

Career Center Guidebook



2025

Zephaniah 3:17

**The Lord your God is with
you, the Mighty Warrior who
saves. He will take great
delight in you; in his love he
will no longer rebuke you,
but will rejoice over you
with singing.”**

-Zephaniah 3:17

Guidebook 2025-2026

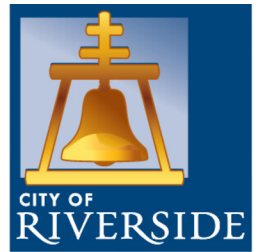
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CBU Career Center Employer Partner Program

Thank you to our 2024-2025 Employer Partners!



City of Arts & Innovation



Career Center Events



For information regarding dates and times for these event in the present or coming school year, go online to the CBU Career Center webpage and click on the events tab. You can also find information rgarding upcoming events on Handshake.

Webpage: <https://calbaptist.edu/life-at-cbu/student-support-services/career-center/>

Handshake: <https://calbaptist.joinhandshake.com/edu>

General Resources

What Students Need To Know

The Career Center is available to you whether you are an undergraduate, graduate, online student, or an alumnus. We **equip** students to **engage** and **excel** in their chosen profession with excellence and integrity. Our team is excited to get to know you to support your career journey!

How We Support Our Students

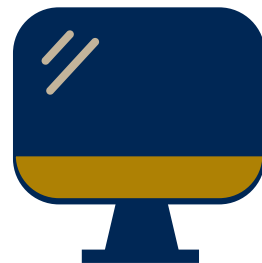
Appointments (Virtual and In-Person)

- Major Guidance
- Career and Internship Guidance
- Mock Interviews
- Resume, Cover Letter, and LinkedIn Profile Reviews



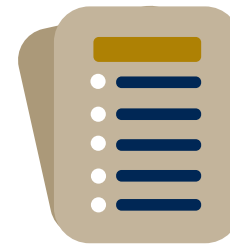
Handshake (The Career Center's Official Online Job Board)

- Schedule appointments with a Career Counselor
- Find on and off-campus jobs, internships, and full-time roles worldwide; view and register for FREE upcoming events and career fairs
- Access hundreds of FREE resources on resumes, LinkedIn, and interviewing
- Connect with employers



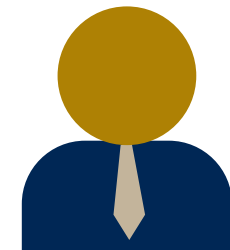
Resources (Virtual and In-Person)

- Video tutorials
- Interview tips
- LinkedIn Profile best practices
- Negotiating Salary
- Preparing for Graduate School
- Resume & Cover Letter samples and tips
- International Student tips
- Preparing for an informational interview
- Major and Career Assessments



Opportunities for Professional Development

- 9 Career Fairs every school year
- 2 LinkedIn Seminars
- Employer presentations and booths for networking
- Rent professional clothes for an interview or career fair for FREE
- Get an updated LinkedIn headshot for FREE in our office using the Iris Professional Photo Booth



What Parents Need To Know

We invite you to partner with us by encouraging your student to begin considering their career goals and utilizing the resources at the Career Center. It is highly encouraged for students to visit at least once a semester to ensure they are on track to graduate with a plan! To stay connected on updates and opportunities, follow us on social media @cbucareercenter.



4 Major Steps in Career Preparation

Choose a major within one's identified strengths and skills



Develop professionally



Create a career path



Obtain Internships and Employment



Practical Services We Provide to Make This a Reality

- Opportunities for Professional Career Development such as:
 - Resume, Cover Letter, and LinkedIn Profile reviews
 - 1-on-1 Counseling Appointments
 - LinkedIn Workshops
 - Internship Guidance and Resources
 - Mock Interviews
 - Employer Information and Engagement Sessions
- Handshake- CBU's online platform where students can make appointments, apply for on and off campus employment, register for upcoming events, and access FREE online resources and videos
- Career Fairs

We know career exploration can be daunting, but we are committed to supporting your student, giving them guidance, and providing opportunities so that when they graduate they can confidently answer the inevitable question... "So what now?"

4 Year Roadmap

Freshman

GOAL: *Learn About Yourself*

How to get there using the Career Center:

- Make a Major Guidance Appointment with a Career Counselor
- Take the FOCUS2 Assessment to identify your potential major
- Attend the Freshmen Path to Success Workshop
- Get connected through extracurricular activities and clubs on campus
- Attend a resume workshop to get familiar with resume basics
- Utilize Handshake's career readiness tools and job search to find on campus and summer jobs
- Follow @cbucareercenter on Instagram

Sophomore

GOAL: *Get Connected*

How to get there using the Career Center:

- Meet with a Career Counselor for a Career Guidance Appointment
- Create a LinkedIn profile
- Conduct informational interviews with faculty and industry professionals
- Engage in virtual and in person Career Center events (career fairs, workshops, info sessions, etc.)

Junior

GOAL: *Build Your Brand*

How to get there using the Career Center:

- Review your professional portfolio (LinkedIn, Resume and Cover Letter) with the Career Center
- Schedule a Mock Interview with a Career Counselor
- Start networking through Career Center events (career fairs, workshops, info sessions, etc.)
- Leverage your LinkedIn to build connections
- Land an internship or related opportunity

Senior

GOAL: *Know Your "Why"*

How to get there using the Career Center:

- Refine your elevator pitch
- Schedule a Career Guidance Appointment to develop a strategic job search method
- Prepare to land full-time opportunities through career fairs and employer engagement opportunities
- Schedule a Mock Interview with a Career Counselor

Career Search Tools

In the ever growing age of technology, you have numerous career search resources at your fingertips. Here are just a few that can help you find jobs in your field.

Our Resources



Handshake

- Utilize the all-in-one networking and job search platform
- Build your professional profile
- Connect with recruiters and employees in your field
- Get your profile reviewed by the Career Center

LinkedIn

- Outstanding Job Board: LinkedIn serves as a dynamic platform for job seekers, offering a wide array of job listings tailored to internships and career opportunities in various industries
- Professional Branding: You can establish and enhance your professional identity by showcasing your skills and achievements to potential employers.
- Company and Employee Insights: LinkedIn allows you to conduct in-depth research on companies and their employees, helping you make informed career decisions.
- Industry News Hub: Stay updated with your field's latest trends and developments, as LinkedIn provides a wealth of industry-related news.
- Networking Opportunities LinkedIn is an excellent tool for connecting with professionals and fostering relationships.
- Start building your profile: LinkedIn.com

Recommended Resources



Indeed

Find jobs on one of the largest online job boards and utilize their resource tools, too.



EdJoin.org

Find positions in the school districts using the Nation's #1 Education Job Board.



GovernmentJobs.com

Find positions in the local and state governments, all filtered through one job board.



AMN Healthcare

Find positions in the healthcare and nursing field in various places such as hospitals, private practice, and schools.



ChristianJobs.com

Find companies looking to hire Christians in all fields, like business, education, and ministry.



CollegeGrad

Find numerous entry-level positions designed for recent or soon-to-be college graduates.



New Scientist Jobs

Find positions in the science field across a multitude of disciplines and locations.



Psychology.org

Find positions and education opportunities in the behavioral sciences fields.

We strongly encourage all job seekers actively investigate all positions before applying.

Getting An On-Campus Job

Why Get an On-Campus Job?

Getting an on-campus job provides excellent opportunities such as:

Convenience: you are already commuting to or living on campus

Financial Benefits: earn wages to help pay for textbooks, food, and tuition

Flexible Hours: on-campus jobs cater to your schedule as a student, which allows for an easy balance between work and academics

Skill Development: on-campus employment gives you opportunities to expand time management, organization, customer service, and other professional skills necessary in all career pursuits

Network and Mentoring: connect with faculty, staff, and peers, creating a network of people who can speak into you and prepare you for the future

Resume Building: any work experience is a plus on your resume, plus on-campus jobs allow you to expand your expertise and find career interests before you officially enter the career world

How to Apply For On-Campus Jobs

Follow these easy steps to find on-campus jobs on Handshake

1. Log in to your **pre-created account** on Handshake using your **full name** Lancermail email address and password
2. If you have not already, create your profile by adding information about your education and work experience
3. From the "Home" page, click on "Jobs" in the left-hand column. This will take you to Handshake's online job board
4. In the search bar type in "California Baptist University." This will produce all of the on-campus student employment that CBU offers
5. Click on the job(s) that sticks out to you and check the qualifications to see if you are fit for the position
6. If you are fit, click the "Apply" button and attach any required documents, such as resumes, cover letters, or student worker applications
7. If you are not ready to apply, you can also click the "Save" button and apply later

How to Apply For Federal Work Study

Follow these easy steps to apply for Federal Work Study on Handshake

1. Log in to your pre-created account on Handshake using your full name Lancermail email address and password
2. If you have not already, create your profile by adding information about your education and work experience
3. From the "Home" page, click on "Jobs" in the left-hand column. This will take you to Handshake's online job board
4. In the search bar type in "California Baptist University." This will produce all of the on-campus student employment that CBU offers
5. Click on the job(s) that sticks out to you and check the qualifications to see if you are fit for the position
6. If you are fit, click the "Apply" button and attach any required documents, such as resumes, cover letters, or student worker applications
7. If you are not ready to apply, you can also click the "Save" button and apply later

Federal Work-Study is designed to help you pay for college through federal aid programs. This program does not change the frequency you are paid or how much you are paid.

Mock Interview Instructions

The **goal** of the mock interview:

Give a realistic approach to the interview process

Build your confidence!

Provide you with personalized feedback

Please treat this as a dress rehearsal for the real experience. If you are interviewing with a guest or employer, please remember to exemplify professionalism as you are a representation of CBU - They could also be your future employer!



Virtual Mock Interview

To effectively complete the process, you MUST do the following:

1. At least 1 hour prior to the interview, email an updated resume and job description directly to your career counselor or guest interviewer.
2. No less than 5 minutes prior to the interview, sign into the waiting room on WebEx. Your interview will NOT be conducted if you are on a phone, in a car, or in a distracting environment. You must be on a computer.
3. Be professionally dressed (professional attire, blouse, blazer, jacket, etc.)

If you DO NOT show up to your appointment, please note that you WILL NOT be able to reschedule for the remainder of the semester and your assignment will be incomplete.

In-Person Mock Interview

To effectively complete the process, you MUST do the following:

1. Arrive at the Career Center office no less than 5 minutes prior to the interview to check-in.
2. Bring one printed copy of your resume and a copy of the job description (you will not be able to make copies at the Career Center).
3. Be professionally dressed (no jeans of any color, tennis shoes, sweatshirts, t-shirts, or flip flops). **You are welcome to borrow business professional clothes from the Career Center for free!**

Writing Resources & Checklist



RESUME CHECKLIST


Counselor: _____ Student: _____ Date: _____

CHECKLIST REQUIREMENTS	LOCAL CHURCH	MISSION FIELD	COMMENTS/NOTES
HEADLINE - NAME & CONTACT INFORMATION			
Name is targeted to position to which	<input type="checkbox"/>	<input type="checkbox"/>	
Only include city and state, don't include physical mailing address or zip code	<input type="checkbox"/>	<input type="checkbox"/>	
A professional, non-CBU email address, phone number and personalized LinkedIn URL are listed	<input type="checkbox"/>	<input type="checkbox"/>	
(Personalized LinkedIn URL is without the numbers and follows after your name)	<input type="checkbox"/>	<input type="checkbox"/>	
Summary, objective, or profile statement, while not required, specifies the job category you are applying for (avoid cliché)	<input type="checkbox"/>	<input type="checkbox"/>	
Any unique bilingual, monolingual, including that in summary statement	<input type="checkbox"/>	<input type="checkbox"/>	
EDUCATION - UNIVERSITY TRAINING ONLY (HIGH SCHOOL SHOULD BE HIGH SCHOOL)			
Education is listed before experience, unless you graduated and have been working in your field for at least 2 years	<input type="checkbox"/>	<input type="checkbox"/>	
High school is listed if it is listed first	<input type="checkbox"/>	<input type="checkbox"/>	
Section includes school name, full degree title, city, state, graduation date or expected graduation date	<input type="checkbox"/>	<input type="checkbox"/>	
GPA, while not required, is only listed if 2.5+	<input type="checkbox"/>	<input type="checkbox"/>	
WORK EXPERIENCE - WORK EXPERIENCE IS WORKING, OTHER VOLUNTARY, FREELANCE, CATHOLIC, MISSIONARY, ETC.			
All experience is listed in reverse chronological order (most recent to least recent)	<input type="checkbox"/>	<input type="checkbox"/>	
Organization name, city, and state, dates of involvement, and position title are included. Placement of all information is consistent within each section	<input type="checkbox"/>	<input type="checkbox"/>	
Your "Accomplishment Statements" are listed in bullet point form, no more than 10 bullet points are included per experience	<input type="checkbox"/>	<input type="checkbox"/>	
"Accomplishment Statements" reflect the transferable skills and demonstrate numbers, reasons, and/or results	<input type="checkbox"/>	<input type="checkbox"/>	
Lines of text do not exceed 15 and no "hanging words" (lines with only one word) are present	<input type="checkbox"/>	<input type="checkbox"/>	



RESUME CHECKLIST CONT'D

CHECKLIST REQUIREMENTS	LOCAL CHURCH	MISSION FIELD	COMMENTS/NOTES
GENERAL - WORK EXPERIENCE IS WORKING, OTHER VOLUNTARY, FREELANCE, CATHOLIC, MISSIONARY, ETC.			
Bullet points start with "power verb" in the correct verb tense (past, present, or future), avoid "ing" verbs and the repetition of words	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant work and achievement is specific to target job are included and bullet points are placed in order of significance	<input type="checkbox"/>	<input type="checkbox"/>	
Cross-cultural experience is portrayed either in languages, skills, volunteer and/or experience sections. Or in its own section	<input type="checkbox"/>	<input type="checkbox"/>	
A skills section, while not required, only includes technical skills, languages, and relevant certifications	<input type="checkbox"/>	<input type="checkbox"/>	
OVERALL FORMATTING, TYPING, AND ORGANIZATION			
The section headings are relevant to position to which you are applying	<input type="checkbox"/>	<input type="checkbox"/>	
If template is used, resume is still professionally formatted	<input type="checkbox"/>	<input type="checkbox"/>	
No personal pronouns	<input type="checkbox"/>	<input type="checkbox"/>	
Spelling, format, and font style is consistent throughout. Contact information and body text is no smaller than 10pt	<input type="checkbox"/>	<input type="checkbox"/>	
No spelling or grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	
Resume is one whole page only. Candidates with 10+ years of work experience or government resume might be an exception to this rule	<input type="checkbox"/>	<input type="checkbox"/>	
Save the document as a PDF with a professional file name	<input type="checkbox"/>	<input type="checkbox"/>	
ABOUT ME - HOME			
<div></div>			




COVER LETTER CHECKLIST

Counselor: _____ Student: _____ Date: _____

COVER LETTER ITEM	LOCAL CBU	REMOTE	COMPLETION
HEADLINE & CONTACT INFORMATION			
Header to the career resource	<input type="checkbox"/>	<input type="checkbox"/>	
Name to the large U.S. Post on cover letter	<input type="checkbox"/>	<input type="checkbox"/>	
Only include city and state, don't include physical mailing address or zip code	<input type="checkbox"/>	<input type="checkbox"/>	
A professional, non-CBU email address, phone number and pre-validated LinkedIn URL are listed	<input type="checkbox"/>	<input type="checkbox"/>	
(personalized LinkedIn URL without the number and letters after your name)			
Employer contact included (in this order): Date, Contact Name, Contact Position/Title, Company Name, then Company Address in Business Letter Format	<input type="checkbox"/>	<input type="checkbox"/>	
The cover letter is addressed to the employer's name or "Hiring Manager/Search Committee"	<input type="checkbox"/>	<input type="checkbox"/>	
INTRODUCTION & REASON FOR			
Incorporate job title, company name, and how you learned about the position	<input type="checkbox"/>	<input type="checkbox"/>	
Introduce title, education, and experience that is relevant to the job/company/industry	<input type="checkbox"/>	<input type="checkbox"/>	
Maximum of 2-4 sentences	<input type="checkbox"/>	<input type="checkbox"/>	
BODY & REASONING			
Explain why you are interested in the position	<input type="checkbox"/>	<input type="checkbox"/>	
How in job description, compelling strengths, and a title that align with the company/job you are applying for. Give more in-depth than resume	<input type="checkbox"/>	<input type="checkbox"/>	
Only one or two paragraphs (as needed)	<input type="checkbox"/>	<input type="checkbox"/>	
CONCLUDING PARAGRAPH			
Reiterate overall interest, skills, and experience in position and articulate the opportunity to further discuss next steps. No more than 2-4 sentences	<input type="checkbox"/>	<input type="checkbox"/>	

