014- May 2014

- 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*

April 2013- October 2014

- 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  
Intercultural Communication

Feature Article Writing  
Advanced Magazine Writing

### ORGANIZATIONS & AWARDS

- Society of Professional Journalists, CSUF Chapter
- Excellence in Student Leadership Award
- Alumni Association Scholarship
- Alfred and Louise Hewitt Journalism Fund

2015 - Present  
2016  
2015  
2014-2015

### SKILLS

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

## CREATIVE RESUME SAMPLE #1

### Lilly Gazharian

Home Address: 213 W. Gage Ave. Fullerton, CA 92836  
Home Phone: 714-456-7890  
Email: gazharianlilly@gmail.com  
Website: http://lilys-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*

- Efficiently 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**

- Contacted potential speakers, booked rooms, brainstormed ideas with fellow officers

**Club Member, Pencil Mileage Club**

*Fall 2013-Spring 2015*

*Fall 2015-Spring 2016*

#### HONORS AND AWARDS

**Member, CSUF Honors Program**

- 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: 3.8)

*Fall 2012-Present*

## 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 Penndrill**

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

## FINE ARTS SAMPLE

**RHONDA GAWTHROP**  
**EXHIBITION ASSISTANT**

**Legends and Legacies: The First 100 Years of Fullerton College, 2013**

Fullerton Museum; Intern working with Curators Carola Haider and Christina Hasenberger-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.

**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.
  - Assisting at gallery openings, exhibition installations, designing event announcements, assisting registrar.
  - Working with gallery preparator for art deliveries, gallery remodeling and gallery sitting.

**Muckenthaler 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, Disney, Fisher Price. Projects include TV, re-branding/product launches - digital and print. Other clients include MGA Entertainment properties, BioAstin Hawaiian supplements, Beats by DRE, Garden Art International and Fiction LA.

**Ogilvy West Advertising, LA 1992 - 2009**

Associate Creative Director/Brand Builder on 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: Disney, Gerber Baby Food, Microsoft, Korean Air, and American Express.

**RHONDA GAWTHROP**  
**EXHIBITION ASSISTANT**


rhondagawthrop1@gmail.com • phone 818.268.0183 • 723 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](http://www.portfolium.com/rhondagawthrop)

**EXHIBITIONS**
**Surf's Beat Generation: An Art & Cultural Revolution in Orange County from 1953-1964, 2016**

Graduate Exhibition, Co-Curator with Chrystal McCluney, CSUF Begovich Gallery

- Created show concept and implementation start to finish, from research and interviews, to designing the gallery space, installation and planning of opening 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 Alummi Kickoff party that featured Fred Tomaselli.

**Roland Reiss: Paintings and Sculpture, 2014**

Curatorial Assistant working with Curator Mike McGee, CSUF Begovich Gallery

- Assisted in gathering information to complete the 260 page, hard cover publication on Reiss' 50 year career.
- Worked directly with Mike McGee and Roland Reiss in developing the exhibition.
- 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 art work, directly interacted with gallery preparator.
- Handling and unpacking of artwork, documentation of objects on loan, condition reports.

**Mat James Nelson: discarded, 2014**

Co-Curator with Trina Moreno, CSUF West Gallery

- Responsible for the concept and development of the exhibition.
- Created model 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.

Gawthrop, page 1 of 3



## 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: Activism

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 directly with Fred Tomaselli and Curator Mike McGee

##### Faculty Show

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

##### Whirligigs: The Art of Peter Gelker

CSUF Begovich Gallery, 2015;  
 Grad Assistant working with Director Mike McGee and Curator Lynn Ganwell

##### Roland Reiss: Paintings and Sculpture

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

##### Matjames Melson: Discarded

CSUF West Gallery, 2014;  
 Co-Curator

##### F. 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 Animas 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](http://www.tuffytitan.webs.com)

Height: 5'2"  
 Hair: Brunette  
 Eyes: Green  
 Range: Low G Flat-High F  
 Soprano/Belter

#### 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/us Maggie & Diana  
 Holly  
 Celia  
 Peggy  
 Wendy Jo  
 1<sup>st</sup> Soprano  
 Dance Captain  
 Nancy  
 Dorothy

