



CAREER GUIDE

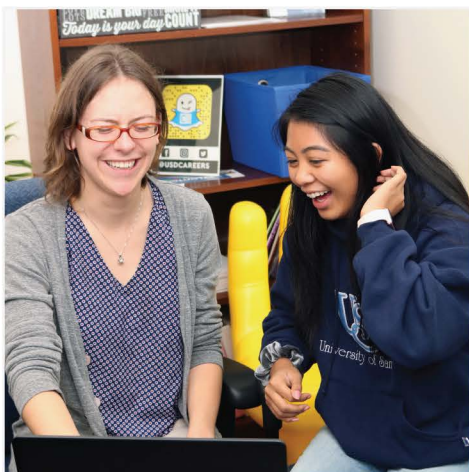
university of san diego • career development center

Welcome! The Torero Career Guide is written by the Career Development Center (CDev) staff. This resource assists you with tips on how to develop job search skills, build your network and gain professional experience. Throughout the guide, you will find numerous templates for resumes, cover letters, personal statements and other correspondence. We hope by providing this resource, we lessen the stress associated with your post-USD plans and help you gain the confidence to achieve your professional goals.



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CAREER DEVELOPMENT CENTER



CAREER COACHING



CAREER EXPLORATION



CAREER ASSESSMENTS



MOCK INTERVIEWS



EXPLORING
MAJORS AND MINORS



GRADUATE SCHOOL
PLANNING



T.E.A.M. PLATFORM
AND NETWORKING



SUMMER INTERNSHIP
AWARD



TORERO TREKS



CLUB AND CLASSROOM
PRESENTATIONS



ON-CAMPUS INTERVIEWS



RESUME REVIEWS



HANDSHAKE:
ONLINE PORTAL



COVER LETTER
REVIEWS



JOB AND INTERNSHIP
SEARCH TECHNIQUES



CAREER FAIRS
AND WORKSHOPS



CAREER COMPETENCIES

To be competent in something is to have the necessary ability, knowledge or skill to do something successfully. Career competencies are the attainment and demonstration of skills that broadly prepare college graduates for a transition into the workplace, year of service or continuing education. At the University of San Diego students will develop these competencies through their academics, co-curricular activities and leadership, and related internship and research experience.



CRITICAL THINKING & PROBLEM SOLVING

ability to obtain, interpret and use knowledge, facts and data in this process, and may demonstrate originality and inventiveness



ORAL & WRITTEN COMMUNICATION

ability to express ideas to others; can write/edit memos, letters and complex technical reports clearly and effectively



TEAM WORK & COLLABORATION

ability to work within a team structure and can negotiate and manage conflict



DIGITAL TECHNOLOGY

ability to demonstrate effective adaptability to new and emerging technologies



LEADERSHIP

ability to assess and manage emotions; use empathetic skills to guide and motivate; organize, prioritize and delegate work



PROFESSIONALISM AND WORK ETHIC

ability to demonstrate integrity and ethical behavior, act responsibly with the larger community in mind and learn from mistakes



CAREER MANAGEMENT

ability to navigate job options, take necessary steps to pursue opportunities, self-advocate for opportunities in the workplace



GLOBAL AND INTERCULTURAL FLUENCY

ability to demonstrate openness, inclusiveness, sensitivity and interact respectfully with all; understand individuals' differences

CAREER DEVELOPMENT TIPS

PREPARING FOR A CAREER DEVELOPMENT CENTER (CDEV) APPOINTMENT

First time in our office? Here are some questions to ask.

- What should I be working on this semester?
- What are some good action steps for me to take this semester if I'm not sure what I want to do after graduation?
- What are some CDev resources that may be of use to my career journey?
- What are some ways to explore majors, careers, and industries of interest?

ENGAGING IN SELF-AND CAREER EXPLORATION

CDev has a variety of ways for students to gain a better understanding of themselves, careers, majors and minors at USD. Ways to explore include:

- Meet with a career counselor to discuss your past experiences, your interests, and your goals.
- Attend the Majors and Minors Fair in the fall to talk to faculty members and upper-division students about USD's academic options.
- Take a career assessment to gain a better understanding of strengths, interests, values, personality type and/or occupations.



TIPS FOR NAVIGATING THE JOB SEARCH AS AN INTERNATIONAL STUDENT

- Consult with the Office of International Students and Scholars (OISS) to understand your work authorization and plan your job search accordingly: <http://www.sandiego.edu/international/oiss/>.
- Research employers. Websites such as GoinGlobal.com (available via Handshake) or Myvisajobs.com provide databases of employers currently sponsoring H1-B visas.
- Network diligently. Connect with alumni and professionals in your industry through the LinkedIn alumni search (<http://www.linkedin.com/alumni>) and the Torero Employer & Alumni Mentoring (T.E.A.M.) platform (<http://mentoring.sandiego.edu>).
- Attend the International Student Career Panel hosted by the OISS and CDev each spring to connect and learn from international alumni.
- Visit CDev and work with a career counselor to polish your resume, cover letter, and networking and interview skills.
- Consider multiple career plans. Besides H1-B, consider the possibility of working for a U.S.-based company in your home country or other international locations.

RESUME GUIDE

A resume is a marketing tool that includes a summary of your qualifications tailored to a specific job or internship. Your resume's main goal is to generate interviews with employers. Write it to highlight your relevant skills and accomplishments.

Some academic positions require a curriculum vitae (CV) with different information (see pp. 30-31 for samples). In addition, different resumes are used for federal government jobs (see p. 27) and international positions (use GoInGlobal, Resources section of Handshake).

SAMPLE RESUME

1 Use an email address that conveys professionalism. Your street address is optional.

2 Include LinkedIn URL only if your profile is complete and polished.

3 Increase visual impact by selectively using bold, underline and capitalization.

4 Include the experiences that most closely relate to the position you are seeking. A resume is not a complete work history.

5 Activities and community service show you are a well-rounded candidate.

✓ Limit your resume to one page.

✓ Send your resume as a PDF file, not as a Word document.

✓ Spell check and review your resume for grammatical errors and consistency.

YOUR NAME
Address (optional)
City, State Zip Code
Phone Number
Email Address
LinkedIn URL (optional)

1

2

EDUCATION

University of San Diego
Degree and major
Include major(s), minor(s) and study abroad
List overall and/or major grade point average 3.0 or above
Be selective in listing academic honors and relevant coursework

San Diego, CA
Month YYYY

EXPERIENCE

Job Title
Organization
• Describe your achievements here, starting with an active verb
• Make your descriptions energetic and relatively short
• Present the most significant responsibilities first
• Focus on transferable skills vs. tasks
• Mention how specific software was used to reinforce professional use
• Quantify achievements when possible (using numbers, percentages, or monetary value)

3

Dates of Employment
City, State

Job Title
Organization
• Many employers prefer bullet format
• Focus on results, skills, leadership, initiative and teamwork

4

Dates of Employment
City, State

SKILLS AND QUALIFICATIONS

Include foreign languages
Emphasize computer software
Avoid listing general skills (e.g., communication skills)
Do include skills specific to your field (e.g., laboratory skills)

5

OTHER HEADINGS

Include one or two additional headings that highlight your accomplishments or leadership positions. These sections might include:

- Leadership
- Athletics
- Community Service
- Honors and Awards
- Professional Organizations

RESUME CHECKLIST

Employers often spend under a minute evaluating your resume. They prefer resumes that are easy to read and are tailored to the position you are seeking. Additional samples on the next few pages demonstrate how to showcase your talents and experience for potential employers.

FORMAT

TEMPLATES	Avoid resume wizards and software templates. They are difficult to edit and do not allow you to present information in the most effective format.
LENGTH	For college students and recent graduates, use a one-page resume unless specifically instructed differently by an employer.
FONT	Choose a basic, easy-to-read font, such as Arial, Bell MT, Georgia or Times New Roman in 10-12 point size in black.
SPACING	Margins from 0.5 to 1 inch and double-spacing between headings improve readability.
LAYOUT	Use bullets, bold, capitalization and underlining sparingly to call attention to the most important information. Leave white space to create an uncluttered look.
REVERSE CHRONOLOGICAL ORDER	Present most recent information first, within each section. For most students, your education should be listed above experience.
PROFESSIONALISM	Eliminate all errors by using spell check first and then asking several people, like faculty members or employers, to proofread.
FILE NAME	Use your name in the file name when emailing your resume as an attachment. Example: FirstName.LastName.pdf

CONTENT

IMAGE	Decide what overall impression you want your resume to communicate. Does it show you are a leader, a team player, an artist, an innovator, a salesperson or something else?								
STYLE	Start phrases with action verbs to convey enthusiasm and achievement. Content should be relevant, concise, and accomplishment-focused. See p. 8 for a list of action verbs.								
OBJECTIVE	Objectives are optional. If you include an objective, make it brief and specific to that particular job or field.								
SUMMARY OF QUALIFICATIONS	Candidates with significant experience in a field may choose to start their resume with a brief overview of professional skills. This section is less appropriate for new college graduates.								
SECTION HEADINGS	Group your experience to reflect your strengths. Common headings include: <table><tr><td>Education</td><td>Leadership Experience</td></tr><tr><td>Experience</td><td>Community Service</td></tr><tr><td>Skills</td><td>Athletics</td></tr><tr><td>Activities</td><td>Professional Affiliations</td></tr></table>	Education	Leadership Experience	Experience	Community Service	Skills	Athletics	Activities	Professional Affiliations
Education	Leadership Experience								
Experience	Community Service								
Skills	Athletics								
Activities	Professional Affiliations								
HIGH SCHOOL	Remove high school information by the end of your sophomore year of college.								
REFERENCES	List your references on a separate page. (See sample on p. 41.)								
CAUTIONS	Never reveal confidential data on your resume, such as your social security number or date of birth. Do not list a personal website if it includes unprofessional content.								

RESUME TEMPLATE

YOUR NAME

Email • Phone Number • LinkedIn Profile URL

EDUCATION University of San Diego
Bachelor of _____,
GPA: _____

San Diego, CA
Graduation Date: May 20XX

RELEVANT COURSE WORK

- _____
- _____
- _____
- _____

RELEVANT EXPERIENCE AND PROJECTS

_____	_____	_____	_____	_____
Title	Organization Name	City	State	Date
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results

_____	_____	_____	_____	_____
Title	Organization Name	City	State	Date
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results

LEADERSHIP AND ACTIVITIES

_____	_____	_____	_____	_____
Title	Student Organization	University of San Diego		Date
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results

_____	_____	_____	_____	_____
Committee Name	Student Organization	University of San Diego		Date
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results

SKILLS AND QUALIFICATIONS

- Demonstrated experience in _____
- Proven background in _____
- Strong knowledge of _____
- Proficient in _____

PROFESSIONAL AFFILIATIONS AND AWARDS

_____	_____	_____	_____	_____
Member	Student Organization Name	City	State	Date
_____	_____	_____	_____	_____
Title of Award	Community Organization	City	State	Date

ACTION VERBS

Use present tense for current positions. Use past tense for former positions.

ADMINISTRATIVE

Arranged	Operated
Cataloged	Organized
Classified	Prepared
Collected	Processed
Compiled	Purchased
Executed	Recorded
Generated	Retrieved
Implemented	Screened
Inspected	Specified
Monitored	Validated

COMMUNICATION

Addressed	Formulated
Arbitrated	Informed
Arranged	Influenced
Authored	Interpreted
Collaborated	Mediated
Communicated	Negotiated
Convinced	Persuaded
Corresponded	Promoted
Developed	Publicized
Directed	Reconciled
Drafted	Recruited
Edited	Translated
Educated	Wrote
Enlisted	

CREATIVE

Conceptualized	Inspired
Created	Integrated
Coordinated	Introduced
Customized	Invented
Designed	Originated
Developed	Performed
Directed	Planned
Fashioned	Revitalized
Illustrated	Shaped
Initiated	

FINANCIAL

Administered	Computed
Allocated	Developed
Analyzed	Forecasted
Appraised	Managed
Audited	Marketed
Balanced	Planned
Budgeted	Researched
Calculated	

HELPING

Assessed	Expedited
Assisted	Facilitated
Clarified	Familiarized
Coached	Guided
Counseled	Motivated
Demonstrated	Referred
Diagnosed	Represented
Educated	

LEADERSHIP

Administered	Increased
Analyzed	Managed
Assigned	Monitored
Attained	Organized
Chaired	Oversaw
Consolidated	Planned
Contracted	Prioritized
Coordinated	Produced
Delegated	Recommended
Developed	Reviewed
Directed	Scheduled
Evaluated	Strengthened
Executed	Supervised
Improved	

RESEARCH

Analyzed	Extracted
Assessed	Identified
Clarified	Inspected
Collected	Interpreted
Conducted	Interviewed
Critiqued	Investigated
Diagnosed	Organized
Evaluated	Reviewed
Examined	Surveyed

TEACHING

Adapted	Explained
Advised	Facilitated
Clarified	Guided
Coached	Informed
Communicated	Inspired
Coordinated	Instructed
Developed	Motivated
Educated	Persuaded
Empowered	Set goals
Encouraged	Trained
Evaluated	

TECHNICAL

Assembled	Maintained
Calculated	Operated
Computed	Optimized
Debugged	Programmed
Designed	Reengineered
Developed	Remodeled
Devised	Repaired
Engineered	Solved
Experimented	Tested
Fabricated	Upgraded
Installed	

EDUCATION

University of San Diego 1

USD Scholarship awarded for excellence in academics and extracurricular activities

San Diego, CA
Class of 2023

Torrey Pines High School 2

3.9 Grade Point Average

- AP Scholar with Distinction
- National Honor Society
- Awards for excellence in English and Spanish
- California Interscholastic Federation (CIF) Scholar-Athlete
- California Scholarship Federation member and scholarship winner

San Diego, CA
Graduated June 2019

EXPERIENCE

T.J. Maxx 3

Sales Associate

- Handled cash and credit transactions in high-volume, fast-paced department store
- Provided bilingual customer service to wide variety of store patrons
- Addressed and resolved shopper complaints and processed merchandise returns
- Supervised fitting rooms and reshelving of clothing and accessories

Encinitas, CA
Summers 2018 - 2019

Torero Family Business

Office Assistant/Volunteer

- Filled in for receptionist and handled special projects
- Performed data entry using Excel

San Diego, CA
2016 - 2018

Skyline Elementary School

Literacy Tutor

- Taught weekly reading lessons to second-language learners
- Promoted program to potential tutors at junior high school

Solana Beach, CA
Summer 2015

ACTIVITIES

USD MEChA member

California Girls State representative

Torrey Pines varsity soccer team, team captain (2018)

- Award, Defensive Player of the Year 2017

San Dieguito Surf Soccer Club, team captain

San Dieguito Boys & Girls Club, volunteer

2019

2018

2015 - 2019

2012 - 2019

Summers 2017 - 2019

SKILLS

Proficient in Microsoft Word, Excel and PowerPoint

Oral and written proficiency in Spanish

1 If you have declared your major, include your expected degree in the Education section.

2 Remove high school information by the end of sophomore year.

3 The Experience section can include paid jobs, volunteer positions, work in a family business, leadership positions or other experiences.

FIRST LAST

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www.linkedin.com/in/name

SAMPLE FINANCE AND REAL ESTATE RESUME

EDUCATION

University of San Diego (USD), San Diego, CA
Bachelor of Business Administration in Finance and Real Estate **1** Expected May 2021
GPA: 3.5
Study Abroad, Madrid Center, Madrid Spain Aug. 2018 - Dec. 2018

RELATED PROJECTS (optional section & example)

Company Analysis Project: Petco, University of San Diego, CA Spring 2019
• Analyzed real estate, industry, strategic position, accounting methods, financials, projected growth and cost of capital for a company of our choice **3**

International Financial Management Project, Madrid Center Fall 2018
• Compiled and presented a macro-level analysis of Spain, Germany, Russia, Argentina and Brazil on international finance topics (BOP, ForEX risk, currency regimes, etc.)