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COVER LETTER CHECKLIST CONT'D

COVER LETTER ITEM	LOCAL CBU	REMOTE	COMPLETION
OVERALL FORMATTING, APPEARANCE, AND ORGANIZATION			
Only 2-4 paragraphs listed (introduction, middle, and conclusion). No bullet points are utilized	<input type="checkbox"/>	<input type="checkbox"/>	
While not required, the cover letter should be signed and scanned (or a sample font that looks like a signature)	<input type="checkbox"/>	<input type="checkbox"/>	
Cover letter to one page only	<input type="checkbox"/>	<input type="checkbox"/>	
No templates are used	<input type="checkbox"/>	<input type="checkbox"/>	
No spelling or grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	
1 statement are not repeated	<input type="checkbox"/>	<input type="checkbox"/>	
Font style should be the same as resume	<input type="checkbox"/>	<input type="checkbox"/>	
Cover letter is engaging to the reader and demonstrates an overall enthusiasm in the position and company	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant key words and adjectives specific to your target job are included	<input type="checkbox"/>	<input type="checkbox"/>	
Concluding remarks are one step on why you would be an asset to the company	<input type="checkbox"/>	<input type="checkbox"/>	
And did this: "To show I am serious," "My name is," "The writing to express my interest," "Your website statement," etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Save the document as PDF with a professional file name	<input type="checkbox"/>	<input type="checkbox"/>	

ADD REASON HERE

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County & Gov. Resume Checklist

County & Gov. Continued



COUNTY AND GOVERNMENT RESUME CHECKLIST

Counselor: _____ Student: _____ Date: _____

CONTENT REQUIREMENTS	LOGIC CHECK	HEADING CHECK	COMMENTS CHECK
HEADING - NAME & CONTACT INFORMATION			
Name is largest size font on resume	<input type="checkbox"/>	<input type="checkbox"/>	
Only include city and state; don't include physical mailing address or zip code	<input type="checkbox"/>	<input type="checkbox"/>	
A professional, non-GSU email address, phone number and personalized LinkedIn URL are listed	<input type="checkbox"/>	<input type="checkbox"/>	
Personalized LinkedIn URL is without the numbers and letters after your name			
Objective statement includes position, company/agency and department you are applying for	<input type="checkbox"/>	<input type="checkbox"/>	
EDUCATION - UNIVERSITY NAME(s); ONLY RESUME SHOULD INCLUDE HIGH SCHOOL			
Education is listed before experience, unless you graduated and have been working in your field for at least 2 years	<input type="checkbox"/>	<input type="checkbox"/>	
Most recent institution is listed first	<input type="checkbox"/>	<input type="checkbox"/>	
Section includes school name, full degree title, city, state, duration and units completed	<input type="checkbox"/>	<input type="checkbox"/>	
GPA, while not required, is only listed if 2.5+	<input type="checkbox"/>	<input type="checkbox"/>	
EXPERIENCE - Use job descriptions to identify core skills, knowledge, and ability, etc.			
All experience is listed in reverse chronological order (most recent to least recent)	<input type="checkbox"/>	<input type="checkbox"/>	
Organization name, city, and state, date of involvement and position title are included. Placement of all information is consistent within each section	<input type="checkbox"/>	<input type="checkbox"/>	
Your "Accomplishments Statement" are listed in paragraph form	<input type="checkbox"/>	<input type="checkbox"/>	
"Accomplishment statement" reflect the transferable skills and demonstrate numbers, reasoning, and results	<input type="checkbox"/>	<input type="checkbox"/>	
Each paragraph should utilize "power verbs" in the correct verb tense (past or present), avoid "ing" verbs and the repetition of words	<input type="checkbox"/>	<input type="checkbox"/>	

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COUNTY AND GOVERNMENT RESUME CHECKLIST CONT'D

DOCUMENT INFORMATION	LOOKING	FILED	COMMENTS/NOTES
<p>Document title: WORKING PAPER: WORKING, GROWING, AND LEARNING: OUR FUTURE, OUR CHOICE, OUR CHANCE</p>			
<p>Relevant sections are listed (i.e. technical skills, languages, knowledge, certifications, office equipment and training)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Overall, working paper layout, style and organization</p>			
<p>The section headings are relevant to position/industry/ experience</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>No templates are used</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>No personal pronouns</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Relevant key words, duties and skills are listed & applied. Working Style(s) (WS) score for key words, > 6 on a 10 scale, everything that aligns with the position, industry and company</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Spacing, format, and font/size/type is consistent throughout. Contact information and body text is no smaller than 10.5</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>No spelling or grammatical errors</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Save the document as a PDF with a professional file name</p>	<input type="checkbox"/>	<input type="checkbox"/>	

SECRET

6301 343 10301 CALBAFT ST. ON HANDE LAKE COV. YUCAFEEDCENTER

Curriculum Vitae Checklist

Curriculum Vitae Continued



CURRICULUM VITAE CHECKLIST

Counselor: _____ Student: _____ Do to: _____

CHECKLIST ITEM	LOGIC CHECK	FORM CHECK	COMMENTS/NOTES
HEADER - NAME & CONTACT INFORMATION			
Name is large, bold, and on resume	<input type="checkbox"/>	<input type="checkbox"/>	
Only include city and state, don't include physical mailing address or zip code	<input type="checkbox"/>	<input type="checkbox"/>	
A professional, non-CBU email address, phone number, personal LinkedIn URL, and/or a personal website are listed	<input type="checkbox"/>	<input type="checkbox"/>	
Summary, objective, or profile statement, while not required, specifies the job(s) you are applying for & sold catches	<input type="checkbox"/>	<input type="checkbox"/>	
If you are bilingual, it is noted including that in summary statement	<input type="checkbox"/>	<input type="checkbox"/>	
EDUCATION - UNIVERSITY NAME(S), DEGREE PROGRAM(S), DEGREE(S), HIGH SCHOOL(S)			
Education is listed (s), with universities organized in reverse chronological order based on graduation date	<input type="checkbox"/>	<input type="checkbox"/>	
Section includes school name, full degree title, city, state, graduation date, or expected graduation date	<input type="checkbox"/>	<input type="checkbox"/>	
WORK EXPERIENCE - EMPLOYER, ORGANIZATION, VOLUNTEER, CROSS-CULTURAL, RESEARCH, CLINICAL, RESEARCH, ETC.			
All experience is listed in reverse chronological order (most recent to least recent)	<input type="checkbox"/>	<input type="checkbox"/>	
Organization name, city, and state, dates of involvement, and position title are included. Placement of all information is consistent within each section	<input type="checkbox"/>	<input type="checkbox"/>	
Your "accomplishment statements" are listed in bullet point form, no more than six bullet points are included per experience	<input type="checkbox"/>	<input type="checkbox"/>	
"Accomplishment statements" note all the measurable skills and demonstrate numbers, results, and/or results	<input type="checkbox"/>	<input type="checkbox"/>	
Use of first, do not exceed 15 and no "hanging words" (two with only one word) are present	<input type="checkbox"/>	<input type="checkbox"/>	
Bullet points start with a "power verb" in the correct verb tense (past, present, or future) and the repetition of words	<input type="checkbox"/>	<input type="checkbox"/>	
Cross-cultural experience is portrayed either in language, skills, education and/or experience sections. Or in its own section	<input type="checkbox"/>	<input type="checkbox"/>	

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CURRICULUM VITAE CHECKLIST CONT'D

CHECKLIST ITEM	LOGIC CHECK	FORM CHECK	COMMENTS/NOTES
REFERENCES - NAME(S), ORGANIZATION(S), ADDRESS(ES), PHONE(S), EMAIL(S), WEBSITE(S), ETC. OR N/A			
If applicable, references, certificates, and credentials are included with date and ID number if necessary	<input type="checkbox"/>	<input type="checkbox"/>	
ADDITIONAL DETAILS - ACHIEVEMENTS, AWARDS, HONORS, RESEARCH, PUBLICATIONS, ETC. OR N/A			
Awards, Honors, and Certificates are formatted consistently including organization name, title, and date of the element	<input type="checkbox"/>	<input type="checkbox"/>	
All details are listed in reverse chronological order	<input type="checkbox"/>	<input type="checkbox"/>	
PROFESSIONAL ORGANIZATION - NAME(S), ORGANIZATION(S), ADDRESS(ES), PHONE(S), EMAIL(S), WEBSITE(S), ETC. OR N/A			
Professional affiliations are formatted consistently including organization name, title, and date of involvement	<input type="checkbox"/>	<input type="checkbox"/>	
All details are listed in reverse chronological order	<input type="checkbox"/>	<input type="checkbox"/>	
PUBLICATIONS, LECTURES, ETC. ARE ALL LISTED IN THE APPROPRIATE FORMAT FOR THE INDUSTRY OR FIELD			
APA: Author Name(s), (Year, Month, Day), Page(s), Title, Conference Name, City, State, Country, URL (if applicable) MLA: Speaker(s) Last, First, "Paper/Lecture Title," Conference Name, Date, Month, Year, Location, Location, Paper/Lecture/Presentation/etc. Chicago: Speaker(s) Last, First, "Paper/Lecture Title," Paper/Lecture/Presentation/etc., In: Full Conference Name, Location, Month, Day, Year	<input type="checkbox"/>	<input type="checkbox"/>	
OVERALL FORMATTING - FONT, COLOR, PAPER, AND SPACING			
The section headings are relevant to the position/industry/experience	<input type="checkbox"/>	<input type="checkbox"/>	
CV has consistent formatting throughout each section with no personal pronouns and no grammatical, spelling or diction errors	<input type="checkbox"/>	<input type="checkbox"/>	
The document is saved as a PDF with a professional title such as "First Last Name - CV 2020"	<input type="checkbox"/>	<input type="checkbox"/>	
ADDITIONAL NOTES			

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LinkedIn Checklist

LinkedIn Checklist Continued



LINKEDIN CHECKLIST

Counselor: _____ Student: _____ Date: _____

ACTIVITY & INTERESTS	GOAL COMPLETION	GOAL PROGRESS
ACTIVITY & INTERESTS		
Profile picture is engaging, professional, and of good quality	<input type="checkbox"/>	<input type="checkbox"/>
Background photo demonstrates your personal and professional brand. Refrain from having people in the background.	<input type="checkbox"/>	<input type="checkbox"/>
Headline uses key words relevant to your industry to increase visibility for recruiters	<input type="checkbox"/>	<input type="checkbox"/>
ABOUT		
"About" section details key experiences, interests, and education	<input type="checkbox"/>	<input type="checkbox"/>
Includes engaging insight into academic and professional background, relevant skills, and career aspirations	<input type="checkbox"/>	<input type="checkbox"/>
"I" statements are not overused	<input type="checkbox"/>	<input type="checkbox"/>
EXPERIENCE		
Organization names, dates of hire/termination, title and dates, and position titles are included	<input type="checkbox"/>	<input type="checkbox"/>
"Descriptions" are written in paragraph format and go further in depth than the bullet points on resume	<input type="checkbox"/>	<input type="checkbox"/>
Transferable skills are demonstrated using numbers, results, and/or results	<input type="checkbox"/>	<input type="checkbox"/>
"Descriptions" narrate key accomplishments and your unique value to the company/role	<input type="checkbox"/>	<input type="checkbox"/>
Relevant keywords and achievements respective to target job/career field are included	<input type="checkbox"/>	<input type="checkbox"/>
"Experience" section is not a repeat of resume	<input type="checkbox"/>	<input type="checkbox"/>
"I" statements are not overused	<input type="checkbox"/>	<input type="checkbox"/>
EDUCATION		
"Education" section includes school, full degree title, field of study, and duration of degree	<input type="checkbox"/>	<input type="checkbox"/>
While not required, it includes educational achievements as well as in "Education" and "Education" section	<input type="checkbox"/>	<input type="checkbox"/>

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LINKEDIN CHECKLIST CONT'D

ACTIVITY & INTERESTS	GOAL COMPLETION	GOAL PROGRESS
ACTIVITY & INTERESTS		
"Volunteer" section is formatted identically to "Experience" section	<input type="checkbox"/>	<input type="checkbox"/>
SKILLS & ENDORSEMENTS		
"Skills" section includes industry-specific technical, interpersonal, and soft skills	<input type="checkbox"/>	<input type="checkbox"/>
Multiple skills are endorsed by connections	<input type="checkbox"/>	<input type="checkbox"/>
INTERESTS		
"Interests" section includes specific companies you are applying for	<input type="checkbox"/>	<input type="checkbox"/>
Section includes targeted schools, companies, groups, and/or influencers	<input type="checkbox"/>	<input type="checkbox"/>
ABOUT YOUR COMPANY		
While not required, relevant additional categories respective to targeted job are included (i.e. Accomplishments, Licenses & Certifications, Projects, Honors & Awards, Languages, Organizations, Courses, Recommendations, Featured Content)	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITY & INTERESTS		
Connections demonstrate a strong diversity network including organizations, students, alumni, staff, faculty and employers	<input type="checkbox"/>	<input type="checkbox"/>
Profile shows appropriate activity followed toward your degree, experience, and future career path	<input type="checkbox"/>	<input type="checkbox"/>
Custom public profile URL is created (View profile > Edit public profile > URL > Edit your custom URL)	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL NOTES		

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Structure of An Accomplishment Statement

- 1
- Think about the soft or hard skill you want to demonstrate through the bullet point.
Ex: "Customer Service"
- 2
- With a power verb (see Power Verb Sheet), explain the task you accomplished.
Ex: "Served customers at the cash register."
- 3
- Look for where more details can be added. Ask yourself the following:
 - Am I incorporating **numbers**?
 - Do I talk about why or how I am doing this (**reasons**)?
 - Are there any **results** that I can highlight?**Ex: "Served 40+ customers daily in the front of house to create a welcoming environment contributing to overall customer satisfaction."**
- 4
- Tailor your bullet point to the job description language. If the company is looking for "experience with x," are you showing you have that experience?

Examples

- Executed administrative tasks in a fast-paced environment, processing 15 weekly reports and maintaining accurate records.
- Increased social media activity by 25% over a 3 week period by utilizing effective marketing strategies like content creation and social listening.
- Mentored 4 new hires through the office's training procedure which resulted in better team cohesion and office efficiency.
- Designed and implemented a new automated testing system using Python, reducing manual testing time by 30% and improving overall product quality.

Writing Accomplishment Statements

Accomplishment statements are the bullet points listed under experiences. They state what you accomplished during your employment and demonstrate a skillset to any employers reading your resume. This is achieved by giving context to the tasks through numbers, reasons, and/or results.

Numbers

Numbers represent any quantities that can be added into your points.

Consider the following:

- **Number of people**
- **Amounts of money**
- **Percent improvement**

Reasons

Reasons help establish better understanding of the tasks you accomplished.

Answer questions like these:

- **Why did I do this?**
- **Why is this task important?**
- **How did I accomplish this?**

Results

Result-driven bullet points demonstrate the outcomes of your accomplishments.