Sand Harbor, Lake Tahoe Shakespeare, NV  
 Plummer Auditorium, 3D Theatricals, CA  
 Little Theater, CSUF, Fullerton, CA  
 Shakespeare in The Vines, Temecula, CA  
 Little Theater, CSUF, Fullerton, CA  
 Little Theater, CSUF, Fullerton, CA  
 Tustin Light Opera/Limon Carr Prod., CA  
 Grand Theater, Tahoe Players Assn., NV  
 Incline Theatre Co., NV  
 Incline Theatre. Co., NV

#### VARIETY

##### Front and Center with Heart

*Dir: Roger Castellano*  
*Fabulous Forties*  
*Visions and Visionaries, 2016*  
*100 Years of Broadway*  
*Visions and Visionaries, 2017*

Featured Soloist/Dancer  
 Choreo: *Dana Solimando*  
 Dance Capt./Singer/Dancer  
 Singer/Dancer  
 Singer/Dancer  
 Singer/Dancer

Honda Center, Anaheim, CA  
 California State University, Fullerton  
 California State University, Fullerton  
 California State University, Fullerton  
 California State University, Fullerton

#### EDUCATION

California State University, Fullerton

BFA in Musical Theatre with Honors  
 Expected Graduation May 2017

#### Acting

Stanislavski  
 Musical Theatre  
 Chekov

Svetlana Efremova  
 Mitch Hanlon, Eve Himmelheber, Jeremy Evans  
 Maria Cominis, John Short, Evelyn Carol Case,  
 Lake Tahoe Shakespeare

#### Dance

Jazz  
 Tap  
 Ballet  
 On Pointe

Macarena Gandarillas, William F. Lett, Anna Mensie  
 William F. Lett, Monica Folio  
 Muriel Joyce, Merle Sepel,  
 Murrel Joyce

#### Voice

Musical Theatre  
 Opera

Mitch Hanlon, David Alt, Diane King Vann  
 Gary Aldrich

#### SPECIAL SKILLS

Guitar, Flute, Basic Tumbling, Aerial Arts experience, Makes amazing blueberry pies!

## FEDERAL RESUME SAMPLE

## 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)**  
100 N. East Blvd  
Fullerton, CA 92831 United States  
May Contact Supervisor: Tuffy Brown, (999-888-7777)

**Program Coordinator**  
06/2016 - Present  
40 Hours/Week  
42,400 USD Per Year

- 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 Trian Research Software, Microsoft Excel, and Power Point

**California State University, Fullerton**  
800 N. State College Blvd  
Fullerton, CA 92831 United States  
May Contact Supervisor: Trian Jones (123-456-7890)

**Intern, State Relations & Advocacy**  
01/2015 - 05/2016  
20 Hours/Week  
12.50/Hour

- 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**  
Minor in African American Studies  
California State University, Fullerton  
Fullerton, CA 92831 United States

05/2018  
Major GPA: 3.7 of a maximum 4.0

**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.*

HUMANITIES & SOCIAL SCIENCES SAMPLE *(Created with Titan Resume Builder)*

## Tuffy Titan

1234 Main Street  
Fullerton, CA 92802

(559) 999-9999  
titan@gmail.com

**OBJECTIVE**

Seeking a full-time Family Advocate position where case management abilities, related experience and academics can be utilized

**EDUCATION**

**California State University, Fullerton**  
Bachelor of Science, Human Services; Minor: Spanish

Expected: May 2017

**RELATED COURSEWORK**

- Case Analysis and Intervention Techniques
- Group Process and Membership
- Program Design and Proposal Writing
- Theories and Techniques of Counseling

**RELATED EXPERIENCE**

**T.Y.K.E.S. Community Resources**, Chino, CA  
*Case Management Intern*

- Provided case management to diverse families with children from birth to five years of age
- Assisted other case managers with the facilitation of court mandated parenting classes
- Collaborated with other community agencies and nonprofit organizations to locate available resources for parents in need of social services

**G.R.E.A.T. Resource Center**, Chino, CA

*Community Liaison Intern*

- Coordinated services and linked families to community services
- Planned and organized a dental health workshop promoting dental hygiene
- Supported families by providing bus and motel vouchers when needed

