

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!

Platinum Partners



Gold Partners

Interested in joining this tier? Contact Lisa Blair liblair@calbaptist.edu for more information

Silver Partners



CDTFA
CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION



City of Arts & Innovation



LOMA LINDA UNIVERSITY



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

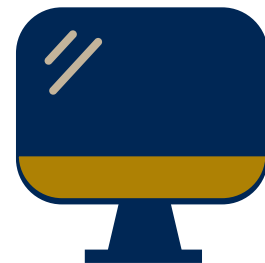
Appointments (Virtual and In-Person)

- 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



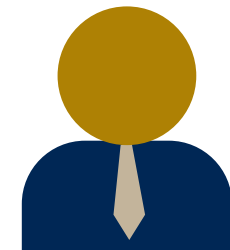
Resources (Virtual and In-Person)

- 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




RESUME CHECKLIST

Counselor: _____ Student: _____ Date: _____

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING | COMMENTS/NOTES |
|--|--------------------------|--------------------------|----------------|
| HEADER - 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/mailling address or zip code | <input type="checkbox"/> | <input type="checkbox"/> | |
| A professional, non-CBU email address, phone number and personalized LinkedIn URL are listed <small>(Personalized LinkedIn URL is without the numbers and letters after your name)</small> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Summary, objective, or profile statement, while not required, specifies the job/employer you are applying for. Avoid cliches. <small>*If you are bilingual, recommend including that in summary statement</small> | <input type="checkbox"/> | <input type="checkbox"/> | |
| EDUCATION - UNIVERSITY NAME(S). ONLY FRESHMEN 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, graduation date or expected graduation date | <input type="checkbox"/> | <input type="checkbox"/> | |
| GPA, while not required, is only listed if 3.5+ | <input type="checkbox"/> | <input type="checkbox"/> | |
| EXPERIENCE - WORK, INTERNSHIP, VOLUNTEER, CROSS-CULTURAL, PROJECTS, CLINICALS, 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 titles are included. Placement of all information is consistent within each section | <input type="checkbox"/> | <input type="checkbox"/> | |
| Your "Accomplishments 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" reflect the transferable skills and demonstrates numbers, reasons, and/or results | <input type="checkbox"/> | <input type="checkbox"/> | |
| Lines of text do not exceed 1.5 and no "hanging words" (lines with only one word) are present | <input type="checkbox"/> | <input type="checkbox"/> | |

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Resume Checklist Continued



RESUME CHECKLIST CONT'D

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING | COMMENTS/NOTES |
|--|--------------------------|--------------------------|----------------|
| EXPERIENCE - WORK, INTERNSHIP, VOLUNTEER, CROSS-CULTURAL, PROJECTS, CLINICALS, RESEARCH, ETC. | | | |
| Bullet points start with a "power verb" in the correct verb tense (past vs. present). Avoid "ing" verbs and the repetition of words | <input type="checkbox"/> | <input type="checkbox"/> | |
| Relevant key words and achievements respective 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 FORMAT, PAGE LAYOUT, STYLE AND ORGANIZATION | | | |
| The section headings are relevant to position/industry/experience | <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"/> | |
| Spacing, format, and font size/style is consistent throughout. Contact information and body text is no smaller that 10.5 | <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 resumes 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"/> | |
| ADDITIONAL NOTES | | | |
| <div></div> | | | |

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Cover Letter Checklist

Cover Letter Checklist Continued



COVER LETTER CHECKLIST

Counselor: _____ Student: _____ Date: _____

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING | COMMENTS/NOTES |
|--|--------------------------|--------------------------|----------------|
| HEADER - NAME & CONTACT INFORMATION | | | |
| Header is the same as resume | <input type="checkbox"/> | <input type="checkbox"/> | |
| Name is the largest size font on cover letter | <input type="checkbox"/> | <input type="checkbox"/> | |
| Only include city and state, don't include physical/mailling address or zip code | <input type="checkbox"/> | <input type="checkbox"/> | |
| A professional, non-CBU email address, phone number, and personalized LinkedIn URL are listed <small>(Personalized LinkedIn URL is without the numbers and letters after your name)</small> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Employer contact includes (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"/> | |
| INTRODUCTORY PARAGRAPH | | | |
| Incorporate job title, company name, and how you learned about the position | <input type="checkbox"/> | <input type="checkbox"/> | |
| Introduce skills, education, and experience that is relevant to the job/company/industry | <input type="checkbox"/> | <input type="checkbox"/> | |
| No more that 3-5 sentences | <input type="checkbox"/> | <input type="checkbox"/> | |
| MIDDLE PARAGRAPH(S) | | | |
| Explains why you are interested in the position | <input type="checkbox"/> | <input type="checkbox"/> | |
| Ties in job description, correlating strengths, and skills that align with the company/job you are applying for. Goes more in depth that resume | <input type="checkbox"/> | <input type="checkbox"/> | |
| Only one or two paragraphs (as needed) | <input type="checkbox"/> | <input type="checkbox"/> | |
| ANTICIPATORY PARAGRAPH | | | |
| Reiterates overall interest, skills, and experience in position and anticipates the opportunity to further discuss next steps. No more that 3-5 sentences | <input type="checkbox"/> | <input type="checkbox"/> | |

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COVER LETTER CHECKLIST CONT'D

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING |
|---|--------------------------|--------------------------|
| OVERALL FORMAT, PAGE LAYOUT, STYLE, AND ORGANIZATION | | |
| Only 3-4 paragraphs listed (Introductory, Middle, and Anticipatory). No bullet points are utilized | <input type="checkbox"/> | <input type="checkbox"/> |
| While not required, the cover letter should be signed and scanned (or a cursive font that looks like a signature) | <input type="checkbox"/> | <input type="checkbox"/> |
| Cover letter is 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"/> |
| I statements are no overused | <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 achievements respective to your target job are included | <input type="checkbox"/> | <input type="checkbox"/> |
| Convincing reasons are conveyed on why you would be an asset to the company | <input type="checkbox"/> | <input type="checkbox"/> |
| Avoid cliches: "To whom it may concern", "My name is", "I'm writing to express my interest", "Your mission statement", etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Save the document as a PDF with a professional file name | <input type="checkbox"/> | <input type="checkbox"/> |

ADDITIONAL NOTES

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COUNTY AND GOVERNMENT RESUME CHECKLIST

Counselor: _____ Student: _____ Date: _____

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING | COMMENTS/NOTES |
|---|--------------------------|--------------------------|----------------|
| HEADER - 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/mailling address or zip code | <input type="checkbox"/> | <input type="checkbox"/> | |
| A professional, non-CBU email address, phone number and personalized LinkedIn URL are listed <small>(Personalized LinkedIn URL is without the numbers and letters after your name)</small> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Objective statement includes position, company/agency and department you are applying for | <input type="checkbox"/> | <input type="checkbox"/> | |
| EDUCATION - UNIVERSITY NAME(S). ONLY FRESHMEN 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 3.5+ | <input type="checkbox"/> | <input type="checkbox"/> | |
| EXPERIENCE - WORK, INTERNSHIP, VOLUNTEER, CROSS-CULTURAL, PROJECTS, CLINICALS, 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 titles are included. Placement of all information is consistent within each section | <input type="checkbox"/> | <input type="checkbox"/> | |
| Your "Accomplishments statements" are listed in paragraph form | <input type="checkbox"/> | <input type="checkbox"/> | |
| "Accomplishment statements" reflect the transferable skills and demonstrates numbers, reasons, and/or results | <input type="checkbox"/> | <input type="checkbox"/> | |
| Each paragraph should utilize "power verbs" in the correct verb tense (past vs. present). Avoid "ing" verbs and the repetition of words | <input type="checkbox"/> | <input type="checkbox"/> | |



