



THE TRITON
CAREER GUIDE
2014 - 2015 EDITION



Career Services Center

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 **Career Services Center**
A Department of Student Affairs

 career.ucsd.edu

UC San Diego



Career Services Center
University of California, San Diego

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Capt. Ana Morgan, M.D., HPSP Medical Recipient
Brooke Army Medical Center, Texas

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To learn more about the Army's HPSP program, visit healthcare.goarmy.com/careerguide or call (858) 495-0598.



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MISSION

The UC San Diego Career Services Center helps our students determine and fulfill their career goals.

ABOUT US

The Career Services Center (CSC) is UC San Diego's centralized unit charged with assisting students in determining and fulfilling their career goals through a wide variety of programs, services and resources. Our core function is to provide individual advising and group programming to meet the career development needs of students and to connect them with prospective employers and professional/graduate schools. The CSC is part of the UCSD Alumni & Community Engagement team, which creates meaningful experiences for our Triton Family to deepen their passion and commitment as ambassadors, volunteers, leaders and philanthropists. Together, we advance UC San Diego. For more information on upcoming events, to access resources, jobs and internships please visit the CSC website: career.ucsd.edu or call us at 858-534-3750.

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TRITON PARTNERSHIP PROGRAM

Employer Relations & Outreach, part of UC San Diego's unique integration of the Career Services Center and Alumni Relations, would like thank our valuable Triton Partners for their generous support of the programs and initiatives that assist our students and alumni in maximizing their academic and career potential.

PLATINUM

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American Society for Engineering Education
Intel
Twitter
Apple
Northrop Grumman
Peace Corps

NONPROFIT

City Year

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YOUR NAME
Your Street Address, City, State Zip Code
Phone Number & Email Address

OBJECTIVE
To obtain a ___A___ position with ___B___ using ___C___

EDUCATION
B.A. or B.S., Name of Major
Minor and/or Concentration
UC San Diego
Expected Graduation Date: Month/Year
Overall GPA and/or Major GPA

RELATED COURSEWORK

• Course Title	• Course Title	• Course Title
• Course Title	• Course Title	• Course Title

SKILLS/QUALIFICATIONS

- Demonstrated experience with...
- Proficient in ...
- Fluent in

EXPERIENCE

Position Title, Employer Name, City, State (Mo./Year to Mo./Year)

- Use bullet points (*not paragraphs*) to describe your accomplishments
- Start your statements with “power verbs”
- Do not use personal pronouns (*i.e. I, my, me*) in your statements

Leadership Title, Student Organization, UC San Diego (Mo./Year to Mo./Year)

- Be specific in your statements and when possible, end statement with result or outcome
- Quantify achievements (Example: Increased sales by 20%)

Volunteer Title, Community Service Organization, City, State (Mo./Year to Mo./Year)

- Be consistent with punctuation and format
- Use present tense verbs for current positions and past tense verbs for previous positions

ORGANIZATIONS

Active Member, Student Club, UC San Diego (Mo./Year to Mo./Year)
Volunteer, Community Organization, City, State (Mo./Year to Mo./Year)

A CLOSER LOOK

Name/Contact | 12-16 pt. font size with bold lettering. If possible, use your UCSD email address and be sure to check your email and voicemail often for responses from employers.

Objective | If using one, state a brief, focused objective with: A) title and/or type of position; B) field, industry, company name (optional); and C) your skills or expertise relevant to the position. May omit if completing application or including cover letter with resume.

Education | You may also list minors, certificates, study abroad and community college, as applicable. Do not include high school. Include GPA if 3.0 or higher.

Coursework | Optional: Include 4-6 classes (by course title) that are relevant to the job you are seeking. Helps showcase industry keywords. Exclude academic dept., course number, grades or the term you took the class.

Skills | Optional: List 4-6 skills, qualifications, and abilities. If possible, select skills that relate to the position. Examples: communication skills, laboratory/technical abilities, computer programs, and languages.

Experience | As a student or recent graduate, it can be paid or unpaid work and include part-time/full-time employment, internships, course/lab projects, student organization involvement, leadership positions and/or volunteer/community service. The key: pick experiences that showcase your relevant skills, accomplishments and knowledge. List in reverse chronological order.

Organizations | Optional: Employers value well-rounded candidates. Include memberships in campus or community organizations – especially those relevant to the position. High school involvement can be included only if needed. Other optional titles to consider: Activities, Memberships, Honors.

Format | Use 1/2 inch to one-inch margins to keep your resume to one page; use a plain, easy to read font and 10-12 pt. font size. Undergraduates: Use combination* resume format. Allows you to highlight skills that are relevant to the job and will still allow employers to find what they are looking for – experience.

***Combination Resume Format** | Education, skills and qualifications sections are followed by an experience or employment section. Alternative format: Chronological (see Lauren Social Science resume sample).

YOUR NAME

Address • City, State • Email • Cell Number

Objective: To obtain the _____ position using skills in _____, _____, and _____

Education: Bachelor of _____, _____
UC San Diego

Graduation Date: June 20XX
GPA: _____

Relevant Course Work:

- _____
- _____
- _____
- _____
- _____

Skills & Qualifications:

- Demonstrated experience in _____
- Proven ability to _____
- Strong background in _____
- Proficient in _____

Relevant Experience:

_____	_____	_____	_____	_____
Title	Organization Name	City	State	Dates
• _____	+	_____	+	_____
Power Verb	How you completed the action			Results & Outcomes
• _____				
• _____				

_____	_____	_____	_____	_____
Title	Organization Name	City	State	Dates
• _____				
• _____				
• _____				

Leadership Experience:

_____	_____	_____	_____
Title	Student Organization Name	UC San Diego	Dates
• _____			
• _____			

_____	_____	_____	_____
Committee Name	Student Organization Name	UC San Diego	Dates
• _____			
• _____			

Memberships/Awards:

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

POWER VERBS

— 05 —

MANAGEMENT SKILLS

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

COMMUNICATION SKILLS

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

RESEARCH SKILLS

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

TECHNICAL SKILLS

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

TEACHING SKILLS

Adapted	Encouraged	Set goals
Advised	Evaluated	Trained
Clarified	Explained	
Coached	Facilitated	
Communi- cated	Guided	
Coordinated	Informed	
Developed	Inspired	
Developed	Instructed	
Educated	Motivated	
Enabled	Persuaded	

FINANCIAL SKILLS

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

CREATIVE SKILLS

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

HELPING SKILLS

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

ADMINISTRATIVE SKILLS

Arranged	Monitored	Systemized
Catalogued	Operated	Validated
Classified	Organized	
Collected	Prepared	
Compiled	Processed	
Executed	Purchased	
Generated	Recorded	
Imple- mented	Retrieved	
Inspected	Screened	
	Specified	

DEMONSTRATING ACCOMPLISHMENTS

Achieved
Expanded
Founded
Improved
Pioneered
Reduced
Resolved
Restored
Spearheaded
Transformed

JOB DESCRIPTION

Organization: Smith & Associates Accounting Group
Position: Tax Intern

Duties & Responsibilities:

We currently have exceptional learning opportunities for tax interns. Work with a team of experienced accountants to serve our clients. As part of the tax team, you will:

- Participate in a project to improve the tax effectiveness of a supply chain structure
- Assist with tax due diligence on behalf of a private equity firm
- Assist in preparing tax returns for clients

Qualifications:

- Pursuing undergraduate degree or minor in Accounting with a minimum GPA of 3.25
- Strong analytical skills, written/verbal communication skills, and demonstrated leadership
- Solid working knowledge of MS Office programs

ALEX ACCOUNTING

9500 Gilman Street • La Jolla, CA 92122 • (858) 534-3750 • student@ucsd.edu

January 1, 20xx

A Ms. Jane Doe
Senior Associate
Smith & Associates Accounting Group
123 Barbary Lane
San Francisco, CA 94105

Dear Ms. Doe:

B I am submitting my resume in consideration for the Tax Intern position with Smith & Associates Accounting Group, as advertised on the UCSD Career Services Center website. Given my background in accounting and extensive leadership experience, I believe this position is a strong match for my skills and career interests.

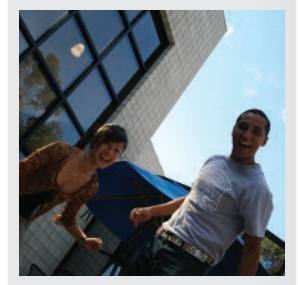
C I developed a keen interest in public accounting while working toward an undergraduate minor in accounting at Rady School of Management. Specifically, my class in Intermediate Accounting allowed me to develop a solid foundation preparing and interpreting accounting information under both RASB and IASB guidelines. As a result, I will be ready to sit for the CPA exam upon graduation. In addition to my academic training, I bring to the position strong interpersonal, communication and leadership skills. My experience as President of the Undergraduate Accounting Society has provided me with the opportunity to successfully lead an organization of more than 100 students, while managing all operations of the organization. Combined with the extensive analytical skills that I developed as the Operations Assistant and Trading Intern, these qualifications make me well-suited to work for Smith & Associates Accounting Group.

D As a proven leader, team player and problem-solver, I feel my skills and experience make me an ideal candidate for the Tax Internship position. I would welcome the opportunity to interview for the position, and hope to hear from you soon. Thank you for your time and consideration.

Sincerely,

Alex Accounting

Enclosure



Help an employer pick you by sending in a resume and cover letter that highlights those skills and experiences you have that are relevant to the job.

TIPS TO GET YOU STARTED

1. Review the job description and identify the qualifications the employer is seeking.
2. Determine how your qualifications best fit the position, and emphasize those qualifications on your resume.
3. Tailor your objective to include the title of the position, and use a "summary of qualifications" section to show your abilities as they relate to the position.
4. Showcase experiences on your resume that are most relevant to the position, and expand on them in your cover letter.

COVER LETTER INSTRUCTIONS

- a) Address the cover letter to a specific person.
- b) State the position you are applying for, how you found the position, and why you want to work for this company.
- c) Discuss your experiences and skills as they directly relate to the job description.
- d) Restate your qualifications, express interest in interviewing and thank the reader for their time.

ALEX ACCOUNTING

9500 Gilman Drive • San Diego, CA 92122 • (858) 534-3750 • student@ucsd.edu

Education

Bachelor of Science, Management Science, June 20xx

Minor: Accounting

UC San Diego

GPA: 3.45

A

B Relevant Coursework

- Intermediate Accounting
- Federal Taxation
- Financial Accounting
- Auditing
- Advanced Cost Accounting
- Corporate Finance

C Skills/Qualifications

- Experience reviewing, analyzing and presenting case projects through auditing, cost accounting, and forensics accounting classes
- Strong background in research and analysis developed through work experience and coursework
- Work effectively within a team as well as independently with minimal supervision
- Proven leadership and public speaking abilities through student organization and work experience
- Proficient in Bloomberg, Quicken, QuickBooks, Turbo Tax, Word, Excel, PowerPoint and Access

D Relevant Experience

Operations Assistant, Caywood-Scholl Capital Management, San Diego, CA (9/xx-present)

- Support 15 portfolio and trading administrators with processing more than 200 daily securities transactions, resulting in increased productivity
- Update bank loans to reflect principal payments and weekly interest payments from borrowers
- Analyze and resolve pending trade and settlement issues

International/Domestic Trading Intern, Nicholas-Applegate, San Diego, CA (6/xx-1/xx)

- Assisted traders with multiple large volume trade orders from portfolio managers
- Conversated with operations regarding price discrepancies and trade issues between traders and brokers, improving communication between various constituencies
- Created spreadsheets allowing for quick comparisons of broker fees from different trading methods

D Leadership Experience

President/Founder, Undergraduate Accounting Society, UC San Diego, CA (3/xx-1/xx)

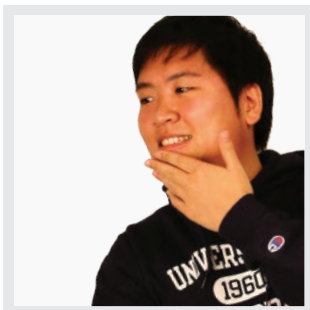
- Developed campaign to increase student membership by 30%
- Collaborated with the Career Services Center to organize the first annual Meet the Firms event
- Served as a student representative on the UC San Diego Business Quarter Planning committee

E UC San Diego Membership & Activities

Swim Team - 2011 Pacific Collegiate Swim and Dive Conference Champions (09/xx - present)

Delta Sigma (01/xx - present)

Undergraduate Economics Society (09/xx – 06/xx)



INSTRUCTIONS

- a)** Highlight a strong GPA (3.0 or better).
- b)** Highlight coursework that is relevant to the job you are seeking.
- c)** Review the job description to identify skills that are relevant to the position you are seeking.
- d)** Present your accomplishments in the experience section by adding a result or outcome to your task.
- e)** List a few “Memberships” and “Activities,” especially if they are relevant to the position.