**Pals Program, Human Services Department**, Anaheim, CA

*Volunteer*

- Conducted educational workshops and activities aimed in promoting positive self-esteem and leadership skills among diverse adolescents
- Delivered one-on-one mentoring to at risk and troubled teens

**OTHER EXPERIENCE**

**Law Offices of L. Weber**, Yorba Linda, CA

*Office Law Clerk*

- Screened prospective workers' compensation clients by phone for relevancy of cases
- Translated both in person and in writing for Spanish speaking clients

**MEMBERSHIPS**

- Human Services Student Association (HSSA), CSUF

**SKILLS**

- Language: Fluent in Spanish
- Computer: MS Office (Word, Excel, Outlook, PowerPoint, and Publisher)

## Tuffy Titan

1234 Main St, Fullerton CA 92802  
 599-999-9999 | tian@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  
 Expected Graduation: May 2018  
 Spring 2014 - Fall 2016

### RELATED COURSES

Fluid Mechanics  
 Mechanical Design  
 Strengths and Materials Lab  
 Fluids and Heat Lab  
 Robotics  
 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**  
*Mechanical Engineering Intern, Power Production Department*  
 Rosemead, CA  
 January 2015- May 2016

- Conducted performance test on boilers, pumps, and turbines
- 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

## Tuffy Titan

1234 Main Street, Fullerton CA 92802  
 559-999-9999 | tian@gmail.com  
 github.com/tuffytitan  
 www.linkedin.com/in/tuffytitan

### CAREER OBJECTIVE

To obtain an entry-level position as a Software Engineer.

### EDUCATION

**California State University, Fullerton**  
*Bachelor of Science, Computer Science*  
 Expected May 2018

### RELATED COURSES

- Data Structures Concepts
- Object-Oriented Programming Language
- Software Development
- Programming Languages and Translation
- Foundations of Software Engineering
- File Structures and Database System

### TECHNICAL SKILLS

- Certifications:** CompTIA A+, HDI Helpdesk Certified
- Languages:** Visual Basic, SQL, HTML, ASP, CSS, C++, CGI, Perl, Java, Python
- Operating Systems:** Windows, UNIX, Linux
- Database Systems:** Oracle, ADB2, Relational Databases

### COURSE PROJECT

**Web Development**  
 Spring 2016

- Used jQuery to implement simple login and sign up page
- Collaborated with other team member on the creation of the form and layout of multiple pages of the site with HTML and CSS

### LEADERSHIP SKILLS

**President, Upsilon Pi Epsilon** (International honor society for computing)  
 Fall 2016 - Present

**Active member, Association for Computing Machinery (ACM)**  
 Fall 2015 - Spring 2016

- Volunteered for the Orange County Scout Project funded by Google Ignite Program
- Collaborated with a team of 15 members to introduce basic programming skills to 30 girls scout

### WORK EXPERIENCE

**New Computer Company**  
*Customer Service Representative*  
 Brea, CA  
 August 2015 - Present

- Assist customers by addressing software installation and operation questions

- Trained 10 new employees on the companies policies and procedures regarding customer service

### FOREIGN LANGUAGE SKILLS

- Fluent in Vietnamese

# NATURAL SCIENCES RESUME SAMPLE *(Created with Titan Resume Builder)*

## 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*  
 Expected: May 2018

### 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*  
 September 2015 - Present

- 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  
 September 2013-August 2015

**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*  
 September 2014 – Present  
 January 2014 - Present

### HONORS AND AWARDS

Dean's List  
 Edison Scholarship  
 Fall 2014, Fall 2015  
 Fall 2013

# VETERAN TRANSFER STUDENT RESUME SAMPLE

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

**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.
- Expert in a wide variety of computer software programs: All MS Office Suits, All MS Windows Operating Systems, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat
- Amateur photography experience combined with solid grasp of basic photographic equipment. Resourceful, focused and responsible.
- Proactive, ambitious, and able to meet deadlines in time sensitive work environment.