COUNTY AND GOVERNMENT RESUME CHECKLIST CONT'D

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING | COMMENTS/NOTES |
|---|--------------------------|--------------------------|----------------|
| EXPERIENCE - WORK, INTERNSHIP, VOLUNTEER, CROSS-CULTURAL, PROJECTS, CLINICALS, RESEARCH, ETC. CONT'D | | | |
| Relevant sections are listed (i.e. technical skills, languages, licenses, certifications, office equipment and training) | <input type="checkbox"/> | <input type="checkbox"/> | |
| OVERALL FORMAT, PAGE LAYOUT, STYLE AND ORGANIZATION | | | |
| The section headings are relevant to position/industry/ experience | <input type="checkbox"/> | <input type="checkbox"/> | |
| No templates are used | <input type="checkbox"/> | <input type="checkbox"/> | |
| No personal pronouns | <input type="checkbox"/> | <input type="checkbox"/> | |
| Relevan key words, duties and skills are listed. Applicant Tracking System (ATS) scans for key words, so mention everything that aligns with the position, industry and company | <input type="checkbox"/> | <input type="checkbox"/> | |
| Spacing, format, and font size/style is consistent throughout. Contact information and body text is no smaller that 10.5 | <input type="checkbox"/> | <input type="checkbox"/> | |
| No spelling or grammatical errors | <input type="checkbox"/> | <input type="checkbox"/> | |
| Save the document as a PDF with a professional file name | <input type="checkbox"/> | <input type="checkbox"/> | |

ADDITIONAL NOTES

Curriculum Vitae Checklist

Curriculum Vitae Continued



CIRRICULUM VITAE CHECKLIST

Counselor: _____ Student: _____ Date: _____

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING | COMMENTS/NOTES |
|---|--------------------------|--------------------------|----------------|
| HEADER - 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/mailling address or zip code | <input type="checkbox"/> | <input type="checkbox"/> | |
| A professional, non-CBU email address, phone number, personalized 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/employer you are applying for. Avoid cliches. *If you are bilingual, recommend including that in summary statement | <input type="checkbox"/> | <input type="checkbox"/> | |
| EDUCATION - UNIVERSITY NAME(S). ONLY FRESHMEN INCLUDE HIGH SCHOOL | | | |
| Education is listed first, 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"/> | |
| EXPERIENCE - WORK, INTERNSHIP, VOLUNTEER, CROSS-CULTURAL, PROJECTS, CLINICALS, 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 titles are included. Placement of all information is consistent within each section | <input type="checkbox"/> | <input type="checkbox"/> | |
| Your "Accomplishments 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" reflect the transferable skills and demonstrates numbers, reasons, and/or results | <input type="checkbox"/> | <input type="checkbox"/> | |
| Lines of text do not exceed 1.5 and no "hanging words" (lines 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 vs. present). Avoid "ing" verbs and the repetition of words | <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"/> | |

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CIRRICULUM VITAE CHECKLIST CONT'D

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING | COMMENTS/NOTES |
|---|--------------------------|--------------------------|----------------|
| EXPERIENCE - WORK, INTERNSHIP, VOLUNTEER, CROSS-CULTURAL, PROJECTS, CLINICALS, RESEARCH, ETC. CONT'D | | | |
| If applicable, relevant licenses, certificates and credentials are included with dates and ID numbers if necessary | <input type="checkbox"/> | <input type="checkbox"/> | |
| ACADEMIC SERVICE - ADVISORY PANELS, COMMITTEES, CONSULTATIONS, SOCIETIES, FELLOWSHIPS, ETC. | | | |
| Academic Services are formatted consistently; including organization name, title, and dates of involvement | <input type="checkbox"/> | <input type="checkbox"/> | |
| All services are listed in reverse chronological order | <input type="checkbox"/> | <input type="checkbox"/> | |
| PROFESSIONAL ACTIVITIES - PAPERS, PUBLICATIONS, LECTURES, CONFERENCES | | | |
| Professional Activities are formatted consistently; including organization name, titles and dates of involvement | <input type="checkbox"/> | <input type="checkbox"/> | |
| All services are listed in reverse chronological order | <input type="checkbox"/> | <input type="checkbox"/> | |
| Paper Publications, Lecture, etc. are all cited in the appropriate format for the industry or field: APA: Author Name(s). (Year, Month, Day). <i>Paper/Lecture Title</i> . Conference Name, City, State, Country. URL(if applicable) MLA: Speaker(s) Last, First, "Paper/Lecture Title." Conference/ Event Name, Day, Month, Year, Institution, Location. Paper/ Lecture/Presentation/etc. Chicago: Speaker(s) Last, First. "Paper/Lecture Title." Paper/ Lecture/Presentation/etc., Institution/Event Name, Location, Month, Day, Year | <input type="checkbox"/> | <input type="checkbox"/> | |
| OVERALL FORMAT - PAGE LAYOUT, STYLE, AND ORGANIZATION | | | |
| 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 citing errors | <input type="checkbox"/> | <input type="checkbox"/> | |
| The document is saved as a PDF with a professional title such as "First Last Name - CV 20XX" | <input type="checkbox"/> | <input type="checkbox"/> | |
| ADDITIONAL NOTES | | | |
| | | | |

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LinkedIn Checklist

LinkedIn Checklist Continued



LINKEDIN CHECKLIST

Counselor: _____ Student: _____ Date: _____

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING | COMMENTS/NOTES |
|---|--------------------------|--------------------------|----------------|
| TOP SECTION - PROFILE PHOTO, BACKGROUND PHOTO, & HEADLINE | | | |
| 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 describes 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 name, dates of involvement, city and state, 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, reasons, 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 key words 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, list relevant, educational extracurricular experiences in "Activities and Societies" section | <input type="checkbox"/> | <input type="checkbox"/> | |

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LINKEDIN CHECKLIST CONT'D

| SECTION & REQUIREMENTS | LOOKS GREAT | NEEDS FIXING | COMMENTS/NOTES |
|---|--------------------------|--------------------------|----------------|
| VOLUNTEER | | | |
| "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"/> | |
| ADDITIONAL CATEGORIES | | | |
| 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 & NEXT STEPS | | | |
| Connections demonstrate a strong, diverse, network including organizations, students, alumni, staff, faculty and employers | <input type="checkbox"/> | <input type="checkbox"/> | |
| Profile shows appropriate activity tailored toward your degree, experiences, 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

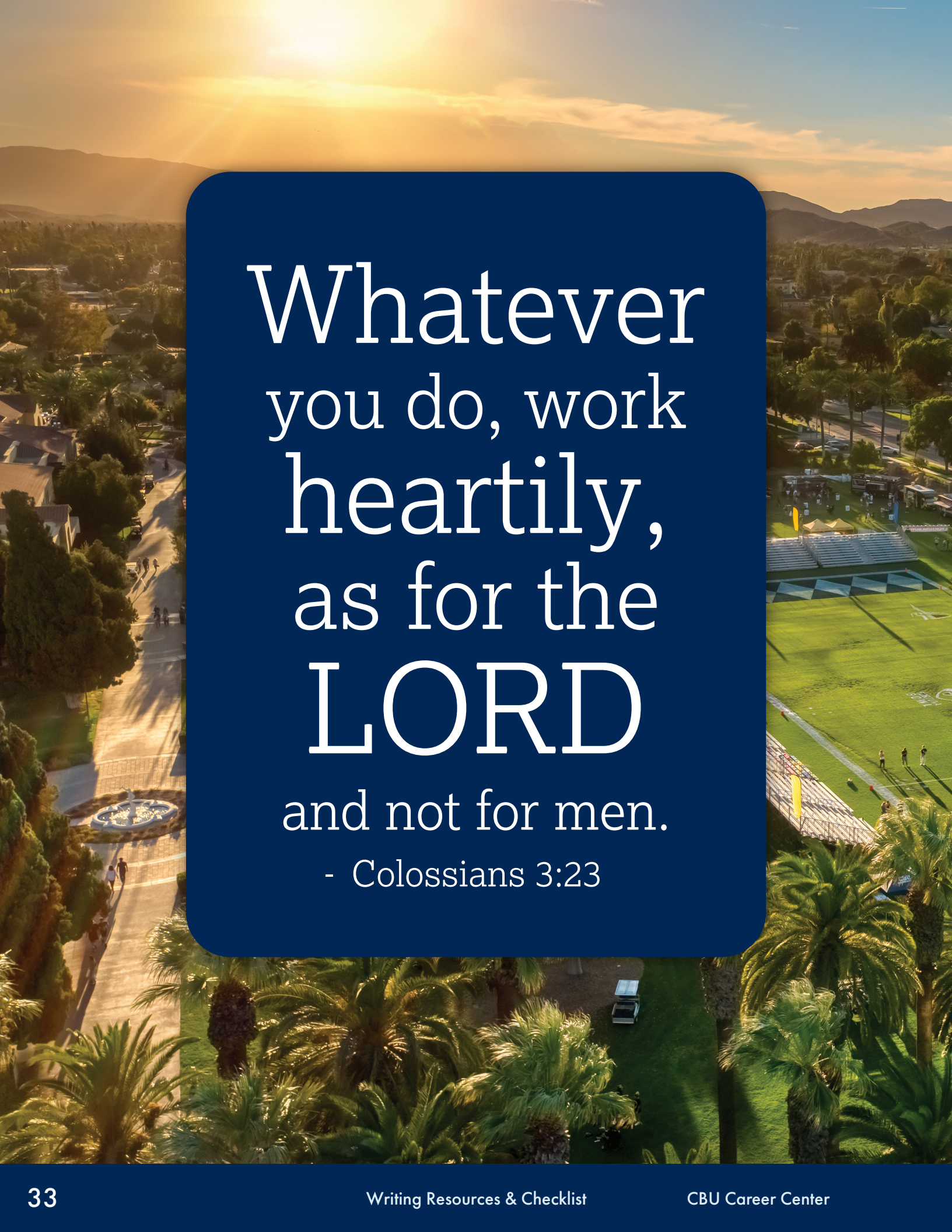
Analyzed
Assembled
Assessed
Calculated
Compiled
Discovered
Evaluated
Examined
Forecasted
Identified
Interpreted
Mapped
Projected
Qualified
Quantified
Reported
Tracked
Visualized