Gina Global

9500 Gilman Drive ■ San Diego, CA 92093 ■ (858) 534-3750 ■ student@ucsd.edu

Objective

To obtain an International Trade Coordinator position with the World Trade Center, San Diego using organizational ability, knowledge of foreign cultures, languages and research skills

Education

B.A., International Studies

Minor: Spanish Literature
UC San Diego

Graduation: June 20xx GPA: 3.15

Mexico Comparative Perspectives Program

Universidad Central, Mexico City
Education Abroad Program, UCSD

7/20xx – 12/20xx

B

Relevant Course Work

- Economics, Politics and International Change
- International Law and Organizations
- Comparative Politics in Latin America
- Introduction to Political Science: Comparative Politics
- Mexico-U.S. Economic Relations

C

Skills & Qualifications

- Excellent oral and written communication skills
- Fluent in spoken and written Spanish
- Extensive international travel, including, France, Spain, Germany and Mexico
- Broad background and knowledge of world affairs and cultures
- Ability to respond quickly to changing circumstances
- Proficient in Word, Excel, PowerPoint, internet and email

Experience

President, UCSD International Affairs Group, San Diego, CA (9/20xx – present)

- Organize monthly speaker series increasing student awareness of international affairs topics
- Coordinate community service and social activities leading to strong membership retention
- Recruit employers to speak at events resulting in networking opportunities for students
- Communicate with more than 20 members via weekly e-mails and timely website updates

Discussion Leader, Language Conversation Tables, Mexico City, Mexico (7/20xx – 6/20xx)

- Facilitated table discussions with diverse international student group on a weekly basis
- Interacted with residents, heightening understanding and appreciation of other cultures
- Participated in local community visits to discuss U.S.-Mexico cultural connections

Server, Chili's Restaurant, National City, CA

(4/20xx – 11/20xx)

- Communicated with a variety of customers on menu orders, sometimes speaking in Spanish
- Served more than 75 customers per shift using multi-tasking and teamwork skills with staff

Activities

▪ **Team Member**, Women's Basketball Team, UCSD

(1/20xx – present)

▪ **Rush Chair**, Delta Gamma Sorority, UCSD

(9/20xx – 12/20xx)

NOTES

a) Include additional training here such as study abroad programs.

b) Highlight relevant coursework related to the position you are seeking.

c) Showcase relevant skills: extensive travel and emphasize use of multicultural, problem solving and foreign language skills.

d) List experience in reverse chronological order.



IAM UNDECLARED

9500 Gilman Drive
San Diego, CA 92093
(858) 534-3750
student@ucsd.edu

Objective:

To obtain an on-campus work study position with the Career Services Center

Education: *Bachelor of Arts*, UC San Diego
Graduation Date: June, 20xx
GPA: 3.2

A**B****Skills/Qualifications:**

- Excellent interpersonal and customer service skills
- Ability to multi-task in a fast-paced work environment with minimal oversight
- Fluent in conversational Spanish
- Proficient in Microsoft Word, Excel, Access and Outlook

C**Experience:**

Student Worker, UC San Diego - Geisel Library, La Jolla, CA (9/20xx-present)

- Perform general office duties, including answering phones, filing and data entry
- Assist students, faculty and staff with the use of library website and resources
- Maintain a supply of instructional handouts for library visitors
- Search library computer catalogs to verify library ownership of books and journals

Editor, San Diego High School Newspaper, San Diego, CA (9/20xx-6/20xx)

- Oversaw staff of 10 students for award-winning student newspaper
- Assigned topics and reviewed content and submissions
- Researched news stories and organized weekly meetings

Team Captain, Women's Soccer Team, San Diego High School, CA (9/20xx-6/20xx)

- Motivated fellow team members during games and tournaments
- Organized fundraisers and planned various social events for team
- Awarded MVP for the year 20xx

D**Community Service:**

Tutor, Preuss School, La Jolla, CA (10/20xx-present)

Mentor, Big Brothers Big Sisters of San Diego, CA (01/20xx-6/20xx)

E**Memberships/Activities:**

Member, Intramural Soccer Team, UCSD (3/20xx-present)

Member, Volunteer League College Council, San Diego High School (9/20xx-6/20xx)

**NOTES**

a) If **undeclared**, then include the degree you are pursuing. Do not include your high school diploma.

b) **Select skills and qualifications** that are related to the position you are seeking.

c) **Experience** can include part/full-time employment, internships, community service, student activities, and leadership roles. As a freshman or sophomore you can include high school experiences.

d) **Include community service or volunteer work**, to show civic responsibility and maturity.

e) **Include student activities**, community organizations, team sports, etc. to demonstrate well-roundedness.

Tina Transfer

1234 Nobel Drive #567 • La Jolla, CA 92914 • (858) 555-1234 • student@ucsd.edu

OBJECTIVE

To obtain a summer internship with the Cultural Resources Group of the SD Construction & Extraction Corps using analytical and critical thinking skills combined with academic training in anthropological archaeology

EDUCATION

B.A., Anthropology (Concentration in Archaeology)
UC San Diego, Current GPA: 3.46
Expected Graduation Date: 6/20XX

A Associate in Arts, Spanish
San Diego Mesa Community College
Graduation Date: 5/20XX

RELEVANT COURSEWORK

- Foundations of Archaeology
- Language, Identity and Community
- World Pre-History
- Ethnography & Archaeology
- Indigenous Peoples of North America
- Mexican Culture & Society

SUMMARY OF QUALIFICATIONS

- Demonstrated experience in preparing monitoring reports and cultural resource technical reports
- Outstanding communication skills obtained through professional internships and community service
- Knowledge of the National Environmental Policy Act and California Environmental Quality Act
- Proficient in Microsoft Office – Word, Excel, PowerPoint, Access and Outlook

B**ARCHAEOLOGY EXPERIENCE**

Intern, **AECOM, Inc.**, San Diego, CA 3/20XX - present

- Provide administrative support to the cultural resource group with literature record and archival research
- Assist resource group leader with technical report writing by collecting and organizing information
- Conduct fieldwork surveys, test excavation, data recovery and monitoring with field managers and crews
- Support artifact analysis by gathering data from archaeologists, architectural historians and field technicians

Student Fellowship, **San Diego Zoo – Institute for Conservation Research**, San Diego, CA 7/20XX-8/20XX

- Monitored social behavioral activities on giant pandas and polar bears by using ethnogram and data protocols
- Collected, organized and summarized information for research staff by entering data into Microsoft Excel

Project Archaeology Volunteer – **San Diego Archaeological Center**, Escondido, CA 2/20XX - 5/20XX

- Assisted education department in developing curriculum for archaeology and heritage education program
- Handled and answered a variety of questions students posed during instructional and lab analysis lessons
- Instructed, motivated, observed and evaluated students on experimental archaeology projects in the center

C**CAMPUS LEADERSHIP**

Activities Coordinator, **UCSD Anthropology Club**, La Jolla, CA 12/20XX – present

- Assessed needs and coordinated related career exploration activities and tours of local zoo and museum
- Collaborated with the UCSD Career Services Center in organizing an anthropology professionals panel

Cultural Affairs Chair, **Associated Students – Mesa Community College**, San Diego, CA 9/20XX - 5/20XX

- Led 8-member committee on planning and promoting cultural awareness activities for campus community
- Increased understanding of multicultural perspective of Associated Students members through workshops

D**ADDITIONAL EXPERIENCE**

Customer Service Associate, Target – Chula Vista, CA 7/20XX – present

Participant, iLead Program, Center for Communication & Leadership 3/20XX -6/20XX

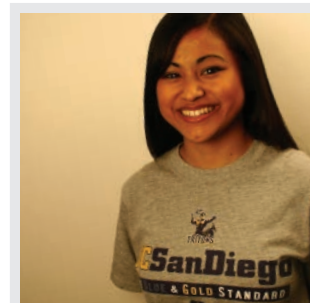
NOTES

a) Include transfer school information if the associate's degree obtained or courses are relevant to the career field or pertinent to the job objectives; otherwise community college (or school transferred from) does not need to be listed.

b) Create titles for headers that help showcase experiences related to the industry.

c) Include student involvement from community college and UCSD, especially if it is relevant to the field.

d) Add sections like "additional experience" to show any extra unrelated part-time jobs or participation in campus programs. If you have no related experience, then these "extra" experiences can be moved up on the page and listed in a general experience section.



Sumin (Ruby) Athlete-Business

9500 Gilman Drive, La Jolla, CA 92093 • (858) 534-3750 • student@ucsd.edu • http://www.linkedin.com/rubyfinance

A

Objective

To apply for the Financial Analyst Development Rotation Program with Cisco's Finance division

B

Education

Bachelor of Science Economics, **UC San Diego**, June 2014
 Minor in Business, **Rady School of Management, UC San Diego**
 UC Washington DC Program Participant, Summer 20xx
GPA: 3.65; Athletic Director's Honor Roll

C

Coursework

- Mathematics of Finance
- Financial Risk Management
- Micro & Macroeconomics

D

Professional Experience

Transportation Systems Corporate Division Business Intern, **Cubic** San Diego, CA (6/20xx- present)

- Conduct extensive internet-based market research and data collection to assist in strategic planning
- Analyze market data to assess current market penetration, conduct supply and demand sizing activities
- Provide thorough analysis output in the form of spreadsheets and PowerPoint presentations/charts
- Translate findings into strategy recommendations using effective business writing skills

Finance Intern, **Department of Treasury** Washington DC (6/20xx – 8/20xx)

- Assisted with researching matters related to the Treasury's debt management policy, issuance of Treasury and federally-related securities, and financial markets
- Verified and input data using MS Excel for use in quarterly finance estimates used by analysts

Office Assistant, **Facilities Management Dept., UC San Diego** La Jolla, CA (10/20xx-3/20xx)

- Researched products for increasing production rate among the workers
- Organized and updated work order spreadsheet using Microsoft Excel, allowing for easier searches

Leadership Experience

Team Member, **UC San Diego Women's Volleyball** (8/20xx- present)

- Awarded 2012 MVP of the year and recognized for maintaining 3.65 GPA
- Collaborate with coach and players to create inclusive environment and motivate team members

Committee Lead, **UC San Diego Wellness Center - The Zone** (1/20xx- 3/20xx)

- Researched, planned and executed Health Week, resulting in 300 student and staff attendees
- Facilitated planning meetings that brought together campus leaders, securing student participation

E

Skills/Qualifications

- Experience working on case projects in financial accounting and corporate finance classes
- Strong background in research and analysis developed through work experience and course work
- Proficient in Excel, PowerPoint, Bloomberg, Quicken, QuickBooks, Word, Goldmine and ACT

Memberships

Active Member, **Undergraduate Economic Society** (9/20xx - Present)
 Representative, **Triton Athletes Council** (9/20xx-5/20xx)



NOTES

a) **Objective is optional.** Consider including if not submitting a cover letter.

b) **Lead with your strongest selling point.** Most students (without solid experience) lead with their education and academic training. Current and relevant academic training obtained through minors and programs can also be showcased here.

c) **Stick to the most relevant!** Omit the course numbers or grades.

d) **Give professional internship and job experience top real estate,** by listing it near the top of the page.

e) **If space is limited,** include less information or remove optional sections.