### EDUCATION

California State University, Fullerton, Expected May 2017  
 Coastline Community College, May 2014

**Bachelor of Arts, Communication**  
**Associate of Science, Computer Science**

### EXPERIENCE & ACCOMPLISHMENTS

#### Information System Technician Second Class

*United States Navy Reserve, OEF Afghanistan*  
 January 2015-June 2015

- Received, and processed all forms of telecommunications 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.
- Coordinate medical evacuation for U.S. personnel in the theater of combat operations.

#### Buyer

*Compass Water Solutions, Inc., Irvine, CA*  
 August 2012-December 2014

- Reviewed, selected and negotiated terms and conditions with suppliers and placed purchase orders for assigned material and services to support production and operation.
- Assume 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 its 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*  
 June 2010-June 2012

- 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

June 2008-June 2010  
*United States Navy, Oak Harbor, WA*

- Assisted in maintenance of aircraft, associated aeronautical equipment, and aircraft support equipment, services, cleaned, and handled naval aircrafts 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.

## REFERENCES SAMPLE

### **Carla A. Sloan**

1248 McFadden Avenue, Santa Ana, CA 93264  
714-569-8412 | csloan.student@fullerton.edu

### **REFERENCES**

Professor McIntosh  
CSU Fullerton, College of Business and Economics  
(714) 278-0000  
mcintoshj@fullerton.edu  
Relationship: Capstone Finance 478 Professor

Joan Smith  
Senior Teller, Bank of America  
2(714) 555-5555  
jsmith33@bofa.com

Relationship: Supervisor at Bank of America for three years

Bob Jones  
Director, OC Volunteers  
(714) 222-2222  
bjones@ocvolunteers.org

Relationship: Supervisor for two years of volunteer work

## LETTER OF RESIGNATION SAMPLE

**Rebecca Marquez**  
4401 Chapman Ave. #2017  
Anaheim, CA 92801  
(714) 445-5667  
samplestudent@csu.fullerton.edu

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 3<sup>rd</sup>. 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 greatly 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 to 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

## COVER LETTER LAYOUT

Applicant's Name and Address *[same header utilized in resume]*

Date

Employer's Name and Title  
Company Name  
Address

Salutation:

**Opening Paragraph:** State why you are writing, name the position or type of work for which you are applying. Also, mention how you heard of the job opening or organization.

**Middle Paragraph(s):** Explain why you are interested in working for this employer. Identify your reasons for desiring this type of work with this specific company. If you have relevant work experience or related education, be sure to point it out, but do not reiterate your entire résumé. Emphasize transferable skills or abilities you have that relate to the job for which you are applying. Use action verbs to connect your experiences to the job description. Do this in a confident manner and remember that the reader will view your letter of the application as an example of your writing skills.

**Closing Paragraph:** You may refer the reader to your enclosed résumé or whatever media you are using to illustrate your training, interests, and experiences. Indicate where you can be reached in case they have questions. Have an appropriate closing to pave the way for the interview by indicating the action or steps you will take to initiate an interview date.