WORK EXPERIENCE

Financial Analyst Assistant, San Diego Gulls, San Diego, CA May 2018 - Present
• Develop and run a financial model to evaluate draft picks with potential salary caps for the Sr. VP of finance
• Assess the incremental sales potential of new and relocated stadium opportunities, utilizing in-house models
• Inspect variances from approved business plans and/or previous budgets and update the investment financial data in project cash flows
• Support senior VP's effort to negotiate 5% lower price for client by creating merger model to analyze best-case, average and worst-case scenarios

Campus Marketing Consultant, FanDuel.com, San Diego, CA Sept. 2017 - Mar. 2018
• Developed the company brand, image and online/campuswide marketing programs for the fantasy-based start-up aiming to create a social network
• Increased brand awareness and contributed to 20% user growth from USD student population

LEADERSHIP EXPERIENCE

President, Men's Club Volleyball, University of San Diego **4** Jan. 2018 - Present
• Facilitate tryouts and practice, tournament registration, communication with the sports club staff as well as the league commissioner

New Member Educator, Real Estate Society, University of San Diego Sept. 2017 - Present
• Teach 30 new members the mission, vision and values of the organization
• Participated in LeaderShape Institute Conference 2017

Eagle Scout, Boy Scouts of America, Cherry Hill, NJ Aug. 2015

SKILLS AND INTERESTS

Tech: Bloomberg certified, Microsoft Excel certified
Language: Intermediate Spanish speaker
Interests: Softball, snowboarding, fantasy baseball and football

IMPORTANT NOTES

1 Include your GPA if it is 3.0 or above.

2 Include study abroad experiences.

3 Club involvement often demonstrates skills and qualifications employers are seeking in candidates.

4 Your experience should be listed in reverse chronological order, with the most recent experience listed first.

EDUCATION

University of San Diego Expected May 2021
 Bachelor of Business Administration 1
 Minor: Spanish
 Study Abroad: Anglo American University–Prague Fall 2019

2

PROJECTS

Uber Financial Analysis Project, University of San Diego Spring 2019
 • Analyzed greater San Diego social media, promotional online advisements for driver referrals
 • Recommended ways to increase Uber driver referral promotions by 30%

EXPERIENCE

Resident Assistant, University of San Diego August 2018 - Present
 • Provide educational programs and support for residence floor comprised of 60 college students
 • Conduct rounds throughout the building to ensure security and enforcement of university policies
 • Establish relationships with residents to build open communication and a positive college experience

Receptionist, Infinity Salon and Day Spa May 2014 - August 2017
 • Greeted customers with enthusiasm and professionalism while providing the highest level of exceptional customer service
 • Worked closely with spa manager to educate, promote and sell merchandise on an ongoing basis
 • Proactively solicited clients for treatments and scheduled their appointments
 • Processed all monetary transactions accurately 3

LEADERSHIP AND COMMUNITY SERVICE

Changemaker Chair Fellow, University of San Diego June 2018 - Present
 • Manage a team of eight fellows to create and execute programming and action steps to tackle social innovation and social justice issues
 • Propose and execute a plan for the School of Business to incorporate education on diversity and inclusion issues in the workplace
 • Manage freshman orientation events to introduce students to pathways of innovation
 • Network with student leaders to collaborate on 30% of our events and initiatives
 • Facilitate and develop four design-thinking workshops for organizations on and off campus

Volunteer Coach, Girls on the Run Fall 2018 - Present
 • Participate in weekly fundraising for the foundation
 • Serve as motivational coach for elementary school girls in the San Diego area

President, Spanish National Honor Society March 2020 - Present

AWARDS

Dean’s List, University of San Diego 2017 - 2019
 First Honors, University of San Diego 2017 - 2019

SKILLS

Bilingual in English and Spanish 4
 Proficient in Microsoft Office, Microsoft Excel certified

IMPORTANT NOTES

- 1 Include GPA if the employer has requirements for the position; otherwise, it is a personal choice to include.
- 2 A resume should be one page in length if you have less than five-ten years of work experience.
- 3 There are various viewpoints on resume formats. If you have additional questions, please make an appointment with a career counselor.
- 4 A skills section is not required; often listed within the cover letter.

FIRST LAST

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www.linkedin.com/in/name

SAMPLE MARKETING RESUME

EDUCATION

- University of San Diego, San Diego, CA**
Bachelor of Business Administration in Marketing
GPA: 3.55 **1** Expected May 2020
- Semester at Sea, University of Virginia** Aug. 2018 - Dec. 2018
- Traveled to 16 countries in four months with over 500 students
 - Studied different cultures through field labs, service projects, and global-oriented classes

WORK EXPERIENCE

- Marketing Assistant** May 2018 - Present
Red Door Interactive, San Diego, CA
- Assist with building HTML email campaigns including welcome, newsletters, win-backs and one-offs
 - Maintain and analyze reporting to improve campaigns
 - Test and optimize subject lines, content, placements and ad copy **2**
 - Work with external affiliates to set up and test new offers
 - Collaborate cross-departmentally and research industry-specific sites for new marketing angles and opportunities
 - Write client materials, press releases, press packets, brochures, presentations and website information for various clients
- Social Media Consultant** May 2017 - Sept. 2017
TakeLessons.com, San Diego, CA
- Analyzed customer engagement, experience and retention through management of social media accounts and analytics
 - Increased brand awareness and contributed to 20% user growth from USD student population
 - Developed the brand image of a start-up company through social media marketing primarily targeting kids, mothers, and military families
 - Created the company's LinkedIn account and coordinated donation events at military units for families with deployed soldiers

LEADERSHIP AND VOLUNTEER EXPERIENCE **3**

- Vice President** Jan. 2019 - Present
American Marketing Association (AMA), University of San Diego
- Lead AMA University of San Diego collegiate chapter by planning and holding meetings, hosting speakers, marketing panels and workshops that help students to broaden their marketing knowledge and learn relevant skills
 - Work with the San Diego AMA professional chapter and the local collegiate chapters to plan events and develop marketing leaders
- Volunteer** May 2017 - Aug. 2017
Habitat for Humanity, University of San Diego
- Collaborated with a team of fellow volunteers to develop houses for those in need

RELATED PROJECTS (optional based on experience)

- International Marketing Project** Fall 2018
Semester at Sea **4**
- Compiled and presented a marketing analysis of Spain, Germany, Russia, Argentina and Brazil on the topic of international social media practices

AWARDS (optional based on experience)

- First Academic Honors/Dean's List, University of San Diego** Fall 2017, Spring 2018
Mortar Board Scholarship Recipient, University of San Diego Fall 2016, Spring 2017

SKILLS

Social media applications (Facebook, Instagram, Pinterest, Snapchat, Twitter, etc.)
Certified in Google Analytics and Google Ads
Certified in Microsoft Excel & Excel Specialist

IMPORTANT NOTES

- 1** GPA is not required to be listed on the resume.
- 2** Analytics software and skills are crucial in marketing. Develop these skills and include them in your resume.
- 3** Get involved! Employers are interested in individuals who can show interest in activities outside of the classroom.
- 4** A Related Projects section is encouraged because it allows you to add marketing-related experiences to your resume.

EDUCATION

Bachelor of Arts, Communication Studies
 University of San Diego Expected May 2020
San Diego, CA
Overall GPA: 3.5

- Minor in Marketing **1**
- Lambda Pi Eta, Communication Studies Honor Society

International Study **2**

- CEA, Barcelona, Spain
- Macquarie University, Sydney, Australia Winter 2018
Summer 2018

PUBLIC RELATIONS & MARKETING EXPERIENCE **3**

Public Relations of San Diego
 Public Relations Intern San Diego, CA
Jan. 2020 - Present

- Craft pitches for both local and national outlets utilizing GroupHigh to reach target market
- Create and update editorial calendars and monthly reports
- Take on front-of-house responsibilities to streamline Vocus software for department
- Compose social media content on Instagram, Twitter, and Snapchat for various clients

i.d.e.a.
 Reputation Intern San Diego, CA
Sept. 2019 - Dec. 2019

- Composed and published 15 media releases targeting GenZ population
- Mediated between media and client to ensure clarity and satisfaction
- Organized and implemented social media campaign for three local businesses
- Clipped client placements into public relations debriefs

Allied Integrated Marketing Communications
 Film Marketing Intern San Diego, CA
June 2019 - Sept. 2019

- Managed and filled six film screenings highlighting new international films
- Wrote reports directly to studio after screenings
- Acted as liaison between studio and press following protocol
- Coordinated eight events for upcoming films

PopcornX
 Integrated Marketing Communications Intern Sydney, Australia
Summer 2018

- Drafted client public relations debriefs; updated public relations and media databases
- Engaged with the media directly and coordinated firm launch parties
- Managed clients' social media pages, increasing engagement by 15%

ATHLETICS & LEADERSHIP

Division I Student-Athlete Fall 2016 - Spring 2018
 University of San Diego Varsity Tennis Team

- Utilized teamwork and time management to devote 20+ hours a week to training, practice, competition and travel while maintaining a full academic course load
- Served as a liaison between students and administrators, working to improve communication and understanding by participating in the Student-Athlete Advisory Committee

COMPUTER SKILLS **4**

Proficient in Microsoft Office, Final Cut, Vocus, and GroupHigh
 Experienced with social media: Facebook, Twitter, Tumblr, Hootsuite and Sysomos

IMPORTANT NOTES

- 1** Include your GPA if it is 3.0 or above.
- 2** Highlight study abroad in the Education section.
- 3** Create headers that help to showcase experience related to the industry.
- 4** Review the job description to identify skills that are relevant to the position you are seeking.

5998 Alcalá Park • San Diego, CA 92110 • (619) 260-4654 • first.last@sandiego.edu

EDUCATION

University of San Diego (USD), San Diego, CA
Bachelor of Arts in History

- Nonprofit Leadership and Management Certificate
- GPA 3.8; Dean's List all semesters

Expected May 2020

Saddleback Community College, Mission Viejo, CA
Associate of Arts in Humanities

1

May 2017

EXPERIENCE

2

Bayside Community Center, San Diego, CA
Program Intern

- Work closely with program director on mission-driven housing initiatives
- Coordinate logistics for educational presentations on housing options and access
- Create flyers and social media marketing materials to promote housing presentations
- Track participation information in Access database
- Research housing policies and initiatives in greater San Diego area

February 2019 - Present

Museum of Man, San Diego, CA
Exhibit Design Intern

- Researched and wrote exhibit labels and introductory boards for the cultural objects, stone and bone tools, engravings, and mammal casts used for the March 2019 ICE AGE exhibit
- Discovered never-displayed collections at other institutes, initiated contact, and wrote accurate descriptions of the artifacts' functions

January 2019 - June 2019

Alpha Phi, Eta Rho Chapter, USD, San Diego, CA
Director of Chapter Events

- Planned, coordinated, and directed chapter social events, including two formal dinner dances
- Helped improve chapter's financial status by remaining under \$13,000 budget both semesters
- Implemented a contract system to improve member responsibility and ensure safety

January 2018 - January 2019

Mission Viejo Family YMCA, Mission Viejo, CA
Lead Counselor, Camp Counselor

- Promoted to lead counselor after one season due to demonstrated responsibility
- Planned and led events and activities for groups of children 6-12 years old
- Served as a role model to youth; emphasized Character Counts philosophy
- Established and maintained positive relationships with youth and parents
- Helped with hiring and training of new counselors

Summers 2015 - 2017

COMMUNITY SERVICE AND ACTIVITIES

- Attended National Alliance Management/Leadership Institute, Atlanta, GA, January 2019
- Tijuana Outreach Participant, Summer 2018
- College Visiting Day Tour Guide, Spring 2018
- Alpha Phi Sorority Member, Spring 2018 - present

3

SKILLS

- Proficient in Microsoft Word, Excel, Access and PowerPoint
- Conversational ability in Spanish

1 Include transfer school information if an associate degree was obtained or if courses taken are relevant to the career field; otherwise, transfer coursework does not need to be included.

2 Your experience should be listed in reverse chronological order with the most recent experience listed first. Your experience section can include unpaid experiences such as research, internships, and community service.

3 Select skills and qualifications that are directly related to the position you are seeking.

FIRST LAST

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EDUCATION

University of San Diego (USD)
Bachelor of Arts in English, Minor in Theology and Religious Studies Expected May 2020

PROJECTS

Senior Thesis, Faculty Advisors: Sr. Mary Hotz and Dr. Koonyong Kim Fall 2019
"Mary Wollstonecraft's Entwinement of the Law and Literature: *Maria, or The Wrongs of Woman* and the Creation of a Legal Space for Women"

"Fallen Leaves," "Overnighters," "Sound of Victory," *Alcala Review* Fall/Winter 2019

"After the Bell Tolls," *Ink In Thirds – Issue IV* June 2018

RELEVANT EXPERIENCE

Alcala Review, USD Literary Journal, San Diego, CA August 2019 - Present
Marketing Committee

- Organize and compile the literary journal to be professionally printed and sold
- Edit numerous works of fiction, poetry, and prose submitted by students
- Design fliers and banners to invite students to club events around campus

Fundraising Manager January 2019 - August 2019

- Organized slam poetry philanthropy event to raise funds for the African Library Project
- Demonstrated leadership through consultations, delegation, and critiques with contributing poets

English Department, Writing Center, USD, San Diego, CA January 2019 - August 2019
Writing Tutor

- Assisted students in all stages of the writing process: brainstorming, organizing, and revision
- Developed strategies to adapt to learning needs, personalities, and language barriers in 50+ sessions

Speak City Heights, San Diego, CA Summer 2019
Editorial Intern

- Reported on a local, multicultural community with a nonprofit online news outlet
- Wrote articles, composed interviews, captured photos and video for website
- Analyzed state and county data to supplement reporting
- Updated WordPress site with new posts; created and managed Instagram account
- Compiled and sent out weekly email to subscribers via Constant Contact

INVOLVEMENT

Sigma Tau Delta English Honors Society, USD Fall 2018 - Present

IMPORTANT NOTES

1 On an academic CV, use MLA format, like this:
"Lucid Interval." *The American Poetry Review* 44.1
(November/December 2018): 20.

2 Change the focus of your resume to align with
creating content or editing, depending on
the position.

FIRST LAST

San Diego, CA | (619) 260-4654 | name@sandiego.edu

SAMPLE SOCIAL SCIENCES RESUME

EDUCATION

University of San Diego (USD), San Diego, CA
Bachelor of Arts in Psychology, Minor in Philosophy

- GPA: 3.66; Dean's List (five semesters)
- Languages: Fluent in Spanish and English and attended the UC Davis DPICS Spanish Coding College (2019)

Expected May 2021

AWARDS

Member of the Honors Program, USD
Presidential Scholarship, USD

Fall 2018 - Present
2018

RESEARCH EXPERIENCE

Personalizing Parent Training Interventions for Culturally Diverse Families | NIMH R34 Grant | USD

Co-Investigators: Kristen McCabe, Ph.D. and May Yeh, Ph.D.

- This study aims to develop and pilot test a personalized version of Parent-Child Interaction Therapy (PCIT) to improve engagement and outcomes for culturally diverse families.

Coding Coordinator

- Oversee a team of five research assistants on the coding of both treatment fidelity and parent-child interaction videos.
- Lead coding meetings to maintain high interrater reliability and prevent coder drift.

Volunteer Student Research Assistant

- Transcribed structured therapist interviews, and translated recruitment materials from English to Spanish.
- Assisted in training therapists, met criteria for DPICS reliability.
- Analyzed qualitative interview data and prepared for presentation Colloquium, WPA.

CLINICAL EXPERIENCE

Peer Coach, USD Center for Student Success, San Diego, CA

- Conduct individual academic success coaching sessions with caseload of nine students on academic probation
- Create measurable and targeted goals with client to overcome persistent academic challenges
- Review videotaped sessions with licensed clinical supervisor to enhance coaching skills

Intern, Scripps Mercy Hospital, San Diego, CA

- Shadowed trauma medical staff under the supervision of Dr. Steven Shackford
- Observed fast-paced emergency care in the trauma unit and ICU, and doctor-patient relationship building

PRESENTATIONS AND PUBLICATIONS

McCabe, K., Green Rosas, Y., Sakamoto, M., Argero, Z., La, R., Kehoe, K., Yeh, M., & Proctor, C. (2019, October). Creating reliable guidelines to code imitation. Poster presented at the Society for Advancement of Chicanos/Hispanics and Native Americans in Science, San Antonio, TX.