Answer questions like these:

- **What was the outcome?**
- **How did I measure success?**
- **What was the benefit?**

Power Verbs

This list provides powerful verbs to help showcase your skills and experience in your resume and cover letter. The categories will give you the ability to identify what kinds of verbs you are looking for.

Leadership/Management

Administered
Arranged
Chaired
Coordinated
Directed
Executed
Delegated
Headed
Implemented
Managed
Operated
Orchestrated
Oversaw
Planned
Produced
Programmed
Spearheaded
Supervised

Project Creation/Implementation

Initiated
Instituted
Introduced
Launched
Pioneered
Proposed
Built
Chartered
Created
Designed
Developed
Devised
Engineered
Established
Founded
Formalized
Formulated
Incorporated

Efficiency/Productivity

Accelerated
Achieved
Advanced
Capitalized
Conserved
Consolidated
Decreased
Deducted
Delivered
Enhanced
Expedited
Generated
Increased
Maximized
Outpaced
Reconciled
Stimulated
Yielded

Change/Improvement

Centralized
Converted
Customized
Digitized
Integrated
Modernized
Overhauled
Redesigned
Refined
Restructured
Revitalized
Simplified
Standardized
Streamlined
Strengthened
Transformed
Updated
Upgraded

Partnership/Resource Acquisition

Acquired
Brokered
Closed
Contracted
Formed
Forged
Forged
Garnered
Leveraged
Navigating
Negotiated
Partnered
Pitched
Procured
Recruited
Secured
Sourced
Upsold

Achievement

Accomplished
Achieved
Attained
Completed
Demonstrated
Earned
Exceeded
Finished
Mastered
Met
Outperformed
Overcame
Reached
Realized
Showcased
Succeeded
Surpassed
Won

Customer Support

Accommodated
Assisted
Collaborated
Communicated
Consulted
Delivered
Educated
Empathized
Fielded
Handled
Informed
Intervened
Listened
Mediated
Pacified
Provided
Supported
Understood

Oversight/Regulation

Administered
Adjudicated
Authorized
Blocked
Dispatched
Enforced
Ensured
Governed
Inspected
Itemized
Legislated
Mandated
Monitored
Regulated
Screened
Scrutinized
Validated
Verified

Research/Analysis

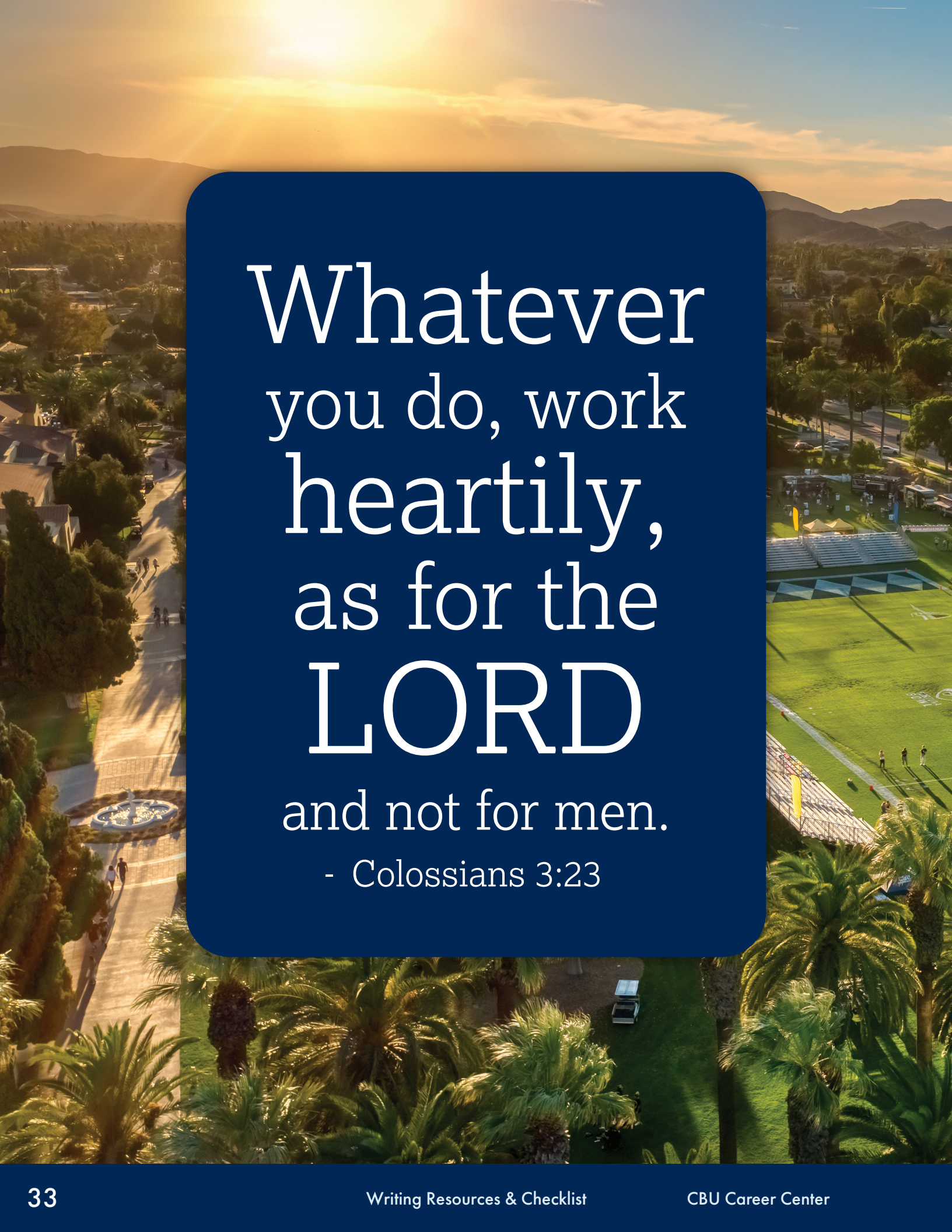
Analyzed
Assembled
Assessed
Calculated
Compiled
Discovered
Evaluated
Examined
Forecasted
Identified
Interpreted
Mapped
Projected
Qualified
Quantified
Reported
Tracked
Visualized

Communication

Authored
Briefed
Campaigned
Composed
Conveyed
Critiqued
Defined
Drafted
Edited
Illustrated
Lobbied
Outlined
Persuaded
Presented
Promoted
Publicized
Reviewed
Wrote

People Management/Mentoring

Aligned
Cultivated
Encouraged
Evaluated
Facilitated
Fostered
Guided
Hired
Mentored
Mobilized
Motivated
Shaped
Supervised
Trained
Unified




Whatever
you do, work
heartily,
as for the
LORD
and not for men.

- Colossians 3:23

Sample Resumes

General



First Last Name

Personalized LinkedIn URL | City, State | Phone Number | Professional Email

Education

Complete University Name City, State
List your degree completed (Bachelor of ____ in ____). Projected Graduation Month, Year

Name of High School City, State
You may include your GPA if it was above a 3.3 and any honors. Graduation Date

Experience

Name of Organization City, State
Your Position Title Month, Year - Month, Year

- Beginning with your most recent position, describe your accomplishments and resulting outcomes in bullet form.
- Begin each bullet point with a power verb in the proper tense and include knowledge, skills, and abilities that relate to your future company and position.
- Do not use personal pronouns (I, me). Each line should not exceed 1-3 lines.

Name of Organization City, State
Your Position Title Month, Year - Month, Year

- Continue in reverse chronological order and describe your experience in each entry. Do not repeat verbs or key phrases that you stated in any other positions.
- Do not have more than 6 bullet points per position. The older and less relevant the position is, the less bullet points you need.

Leadership Experience

Name of Organization City, State
Your Position Title Month, Year - Month, Year

- All sections should be consistent with each other.
- Use header names that align with your experience: Campus Cross-Cultural Experience, Community Involvement, Work Experience, or Relevant Experience.

Skills (only include languages or technology software)

- You can list your skills in bullet points. If you are running out of room, consider putting them in columns.
- Do not list soft skills (i.e. leadership, communication, hardworking).
- Include any foreign languages you may speak and the level of fluency.

Include any current certifications you have obtained.

Resume Tip: Don't forget to use any skills or qualifications that you gained during COVID-19 to your resume. Many universities require a writing task about your learning during this time.

Information Tip: Use 414-433-3333 for questions or 414-433-3333 for questions or 414-433-3333 for questions.

Information Tip: Be sure to use your complete name, including your middle name, in all sections of your resume.

Content Tip: Be sure to use your complete name, including your middle name, in all sections of your resume.

Resume Tip: Be sure to use your complete name, including your middle name, in all sections of your resume.

Education Tip: Only freshmen should list their high school education and experience.


Information Tip: Education and experience should be listed in reverse chronological order, and should be listed in reverse.

Resume Tip: Include the position title and your accomplishments in each entry. Do not repeat verbs or key phrases that you stated in any other positions.

Information Tip: Make sure your resume is only one page if you are a freshman. Use a full resume for current and former employees.

Information Tip: Make sure your resume is only one page if you are a freshman. Use a full resume for current and former employees.

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Limited Work Experience Resume

First, Last Name

Professional Email - Phone Number - Personalized LinkedIn URL - City, State

SUMMARY

Enthusiastic and focused college freshman seeking to gain skills and build connections by obtaining an on-campus job.

EDUCATION

California Baptist University Riverside, CA
Bachelor of Arts/Science in Major Anticipated - April 20XX

High School Name City, State
High School Diploma Completed - June 20XX

- GPA - 3.8
- Awarded Best School Spirit - June 20XX

RESUME TIP: Only freshmen should include high school on resume.

EXPERIENCE

Community Church City, State
Youth Program Volunteer May 20XX - Present

- Assist youth leaders with coordinating weekly youth group activities for 20-30 youth members.
- Plan crafts for Vacation Bible School attendees to ensure the craft time is entertaining and educational.
- Recorded 300+ RSVP commitments for the Christmas Nativity play hosted by the youth group.

High School Name City, State
Student Athlete September 20XX - June 20XX

- Balanced studies and daily practices while playing on the tennis team.
- Worked alongside other team members to reach CIF swim finals.

CONTENT TIP: Consider replacing "experience" with other sections such as leadership, community service, volunteer, or cross-cultural experience. See other resume templates for examples of each.

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Sample Resumes

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Sample Resumes



FIRST AND LAST NAME

City, State
Professional Email
Personalized LinkedIn URL
Phone Number

RESUME TIP: This document is 2-sided. See the back for reference as to what a multiple page county/government resume cannot be.

Objective

To obtain a Social Services Practitioner I (Social Worker) - DPS 8 position with the County of Riverside.

Education

Master of Social Work
California Baptist University
August 2018 - May 2020
Units Completed: 40 units

Bachelor of Arts in Sociology
California State University San Bernardino
August 2014 - May 2018
Units Completed: 120 Units

RESUME TIP: It is important to read all requirements stated on the job description and fill each section out in its entirety.

Employment

Social Work Intern
San Bernardino County Sheriff's Department
Chen Hahn Rehabilitation Center
August 2019 - Present

CONTENT TIP: Do not copy and paste your job descriptions. Experience should be written in your own words. Communicate your RSA's (Knowledge, Skills, and Abilities) throughout your experience as it relates to the desired role. Detail is extremely important! Applicant tracking systems (ATS) will scan for relevant RSA's.

Met one on one with fifteen inmates on weekly basis to better understand their mental and social needs. Serve as a mandated reporter when concerns arise. Create engaging lesson plan materials that met social, mental and socioeconomic needs of each participant. Instruct daily classes on parenting, budgeting and professional development for fifty inmates. Completion rate of daily classes increased by 30% within the calendar year. Document each one on one and class session on TherapyNotes, for supervisors and court officials to ensure inmate standards were being taught and achieved.

Social Work Intern
Riverside Unified School District
Special Education
August 2018 - May 2019

CONTENT TIP: For each employment experience, include the job title, company name, division (if possible) and employment dates. Make sure all content is in the same order for each experience.

Served as a liaison between teachers and social workers to arrange schedule for each student. Met with five students on a weekly basis to achieve personal goals and grade level standards. Prepared and maintained routine documentation of progress for each student. Under general supervision, acted as a substitute for social workers when needed. Observed weekly IEP meetings to understand resources that are available per need of the child. Arranged each IEP meeting with student, parent, teacher and administrator schedules. Operated standard office equipment which included fax, copier and phone.



Teacher Assistant
California State University San Bernardino
College of Social and Behavioral Sciences
August 2014 - May 2018

Assisted with grading assignments, taking attendance and communication with 100 students throughout a sixteen week semester. Created and presented weekly presentations on resumes, interview skills, managing your social media and strategic job searching. Utilized Excel to maintain organization in tracking student's grades and attendance when submitting final grades to the Dean and Office of Registrar. Communicated with four alumni to speak at an alumni panel during the class session.

Sales Associate
Nordstrom
Women's Shoes
November 2014 - August 2016

Arranged product according to store standards to insure a high sale rate. Effectively communicated with customers to understand their need and preferences for shoes. Met sales goals and credit card sales goals consistently during period of employment. Aided with online orders by pulling and packaging product and communicated via phone and email with the customer when needed. Awarded Employee of the Month for February 2015 and June 2016.


Technical Skills
Microsoft Suite, WPM 40

Languages
Bilingual: English and Spanish

Office Equipment
Phone, Copier and Fax proficient

Certificates Held
SEBI, Domestic Violence Assessment and CPR

CONTENT TIP: Include all technical skills/programs and office equipment you know. ATS will scan for key words, so do not forget to mention all skills you possess in these areas.



First Name Last Name

City, State • Phone Number • Professional Email • Personalized LinkedIn URL

Education

California Baptist University - Riverside, California - Anticipated December 20XX
Bachelor of Arts in International Studies

- Preced List - 20XX

Military Experience

United States Army Reserve - San Diego, California - August 20XX - Current
Team Leader

- Train and prepare up to 50 soldiers on communication security policies and procedures, radio operator techniques and transmit.
- Act as the Range Control Safety Officer to equip 100 soldiers with the safety brief on a monthly basis.
- Communicate with management on performance level of each soldier.

United States Army - Fort Bragg, North Carolina - November 20XX - May 20XX
Squad Leader

- Participated in equipment inspections on the field to ensure the safety of each soldier.
- Mentored eight soldiers on professional and personal development and leadership skills.
- Managed inventory of supplies and equipment, totaling over \$200,000.

Military Awards

- Department of the Army Distinguished Civilian Service Award - 20XX
- Public Service Commendation Medal - 20XX

Work Experience

Tanger - Corona, California - November 20XX - Present
Executive Team Lead - January 20XX - Present

- Oversee the recruiting and hiring of all seasonal employees.
- Create bi-weekly work schedules for 60 employees, complying with state laws, school schedules and time off requests.
- Build morale of evening shift employees, which includes, monthly potlucks, team building activities and holiday celebrations.


Team Member - November 20XX - December 20XX

- Provided outstanding collaboration and leadership which resulted in promotion within 6 months.
- Restocked inventory on shelves and racks to ensure organization and cleanliness of store.
- Welcomed each guest and answered their questions as directed.

Footer

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FIRST NAME LAST NAME

City, State | Phone Number | Professional Email | Personalized LinkedIn URL

Bilingual, former Platoon Sergeant and Lance Corporal of the United States Marine Corps dedicated to applying extensive leadership knowledge and communication skills in public health programs. To us, working in collaboration with others to make a positive impact on the health of the public.

EDUCATION

Bachelor of Science in Public HealthAnticipated May 20XX
California Baptist UniversityRiverside, CA

LEADERSHIP EXPERIENCE

Platoon SergeantSept. 20XX - Mar. 20XX
United States Marine Corps - Camp PendletonOceanside, CA

- Lead a team of 12 to 5 missions in 5 countries to ensure safety successfully.
- Met with each team member individually weekly to ensure physical and mental health was being monitored.
- Collaborated and communicated with platoon's commanding officer regarding training in compliance, which resulted in greater efficiency of our team.
- Discussed each team member's progress and communicated what they needed to improve upon.
- Developed camaraderie with team members, by working with them to amplify their strengths for increased confidence in behavior.