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 #1

## Your Name Here

0120 Your Street • Your City, CA 99999 • Cell: 714-555-2020 • Email: [youremail@csu.fullerton.edu](mailto: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 RKI 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](mailto: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  
XXX S. Knott Ave. Apt. X  
Anaheim, CA 92804  
(714) XXX-XXXX  
[aletahudson@gmail.com](mailto: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](http://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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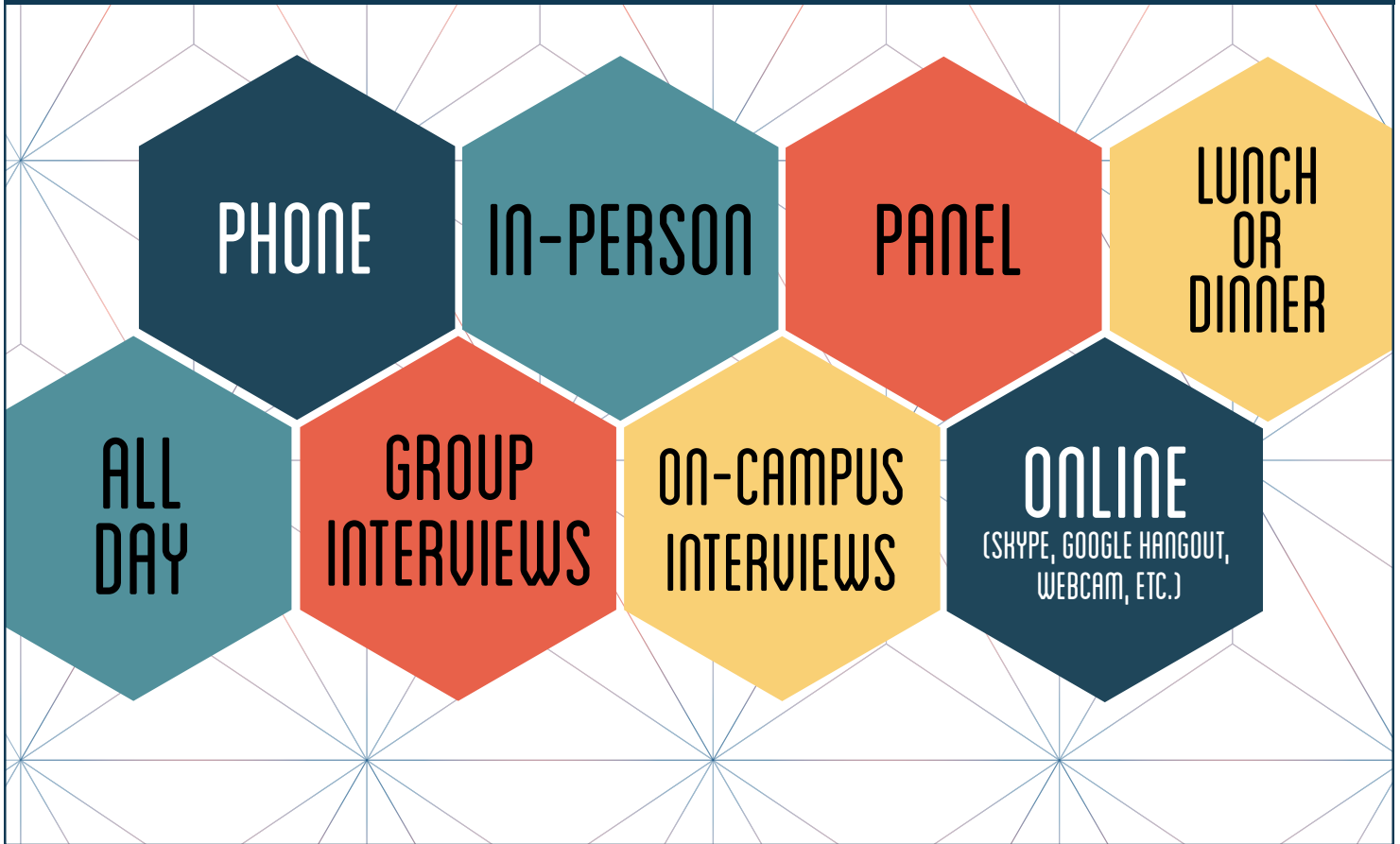
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[JOBS.SOUTHERNWINE.COM](http://JOBS.SOUTHERNWINE.COM)

# TYPES OF INTERVIEWS



*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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or call 949.824.9240

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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 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](mailto: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](mailto: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.

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# 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.

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(657) 278-2586  
[alumniengagement@fullerton.edu](mailto:alumniengagement@fullerton.edu)





# GRADUATE OR PROFESSIONAL SCHOOL

## IS IT FOR ME?

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?

## RESOURCES

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](http://www.fullerton.edu/career)  
[www.graduateguide.com](http://www.graduateguide.com)  
[www.graduateschools.com](http://www.graduateschools.com)  
[www.myplan.com](http://www.myplan.com)  
[www.petersons.com](http://www.petersons.com)  
[www.princetonreview.com](http://www.princetonreview.com)  
[www.mapping-your-future.org](http://www.mapping-your-future.org)  
[www.gradschooltips.com](http://www.gradschooltips.com)