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

FORMATTING TIP:

Use a 14 - 18 size font for your name and 10.5 - 12 size font for the body of your resume.

FORMATTING TIP:

Refrain from using templates or copying Career Center resume samples verbatim.

CONTENT TIP:

Do not list the company's physical address or your supervisor's name on a resume.

RESUME TIP:

Proofread your resume multiple times prior to sending it to an employer.

Education

Complete University Name

City, State

List your degree completely (Bachelor of ____in ____)

Projected Graduation Month, Year

Name of High School

City, State

You may include your GPA if it was above a 3.5 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, my). Each line should not exceed 1.5 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. Consider 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

** A reference list should **only** be included as a separate document with the same header as your resume **

HEADER TIP:

The order of your contact information can vary based on personal preference.

EDUCATION TIP:

Only Freshmen should list their High School Education and Experience.

FORMATTING TIP:

Education and Experience should be listed in reverse chronological order; most recent to least recent.

RESUME TIP:

Utilize the power verb sheet and accomplishment statement documents provided by the Career Center for ideas and examples.


FORMATTING TIP:

Make sure your resume is only one page. An employer will only take 6-10 seconds to review! Keep it current and updated!

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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 - 3.6
- 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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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 can look like

Objective
To obtain a Social Services Practitioner I (Social Worker) – DPSS position with the County of Riverside.

Education
Master of Social Work
California Baptist University
August 2018 - May 2020
Units Completed: 60 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
Glen Helen 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 KSA'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 KSA's.

Meet 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 socioeconomical needs of each participant. Instruct daily classes on parenting, budgeting and professional development for fifty inmates. Completion rate of daily classes increased by 50% 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 tracked and achieved.


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.

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

Served as a liaison between teachers and social workers to arrange schedules 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, copiers and phones.

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Teacher Assistant
California State University San Bernardino
College of Social and Behavioral Sciences
August 2016 - May 2018

Assisted with grading assignments, taking attendance and communication with 160 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 sale goals and credit card sale goals consistently during period of employment. Aided with online orders by pulling and packaging products 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
SBIRT, Domestic Violence Assessment and CPR

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

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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

- Provost 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 Official 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

Target • 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.



FIRST NAME LAST NAME

City, State | Phone Number | Professional E-Mail | 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 to public health position. In turn, seeking to collaborate with others to make a positive impact on the health of the public.

EDUCATION

Bachelor of Science in Public Health

Anticipated May 20XX

California Baptist University

Riverside, CA

LEADERSHIP EXPERIENCE

Platoon Sergeant

Sept. 20XX- Nov. 20XX

United States Marine Corps- Camp Pendleton

Oceanside, CA

- Led a team of 12 in 5 missions in 5 countries to maintain safety domestically.
- Met with each team member individually weekly to ensure physical and mental health was being maintained.
- Collaborated and communicated with platoon's commanding officer regarding best training to implement, which resulted in greater efficiency of entire team.
- Documented 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 Corporal

Dec. 20XX- Aug. 20XX

United States Marine Corps- Camp Pendleton

Oceanside, CA

- Instructed 3 drill sessions to a group of 15 newly hired marines in order to improve their productivity.
- Mentored fellow marines through weekly one-on-one sessions, which resulted in increased trust.
- Cooperated with 5 fellow Lance Corporals to discuss best training practices, and the positive results yielded from their implementation with fellow marines.
- Reported to supervisor on a weekly basis to report progress from assisting and leading fellow marines.

RELEVANT VOLUNTEER EXPERIENCE

Blood Donor Ambassador

Dec. 20XX- Present

American Red Cross

Riverside, CA


- Check-in and explain donation process to visitors and ensure that they complete intake process before giving blood.
- Clean hospitality area and restock items, to guarantee that internal and external participants have a positive experience.
- Facilitate questions that donors have and supply them with promotional materials.

SKILLS & CERTIFICATIONS

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

Sample Resumes

Major Specific



First Last Name

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

Summary

A determined student who is actively pursuing an internship to further develop higher professionalism and expand knowledge in the accounting field. Experience in fast-paced environments, financial processes, and is driven to serve others.

Education

California Baptist University, Riverside, CA

BACHELOR OF SCIENCE IN ACCOUNTING
Minor in Financial Planning
GPA 3.75

Anticipated May 2018

Work Experience

California Baptist University, Riverside, CA

September 2015-Present

Admissions Intern

- Conducted tours of the university providing detailed descriptions of select offices
- Connected hosts to on-campus opportunities and to other students
- Promoted the university to other companies and schools
- Actively communicated with possible new students to increase student ratios

Anderson & Associates CPA, Riverside, CA

May 2014-August 2015

Summer Accounting Intern

- Organized and tracked accounts receivable and payable
- Entered financial transactions and set up new accounts
- Collaborated with staff in the planning of internal reports

Citibank, Corona, CA

May 2013-May 2014

Bank Teller

- Verified billing payments such as loan, mortgage, and utilities
- Processed cash withdrawals and validated cash and checks
- Performed satisfactory tasks for customers such as ordering new bank cards

Community Service

City of Riverside Homeless Shelter, Riverside, CA

December 2014-Present



- Distribute breakfast and lunch to those in need on a bi-weekly basis
- Enrich the lives of those whom come in contact through intentional communication
- Assist the overnight staff in the supervision of the shelter

Salvation Army, Corona, CA

January 2012- August 2015

- Built strong communities through outreach programming
- Oversaw the development staff and other volunteers when needed

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FIRST LAST

City, ST • firstlast@gmail.com • www.LinkedinUrl.com/customized • (951) 343-5031

Seeking employment as a first officer for ExpressJet Airlines.

EDUCATION

California Baptist University, Riverside, CA

Expected May 2020

Bachelor of Science in Aviation Flight

- Member of CBU Flying Lancers Flight Team
- Member of CBU Blue Yonder WAI Chapter

RATINGS AND QUALIFICATIONS

Instrument Rating

Multi Engine Instructor Certificate

Certified Flight Instrument Instructor Certificate

Certificated Flight Instructor Certificate

FAA Second Class Medical

FLIGHT EXPERIENCE

Total Time: 580

Instructor: 237

Instrument: 143

Pilot In Command: 200

PROFESSIONAL EXPERIENCE

Cinco Air Charter, Chino, CA

May 2015 – Present

Operations Assistant

- Assist the Director of Operations and the Chief Pilot with record keeping.
- Monitor and update pilot documents and training records in both paper and electronic form.
- Provide administrative support in answering phones and receiving clients as necessary.

California Baptist University, CA

June 2012 – May 2014

Public Safety Student Worker

- Greeted 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


April 2015 – May 2016

Treasurer

- Responsible for planning, maintaining and overseeing annual budget.
- Attended and scheduled bi-monthly club meetings.
- Collaborated with fellow officers to create relevant events, which resulted in successful fundraisers.