Craig Veteran Health

9500 Gilman Drive La Jolla, CA 92127 ♦ (858) 534-3750 ♦ student@ucsd.edu

OBJECTIVE: Excellent communicator and skilled leader with strong research and professional work experience in management seeks Student Worker position with the County of San Diego's Public Health Services offices

EDUCATION:

UC San Diego, June 20xx

Bachelor of Science in Psychology & Public Health

United States Navy Training: Instructor Training in F14 Aircraft Power Plant Safety
Certified Navy Instructor for Helicopter Engine; CPR Certified

COURSEWORK:

Abnormal Psychology

Communications in Organization

Global Public Health

Personality Disorders

SKILLS/QUALIFICATIONS:

- Professional management and leadership skills developed in the United States Navy
- Ability to learn quickly and maintain attention to detail in high stress situations
- Excellent interpersonal and communication skills when working with children in the Rolling Reading program
- Proactive worker with outstanding leadership skills in training new recruits in the military
- Fluent in the Tagalog language
- Extensive international travel including Europe, Asia and Latin America

COMMUNITY INVOLVEMENT:

Volunteer, San Diego Rolling Reader Program for Elementary Schools

3/20xx-present

Volunteer, Homeless Vietnam Veterans, San Diego CA

6/20xx-9/20xx

Volunteer, Habitat for Humanity, San Diego CA

10/20xx-2/20xx

EXPERIENCE:

Infant Vision Lab, Dr. Karen Dobkins – UC San Diego

6/20xx-present

Research Assistant

- Assist in carefully screening subjects to determine suitability for research study
- Collect data under faculty supervision, resulting in an increased understanding of research and its methodology
- Interact effectively with infant and adult research participants to gain trust and establish successful working relationships

A

United States Navy, San Diego, CA

Quality Assurance Inspector/Supervisor

9/20xx-3/20xx

- Supervised 7 individuals in the inspection of aircraft components according to strict military policy requirements
- Developed and facilitated training on proper quality assurance procedures to support program improvement
- Prepared weekly, monthly and quarterly status reports facilitating program analysis and development

Qualified Plane Captain

6/20xx-9/20xx

- Performed daily, preflight, post flight and turnaround inspections to ensure aircraft were functional and deployable
- Mentored 12 trainees to complete the Plane Captain Certification
- Advised pilot on material condition of the aircraft to increase air transportation safety

Hydroelectric Power Plant Mechanic

1/20xx-5/20xx

- Inspected, tested, adjusted and performed preventive maintenance on mechanical equipment and systems
- Scheduled emergency repairs and overhauls on mechanical equipment such as pumps, compressors, fans, gear boxes, valves, hydraulic cylinders, heat exchangers and hoisting equipment

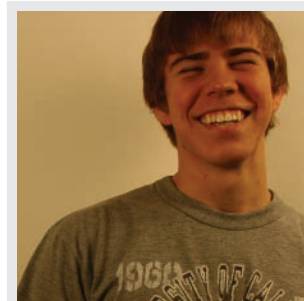
MEMBERSHIP:

Student Veteran Organization, UC San Diego

9/20xx-present

NOTES

a) Pull transferable skills from seemingly unrelated experience. Stay away from acronyms that are not always transferable between industries.



Maria Research

1234 Gilman Drive, La Jolla, CA 92093 • (858) 534-3750 • student@ucsd.edu
www.linkedin.com/mariaresearch • https://portfolium.com/mariaresearch

OBJECTIVE:

To obtain an intern position in Research & Development (R&D), Molecular Biology (ID: 6387BR) with GEN-PROBE requiring lab experience and strong communication skills

A

EDUCATION:

UC San Diego
Bachelor of Science, Molecular Biology
Graduation Date: June 20xx GPA: 3.25

B

RELEVANT COURSE WORK:

- Molecular Design & Synthesis
- Cell Biology/Lab
- Molecules and Reactions
- Molecular & Cellular Biochemistry
- Chemistry/Lab
- Recombinant DNA Lab

C

LAB SKILLS:

- Knowledge of lab techniques including electrophoresis, IR spectroscopy, crystallization, high-performance liquid chromatography (HPLC)
- Demonstrated use of equipment, such as centrifuge, distillation column, reflux condenser
- Water analysis experience for bacterial counts, isolation and cultivation
- Ability to follow detailed operating procedures and protocols with minimal supervision

ADDITIONAL SKILLS:

- Excellent written communication skills gained through report writing
- Data entry and analysis experience using MS Excel database
- Organizational ability demonstrated in efficient and accurate supply orders

D

RELATED EXPERIENCE:

Laboratory Assistant – Molecular Biology Department, UC San Diego 9/xx - present

- Assist with buffer and media preparation and produce SDS PAGE electrophoresis gels
- Maintain pipette tip supply and maintain instrument inventory for the entire lab
- Support PI with sequencing, affinity reagents, analysis of reaction kinetics and plasmid preparation

Lab Project - Instrumental Analysis Laboratory Course, UC San Diego 1/xx – 3/xx

- Developed correct lab work habits and methodologies for the operation of analytical instrumentation
- Conducted experiments using HPLC techniques to successfully identify, quantify and purify the mixtures' individual components
- Collected, analyzed and interpreted lab results and data to compose a formal lab report

ADDITIONAL EXPERIENCE:

Volunteer - American Heart Association, San Diego, CA 6/xx – 9/xx

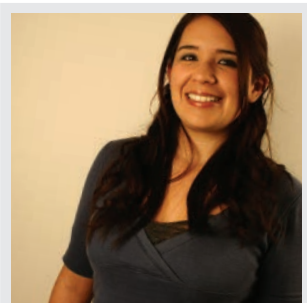
- Recruited local companies from health-related fields for annual fundraising events
- Conversated with community members on health-related topics at wellness fair nurse's info booth

E

ACTIVITIES:

Member, Biology Student Association, UC San Diego 20xx – present

Student Member, San Diego BIOCOM Professional Association 20xx - present



NOTES

a) Highlight degree with bold font if related to the position you are seeking.

b) Classes listed by course title can provide keywords that are relevant to the job you are seeking.

c) Choose headers to capture attention and show your qualifications.

d) Consider including relevant experiences like course projects especially if attached to specific settings that allowed you to use relevant skills and abilities.

e) Employers value well-rounded candidates.

ERIN ENGINEER

9500 Gilman Drive, San Diego, CA 92093 ▪ (858) 534-3750 ▪ student@ucsd.edu

EDUCATION**B.S. Mechanical Engineering**UC San Diego, expected June 20xx
Upper Division GPA: 3.5, Cumulative GPA: 3.36**Communication and Leadership Certificate**iLead Communication and Leadership Programs
UC San Diego, 20xx**Relevant Coursework:**

- C/C++ Programming
- Solid & Fluid Mechanics
- Statics & Dynamics
- Linear Circuit Analysis
- Structural Materials
- Thermodynamics
- Design Lab Techniques
- Mechanical Behavior of Materials

RELEVANT EXPERIENCE**Operations System Engineer Intern**

Northrop Grumman Corporation Sept xx – Dec xx

- Contributed to team's design hardware using Matlab training to draw a schematic for equipment
- Successfully completed testing of code for phases 1 and 2 allowing for timely delivery of product to customer
- Participated in client team meetings including assisting in the development of PowerPoint presentations

Clock/Robot Design Contest

Engineering Graphics and Design Course Project, UC San Diego March xx – June xx

- Translated planned concepts into detailed AutoCAD designs to create unique pendulum clock
- Lead team in 3-CAD modeling, design, and construction of robot built to specific operating parameters
- Utilized industry standard tools to develop skills for design and fabrication
- Fixed inaccuracies of converting AutoCAD to Lasercamm resulting in reliable clock placing 3rd of 40 teams

OTHER EXPERIENCE**Open Source Linear Bearing System**Personal Project – <https://portfolium.com/erinengineer> Nov xx – present

- Adapting and fabricating open source aluminum extrusion MakerSlide with built in V-rail Linear Bearing System to minimize project cost and risk

Administrative Assistant

UCSD Career Services Center, La Jolla, CA Sept xx – June xx

- Sorted large volumes of incoming mail, filed transcripts, performed office tasks with minimal oversight

SKILLS/QUALIFICATIONS**Computer Skills**

- C Programming in UNIX environment, MATLAB, Autodesk Inventor, AutoCAD, SolidWorks
- Microsoft Office; Adobe Photoshop and PageMaker; Macintosh OSX

Design Tools and Equipment

- Familiar with: oscilloscope, function generator, digital multi-meter, Lasercamm, logic analyzer
- Shop tools: Drill press, band saw, cordless drills, soldering iron, sheet metal shear

Other

- US Citizen

HONORS/ACTIVITIES

- TESC Representative, Society of Women Engineers at UCSD, July 20xx-Present
- Active Member, Tau Beta Pi, National Engineering Honor Society, Sept 20xx – Present
- Provost's Honors, Fall xx, Spring xx, Spring xx
- Excellence Award in Writing – JEO National Journalism Convention, June 20xx
- Engineering projects showcased at <https://portfolium.com/erinengineer>

NOTES

a) Use **Section** to highlight relevant academic experience & campus training.

b) List **only** the most relevant courses.

c) Create **header sections** that allow you to showcase your relevant experience. Examples: Relevant Projects or Relevant Experience.

d) Some **government** or government defense contract positions require US Citizenship. If they ask then include it, otherwise do not.

Objective Tip: Encouraged, especially if not including a cover letter or application with resume. See Resume Outline for details on creating a strong objective.



A

Taylor Teacher
 student@ucsd.edu
 858.534-3750

B

OBJECTIVE Seeking an educational volunteer position with Peace Corps using teaching and math skills

EDUCATION

UC San Diego

B.S., Mathematics

Minor: Education Studies

Graduation Date: June 20XX

GPA: 3.4

RELEVANT COURSEWORK

Teaching and Learning, Introduction to Teaching Math,
 Introduction to Developmental Psychology,
 Calculus, Honors Linear Algebra, Probability and Statistics

QUALIFICATIONS

- Extensive teaching and advising experience with students from diverse backgrounds
- Strong interpersonal, writing, and communication skills
- Experience with Microsoft Word, Excel, PowerPoint, and Adobe Photoshop applications
- Certified in CPR

C

EXPERIENCE

Career Peer Educator **Career Services Center (CSC), UC San Diego** **August 20XX- Present**

- Advise undergraduate students on a wide range of topics, including obtaining an internship, résumé writing, and job search strategies
- Deliver monthly presentations to student audiences successfully integrating improved delivery methods
- Collaborate with a team of five peer educators to publicize CSC's events and workshops

Tutor **Preuss School, UC San Diego** **Sept. 20xx- Dec. 20xx**

- Assisted 20+ high school students with their math homework on a weekly basis
- Taught difficult math concepts in easy-to-follow songs, resulting in improved student learning
- Collaborated with teachers to develop lesson plans and perfect teaching techniques

Resident Advisor Leader **Department of Residence Life, UC San Diego** **Sept. 20xx – May 20xx**

- Supervised six resident advisors in the maintenance and enforcement of university policies
- Participated in leadership training and community building workshops resulting in the development and implementation of 50+ programs

COMMUNITY SERVICE & VOLUNTEER EXPERIENCE

Mentor **Big Brother Big Sisters, San Diego County** **April 20xx – present**

- Support the academic and emotional development of middle-school-aged "little sister", resulting in improvement in her communication skills and grades

Volunteer **UCSD Alternative Spring Break** **March 20xx**

- Renovated a school for orphaned girls aged 5 to 16 in rural Guatemala

Volunteer **Heifer Project International, Arkansas & Honduras** **June – Sept. 20xx**

- Led educational programming at the Global Learning Center in Arkansas
- Built an eco-friendly irrigation system with farming community in Honduras

HOBBIES Avid organic vegetable gardener, cook and reader of science fiction novels
 Member of the UCSD Intermural Volleyball Team (20xx-20xx)

**NOTES**

a) If submitting resume as part of an application, consider saving room by not listing address.

b) Visit our on-campus Peace Corps recruiter at the Career Services Center for advice on resumes and the application process.

c) Highlight skill development obtained through on-campus training programs such as: Career Services Center Peer Educators, CAPS Peer Educators, SAFE Peer Educators, Women's Peer Educators, CCL Peer Educators, Wellness Peer Educators, and Student Health Advocates Peer Public Health Educators.