ACTIVITIES

President, Psychology Club, USD

Undergraduate Representative on the Institutional Review Board, USD

2019 - Present

2019 - Present

IMPORTANT NOTES

1 Change the order of your sections to emphasize the most relevant experiences for your applications.

3 Typically, social sciences graduate schools ask for a CV, which can be longer than a page.

2 Include relevant coursework if you have taken unique classes, or are still building your experiences.

4 For more examples of clinical hours in a hospital setting, refer to the pre-health resume sample on page 21.

1

2

EDUCATION

University of San Diego (USD)
B.A. in Theatre, Minor in Music
GPA: 3.4

San Diego, CA
Expected May 2020

RELATED EXPERIENCE

USD Department of Music, San Diego, CA
Choral Scholar

Fall 2016 - Present

- Selected to receive full tuition scholarship based on competitive audition process and academic performance
- Rehearse five hours per week as an ensemble, with additional individual and sectional practice sessions and private vocal lessons
- Maintain a busy performance schedule, including four to six full concert performances yearly as well as appearances at official USD functions and outside bookings

Method Center Actors Theater, San Diego, CA
Theater Director

January 2019 - Present

- Supervise staff by leading production meetings, directing daily tasks, and monitoring individual performance
- Conduct casting calls as well as produce and direct multiple professional theater productions

USD Department of Theatre, San Diego, CA
Scenic Designer

December 2018 - March 2019

- Designed and constructed set of *Finding the Sun* in student lab production
- Created immersive set for cast of eight with sold-out shows for entirety of production run

January - March 2018

Assistant Director

- Oversaw company of *This is Our Youth* and acted as stage manager when necessary
- Reviewed actor progress and provided acting and line notes when needed

3

January 2018
Fall 2017

NOTABLE PERFORMANCES

Performer, Choral Scholars & Kammerchor der Universität zu Köln, Trinitatiskirche, Germany
Actor, USD Department of Theatre, Hermia in *Midsummer's Night Dream*
Performer, C4 Festival/Mission Santa Clara de Asis
Performer, Angelus Early Sacred Music Concert

January 2019
November 2018
May 2018
April 2017

INVOLVEMENT

Member, Alpha Psi Omega – Theater Honor Society, USD
Cellist, Chamber Music Ensemble, USD
Station Director, USD Radio

Fall 2018 - Present
Fall 2017 - Present
Fall 2017 - Spring 2018

WORK EXPERIENCE

Department of Residential Life, USD, San Diego, CA
Resident Assistant

Fall 2018 - Present

- Establish and maintain a positive living environment for 32 diverse first-year students
- Create and implement programs, policies and services to build community
- Serve as a resource, peer counselor and peer educator
- Enforce university policies to ensure residents' safety

IMPORTANT NOTES

- 1 Actors submit 8x10 color headshots for auditions, with a brief list of experiences attached to the back.
- 2 For musicians, YouTube clips, electronic portfolios, and web pages are important tools to promote themselves and demonstrate skill level.
- 3 Connect with faculty members for industry guidance.

1

First Last

(619) 260-4654 • etorero@sandiego.edu • <http://www.elizabeth-portfolio.com>

2

EDUCATION

University of San Diego (USD)
Bachelor of Arts in Visual Art and Art History
 Study Abroad, Florence Institute for the Arts, Florence, Italy

San Diego, CA
 Expected May 2020
 Spring 2018

RELEVANT EXPERIENCE

- Teaching Artist**, Museum of Photographic Arts, San Diego, CA May 2019 - Present
- Design lesson plans to engage groups of children ages 8-14 in beginning photography
 - Facilitate creative activities and a supportive, exploratory learning environment
 - Lead family tours through the studio space to highlight the educational program and museum
- Intern**, University Galleries, USD August 2018 - December 2018
- Carefully photographed print collection for digital archives, employing both photography software and the collection management system (TMS—The Museum System)
 - Utilized proper art handling techniques for works on paper
- Darkroom & Wood Shop Monitor**, Art, Art History + Architecture Department, USD August 2017 - May 2018
- Monitored productivity and ensured safety and proper handling of tools and chemicals for students
- Freelance Photographer**, Coastal Lifestyle and Fashion Blog, Las Vegas, NV October 2017 - May 2018
- Orchestrated weekly photo shoots with models to highlight fashion trends for local boutique
 - Created engaging content via WordPress and increased blog followers by 20% in three months

EXHIBITIONS

3

- Visual Arts Center Gallery, Solo Senior Thesis Exhibition: *When There Was Light* April 2020
 San Diego Art Institute, *The Drought Before the Rain*: Group Exhibition May 2019
 Space4Art, *Technology and the Earth*: Installation Artist December 2018

SKILLS

Adobe Creative Suite: Illustrator, Photoshop, InDesign, Lightroom
Graphic Design: Print and online advertisements, publications, logos, and e-mail design
Web Design: Squarespace and basic HTML coding
Photography: Digital, analog, studio lighting

GRANTS AND AWARDS

- Departmental Award for Exceptional Performance in Visual Arts Spring 2020
 Associated Students Research Grant for Creative Work Spring 2019
 Department of Art, Architecture + Art History Materials Grant Summer 2018

4

IMPORTANT NOTES

1

An artist will need to create a portfolio; portfolio norms vary by industry.

2

Each individual's resume will look different depending on the field, and some positions may not need a resume at all.

3

Include and prioritize information that is most connected to the desired position. For example, an artist might decide to move their Exhibitions section above Experience.

4

Connect with faculty members for industry guidance.

First Last

(619) 260-4654 | name@sandiego.edu | San Diego, CA

EDUCATION

University of San Diego San Diego, CA
Expected May 2020
Bachelor of Arts in Environmental and Ocean Sciences, pathway in Environmental Science, Minor in Biology
 • Relevant Coursework: Environmental Assessment Practices, Environmental Geology, GIS
 • GPA: 3.2

1

The School for Field Studies, Costa Rica Spring 2019
Center for Sustainable Development Studies
 • Conducted original research project: Quantification of ecosystem services in agro-forestry systems and forest fragments
 • Gained skills in experimental design, hypothesis testing, data collection and analysis, and using ESRI ArcMap software

RELATED EXPERIENCE

Department of Environmental and Ocean Sciences, University of San Diego San Diego, CA
Fall 2019 - Present
Research Assistant, Drew Talley, PhD
 • Research on bioaccumulation of metals in bivalves in Mission Bay
 • Test for concentrations of metals in bivalves' soft tissues and shells and compare to levels in soil samples
 • Use ICP-MS and XRF to analyze metals

City of San Diego, Metropolitan Wastewater Department San Diego, CA
Summer 2019
Management Intern, Storm Water Pollution Prevention Program
 • Supported the Storm Water Division by monitoring dry weather and coastal sites throughout the city of San Diego
 • Conducted illegal connection/illegal discharge investigations and eliminated sources of pollution into the storm drain conveyance system
 • Analyzed storm drain water samples for ammonia, nitrate, phosphate, and detergent content as well as pH, turbidity

Ocean Discovery Institute San Diego, CA
Fall 2018
Intern
 • Taught science lessons at elementary schools to underserved youth
 • Assisted with hands-on earth science lessons ensuring student safety and understanding of lab techniques

SKILLS

2

- **Equipment:** Lachat four-channel nutrient autoanalyzer, Bach-Coulter laser particle sorter, ICP-MS, XRF, CTD, YSI multimeter, box corer, multi-corer
- **Laboratory Techniques:** CHEMetric Vacu-vial methods, Hach nutrient analysis methods, Winkler titration, NMR, mass spec
- **Computer:** Microsoft Office suite; ArcMap and ArcGIS; R Commander
- **Language:** Conversational proficiency in Spanish

ACTIVITIES

Member, Women in STEM, University of San Diego Fall 2017 - Present
Member, Rock Climbing Team, University of San Diego Fall 2016 - Present

3

IMPORTANT NOTES

- 1 Specify classes (by course title) that are relevant to the job you are seeking.
- 2 A skills section can be edited to fit the requirements of a position you are applying to.
- 3 Certifications and awards can also go on a resume if relevant to your experience.

First Last

San Diego, CA • (619) 260-4654 • name@sandiego.edu • linkedin.com/in/name

SAMPLE SCIENCE RESUME #2

EDUCATION

University of San Diego
Bachelor of Arts, Biochemistry
GPA 3.43

San Diego, CA
May 2020

RELEVANT COURSE WORK

- Genetics
- Instrumental Analysis
- Biochemistry/Lab
- Chemistry/Lab
- Biophysical Chemistry/Lab
- Research Methods

LAB SKILLS

1

- Knowledge of and experience with organic synthesis and purification techniques
- Biochemistry and molecular biology lab techniques, including sterile technique, PCR, DNA purification and gel extraction, agarose gel-electrophoresis, yeast/bacterial cell culture, recombinant DNA plasmid purification, bacterial/yeast transformation
- Direct experience running instruments and interpreting data using NMR, IR, GC and HPLC
- Experience following detailed laboratory protocols with minimal supervision
- Hands-on experience in buffer, media and solution preparations

ADDITIONAL SKILLS

- Excellent written communication skills from report writing
- Data entry and analysis experience using MS Excel database
- Organizational ability demonstrated in efficient and accurate supply orders
- Proficient with MS Word, Excel, PowerPoint, Adobe Photoshop, Windows and Mac OS

RESEARCH EXPERIENCE

2

- Laboratory Teaching Assistant, University of San Diego Spring 2019
- Assisted professor with the general chemistry laboratory of 30-plus students
 - Ensured student safety and understanding of general chemistry laboratory techniques
 - Presented findings at campus symposium
- Undergraduate Researcher, Laboratory of Dr. Mary Smith, University of San Diego Fall 2018
- Researched computational chemistry in a wide variety of systems, including quinoxalines and nucleic acids
 - Used *ab initio*, DFT and molecular dynamics to investigate structure and mechanism of reactions
 - Acquired molecular modeling skills: Gaussin, SPARTAN, InsightII, AMBER, MOIL, CURVES

VOLUNTEER EXPERIENCE

- Member, University of San Diego STEM Outreach Club Sept. 2018 - May 2019
- Developed age-appropriate laboratory protocols for elementary and middle school students
 - Led middle school students in hands-on activities covering physics, biology, chemistry and engineering during weekly meetings
 - Volunteered at special events, such as a weekend STEM Fair for local middle and high school students

POSTERS AND PRESENTATIONS

3

"A Study of Structure and Mechanism of Quinoxalines." Poster presentation, University of San Diego Creative Collaborations Conference in San Diego, CA. April 18, 2019.

ACTIVITIES

4

- Member, Chemistry and Biochemistry Club, University of San Diego 2017- Present
Student Member, San Diego BIOCOM Professional Association 2017 - Present

IMPORTANT NOTES

- 1 This area of the resume shows your qualifications to perform the job duties.
- 2 Think beyond paid employment/internships. Include relevant experience that allowed you to use your skills.
- 3 Include conferences, presentations, and publications.
- 4 Highlight clubs and activities on and off campus.

EDUCATION

Bachelor of Arts in Sociology, May 2020, Minors in Biology and Psychology
University of San Diego, San Diego, CA

- Cumulative GPA: 3.68/4.00, Science GPA: 3.87/4.00
- Academic Highlights: Dean's List (four semesters); Presidential Merit Scholarship
- Relevant Coursework: Microbiology & Lab; Genetics; Cell Physiology & Lab; Organic Chemistry I & II & Labs; Abnormal Psychology; Anatomy & Physiology I & II & Labs; Biochemistry

MEDICAL EXPERIENCE

UC San Diego Medical Center, San Diego, CA
Neurosurgery Department

Aug. 2019 - Present
(40 hours)

- Volunteer under the supervision of the head nurse, talk with patients, stock shelves, and assist nurses

Occupational Therapy (Rehab) Department

(30 hours)

- Volunteer, observing patient/doctor relations, discussing potential treatment options of patients, following scheduled appointments and attending follow-up appointments

Scripps Mercy Hospital, San Diego, CA
Dr. Michael A. Ram, M.D., General Surgeon

May 2017 - Dec. 2019
(120 hours)

- Shadowed Dr. Ram in the operating room, at his office hours and doing rounds on hospital floors
- Listened to patients' heartbeats, gastrointestinal sounds, and checked vitals; read patient charts and wrote common orders for the nurses on the floor
- Learned common sterility procedures, how to scrub into cases, and how to read radiographic images in the operating room
- Observed a Nissen procedure, hernia repairs, a cholecystectomy, mastectomies, nephrectomies, and multiple laparoscopic surgeries

LEADERSHIP EXPERIENCE

American Medical Student Association, USD, San Diego, CA
Social Chair

Aug. 2018 - Jan. 2019

- Developed mentoring program to match undergraduate members with graduate students
- Organized multiple local fundraising efforts, including Breast Cancer Awareness
- Advertised and promoted the organization, quickly growing group to over 50 members in one semester

Member, Phi Beta Kappa National Honor Society, USD, San Diego, CA
Member, Phi Delta Epsilon Pre-Medical Fraternity, USD, San Diego, CA

Jan. 2019 - Present
Jan. 2018 - Present

VOLUNTEER EXPERIENCE

Crawford High School Mentor Program, San Diego, CA
Mentor

Jan. 2019 - Present
(200 hours)

- Help three 10th grade students explore health care fields and identify their career interests (six hours/week)
- Effectively build rapport to establish a trusting relationship and environment to discuss student concerns

University of San Diego Medical Brigades, San Diego, CA
Volunteer

Summer 2018
(60 hours)

- Provided primary health care to underprivileged children in Honduras
- Attended training sessions on Honduras and health clinics
- Facilitated electronic medical record charting for 200+ patients per day

SKILLS

- Language: Bilingual in English and Arabic, able to transcribe and translate medical information
- Computer: Microsoft Office programs; Noldus; SPSS and academic search databases including MEDLINE/PubMed, ERIC, JSTORE, EBSCO, PsychINFO and Mergent

IMPORTANT NOTES

1 List both your cumulative and science GPA.

2 If you have further questions on pre-health topics, make an appointment with USD's pre-health advisor on Handshake.

3 For your medical and volunteer experience, include the number of hours.

FIRST LAST
5998 Alcala Park
San Diego, CA 92110
(619) 260-4654
name@sandiego.edu

Education

Shiley-Marcos School of Engineering, University of San Diego
B.A. Computer Science, Minor: Finance

San Diego, CA
Expected May 2020

Related Coursework

Principles of Digital Hardware
Database Management Systems Design

Operating Systems
Automata Theory

Digital Hardware
Data Mining

1

Experience

CompSci, Inc.
Data Officer Intern

Carlsbad, CA
June 2017 - Present

- Design, implement, and manage customer database, providing quick and efficient access to scan data and order history
- Build statistical and econometric models, and aggregate reports to analyze business growth and provide insight into potential improvements or additions to current operations
- Collaborate with a small team to provide an outstanding customer experience through our web operations
- Manage a full-time academic schedule in addition to all work requirements and responsibilities

USD Student Support Services
Math Tutor

2

San Diego, CA
September 2017 - May 2018

- Assisted clients with comprehension and problem solving strategies in regard to calculus, statistics, algebra, and geometry
- Reviewed course materials, assigned additional material as needed and managed parent and student academic expectations

Projects

Movie Recommendation System, Data Mining Class

Fall 2017

- Reviewed and analyzed data from a movie rating system to identify themes and user sentiments associated with ratings feedback
- Utilized C, Python and Java to develop a system that gathers and codes all user comments for particular movies and then calculates an average rating score and highlights top rated movies

Skills

- **Programming Languages:** C, C++, Java, and x86 Assembly
- **Operating Systems:** Microsoft Windows, iOS, and Linux

Leadership Experience

USD Robotics Club
VP of Community Relations

San Diego, CA
September 2016 - Present

- Raised \$9,000 by pitching advertising packages to local businesses to fund the team to compete at a national competition in Honolulu, HI

IMPORTANT NOTES

1

Include specific coursework that is relevant to the position you are seeking.

2

Review the job description to identify skills and key words that are relevant to the position you are seeking.