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FIRST LAST NAME

[www.LinkedInUrl.com](#) • City, ST • 951.555.0000 • [flast@gmail.com](#)

EDUCATION

Master of Science in Industrial-Organizational Psychology

California Baptist University - Riverside, CA

Expected May 2019

Bachelor of Science in Behavioral Science

California Baptist University - Riverside, CA

May 2015

Magna Cum Laude

Four-year academic scholarship

EXPERIENCE

Human Resource Analyst

Samaritan's Purse - Orange County, CA

July 2015 - Present

Facilitate the creation and implementation of HR programs.

Research and analyze personnel data and prepare reports for management.

Manage execution of onboarding and development programs.

Childcare Coordinator

YMCA - Riverside, CA

June 2014 - July 2015

Identified caretakers and matched them with compatible families.

Successfully coordinated over 75 placements for the summer program.

Residence Hall Advisor

California Baptist University Residence Halls - Riverside, CA

August 2013 - May 2014

Monitored resident adherence to university policies and procedures.

Arranged hall events and activities to build rapport within the living area.

Mediated and assisted in resolving resident grievances.

Housing Assistant

Helping Hand Mission - Moreno Valley, CA

December 2011 – April 2014

Collaborated with property managers to identify temporary housing for homeless families.

Raised over \$3,400 in a single fundraiser (most profitable event in local office history).

Organized educational programs and delivered presentations on how to conduct a job search.

HONORS AND AWARDS

District Service Specialist of the Year (selected from over 75 candidates statewide)

Riverside Department of Juvenile Services



March 2016


Readers' Choice Award

Home and Hearth Magazine, Short Story Competition

October 2015

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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 – Irvine, 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 training 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 service plans met their needs

Increased branch mobile phone sales by 2% over the course of 18 months

Serviced customer care department by strategizing solutions to customer questions and concerns

INTERNSHIP EXPERIENCE

Target – San Bernardino, CA

STORES EXECUTIVE INTERN

December 20XX – August 20XX

Teamed with merchandising, sales, and purchasing departments to identify key objectives and project development initiatives designed to assist in reaching department goals

Created PowerPoints and presented recommendations to the leadership team in weekly store meetings

CROSS-CULTURAL EXPERIENCE


University of Belgrano – Buenos Aires, Argentina

STUDY ABROAD STUDENT

September 20XX – December 20XX

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

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Sample Resumes

Sample Resumes

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First Last Name

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

EDUCATION

Bachelor of Arts in Christian Studies
California Baptist University, Riverside, CA

Anticipated May 20XX

RELEVANT EXPERIENCE

Magnolia Church Riverside, CA
Youth Pastor Intern

July 20XX - May 20XX

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

First Baptist Church Riverside, CA
Vacation Bible School Volunteer

June 20XX

- Enthusiastically interacted with children ages 8-11 in competitive games ensuring good sportsmanship
- Created opportunities for children to ask questions about lessons presented to better understand the gospel

Helping Hand Mission Columbus, OH
Assistant/ Volunteer

December 20XX - April 20XX

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

ADDITIONAL EXPERIENCE

California Baptist University Riverside, CA
Community Life Intern

August 20XX - May 20XX

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

YMCA Columbus, OH
Childcare Coordinator

May 20XX – August 20XX

- Managed “Function for Families”, a service providing daycare assistance to households in need.
- Interacted effectively with caretakers to match them with families in need of homecare aid.
- Orchestrated more than 75 placements for the summer program.


HONORS AND AWARDS


Certificate of Appreciation, Community Service Cincinnati Rotary Club
District Service Specialist of the Year, Columbus Department of Juvenile Services

May 20XX
July 20XX

- Recognized for providing pro-bono counseling and tutoring services to delinquent youth.
- Selected to win Statewide award from over 75 candidates

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First and Last Name

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

EDUCATION

Expected Graduation: May 20XX California Baptist University, Riverside, CA
Bachelor of Science in Computer Science
ABET Accredited
Emphasis: Systems Programing
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 Baptist University, Riverside, CA
Digital Circuit Design Lead

- Led a group of 7 engineering students to design and implement digital logic circuits.
- Programmed in AHDL in conjunction with the Altera 610 EPLD.
- Developed an understanding of integrated circuits.

ENGINEERING EXPERIENCE

May 20XX – Present Southern California Edison, Pomona, CA
Systems Intern

- Evaluated and implemented security software programs which resulted in decreasing dept. viruses by 70%.
- Assist with constructing web-based applications to improve interfaces and increase traffic.
- Assess automated information systems to determine used feasibility.

August 20XX – May 20XX California Baptist University, Riverside, CA
IT Student Assistant

- Helped with the implementation of new web interfaces.
- Provided on-call and timely technical support for all campus departments.
- Tested and programmed integrated circuit boards.

VOLUNTEER AND LEADERSHIP EXPERIENCE


October 20XX – Present Sherman Indian High School, Riverside, CA
Tutoring Supervisor

- Supervise and train a team of 15 tutors for high school students.
- Coordinate and lead monthly meetings to discuss areas 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 Baptist University, Riverside, CA
American Society of Electrical and Computer Engineers
Treasurer

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



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

Professional Experience

Human Resource Analyst
Samaritan’s Purse | 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.

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

- Matched caretakers with over 60 compatible families based on interests and strengths.
- Oversaw summer programs by planning eight events, contacting vendors, and coordinating 80 volunteers.

Leadership Experience

Children’s Ministry Leader
Orangecrest Community Church | Riverside, CA | June 20XX - June 20XX

- Prepared lessons, games, and music for 50 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 execute nine outdoor adventure trips.

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.



First and Last Name

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

EDUCATION

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

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

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



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
 - Bachelor of Science in Nursing (Equivalent)

Projected August 20XX

Projected May 20XX
- California State University, San Bernardino | San Bernardino, CA
- Bachelor of Science in Health Science

May 20XX

RELEVANT EXPERIENCE

- Certified Nurse Assistant
- Nov. 20XX - Current
- Riverside Regional Medical Center | Moreno Valley, CA
- Serve nurses on each floor by providing them with proper and clean PPE every thirty minutes.
 - Preserve patient dignity and uphold well-being by assisting with activities of daily living.
 - Accurately chart each patient's vital signs and records to maintain a high level of care.

CLINICAL EXPERIENCE

- Children's Hospital of Orange County | Preceptorship | Orange, CA
- Jan. 20XX - Apr. 20XX
- 90 hours
- Pediatrics Unit
- Redlands Community Hospital | Redlands, CA
- Sept. 20XX - Dec. 20 XX
- 90 hours
- Obstetrics, Labor & Delivery
- Patton State Hospital | Patton, CA
- Jan. 20XX - Apr. 20XX
- 135 hours
- Mental Health
- Loma Linda University Medical Center | Loma Linda, CA
- Sept. 20XX - Dec. 20XX
- 90 hours
- Pediatrics Unit & Neonatal ICU
- Riverside Community Hospital | Riverside, CA
- Jan. 20XX - Apr. 20XX
- 90 hours
- Labor and Delivery & Postpartum Units
- Ontario Medical Center - Kaiser Permanente | Ontario, CA
- Sept. 20XX - Dec. 20XX
- 120 hours
- Medical-Surge/ Telemetry Unit

CERTIFICATIONS

ACLS | BLS (CPR & AED) | ECG & Pharmacology | FEMA | NRP | PALS | Level 2 Peer Health Educator | Certified Nursing Assistant | Introduction to Clinical Care Nursing

CROSS-CULTURAL EXPERIENCE

- Team Member
- November 20XX - June 20XX
- California Baptist University | International Service Project | Southeast Asia
- Provided first aid and medical assistance throughout remote villages to fifty patients.
 - Shadowed and assisted physicians at local clinics to thoroughly understand proper testing for Ebola.
 - Trained with 10 other students for 6 months which resulted in strong communication and teamwork.