A

ANEESHA ARTIST

9500 Gilman Drive, La Jolla, CA 92091 • aartist@ucsd.edu • http://www.aartiststudios.com

B

OBJECTIVE:

To obtain an Undergraduate Student Summer Intern position (#3574) with Paramount Pictures

EDUCATION:

UC San Diego, June 2015

Bachelor of Arts, Media with an emphasis in Video and Digital Cinema

GPA: 3.5; Provost's Honors

RELEVANT COURSEWORK:

- Sound and Lighting
- Media Sketchbook
- Advanced Editing
- 16mm Filmmaking

SKILLS & QUALIFICATIONS:**Video and Digital Cinema**

- Demonstrated ability to direct, photograph and edit HD video projects in NLE
- Excellent organizational skills learned through coordinating film crew, talent, and extras
- Knowledgeable in script writing, reading, and analysis of traditional and experimental media productions
- Technical skills include: DSLR, Adobe After Effects, Adobe Photoshop, MIDI control and mastering

Additional

- Strong written and verbal communication skills
- Proven time-management and organization skills developed through balancing academics and film projects
- Familiarity with YouTube, Vimeo and social media platforms such as Facebook, Twitter, and Tumblr

RELATED EXPERIENCE:***Creative Mentorship Program*****6th College Practicum/Media Faculty**, UC San Diego

September 20xx-Present

- Mentor five high school students in media arts on video production and media technologies
- Collaborate with students on creating a short film to be showcased at the UC San Diego Student Film Festival
- Supervise students on a weekly basis, ensuring a stronger understanding of the video production process
- Taught high school film students the fundamentals of digital cinema and video production

Active Member**TritonTV**, UC San Diego

November 20xx-June 20xx

- Assisted in the production and completion of two documentary films and three commercials for station
- Filmed live event coverage for the annual Sun God Festival hosting 17,000 attendees
- Attended weekly meetings to increase knowledge and professional development

ADDITIONAL EXPERIENCE:***Floor Staff - Box Office*****Regal Entertainment Group**, San Diego, CA

June 20xx-present

- Communicate with customers and handle cash and credit card transactions

AWARDS:2012 Aurora Awards, **Gold Award - Documentary Film Category**2012 Telly Awards, **Bronze Award - Documentary Film Category****NOTES**

a) Depending on where you are applying, artists are invited to expand on this basic sample by creating an original graphics-based resume, (i.e. infographic).

b) While a resume is important, it is critical for students pursuing a job in media or visual arts to also have a portfolio and website showcasing their art, experience, skills, and knowledge.



Lauren Social Science

9500 Gilman Drive, La Jolla, CA 92093 • (858) 534-3750 • student@ucsd.edu

PROFESSIONAL PROFILE

Experienced special events coordinator with more than two years of intensive training in communication skills and program planning. Proven leader and business relations builder seeks Events Coordinator position with the Women's Center at UC San Diego.

EDUCATION

B.A. Critical Gender Studies, Minor in Music

UC San Diego, June 20XX, **GPA: 3.67**

Senior Honors Thesis: *The Politics of Women's Health*

EXPERIENCE

Career Peer Educator, UCSD Career Services Center (CSC) (9/20XX-Present)

- Advise students on résumé and cover letter writing, as well as internship and job search resources
- Deliver presentations to audiences of up to 60 students on career-related topics
- Coordinate campus-wide peer communication training, achieving 100% attendance

UCSD Campaign Coordinator, Teach For America, San Diego (9/20XX - Present)

- Identify leaders and top students on campus, and establish relationships with student organizations
- Build a support network on campus to recruit Teach for America corps staff

Get Out The Vote Staff, Candidate Campaign for Chula Vista City Council, Chula Vista, CA (3/20XX-5/20XX)

- Collaborated with field staff team members to improve candidate's visibility in the community
- Organized weekly phone banks and volunteer canvassing teams, resulting in more than 600 campaign calls

Journalism Intern, North County Times, San Diego (9/20XX -12/20XX)

- Conducted interviews, wrote weekly features articles, and went through the editing process

Public Affairs Intern, Planned Parenthood Federation of America, Washington, D.C. (6/20XX - 8/20XX)

- Organized campus outreach plan with organizations, recruiting more than 300 new members
- Developed social media campaign using Twitter, Facebook, and Tumblr to unite campus clubs
- Introduced the CEO of Planned Parenthood at a speaking event

Features Editor, UC San Diego Guardian, San Diego, CA (1/20XX - 1/20XX)

- Produced a weekly features section using Quark Express and Photoshop, and fielded press releases
- Assigned and edited stories, hired writers, conducted staff meetings, and wrote articles
- Secured interviews with film maker Nilita Vichani, Ray Manzarek of The Doors, and other business leaders

ACTIVITIES

National Organization for Women (NOW) (1/20XX - 1/20XX)

Chancellors Organization for Allied Students (COAST) (1/20XX - 1/20XX)

SKILLS/TRAINING

Proficient with PC and Mac platforms including Quark Express, MS Excel, and Access

Proficient in conversational Spanish

A

B

C

**NOTES**

This is an example of a chronological resume (See resume outline for details).

a) Join the Career Peer Educator program!

Peers learn invaluable skills, deliver career presentations, and help other UC San Diego students explore career options.

b) Recognize Controversy - Know Your Audience. Some political or religious work settings can be controversial. If so,

consider using generic descriptions (e.g. city council candidate, faith-based organization). See a career advisor if you have a question.

c) Acronyms. Be aware that external audiences do not always know the same acronyms you know. If used twice in one resume, the convention is to write it out in its entirety the first time it is used and use parenthesis to introduce the acronym, showing how it will be used later.

The federal resume is not the same as a private industry resume: it averages 4 pages for experienced professionals. It **MUST** match a target announcement to stand out and eventually be referred to a supervisor. Federal resumes must include month/year for listed experiences; can list up to 10 years of details about supervisors and salary; and should include education and relevant certifications.

Students: See usajobs.gov/StudentsAndGrads

Recent graduates: See opm.gov/HiringReform/Pathways/program/graduates/

FOR BEST RESULTS

- See federal resume advice at gogovernment.org
- Use the resume builder on usajobs.gov to create your resume; make sure it is edited before submitting
- Read the vacancy description carefully for all duties and qualifications
- You must show that you at least meet the minimum listed requirements – more is better
- Review specific instructions to any status that may apply to you: student, disability and veteran
- If you use the exact keywords they use to describe qualifications, you will score higher for relevant experience

ITEMS TO INCLUDE

JOB INFORMATION

- Announcement number, title, and pay grade(s) (i.e., GS-7) of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address (with zip code), and day and evening phone numbers.
- Country of Citizenship (most federal jobs require U.S. citizenship).

EDUCATION

- University: Include name, city and state, major(s), and units completed.
- High School: Include name, city and state, and date of diploma or GED.

WORK EXPERIENCE

- Read the QUALIFICATIONS section of an announcement carefully.
- Provide the following information for your paid and non-paid work experience related to the job you are applying for: job titles (include series and pay grade, if a federal job); duties and accomplishments; employer's name and address; supervisor's name and phone number; starting and ending dates (month and year); hours per week, and salary. Indicate whether your current supervisor can be contacted.
- Focus on the most recent and relevant positions. Include duties first, then a short list of accomplishments.
- Include keywords from the DUTIES AND QUALIFICATIONS SECTIONS to help describe similar, relevant work in your resume.
- Highlight key skills in ALL CAPS or bold to improve readability.

OTHER QUALIFICATIONS

- Job-related training courses (title and year).
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.
- Job-related certifications and licenses (current only).
- Job-related honors, awards, or special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

FEDERAL JOB DESCRIPTION SAMPLE

Job Title: Student Volunteer Intern Summer 2013 - Congressional and Public Affairs
Job Announcement Number: MCC-850420-INTERN

SALARY RANGE: \$14.75 Compensation
OPEN PERIOD: Tuesday, March 12, 2013 to Wednesday, March 27, 2013
SERIES & GRADE: ZZ-0099-00
POSITION INFORMATION: Multiple Schedules - Other Student
DUTY LOCATIONS: Few vacancies in the following location:
 Washington DC, DC United States
WHO MAY APPLY: United States Citizens

JOB SUMMARY:
 Whether you are new to the Federal government or an experienced professional seeking a career change, visit our website at Millennium Challenge Corporation to see the dynamic projects our staff is undertaking. If you want a career where you can see the difference your work makes, then join the Millennium Challenge Corporation! The MCC Student Volunteer Internship Program is recruiting for its summer 2013 session. Internships are provided for students with a desire to work in the international development field and/or public sector and assignments are designed to complement the intern's educational pursuits while meeting the expressed needs of the agency and individual MCC departments...

Joe Federal

9500 Gilman Drive, La Jolla, CA 92093 • 858-534-3750 • student@ucsd.edu

Job Announcement Number: MCC-850420-INTERN

Job Title: Student Volunteer Intern Summer 2013 - Congressional and Public Affairs

Job Type: Full time; Work Schedule: 40 hours a week

US Citizen

Public Affairs Experience:

Accomplished, bilingual professional recognized for achievement and performance in marketing. Innovative and successful in establishing business alliances on campus. Proven leader with special capabilities in building teams strategizing, and implementing workable marketing plans using print and social media.

Education:

University of California, San Diego (UCSD), La Jolla, CA

Graduation Date: 06/20XX

Bachelors of Arts in Communications

GPA: 3.5 (Units Completed: 181)

Courses: Media Production Lab, Comparative Media Systems, Communication Technologies, Writing for Digital Media

High School: Helix High School, La Mesa, CA Diploma: 6/20XX

Honors and Awards:

Presidential Environmental Youth Award Winner

20XX

Waste Education Resource Consortium, Contest – 1st place

20XX

Experience:

The Guardian, UCSD

From: 09/20xx–04/20xx

9500 Gilman Drive, La Jolla, CA 92093

Salary: Unpaid internship; Hours: 20/ week

Supervisor: Dr. Sally Noz

Supervisor #: 858-534-3750 – permission to contact

Position Title: Marketing Intern

- Created press material, social media posts, and blogging for the Opinion section weekly
- Developed flyers and logos and photographed using Photoshop and other Adobe CS software
- Edited written press releases, news stories and quarterly reports for on-campus events

Selected Accomplishments:

- **Marketing/Brand Initiatives** – Established strong image through marketing activities, including web messages/design, logo development and promotional materials.
- **Communications** - Spearheaded promotion of **international** student perspectives via quarterly blog

Skills:

- Knowledge of Adobe Photoshop CS5, Google Analytics, Hoot suite, Adobe Illustrator, and PowerPoint
- Experience with Twitter chats, Facebook tabs and Video Invites
- Fluent in Spanish

Affiliations:

Public Relations Chair, Undergraduate Communications Society, UCSD

20xx – present

- Lead team of 8 to plan first annual Public Relations Panel which generated more than 70 attendees

Philanthropy Chair, Sigma Phi Epsilon Fraternity, UCSD

20xx - present

References:

Ms. Lauren Payne, Sigma Phi Epsilon Fraternity Advisor, lpayne@ucsd.edu, 858-534-3750

Dr. Sally Noz, The Guardian, UCSD, guardian@ucsd.edu, 858-534-3750

Terry Triton

9500 Gilman Drive
UC San Diego, La Jolla, CA 92093
(858) 534-3750 • student@ucsd.edu

Objective

Research assistant in a molecular biology lab using my strong laboratory experience, proven leadership and communication skills to pursue cutting-edge research

Education

UC San Diego

Bachelor of Science Biochemistry and Cell Biology
GPA 3.85, *Provost Honors*

Expected June 20XX

Related Coursework

- Biochemical Techniques (Lab)
- Microbiology
- Molecular Biology
- Structural Biochemistry
- Organic Chemistry I and II
- Advanced Organic Chemistry
- Independent Research in Cell Biology
- Senior Research in Biological Science