Lance CorporalDec. 20XX - Aug. 20XX
United States Marine Corps - Camp PendletonOceanside, CA

- Trained 3 drill teams as a group of 15 newly hired recruits in order to improve their productivity.
- Monitored fellow recruits through weekly one-on-one sessions, which resulted in increased unit.
- Cooperated with 5 fellow Lance Corporals in discuss their training progress, and the positive results yielded from their implementation with fellow recruits.
- Received a suggestion as a weekly basis to report progress from training and leading fellow recruits.

RELEVANT VOLUNTEER EXPERIENCE

Blood Donor AmbassadorDec. 20XX - Present
American Red CrossRiverside, CA

- Check-in and explain donation process to donors and ensure that they complete intake process before giving blood.
- Class biography to ensure recruit, recruit, as guarantee that recruit and recruit process before giving experience.
- Facilitate questions that donors have and supply them with professional as a job.

SKILLS & CERTIFICATIONS

- CPR and First Aid
- Bilingual - Fluency in English & Spanish
- Epic Systems
- Microsoft Office: Word, PowerPoint, & Excel

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Sample Resumes

Major Specific



First Last Name

City, State • Phone Number • Professional Email • Personalized LinkedIn URL

Education

California Baptist University, Riverside, CA
Bachelor of Science in Accounting
GPA 3.75
Anticipated May 20XX

Technical Skills

QuickBooks • Advanced Excel • Microsoft Office • Salesforce

Internship Experience

California Baptist University, Riverside, CA
September 20XX-March 20XX
Admissions Intern

- Performed administrative office tasks and budgeted for events involving 800+ students
- Communicated with potential new students to increase rate of enrollment
- Conducted tours of the university providing detailed descriptions of select departments
- Developed understanding of numerous software including Quickbooks and Salesforce

Anderson & Associates, CPA, Riverside, CA
May 20XX-August 20XX
Summer Accounting Intern

- Organized and tracked accounts receivable and payable for 3 corporations
- Accurately entered financial transactions and setup new accounts for 3 companies
- Collaborated with staff in the planning and review of engagements

Work Experience

Citibank, Corona, CA
May 20XX-September 20XX
Bank Teller

- Utilized effective communication skills to ascertain customer needs
- Verified billing payments such as loan, mortgage, and utilities
- Processed cash withdrawals and validated deposits in accordance with bank standards
- Managed office tasks including ordering new bank cards and referring new accounts

Community Service

Path of Life Homeless Shelter, Riverside, CA
December 20XX-Present

- Dispersed dinner to the community on a bi-weekly basis
- Build excellent communication and relationships with shelter guests to develop support



FIRST, LAST NAME

City, State • Professional Email • Personalized LinkedIn URL • (951) 343-5031

EDUCATION

California Baptist University, Riverside, CA
Bachelor of Science in Aviation Flight
Expected May 20XX

- Member of CBU Flying Lessons Flight Team
- Member of CBU Blue Yonder WA1 Chapter

RATINGS AND QUALIFICATIONS

Instrument Rating • Multi-Engine Instructor • Certified Flight Instructor Certified Flight Instructor • FAA Second Class Medical

FLIGHT EXPERIENCE - TOTAL HOURS: 560

Instructor: 237 hours • Instrument: 143 hours • Pilot In Command: 200 hours

EXPERIENCE

Cisco Air Charter, Chino, CA
Operations Assistant
May 20XX-Present

- Assisted Director of Operations and the Chief Pilot with record keeping
- Maintain and update pilot documents and training records in both paper and electronic forms
- Provide administrative support in answering phones and receiving clients on occasion


California Baptist University, Riverside, CA
Public Safety Student Worker
June 20XX-May 20XX

- Checked and directed vehicle and pedestrian traffic in a professional manner
- Ensured all required paperwork was completed and accurate

VOLUNTEER ACTIVITIES

American Association of Airport Executives, Riverside, CA
Treasurer
April 20XX-June 20XX

- Planned, monitored, and oversaw the annual budget
- Scheduled bi-monthly club meetings for 20+ members
- Collaborated with fellow officers in creating class events which resulted in successful fundraising



FIRST LAST NAME

- Professional Email - Phone Number - Personalized LinkedIn URL - City, State -

EDUCATION

California Baptist University – Riverside, CA

Bachelor of Science in Biology, Pre-Medical Concentration Expected 3/20XX

- Minor in Spanish for Healthcare Professionals
- GPA: 3.95
- Member of Pre-Med Club 3/20XX – Present

LICENSES & CERTIFICATIONS

- EMT - AED - CPR - ACLS - BLS - PALS - EVOC - EMT - PHLS -

RELEVANT EXPERIENCE

American Medical Response – Riverside, CA 8/20XX – Present

Emergency Medical Technician

- Provide urgent care in patients facing critical health care issues such as cardiac arrest, stroke, drug overdoses, injuries, labor, and other conditions that require emergency care
- Collaborate with team members in care in the assessment, treatment, and transportation of critical patients in hospitals
- Communicate with patients' family members as well as healthcare staff to ensure all needs are accounted for

COPE Health Solutions – Riverside, CA 6/20XX – 3/20XX

Pre-Medical Scholar at Riverside Community Hospital

- Shadowed healthcare professionals on laboratory, radiology, lab and delivery, emergency department, and ICU floors
- Assisted patients' medical signs and reported results to nurses and MDs
- Transported, fed, bathed, dressed, and groomed patients to ensure high quality patient-centered care

RESEARCH EXPERIENCE

Loma Linda University – Loma Linda, CA 3/20XX – Present

Undergraduate Research Assistant

- Report scientific data using various bioinformatics
- Analyze RNA samples through qPCR experiments and prepare graphs in data visualization
- Assist lab PI with equipment maintenance, writing reports, and submitting proposals resulting in an awarded R21 grant


ADDITIONAL EXPERIENCE


In-N-Out Burger – Corona, CA 7/20XX – 4/20XX

Level 5 Associate

- Delivered exceptional service to 100+ customers per shift through recognizing orders and engaging with customer questions
- Recognized as "Employee of the Month" on four occasions throughout employment history
- Promoted to Level 5 Associate after four years of employment

PROFESSIONAL | CONTACTS | LINK HANDSHAKE.COM | WEBSITE/INSTAGRAM





FIRST LAST NAME

- Personalized LinkedIn URL | Professional Email | Phone Number | City, State

EDUCATION

California Baptist University – Riverside, CA

MASTER OF BUSINESS ADMINISTRATION Expected May 20XX

- Concentration in Management

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION May 20XX

- Minor in Sociology

WORK EXPERIENCE

Enterprise Rent-A-Car – Irving, CA

BRANCH MANAGER May 20XX – Present

- Oversee branch operations and supervise the four-person management team
- Conduct and participate in the recruitment, interviewing and hiring of branch employees
- Implement hiring and development strategy for branch employees
- Plan marketing efforts and sales plans to increase and improve year-over-year sales metrics
- Establish strategy and oversight of fleet management and inventory

MANAGEMENT TRAINEE August 20XX – May 20XX

- Developed relationships with clients and provided solutions for their business needs
- Trained in HR, finance, customer service, sales, and marketing departments on the successful management of branch operations

T-Mobile – Riverside, CA

SALES ASSOCIATE August 20XX – September 20XX

- Guided customers with purchasing decisions to ensure correct products and services plans met their needs
- Increased branch mobile phone sales by 15% over the course of 18 months
- Secured customer care department by strategizing solutions to customer questions and concerns

INTERSHIP EXPERIENCE

Target – San Bernardino, CA December 20XX – August 20XX

STORES EXECUTIVE INTERN

- Teamed with merchandising, sales, and purchasing departments to identify key objectives and project development initiatives designed to assist in reaching department goals
- Created PowerPoint and presented recommendations to the leadership team in weekly store meetings


CROSS-CULTURAL EXPERIENCE


University of Belgrano – Buenos Aires, Argentina September 20XX – December 20XX

STUDY ABROAD STUDENT

- Collaborated with a diverse group of students to prepare 3 business plans with local vendors

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First Last Name

City, State | Phone Number | Professional Email | Personalized LinkedIn URL

EDUCATION

Bachelor of Arts in Christian Studies

California State University, Riverside, CA

August 20XX - May 20XX

RELEVANT EXPERIENCE

Magnolia Church, Riverside, CA

July 20XX - May 20XX

Youth Pastor Intern

- Led successful camp activities based on established theme for 100 youth ages 11-14
- Provided counseling for boys in a group setting on a weekly basis
- Collaborated with staff and volunteers to engage students in successful church activities

First Baptist Church, Riverside, CA

June 20XX

Volunteer Bible School Volunteer

- Enthusiastically volunteered with children ages 8-11 in cooperative games ensuring good sportsmanship
- Created opportunities for children to ask questions about lessons presented in lesson understood the gospel

Belong Band Ministry, Columbus, OH

December 20XX - April 20XX

Assistant/ Volunteer

- Implemented company housing for homeless families in conjunction with volunteers and missionaries
- Conducted fundraisers and yielded the best results in local office housing, raising over \$3,400 in donations
- Coordinated educational programs to help us conduct job search and assisted 18 people in obtaining employment at a local factory

ADDITIONAL EXPERIENCE

California Baptist University, Riverside, CA

August 20XX - May 20XX

Community Life Intern

- Partnered with student leadership to create a back to school event which exceeded prior year participation by 10%
- Presented our annual spirit competitions on social media to foster increased school spirit

YMCA, Columbus, OH

May 20XX - August 20XX

Children's Coordinator

- Managed "Funzone for Families", a service providing daycare assistance to households in need
- Increased efficiency with volunteers to reach those with families in need of assistance and
- Organized more than 75 placements for the summer program

HONORS AND AWARDS

Certificate of Appreciation, Community Service Christian Rotary Club


May 20XX

Best of Service Specialist of the Year, Columbus Department of Juvenile Services

July 20XX

- Recognized for providing pre-trial counseling and monitoring services to delinquent youth
- Selected as one of six award winners over 75 candidates

GET YOUR WORD | GET YOURS | YOUR HANDSHAKE COUNTS | GET YOUR FINGERPRINTS



First and Last Name

City, State / Phone # / Email / Personalized LinkedIn URL / Website/portfolio link if applicable

EDUCATION

Expected Graduation: May 20XX - California State University, Riverside, CA

Bachelor of Science in Computer Science

ABET Accredited

Emphasis: Systems Programming

Cumulative GPA 3.89

TECHNICAL SKILLS AND OPERATING SYSTEMS

C++, JAVA, Unix, Windows, MS Visual Studio, CAD, JMP, Dreamweaver

ENGINEERING PROJECTS

September 20XX - December 20XX - California State University, Riverside, CA

Digital Circuit Design Lead

- Led a group of 7 engineering students to design and implement digital logic circuits
- Programmed in VHDL to construct new logic blocks in EPLD
- Developed a code sized log of recognized circuits

ENGINEERING EXPERIENCE

May 20XX - Present - Southern California Edison, Pomona, CA

Systems Engineer

- Evaluated and implemented security software programs which resulted in decreasing deployment times by 70%
- Assisted with the integration of web-based applications to improve workflow and increase efficiency
- Assisted with the installation of systems to decrease overall facility

August 20XX - May 20XX - California State University, Riverside, CA

IT Student Assistant

- Helped with the implementation of new web services
- Provided a centralized weekly software support for all campus departments
- Tested and programmed recognized circuit boards

VOLUNTEER AND LEADERSHIP EXPERIENCE

October 20XX - Present - Sherman Indian High School, Riverside, CA

Tutoring Supervisor

- Supervised and instructed all 15 tutors for high school students
- Coordinated and led weekly meetings and sessions of improvement and to ensure the staff is up to date
- Serve as a liaison between staff, tutors, and students

AFFILIATIONS AND MEMBERSHIPS

August 20XX - Present - California State University, Riverside, CA

American Society of Electrical and Computer Engineers

Member

GET YOUR WORD | GET YOURS | YOUR HANDSHAKE COUNTS | GET YOUR FINGERPRINTS

RESUME TIP: Along with your experience, employers are looking for examples of leadership, projects and skills developed

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Sample Resumes

Sample Resumes

CBU Career Center

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First Last Name
Personalized LinkedIn URL | City, State | Phone Number | Professional Email

Education

Master of Science in Counseling Psychology | Anticipated May 20XX
Bachelor of Arts in Psychology | May 20XX
California Baptist University | Riverside, CA

Counseling Experience

Marriage and Family Therapist Trainee

The Grove Corner Counseling & Community Center | Riverside, CA | August 20XX - Present

- Major Depressive Disorder - 40 hours
- Bipolar Disorder - 20 hours
- Generalized Anxiety Disorder - 50 hours
- Anorexia Nervosa - 60 hours
- Obsessive-Compulsive Disorder - 30 hours
- Substance Abuse Disorder - 30 hours

Professional Experience

Human Resource Analyst

Samartian's Putter | Orange County, CA | May 20XX - Present

- Manage employee benefits and company policy for over 300 employees
- Assist with training and onboarding of new employees on a bi-monthly basis
- Research and prepare reports for management to evaluate turnover and productivity

Children's Coordinator

YMCA | Riverside, CA | January 20XX - April 20XX

- Matched caregivers with over 60 non-profit families based on interests and strengths
- Oversee summer programs by planning, implementing, monitoring, and coordinating 30+ educators

Leadership Experience

Children's Ministry Leader

Orangecrest Community Church | Riverside, CA | June 20XX - June 20XX

- Prepared lessons, games, and music for 30 children ranging from three to six years old on a weekly basis
- Communicated with parents regarding behavior problems to ensure a safe environment

Community Life Intern

California Baptist University - Community Life | Riverside, CA | August 20XX - May 20XX

- Collaborated with five different offices on campus to create diverse and engaging events
- Effectively communicated with vendors and staff members to coordinate and execute events

Cross-Cultural Experience

Team Member

International Service Project | Kazakhstan | June 20XX

- Served the local community through daily soccer lessons and educational curriculum
- Trained for six months with a team of eight diverse team members in cultural awareness

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First and Last Name
City, State | Professional Email | Phone Number | Personalized LinkedIn URL

EDUCATION

Bachelor of Arts in Early Childhood Education | Anticipated May 20XX
California Baptist University, Riverside, CA

COPE Junior Health Scholar Certificate | April 20XX
UCLA Executive Programs in Health Policy & Management, Los Angeles, CA

PROFESSIONAL EXPERIENCE

Teacher's Aide

Mountain View Elementary School, Riverside, CA | May 20XX - Present

- Assist in the development of lesson plans for a kindergarten class of 18 students
- Organize daily classroom activities to ensure student participation and collaboration
- Analyze the behavior of students through conduct reports to eliminate distractions
- Implement online learning objectives to support curriculum in the virtual setting

Youth Partner Intern

Olive Crest, Riverside, CA | September 20XX - February 20XX

- Shadowed the Youth Partner in the supervision of 10 youth ages 12-18 in a residential group home
- Supervised the youth in crisis management, implementing behavior modification strategies
- Taught independent living skills and planned group activities and outings

Junior Health Scholar

Riverside Community Hospital, Riverside, CA | September 20XX - August 20XX

- Completed 100 field hours in a rotation through five departments of patient care and administration
- Collaboratively visited patient homes for health coaching sessions and medication reports
- Delivered daily patient progress reports to supervisor

CROSS-CULTURAL EXPERIENCE

Participant

Mission Trip, Tijuana, Mexico | April 20XX

- Collaborated with a team of 7 for one week to bring activities and educational resources to the children
- Distributed textbooks and activity packs to hundreds of children in various orphanages

SKILLS/CERTIFICATIONS

CPR | AED | BLS | First Aid | Google Classroom

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First Last Name

Personalized LinkedIn URL | City, State | Phone Number | Professional Email

EDUCATION

California Baptist University School of Nursing | Riverside, CA
▪ Entry Level Master of Science in Nursing Expected August 2022
▪ Bachelor of Science in Nursing (High School) Expected May 2022
California State University, San Bernardino | San Bernardino, CA
▪ Bachelor of Science in Health Science May 2022

RELEVANT EXPERIENCE

Certified Nurse Assistant Nov. 2022 - Current
Riverside Regional Medical Center | Moreno Valley, CA
▪ Serve nurses on each floor by providing them with proper medication every thirty minutes.
▪ Document patient dignity and uphold privacy by assisting with activities of daily living.
▪ Assurely about each patient's vital signs and records to maintain a high level of care.