LEADERSHIP EXPERIENCE

- Lead Server
- Summers of 20XX - 20XX
- Claim Jumper Restaurant | Corona, CA
- Oversaw training of 50 new employees monthly.
 - Maintained knowledge of current menu items such as ingredients, garnishes, 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 designer

- EDUCATION
- Bachelor of Arts in Film,California Baptist University
Riverside, CA – Expected May 20XX
- Concentration: Los Angeles Film Studies Center
- EXPERIENCE
- Athletics Media Production Technician, California Baptist University Athletics Department
Riverside, CA – January 20xx - 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 20XX - May 20XX
- Screened festival film submissions and developed written coverage in conjunction with training on writing and film education
 - Collected film stills 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 Life" – 16mm Short Film
 - "Journey" – Documentary
- Assistant Director
- "Lavender Fields" – 35mm Short Film
 - " La Vie en Rose" – HD Short Film
- HONORS
- California Baptist University Film Festival 2019 Best Editor for "Discomfort"
- SKILLS
- Cameras
- Canon 5D Mark IV
 - RED EPIC-W Helium
 - Sony A7Sii
- Editing Software
- Adobe Premiere Pro
 - Adobe After Effects
 - Adobe Audition
 - Final Cut Pro X
- Systems
- Windows
 - Mac OS
- CONTENT TIP: For Production Asst. resume, include non-student films like this:
- Title
 - Year
 - Production Company
 - Producer/Director's Name



FIRST, LAST NAME

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

HEADER TIP: Add any of the following to your header if relevant:
Logo/Brand Colors, Instagram/Twitter Handle, Title I.E. Designer or Illustrator

EDUCATION

Bachelor of Arts in Graphic Design & Visual Experience, May 20XX
Minor in Marketing
California Baptist University
Riverside, CA

- GPA: 3.75

SKILLS

Design

- Illustration
- Prototyping
- Sketching
- Branding
- Packaging
- Typography
- Research
- Layout Design
- Mock-up Creation
- 3D Modeling & Rendering

Tools

- Illustrator
- Photoshop
- Lightroom
- InDesign
- Hootsuite
- Cinema 4D

DESIGN AWARDS

Inland Empire Addy Award

- Silver Design Winner 20XX

RELEVANT EXPERIENCE

Graphic Design InternAug. 20XX – Present
Canine Caviar Pet FoodsRiverside, CA

- Communicate visually, verbally and in writing design concepts to management and external customers
- Develop brand updates and website imagery library to support social media marketing and customer service
- Collaborate with internal teams for feedback on graphic input to ensure company brand is clear and appealing

Graphic DesignerMay 20XX – August 20XX
University Advancement, California Baptist UniversityRiverside, CA

- Designed and maintained illustrative material for publications, advertisements, external promotions, and special events
- Produced high quality artwork with strict deadlines and met desired marketing results


VOLUNTEER EXPERIENCE

Creative VolunteerMay 20XX – Sept. 20XX
Youth With a MissionRiverside, CA

- Co-led a weekly creative arts program for children ages 8-12
- Partnered with local teachers to renovate the classroom appearances

FORMATTING TIP: Depending on your audience, consider creating your resume on InDesign or Illustrator. This is a chance to show off your design and layout skills i.e. typography, and visual elements. However, make sure your content is formatted well and easy to read. It should be consistent with your brand.

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 Career Center

FIRST LAST NAME

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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

Expected: May 20XX

Bachelor of Science in Healthcare Administration

Minor in Business Administration

RELEVANT EXPERIENCE

CHOC, Orange, CA

September 20XX – March 20XX

Experience Intern

- 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

June 20XX – August 20XX

Healthcare Summer Intern

- Assisted Health Liaison to conduct orientation to U.S. healthcare systems
- Conducted research and developed health care 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

August 20XX – May 20XX

Resident Advisor

- 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

- QuickBooks
- EPIC Software
- Bilingual – Spanish and English
- Ez-Cap/Ez-Net
- SQL

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FIRST LAST NAME

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EDUCATION

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

EXPERIENCE

Banner 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

- Spearheaded social media and weekly blog content including editorial pieces and advertorial 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 interviews.

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

- Supervised and trained team members in all complimentary bar services and operations .
- Anticipated customer and store needs by constantly evaluating the environment and customers for cues.
- Demonstrated strong interpersonal communication skills with a diverse demographic of customers.

Barista October 20XX – May 20XX

- Delivered noteworthy customer service with every transaction resulting in promotion in supervisor after only eight months.
- Maintained knowledge of current menu item 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 Illustrator Hootsuite Certification
InDesign HubSpot Google Analytics



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 Sports Clinic Riverside, CA
Physical Therapy Aide January 20XX – December 20XX

- Gained exposure to the Physical Therapy profession through extensive patient interaction
- Assisted patients with daily living activities to ensure their comfort and recovery
- Increased understanding of electronic medical record-keeping
- Supported interdisciplinary healthcare team to ensure patient safety and satisfaction

ATHLETIC AND COACHING EXPERIENCE

California Baptist University Riverside, CA
NCAA Division 1 Athlete- Baseball August 20XX – Present

- Elected as team’s co-captain for exceptional leadership in both academics and athleticism
- Chosen for 20xx-20xx Conference Player of the Year for Outstanding Fielding
- Implement and coordinate mentoring meetings for 50 or more incoming athletes

Ramona High School Riverside, CA
Varsity Men’s Baseball Coach August 20XX – Present


- Facilitate daily batting, catching, and running drills to ensure maximal effort
- Design strength training drills that aid in improving the overall success of the team
- Collaborate with Athletic Director and High School Administration to ensure CIF 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 an extensive weight training program which was successfully implemented for both Jr. Varsity and Varsity players

SKILLS AND CERTIFICATIONS

Languages: Fluently speak, write, and read Spanish
Electronic Medical Record: Experience using Quest, Epic, and Meditech
Certifications: EMT, First Aid, CCMA



First, Last Name

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

EDUCATION

California Baptist University - Riverside, CA

BACHELOR OF ARTS IN LIBERAL STUDIES

Anticipated May 20XX

• Early Childhood Studies Club • Asian and Pacific Islanders Club • Presidential Scholarship Recipient

WORK EXPERIENCE

Monroe Elementary School - Riverside, CA

TEACHER'S AID

April 20XX – Present

- Create and conduct weekly lesson plans and activities for a 3rd grade class of 22 students
- Reinforce class instruction and answer additional questions
- Develop relationships with parents to become better acquainted with each child's specific needs
- Assist the lead teacher with recording daily attendance and participation

California Baptist University - Riverside, CA

NOTE TAKER

Sept. 20XX – April 20XX

- Attended classes to take lecture and webinar notes for an individual with a disability
- Scheduled weekly debriefing sessions to help the student understand notes taken
- Maintained confidentiality while building rapport with students

My American School - Corona, CA

LEAD COUNSELOR

July 20XX – Aug. 20XX

- Welcomed and oversaw a group of 16 high school exchange students from China
- Traveled with students to landmarks in California such as Disneyland, Santa Monica Beach, and UCLA
- Familiarized students with American culture including manners and body language

COMMUNITY SERVICE

Sandals Church - Riverside, CA

CHILDREN'S MINISTRY VOLUNTEER

Aug. 20XX – Present

- Monitor craft and activity sessions for children ranging from kindergarten to second grade on a weekly basis
- Ensure the safety of 20+ children while in the classroom

CROSS-CULTURAL EXPERIENCE

International Service Project - Philippines

TEAM LEADER


June 20XX


- Led a mission trip of 9 students for 3 weeks in the Philippines
- Partnered with the local community in the rebuilding of an orphanage
- Created and updated team blog to communicate with families and supporters

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FIRST LAST NAME

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Education

Master of Arts in Organizational Leadership

California Baptist University, Riverside CA

Anticipated August 20XX

Bachelor of Arts in Sociology

Loyola Marymount University, Los Angeles CA

June 20XX

Professional Experience

Sonoma County, CA

County Clerk

July 20XX - Present

- Led 100% customer service satisfaction and improved communication and service delivery to internal partners at multiple levels.
- Increased level of civic engagement and voter outreach education programs by 22% through community group feedback and surveys.
- Conduct complex research and prepared legislative information in support to county leadership.
- Prepare annual reports and create strategic plans, goals, and initiatives for the County Clerk's Office
- Certify and notarize documents community members.
- Manage the administrative, legislative and records functions of the County.