Laboratory Skills

- Knowledge of HPLC, IEHPLC, PAGE, MOPS, Ethanol Precipitation
- Conjugation of HRP/AP enzymes and fluorescent dyes
- Creation of DNA Detections Systems, assays and plasma prep

Use of the following equipment:

- Spectrophotometers
- Spectramax Reader
- Rainin Pipettes
- HT4 Evaporator
- Savant Discovery
- Atomic Absorption Spectrometry

Research Experience

Department of Biological Sciences, Professor Fred Smith's Lab -- UC San Diego, La Jolla, CA
Research Assistant 01/20XX - 09/20XX

- Synthesized B-amino ketones via enol boronates, as they pertain to natural products
- Created common buffer, solution, reagent and plates stock for the entire lab, which included 10 graduate students, 3 postdocs and 4 undergraduate assistants
- Washed and sterilized lab supplies, including glassware, syringes, pipette tips and inventoried supplies
- Kept a detailed lab book, submitted a research paper, and presented research findings to the lab

—continue—

TIPS FOR WRITING YOUR CV

a) 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.

b) Fellowships seek information on your academic distinctions, accomplishments, awards, and independent research. They want to know what makes you distinctive. They want to see intellectual curiosity and passion; a global perspective; and leadership skills such as problem

solving or taking initiative. Provide examples: Revitalized an organization by starting a brown-bag lunch lecture program.

c) Translate UCSD (or other specific) terms – spell out acronyms.

d) Use action verbs: coordinated, assisted, achieved, produced.

e) Be specific about projects: “Planned three fundraising events for local shelters.”

f) Provide results: “. . . which raised more than \$8,000 (20% over goal) and enhanced awareness.”

g) Education: You may wish to include the title of your thesis here (using the format appropriate to your particular academic field).

h) Honors or Awards: List competitive scholarships, fellowships, assistantships, etc., plus Dean's List recognition, names of scholastic honors, and teaching or research awards.

Terry Triton

Department of Biological Sciences, Professor Jan Wu's Lab - UC San Diego, La Jolla, CA
 Laboratory Assistant 06/20XX - 10/20XX

- Experimented with selective bond cleavage of carbon-oxygen single bonds
- Synthesized macro-cycles containing two transition metal atoms and starting material for graduate student research

Gen-Probe, San Diego, CA 06/20XX - 09/20XX
 Intern

- Performed and documented a variety of functions in support of the development of cell culture manufacturing processes for human therapeutic biomolecules
- Analyzed and interpreted results of bench scale experiments and assisted with experimental design
- Supported an advance cell-line project by performing relevant tasks to achieve department goals

Additional Experience

La Jolla Swim Club, La Jolla CA 06/20XX – present
 Coach

- Oversee swimmers safety while teaching them the fundamentals of the sport
- Create, implement and evaluate classes for swimmers 5-10 years of age
- Certified in CPR

Department of Biological Sciences - UC San Diego, La Jolla, CA 01/20XX - 12/20XX
 Chemistry Tutor

- Taught chemistry and problem-solving skills to 30 undergraduates
- Created curriculum and facilitated a summer science leadership workshop for the 20 incoming freshman students participating in the *Undergraduate Success in Science Program*

Memberships

Founding Member, Undergrad Research Opportunities Program (UROP), UCSD, **20XX - present**
Young Chemists, American Chemical Society, **20XX - present**

Honors and Achievements

Triton Mathematics Prize for Excellence in Calculus II, **20XX**
 Herb York Memorial Prize in Chemistry, **20XX**
 Captain, National Championship Swim Team, **20XX**
 All-America, High School Swimming, **20XX**

Co-Curricular Activities

Varsity Swim Team, UCSD, **20XX - present**
 Big Brother/Big Sister, Sixth College, UCSD, **20XX-20XX**

Page 2 of 2

OTHER POSSIBLE HEADINGS FOR A LIFE SCIENCE'S CV

Other Experience: Other experiences might include volunteer work and/or internships. You can also categorize your experience using a specific heading: Teaching (or Counseling, Administration, Volunteer, Community, Internship, etc.) Experience.

Grants Received: Include the name of grant, name of granting agency, date received and the title or purpose of the research project.

Publications: Provide bibliographic citations (using the format appropriate to your academic discipline) for articles, pamphlets, chapters in books, research reports, etc. that you have authored or co-authored. People with fine arts degrees would include descriptions of recitals, art exhibits, etc.

Presentations: Provide titles of professional presentations (using the format appropriate to your academic discipline); name of conference or event; dates and location; if appropriate in your discipline, include a brief description. Presentations should be listed in reverse chronological order.

Educational Travel: Names of countries, dates, purpose of the trip. Typically, only include this if it is relevant to the position/grant for which you are applying.

Note: The headings provided in this CV are suggestions for categories, based on the most typical, to use in organizing your vita. Synonyms or similar titles are certainly acceptable, as long as the alternate choices are appropriately professional and clearly understandable.

GETTING STARTED

First, do you have the right skills, abilities, and experience for the job? Second, are you interested in doing the tasks entailed in the job, and do you have the right attitude to work for the organization? Use the answers to write an original letter.

A cover letter:

- accompanies your resume and tells the reader why you are the best candidate for the job and why they should invite you for an interview
- focuses attention on specific experiences and skills from your resume that qualify you for a specific job or industry
- is a writing sample, so grammar, sentence and paragraph structure, spelling and punctuation are critical

Your Street Address
City, State Zip Code
Your Email Address
Your Phone Number

Date of Letter

Addressee's Name
Addressee's Position or Title
Company Name
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name of Addressee:

(Note: If no name is available...use a generic title such as Human Resources (HR) Manager, Selection Committee, and Internship Coordinator or search their website for an HR contact)

Opening Paragraph

State the position for which you are applying; how you found out about it; and ask for consideration based on the skills and experiences you have to offer. If referred by someone, indicate by whom. Summarize the skills and experiences that make you qualified for the position.

Middle Paragraph(s)

In this section you want to build a connection between your background and the company's needs. Focus on your skills, education, and experiences as listed on your resume. Emphasize your strongest attributes that relate to the position for which you are applying. If you have any experience or education directly related to the position then highlight it here so the reader can look for it in your resume.

Closing Paragraph

Restate your interest in the position and demonstrate how your unique qualifications fit the position. Indicate that you would like to meet with them to discuss your qualifications further. Thank the reader for his/her time and consideration.

Sincerely,

{Your Signature}

Type your name

Enclosure

TO: HRJ@ GEN-PROBE.COM

SUBJECT: APPLICATION FOR R&D, MOLECULAR BIOLOGY (ID: 6387BR) INTERNSHIP

ATTACHMENT: MARIA RESEARCH RESUME

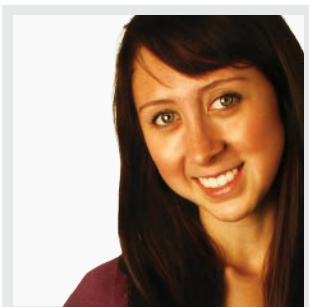
Dear Mr. Jones:

I recently learned about the R&D, Molecular Biology (ID: 6387BR) internship at Gen-Probe through UC San Diego's Career Services Center and would like to be considered for this position. After talking with Ms. Carson in the Research & Development Department about the internship and researching your company's goals for the future, I am certain that my lab experience and communication skills make me a strong candidate for the position.

Gen-Probe strives to improve the lives of individuals by creatively implementing new designs in molecular diagnostic products while maintaining an energetic and collaborative team environment. I believe that my problem-solving skills and innovative nature, coupled with my demonstrated lab experience, will enable me to help achieve your goals. As you can see from my resume, I have taken several relevant courses in Molecular Design & Synthesis, Cell Biology and DNA labs that have allowed me to practice techniques including sample preparation, analysis of reaction kinetics and plasmid preparation. Additionally, I have experience working with the American Heart Association, which allowed me to me work in a team environment. Through this experience, I was able to develop excellent communication and leadership skills while presenting our research results at a national conference.

I'd welcome an opportunity to talk further with you about how my skills and experience could benefit Gen-Probe. Please see my attached resume for further details on my qualifications. Thank you for your time and consideration.

Sincerely,
Maria Research
(858) 534-3750
student@ucsd.edu



NOTES

If the employer asks for an attached cover letter, then write it in letter format as shown in the outline. Otherwise, include the cover letter in the text of the email and attach your resume.

Unless an employer has specifically asked you not to include a cover letter, then feel free to provide one. It will show your enthusiasm to work at the organization, set you apart from the rest of the applicants, and allow you to showcase your skills.

INQUIRY COVER LETTER SAMPLES

– 24 –



Inquire letters allow you to introduce yourself when asking to assist an employer or professor. Make these unsolicited letters brief, concise and attach your resume. Consider using when a cover letter is not required, but an introduction could set you apart.

Read the job description carefully and immediately let the reader why you are interested in the position or working with the department; what skills you have to offer; and your availability. If a job description is not available then review the company's webpage for current projects and write about how you can help.

TO: SMITH@UCSDJOB.COM

FROM: STUDENT@UCSD.EDU

SUBJECT: REQUEST TO DISCUSS COGNITIVE PSYCHOLOGY RESEARCH OPPORTUNITIES

📎 ATTACH RESUME

Dear Professor Smith:

I am a UC San Diego student interested in cognitive psychology research. As a 3rd year student I have completed courses in Cognitive Control and Frontal Lobe Function and research methods while maintaining a 3.4 GPA. I have reviewed your faculty profile and am interested in your work. I was particularly intrigued by your journal article, "The Mind is a Terrible Thing to Waste." Looking closer at drug use in developing teens is directly in line with my goal of eventually pursuing a helping career in mental health rehabilitation. Would it be possible to meet with you to further discuss cognitive psychology and my possible involvement in research? I am available Monday and Tuesday afternoons from 1pm-4pm. In the meantime, I have attached my resume for your convenience. I look forward to hearing from you.

Sincerely,
Sallie Mae
Student ID

TO: CHOE@JOB.COM

FROM: STUDENT@UCSD.EDU

SUBJECT: UC SAN DIEGO STUDENT AVAILABLE TO ASSIST IN RESEARCH

📎 ATTACH RESUME

Dear Mr. Choe:

I came across your organization while looking for DC based nonprofits focused on educational inequality issues. As a UC San Diego student, I have completed research on a similar topic that included surveying individuals in marginalized communities as well as compiling and writing a paper on the findings. I will be in Washington DC as part of an academic program from January 3, 20XX through March 30, 20XX and would welcome the opportunity to assist with your research. I have included my resume for your convenience. Thank you for your consideration.

Sincerely,
Ian Roberts
858-534-3750
student@ucsd.edu

TO: MONROIG@JOB.COM

FROM: STUDENT@UCSD.EDU

SUBJECT: GRAPHIC DESIGNER (ID 894757)

📎 ATTACH RESUME

Dear Ms. Monroig:

As a Visual Arts Media major, I am very interested in working with your department as a Graphic Designer Asst 3 (ID # 894757). I am experienced in Photoshop, familiar with InDesign (CS6), and have a portfolio that includes print and web design (<https://portfolium.com/stname>). This fall, I am available within your business hours from 8am to 5pm on Mondays and Fridays and Wednesdays from 12 noon-3pm. Please see my attached resume for additional details. I look forward to hearing from you.

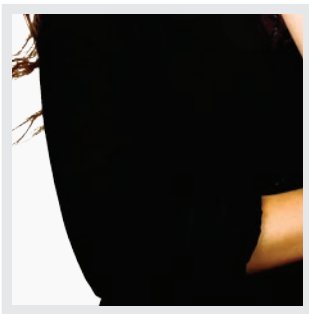
Sincerely,
Sara Levy
858-534-3750
student@ucsd.edu



Employers are selective about who they interview. An interview means they like you. It is a great accomplishment to get selected, but it means that you need to be ready to talk about your qualifications and present yourself in a professional manner.