CLINICAL EXPERIENCE

Children's Hospital of Orange County | Internship | Orange, CA Jan. 2022 - Apr. 2022
▪ Pediatric Unit 90 hours
Redlands Community Hospital | Redlands, CA Sept. 2022 - Dec. 2022
▪ Obstetrics, Labor & Delivery 90 hours
Patterson State Hospital | Patterson, CA Jan. 2022 - Apr. 2022
▪ Mental Health 115 hours
Loma Linda University Medical Center | Loma Linda, CA Sept. 2022 - Dec. 2022
▪ Pediatric Unit & Neonatal ICU 90 hours
Riverside Community Hospital | Riverside, CA Jan. 2022 - Apr. 2022
▪ Labor and Delivery & Postpartum Unit 90 hours
Ochsner Medical Center - Kaiser Permanente | Orange, CA Sept. 2022 - Dec. 2022
▪ Medical Surge / Thoracic Unit 120 hours

CERTIFICATIONS

ACLS | BLS (CPR & AED) | ECG & Pharmacology | NMA | NRP | PALS | Level 2 Post Health Education |
Certified Nursing Assistant | Intravenous to Clinical Care Nursing

CROSS-CULTURAL EXPERIENCE

Town Member November 2022 - June 2022
California Baptist University | International Service Project | San Juan, Azula
▪ Provided first aid and medical assistance three plus hours to village to fifty patients.
▪ Shadowed and assisted physicians at local clinics to thoroughly understand proper testing for HIV.
▪ Trained with 10 other students for 6 months which resulted in strong communication and teamwork.

LEADERSHIP EXPERIENCE

Lead Nurse September 2022 - 2022
Chickadee Restaurant | Corona, CA
▪ Oversee training of 30 new employees monthly.
▪ Maintained knowledge of current menu items as they ingredients, portions, and preparation.



First, Last Name

Professional Email | City, State | Phone Number | Personalized LinkedIn URL | Website/Portfolio Link

HEADER TIP: You can put a title in your header for certain positions, i.e. picture editor or production assistant

EDUCATION

Bachelor of Arts in Film, California Baptist University
Riverside, CA - Expected May 2022
▪ Concentration: Los Angeles Film Studies Center

EXPERIENCE

Athletics Media Production Technician, California Baptist University Athletics Department
Riverside, CA - January 2021 - Present
▪ Assist production team of 10 in broadcasting sporting and events to ensure a smooth show
▪ Operate cameras for livestream broadcasting via PTZ cameras from Control Room
▪ Manage social media posts that are published during the NCAA Division 1 basketball games

Programming Intern, Riverside International Film Festival
Riverside, CA - September 2021 - May 2022
▪ Screened festival film submissions and developed written coverage in conjunction with training on writing and film education
▪ Collected film skills for the marketing team to include in the program guide and website
▪ Coordinated with director of programming and festival producer to help notify winners after jury announcement for respective sections

CONTENT TIP: You may choose to integrate any of these skills into your accomplishment statements if you have them for the film industry: Phone, Customer Service, Event Planning, Fundraising, Public Speaking

FILM PROJECTS

Picture Editor
▪ "The Red Pen" - Digital Video Short Film
▪ "Discomfort" - HD Short Film
Producer
▪ "The Lancer Wife" - 16mm Short Film
▪ "Journey" - Documentary
Assistant Director
▪ "Lavender Fields" - 35mm Short Film
▪ "La Vie en Rose" - HD Short Film

CONTENT TIP: For Production Assist. resume, include non-student films like this:


- Title
- Year
- Production Company
- Producer/Director's Name

HONORS

California Baptist University Film Festival 2019 Best Editor for "Discomfort"

SKILLS

Cameras
▪ Canon S.D. Mark IV
▪ RED EPIC-W medium
▪ Sony A7SII
Editing Software
▪ Adobe Premiere Pro
▪ Adobe After Effects
▪ Adobe Audition
▪ Final Cut Pro X
Systems
▪ Windows
▪ Mac OS



FIRST LAST NAME

CITY, STATE • Phone • LinkedIn • Website

Be creative on your resume, do not let creativity go to waste on InDesign or on Adobe Creative Suite, however, make sure your content is formatted well and easy to read.

EDUCATION

Bachelor of Arts in Graphic Design & Digital Media

Minor in Visual Design

California Baptist University

CA 92503

Expected Graduation • 2025

Avondale, CA

DESIGN EMPHASIS

Adobe Creative Suite

Fixed Formatting

MacOS, Windows

In Design

Photography

Illustrator •

Be creative with your design skills and list your design interests.

DESIGN INTERESTS

3D Designing

Typography

Illustration •

Architecture

Branding

Packaging

RELEVANT EXPERIENCE

Media World and Design

Design Intern

- Assisted senior designer with creating and formatting full 2025 catalog
- Create new interactive social media materials
- Work with physical files for business and signage design for all in-house events

CITY, ST

December 2023 • Present

CBU Design Club

Co-founder and President

September 2023 • Present

- Successfully co-founded design club to promote creative endeavors
- Plan, design, and host 4 student art exhibits annually
- Produce an annual photo film for student associated clubs

CITY, ST

Keep track of your awards and any projects or exhibits you have participated in.

DESIGN AWARDS & EXHIBITIONS

1st and 2nd Art Addy Award

Avondale Art Walk • Top Place

South of California Art Festival • Honored Artist

2025

2023

2023

VOLUNTEER EXPERIENCE


Youth With a Mission

- Co-led a weekly creative arts program for children ages 3-12
- Participated with local churches to remove the walls from classrooms

CITY, ST

May 2023 • September 2023

Volunteering, cross cultural and leadership experiences are always good road to your resume.



FIRST LAST NAME

CITY, STATE • Personalized LinkedIn URL • Phone Number • Professional Email

SUMMARY (EXAMPLE)

Detail-focused and bilingual healthcare undergraduate with demonstrated ability to develop strong relationships as well as proven leadership and administrative experience seeking an analyst position in an established hospital environment.

EDUCATION

California Baptist University, Riverside, CA

Bachelor of Science in Healthcare Administration

Minor in Business Administration

Expected: May 2025

RELEVANT EXPERIENCE

CHOC, Orange, CA

Experience Intern

September 2023 • March 2024

- Collaborated with medical and administrative professionals to serve the patients and families
- Maintained excellent written and digital documentation of encounters with families and patients
- Developed a working knowledge of facility and department policies and procedures

International Rescue Committee, Richmond, VA

Healthcare Summer Intern

June 2023 • August 2023

- Assisted Health Liaison to conduct orientation to U.S. healthcare systems
- Conducted research and developed healthcare materials for educational seminars
- Accompanied clients to appointments and assisted them in completing their new patient registration using the electronic database

LEADERSHIP ACTIVITIES

California Baptist University, Riverside, CA

Resident Advisor

August 2023 • May 2024

- Enforced University regulations and policies while still maintaining positive and trustworthy relationships with the residents
- Planned and carried out community events that bolstered student activities on campus
- Developed and maintained a strong sense of residential community for 40+ students

ADDITIONAL SKILLS

- Quick Books
- EPIC Software

- Bilingual – Spanish and English

- Ex-Cap/Ex-Mat
- SQL

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FIRST LAST NAME

CITY, STATE | PHONE NUMBER | PROFESSIONAL EMAIL | PERSONALIZED LINKEDIN URL

EDUCATION

California Baptist University Riverside, CA
 Bachelor of Arts in Journalism and New Media Expected December 20XX
 Concentration in Broadcast Journalism

EXPERIENCE

Beaver Newspaper - California Baptist University Riverside, CA
 Assistant Editor, Sports Section August 20XX - Present

- Collaborate with editorial staff, writers, and designers to meet bi-weekly deadlines
- Contribute and produce articles that have resulted in an award-winning publication
- Research national and international events, securing sources and fact-checking

SB Nation Los Angeles, CA
 Blog Intern May 20XX - August 20XX

- Specialized social media and weekly blog content, including editorial pieces and editorial campaigns
- Implemented innovative content creation and branding, increasing views by 23%
- Researched information to assist with investigations and source subjects for possible story development or news views

Starbucks Riverside, CA
 Shift Supervisor May 20XX - August 20XX

- Supervised and trained team members in all company policy, procedures and operations
- Anticipated customer and store needs by constantly evaluating the environmental and customer factors
- Demonstrated strong interpersonal communication skills with a diverse demographic of customers

Barista October 20XX - May 20XX

- Delivered outstanding customer service with every customer resulting in promotions to supervisor after only eight months
- Maintained knowledge of current menu items, ingredients and preparations

COMMUNITY SERVICE

First Baptist Church Riverside, CA
 Blog Manager, Writer September 20XX - Present

- Discover and write research while assigning articles of interest on a bi-weekly basis
- Report and research on a variety of topics, focusing on missions

SKILLS & CERTIFICATION

Photoshop
 InDesign

Illustrator
 HubSpot

Microsoft Certification
 Google Analytics

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First, Last Name

City, State | Phone number | Professional Email | LinkedIn URL

EDUCATION

California Baptist University Riverside, CA
 Bachelor of Science, Kinesiology Anticipated: 20XX
 Emphasis: Pre-Physical Therapy
 GPA: 3.67

RELEVANT EXPERIENCE

Riverside Sport Clinic Riverside, CA
 Physical Therapy Aide January 20XX - December 20XX

- Gained exposure to the Physical Therapy profession through extensive patient interactions
- Assisted patients with daily living activities to ensure better comfort and recovery
- Increased understanding of the human mind and mental health
- Supported interdisciplinary healthcare team to ensure patient safety and satisfaction

ATHLETIC AND COACHING EXPERIENCE

California Baptist University Riverside, CA
 NCAA Division I Athlete: Baseball August 20XX - Present

- Elected as team's captain for sophomore season, leading by example and setting the tone
- Chosen for 20XX-20XX Conference Player of the Year for Outstanding Fielding
- Implemented and coordinated conditioning program for 90+ male incoming athletes

Ramona High School Riverside, CA
 Varsity/JV's Baseball Coach August 20XX - Present

- Facilitate daily batting, coaching, and running drills to ensure maximum effort
- Design and implement drills that lead to improving the overall success of the team
- Collaborate with Athletic Director and High School Administrators to ensure CTF compliance

Ramona High School Riverside, CA
 Junior Varsity Assistant Coach June 20XX - April 20XX

- Helped coaching staff with warmups, batting, and drills
- Created and administered a team weight training program which was successfully implemented for both JV Varsity and Varsity players

SKILLS AND CERTIFICATIONS

Languages: Fluently speak, write, and read Spanish
 Electronic Medical Record: Experience using Quick, Epic, and Meditech
 Certifications: EMT, First Aid, CCM-A

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FIRST LAST NAME

City, State | Personalized LinkedIn URL | Phone Number | Professional Email

EDUCATION

California Baptist University, Riverside, CA Anticipated May 20XX
Bachelor of Science in Marketing
■ Minor in Psychology

RELEVANT EXPERIENCE

Allura Credit Union, Riverside, CA May 20XX – March 20XX
Marketing Intern
■ Selected to present at a staff meeting on current financial trends for college students
■ Researched and evaluated social media to increase sales for student accounts
■ Tracked social media analytics and used metrics to drive marketing strategies

California Baptist University, Riverside, CA August 20XX – May 20XX
President of Marketing Club
■ Coordinated networking opportunities for club members with local businesses
■ Grew club membership by 32% in one year through innovative meetings and activities
■ Collaborated with club leadership to meet and exceed member objectives

ADDITIONAL EXPERIENCE

In-N-Out Burger, Riverside, CA August 20XX – Present
Level 1 Associate
■ Awarded Associate of the Month based on customer satisfaction reports
■ Manage the store Instagram, increasing traffic from promotional marketing tactics
■ Provide exceptional service ensuring adherence to all health and safety standards
■ Effectively address complaints to ensure that customers feel positive about their experience

VOLUNTEER ACTIVITIES

Rebirth Homes, Riverside, CA July 20XX – Present
Marketing Volunteer
■ Created Instagram account dedicated to serve those rescued from sex trafficking
■ Revamped supporter database for increased efficiency and tracking purposes

TECHNICAL SKILLS & CERTIFICATIONS

- Photoshop
- Illustrator
- InDesign
- MailChimp
- Google Analytics
- HubSpot Certification

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FIRST LAST NAME, EIT

City, State | Phone | Professional Email | Personalized LinkedIn URL | Portfolio/Website Link

EDUCATION

California Baptist University, Riverside, CA Expected: December 20XX
Bachelor of Science in Mechanical Engineering
EIT Certificate #123456
ABET Accredited

TECHNICAL SKILLS

Computer: SolidWorks, AutoCAD, MATLAB/Simulink, Microsoft Word, Excel, PowerPoint
Equipment: Mill, Lathe, CNC, Welding

MECHANICAL ENGINEERING EXPERIENCE

Precision Cast Parts, Irvine, CA April 20XX – Present
Mechanical Engineering Internship - Co-op
■ Perform research and development on fuel injection systems
■ Work with team of 6 interns while designing physical prototypes to analyze system performance
■ Learning Pro/E, SolidWorks as well as programming various WinCC files

Three-Wheeled Vehicle Design Team Project September 20XX – May 20XX
■ Collaborated with team of five and helped develop, design, and prove the concept of a fully autonomous three-wheeled vehicle
■ Designed and used the necessary mechanical and electrical components
■ Successfully built and tested all modules

LEADERSHIP EXPERIENCE

California Baptist University, Riverside, CA September 20XX – May 20XX
Resident Advisor
■ Worked as a resident advisor with 12 other staff members to facilitate the personal growth of 120 students
■ Encouraged and enforced the compliance of community standards, addressed various security issues to ensure safety, and counseled students
■ Served as the Leading Advisor to the students, served as a liaison between the student organization for future student advisors, and received training on difficult aspects of residency

INVOLVEMENT AND HONORS

College of Engineering/American Society of Mechanical Engineers January 20XX – Present
Vice President
■ Represent the College of Engineering by coordinating events with industry professionals
■ Attend and present research and design projects
■ Developed additional communication, time management and team building skills

National Society of Collegiate Scholars May 20XX – Present
California Baptist University International Volleyball August 20XX – Present

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FIRST LAST NAME

City, State (###) ###-#### professional@email.com LinkedIn URL

Education

California Baptist University	Riverside, CA	Expected Grad: May 20XX
<i>Master of Social Work</i>		
Pepperdine University	Malibu, CA	August 20XX — June 20XX
<i>Bachelor of Science: Behavioral Science</i>		

Certifications

LSW, LSW, LCSW, LICSW

Relevant Work Experience

HCA Healthcare	Riverside, CA	January 20XX — Present
<i>Medical Social Worker/Interv</i>		
<ul style="list-style-type: none"> Act as a liaison between the patient and community resources/psychiatric care providers to ease the management of services. Facilitate patient cooperation across the continuum of care and identify, address, and track barriers to patients. Provide education to patients and caregivers regarding community resources and post-acute level of care criteria, benefits, and coverage to inform patients of all potential options available. 		