EDUCATION

University of San Diego Shiley-Marcos School of Engineering BS/BA (dual degree) in Industrial and Systems Engineering • Minor in Supply Chain Management	San Diego, CA Expected Completion: May 2020 Overall GPA: 3.5 Major GPA 3.72
San Diego Mesa College Associate of Science in Engineering	San Diego, CA Graduation: June 2017

ENGINEERING PROJECTS AND EXPERIENCE

Senior Design Project • Worked on a team of three to simulate a full-scale building site assessment, foundation design, cost estimates, scheduling and productivity management • Used AutoCad to design all structural components • Presented results of this project to faculty, teaching assistants and over 40 peers	Spring 2020 Summer 2019
Oracle Intern • Researched and interviewed staff to determine the current business processes of USD's NROTC department to help Oracle implement a new schoolwide database system • Created process flow diagrams for every distinguishable departmental operation • Presented final project findings at the 2019 USD Creative Collaborations Undergraduate Research Conference	

SKILLS

Relevant Coursework: Design of Experiments, Sustainability and Engineering, Manufacturing Systems, Operations and Supply Chain Management, Facilities Management
 Computer Software: Word, Excel, PowerPoint, Visio, Access
 Certifications: Six Sigma Green Belt, CPR/First Aid

PROFESSIONAL EXPERIENCE

U.S. Air Force Manager, Aircraft Maintenance • Evaluated the performance of 26 maintenance technicians on a daily basis • Managed the maintenance of hundreds of equipment assets including aircraft hydraulic components and landing gear valued at over \$1.5M • Saved 110 man-hours per month on aircraft maintenance procedures by streamlining key steps (a 35% increase in efficiency) • Trained over 80 aviation maintenance technicians in hydraulic systems maintenance and repair	Edwards, CA September 2012 - May 2014
U.S. Air Force Ground Support Equipment Technician • Maintained airborne equipment including hydraulic pumps and cylinders for the Maintenance Department • Retrofitted 90 Air Start Units with new electronic governors as a member of the Air Start team	Edwards, CA February 2009 - August 2012

AFFILIATIONS

USD Institute of Industrial and Systems Engineers (IISE)	Fall 2017 - Present
--	---------------------

IMPORTANT NOTES	1 Include specific coursework that is relevant to the position you are seeking.	3 Present your accomplishments in the experience section by adding the result or outcome of a task.
	2 Review the job description to identify skills and key words that are relevant to the position you are seeking.	4 List professional associations, especially if they are relevant to the position.

FIRST LAST

5998 Alcalá Park • San Diego, CA • 92110 • (619) 260-4654 • name@sandiego.edu

Education

University of San Diego Shiley-Marcos School of Engineering
 BS/BA in Mechanical Engineering
 Minor in Mathematics and Finance

1

Graduation: December 2020
 Engineering GPA 3.2
 Math GPA 3.5, Finance GPA 3.8

Professional Experience

2

LabelTek
 Intern

San Diego, CA
 Summer 2019

- Collaborated with LabelTek's engineering team to reduce errors in thermal transfer printed labels
- Delegated projects to five qualified team members including error identification, rejection automation, mechanical analysis, electrical analysis, manufacturing, testing and implementation
- Leveraged Matlab for controls and calculations, SolidWorks for finite element analysis and manufacturing, and programming in R in finalizing formal documentation

Set the Facts Inc.
 Consulting Intern

San Francisco, CA
 Summer 2018

- Gained insight into a variety of client workflows such as global asset management, hedge funds and global business and banking
- Fostered client-facing skills through the development and customization of portfolio analytics to add value to user workflows
- Streamlined research and presented performance analytics to managers and consultants as the culmination of the internship

Shiley-Marcos School of Engineering
 Teaching Assistant

San Diego, CA
 Fall 2017

- Graded all levels of work for Introduction to Engineering Programming focusing on programming in C language and working with a Unix operating system
- Consulted with the professor about effective teaching methods and adjusted approach to meet student needs

Projects

Senior Design Project

Fall 2019 - Present

- Collaborated on a multidisciplinary team to develop an AC system using waste heat of an IC engine
- Designed the heat exchanger, project layout, and solid works drawings
- Presented findings as poster during Engineering and Computing Showcase

3

Skills

Software: Matlab, AutoCAD, SolidWorks and programming in C & R

Machine Shop: Lathe, mill and drill press

Languages: English (fluent), French (intermediate)

IMPORTANT NOTES

1

You can select to include your overall GPA, major GPA, or both.

3

Course projects often demonstrate the skills and qualifications employers are seeking in candidates.

2

Include internships, part-time jobs, and research that demonstrate experience related to the position you seek.

First Last

(619) 260-4654 • name@sandiego.edu • http://www.name-studio.com

1

EDUCATION

University of San Diego, San Diego, CA
Bachelor of Arts, Architecture, May 2020
GPA: 3.5; Dean's List seven of eight semesters

University of San Diego, Study Abroad Program
Istanbul Technical University - Istanbul, Turkey
Summer 2019

RELEVANT PROJECTS

Urban Dwellings: International Housing Developments, University of San Diego August 2018 - Present
McNair Scholar

- Investigate rapid urbanization through mass housing developments in Istanbul, Turkey
- Presented findings to colleagues at summer symposium

The Urban Village as Innovation Hub, University of San Diego August 2018 - December 2018
Architectural Design Vertical Studio

- Planned for the revitalization of the University Village west of the University of San Diego campus
- Presented analysis, vision and design development to peers and faculty

Experiments in Dwelling: Mass Housing Typologies, University of San Diego January 2018 - May 2018
Architectural Design Studio II

- Analyzed cultural practice that structures both the physical and social environment for a housing site in Tijuana, Mexico
- Designed a prototypical living unit and aggregation utilizing Rhinoceros
- Presented site analysis, case studies, vision and design development to peers, faculty and invited jurors

LEADERSHIP & ACTIVITIES

American Institute of Architecture Students, University of San Diego August 2019 - Present
President

- Organize monthly chapter meetings
- Publicize, promote and attend local and national events
- Recruit firms to speak at events, creating networking opportunities for students

USD OLE! Weekend Orientation, University of San Diego August 2018
Event Crew

- Supervised team members assisting new students and families on move-in day
- Provided logistical support for meetings and educational sessions
- Prepared welcome packets for incoming first-year students

SUMMARY OF QUALIFICATIONS

2

Computer Skills

- Rhinoceros (AutoCAD), SketchUp, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Microsoft Office

Design Skills and Equipment

- Drafting, sketching, printmaking, model making, laser cutting

PROFESSIONAL AFFILIATIONS

3

American Institute of Architects, Student Allied Member 2016 - Present
• Presented findings to colleagues at summer symposium

IMPORTANT NOTES

1 While a resume is important, it is critical for students pursuing opportunities in architecture to also have a portfolio and website showcasing their experience, skills, and knowledge.

2 Select skills and qualifications that are directly related to the position you are seeking.

3 List professional associations, especially if they are relevant to the position.

First Last

San Diego, CA • (619) 260-4654 • name@sandiego.edu

EDUCATION**University of San Diego**

Bachelor of Arts in International Business

• GPA: 3.3

• Relevant coursework: Business Leadership, Entrepreneurship and New Ventures, Innovation and Design Thinking

San Diego, CA

Expected: May 2020

San Diego Miramar College

Associate of Science in Business Administration

San Diego, CA

Aug. 2017

EXPERIENCE**Community Relations Storefront, San Diego Police Department**

Intern

- Develop and coordinate community presentations on local interest topics
- Start and manage social media accounts, increasing presentation attendance by 26%
- Create leadership training for teen community activists
- Recruit 15 local high school students to participate, including four foster system youth
- Mentor youth as they develop social innovation program ideas

San Diego, CA

May 2018 - Present

Elite Security

Security Officer

- Monitored sites with surveillance equipment and notified authorities of illegal activity
- Provided excellent customer service while patrolling vendor sites to ensure security of patrons
- Completed trainings and followed procedures

San Diego, CA

Nov. 2015 - Dec. 2017

United States Marine Corps

Corporal Team Leader

- Led team of 10-20 Marines on several diverse missions in Europe and the Middle East
- Completed training courses on leadership, management, and organizational skills
- Conducted training and team building activities with units from 20 Mediterranean countries
- Provided site and motorcade security for high-profile individuals
- Created safe and secure location to facilitate supply delivery, allowing building of school and hospital
- Awarded Joint Service Achievement Medal and USMC Good Conduct Medal

San Diego, CA

2011 - 2015

PROJECTS

Finalist, USD's Social Innovation Challenge

- Designed mobile app to connect former foster youth with local resources
- Developed detailed project proposal and video and in-person pitch
- Awarded \$2,000 in seed money

2018

SKILLS

Microsoft Excel certified; proficient in budgeting software

Native fluency in Spanish and English; experience in translation

IMPORTANT NOTES

1 Remove military terminology, such as acronyms and abbreviations that civilians might not understand. Ask a career counselor and other civilians to review your resume.

2 When describing your military service, focus on transferable skills and measurable accomplishments.

SAMPLE LAW SCHOOL RESUME

First Last

(619) 260-4654 | name@sandiego.edu | San Diego, CA

LSAC ID: 1234567

1

EDUCATION

B.A. in Political Science, Minor in Ethnic Studies, University of San Diego

- Cumulative GPA: 3.65, In-Major GPA: 3.72, GPA Last 60 Credits: 3.84
- Dean's List, Mortar Board, Honors Program, Phi Beta Kappa
- Honors Thesis: The Commerce Clause and Gun Regulation

2

May 2020

Washington Center Academic Seminar, Washington, D.C.

January 2019

Relevant Coursework:

Constitutional Law (A)

International Law (A-)

Philosophy of Law (A-)

Comparative Law (A-)

Judicial Behavior (A)

Legal Ethics (B+)

RELEVANT EXPERIENCE

3

Legal Administrative Intern

Casa Cornelia Law Center

September 2018 - June 2019

San Diego, CA

- Translated and processed I-485 adjustment of status visa applications for immigrants who have been victims of domestic violence
- Helped write briefs and letters for an asylum and prosecutorial discretion case resulting in the client being released from custody
- Conducted interviews with clients in Spanish and French

Secretary

Phi Delta Pre-Law Fraternity

September 2018 - June 2019

University of San Diego

- Organized law school representatives to visit campus for current trends panel
- Recorded notes at monthly meetings and events
- Created an alumni network that will help members choose law schools

Editor/Writer

The Vista Student Newspaper

January 2017 - May 2019

University of San Diego

- Wrote weekly editorial column and articles for various sections of the school newspaper
- Collaborated with section editors and writers to identify and prioritize stories for publication
- Researched news stories and conducted interviews with students and administrators

LEADERSHIP & VOLUNTEER EXPERIENCE

Scholastic Assistant

Political Science and International Relations Department

September 2018 - Present

University of San Diego

- Serve as a mentor to 20 first-year students throughout their first year
- Provide academic and curricular information and serve as an academic resource
- Plan group activities and social programs to help build community

Volunteer Tutor, Access Community Center, San Diego, CA

September 2018 - Present

- Assist native Spanish speaking immigrants with reading and writing to obtain middle school/high school diploma

SKILLS & INTERESTS

- Proficient in Spanish and basic knowledge of French
- Interest in restorative justice and Model United Nations

IMPORTANT NOTES

1

Clearly identify yourself by including application ID# (if applicable) and contact information that will remain valid for entire application cycle.

3

Highlight the relevant skills you've developed and demonstrated through jobs, internships, student organizations, community service, and more. For law, these skills might include writing, communication, leadership, and critical thinking.

2

One or a combination of cumulative, in major and last 60 credits GPA can be used.

4

Meet with USD's pre-law advisor for more help.

1

Legal First and Last Name
 (619) 260-4654 | name@sandiego.edu | San Diego, CA

Citizenship: United States
 Veteran Status: N/A
 Clearance: N/A

2

Languages: English (native proficiency), Spanish (professional working proficiency), Mandarin (elementary proficiency)

OBJECTIVE: Include the name of the position and job announcement number

SUMMARY OF RELEVANT SKILLS

- Highlight skills that match the qualifications of the job description.
- For example if they mention language skills and budget analysis as key qualifications create bullets that say "Full professional proficiency, both written and verbal, in French" as well as a bullet that says "extensive experience analyzing budgets of up to \$25,000 using Microsoft Excel".

EDUCATION

University of San Diego (USD), San Diego, California Expected May 2020
 International Relations Major, History Minor
 3.52 Cumulative GPA
 3.87 In-Major GPA
Relevant Coursework: U.S. National Security, Transnational Crime and Terrorism, Politics of Intelligence

San Diego High School, San Diego, CA 2012 - 2016
 3.61 GPA
Relevant Coursework: U.S. Government and Politics, AP English Language and Composition, AP Spanish

RELATED EXPERIENCE

WORLD AFFAIRS COUNCIL OF JACKSONVILLE Summer 2019
 100 Festival Park Ave., Jacksonville, FL 32202
 Supervisor: Ms. Mary Smith (555) 555-5555
 Salary: Volunteer Intern, 12 hours weekly, 120 hours total.
Global Think Tank Intern: Served as a member of the council team. Contributed to educational programming of the council's teacher travel program to China including a logic model of the short and long term outcomes of the program, workshop implementation, and evaluation methods. Created a complete employee handbook for the council. Assisted in the planning of the fall kickoff dinner, which focused on Myanmar as a critical state. Comprehensive understanding of board structure, budget analysis, member outreach, educational programming, public relations, and development of nonprofit organization.

3

EXTRACURRICULAR ACTIVITIES

Member, Pi Sigma Alpha Political and International Relations Honors Society March 2019 - Present
 Member, Phi Alpha Theta History Honors Society March 2019 - Present

SCHOLARSHIPS AND AWARDS

USD Trustee Merit Scholarship awarded for excellence in academics and extracurriculars 2016, 2017, 2018
 First Honors, University of San Diego Dean's List Fall 2016, Spring 2017

4

IMPORTANT NOTES

1

A federal resume can be two to four pages long and include some information not listed on your private sector resume, such as veteran status, country of citizenship, and previous salaries.

3

A more detailed, paragraph format is suggested over bulleted items in the employment history category.

2

Use the Department of State's guidelines to determine your language skill level.

4

Try the helpful resume builder on the USA Jobs website (www.usajobs.gov).

First Last

San Diego, CA • (619) 260-4654 • name@sandiego.edu

Education

University of San Diego
 Preliminary Multiple Subject Credential (2042)
 Bachelor of Arts in Liberal Studies, Concentration: Multicultural Studies

1 San Diego, CA
 January 2021
 May 2020

Teaching Experience

2

Student Teacher

Lafayette Elementary, Grade Five

- Design and implement lessons for whole class and small group activities in all content areas
- Prepare specialized units for social studies and science reflecting Common Core requirements
- Create lessons for a balanced literacy program
- Plan activities to promote drug awareness, individual differences and multiculturalism
- Participate in staff meetings, development days, open houses and parent-teacher conferences

September 2020 - Present
 San Diego, CA

Practicum Teacher

Kate Sessions Elementary School, Grade Two

Reading and Writing Instruction

- Worked one-on-one with an emergent reader, focusing on phonemic awareness and various reading strategies
- Administered assessments, including a reading attitude inventory, concepts about print, running records, comprehension; gathered written samples for complete literacy file
- Planned and implemented small group lessons dealing with reading strategies

February - May 2020
 San Diego, CA

Practicum Teacher

Pacific Beach Elementary School, Grade Three

Math, Science, Social Studies and Art Instruction

- Developed a cross-curricular thematic unit that met grade-level standards
- Assisted individuals, small groups, and whole class with daily work and large projects
- Worked with children of diverse cultural, ethnic, and socioeconomic backgrounds

September - December 2019
 San Diego, CA

Related Experience

Volunteer

Urban Corps San Diego County

- Tutored Sudanese refugees at elementary and middle school level through service-learning program
- Worked one-on-one with students on communication and reading skills through individual lesson plans and instruction

September - December 2018
 San Diego, CA

Volunteer

Karen D. Love Head Start

- Interacted with preschool children during free choice time
- Conducted one-on-one computer instruction to third through sixth graders for math support

January - May 2018
 San Diego, CA

Volunteer

Mission Valley YMCA

- Supervised children ages 3 months to 12 years in a play environment
- Led small group story time and art projects

June - September 2017
 San Diego, CA

Skills

3

Conversational Spanish language
 Proficient in Microsoft Office and Google Suite for Education

IMPORTANT NOTES

1 Your experience should be listed in reverse chronological order with the most recent experience listed first. Your experience section can include unpaid experiences such as research, internships, and community service.