Mendocino County, CA

Deputy City Clerk

April 20XX – June 20XX

- Managed digitalization of historic records and managed the maintenance, filing and retention schedules for citywide departments
- Reviewed and analyzed election law codes to direct work outcomes and inform decisions.
- Evaluated election information and statistics for both city and county elections.
- Certified documents on behalf of the City Clerk.
- Conformed and codified city contracts, ordinances, and resolutions.

Deputy City Clerk II

May 20XX – April 20XX

- Assisted in the development, training, and execution of municipal elections.
- Prepared documents for certification by the City Clerk.
- Created weekly City Council Meeting Agenda and subsequent meeting minutes.
- Received and reviewed information, reports, resolutions, and ordinances for inclusion in the agenda packet and organized for public consumption
- Ensured accurate receipt and filing of city records using computer software program to log and track records

Community and Leadership Involvement

American Society of Public Administration, Sonoma County, CA

Board Member

Jan 20XX - Present

YMCA, Santa Rosa CA

Board Member

Jan 20XX – Present

Finance Committee Member

Jan 20XX- Dec 20XX

Boys and Girls Club of Mendocino County CA

Mentor


Jan 20XX – June 20XX

CONTENT TIP: If you have more than 10+ years of experience or have relevant experience that exceeds one page, you may choose to include a second page. Remember to limit your bullets to approximately 6 and reduce font size to no less than 10.5

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FIRST LAST NAME

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EDUCATION

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

RELEVANT EXPERIENCE

Altura Credit Union, Riverside, CA
May 20XX – March 20XX
Marketing Intern
• Selected to present at 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, 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
- Hootsuite Certification



FIRST LAST NAME, EIT

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

EDUCATION

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

TECHNICAL SKILLS

Computer: SolidWorks, ABAQUS, Matlab/Simulink, Microsoft Word, Excel, PowerPoint
Equipment: Mills, lathes, CNC, welding

MECHANICAL ENGINEERING EXPERIENCE

Precision Cast Parts, Irvine, CA
April 20xx – Present
Mechanical Engineering Internship Co-op
• Perform research and development on fuel inerting system
• Work with a team of 6 interns while designing physical test housings to analyze system parameters
• Learning Pro-E, modifying as well as reprogramming various Matlab files

Three-Wheeled Vehicle Design Team Project
September 20xx – May 20xx
• Collaborated with a team of five and helped develop, design, and prove the concept of a fully automated three wheeled vehicle
• Designed and sized 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 on a cohesive team with 12 other staff members to facilitate the personal growth of 120 residents
• Encouraged and enforced the compliance of community standards, addressed various security issues in crisis situations, and counseled students
• Served as the Leadership Advisor to the students, served on a committee overseeing the selection process for future resident advisors, and received training on different aspects of diversity

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
• Assist with special events and classroom presentations
• Developed additional communication, time management and team building skills
National Society of Collegiate Scholars
May 20xx – Present
California Baptist University Intramural Volleyball
August 20xx –Present



FIRST LAST NAME

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

Education

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

Certifications

LSW, LISW, LCSW, LICSW

Relevant Work Experience

HCA Healthcare Riverside, CA January 20XX — Present
Medical Social Worker Intern
• Act as a liaison between the patient and community resources/post-acute care providers to ease the transferring of services
• Facilitate patient movement across the continuum of care and identifies, addresses, and tracks 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
Social Worker
• Completed biopsychosocial assessments and psychiatric diagnoses of over 200 patients
• Formulated treatment plans and treatment interventions on 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 staff nurses

Volunteer Experience

Big Brothers, Big Sisters Riverside, CA April 20XX — December 20XX
Volunteer
• Assisted multiple “Littles” from across the county develop relational skills in order to prepare them for experiences
• Successfully oversaw 15+ “Littles”, 90% graduated from high school on time, 60% of which had a 3.0+ GPA
• Executed weekly communication with the “Little” 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
Bachelor of Music in Music Education
GPA: 3.8

MUSIC EXPERIENCE

California Baptist University, Riverside, CA August 20XX - Current
Alto Section Leader- University Choir and Orchestra
• Direct 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
Small Group Leader
• Perform a variety of musical selections with seven other members weekly.
• Compose twelve original songs and collaborated with instrumentalists to perform.
• Arrange rehearsals and performance logistics for a two-month tour.

THEATER EXPERIENCE

Musical Theater Experience:
Northwestern Theatrical Productions 20XX
Penny: Hairspray
Falcon Theatrics 20XX
Nina Rosario: In The Heights
Film Roles:
Reel & Sons Inc. 20XX
Sarah: The Play’s the Thing (Short)
“The Spot” California Baptist University 20XX
Announcer: Sports Cast 2009 (News Radio)

SKILLS

- Bilingual (English and Spanish)
- Classical Composition
- Finale and LogicPro
- Choral Instruction
- Conducting
- Voice and Diction



First Last Name

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

EDUCATION

California Baptist University School of Nursing | Riverside, CA
• Bachelor of Science in Nursing
Projected May 20XX

RELEVANT EXPERIENCE

Certified Nurse Assistant
Nov. 20XX – Current
Riverside Regional Medical Center | Moreno Valley, CA
• Serve nurses on each floor by providing them with proper and clean PPE every thirty minutes.
• Preserve patient dignity and uphold well-being by assisting with activities of daily living.
• Accurately chart each patient’s vital signs and records to maintain a high level of care.

CLINICAL EXPERIENCE

Children’s Hospital of Orange County | Preceptorship | Orange, CA
• Pediatrics Unit
Jan. 20XX – Apr. 20XX
90 hours
Redlands Community Hospital | Redlands, CA
• Obstetrics, Labor & Delivery
Sept. 20XX – Dec. 20 XX
90 hours
Patton State Hospital | Patton, CA
• Mental Health
Jan. 20XX – Apr. 20XX
135 hours
Loma Linda University Medical Center | Loma Linda, CA
• Pediatrics Unit & Neonatal ICU
Sept. 20XX – Dec. 20XX
90 hours
Riverside Community Hospital | Riverside, CA
• Labor and Delivery & Postpartum Units
Jan. 20XX – Apr. 20XX
90 hours
Ontario Medical Center – Kaiser Permanente | Ontario, CA
• Medical-Surge/ Telemetry Unit
Sept. 20XX – Dec. 20XX
120 hours

CERTIFICATIONS

ACLS | BLS (CPR & AED) | ECG & Pharmacology | FEMA | NRP | PALS | Level 2 Peer Health Educator |
Certified Nursing Assistant | Introduction to Clinical Care Nursing

CROSS-CULTURAL EXPERIENCE

Team Member
November 20XX – June 20XX
California Baptist University | International Service Project | Southeast Asia
• Provided first aid and medical assistance throughout remote villages to fifty patients.
• Shadowed and assisted physicians at local clinics to thoroughly understand proper testing for Ebola.
• Trained with 10 other students for 6 months which resulted in strong communication and teamwork.

LEADERSHIP EXPERIENCE

Lead Server
Summers of 20XX – 20XX
Claim Jumper Restaurant | Corona, CA
• Oversaw training of 50 new employees monthly.
• Maintained knowledge of current menu items such as ingredients, garnishes, and preparation.



FIRST LAST NAME

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

EDUCATION:

Bachelor of Arts in Political Science
Expected May 20XX

California Baptist University - Riverside CA
• Speech and Debate Team Member
August 20XX – Present

EXPERIENCE:

Legal Assistant Intern
June 20XX – Present

Orange County Alternate Public Defender’s Office - Santa Ana, CA
• Shadow legal professionals and attend court proceedings to develop an understanding of critical job functions and responsibilities in the field.
• Summarize witness statements, file cases, prepare and serve agency subpoenas, and interact with court staff to ensure court motions are submitted in a timely manner.
• Conduct research related to forensic cases and issues and present results to the legal team during weekly meetings.
• Engage in tactical and strategic discussions on defense theories to arrive at potential solutions for staff and clients.

Server
September 20XX – June 20XX

Yardhouse Restaurant - Rancho Cucamonga, CA
• Delivered exceptional customer service to guests in a fast-paced environment.
• Selected to train 18 new hires on restaurant policies and procedures.

LEADERSHIP EXPERIENCE:

Vice President
September 20XX – Present

Pre-Law Society at California Baptist University
• Collaborate frequently with the club president in coordinating biweekly events for 60+ club members.
• Create sample case studies for club members to analyze each month.
• Liaise between club members and industry professionals to establish networking opportunities and informational interviews.