OhioHealth Corporation	Riverside, CA	May 20XX — January 20XX
<i>Social Worker</i>		
<ul style="list-style-type: none"> Completed biopsychosocial assessments and psychiatric diagnoses of over 200 patients. Performed intensive physical/behavioral interventions a daily basis to provide the best options for patients. Received referrals for individuals from at-risk populations from interdisciplinary team members such as physicians, case managers and a staff nurse. 		

Volunteer Experience

Big Brothers, Big Sisters	Riverside, CA	April 20XX — December 20XX
<i>Volunteer</i>		
<ul style="list-style-type: none"> Assumed multiple "Liaison" from across the county developed social skills in order to prepare them for experiences. Successfully mentored 15+ "Liaisons", 90% graduated from high school on time, 60% of which had a 3.0+ GPA. Escorted weekly conversations with the "Liaison" and their family to coordinate the best form of outreach and success. 		



FIRST LAST NAME

City, State + Phone Number + Professional Email + Personalized LinkedIn URL

EDUCATION

California Baptist University, Riverside, CA	Expected May 20XX
<i>Bachelor of Music in Music Education</i>	
GPA: 3.8	

MUSIC EXPERIENCE

California Baptist University, Riverside, CA	August 20XX - Current
<i>Alto Section Leader/University Choral and Orchestra</i>	
<ul style="list-style-type: none"> Directed the alto section of a 150-member choir and orchestra Recorded two albums and toured at varying churches and organizations nationwide 	

California Baptist University, Riverside, CA	August 20XX - Current
<i>Small Group Leader</i>	
<ul style="list-style-type: none"> Performed a variety of musical selections with section other members weekly Composed and/or original songs and collaborated with instrumentalists to perform Arrange rehearsal and performance logistics for a two-month tour 	

THEATER EXPERIENCE

<i>Musical Theater Experience:</i>	
Northwestern Theatre Festival	20XX
Penny Highway	
Roll on, Thelma	20XX
Nine Reasons: In The Heights	
<i>Film Roles:</i>	
Emil & Sonja Is...	20XX
Sarah: The Play's the Thing (Short)	
"The Gift" California Baptist University	20XX
Announcer: Sports Case 2009 (News Radio)	

CONTENT TIP: If applying to Theater positions, it is acceptable to put a picture of yourself and include your physical attributes (i.e. eye color, hair color, weight, height, vocal range) on your resume.

SKILLS

- Bilingual (English and Spanish)
- Classical Composition
- Finals and Logic Pro
- Choral Instruction
- Conducting
- Voice and Orchestration



First Last Name

City, State | Phone | Email | Personalized LinkedIn URL

EDUCATION

California Baptist University, Riverside, CA
Bachelor of Science in Biochemistry
Englewood, Pre-Med, GPA 3.9

Expected Graduation: Spring 20XX

HONORS AND AWARDS

Marshall Chemistry Fellow
Dean's List

May 20XX
20XX - 20XX

EXPERIENCE

BioVitalab

Riverside, CA
May 20XX - Present

Vaccines Laboratory

- Developed and launch vaccine discoveries using chemistry, biology, and lab techniques
- Monitor and optimize mRNA vaccine process production in local manufacturing site to ensure high performance and efficiency
- Effectively coordinated with a team of scientists to ensure efficient working conditions

Riverside Unified School District
Adult Tutor (Math and Science)

Riverside, CA
December 20XX - May 20XX

- Conducted one-on-one and group tutoring for high school juniors and seniors
- Assisted with SAT and ACT test preparation

RESEARCH EXPERIENCE

California Baptist University

Riverside, CA

Undergraduate Research Assistant

August 20XX - May 20XX

- Performed focus groups among members of high-risk populations to gauge interest for low-cost interventions
- Acquired knowledge of the process and procedures of implementing Level 2 Trauma

CROSS-CULTURAL EXPERIENCE

Hands Across Borders Medical Missions

South Africa

Medical Missions Team

Summer 20XX

- Provided oral care for premature health in rural communities
- Administered medical visits with infectious screenings
- Administered vaccinations and health check-ups for the community

COMMUNITY INVOLVEMENT

Riverside Community Hospital

Riverside, CA

Emergency Room Volunteer

December 20XX - Present

- Shadow and assist medical staff in the Emergency Room and Doctor's Museum Office
- Transport and handle the discharge of patients



FIRST, LAST NAME

City, State | Email | Phone | Personalized LinkedIn URL

SUMMARY

Experienced and tech professional with policy and prevention focus utilizing research, writing, and community organizations to create safe and healthy communities

EDUCATION

California Baptist University, Riverside, CA
Master of Public Health

Anticipated May 20XX

California State University of San Bernardino, San Bernardino, CA
Bachelor of Science in Health Services, concentration: Health Services Management

June 20XX

PROFESSIONAL EXPERIENCE

Health Out, Highland, CA

Outreach and Policy Initiatives

April 20XX - Present

- Research and develop annual workplace assessment of the following categories: research, policy development, community engagement, media advocacy, and collaboration
- Successfully planned a Responsible Beverage Campaign program with local on-site establishments in order to efficiently assess, implement, and evaluate its effectiveness
- Provide Youth Alcohol and Drug Trends presentation to 200+ students at schools to bring awareness regarding the harm of tobacco products and other drugs
- Develop, implement, and oversee a Youth Change Makers (YCM4) program to include an emphasis on substance abuse prevention and overall health awareness
- Selected as lead work group alongside with San Bernardino County Prevention providers to work collaboratively on media prevention strategy by developing 12 media campaigns
- Collected over 3,000 Adult, Adolescent & Pediatric and Community surveys to determine areas in need of community needs and resources towards substance abuse for funding purposes

Juniper Valley, California

WILCOG Public Service Fellow

June 20XX - March 20XX

- Assisted as official Juniper Valley liaison by promoting upcoming meeting dates and events on the city website and providing flyers for residents
- Assisted coverage of all 5 council votes on a monthly basis and coordinate ideas for brown baggers (informal program) and events
- Managed the Healthy Juniper Valley section on the city website by posting event pictures and writing announcements on what was discussed at the council votes meetings
- Served as a partner in collaborative meetings with surrounding cities to identify strategies and shared resources that could be used to serve the broader population
- Reviewed report analyses to keep track of how our current 300+ subscribers are spending their funds or utilizing on the council resources provided

VOLUNTEER AND LEADERSHIP ACTIVITIES

Southern California Public Health Association


January 20XX - Present

Student Chapter President, Inland Empire

SKILLS

- Fluency Spanish for verbal, written, and document translations
- SPSS
- GIS





First Last Name

City, State | Professional Email | Phone Number | Personalized LinkedIn URL

EDUCATION

California Baptist University, Riverside, CA

Scholar of Arts in Spanish

Anticipated May 20XX

- Minor in TESOL
- President's List | GPA: 3.8

University of California, Riverside, CA

Professional Certificate in Interpretation and Translation: English/Spanish

May 20XX

RELEVANT EXPERIENCE

Riverside County Office of Education | Riverside, CA

Translation Intern

September 20XX - Present

- Shadow an ECIIE translator two days a week in various Riverside schools
- Perform written and oral translation services from Spanish to English for students ages 5-18
- Participate in individualized education meetings between teachers and students
- Facilitate high school dual language immersion courses for 10+ bilingual students per class

VOLUNTEER EXPERIENCE

Cosmos, Harvest Christian Fellowship | Riverside, CA

Children's Ministry Volunteer

January 20XX - Present

- Teach a Bible lesson in Spanish every month to 15 first graders
- Develop a relevant craft for the students to create that coincides with the lesson of the week
- Collaborate with ministry team to develop new strategies of marketing and engagement

LEADERSHIP EXPERIENCE

Spanish Club, California Baptist University | Riverside, CA

President

September 20XX - December 20XX

- Organized a weekly meeting discussing relevant topics and upcoming club events
- Implemented marketing and fundraising strategies to bring attendees to the Spanish Club

Student Conn, California Baptist University | Riverside, CA

First Year Experience Orientation Leader

May 20XX - December 20XX

- Planned and led new student orientation for 1,000+ incoming students
- Prepared weekly lessons to teach peers in subject including finances, academics, and personal growth

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Sample Resumes

FIRST LAST NAME

City, State
Phone Number
Professional Email
Personalized LinkedIn URL

Education

California Baptist University
Master of Science in Speech-Language Pathology
Anticipated May 20XX
Azusa Pacific University
Bachelor of Science in Communications Disorders
May 20XX

Clinical Experience

Riverside Unified School District
Intern
Riverside, CA
September 20XX - Present

- Develop therapy materials for five clients on a weekly basis to ensure a success rate of 80%
- Communicate effectively with parents, teachers, and aides regarding students' IEPs including growth, challenges, and goals
- Support officials staff by organizing lesson plans, schedules, and client's charts

Leadership Experience

Azusa Pacific University
MSHSLA Club President
September 20XX - May 20XX

- Increased club attendance by 60% through community events and classroom presentations to bring awareness to the SLD industry
- Oversee 8 board members and 200 club members on a bi-weekly basis

MSHSLA Club Vice President
September 20XX - May 20XX

- Created bi-weekly group activities that aligned with the core values of MSHSLA

Community Involvement

Keep Riverside Clean & Beautiful
Volunteer
Riverside, CA
January 20XX - March 20XX

- Assisted with the clean-up of roads, neighborhoods, and parks to ensure cleanliness around Riverside County
- Donated to five events by organizing materials, donating informational, and growing community members

Azusa Speaks
Community Volunteer
Azusa, CA
June 20XX - February 20XX

- Hosted a awareness and fundraising event on a monthly basis for 600 participants
- Facilitated the marketing and planning for eight community outreach events

Skills and Certifications

- Bilingual American Sign Language Fluency
- SLPA Certified
- CPR


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Sample Resumes

CBU Career Center

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CVs



CV TIP: Remember: Your CV will most likely be 2 or more pages, be sure to add your contact information and number each

First Name, Last Name
City, State, Phone Number, Professional Email Address, Personalized LinkedIn URL

CV TIP: What is a Curriculum Vitae (CV)?

A CV’s Goal is to construct a scholarly identity while applying for academic, education, scientific or research positions. It is also used for applying for grants and fellowships.

A CV is an extensive document or biographical statement of your experience and achievements. A Resume is a one-page summary of your skills, accomplishments, experience, and education. It is brief and concise. A CV is a continuous catalog and can allow for multiple pages with a more detailed abstract. There is less emphasis on content and action verbs in a CV.

A CV should include most if not all the following: educational and academic background as well as any teaching, research, presentations, coursework, grants, professional associations, awards and affiliations.

EDUCATION

Doctorate in Leadership Studies California Baptist University	Expected: May 20xx
Master of Arts, Liberal Studies California Baptist University, Riverside CA	May 20xx
Bachelor of Arts, English Chapman University, Santa Ana, CA	May 20xx

FELLOWSHIPS

Humanities Center Graduate Fellowship	June 20xx
Chapman Graduate Fellowship	June 20xx



PROFESSIONAL EXPERIENCE

Teaching Assistant “The Developments of Short Stories” Department of English, California Baptist University Assisted with curriculum, lectures, and course evaluations.	Winter 20xx and Spring 20xx
Writing Tutor Academic Success Center, California Baptist University	Fall 20xx – Spring 20xx
Writing Tutor Department of English, California Baptist University	Fall 20xx – Spring 20xx
Teaching Assistant English 213 Chapman University, Santa Ana, CA Evaluated and aided in the creating of course assignments	Fall 20xx – Spring 20xx

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Cover Letters

General Cover Letter

Nursing Cover Letter



First Last Name

Personalized LinkedIn URL | City, State | Phone Number | Email

ADDRESSING TIP:

By using the company website and the job posting, indicate the name of the hiring manager or recruiter when addressing the letter. If you cannot find a name, write "Hiring Manager" or "Search Committee."

DO NOT USE:

"To whom it may concern" or similar clichés.

DATE

CONTACT NAME

CONTACT TITLE

COMPANY NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

Dear _____,

INTRODUCTORY PARAGRAPH:

State the name of the position or role you are interested in. If applicable, share how you heard about the position or organization. Make sure to communicate your unique interest in the opportunity. Attempt to keep this paragraph 3-4 sentences long.

MIDDLE PARAGRAPH(S):

Explain why you are interested in this employer/position and your reasons for desiring this type of work. If you have relevant education or experience, be sure to emphasize it. However, do not repeat your resume. It is important to be confident when highlighting your skills and abilities. This 1-2 paragraph section should also reflect what you know about the position and company you are applying to. Do your research.

ANTICIPATORY PARAGRAPH:

Reiterate your overall interest in the position as well as your enthusiasm for contributing your experience and skills to the organization. Thank the employer for their consideration of your application/resume. End the paragraph by stating that you look forward to the opportunity to further discuss the position.

Sincerely,

Your Signature

(Physical or Digital Signature)

Typed First Last Name

HEADER TIP:

Make sure the cover letter header is identical to the resume header to create a personal and cohesive professional profile.

CONTENT TIP:

Make sure you connect your relevant, work, or volunteer experiences along with education to the desired position.



COVER LETTER TIPS:

- Spell check and proofread
- Do your research on the company and position
- Keep it detailed and concise
- Individualize your cover letter to each specific position

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FIRST NAME, LAST NAME

LinkedIn URL | City, State | Phone Number | Professional Email

May 9, 20XX

Ms. Jane Smith

Human Resources Director

Human Resource Management

Loma Linda University Children's Hospital

11234 Anderson St.

Loma Linda, CA 92534

Dear Ms. Smith,

I am writing to apply for the New Graduate Nurse Residency Program at Loma Linda University Children's Hospital, as advertised at the California Baptist University Career Fair. As an aspiring NICU nurse with a Bachelor of Arts in Biology from California State University, San Bernardino, and a Registered Nurse (RN) license, I am currently pursuing a Master of Science in Nursing to further advance my career and clinical expertise. My commitment to pediatric care and dedication to professional growth makes me enthusiastic about the opportunity to contribute to your esteemed institution's commitment to nurturing new nurses in pediatric care.

Throughout my academic and professional journey, I have sharpened my theoretical knowledge and compassionate patient care skills through effective communication, empathetic patient interactions, careful attention to detail, and dedication to learning and professional growth. My clinical experience as a Medical Assistant at Mountain View Surgery Center provided valuable hands-on experience in patient care, including monitoring vital signs, and ensuring adherence to HIPAA regulations. Additionally, my tenure at Starbucks, where I advanced from Barista to Shift Supervisor equipped me with exceptional multitasking abilities, leadership skills, and a commitment to delivering outstanding customer service—a skill set I am eager to use in the healthcare setting.

What particularly resonates with me about Loma Linda University Children's Hospital is its innovative RN Residency Program, designed to provide new graduate nurses with comprehensive clinical experiences, classroom education, mentorship, and support. I am drawn to the opportunity to work alongside skilled RN preceptors, participate in skills lab education, and benefit from the guidance of dedicated RN mentors as I embark on this transformative journey toward becoming a proficient pediatric nurse.

I am eager to bring my passion for pediatric nursing, commitment to excellence, and enthusiasm for continuous learning to your renowned program. Thank you for considering my application. I am excited about the prospect of contributing to the mission of LLU Children's Hospital and look forward to the opportunity to discuss how my skills and experiences align with the needs of your program.

Sincerely,

Lauren Lancer

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General Resources

CBU Career Center

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CBU Career Center

General Resources

Interview Materials

Checklist preparation is key to any job interview. Fortunately, most interviewers ask many standard questions during the interview process. This section will help you organize your thoughts, articulate your responses, and plan your interview strategy.