TOP TEN INTERVIEW TIPS

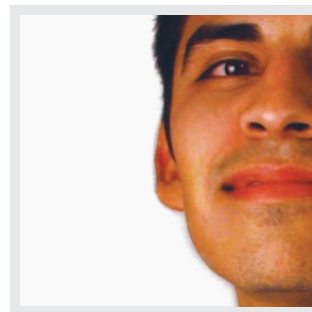
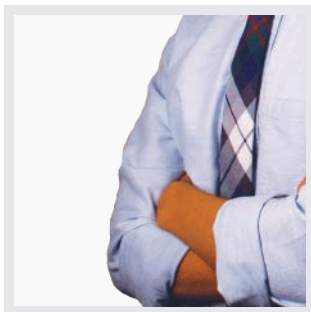
1. Research the company and review the job description prior to the interview
2. Identify your top 5 skills and experiences that are relevant to the position
3. Complete a practice/mock interview prior to the actual interview
4. Dress for interview success
5. Bring additional copies of your resume and references to the interview
6. Arrive 10-15 minutes before the interview, turn off cell phone, go alone
7. Be specific and provide examples in your responses. This adds credibility to statements you made about your qualifications and is why you were invited to interview
8. Ask 2-3 questions when they ask you "Do you have any questions for us?"
9. Collect business cards of the individual(s) who interviewed you
10. Always send a thank-you note to interviewer(s) within 24 hours of the interview



QUESTIONS

WAYS TO ANSWER AND PREPARE

Tell me about yourself.	Create a two-minute summary of your education, experience and skills that qualifies you for the job.
What do you know about our company?	Do your homework. Know the organization's size, mission statement, services, products, clients, goals, organizational structure, history, and philosophy.
Why do you want to work for us?	Focus on how your skills, abilities and qualifications specifically meet the organization's needs and goals.
Why should we hire you?	Give concrete examples of your experience and knowledge that are relevant to the position.
What is your biggest weakness?	Be honest, but end on a positive note. Turn a negative into a positive or explain that it is something on which you are actively working to improve.
Why are you leaving your present job?	Never speak negatively about your former manager or organization. You can mention that you want more opportunity to advance, more responsibility and challenge.
What is your greatest accomplishment?	Be as specific as possible—cite the number of people you supervise, your sales percentages, the money you saved your previous organization, programs created, awards, etc.
How do you work under pressure and with deadlines?	Assure the employer by providing relevant examples that illustrate your ability to work under pressure and meet deadlines.
What are your salary expectations?	Research salary ranges (www.salary.com). Give a range of what similar positions pay and one based on your skills and experience.
What are your short- and long-term goals?	Be sure to indicate that you would like to grow within the organization. Your answer should demonstrate that the position is a good fit for your career goals.



PERSONAL ASSESSMENT

- Tell me about yourself.
- What are your short-term and long-term career goals?
- What are your strengths & weaknesses?
- What qualifications do you have that make you feel that you will be successful in this field?
- How does your background relate to the position?
- Why are you interested in this position?
- Why are you the best candidate for this position?

SCHOOL/WORK BACKGROUND

- Why did you select your college? Major?
- What is your grade point average? Does it represent your abilities?
- How has your education prepared you for this role?
- Tell me about your previous job/internship experience.
- Tell me about your extracurricular activities?
- How would a former supervisor describe you as an employee?

EMPLOYER KNOWLEDGE

- Why do you want to work for our company?
- How much do you know about our company, our product, our service?
- What do you look for in an employer?

BEHAVIORAL BASED QUESTIONS

- Describe a situation in which you saw a problem and took action to correct it.
- Describe a time when you had to organize a project under a tight timeframe.
- Tell me about a situation in which you used teamwork to solve a problem.
- Give me an example of a time you had to deal with an irate customer/client.
- Describe your leadership style and give me an example of a situation where you successfully led a group.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Give me an example of when you showed initiative and took the lead.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.

QUESTIONS TO ASK EMPLOYERS

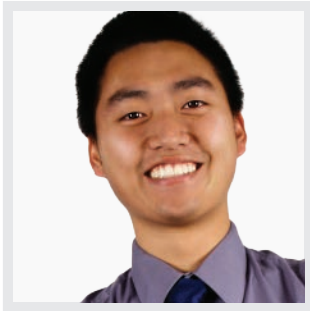
Ask questions that you could not find answers to on their website, such as rewards of working at the organization, company work culture and inquire about the next steps in the interviewing process.

- What characteristics best describe a successful employee at your company?
- How would you describe the company's organizational culture and management style?
- What are some typical career paths of employees in your organization?
- What would you consider to be the most important aspects of this job?
- What are the skills and attributes you value most for someone being hired for this position?
- What are the most immediate challenges of the position that need to be addressed in the first three months?
- What would you like the incumbent to accomplish during the first year in the position?
- What are the next steps in the interview process?

biginterview

PRACTICE WITH BIG INTERVIEW

Access more interview questions, learn how to answer questions, and review responses. Available on porttriton.ucsd.edu



5 WAYS TO PREPARE FOR BEHAVIOR BASED INTERVIEW QUESTIONS

1. Identify six to eight examples from your past experience where you demonstrated behaviors and skills that employers typically seek. Think in terms of examples that will demonstrate your top selling points.
2. Examples can be positive, such as accomplishments or meeting goals.
3. Or examples can start out negatively, but either ended positively or show how you made the best of the outcome.
4. Vary your examples; don't take them all from just one area of your life. Pull from jobs, internships, student organizations, class projects, community service, etc.
5. Use fairly recent examples. If you're a college student, examples from high school may be too long ago.

Employers use behavioral based questions to screen job candidates in interviews. The premise is that the most accurate predictor of future performance and competencies is past experience in similar situations. When responding to with behavioral based interview questions use the **CAR** method:

USING THE CAR METHOD:

CHALLENGE

Briefly and specifically describe the challenge that you solved or developed an action plan to overcome. Describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand, but keep it brief. This situation can be from a previous job, a volunteer experience, or any relevant event. Stay clear of personal stories or events that make you emotional.

ACTION YOU TOOK

Describe the action or steps you took to solve the problem, overcome the obstacle or remedy the situation. Be sure to focus on what you did specifically. Even if you are discussing a group project or effort, describe what you did. Don't tell what you might do, tell what you did.

RESULTS YOU ACHIEVED

What was the outcome? Were the results measurable? What were the benefits? What was learned? Did you gain any insights?

SAMPLE RESPONSE

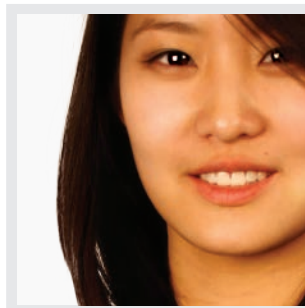
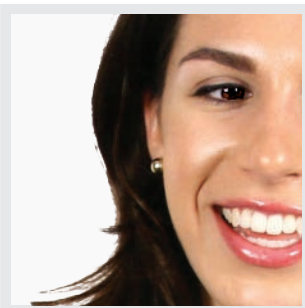
QUESTION: Tell me about a time when you used teamwork to solve a problem?

ANSWER

CHALLENGE: Our student organization didn't have enough funds to coordinate an ice cream social to welcome new members to UC San Diego.

ACTION: Rather than give up, I coordinated a brainstorming session with members to identify funding sources: We developed a plan that included collaborating with another student organization to make it a joint event, contacting local businesses for donations and outreaching to student organization alumni to assist. I personally contacted and followed up with over 15 alumni members through LinkedIn.

RESULTS: With the collaborative spirit of working with another student organization, local businesses & alumni, I was able to secure enough funds to pay for the ice cream social while incorporating alumni networking to make it fun. As a result... new members felt welcomed and motivated to join our organization.





Take what you wear to the interview seriously. Each industry has its own dress code that can be determined through researching the organization's culture before the interview, or simply asking the recruiter what is the appropriate interview attire. The level of formality you project is interpreted by the interviewer to show that you understand the importance of the situation and respect the person you are meeting. When in doubt, it is better to dress more conservative than casual.

WOMEN

SUITS

The standard job interviewing attire for women is a dark navy, black or gray panted/skirted wool blend suit.

BLOUSES

Blouses should be cotton or silk and should be white or some other light color.

PANTS / SKIRTS

The pant leg bottom in the front should touch the front of the shoe and angle towards the back of the shoe to fall just above the heel. Skirt length should be a little below the knee and never shorter than above the knee.

SHOES AND HOSIERY

Clean and polished dress shoes with closed toes and a conservative heel. Pantyhose should be flawless (no runs) and conservative in color.

MAKEUP AND JEWELRY

Make-up should be minimal, with lipstick and nail polish in conservative tones. Minimize use of colognes or perfumes.

HAIR

Neat, professional hairstyle with hair out of your face.

MEN

SUITS

The standard job interviewing attire for men is a dark navy or gray two-piece natural fiber, wool blend suit.

JACKET

The sleeves should taper, gradually ending just over the wrist so the shirt cuff extends about ½ inch beyond the jacket sleeve.

SHIRT

Choose a good fit, neatly pressed button down, long-sleeved shirt (white is best, pastel is next best); Don't forget to wear an undershirt.

PANTS

The pant leg bottom in the front should touch the front of the shoe and angle towards the back of the shoe to fall just above the heel.

TIE

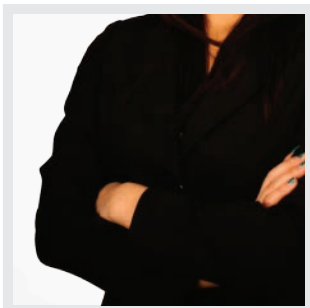
Your tie should be darker than your shirt with a conservative pattern and should not extend below the belt.

SHOES & SOCKS

Clean and polished dress shoes are recommended. Wear with dark colored socks over the calf.

HAIR

Get a haircut; short hair always fares best in interviews. Your facial hair should be neatly trimmed.



References for Craig Behavioral Health

9500 Gilman Drive, La Jolla CA 92127 ♦ (858) 534-3750 ♦ student@ucsd.edu

Dr. Jan Smith

Professor
 University of California San Diego
 Department of Psychology
 9500 Gilman Drive La Jolla, CA 92093
 Phone: 858.534-4939
jzzzzz@ucsd.edu
 Relationship: professor and former supervisor

Elijah Sanchez

Clinical Psychologist
 San Diego Rolling Reading Program
 Rolling Readers
 2911 Adams Ave, #17
 San Diego, CA 92116
 Phone: 858-534-3750
ezzzzz@sdreadingprogram.org
 Relationship: work reference

Myles Jett

Director
 Habitat for Humanity
 10222 San Diego Mission Road
 San Diego, CA 92108
 Phone: 858-534-4472
mzzzzz@hfh.org
 Relationship: former supervisor and current mentor



REFERENCE LIST TIPS

1) WHO TO ASK: References affect hiring decisions! The key to choosing the best job references in your job search is to find individuals in your life who can speak positively about your accomplishments, work ethic, technical and research abilities as well as your character.

Although loved ones, family, and friends are an integral part of your life, avoid using them on a job reference list. Ask current and former employers, supervisors, professors or mentor/advisors.

2) HOW TO ASK: Meet with or call your contact to ask if they would like to serve as a reference. Provide your references with a copy of your resume and of the position(s) description. Do a reminder call or email to the reference notifying them of an upcoming interview with a specific company.

3) HOW TO PRESENT YOUR REFERENCE LIST: Bring a list of references with you to an interview. They will ask you for your list, usually near the end of the interview. Wait for them to ask, but if the interview is ending and they fail to ask, you may offer it to them.

WHY FOLLOW UP? Helps you build a relationship with the employer or professional. Whether you submitted an application, completed a job interview, or meet them at an event, you can still make a strong impact afterwards.

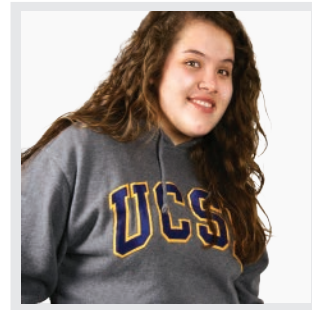
HOW TO FOLLOW UP...