2 Highlight student teaching, practicum, and other experiences related to the position you seek.

3 Select skills and qualifications that are directly related to the position you are seeking.

First Last

(619) 260-4654 • name@sandiego.edu • San Diego, CA
www.linkedin.com/in/firstlast123

EDUCATION

University of San Diego

M.A. in Clinical Mental Health Counseling

- Summer study abroad, Group Dynamics course, United Arab Emirates, June 2017

Expected May 2019

Pepperdine University

B.A. in Sociology

May 2015

CLINICAL EXPERIENCE

1

Alvarado Parkway Institute

Counseling Trainee

La Mesa, CA

June 2018 - Present

- Conduct individual counseling sessions in English and Spanish with adults experiencing co-occurring diagnoses such as trauma, anxiety, depression, trauma, bipolar disorder, personality disorders and substance abuse in both inpatient and outpatient settings
- Use Cognitive-Behavioral Therapy (CBT), Motivational Interviewing (MI), and Acceptance Commitment Therapy (ACT)
- Facilitate group therapy sessions (psychoeducation and process) and run family sessions
- Collaborate with multidisciplinary teams; complete documentation and case notes in EHR system
- Aid in risk assessments and help translate for addictive disorder and social work departments

2

OTHER EXPERIENCE

Lakewood Learning Center

Education Coordinator

San Clemente, CA

September 2015 - June 2018

- Assisted in center management, handled scheduling, and provided administrative support
- Worked with management, teachers, and families to ensure student academic support and success
- Established and maintained rapport with families and students during stressful academic times

Center for Student Wellness, Pepperdine University

Wellness Ambassador

Malibu, CA

September 2014 - May 2015

- Helped coordinate awareness of Mental Health Week and other events to student population
- Attended weekly trainings on mental health issues and peer counseling techniques

AFFILIATIONS AND CONTINUING EDUCATION

California Association for Licensed Professional Clinical Counselors, Student Member, 2017 – present

Chi Sigma Iota, International Counseling Honor Society, Member, 2016 – present

Mandated Reporter Training. Four-hour training on Child Welfare and Adult Protective Services Report and Tarasoff Report. University of San Diego, April 2018.

3

UCSD Eating Disorders Center for Treatment and Research Conference. Attendee at annual conference. San Diego, February 2018.

Kickstart Program. Six-hour early psychosis prevention training. University of San Diego, November 2017.

SKILLS

Native fluency in Spanish

Experience with Evident-Thrive EHR system

IMPORTANT NOTES

1

A resume does not need to be a complete work history. Focus on experiences that are related to counseling, interpersonal skills, and other relevant skills.

3

Include trainings you have completed on counseling theories, tools, or techniques, such as motivational interviewing or dialectical behavior therapy.

2

If appropriate, include information on the populations you have served.

First Last

5998 Alcala Park, San Diego, CA 92110
(619) 260-4654 • name@sandiego.edu

1

EDUCATION

University of San Diego
M.A. Higher Education Leadership

San Diego, CA
May 2020

San Diego State University
B.A. Psychology

San Diego, CA
May 2018

RELEVANT COURSEWORK

Human Relations for Leaders
Integral Leadership and Practice
Leadership and Ethics
Organizational Theory and Change

Dynamics of Race, Gender and Culture in Higher Education
Action Research Methods
Making Meaning and the Collegiate Experience
Multicultural Counseling

RESEARCH EXPERIENCE

University of San Diego

August 2019 - May 2020

Advisor: Jane Smith, PhD., Associate Professor of Leadership Studies, University of San Diego

"Investigating the Effect of Gender Stereotype on Quantitative Performance Among College Students--Does Stereotype Threat Effect Female and Male Students' Quantitative Performance Differently?"

- Authored original study investigating effect of stereotype threat and disparities of quantitative performance among 36 female and male college students, utilizing experimental design with two groups of students: group primed with gender stereotype awareness and the control group
- Applied for and obtained Institutional Review Board approval
- Research results argued that gender stereotype has a negative effect on female students' performances (stereotype threat) while positively affecting male students' performances (stereotype boost)
- Presented results at University of San Diego 10th Annual Creative Collaboration Research Colloquium (2016) and University of California, San Diego Summer Research Conference (2020)

PRESENTATIONS & PUBLICATIONS

2

Last, F., & Mendez, H.L. (2020, August). *Investigating the effect of gender stereotype on quantitative performance between female and male college students*. Poster presented at the University of California, San Diego Summer Research Conference, La Jolla, CA.

Last, F., & Mendez, H.L. (2020, April). *Investigating the effect of gender stereotype on quantitative performance between female and male college students*. Poster presented at the University of San Diego Creative Collaboration Research Colloquium, San Diego, CA.

Last, F. (2016, November). *Summer Bridge program and first year retention*. Paper presented at annual Western Regional Conference for National Association of Student Personnel Administrators, Anaheim, CA.

1

CVs are mainly used for academic fellowships, research positions and some graduate school applications. They are a record of your academic history. Content is most important; page length is less relevant.

2

Provide bibliographic citations (using the format appropriate to your academic discipline) for articles, chapters in books, research reports, etc. that you have authored or co-authored. Provide titles of professional presentations, name of conference or event, dates and location.

First Last p.2

AWARDS & HONORS**3**

Student Affairs Outstanding Service Award, University of San Diego	2020
<ul style="list-style-type: none"> • Recognized for achievements and contributions to official university-sponsored student activities 	
McNair Scholar, Ronald E. McNair Scholars Program	2016-2018
<ul style="list-style-type: none"> • Selected among 10 San Diego State University students to receive recognition as a McNair Scholar 	
Presidential Scholar, San Diego State University Presidential Scholarship	2014-2018
<ul style="list-style-type: none"> • Awarded major scholarship based on academic excellence 	
Department Honors in Psychology, San Diego State University	2018
<ul style="list-style-type: none"> • Awarded honors in the Psychology Department for academic achievement 	
Alpha Kappa Upsilon Iota Honors, San Diego State University	2018
<ul style="list-style-type: none"> • Recognized for academic excellence and significant contributions of leadership and service 	

PROFESSIONAL EXPERIENCE**4**

Program Coordinator	August 2019 - Present
Undergraduate Seminar Programs, California State University, San Marcos, CA	
<ul style="list-style-type: none"> • Manage daily operations of office including scheduling and supervising office staff and peer advisors • Coordinate the Freshman Seminar Program, including scheduling, budget management, correspondence, publicity, evaluation and website • Maintain the Freshman and Senior Seminar Program websites and the online resources guide • Serve on university committees including Undergraduate Student Experience Group, Weekend Programming Task Force and Residential Education Team • Coordinate administration of surveys and student learning assessments 	
Graduate Assistant	July 2018 - July 2019
Office of Student Learning Initiatives, University of San Diego, San Diego, CA	
<ul style="list-style-type: none"> • Coordinated logistics for series of first-year workshops conducted in the fall semester • Provided individual advising to first- and second-year students on academic probation, made referrals and developed a customized academic assistance plan for each student • Assisted in training and ongoing supervision and support of peer advisors and student workers • Distributed and collected assessment instruments 	
Project Assistant	June 2017 - June 2018
Kids Included Together, San Diego, CA	
<ul style="list-style-type: none"> • Coordinated volunteers and independent contractors for special event support/in-house projects • Tracked training evaluations in database and produced monthly reports for grant administrator • Represented organization at nonprofit fairs and conferences • Supported staff members in event planning and office management 	
AVID Tutor	August 2017 - December 2018
Torrey Pines High School	San Diego, CA
Workshop Leader & Peer Mentor	August 2017 - December 2018
San Diego State University Center for Student Success	San Diego, CA
Summer Bridge Residential Assistant	June 2016 - August 2016
San Diego State University Summer Bridge Program	San Diego, CA

3

List competitive scholarships, fellowships, assistantships, names of scholastic honors, and teaching or research awards.

4

Ask a faculty member in your academic discipline for feedback.

FIRST LAST

(619) 260-4654 name@sandiego.edu <https://www.linkedin.com/in/name>

1

SUMMARY

Peace Corps alumna with more than eight years of experience in early childhood and alternative education. Experience in teaching, curriculum design, qualitative and quantitative research, program development, cross-function team building, grant writing, and fundraising. Fluent in written and oral Spanish.

2

EDUCATION

University of San Diego – Joan B. Kroc School
M.A. Peace & Justice

San Diego, CA
Expected: May 2020

Relevant Coursework: Leadership, Human Security, Conflicts Analysis & Resolution, Human Rights, Nonprofit Management, Restorative Justice Certificate

Research Experience:

3

- Research assistant to Professor Jane Smith. Conducted qualitative data analysis, policy analysis and other forms of written content relating to sex trafficking, human trafficking, and community violence.
- Conducted research and created a regional report on gender-based violence in the United States; report was presented at the International Rehabilitation Council for Torture Victims November 2017 Conference.

California State University, Fullerton
B.S. Criminal Justice

Fullerton, CA
May 2007

- Minor: Anthropology. GPA: 3.5

INTERNATIONAL EXPERIENCE

United States Peace Corps
Literacy Promoter and Early Childhood Manual Coordinator

Dominican Republic
March 2008 - May 2010

Worked alongside a community and public school to promote a schoolwide love for reading; wrote a grant with my community to create the first library and promoted parent involvement within the public school.

- **Culture of Learning:** Promoted literacy and critical thinking skills among youth via activities such as the first spelling bee, tutoring, and Promotores de Lectura (reading promoter group).
- **Teacher Development:** Strengthened pedagogical practices to make teaching more effective at a school of 340 children. Presented all teachers with different teaching methods, information and conferences throughout the school year.
- **Academic Intervention:** Instructed at-risk children (grades primary to fourth) entirely in Spanish to promote language literacy and prevent academic failure and repetition.
- **Grant Writing:** Wrote, managed, and closed a grant creating the first library and purchasing over 600 books for all ages.
- **Early Childhood Education:** Co-created and edited the first manual about ECE as a resource for volunteers to use in their communities.
- **Health Education & Promotion:** Presented sexual education and prevention talks in the high school for the first time. Started Deportes Para la Vida camp in the community, graduating over 40 young adults in the program that uses sports as a way to teach about HIV/AIDS and prevention.

IMPORTANT NOTES

1

Always customize your LinkedIn public profile URL to make it concise and easy to follow if you want to list it on your resume.

2

For job seekers with significant work experience, it is an option to have a brief Summary section to highlight notable skills. If possible, tailor this section to match different jobs.

3

Although this is not a curriculum vitae, you can briefly list relevant coursework and research experience if they are particularly relevant to your career interest.

PROFESSIONAL EXPERIENCE

***Free To Thrive*
Intern**

San Diego, CA
May 2019 - Present

Free to Thrive empowers survivors of human trafficking to be free from exploitation and to thrive by providing them with legal services and connections to other supportive services.

4

- Search for and wrote multiple grant applications for funding
- Design, write and edit the first annual report for the organization
- Research and write a blog on technology addiction and human trafficking
- Support the planning of the inaugural fundraiser in November 2018

***Project Concern International*
Learning and Documentation Fellow**

San Diego, CA
May 2019 - August 2019

The Learning and Documentation Fellow was a partnership between USD Joan B. Kroc School of Peace and Justice and Project Concern International (PCI). The fellowship directly supported PCI's human trafficking prevention initiatives, the Girls Only! (GO!) and Boys Only! (BO!) program.

- Analyzed and documented the 2018-2019 program results of 15 different GO/BO implementing sites
- Conducted research to support the creation of four new curriculum activities
- Collected primary data via key informant interviews
- Supported a program stakeholder analysis process, yielding a product to increase visibility and expansion across San Diego Unified School District

***LePort Montessori Schools*
Assistant Teacher**

Mission Viejo, CA
May 2010 - May 2018

LePort Montessori Schools provide infant to eighth grade education that focuses on essential knowledge, thinking skills, and strength of character.

- Managed and directed 24 students ages 2-6 years old in the classroom
- Kept students engaged in Montessori lessons and directed them to make good choices during academic hours
- Communicated with parents regarding relevant information on a daily basis
- Created, managed, and taught after-school curriculum programs such as an art program for grades one through four and Montessori in Motion after-school sports program

ADDITIONAL EDUCATION AND AWARDS

- **Saddleback College:** Mission Viejo, CA (2010): Early Childhood Development and Early Childhood Education Associate Teacher Permit
- **United States Peace Corps:** Dominican Republic (2008): Diversity Committee Training completion certificate

5

First Last -2-

IMPORTANT NOTES

4 It is optional to provide a brief overview of the organization or your work there.

5 If you have a multipage resume, add your name and page number beyond the first page.

First Last

City, State • (619) 260-4654 • first.last@gmail.com

PROFESSIONAL SUMMARY

Design and systems engineer with strong academic training and five-plus years of experience building high-performing teams and systems. Recognized for efficiency and aptitude for process improvements, performance management, data compilation and problem-solving. Seeks high-level engineering position with a top firm.

Core skills:

- Microsoft Visual Basic
- AutoCAD
- SolidWorks/ CATIA
- R/ Python
- C ++/ Java
- CAD/CAM
- Statistical Analysis
- Epicor Avante
- 3D Prototyping

PROFESSIONAL EXPERIENCE

Boeing, Seattle, WA

SYSTEMS ENGINEER (August 2016 - Present)

Research, develop, implement all technologies, design and manufacturing processes for flight deck/cockpit lighting and all communication testing and tracking.

Key achievements:

- Lead engineer and project manager for a multimillion-dollar test station and computer communications system for production 737 and 777 commercial airplanes.
- Develop FAR compliant diagrams for newly developed components and processes.
- Design and fabricate tooling and fixtures that deliver robust processes for assembly.
- Reduce project lead times by three months resulting in \$2.5m saved each year.

Illumina, San Diego, CA

ENGINEER (September 2013 - June 2016)

Managed a group of 10-plus engineers including hiring, performance review, and daily supervision.

Key achievements:

- Developed and administered experimental test plans and design review process to assess the performance of robotic, fluidic, sensor, and instrumentation subsystems and systems, collaborating with senior engineers and scientists.
- Recorded and analyzed complex data sets using advanced image and statistical analysis.
- Reviewed engineering specifications and suggested design modifications to improve quality, cost, and manufacturability.

EDUCATION & CREDENTIALS

University of San Diego, San Diego, CA

Bachelor of Science in Electrical Engineering, Minor in Mathematics (Dean's Merit List Each Semester), 2013

Certifications

University of California San Diego, Elevate Dynamic Leader Series, 2018

University of California San Diego Extension, Certificate, Systems Engineering, 2014

IMPORTANT NOTES

- 1 Professional Summary: Highlight your core strengths. Keep it concise, straightforward and relevant to the specific positions you choose.
- 2 Core Skills: Showcase technical knowledge and skills specific to your field.
- 3 Quantify your achievements (where applicable).

COVER LETTERS

ARE COVER LETTERS NECESSARY?

A cover letter shows an employer how your experience qualifies you for a particular position. Let them know why you want to work in their industry and for the specific organization and how you will meet the needs listed in the job listing. This is a great space to show off your writing skills. In most cases, a cover letter should accompany a resume.

WHAT IS THE BEST WAY TO SEND A COVER LETTER?

Use the method the employer requests. If none is specified, you may send an email with the cover letter in the message section and your resume as an attachment or with both your cover letter and resume as attachments. You can also insert a cover letter into the job application section of an employer's website.

- 1 Use the same heading you use for your resume.
- 2 If a name is unknown, personalize with the organization name and always use a colon.
- 3 Tailor your letter to the position description. Focus on strengths that define you as a candidate and are relevant to the position.
- 4 If printing, leave three spaces to sign your name. If emailing, leave only one space since there will not be a signature.

- ✓ A one-inch margin all around is preferred. If printing, use quality paper that matches your resume.
- ✓ The tone and formality of a cover letter varies based on industry and company culture.
- ✓ Conduct a spell check and review your letter carefully for errors.

SAMPLE COVER LETTER

1 **YOUR NAME**
City, State Zip Code
Phone Number
Email Address
LinkedIn URL (optional)

Date

Employer's Name
Title
Company Name
Address
City, State Zip

Dear Ms./Mr. Last Name: 2

OPENING PARAGRAPH: State that you are applying for a specific position and how you learned about the position. Use a contact name when possible. Personalize the letter by saying why you want to work for this organization. 3

MIDDLE PARAGRAPH(S): Succinctly outline the qualifications that make you a strong candidate. Avoid writing a chronology of your experiences; instead, relate your qualifications to the needs of the current job opening. Specific examples can demonstrate your skills and experiences.

CLOSING PARAGRAPH: Discuss your next action step, if relevant. Repeat your interest in the position. Thank the employer for reviewing your resume. Indicate the best way to reach you.

Sincerely,

4

Your Name Typed

TAILORING A COVER LETTER SAMPLE 1

NCAA DIVISION I ATHLETICS MARKETING INTERNSHIP DESCRIPTION

The women's volleyball and basketball programs are looking for a marketing intern to help develop and execute a marketing plan for the 2019-2020 seasons. The primary goal is to help both programs create an entertaining atmosphere to increase attendance at home events. The intern will establish key strategic partnerships with outside organizations, develop promotions and advertisements, and generate new ideas to market each sport.