### Test Information & Prep

<i>The Princeton Review</i>	<a href="http://www.princetonreview.com/home.asp">www.princetonreview.com/home.asp</a>
<i>CPA Exams</i>	<a href="http://www.aicpa.org">www.aicpa.org</a>
<i>MCAT</i>	<a href="http://www.aamc.org">www.aamc.org</a>
<i>GRE</i>	<a href="http://www.gre.org">www.gre.org</a>
<i>LSAT</i>	<a href="http://www.lsac.org">www.lsac.org</a>
<i>CBEST</i>	<a href="http://www.cbest.nesinc.com/about_cbest.asp">www.cbest.nesinc.com/about_cbest.asp</a>
<i>GMAT</i>	<a href="http://www.gmat.org">www.gmat.org</a>
<i>Test Prep</i>	<a href="http://www.studyguidezone.com">www.studyguidezone.com</a>

### Financial Aid

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
[www.scholarships.com](http://www.scholarships.com)  
[dream.csac.ca.gov](http://dream.csac.ca.gov)  
[www.fastweb.com](http://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 (*include dates for:*)
  - Exams
  - Letters of recommendation
  - Application
  - National scholarships & grants



## TIME LINE

## 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

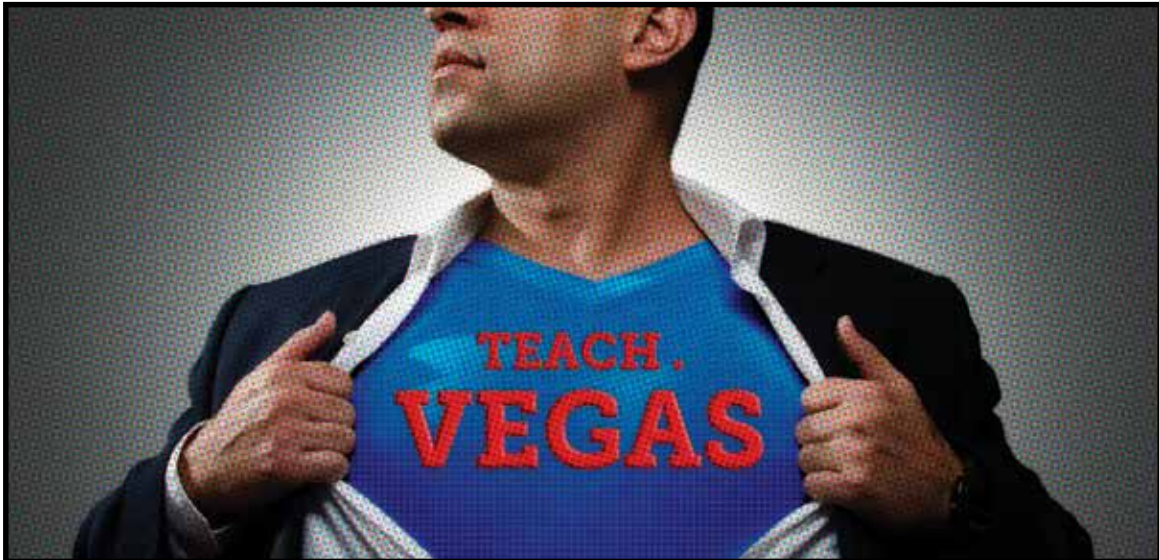
## LATE FALL

- 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

## SPRING

- Wait to hear if you were accepted
- If accepted send in your deposit
- Send thank you notes to the people who wrote letters of recommendation
- Outline a contingency plan in the event that you are not accepted into graduate or professional school

# CALLING ALL HEROES!!!



## **APPLY TO TEACH TODAY! CAPE INCLUDED.**

Don't wait; apply today at [www.Teach.Vegas](http://www.Teach.Vegas).

## **CCSD CHANGES LIVES, STARTING WITH YOURS**

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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](http://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.

# HOW TO USE THE CAREER & ACADEMIC PLAN

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.

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

DEPT. #	COURSE TITLE	UNITS	M	GE	E	SEMESTER GOAL	
							FALL
							WINTER
							SPRING
							SUMMER



CALIFORNIA STATE UNIVERSITY

**FULLERTON**

CAREER CENTER

Langsdorf Hall, Room 208

[www.fullerton.edu/career](http://www.fullerton.edu/career) | [careercenter@fullerton.edu](mailto:careercenter@fullerton.edu)

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