...with a company after I submit my resume/application:

A phone call or an email helps introduce you to the employer. Be concise and have a specific question.

Tell the interviewer you are following up on the status of your application, as you are very interested in working with the company.

Inquire about their timeframe for reviewing resumes and interviewing candidates to learn about their schedule for the selection process.



...with a company after a job interview:

At the end of your interview, ask the interviewers about their timeline for filling the position, and about their preferred method of communication following the interview process.

Collect contact information for each person who interviews you. Get their business cards from them directly or from front desk staff.

Send an email or hand-written, personal “Thank You” note within 24 hours of the interview. These letters give you an opportunity to re-emphasize your interest in the position and to show your appreciation. The letter should be brief, typically 2 paragraphs, and should be sent within 48 (preferably 24) hours of the actual interview.

Strong letters reiterate skills you have demonstrated that relate to the position. State what you can do for the prospective employer, as opposed to what they can do for you. This is also an opportunity to remind the reader of important points you made during the interview, or to mention something you may have neglected to discuss.

...with an employer after I meet them (e.g., at a job fair, networking event):

Ask for the employer’s business card so you can follow up.

An email or hand-written card sent within 24 hours of the interaction is a strategic way to make sure they remember you.

Remind them of the event at which you met, and let them know that you enjoyed meeting them. Include any information that you discussed during the interaction, and share your strong interest in working with the company.

If you are following up with a professional then inquire about conducting an informational interview to learn more about the profession.

SAMPLE THANK-YOU LETTER:

Dear Ms. Lee:

Thank you for taking time to interview me for the Program Coordinator position available at your agency. I thoroughly enjoyed our conversation, and was impressed with the IPRT programs St. Andrew's has implemented.

As a result of our time together, I am even more convinced that my education and previous experience is a strong match for the position. I am excited to continue learning more about your innovative programs, and am confident that my experience working with psychiatric populations in a variety of settings will enable me to make an immediate contribution to St. Andrew's.

Thank you again for the interview and for your consideration. Please feel free to contact me at (858) 534-3750.

Sincerely,
Emma B. Richards

SAMPLE NETWORKING EVENT OR JOB FAIR FOLLOW-UP LETTER:

Dear Ms. Nierva:

Thank you for discussing the internship programs available at your agency. I thoroughly enjoyed our conversation, and was impressed with the IPRT programs that St. Andrew's has implemented.

As a result of our conversation, I feel confident that my education and clinical work experience make me a strong match for your company. I appreciate your advice, and plan to apply to the internship position this week. Should you think of additional information, please feel free to contact me at (858) 534-3750.

Sincerely,
Joe Le
(858) 534-3750
student@ucsd.edu

SAMPLE ACCEPTANCE LETTER

– 32 –

TO: PAYNE@UCSD.EDU

FROM: STUDENT@UCSD.EDU

**SUBJECT: ACCEPTANCE OF BUSINESS DEVELOPMENT
ASSOCIATE POSITION: RICHARD LIU**

Dear Ms. Payne:

It is with great enthusiasm that I accept the position of Business Development Associate at the Clinical Research & Drug Development (CRDD) Chambers of San Diego. I am thankful that CRDD renegotiated my starting salary to reflect \$52,350 annually. I look forward to joining your team, beginning employment on Tuesday, December 12, 20XX.

Although there is no vacation granted for new hires within the first six months, I want to remind you about a pre-scheduled personal commitment we discussed during the selection process. This commitment will require me to be out of the office on Wednesday, January 5 through Thursday, January 13, 20XX. In the meantime, please send any marketing collateral or readings you think may be helpful in my transition.

Thank you for this opportunity.

Sincerely,

Richard Liu
(858) 534-3750 | student@ucsd.edu

A

B

C

NOTES

An acceptance letter clarifies your understanding of the job offer and allows you to show your enthusiasm for the opportunity. For questions about salary negotiations, visit the Career Services Center to speak with an advisor.

a) Outline the Acceptance Details

When accepting a new job, make sure to outline big ticket discussion items, includ-

ing any changes to or conditions of salary and your first date of employment.

b) Time Off

Some organizations allow new hires vacation or sick time off within the probationary period. Restate any time off or vacation that was agreed upon prior to accepting the job.

c) Get Ahead

Showing initiative before starting your employment is looked upon positively by hiring managers. If time allows, ask for materials that will help you understand key information about the organization.

SAMPLE DECLINE LETTER

– 33 –

TO: KETTNER@JOB.COM

FROM: STUDENT@UCSD.EDU

SUBJECT: NATURAL SCIENCE RESEARCHER POSITION: CHRIS GOMEZ

Dear Ms. Kettner:

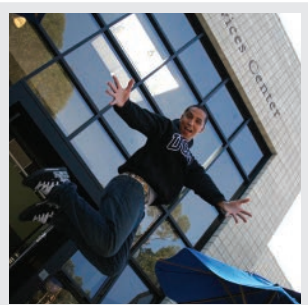
Thank you for your time and consideration of my candidacy for The Natural Science Researcher position with the Environmental Division for The County of San Diego. While I believe firmly in the mission and appreciate the challenging career opportunities outlined during my selection process, I must decline your offer.

As I explained over the phone this morning, I had another offer from an organization which I believe better matches my current employment ambitions and interests. I cannot express enough gratitude towards the hospitality extended to me by you and your colleagues. I wish you all the best in finding the best candidate for this position, and look forward to seeing you at county meetings.

Respectfully,

Chris Gomez
(858) 534-3750 | student@ucsd.edu

A



NOTES

If you choose to decline a job offer, do so professionally. Send the letter in writing via email or mail – after making a phone call to the employer. Never say anything negative in writing about the employer. If you had a very negative experience, career advisors are available to discuss that with you.

a) Reason for Declining: The decision to decline an offer is usually based on the fact that another offer is a better fit for your interests and goals. It is fine to state this, without giving further details about why you declined the offer.

Informational interview: meeting with a professional to ask questions about their work in a particular field or industry. You “interview” the contact to learn about their job functions and gain an understanding of the skills, knowledge and experiences necessary for the job. An informational interview should not be used to ask for a job or internship.

WHY DO IT?

1. To obtain insider information on what skills, experiences, and education are needed to succeed.
2. To meet and interact with professionals in the industry. Success comes through who you know AND who knows you, so make those connections.

FIVE STEPS TO AN EFFECTIVE INFORMATIONAL INTERVIEW

1. **RESEARCH:** Do initial research to gain a basic understanding of the occupation or field.
2. **TARGET:** Find professionals to interview. Start with your friends, family, Career Services Center staff, and professors. Use LinkedIn and professional associations to connect with alumni or others in the industry. Use the Alumni Advisor Network at ucsd.evisors.com.
3. **CONTACT:** Request an appointment via phone or email. Be concise and specific with your request. Try to coordinate an in-person or over the phone meeting. See sample request correspondences on next page.
4. **BE ACCESSIBLE:** Professionals often have tight schedules and usually prefer short weekday meetings. If a contact is willing to talk with you then make it easy for them. Know your availability, respond promptly to all messages, and stick to the agreed upon meeting date.
5. **PREPARE & IMPRESS:** Confirm the appointment, dress appropriately, know where you are going, and show up on time. Have your questions ready and take light notes. Thank them for their time and expertise. Ask for their card and send a thank-you note or email within 24-48 hours.

DURING THE INFORMATIONAL INTERVIEW

Begin the interview by clarifying your purpose. A good opener might be: “Thank you for meeting with me. I am here to learn about your experiences in entering into and succeeding in this field.” Take initiative by introducing yourself, sharing a little about your goals, and asking appropriate questions. End the meeting by asking for referrals.

SAMPLE QUESTIONS:

- What attracted you to this field?
- Describe a typical day on the job.
- What personal attributes, skills, and qualifications are needed to be successful?
- What are the rewards and challenges in your job?
- What experiences and skills did you build while in college?
- If you had a choice, would you still enter this field? Why or why not?
- What trends and opportunities are developing?
- What advice would you give to someone entering the field?
- Is there anyone you could refer me in order to discuss this career field further?

A

TO: LEWIS@JOB.COM

FROM: STUDENT@UCSD.EDU

SUBJECT: JANE SMITH SUGGESTED I CONTACT YOU...

Hello Dr. Lewis,

My name is Mary, and I am a student studying Biology at UC San Diego. I am interested in learning more about public health careers and your colleague, Jane Smith, suggested I contact you. Specifically, I am hoping to learn more about epidemiology career options and your experiences in the field. Would you be willing to meet with me for a 20-30 minute chat, in person or over the phone, to answer some questions about your career in epidemiology? If so, I am available most mornings. Thank you for your consideration.

Sincerely,

Mary Grant
UC San Diego Undergraduate
student@ucsd.edu / 858-534-3750

B

TO: SMITH@JOB.COM

FROM: STUDENT@UCSD.EDU

SUBJECT: REQUEST FOR INFORMATIONAL INTERVIEW FROM UC SAN DIEGO STUDENT

Hello Ms. Smith,

My name is Mary and I am a student studying Biology at UC San Diego. Your LinkedIn page states that you also attended UC San Diego and are now working in the field of Public Health. I am considering a career in epidemiology and was hoping you might be able to give me some advice. Would you or one of your colleagues be willing to meet with me for a 15-20 minute chat, in person or over the phone, to discuss your experiences in this field? If so, I am available most afternoons. Thank you for your consideration.

Sincerely,

Laura Forsberg
UC San Diego Undergraduate
student@ucsd.edu / 858-534-3750

C

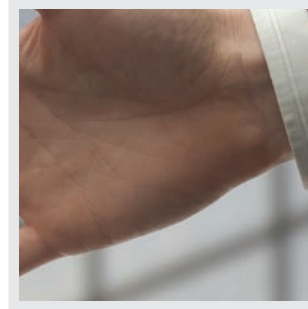
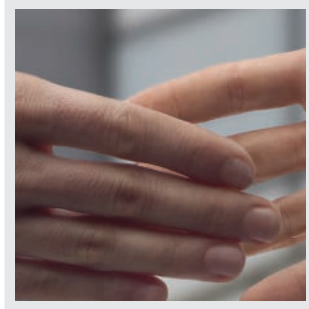
Dear Dr. Lewis,

Thank you very much for taking time to meet with me about your work in epidemiology. I am very impressed with the field of Public Health and your contribution to it. Also, thank you again for suggesting that I contact your colleague, Maggie Hahn. I plan to continue my exploration by calling Ms. Hahn within the next week.

Sincerely,
Mary

NOTES

- a) Email Requesting Informational Interview |With Referral
- b) Email Requesting Informational Interview |No Referral
- c) Sample Thank You Letter for an Informational Interview



5 STEPS TO NETWORKING

1. Smile and introduce yourself
2. Ask a question and listen to the answer(s)
3. Respond to questions and as appropriate, contribute information about you (perhaps from your 30-second introduction) to the conversation
4. Listen for opportunities to offer to help
5. Close the conversation by thanking them for their time, exchange business cards, and plan to follow up.

THE NETWORKING BUSINESS CARD

Ivan Smith | Visual Artist

UC San Diego Student
linkedin.com/~ivan
868-534-3750 | student@ucsd.edu

Secretary
UCSD Visual Arts & History Club
ucsdvisartclub.webs.com

Keep your networking cards clean, crisp, and ready to go! Bring them everywhere – to net-working events, job fairs, social and family gatherings, professional and student meetings. You never know where you may run into potential contacts.

TIPS

List only pertinent information on your networking business card: Contact information, a short career objective, university, and if applicable, your major or a leadership role you current hold.

PRINTING CARDS

Your computer: MS Word - Tools template
Online: Vista Prints
Local: UC San Diego's Imprints

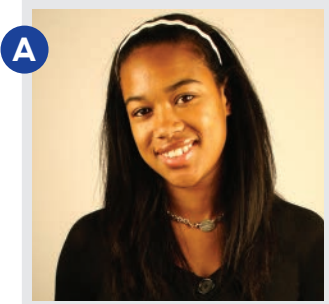
30-SECOND INTRODUCTION: A NETWORKING PREPARATION TOOL

- Create a short introduction about yourself highlighting your skills, abilities, and experiences
- Use the introduction to demonstrate effective communication and generate interest in your skills and experiences
- Include education as one of your strengths, as well as relevant experience
- If your experience is limited, talk about special skills you possess
- Incorporate portions of the introduction into conversations with alumni, professionals, professors, and other contacts

30-SECOND INTRODUCTION SAMPLE

I am exploring career opportunities in public relations and marketing while completing my bachelor of arts in communication at UC San Diego. Besides my coursework, I have had several internships and volunteer experiences that have given me excellent hands-on experience.