QUALITIES AND COMPETENCIES SOUGHT IN THE CANDIDATE

- Basic computer skills: Word, Excel, PowerPoint
- Social Media: familiar with current social media formats for promotional purposes
- Exceptional communication skills via face-to-face encounters, phone, email and social media
- Highly motivated, creative and a sports enthusiast
- Able to learn and work independently on multiple tasks and projects
- Strong interpersonal and management skills, while being able to work in a team atmosphere

SAMPLE TAILORED COVER LETTER

First Last

San Diego, CA | (619) 260-4654 | first.last@sandiego.edu

May 29, 2019

Marie Zidek
Assistant Women's Volleyball Coach
University of San Diego
5998 Alcalá Park
San Diego, CA 92110

Dear Ms. Zidek:

I am writing to apply for the NCAA Division I athletics marketing internship position that was posted on Handshake through the University of San Diego. As a former basketball player, I think this internship would combine my desire to support athletes and my career goals to explore marketing in different organizations.

After reviewing the position description, I am confident that I have the skills you are seeking for this internship. I am a dedicated team player with the internship experience needed to work in your marketing department. As a media operations intern at Rad Pad, I worked with more than 100 clients each week to help them post and promote the properties they were trying to lease. In this role, I worked with several departments to problem-solve and meet the specific needs of each client. I found that when managing numerous projects at once, the key to excellent communication is active listening and asking questions to learn what clients want from our services. As the athletics marketing intern at USD, I would bring these skills in management, problem-solving and communication to increase attendance.

I am eager to join the USD Athletics Department, which for the past three years has won the prestigious WCC Commissioner's Cup trophy presented to the league member with the top performing athletics program in the eight-team West Coast Conference. This accomplishment shows your devotion to the top-level athletes who attend the University of San Diego. I would love to discuss in more detail how I can help your department meet its marketing goals through the NCAA Division I athletics marketing internship position. Thank you for your time and consideration.

Sincerely,
First Last

Resume Attached

*Assumes email correspondence. If printing, write "Resume Enclosed" and leave a space for signature.

SAMPLE TAILORED RESUME

First Last

San Diego, CA | (619) 260-4654 | first.last@sandiego.edu

EDUCATION

University of San Diego
Bachelor of Business Administration
Minor: International Business

May 2020

Auckland University of Technology, Auckland, New Zealand
Completed 15 units of business courses

1

Fall 2018

PROFESSIONAL EXPERIENCE

Media Operations Intern
Rad Pad, San Diego, CA

2

March 2019 - Present

- Maintain advertising campaigns on Facebook using Google Analytics, including trafficking creative, refreshing targeted keywords, updating budgets, and launching A/B tests
- Create weekly performance reports for clients
- Assist executive management in rebranding Rad Pad by creating templates, managing printing needs, updating the website and maintaining postings on Facebook
- Work closely with creative director to create ad content/copy for client campaigns

Office Assistant

Dr. Jim Johnson, San Diego, CA

May 2018 - August 2018

- Created and organized professional computer templates and forms for patient information
- Inventoried and organized medical materials
- Coordinated and scheduled patient appointments and communicated any outstanding insurance information to patients/insurance companies

Business Administration Intern

Italian Community Center, San Diego, CA

October 2017 - May 2018

- Worked one-on-one with the director to create operational processes, including but not limited to employee tracking spreadsheets, equipment inventories, parking assignments, training courses and client leases
- Maintained inventory of business supplies
- Distributed business administration data worksheets, collected completed sheets, analyzed the data and prepared a formal report for the director and upper level management

STUDENT ORGANIZATIONS

3

Member, International Business Club

Member, Kappa Delta Phi

Fundraiser, Globally Conscious Youth Club

Event Planner, International Student Government

Volunteer, Italian Club

2018 - Present

2017 - Present

August 2017 - May 2019

August 2017 - May 2019

August 2017 - May 2019

TECHNICAL PROFICIENCIES

Microsoft Outlook, Excel, Word, PowerPoint; Google Ad Words Analytics, Facebook Insights, Sprout Social
Social media platforms including Facebook, Instagram, Twitter and Snapchat

IMPORTANT NOTES

1

Include study abroad experiences.

3

Employers value well-rounded candidates. Be sure to include campus involvement.

2

List experience in reverse chronological order with the most recent experience first.

TAILORING A COVER LETTER SAMPLE 2

JOB DESCRIPTION: PUBLIC RELATIONS ACCOUNT COORDINATOR

We are an agency that specializes in public relations and social media marketing for business-to-business brands. Responsibilities include working with the social media team to facilitate communication campaigns, assisting clients with their media needs, maintaining successful relationships with key media members, writing press releases and pitch letters. Desired skills include the ability to prioritize and manage multiple tasks and excellent interpersonal and communication skills. We are looking for a self-starter who thrives in a fast-paced environment and works well as part of a team.

SAMPLE TAILORED COVER LETTER

To: klopez@cdevpr.com
Subject: Account Coordinator Position—First Last
Attachment: firstlast.pdf

Dear Ms. Lopez:

As a PR intern at i.d.e.a., I learned about the industry and myself. I learned how important a comprehensive campaign can be to business success and how a cohesive team can drive that campaign. Most importantly, I learned how much I love being part of the team. That feeling at 8:00 p.m. on a Tuesday night when everyone is sharing hours-old pizza and all of a sudden the ideas just come together – that's my place.

That's one of the main reasons I am applying for the public relations account coordinator position. After interning at i.d.e.a., I am familiar with your clientele and understand the high performance you expect from your employees; I am also applying because this position aligns with my strengths, the best that I can offer. I have the right experience and academic background to understand what clients need, and I thrive under tight deadlines.

As a communication studies major and marketing minor at the University of San Diego, the more I learned about these fields, the more I wanted to adopt them for my career. In addition to i.d.e.a., I interned at three other PR and marketing firms. I learned how to secure press coverage, create and manage social media, build strong relations with clients and craft pitches to local and national outlets. As a Division I athlete, I developed excellent leadership, teamwork and time management skills. I work well under pressure, have strong interpersonal skills and I am always eager to grow professionally. My baseline is optimism.

I look forward to meeting in person to discuss my passion for this career and my belief that I can contribute to your organization's success. My resume is attached for your review. Thank you for your time and consideration.

Sincerely,

First Last
619-260-4654
firstlast@sandiego.edu

TAILORING A COVER LETTER

SAMPLE 3

FIRST LAST

San Diego, CA • (619) 555-5555 • first.last@sandiego.edu
Linkedin.com/in/firstlast

October 5, 2019

Ronald Glenn
Sr. Manager, Talent Acquisition
Illumina
5200 Illumina Way
San Diego, CA 92122

1

Dear Mr. Glenn:

It is with great interest that I am contacting you about the **research and development internship (ID: 2364BR)** position with Illumina's iAspire Program. I am aware that Illumina's vision is to "apply innovative technologies to the analysis of genetic variation and function" and "to deliver innovative, flexible, and scalable solutions" to meet your customers' needs. As an undergraduate student studying biochemistry at the University of San Diego, I am eager to contribute my experience and enthusiasm to your mission, as well as to "learn, grow and become a fully integrated member" of the Illumina team. I have outlined the requirements you are seeking that correspond with my skills and experiences.

2

• Laboratory Experience

I have taken several relevant courses in DNA science and technology, biophysical chemistry, as well as biochemistry and chemistry labs, which have allowed me to practice sample preparation, DNA purification, plasmid preparation and other research techniques.

• Excellent Communication Skills

My work with the USD Medical Brigades in Honduras allowed me to provide educational talks on a variety of health topics to villagers in poverty-affected regions. Additionally, I was able to assist physicians, dentists and pharmacists with basic clinical care for patients. Through this experience, I have developed excellent communication and leadership skills while working in a fast-paced and enriching environment.

• Detail Oriented and Analytical

3

As an undergraduate researcher at the University of San Diego, I have experience following detailed laboratory protocols with minimal supervision. Additionally, I maintained instrument inventory and upheld clean physical conditions at all teaching labs and shared spaces.

I believe that these qualities, combined with my thirst for knowledge and dedication to advancing human health through scientific discovery, will allow me to make a positive impact at Illumina. I welcome an opportunity to talk further with you about how my skills and experience could benefit Illumina's iAspire internship program. Please see my attached resume for further details on my qualifications. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
First Last

IMPORTANT NOTES

1 Include LinkedIn URL only if your profile is complete and polished.

3 Increase visual impact by selectively using bold, underlining and capitalization.

2 Highlight the experiences that most closely relate to the position you are seeking.

REFERENCES

Create a list of references as you start your job search to prepare for employer requests. If it's not obvious, include a sentence that describes how you know the reference. Employers usually contact references at the end of the search after they have reduced the applicant pool to a very small number. References can be the final factor in securing a job offer.

- **CHOOSE APPROPRIATELY:** List three or four professional references who can speak about the quality of your work, such as professors, supervisors or co-workers. Do not list personal references unless they are specifically requested.
- **CULTIVATE EARLY:** Begin cultivating relationships with faculty members and internship supervisors throughout your time at USD. This will provide plenty of options when it's time to gather references.
- **BE SELECTIVE:** Choose people who respect you and your work and who will evaluate you positively. Keep in mind that you will need to identify and cultivate new references to update your list regularly.
- **OBTAIN PERMISSION:** Before listing names and contact information, seek permission from the individuals you want to list as references. Complete the Authorization for Recommendations and References form for all USD faculty references (available on the registrar's website). Give your references a copy of your resume and let them know they might be contacted.
- **SHOW APPRECIATION:** Send your references a thank you note or letter. Let them know the outcome of your job search and continue to stay in touch with them.

SAMPLE REFERENCES

FIRST LAST
1234 Linda Vista Road #56
San Diego, CA 92110
(619) 260-1234
firstlast@sandiego.edu

1

REFERENCES

Jane Doe, M.S.
Volunteer Coordinator
Catholic Charities of San Diego
(619) 555-5678
jdoe@ccharities.org
Ms. Doe previously worked at Habitat for Humanity, where she supervised me.

2

Name
Title
Organization
Phone Number
Email Address

3

Name
Title
Organization
Phone Number
Email Address

- 1 Use the same header as your resume.
- 2 Include references that are relevant. Explain how a reference knows you if it is not clear from your resume.
- 3 Include name, title, organization, phone number and e-mail address for each reference.

- ✓ Be sure to check the accuracy of names, titles, phone numbers and email addresses.

GRADUATE SCHOOL PLANNING

Many deadlines for the fall's entering class are between December and March of your senior year. Check with your programs for specific deadlines and adhere to them. Consider the benefits of gaining a few years of full-time work experience before applying to graduate school. In addition, talk with your faculty as they are experts in their fields of study.



JUNIOR YEAR

- Assess your career goals before considering a graduate program.
- Research graduate school programs through websites, discussions with faculty, career counselors and current graduate students.
- Review curriculum, application materials, required prerequisites and financial aid information online.
- Attend USD's Graduate School Fair offered in the fall semester.
- Narrow your graduate school programs through careful evaluation.
- Prepare and register for graduate admissions tests.



BETWEEN JUNIOR & SENIOR YEAR

- Visit the graduate schools that interest you the most.
- Write your admissions essay.
- Have career counselors, faculty, family members and/or the Writing Center review your essay for content and grammar.
- Research loans, fellowships, assistantships and work study options.



SENIOR YEAR—FALL SEMESTER

- Take the graduate admissions test required by your chosen schools.
- Request letters of recommendation from faculty and employers at least several months before they are due.
- Request official transcripts from the One Stop Student Center.
- Apply on time! Submitting them early is highly recommended.
- Complete the Free Application for Federal Student Aid (FAFSA) application as early as October 1.



SENIOR YEAR—SPRING SEMESTER

- Call the graduate schools before the deadlines to verify that all of your application materials have been received.
- Schedule interviews and additional campus visits.
- Select a school that has accepted you and mail a deposit.
- Send thank you notes to those who wrote you letters of recommendation and inform them of your graduate school plans.
- Inform other graduate programs that have accepted you of your decision to attend another graduate school.



GRADUATE SCHOOL APPLICATIONS

Graduate and professional schools typically require essays as part of the application packet required for admission. They use this writing sample to assess your writing skills, background, future interests and why their program is the best fit for you. The essay is a piece of the overall application. In addition to application essays, graduate schools may ask for writing samples, portfolios, diversity statements or other materials specific to that field and program.



TIPS FOR APPLICATION ESSAYS

- Be prepared to write multiple drafts. Graduate essays take time and you should start thinking about them well in advance.
- Stick to the length or word count requirements provided.
- If given a prompt, make sure to thoroughly answer all the questions.
- Do not simply restate your resume; remember your essay will be part of your packet and be alongside your resume.
- Consider creating an outline to brainstorm and organize your thoughts, using the prompt or instructions as a guide.
- The purpose of the first paragraph is just like any other essay – grab the reader’s attention and preview the rest of the content. Reflect on the stories and reasons that lead you to this application and what impact you want to make in your field.
- Have your essay reviewed by a career counselor, a faculty member in your field and the Writing Center.
- Be positive, concise, clear, specific and use a professional tone.



MAJOR GRADUATE ADMISSIONS EXAMS

Graduate Record Exam (GRE)

- Requested by many liberal arts graduate programs.
- www.gre.org
- Some graduate programs also require GRE subject exams.

Medical College Admissions Test (MCAT)

- Required by medical-focused programs.
- www.aamc.org

Graduate Management Admissions Test (GMAT)

- Required by management programs.
- www.gmac.com

Law School Admissions Test (LSAT)

- Requested by legal-focused programs.
- www.lsac.org



TIPS FOR PREPARING FOR ADMISSIONS EXAMS

- Speak to a faculty advisor or career counselor about the structure and content of the exams.
- Visit the websites listed to learn how the exam is administered and available resources.
- Consider preparation materials such as books, tutoring or courses.
- Try to take a practice exam to determine your baseline.
- Create a study plan based on your timeline and needs.



TIPS FOR RECOMMENDATION LETTERS

- Look at program websites to determine number and type of recommendations needed.
- Do not list a reference before getting confirmation that they are willing to serve as a reference.
- At least two to three months ahead of time reach out to potential references.
- If possible ask references in person first.
- Include your resume/CV and graduate school essay in follow up to the reference.
- It is appropriate to check in with references as the deadline approaches.
- If taking time off between undergraduate and graduate school, make sure to keep in touch with faculty members and ideally get recommendation letters before leaving.

GRADUATE SCHOOL APPLICATIONS



STATEMENT OF PURPOSE

The statement of purpose, also known as the statement of intent, is most typically used in fields with a research emphasis. Unlike a personal statement, a statement of purpose does not focus on personal stories, extracurricular activities or family background. It instead focuses on the program you are applying to, your academic background, why you have chosen the particular field and why the specific program is a good fit for you.

KEY THINGS TO INCLUDE

- Discuss your interest in the chosen field and how you have arrived at that interest.
- Focus on how your related experience has prepared you for graduate/professional school.
 - Major(s) and minor(s)
 - Research or internship experience
 - Professional development: conferences, publications, poster presentations, independent study, capstone projects
 - Accomplishments and honors
 - Skills: language, laboratory, computer, certifications
- Describe why the program is a good fit. Demonstrate your research on the program.
 - Connect your interest to the research, faculty and department at the chosen institution.
 - Speak to how specific classes in the curriculum fit with your goals.
 - Include how the mission or philosophy of the department, school or institution fit with you.
- Explain how this graduate program will allow you to reach your postgraduate school career goals.



PERSONAL STATEMENT

The personal statement is most commonly seen in professional school applications. The personal statement allows candidates to explain their experiences (personal and professional), academics, skills, interests, passions and motivations as it relates to the field of study they are entering. Personal statements tell a story that is supported by specific experiences and examples. A personal statement should be compelling, well-written and unique.

KEY THINGS TO INCLUDE

- Share your background or a personal experience and how it developed your interest in the field.
 - Significant or unique qualities or experiences from your upbringing
 - Traits or characteristics that distinguish you
 - A specific experience or “aha moment”
- Connect your background or personal experience to how it led you to pursue this field of study.
- Discuss related experiences such as extracurricular activities, volunteer work, internships, research, leadership positions and independent studies and how they have confirmed your interest and prepared you for graduate school. Remember to select specific experiences; do not just relist your resume.
- Share future career goals and how this program will prepare you to reach those goals.
- Include why this specific program aligns with your interests and is the best for you.
 - Speak to how specific classes in the curriculum fit with your goals.
 - Include how the mission or philosophy of the department, school or institution fit with you.