First Last Name

City, State | Phone | Email | Personalized LinkedIn URL

EDUCATION

California Baptist University, Riverside CA Expected Graduation Spring 20XX

Bachelor of Science in Biochemistry

Emphasis Pre-Med, GPA 3.9

HONORS AND AWARDS

Merrick Chemistry Fellow May 20XX
Dean’s List 20XX - 20XX

EXPERIENCE

Bicol Labs Temecula, CA
Vaccine Intern May 20XX - Present

- Develop and launch vaccine discoveries using chemistry, biology, and lab techniques
- Maintain and optimize MMR vaccine process production line and manufacturing site to ensure high performance and efficiency
- Effectively coordinated with a team of scientists to create more efficient working conditions

Riverside Unified School District Riverside, CA
Avid Tutor (Math and Science) 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 reasons for low-rate immunizations
- 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

- Promoted awareness for preventative health in rural communities
- Aided medical team with infection screenings
- Administered vaccinations and healthcare tips 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 Dietary Nutrition Office
- Transport and handle the discharge of patients



FIRST, LAST NAME

City, State | Email | Phone | Personalized LinkedIn URL

SUMMARY

Experienced outreach professional with policy and prevention focus utilizing research, media, and community organizations to create safe and healthy communities.

EDUCATION

California Baptist University, Riverside, CA Anticipated May 20XX

Master of Public Health

California State University of San Bernardino, San Bernardino, CA June 20XX
Bachelor of Science in Health Science, concentration: Healthcare Management

PROFESSIONAL EXPERIENCE

Reach Out, Upland, CA April 20XX - Present
Outreach and Policy Intern

- Research and develop annual workplans consisting of the following strategies: research, policy development, community organization, media advocacy, and enforcement.
- Strategically planned a Responsible Beverage Campaign program with local on-sale establishments in order to efficiently assess, implement, and evaluate its effectiveness.
- Provide Youth Alcohol and Drug Trends presentations to 800+ students at schools to bring awareness regarding the harm of tobacco products and other drugs.
- Develop, implement, and oversee a Youth Grant Maker (YGM) program to include an emphasis on substance abuse prevention and mental health awareness.
- Selected to lead workgroup meetings with San Bernardino County Prevention providers to work collaboratively on media prevention strategies by developing 12 media campaigns.
- Collected over 5,600 Adult Attitude & Perception and Community surveys in servicing cities to assess community needs and attitudes towards substance abuse for funding purposes.

Jurupa Valley, California June 20XX- March 20XX
WRCOG Public Service Fellow


- Acted as a Healthy Jurupa Valley liaison by promoting upcoming meeting dates and events on the city website and providing flyers for residents.
- Attended meetings of all 5 action teams on a monthly basis and contribute ideas for better outcomes infuture projects and events.
- Managed the Healthy Jurupa Valley section on the city website by posting event pictures and writing a summary on what was discussed at the action team meetings.
- Served as a partner in collaborative meetings with surrounding cities to identify strategies and external resources that could be used to serve the homeless population.
- Reviewed report analytics to keep track of how our current 500+ subscribers are opening their emails or clicking on the external resources provided.

VOLUNTEER AND LEADERSHIP ACTIVITIES

Southern California Public Health Association January 20XX – Present
Student Chapter President, Inland Empire

SKILLS

- Fluent in Spanish for verbal, written, and document translation
- SPSS
- GIS



First Last Name

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

EDUCATION

California Baptist University, Riverside, CA

Bachelor of Arts in Spanish

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

Anticipated May 20XX

University of California Riverside, Riverside CA

Professional Certificate in Interpretation and Translation: English/Spanish

May 20XX

RELEVANT EXPERIENCE

Riverside County Office of Education | Riverside, CA

Translation Intern

- Shadow an RCOE 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 emersion courses for 20+ bilingual students per class

September 20XX - Present

VOLUNTEER EXPERIENCE

Cosecha, Harvest Christian Fellowship | Riverside, CA

Children's Ministry Volunteer

- 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

January 20XX - Present

LEADERSHIP EXPERIENCE

Spanish Club, California Baptist University | Riverside, CA

President

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

September 20XX – December 20XX


Student Care, California Baptist University | Riverside, CA


First Year Experience Orientation Leader

- Planned and led new student orientation for 2,000+ incoming students
- Prepared weekly lessons to teach peers in subjects involving finances, academics, and personal growth

May 20XX– December 20XX

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FIRST LAST NAME

City, State
Phone Number
Professional Email
Personalized LinkedIn URL

Education

California Baptist University

Master of Science in Speech- Language Pathology

Riverside, CA

Anticipated May 20XX

Azusa Pacific University

Bachelor of Science in Communications Disorders

Azusa, CA

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' IEP including growth, challenges, and goals.
- Support office staff by organizing lesson plans, schedules, and client's charts.

Leadership Experience

Azusa Pacific University

NSSHLA Club President

Azusa, CA

September 20XX- May 20XX

- Increased club attendance by 65% through community events and classroom presentations to bring awareness to the SLP industry.
- Oversaw 8 board members and 200 club members on a bi-weekly basis.

NSSHLA Club Vice President

September 20XX- May 20XX

- Created bi- weekly group activities that aligned with the six core values of NSSHLA.

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.
- Participated in five events by organizing materials, distributing information, and greeting community members.

Autism Speaks

Community Volunteer

Corona, CA


June 20XX- February 20XX

- Hosted awareness and fundraising events on a monthly basis for 500 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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Chris Candidate, D.B.A. Candidate

City, State | Phone Number | Personal Email [non-affiliated] | Personalized LinkedIn URL

EDUCATION

Doctor of Business Administration (DBA) Anticipated December 2025
California Baptist University Riverside, CA

Master of Business Administration (MBA) June 2022
University of California – San Diego La Jolla, CA

Bachelor of Science in Marketing April 2019
California Baptist University Riverside, CA

WORK EXPERIENCE

Director of Sales August 2024 – Present
Company 123 Glendale, CA

Manage a team of 6-8 Sales Executives to ensure timely reports and sales metrics in line with company standards, generating a 90%+ to target for monthly regional sales

Identify and connect with potential leads to create a pipeline of business prospects, contributing to a 36% growth in sales metrics over a 12-month period

Collaborate with the Director of Business Development and Vice President of Operations to create training curriculum and team meetings for staff of 50+ members, including standard operating procedures and knowledge assessments

Business Development Sales Executive July 2023 – July 2024
Company 234 Los Angeles, CA

Met with 10-12 clients a day to discuss company goals and provided personalized quotes and support for program implementation

Supported company growth through 100% to target goal for sales revenue in a fiscal year

Communicated effectively with clients, contributing to a client referral and return rate of 65% for implementation and upgrade

Management Trainee May 2019 – July 2023
Enterprise Mobility Riverside, CA

Served 25+ customers daily through car rentals and paperwork to ensure timely and seamless customer service for all clients

Organized administrative documents for all key rentals, ensuring confidentiality and privacy for all personal information of clients

Created a culture of growth, customer service, and center success as demonstrated by a 99% client satisfaction rate over a 4 year period

Cover Letters

INTERNSHIP EXPERIENCE

Management Trainee Intern April 2018 - April 2019
Enterprise Mobility Riverside, CA

Supported center manager through key administrative tasks for customer base of over 2000+ clients, including phone outreach, follow-up on service, and collecting survey results from satisfied clients

Shadowed staff at all levels of the location to ensure a seamless transition to the management trainee position

Standardized protocol for future hires through creating a training curriculum and modernizing and digitizing the standard operating procedures for intern position

ACADEMIC SERVICE AND RESEARCH EXPERIENCE

Research Assistant September 2023 – May 2024
California Baptist University Riverside, CA

Collaborated with California Baptist University Faculty to process 500+ survey results, focusing on qualitative predictors of employee retention

Processed data and survey results using SPSS and R coding software to draw both qualitative and quantitative measures from collected survey results

Wrote and presented a 5 page analysis on employee retention within businesses

Teaching Assistant September 2021 - June 2022
University of California – San Diego La Jolla, CA

Created course content and led discussion sections with an average size of 15-25 students for 5 courses within the Rady School of Business

Held open office hours to provide individual support for struggling students to receive tutoring and homework help

Graded homework and projects in a timely manner to ensure fair grading practices in accordance with the academic integrity office standards

PUBLICATIONS AND LECTURES


Candidate, Chris, Doe, A., Doe, B., and Doe, C., “What Gen Z wants in an Employer – The Increasing Importance of Stability in Retention Rates.” Business Publications Monthly, 12 April 2024. Paper.