Self Reflection

- **Know Your Motivations** - Be able to articulate why you are interested in the industry, the specific role, and the company you are applying for
- **Develop Your Narrative** - Use the STAR (Situation, Task, Action, Result) method to develop stories and examples that highlight your skills, experiences, and achievements

Thorough Research

- **Industry and Company Knowledge** - Understand the organization’s mission, values, and recent developments in the industry
- **Role-Specific Research** - Obtain a clear understanding of what the role requires and how you fit into the role
- **Anticipate Questions** - Utilize the next page or A.I. resources to find potential interview questions

Technical Proficiency

- **Refresh Your Knowledge** - Review the relevant technical skills and concepts that are necessary in your field or for the specific role
- **Practice Software** - If necessary, be prepared to demonstrate proficiency in required software applications or technical processes

Behavioral Skills

- **Develop Communication Skills** - Practice articulating your thoughts clearly and concisely
- **Enhance Problem-Solving** - Practice critical thinking skills to analyze complex situations and develop effective solutions
- **Build Teamwork and Leadership Skills** - Reflect on your experiences working collaboratively and taking initiative

Mock Interviews

- **Practice with a Career Counselor** - Schedule an appointment on Handshake to meet with a counselor and practice your interview skills
- **Seek Feedback** - Ask questions about your interview performance that help benefit you through constructive criticism

Interview Preparation Checklist

Self-Reflection	Thorough Research	Technical Proficiency
What do I want the interviewer to know about me?	What do I know about the position/industry I am applying for?	What technical/industry skills do I have, and how have I used them?
➤	➤	➤
➤	➤	➤
➤	➤	➤
➤	➤	➤
Behavioral Skills	Development Areas	Questions
What soft skills do I have, and how have I used them?	What are my weaknesses? How can I strategically answer “Tell me about a weakness”?	What questions can I ask about the role, interviewer, or company?
➤	➤	➤
➤	➤	➤
➤	➤	➤
➤	➤	➤

Professional Attire & Presence

Think about this when dressing professionally:

Make a great first impression with your attire.

First impressions matter whether you are attending a career fair, preparing for an interview, or starting a new job! It is essential to take the time to prepare not only how you dress, but also how you present yourself.

Maintain a business professional appearance.

Your attire should be business professional and suitable for corporate environments. Not only does this create an instant impression, but it also conveys that you take your role seriously. Check out the dos and donts for professional attire tips on the following page.

Understand the organization’s workplace dress culture.

Be sure to research the organization to customize and tailor your outfit for the role you are applying for. Whether it is a formal, conservative, or a more casual environment, dressing appropriately demonstrates your understanding of the culture. If you are unsure, prioritize professionalism.

Keep your attire simple and comfortable.

If you are ever in doubt about your attire, stick to the basics by choosing classic and simple styles. Be sure your clothing and footwear are also comfortable, especially when you are walking into an interview or a career fair.

Use your nerves to fuel your presence:

As you prepare for a career fair or interview, it is essential to practice, prepare and research in advance to showcase your intentionality and readiness. While it is natural to feel nervous at these professional events, remember to take a deep breath and be yourself! Nervousness is a good indication that you simply want to make a good impression. *Let your personality shine, demonstrate confidence as you speak, and don’t forget to SMILE!*

Career Fairs or Job Interviews DOs & DON'Ts

What to Wear

DOs for women	DOs for men
<ul style="list-style-type: none">• Solid, neutral, and/or dark colored suit jacket paired with a skirt or slacks• Dressy Blouse and/or top• Close toed shoes, heels, or flats - professional in style• Business dress or skirt - no shorter than 3" above the knee	<ul style="list-style-type: none">• Solid, neutral, and/or dark colored suit jacket paired with matching slacks or trousers• Collared or button-up shirt• Tie - complimenting the outfit in style and color• Dress shoes - professional in style

DON'Ts For Career Fairs or Job Interviews
<ul style="list-style-type: none">• Avoid excessively casual attire: If the company maintains a relaxed dress code, refrain from wearing attire such as jeans, shorts, or flip flops during an interview or career fair to demonstrate your seriousness towards the opportunity.• Say no to bold patterns: Avoid wearing vibrant colors or loud patterns as they can divert attention. Focus on showcasing your skills and experience rather than your attire.• Limit accessories: Keep accessories minimal and tasteful. Women can opt for a simple necklace, stud earrings, and a classic watch, while men can stick to a tie, watch, and cufflinks. Remember, less is more.• Refrain from strong fragrances: While it is important to smell fresh and clean, overpowering perfumes or colognes can be off-putting to interviewers. Choose a subtle scent or consider skipping fragrance altogether.• Avoid revealing attire: Dress modestly and professionally to protect the right image and sustain a respectful environment.• Avoid wrinkled and dirty clothing: Wear clean, ironed clothes to demonstrate your professionalism and respect for the opportunity

Networking



LinkedIn is an invaluable resource for maximizing your professional growth and achieving career success! With over 900+ million users, LinkedIn offers a vast network of professionals, recruiters and industry leaders. Statistics from 2024 also show that 122 million people received jobs and 8 people per minute are being **HIRED!**

Why is LinkedIn important?

- **Professional Online Presence and Branding:** Your LinkedIn profile serves as an online resume; allowing you to showcase your skills, accomplishments, and career progression.
- **Professional Network:** LinkedIn expands opportunities to gain insights, access career resources, and collaborate with other professionals globally.
- **Career Opportunities:** LinkedIn gives you the ability to stay updated about the internships and job opportunities available within your field.
- **Industry Insights:** By strategically following companies, and professionals aligning with your career goals, you can stay updated about the current trends, best practices, and news.

How to Build a Strong LinkedIn Profile:

- **Professional profile photo and banner:** Your profile picture and your banner are your virtual first impression. Your profile picture should be professional. You should avoid any selfies, unprofessional backgrounds, outdated and blurry photos. If you need a professional headshot, check out the Iris Booth at the Career Center during business hours. No appointment is required, and this resource is FREE. Your banner should also showcase your professional headline.
- **Professional Headline:** If you want to make a solid first impression, establish a strong headline! Highlight key words related to your profession along with unique strengths, specialties or achievements. For example, "Bilingual Certified Accountant Specializing in Corporate Taxes"
- **About Section:** Your "About Section" is vital to captivate your audience and introduce yourself! If you don't know where to start, establish a past, present, and future method.
 - **PAST:** First, briefly summarize your professional background that has shaped your career path.
 - **PRESENT:** Mention your current role and/or the educational journey you are in
 - **FUTURE:** Be able to articulate what your objectives and aspirations are by including potential internships, or job opportunities you are interested in seeking

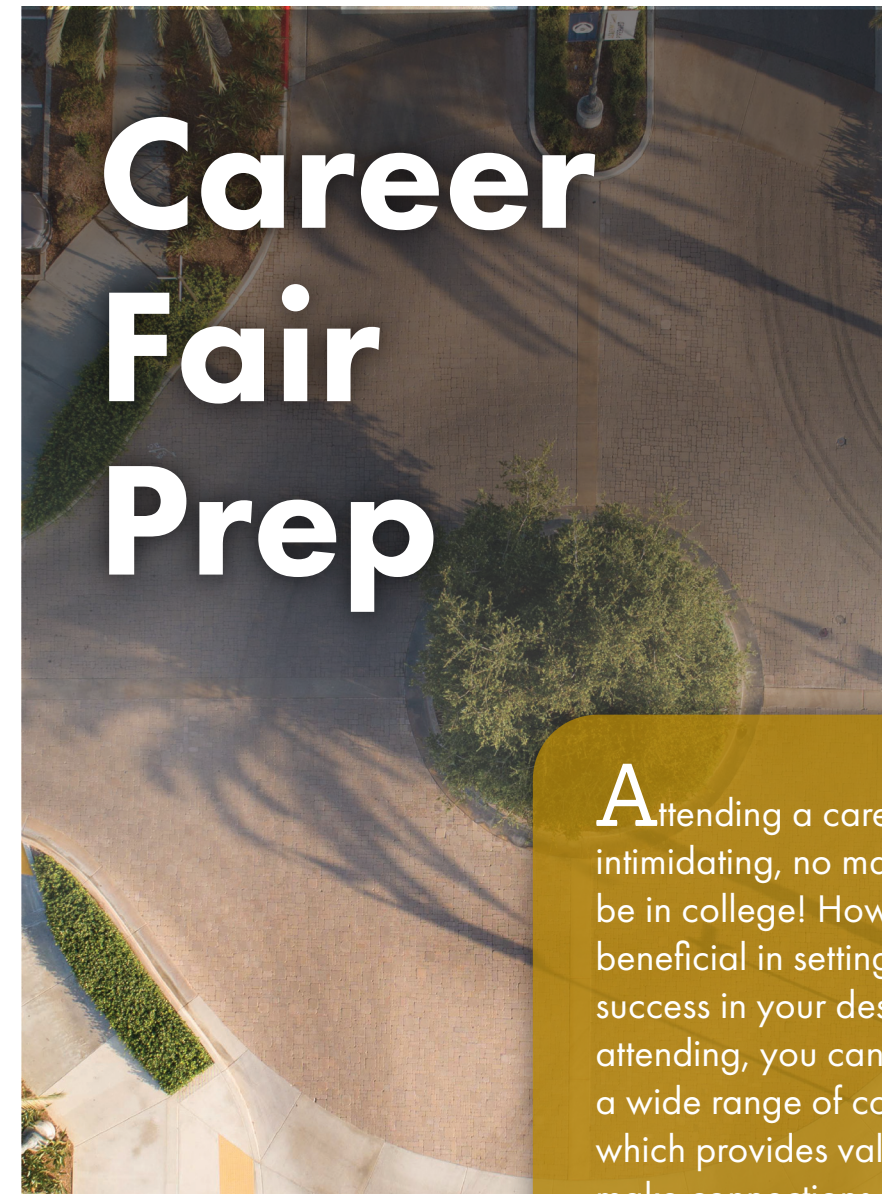
How to Build a Strong LinkedIn Profile Continued:

- **Experience:** When writing your descriptions, avoid mirroring your resume in using bullet points. Write a narrative and articulate your unique experience for the role(s) that you have held throughout your career progression in paragraph format. Consider highlighting key experiences that you can further expand on. Adding numbers, reasons or results show validity.

See Example Below:

As a Food Server, I excel at multi-tasking by providing excellent customer service, and handling food requests while demonstrating my passion for hospitality. My ability to collaborate with a team of 10 people including managers, food servers, and cooks has become essential as it requires me to effectively communicate to ensure orders are completed in a timely manner. Effectively using the POS system is also an invaluable part of my experience where I can handle cash, process incoming payments, and balance my drawer daily.

- **Endorsements:** The importance of endorsements demonstrates your credibility about your skills, abilities, and experience, all of which can impact how other professionals perceive you.
- **Skills/Certifications/Volunteer Sections:** Ensure these sections are completed as needed based on your experience.
- **Log in regularly:** Maintaining an active identity through LinkedIn maximizes your professional growth. Regularly logging in allows you to stay updated with current trends and it keeps you connected as you engage with your network by liking, resharing, and commenting on posts.
- **Strategically connect:** Define what your goals are as you strategically connect with professionals. Are you seeking career advice? Do you want to establish strong relationships with those in your chosen profession? Are you searching for job opportunities? Determining your objectives can help you meet your professional and academic goals.



Attending a career fair can seem very intimidating, no matter what year you might be in college! However, it can also be very beneficial in setting yourself up for future success in your desired career field. By attending, you can meet representatives from a wide range of companies and industries, which provides valuable opportunities to make connections and learn about potential employers. As a student, you can develop lasting relationships with recruiters and explore career options that you may not have considered before. You will also get the chance to make a positive impression with a recruiter which can increase your chances of being considered for future job openings!

Steps to Guide Success at a Career Fair:

- 1 Get Ready:** Weeks before the career fair, have your resume and LinkedIn profile reviewed by the Career Center. Make sure your resume highlights can be quickly scanned in 6–10 seconds.
- 2 Research:** Stop by the Career Center during the week of the fair to obtain a list of attending employers. Research the companies and organizations on that list so you can ask specific and relevant questions.
- 3 Dress to Impress:** First impressions are of the utmost importance. Dress conservatively and professionally to communicate maturity and job readiness. If you want to browse a wide selection of professional clothing, visit the Career Center's Professional Wardrobe Closet where you can rent professional clothes.
- 4 Bring Key Items:** For the event, bring more resumes than you think you will need, a padfolio and pen. There is no need to bring your cellphone, a bulky bag or cover letters to a career fair.
- 5 Maximize your time:** Come early and stay as late as possible. This is your chance to network with professionals and potentially score a job. Make this time a priority in your schedule.
- 6 Work the Room:** As you explore the career fair, try to visit every table. Network with employers that are not on your planned list. If there is a line at one employer, go on to the next and return when it is less crowded. Opportunities could exist in unexpected places!
- 7 Introduce yourself:** Firmly shake the employer's hand, make great eye contact and be prepared to answer the question, "Tell me about yourself." Take 60-90 seconds to describe your education, experiences and personal background while aligning yourself to their company.
- 8 Be Curious:** Come prepared with a few insightful questions to ask employers. This can demonstrate interest, enthusiasm and professionalism.
- 9 Follow Up:** Within a day or two, send the employer a handwritten thank-you note, email or LinkedIn message. This is a courtesy that can leave a solid and lasting impression on an employer.

Internships

How To Gain an Internship

Internships offer invaluable opportunities for students to gain practical experience, build professional networks, and develop essential skills. Students can apply their classroom knowledge to real-world problems through internships, enhancing their problem-solving abilities and exploring potential career paths. Additionally, internships provide a chance to connect with industry professionals, learn from experienced mentors, and expand one's professional network.

A Step-by-Step Guide to Finding an Internship

1 Self-Assessment:

- Identify your interests and skills as they align with your career goals
- Reflect on personal and professional strengths and weaknesses.

2 Research Internship Opportunities:

- Utilize Handshake and other online job boards to find potential employers.
- Explore industry-specific websites or associations to learn more about companies.
- Attend career fairs, workshops, and networking events hosted by the Career Center.

3 Build a Strong Resume and Cover Letter

- Crafting a tailored resume and cover letter based on the internship description and qualifications.
- Utilize keywords from job descriptions that are relevant to your industry or your field.
- Use the Career Center's Document Library to view resume and cover letter resources and templates.

4 Prepare for Interviews

- Practice common interview questions by making a Mock Interview appointment.
- Use the STAR method (Situation, Task, Action, Result) to answer behavioral questions.
- Do not forget that body language, eye contact, and communication skills matter, and communicate with the employer non-verbally.

University Resources

- [Handshake](#)
- [Career fairs](#)
- [Document-building tools](#)

The Job Search

Salary Negotiations & Ethics

Tips for New Graduates

Salary negotiation doesn't have to be intimidating or tricky if you do your research first! By following these tips, new graduates can approach salary negotiations with confidence and increase their chances of securing a fair and competitive compensation package.

1 Do Your Research

- 🔍 **Know the Market Rate:** Research the average salary for your position, industry, and location. Websites like Glassdoor, PayScale, LinkedIn Salary, Buzzfile, and USjobs.com can provide useful benchmarks.
- 🔍 **Understand the Organization:** Learn about the company's salary structures. New policies on pay transparency and public companies' financial statements can offer valuable insights.

2 Prepare Your Value Proposition

- 🔍 **Highlight Your Skills:** Clearly articulate the skills, internships, projects, and experiences that make you a strong candidate. Be ready to discuss relevant achievements, awards, or recognitions that demonstrate your potential.
- 🔍 **Be Realistic:** If you're just starting out with limited experience, make sure your salary expectations are reasonable and justified.

3 Practice Your Pitch

- 🔍 **Rehearse:** Practice your negotiation conversation with a friend, mentor, or in front of a mirror to build confidence.
- 🔍 **Stay Professional:** Use a calm, respectful, and confident tone throughout the negotiation process.

4 Consider the Entire Compensation Package

- 🔍 **Look Beyond Salary:** Evaluate other benefits like PTO, health insurance, retirement plans, bonuses, stock options, remote work options, professional development opportunities, and travel allowances. Some organizations offer outstanding benefits that add significant value.