INTRODUCTION

Networking rests on building a web of inspiring connections that can lead you to new professional opportunities. Did you know 80 percent of jobs are found through a referral, according to *Business Insider*? Our mission involves creating opportunities for you to forge the connections you need to move your career forward. Career Development Center events and programs such as Torero Treks (career exploration trips), year-round career fairs, and online resources such as the Torero Employer and Alumni Mentors (T.E.A.M.) platform, Handshake job portal, and LinkedIn allow students and alumni to expand their networks and grow as professionals.



GENERAL NETWORKING TIPS

Research professor and author of five #1 *New York Times* bestsellers Brené Brown says, "In order for connection to happen, we have to allow ourselves to be seen, really seen." Now, we know how frightening it can be to get ourselves out in the arena to connect, explore and engage. So, take a moment to take in the following tips and let opportunity find you.

- Join organizations both on LinkedIn and in the community such as professional organizations, sports clubs, and volunteer organizations. Make an effort to meet individuals outside of your typical social circle. Wharton business professor and author Adam Grant argues that it is our weaker connections that help us get ahead by providing us access to new information.
- Request informational interviews in your preferred organizations. Use this time intentionally to gain insider information you need to zero in on companies that are a perfect match for you.
- Tap into your strong ties – reconnect with former managers and professors. They are the ones who will vouch for you if you ever need that reference, testimonial or referral.
- Attend events, such as alumni events, group outings and volunteer projects to meet new people and expand your networks.
- Follow up with a thank you, let's stay in touch; send new contacts a LinkedIn invitation.



TORERO EMPLOYER AND ALUMNI MENTORS (T.E.A.M.)
mentoring.sandiego.edu

Did you know that mentees are 130 percent more likely to hold leadership positions? Torero Employer and Alumni Mentors (T.E.A.M.) is an easy to use university-wide platform for networking, sharing career advice, and building professional opportunities. Designed exclusively for the Torero community, this platform helps students and alumni successfully navigate their journey, build new connections, and develop their professional skills. Use T.E.A.M. to request informational interviews, seek out job shadowing or join groups based on common interests.

Joining is easy!

- Visit mentoring.sandiego.edu
- Complete your profile (LinkedIn, Facebook, Email)
- Verify the email sent to your inbox
- Hold tight as USD verifies your account
- Start networking, sharing advice, posting jobs and more!



HANDSHAKE

<https://www.sandiego.edu/careers/handshake/>

Handshake is the University of San Diego's official job portal connecting students and alumni to leading organizations, employers, USD's career counselors and even peers! You can use it to connect with more 22,000 employers across multiple industries, schedule career counseling appointments and sign up for Career Development Center fairs and events. A great hub for networking, make sure to also take a look at its multitude of online resources for your professional development!



TORERO TREKS

Torero Treks are opportunities for University of San Diego undergraduate students to engage in career exploration by visiting leading companies across the nation. Torero Treks typically include visits to two to three organizations in a specific region or industry. These visits include alumni panels, office tours, and networking opportunities that allow students to learn about various career paths and to connect with professionals and USD alumni. By participating in a Torero Trek, students are able to practice and improve their networking skills and build professional connections with individuals in their chosen career path.



LINKEDIN

www.linkedin.com/alumni

Boasting half a billion total users, LinkedIn has 46 million students and recent graduates, and 350 million users from outside of the United States. If LinkedIn were a country, it would have the third largest population in the world!

Use LinkedIn to:

- Start connecting with who you know first—update former professors/supervisors on where you are in life. Invite them to connect.
- Identify fellow Toreros in your field and ask for informational interviews to expand your network. Make sure to personalize your connection requests!
- Find someone with a common interest, story, and purpose, and check out their career path.
- Research companies and people to expand your understanding of various career fields.
- Join and participate in relevant LinkedIn Groups to learn from others with similar interests. You can start a discussion or ask a question.
- Keep your networks fresh—remember to thank, follow up, and show appreciation.
- Share what inspires you to create informative content and a strong online presence.
- Ask for information or professional advice—don't ask for a job directly.



LinkedIn Profile Checklist

PHOTO: It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

HEADLINE: Tell people what you're excited about now and the cool things you want to do in the future.

SUMMARY: Describe what motivates you, what you're skilled at, and what's next.

EXPERIENCE: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

David Xiao
Econ Major and Aspiring Financial Analyst
San Francisco Bay Area | Financial Services

Previous: Berkeley Ventures
Education: University of California, Berkeley

153 connections

[www.linkedin.com/in/davidxiao/](#) [Contact Info](#)

Background

Summary

I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

Experience

Venture Capital Internship BERKELEY VENTURES
Berkeley Ventures
May 2013 – September 2013 (5 months) | Berkeley, CA
Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

INTRODUCTION TO VENTURE CAPITAL
David Xiao

A presentation I gave to my classmates, based on what I learned at Berkeley Ventures

Organizations

Berkeley A Capella
Lead Singer
March 2012 – Present
Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

Continued >>

EDUCATION: Starting with college, list all the educational experiences you've had - including summer programs.

VOLUNTEER EXPERIENCE & CAUSES: Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

HONORS & AWARDS: If you earned a prize in or out of school, don't be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you're most excited about.

PROJECTS: Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

RECOMMENDATIONS: Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Education

University of California, Berkeley

Economics, B.A.
2010 – 2014 (expected)



Volunteer Experience & Causes

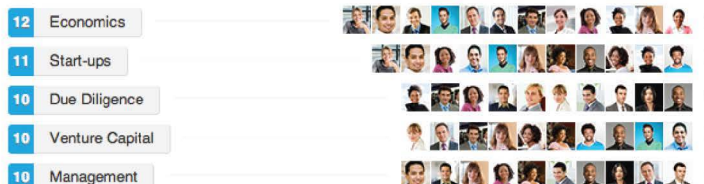
Big Buddy

Skyline High School
September 2012 – May 2013 (9 months) | Education

Mentored an Oakland high school student through the college application process, helping him get into his dream school.

Skills & Expertise

Most endorsed for...



Honors & Awards

The Achievement Award Program

UC Berkeley
Four-year scholarship awarded to community-minded students with a proven track record of academic success.

Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

Projects

Venture Capital Financing in India

May 2013
For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members



David Xiao
Econ Major and Aspiring Financial Anal...



Paul Smith
Student at UC Berkeley

Recommendations

Received (2)

Venture Capital Internship Berkeley Ventures



Tim Lee
Partner

“David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed

Want more LinkedIn tips for students? Check out students.linkedin.com



LinkedIn is continuously improving their interface. Meet with a career counselor to work on your profile!

LINKEDIN MESSAGES



REQUESTING TO CONNECT

Good Morning/Afternoon First Name,

I am a USD Environmental Studies sophomore exploring careers in environmental compliance, and I found your profile through the USD alumni connections on LinkedIn. Do you have any hiring events coming up? I see you have 42 postings open and I wanted to learn more about (insert posting title). Would it be possible to schedule a short meeting or phone conversation with you to learn from your experience in the field? I appreciate your consideration.

Thank you,
First Last
Email
Phone Number

EMPLOYER TIP

Use an InMail message rather than requesting to connect on LinkedIn.



FOLLOWING UP ON A JOB APPLICATION

Dear Ms. Thomas,

I am a Communications Studies junior at the University of San Diego, and I recently submitted my application for the Social Media Intern position that you posted on LinkedIn. I have met with Jane Smith and John Doe, who are University of San Diego alumni working in your organization, and they both strongly encouraged me to apply. I am very excited about the prospect of contributing my work to your social media marketing campaign. If you are able to provide a timeline of when I could expect to hear updates on my application, I would greatly appreciate it. Thank you so much for your time and consideration.

Sincerely,
Name
name@sandiego.edu
(619) 260-4654

EMPLOYER TIP

Why do this?
You may stand out to a manager or recruiter who will then pull your application for review.



ASKING FOR AN INTRODUCTION FROM A CONNECTION

Dear Professor Walter:

I noticed that you are connected on LinkedIn with Ms. Jane Smith, a medical device sales representative from XYZ Company. As we discussed in the past, I am very interested in exploring sales careers related to the medical and surgical devices, and I believe there is much I can learn from Ms. Smith's experience. Would it be possible for you to connect me with her? I would really appreciate your help. Thank you for considering my request.

Kindly,
First Last



See page 54 for more tips on communicating with employers.

JOB SEARCH PROCESS

PREPARATION

SET YOUR INTENTIONS

- Reflect on your interests, skills, and experiences. What type of experiences are you seeking? Why? What do you have to offer?
- Determine the industries and skills you want to explore or develop. Clarify with online research and your network.
- Write down your priorities, especially for location, part- or full-time work and job functions.

POLISH YOUR PRESENTATION

- Tailor your resume, cover letter, references and other application materials to the specific organization and position.
- Check that your public social media presence is what you want recruiters to see.
- Make sure your voicemail greeting is professional and clear.
- Update your Handshake and LinkedIn profiles – see pages 47-48 for more information.

GET ORGANIZED

- Make an accountability system for yourself—set weekly goals and put time in your calendar for applications.
- Create an Excel spreadsheet to keep track of your applications. Include columns for Position Title, Organization, Location, Source for the Posting, Position Description, Application Deadlines, Status of your Application, Pros and Cons, etc.
- Create a file naming system to ensure you send correct and updated materials.

ACTIVE SEARCHING

LEVERAGE YOUR NETWORK

- Start with USD's Torero Employer and Alumni Mentors (T.E.A.M.) online platform. Get flash mentoring from a volunteer mentor! See page 54 for sample introductions.
- Attend events: Torero Treks, graduate school and employer information sessions, and career fairs. Visit sandiego.edu/careers/events.
- Connect with faculty, advisors, supervisors, family and peers in person, via LinkedIn, or informational interviews for advice and connections. See pages 45, 49 and 54 for more.

APPLY TO POSTED OPPORTUNITIES

- On Handshake and other job search sites like Career Shift or Idealist, create search agents for relevant job posting notifications.
- Many companies will not notify you of the status of your application. The job posting may have information about their timeline and process in the posting. Only reach out after the application deadline and/or three weeks have passed since you applied.
- See page 49 for a sample message to follow up on a job application.

ASK COMPANIES OF INTEREST

- If there's an organization you would like to work with, check their website for career information.
- Leverage your network or initiate an informational interview with someone who works at the organization. You can also contact the Human Resources department at the organization to ask about hiring cycles and openings.



CAREER FAIRS

With an average of over 80 employers, career fairs are organized every fall and spring and allow students to connect with the employers directly, obtain information on internships and full-time positions, and network with recruiters.

TOP 10 NETWORKING TIPS FOR A CAREER FAIR

1. Research participating companies that interest you. Reach out to alumni at the companies you are most interested in for information and insight.
2. Prepare a 30-second elevator pitch and practice it on InterviewStream (<https://sandiego.joinhandshake.com/articles/1402>) with friends or in the mirror.
3. Attend Career Café to practice your pitch, have your resume reviewed by an employer and improve your LinkedIn profile.
4. Prepare three questions you can ask each employer based on your research to spark dialogue. Avoid the question “What does your company do?” as this should be answered in your research.
5. Print 10-15 copies of your one-page resume.
6. Plan out the order you would like to meet employers.
7. Bring a padfolio or notebook to take notes.
8. Get a business card or correct name and spelling for contacts.
9. Take notes immediately after each conversation.
10. Follow up with employers via email or LinkedIn messaging to thank them for their time. Ideally mention a few points that were discussed in the conversation and reiterate your interest in the position and/or company.



ELEVATOR PITCH COMPONENTS

1. Your name
2. Your major and class level
3. What type of position you are seeking (internship, full-time work)
4. Knowledge of company and why something you learned during research interests you
5. Skills and experience you offer
6. A specific question about the organization to open the conversation based on the research completed



30-SECOND ELEVATOR PITCH SAMPLES

Hi, my name is Alex Torero. I'm a sophomore at the University of San Diego, and I am majoring in Communication Studies. I am looking for a summer internship in San Diego in public relations or event planning. I noticed on your website that you currently have an opening for a wedding planner internship. The description mentioned you are looking for someone who has event planning experience and attention to detail. As an intern with the alumni association, I have helped coordinate logistics for the USD Wine Classic for more than 200 alumni for the past two years. Can you tell me more about the qualifications you are seeking in an intern?

Hi, my name is Taylor Torero. I am a junior at the University of San Diego majoring in electrical engineering. My background includes coursework in electrical circuits and digital system design. I am looking for an electrical engineering internship for this coming summer. I know your company recently added a new wireless communication product, and I am really interested in this area. I wanted to stop by today to say hello and learn more about this opportunity.





POTENTIAL QUESTIONS TO ASK EMPLOYERS

As you speak to recruiters, be respectful of their time and other students who may be waiting.

- What types of positions are you recruiting for today?
- Are there any special qualifications for these positions?
- What types of people do well in your organization?
- What kinds of skills are most important to your organization?
- Do you have a summer internship program? Where is the best place to apply?
- What opportunities are available for someone with my background?
- What should I be doing now to prepare myself for a job in this field?
- How can I follow up on the status of my application? Or what is the best way to follow up with you?
- What is your hiring process like?



DURING THE CAREER FAIR

- Start out talking with organizations that aren't your top employers to help reduce anxiety. Become comfortable with your pitch and then move to the top three companies on your list.
- Take notes after each conversation and ask if the representative will provide a business card.
- Provide a copy of your resume at the end of your conversation with companies that interest you. Select companies are not allowed to collect paper resumes or application materials; do not get discouraged if a company refuses to take your documents.
- Save questions about salary and benefits for individual conversations after a large career fair. It is appropriate to ask if the company offers paid or unpaid internships.



AFTER THE CAREER FAIR

- Send a thank you email within 24 hours to each organization, reemphasizing your interest in their organization (examples on the following pages).
- Follow the recruiter's instructions, including applying for positions through the company website before following up.
- Connect with your employer contacts on LinkedIn.
- Meet with the Career Development Center to devise a strategic plan to follow up with each organization or for help on potential interviews.

CAREER FAIR THANK YOU EMAILS

SAMPLE #1

Dear Mr. Jones,

1

Thank you for taking the time to meet with me at the University of San Diego Career Fair today. I appreciate your time and attention.

You were extremely thorough in explaining Target's customer service and marketing trainee program. As a junior marketing major with previous experience in retail, I am confident that I would be an asset to your team and Target.

I applied through Handshake as you recommended, and have also attached my resume. I look forward to visiting the Target in Point Loma to speak with you further about the management trainee program.

Thank you for your time and consideration.

Sincerely,
Blake Torero
ttorero@sandiego.edu
(619) 260-1234

2

SAMPLE #2

Dear Sam,

Thank you for meeting with me yesterday at the University of San Diego Career Fair and discussing the summer camp counselor position at Camp Onaway. I enjoyed meeting you and learning more about your experience as a summer camp counselor. Our conversation strengthened both my enthusiasm for the position and my interest in working for Camp Onaway. I am confident my liberal arts education and experience working with teenagers fits well with the job requirements, and I am sure that I could make a significant contribution to the organization.

3

As you suggested, I have completed the online application process and look forward to the next steps. I want to reiterate my strong interest in the position and in working with you and the staff at Camp Onaway. Again, thank you for your time and I look forward to hearing from you.

Sincerely,
Riley Torero
riley.torero@sandiego.edu
(619) 897-1234

4

IMPORTANT NOTES

1 An email follow up is preferred to a phone call.

3 Do not ask to have lunch, coffee or a meeting with the recruiter.

2 Include your contact information in your signature.

4 Attach your resume as a PDF file.

An informational interview is a meeting with a professional in a field you would like to explore. It provides an opportunity to gather information and learn more about a career of interest.



IDENTIFYING CONTACTS

Identify contacts in fields that interest you. One effective way to find contacts is through personal referrals. Ask your parents, friends, relatives and professors for names of people they know.

The LinkedIn alumni search tool (<http://linkedin.com/alumni>) provides an effective way to search for alumni who work in the location, organization or industry that interests you. T.E.A.M. (mentoring.sandiego.edu) allows students to search for alumni mentors. Search on LinkedIn, the company website or Google for direct email addresses. Page 49 has sample LinkedIn messages.