Candidate, Chris, “Business and Profit through a Christian Lens” Business Development Day 2023. 15 July 2023, California Baptist University. Lecture.

Candidate, Chris, “How to Motivate the Next Generation of Entrepreneurs.” Business Conference 2021. 23 September 2021, University of California – San Diego. Lecture.

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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CBU Career Center

General Resources

General Resources

CBU Career Center

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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

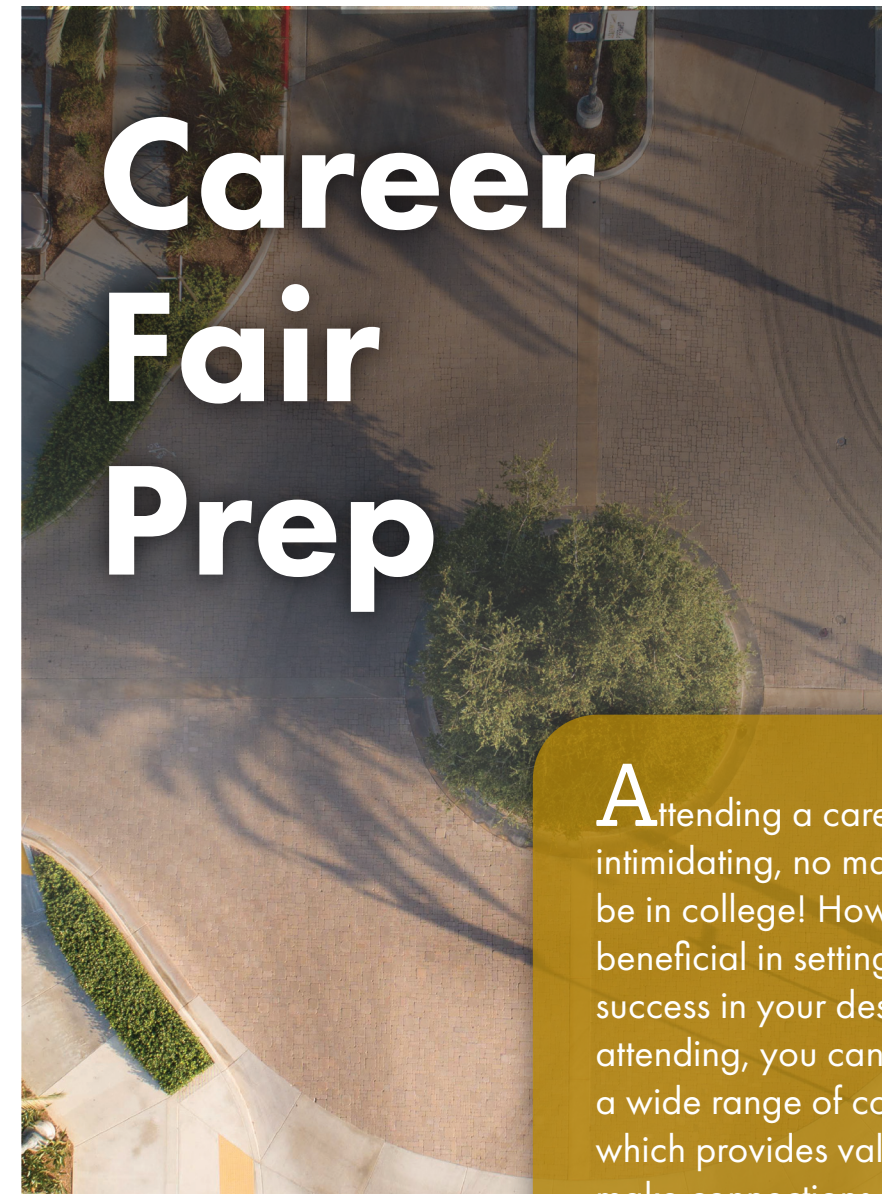
How to Build a Strong LinkedIn Profile Continued:

- **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.

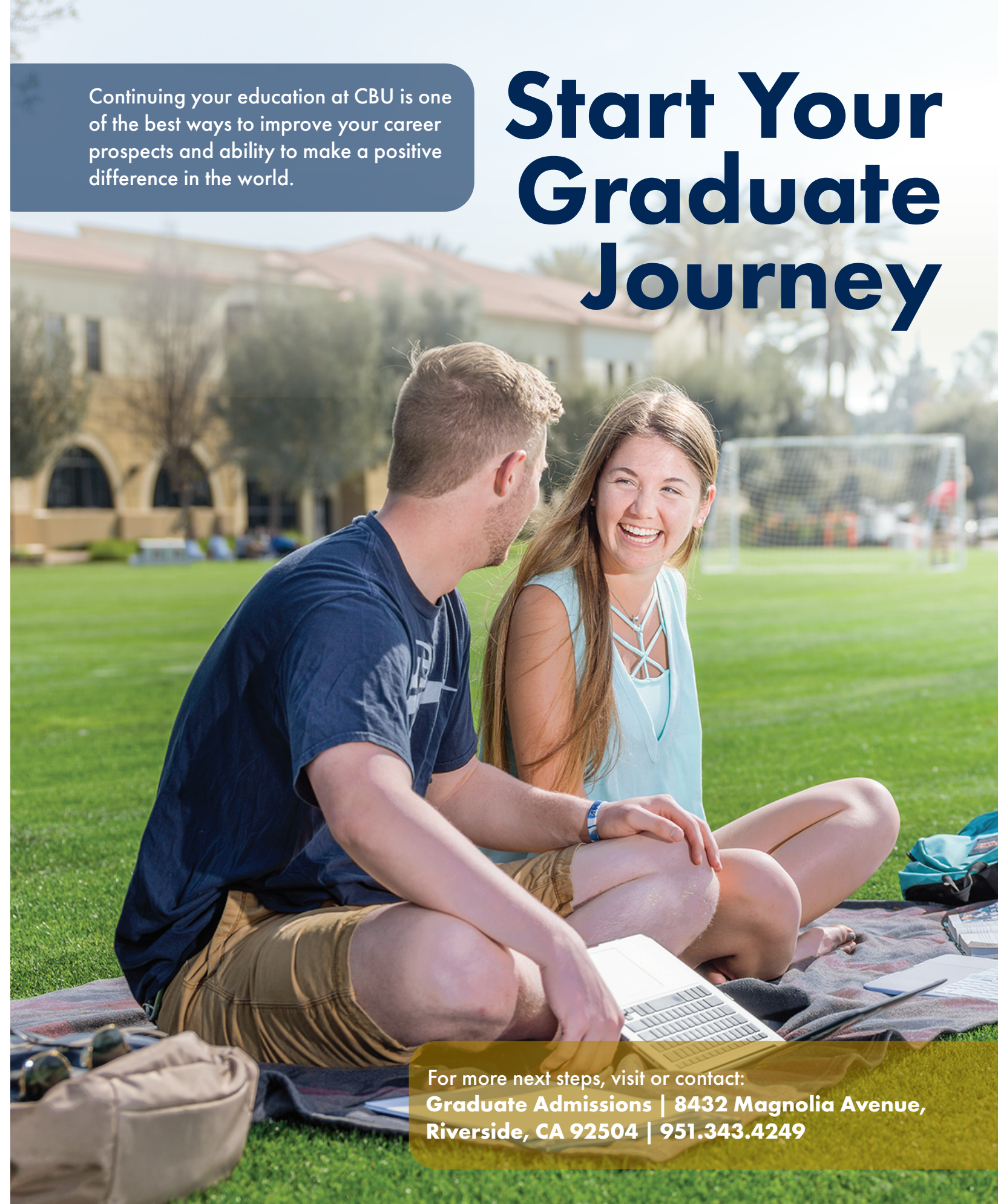
9 Do a Mock Interview

- ▶ 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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[illegible][illegible]