5 Timing Is Important

- 🔍 **Wait for the Offer:** Don't bring up salary during the interview process. Wait until you have a formal job offer.
- 🔍 **Respond Professionally:** Once you receive an offer, express your enthusiasm and ask for some time to review it before discussing specifics.

6 Be Ready to Negotiate

- 🔍 **Start High, But Reasonable:** Propose a salary slightly above your target to leave room for negotiation. Be willing to compromise and know your BATNA (Best Alternative to a Negotiated Agreement).

7 Ask Questions

- 🔍 **Clarify Details:** If you're unsure about any part of the offer, ask for clarification.
- 🔍 **Understand Performance Reviews:** Inquire about the frequency of performance reviews and potential salary increases.

8 Be Gracious and Express Appreciation

- 🔍 **Thank the Employer:** Regardless of the outcome, thank the employer for the offer and the opportunity.

9 Get It in Writing

- 🔍 **Written Confirmation:** Once an agreement is reached, ask for a written confirmation of the salary and any other agreed-upon terms before you officially accept the offer.

Additional Considerations

Seek Mentorship: Ask a mentor or make an appointment at the CBU Career Center for additional assistance and advice.

Avoid Being Scammed

With the increasing number of fraudulent job scams, it's important to stay vigilant during your job search. Here are some tools to help you stay safe:

Protect your identity

- **Never** give out your personal information such as your driver's license number, social security or bank account number over email or phone. This information is not asked for until you have accepted a position and should be done in person through human resources.
- **Never** agree to a background check unless you have met the employer in person.
- **Never** take money or checks up front.
- **Never** take cashier's checks or money orders as a form of payment.
- **Never** wire funds to a potential employer.

Do Your Research

- Research online.
- Search for the company or the person hiring you along with terms like "scam," "review," or "complaint" to uncover any potential issues.
- Be wary of opportunities that seem too good to be true.
- Verify the employer's website.
- Confirm that the job listing appears on the employer's official career page.

Be Aware

- All job opportunities for CBU students will either come from the Career Center email address or be sent through Handshake. If you receive an unsolicited email containing a link to apply or unclear information, consider it a phishing attempt. Avoid clicking on any links and contact the CBU Career Center immediately.

Disclaimer

- While we strive to verify the safety of all employers and the legitimacy of job postings, the CBU Career Center cannot be held responsible for job scams. It is the responsibility of the applicant to conduct thorough research and exercise caution when applying for any job opportunity.

Helpful Links and Resources

- Visit the [Federal Trade Commission](#) for more examples and signs of typical job scams. Unfortunately, college students remain continual targets. You can stay up to date on scam activity by signing up for scam alerts.
- To report a scam, file a complaint online with the [Federal Trade Commission](#). Check out their video on how to report scams and more ways to avoid fraud.

A Common College Job Scam

Here is a common job scam that many job seekers have unfortunately fallen victim to:

A fake employer sends you a check to deposit into your bank account, instructing you to run errands or make purchases as an "assistant". However, the check is fraudulent, and you will end up being scammed as well as responsible to repay the bank.

Graduate School

Graduate Degrees

What is a graduate degree?

Graduate education usually encompasses master's or doctorate level degrees. These degrees are often called "advanced degrees", and they are pursued after acquiring a bachelor's degree.

Why get a graduate degree?

For some occupations, a professional degree may be required. Examples of these include a medical degree to become a doctor or a juris doctor which is required to practice law. Other graduate level degrees such as an MBA (business), MSN (nursing), or MSW (social work) are not necessarily required but can come in handy in some industries if you are interested in promoting to a higher role. Another reason for

pursuing an advanced degree is to grow in academic expertise in a specific topic while engaging in research, publications, and presentations of your findings. PhD programs are a popular route for this.



How do I know if a graduate or professional degree is for me?

Attaining another degree is an investment, so it's great to do some self-assessing, goal setting, and research to decide if graduate school is for you. Again, you don't have to get an advanced degree to launch a successful career! If you're contemplating a graduate degree, here are some questions to think about:

- What career am I interested in and what do I want to pursue?
- What are my short-term and long-term goals?
- Is graduate school necessary for my field/position of interest?
- What are the costs and benefits of pursuing an advanced degree?

Some reasons you may consider pursuing a graduate degree:

- Pivoting from one career to another that has very little connection to your current major/industry.
- For those pursuing academia, an advanced degree opens opportunities for networking, teaching, and research opportunities.
- Some advanced degrees can correlate with a more competitive salary as well as professional growth in rank.



How long does graduate school take?

The time to complete a graduate degree varies depending on the degree you choose. Master's programs usually take between 2-3 years depending on the track chosen. For medical and law degrees, this can take 3+ years. Some advanced degrees are designed to be flexible and can be pursued while you are working. However, others can be much more rigorous making part-time or full-time work difficult. To find the best track for you, utilize websites like gradschools.com or you can directly contact the school you're interested in at their admissions office to get more details.

What are my next steps?

If you decide a graduate degree is the right choice for you, here are some important action steps to keep in mind!

1 Research

- Understand what your career goal is and what type of graduate education is required for that. Consider whether a Master or Doctorate program is best for your career goals. Begin by compiling a list of graduate schools and research topics like:
 - Admission requirements
 - Deadlines
 - Financial aid
 - GPA and rigor requirements
 - Preferred test scores
 - Return on investment
- If the graduate program requires an admissions test begin looking at pricing and studying materials. If you have questions about the admissions process or the programs, attend an information session or reach out to a Program Director to receive more information.

2 Be Mindful of Your Academics

- Several graduate schools use GPA as part of the applicant evaluation process. Be sure to maintain a strong GPA by creating healthy study habits, visiting office hours, and retaking any core classes to raise your GPA, if necessary. See your Student Success Coach in the Academic Advising Office if you have more questions on this.
- Start building relationships with your professors EARLY! Not only are they a great resource for your questions about graduate school or your future industry, they will also play a pivotal role in your application process as you request letters of recommendation. Having a strong relationship with your professors, staff, and mentors will ensure you receive an honest and well-rounded letter of recommendation.

3 Gain Relevant Experience

- ▶ Starting your freshman year, get inspired and involved by participating in campus clubs geared towards your interests as well as academic tracks. These organizations will give you the chance to gain relevant experience and skills for graduate school while creating a fantastic support system.
- ▶ Engage in shadowing, volunteering, and interning to get hands-on experience with your future field that aligns with your graduate school program. Picking up a part-time job while you're in school is also a great way to hone in on your soft skills.
- ▶ To be a competitive candidate, have the following:
 - Resume or Curriculum Vitae highlighting relevant work and academic history
 - Internships, volunteer, or shadowing experience in your field of study
 - Research, publications, and or presentations on topics in your field
 - Memberships in on-campus clubs or national societies (such as Alpha Chi)

4 Narrow Down Your Search

- ▶ Throughout your time at CBU, take the time to explore graduate schools and gather information through their admissions office. Make a list of the schools you are interested in applying to based off your goals and career aspirations and narrow down your list!

5 Know Your Timeline

- ▶ Be sure to research the application cycle for your program. There is no right or wrong time to start graduate school. Some students choose to go straight from their undergraduate degree into a graduate program while others may take a year or several years to work and then return to school. Find what works best for you and plan your application and test taking accordingly.

6 Take Your Entrance Exams

- ▶ Many graduate schools require an entrance exam. These exams can require a fee. We've listed some of the most popular ones below. Be sure to give yourself time to study. Depending on the complexity of the content, it can take several months to prepare so plan accordingly! You can retake the exam, but keep in mind every test score is recorded and accessible to each school.
- ▶ Popular exams:
 - MCAT (Required for medical school)
 - LSAT (Required for law school)
 - GRE or GMAT (May be required for variety of Master's programs. Be sure to check the exam requirements for the school you are interested in attending)
- ▶ Ways to prepare:
 - Form a study group!
 - Take past exams and utilize test prep resources such as Princeton Review or Kaplan.

7 Create and Refine Your Personal Statement

- ▶ This is an awesome opportunity for you to share your "why" for graduate school. Most programs require it to learn about your motivations for graduate school and how you will uniquely contribute. Use this to tell your story and showcase your experiences and qualities.

8 Ask for Letters of Recommendation

- ▶ Letters of recommendation give your graduate school applications a unique perspective to your work ethic and character. Oftentimes, these letters will come from professors, but can sometimes include staff and mentors you've worked with.

- Best practices for asking for a letter of recommendation:
 - Ask early! Give your references ample time to write your letters and provide the exact deadline.
 - Provide your references context on where you are applying and what you are hoping to pursue. Giving them a summary or resume of your academic, professional, and personal accomplishments and goals is a great way to fill them in on your experiences.

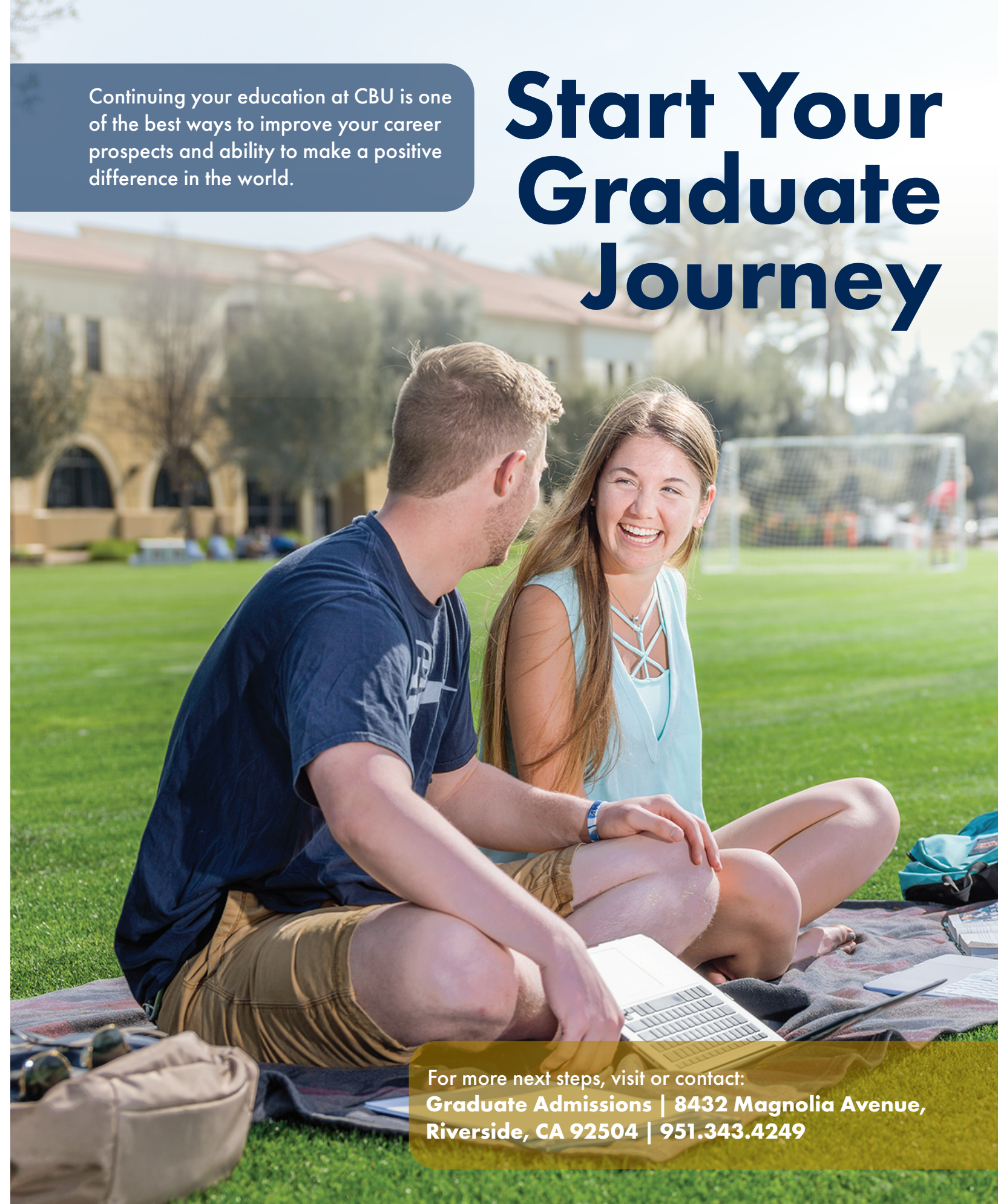
9 Do a Mock Interview

- Many graduate schools include an interview as part of the admissions process. Because of this, we highly encourage making an appointment with the Career Center to practice with a mock interview! Familiarize yourself with popular interview questions and get personalized coaching on your interview skills so you are confident and prepared for the real thing!

Start early, explore your options, gain relevant and academic experience, and be prepared for admissions tests!

Continuing your education at CBU is one of the best ways to improve your career prospects and ability to make a positive difference in the world.

Start Your Graduate Journey



For more next steps, visit or contact:
**Graduate Admissions | 8432 Magnolia Avenue,
Riverside, CA 92504 | 951.343.4249**

AI

Leveraging AI For Success

1 Job Hunting:

AI is an awesome tool for job hunting! It helps you explore different careers, learn about job requirements, salary ranges, and daily duties. But remember, AI isn't perfect—some unique fields might not be fully covered. Here's how to make the most of AI while job searching:

Best Practices:

1. **Start with AI for Ideas:** Use AI to brainstorm and gather initial information.
2. **Engage with Real People:** Chat with industry professionals to get hands-on advice. Attend career fairs, do informational interviews, and network at events.

Smart AI Prompts:

- What degree is required for [Industry] field?
- What is the potential growth of this [Role]?
- What are the main duties of this [Role]?

2 Resumes and Cover Letters:

AI tools like ChatGPT can be your secret weapon for refining your resume and cover letter (not create one for you)! Use AI to discover impactful words and phrases, but remember, your personal touch is irreplaceable. Here's how to use AI effectively:

Best Practices:

1. **Start with your own work:** Begin with your original narrative, then ask AI for specific input. Create detailed prompts to get tailored suggestions.
2. **Review and edit:** AI suggestions are only as good as your input. Always check for accuracy and make edits to ensure everything is spot-on.
3. **Use AI as a guide:** Instead of copying and pasting, use AI-generated results as inspiration. Discern and use what strengthens your resume and cover letter and discard what doesn't.

Smart AI Prompts:

- Review my resume and provide 5 ways I can rewrite these bullet points to highlight my skills in [List Skills]. (Copy and paste your existing resume and job description.)
- Scan my cover letter to see if it integrates the keywords for this position. (Copy and paste your existing cover letter and job description.)

4. **Get a Final Review:** Have a career counselor review your final documents to ensure your personality and experiences shine through.

- What are the most important keywords for applicant tracking systems to include in my resume using this job description? (Copy and paste your existing resume and job description.)

3 Interviewing:

AI can be your interview prep buddy! Research a company's culture, values, and mission, and get insights on post-interview questions to keep the conversation flowing. Here's how to make AI work for you:

Best Practices:

1. **Generate interview questions:** Ask AI to create potential interview questions specific to the role and its requirements. The more detailed your prompt, the better the results.
2. **Learn interview etiquette:** Use AI to research proper body language, tone of voice, speed, and professional dress for interviews.
3. **Create post-interview questions:** Copy and paste the job description into AI and ask it to generate questions you can ask your interviewer.
4. **Practice with a career counselor:** After using AI, practice with a career counselor. Remember, you'll be interviewing with a real person, so mock interviews are essential.

Smart AI Prompts:

- I am an applicant for an internship. Generate 10 questions I may get in an interview, including behavioral and general interview questions. (Copy and paste job description.)
- What 5 skills should I highlight in my interview for this position? (Copy and paste job description.)
- What are the proper clothing items I should wear to my next interview?

Notes

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