APPROACH

Before contacting a referral, do some basic research about the field. Clarify why you wish to meet a specific person and what you hope to gain from this interview. When you contact a referral, state who you are, that you are seeking career information and advice and when you would like to meet. Be confident and courteous in your communication. If possible, request an in-person meeting. This will allow you to see the working environment and, if you conduct several informational interviews, compare work settings.

EMAIL AND LINKEDIN INTRODUCTION

Subject: USD Networking

Greetings,

I am a student at the University of San Diego and I am interested in a career in (BE SPECIFIC). I found your name through....

I am exploring careers in your field and have some questions about the profession. Would it be possible to schedule a short meeting at your office or phone conversation with you? Some questions I have are _____ (insert questions).

Please let me know if you would be willing to meet with me for 15 minutes. Thank you for considering my request.

Sincerely,

Your name

Class level or graduation year

Phone number

Email address





SAMPLE QUESTIONS

- How do you spend a typical day or week in your job?
- What do you find most/least satisfying about your job?
- How did you obtain this position?
- What kinds of college degree/credentials/skills are needed?
- What kinds of part-time jobs or internships do you think would be helpful to enter this field?
- What types of people do well in this field?
- What are the opportunities for advancement?
- What is the employment outlook (locally, regionally, nationally)?
- Are you active in any professional organizations? Are students invited to attend?
- What advice can you give me on how to break into this field?
- Can you suggest anyone else I might contact?



THE ACTUAL INTERVIEW

If you are using Skype or meeting in person, always dress professionally from head to toe. Ensure you are within an appropriate room that is clean and test any tech beforehand. CDev has interview rooms that can be reserved. Make sure to call in a minute or two before your scheduled time. Act professionally and establish rapport. Proceed through your prepared questions, allowing for follow-up questions.

If you have not finished the interview within the time you had requested, thank the person for helping you by saying, “I said I would only take 15 minutes of your time. I know how busy you are.” Extend the time only if the person you are interviewing strongly encourages you to do so.

If meeting at their office, dress as if you are attending an interview and confirm the correct address beforehand.



FOLLOW UP

Write a short email or written thank you note and request to connect on LinkedIn within 24 hours of your interview. Employers want quick turnaround. If sending a written note, also send a short email within 24 hours. Keep the interview information on file for the future—this person may be an important contact for you.

SAMPLE LINKEDIN MESSAGE

Thank you for meeting with me yesterday. I really appreciate your taking time to share your insights about the _____ industry. I would welcome the opportunity to stay in touch with you through LinkedIn. Sincerely, Paula Torero

SAMPLE THANK YOU

Dear Ms. Smith,
Thank you for taking the time from your busy schedule to speak with me by phone today. Our meeting was informative and extremely insightful as I learned more about the _____ industry. I enjoyed hearing about your background and your knowledge of the _____ field is impressive. Following your advice, I will contact Mr. Gomez as I continue my career exploration.

Thank you again for your help and sharing such valuable information with me.

Sincerely,
Paula Torero

PREPARING FOR A JOB INTERVIEW

Your resume and cover letters have an underlying goal: to get you an interview. You must be prepared to take full advantage of this face-to-face opportunity to show why you are the best candidate for the job. Careful preparation can reduce your anxiety and help you present yourself and your qualifications more effectively.



KNOW THE ORGANIZATION

If you want employers to take an interest in you, show interest in them by demonstrating knowledge of the position, the organization and the industry. What appeals to you about the organization? Why are you interested in the position?

Research the organizations through:

- Company websites
- Current events and recent news
- Professional associations
- Annual reports
- Current employees
- Informational interviews
- Review sites like [glassdoor.com](https://www.glassdoor.com)



KNOW YOURSELF

- Think about how your background has prepared you for this role.
- What are your top skills and strengths? You may want to emphasize three or four of these points when responding. I have strong sales experience, I am self-motivated and I work well in teams.
- Be sure your key points address the employer's needs and interests, as indicated in the job description.
- Be ready to use examples to illustrate your strengths.



PREPARE QUESTIONS TO ASK THE INTERVIEWER

Plan three to five questions to ask the interviewer. This helps show your preparation and interest in the organization and position. Come prepared, but be flexible based on the interview questions.

- What characteristics best describe a successful employee at your organization?
- What are the skills and attributes you value most from someone in this position?
- How does the company measure performance?
- How does your company give back? What career or professional development do you offer?
- What are the most immediate priorities that must be addressed in the first three months?
- What are the next steps in the interview process?
- What do you love most about working here?
- What is an area of opportunity for growth on your team?
- You can also prepare questions about things you found while researching. E.g., "I saw on your website X is your client. Would I work with them in this role?"



PRACTICE ANSWERING INTERVIEW QUESTIONS

- Get ready for your employment interview by practicing your responses to typical interview questions out loud.
- Be prepared to provide specific examples in your responses.
- Make an appointment for a mock interview with a career counselor.
- You can also use the online resource, InterviewStream, to video tape yourself and watch it back. This resource can be found in the Resources section of Handshake (sandiego.joinhandshake.com).

BEHAVIORAL INTERVIEWS



WHAT ARE BEHAVIORAL INTERVIEW QUESTIONS?

Behavioral questions are popular with employers because past performance is the most reliable indicator of future results. Behavioral interviews are different than traditional interviews in several ways.

- Instead of asking how you would behave in a particular situation, the interviewer will ask you to describe how you did behave. Use specific examples from your past to illustrate what you have done in these situations.
- Expect the interviewer to question and probe.
- The interviewer will ask you to provide details about a specific situation and will not allow you to theorize or generalize about events.
- The behavioral interviewer objectively collects and evaluates information, working from a profile of desired behaviors for success on the job.



PREPARING FOR A BEHAVIORAL INTERVIEW

- Review the job description, as the behavioral questions they may ask you to discuss are frequently pulled from the job description or qualifications.
- Recall situations that show favorable behaviors or actions, especially involving course work, job experiences, leadership and teamwork.
- Prepare short descriptions of each situation; be ready to provide details if asked.
- Each story needs a beginning, middle and an end. Be ready to describe the situation, your action and the outcome.
- Be sure the outcome reflects positively on you (even if it was not favorable).
- Be honest. Do not embellish or omit any part of the story.
- Be specific. Do not generalize about specific events; give a detailed account of one event.
- Be real and authentic.



BEHAVIORAL INTERVIEW METHOD

Interviewers want to hear about specific experiences. Structure your responses using the “S/TAR” method: Situation/Task, Action, Result.

- **S/T:** Briefly describe the context in which the behavior or action took place.
- **A:** Specifically explain the action you took to handle the situation.
- **R:** Most importantly, describe the results, outcomes or impacts of your action.

Example:

- **Question:** Discuss a time when you were on a team and one member wasn’t contributing as much as others.
- **Answer:** I had been assigned to a team to build a canoe out of cardboard. One of our team members wasn’t showing up for meetings or doing his assignments. I finally met with him in private, explained the frustration the rest of the team felt and asked if there was anything I could do to help him. He told me he was preoccupied with a class he wasn’t passing, so I found someone to help him with his other course. He was then able to spend more time on our project, and he was grateful I had helped him out. We finished our project on time and received an A.

Possible Interviewer Probe Questions:

- How did you feel when you confronted this person?
- Exactly what was the nature of the project?
- What was his responsibility as a team member?
- What was your role?
- At what point did you take it upon yourself to confront him?

SAMPLE INTERVIEW QUESTIONS



BEHAVIORAL INTERVIEW QUESTIONS

- Tell me about a time when you had to respond to a customer complaint.
- Describe a situation in which you saw a problem and took action to correct it.
- Give me an example of a time when you set a goal and were not able to achieve it.
- Tell me about a time you were on a team and one person wasn't contributing as much as the others.
- Talk about a time when you had to work closely with someone whose personality was very different from yours.
- What is your typical way of dealing with conflict? Give me an example.
- Give me a specific example of a time when you used good judgement and logic to solve a problem.
- Tell me about a time you dropped the ball.
- We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example of how you have done this.
- Tell me about a time when you had many tasks and were required to prioritize.
- Tell me about a time you needed to get information from someone who wasn't very responsive. What did you do?
- Tell me about a time when you had to go above and beyond the call of duty to get a job done.
- Tell me about a time when you had to work with a difficult person on a team and how you worked together.
- Give me an example of a time you motivated others.
- Tell me about a time when you delegated a project effectively.
- Why do you want this job?
- What steps do you follow to study a problem before making a decision?



SAMPLE PERSONAL ASSESSMENT QUESTIONS

- Tell me about yourself.
- Describe your most significant accomplishment.
- As you look back on the last four years, what are you most proud of?
- What are areas or skills you need to improve?
- What is a common misconception that people have about you? How do you remedy that?
- Tell me more about your responsibilities at the position(s) on your resume.
- What have you gained from your previous work experience/internships?
- How did you decide on your major?
- Where do you see yourself two years from now?
- Why did you choose USD?
- What would your previous employers/professors cite as your strengths?
- Do you have any reservations about this position?



SCENARIOS

These types of statements present you with a situation and ask what could be done. Before you answer, make sure that you fully understand the scenario. Be clear when explaining your approach to analyzing information, solving problems and making decisions.

- How would you respond if a recommendation you made at a meeting, which you believe in strongly, was shot down by the majority of your coworkers?
- If you had the opportunity to run concessions for the next Super Bowl, what would you do to maximize sales/profits?
- If you had a clash of personalities with a colleague, what steps would you take to make the working relationship run smoothly?
- You need to motivate team members without using money. How would you do it?
- In a team leadership role, you discover that a team member has gone over your head to propose an idea or complain about an issue without talking to you first. How do you handle the situation?

AFTER THE INTERVIEW



FINISH STRONG

If you are genuinely interested in the position, communicate your enthusiasm before you leave the interview. Ask for the interviewer's card so you can follow up. Thank the interviewer and project confidence as you shake hands and say goodbye. A strong closing leaves a good final impression.

Write a short thank you note and request to connect on LinkedIn within 24 hours of your interview. Keep the interview information on file for the future—this person may be an important contact for you.



THANK YOU NOTE FOLLOW UP

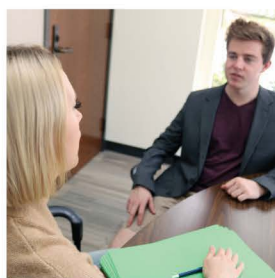
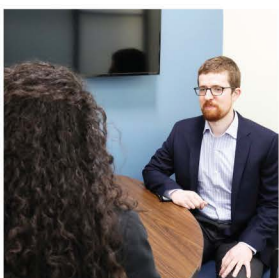
Sending a thank you note to each main contact or hiring manager who assists with your job search is a professional courtesy, as well as a wise career move. A thank you note can reinforce the positive impression you made during a networking event, informational interview, career fair or job interview. By thanking contacts and employer representatives, you build your professional network.

- **BE TIMELY:** Send a thank you message within 24 hours of a meeting or interview. It's important to acknowledge the career assistance you received from all sources. You especially want to show an interviewer that you are a serious candidate by following up quickly before a hiring decision is made.
- **HANDWRITTEN OR EMAIL:** Take your cue from your previous communication with the contact. Recruiters generally respond favorably to brief, handwritten notes on high-quality paper. An emailed thank you note is fine if time is a factor which is often the case. Thank you messages via text are not recommended.
- **BE BRIEF:** Your main goal is to express gratitude for your contact's time and personal attention. If you have interviewed for a job or internship, you want to reiterate your interest in the position. A short message is best.
- **BE FLAWLESS:** Check your spelling and grammar. Ensure that you have the contact's name and title correct. If writing an email, print and review the email before sending it.



THANK YOU NOTE CONTENT

- Thank the interviewer for taking the time to meet with you.
- Mention something positive that you learned in the interview. This is the most important part.
- Briefly summarize how your skills and experience qualify you for the position.
- Restate your interest in the position.



INTERVIEW THANK YOU NOTES

HANDWRITTEN THANK YOU NOTE

Dear Ms. Doe,

5/15/19

Thank you for taking the time to meet with me today. After speaking with you about the opportunity at XYZ and meeting the marketing staff, I am even more interested in joining your team.

I was particularly excited to learn about XYZ's focus on group presentations. As I mentioned, I developed my presentation skills by creating PowerPoint slides as an intern at ABC Marketing and by speaking to large groups as a USD campus tour guide. I feel I could be an asset to your organization in this area.

Again, thank you for your consideration. I look forward to speaking with you soon.

*Sincerely,
Logan Torero*

EMAIL THANK YOU

To: jdoe@xyz.com
From: ltorero@sandiego.edu
Subject: Thank you for the interview

Dear Ms. Doe:

Thank you for taking the time to meet with me today. After speaking with you about the opportunity at XYZ and meeting the marketing staff, I am even more interested in joining your team.

I was particularly excited to learn about XYZ's focus on group sales presentations. As I mentioned, I developed my presentation skills by creating PowerPoint slides as an intern at ABC Marketing and by speaking to large groups as a USD campus tour guide. I feel I could be an asset to your organization in this area.

Again, thank you for your consideration. I look forward to speaking with you soon.

Sincerely,
Logan

Logan Torero
1234 Linda Vista Road #56
San Diego, CA 92110
(619) 260-1234
ltorero@sandiego.edu



Always include your contact information in your email signature.

ACCEPTING AN OFFER

Once you have been given an offer, it might be helpful to talk to a career counselor about comparing, accepting or declining the offer. Make an appointment or stop by during our drop-in hours.

An acceptance letter confirms you are taking the job and shows your appreciation for the offer. Acceptance letters also clarify and restate your understanding of the position.

- **CONFIRM YOUR ACCEPTANCE:** Your opening paragraph should confirm acceptance of employment, indicating both the particular position and the starting date.
- **RESTATE YOUR UNDERSTANDING OF THE POSITION:** Briefly restate your understanding of the salary, assignment (position), starting date and work location. Additionally, mention any requirements or provisions previously discussed, such as testing (medical examinations or drug testing), orientation program or completing company employment or insurance forms.
- **EXPRESS APPRECIATION:** Mention your ability to contribute to the company and express enthusiasm about your employment.

ACCEPTANCE LETTER

To: jdoe@xyz.com
From: mtorero@sandiego.edu
Subject: Project Coordinator Position Offer

Dear Name (How the recruiter signed their last email):

Thank you for offering me the Project Coordinator position with XYZ Company. I am delighted to accept this position, and I am eager to start on July 20, 2020.

I have attached my signed offer letter with this email.

Thank you again. I look forward to working directly with you and contributing my project administration skills to your team.

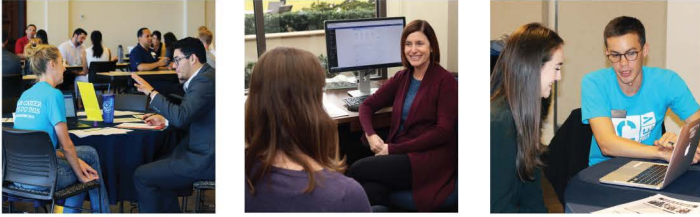
Sincerely,
Maria

Maria Torero
1234 Linda Vista Road #56
San Diego, CA 92110
(619) 260-1234
mtorero@sandiego.edu



Always include your contact information in your email signature.

DECLINING AN OFFER



If you decide to decline a job offer, be professional, concise and courteous. If you have accepted a job offer while in the application or interview process with other organizations, inform these employers about your decision and withdraw your candidacy as soon as possible.

- **BE PROMPT:** As soon as your decision has been made, call the hiring manager and write a letter declining your offer.
- **BE COURTEOUS:** You never know if a contact or company might be part of your future plans. Keep your options open by thanking those you interacted with for the opportunity.
- **KEEP IT SHORT:** You don't need to provide specific reasons nor restate your accomplishments.

DECLINE LETTER

To: jdoe@xyz.com
From: mtorero@sandiego.edu
Subject: Project Coordinator Position Offer

Dear Ms. Doe:

Thank you for offering me the Project Coordinator position with XYZ Company. After carefully considering my options, I have decided to pursue another employment opportunity that matches my current career interest and aspirations more closely. Therefore, I respectfully decline your offer.

Thank you again for considering me for this position. I thoroughly enjoyed our conversation during the interview, and I admire your organization's mission and vision. I wish you all the best in developing your new business ventures.

Sincerely,
Maria

Maria Torero
1234 Linda Vista Road #56
San Diego, CA
(619) 260-1234
mtorero@sandiego.edu



Always include your contact information in your email signature.

*If you have another student or friend who would be a good fit for the position, you could refer them in this letter.



your future. let's do this.