In fact, last quarter I interned with the Public Relations department at Sea World, where I wrote press releases and provided tours to special groups. Through these experiences, I developed excellent organizational, public speaking and writing skills. Can you tell me how these skills apply to the field of public relations?



TAYLOR SMITH
DEDICATED STUDENT AND ASPIRING EDUCATOR
GREATER SAN DIEGO AREA

CURRENT: TUTOR
PREUSS SCHOOL, UC SAN DIEGO

EDUCATION: UC SAN DIEGO

CONNECTIONS: 58 CONNECTIONS

D

SUMMARY

UCSD student studying education and mathematics with extensive tutoring experience and a passion for service. Dedicated to assisting all children, especially young women in enhancing their capabilities and confidence in mathematics.

E

EXPERIENCE**Tutor**

Preuss School, UC San Diego

Sept. 2011- Present

- Assist 20+ high school students with their math homework on weekly basis
- Teach difficult math concepts in easy-to-follow songs resulting in improved student learning
- Collaborate with teachers to develop and perfect teaching techniques

COMMUNITY SERVICE EXPERIENCE**Mentor**

Big Brother Big Sisters, San Diego County

April 2012 – present

- Support the academic and emotional development of middle-school-aged “little sister,” resulting in improved communication skills and grades

F

RECOMMENDATIONS**TUTOR**

Preuss School, UC San Diego

Jan Doe: “Taylor demonstrates excellent communication and counseling skills in her work with Preuss School students. Her training in education and mathematics combined with her student-centered approach makes her a wonderful tutor. I work with her closely to develop teaching strategies, and am very impressed by her work ethic and genuine care for students.”

NOTES

- Use a professional headshot of you (alone) wearing business casual attire
- Create a smart headline
- Write personalized LinkedIn connection requests, and follow up with a thank-you message to those who offer advice and support
- Enhance your summary section by writing a keyword-rich statement
- Customize the experience section by adding additional headers (community service, leadership, honors, courses and class projects)
- Ask your supervisor who know your abilities to write a short recommendation for you.

GET STARTED

LinkedIn is one of the world’s largest professional networking sites. Research companies and reach out to alumni and other professionals for career advice.

- How to create profile page and start connecting – see LinkedIn <http://career.ucsd.edu/undergraduates/networking/>
- Join the “Tritons Helping Tritons” group to expand your connections to UC San Diego alumni, staff, and fellow students for advice and support.



Begin by researching application deadlines and developing a timeline of when to submit test scores, letters of recommendation, personal essays, etc. We recommend students start planning early.

SAMPLE CHECKLIST: for a student planning to go directly into graduate or professional school; adjust according to your personal goals and specific school requirements.

1ST YEAR

- Visit the Career Services Center to explore career goals and preparation for graduate and professional school
- Meet with professors and other professionals in the field(s) that interests you
- Consider volunteering, involvement in organizations, shadowing professionals, internships, and/or research opportunities

2ND YEAR

- Continue with volunteering, involvement in organizations, shadowing professionals, internships, and/or research opportunities
- Create your resume – develop it as your experience and academic career progresses
- Collect Letters of Recommendation as you network and work with professors, professionals and mentors. Open an interfolio.com account (optional)

3RD YEAR

- Schedule a follow-up with a Career Services Center Advisor to develop and discuss application plans
- Develop a list of potential graduate programs – consider programs that have teaching faculty with expertise/interest in your particular area(s) of interest and/or substantial opportunities for field work experience, and career mentorship
- Study and register for necessary standardized exams. (i.e. MCAT, LSAT, GMAT, DAT, GRE, etc.)
 - Note: (MCAT tends to fill up quickly - register early in the year)
- Continue with volunteering, involvement in organizations, shadowing professionals, internships, and/or research opportunities
- Continue collecting Letters of Recommendation
- For health professional school:**
 - If prepared, take necessary standardized exams (i.e. MCAT, PCAT, DAT, GRE, etc.) - Be sure to research each program's application deadlines and required standardized exams

SUMMER FOLLOWING 3RD YEAR

- Begin writing your personal statement or statement of purpose and submit final draft to the CSC essay critique service on Port Triton
- Take GRE, LSAT, GMAT, etc. if needed
- Continue with volunteering, involvement in organizations, shadowing professionals, internships, and/or research opportunities
- Continue collecting Letters of Recommendation
- For health professional school:**
 - Complete and submit your application via the appropriate application service (i.e. AMCAS, AACOMAS, CASPA, PHARMCAS, etc.)
 - Take the MCAT exam (if you have not already)
 - Complete supplementary application materials (as needed)

4TH YEAR

Fall Quarter

- Follow up on Letters of Recommendation
- Send test scores and transcripts to graduate programs (if appropriate)
- Complete and mail your applications (depending on due date)
- For health professional school:**
 - Complete supplementary application materials for schools (as needed)
 - Prepare and practice for your interviews and campus visits at professional schools
 - Use Big Interview and attend interview practice workshops at the Career Services Center

Winter Quarter

- Order and submit official transcripts
- Complete and mail your applications (depending on due date)
- Apply for aid available through program; assistantships, fellowships, scholarships, etc.
- For health professional school:**
 - Prepare and practice for your interviews and campus visits: use Big Interview and attend Interview Interactive at the Career Services Center
 - If needed, make an appointment with a Career Services Advisor to discuss alternative programs and opportunities (i.e. post bac, foreign programs, or reapplying)

Spring Quarter

- Follow up with schools to make sure your file is complete
- Visit prospective campuses if possible, talk to advisors and mentors to help you make your final decision
- After receiving acceptance from the school of your choice, send in the required deposit, and contact other schools to decline acceptances

WHAT TO DO DURING A "GAP" YEAR

- Obtain a paid internship or research experience
- Become involved in an in-depth service commitment
- Pay down credit card and/or undergrad debt
- Learn a new culture or language
- Complete supplementary application materials
- Interview or take campus tours at schools you applied



Letters of recommendation are a vital part of many professional and graduate school applications. Though the number and type of letters required may vary from program to program, make an effort early on to get to know professors and professionals in your field who can write about your academic and professional strengths and accomplishments with detail and specificity.

TRY THESE SUGGESTIONS

1. PLAN AHEAD

It takes time to get to know someone. Don't wait until the quarter you're applying to talk to your professors. Get in the habit of interacting with your instructors throughout your college years. The more you talk to them, the easier it gets.

2. FIND SMALL CLASSES

Maximize your personal contact with professors by enrolling in seminars, small labs or honors courses. It's easier to stand out in a small class than a large lecture.

3. TAKE THE SAME PROFESSOR TWICE

If you take multiple classes with the same professor, it gives you more time to make an impression. It can help them to remember you and give them more to write about in your letters.

4. GO TO OFFICE HOURS

Think of questions you're genuinely interested in (and capable of discussing!) before you go. Talk about the course, related topics, and your graduate school plans. Ask more than "Is this going to be on the midterm/final?" – show your intellectual curiosity!

5. DO AN INDEPENDENT STUDY OR RESEARCH PROJECT

This can be a great way for your professor to get to know you and your abilities better. Find a professor doing work you're interested in and get started. You obtain research experience, teamwork and communication skills, and a connection to a professor all in one!

6. BECOME A TA

Being a TA can provide direct access to a faculty member who can then write about your knowledge of the subject you taught as well as your communication and teaching skills. It's a great way to review coursework for an admissions test, too!

REQUESTING LETTERS

- Request a letter in person. The writer connects your face with your name and you can gauge their enthusiasm.
- Ask well in advance of deadlines. Two months notice is ideal.
- Offer your writer a packet of background information about you (transcript, resume, copy of a paper or project you did for them, a draft of your application essay, etc.) so they can know you better and enhance your letter with more details.
- Open an Interfolio.com account to assist with collecting and distributing your letters.
- Remember to thank your writers with a nice note. And let them know if you get in! They have made an investment in you – let them know if it paid off.

INTERFOLIO

The Career Services Center recommends Interfolio.com to collect, store and distribute your letters to professional and graduate schools. For a small fee, gather your letters over time and control when and where they are sent.

Writers also like it because they only have to write one letter – Interfolio duplicates and sends copies to as many schools as you request. Compatible with virtually* any graduate school application, Interfolio is available 24/7 and easy to use:

1. At **Interfolio.com**, purchase a one-, three- or five-year plan. Follow the simple instructions and video demos to get started right away.
2. Ask your writers to send their letters to Interfolio through the mail or by easily uploading them online.
3. At your convenience, log in to your account and have your letters sent directly to schools or application services.

***Most schools will accept letters from Interfolio.** However, a few will require letters to be uploaded directly to their school/program's website by the writer. Always check with your schools before submitting your letters.



NOTES

Graduate and professional schools typically require application essays as part of the admission process to assess your skills, background, interest and motivation for their programs.

The personal statement and statement of intent are outlined here. See additional advice under the notes on the next page.

PERSONAL STATEMENT

Professional school applicants typically write a “Personal Statement.” Use the guidelines to get started.

The personal statement is your opportunity to explain how your experiences (classes, internships, jobs, organizations, research, personal, etc.) have given you the skills, interest and motivation to pursue your professional education and career. Don't just list and describe the things you've done, but explain their significance to you and to your future. Show how each experience sharpened your perception, taught you important lessons, or clarified your goals. Avoid being vague or general about your experiences, background, or interests. Whenever you make a claim, substantiate it; be specific. You will want to stand out as a unique candidate. Create a personal statement that only you could have written.

Be sure to answer any specific question you are given, but if no prompt is provided, write your essay so the admissions committee can know you as a person and determine if you would be a good fit for their program. Within this framework, you can incorporate one or more of the following:

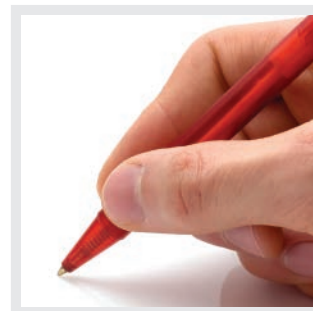
- Personal background - What significant experiences distinguish you as an individual, or reveal something about your value system or your goals?
- Development of your interest - How did you choose this profession or decide to pursue an advanced education? How did role models or others influence you? What steps did you take to explore your interests?
- Related experiences - Describe experiences that helped you explore your career interests and confirm your desire to attend professional school. Say what you learned from these experiences about yourself or the profession.
- Future goals - What are your future goals, ideals, or objectives within the profession? How have you prepared for this future?
- Program appeal - Research the program and explain how specific aspects of the program (philosophy, curriculum, etc.) match with your interests.
- Special expertise - Describe the skills (e.g., artistic, computer, or language skills) or knowledge you may have that demonstrates the depth of your experience in the field. Explain how your expertise is applicable.

To conclude, unite the key elements of your statement to show the schools that this education is the logical next step in your path. Tell them what you can bring to the school and to the profession.

NOTES CONTINUED

For either type of application essay, follow these general guidelines for style and format:

- Stick to the length and content requirements the school provides, if any. Two typed pages are typically sufficient.
- Use a professional tone (no gimmicks) and be direct. Your purpose is to inform, not entertain.
- Organize your ideas logically to effectively communicate to the reader. Make sure they understand you.
- Be concise. Be clear. Be specific. Keep it simple.
- Be positive, honest and personal – they want to know more about YOU!
- Proofread your essay. Have it read and critiqued by others.

**STATEMENT OF INTENT**

Academic graduate applicants typically write a “Statement of Intent.” Use the guidelines to get started.

OPENING PARAGRAPH: Begin directly without explanation about your personal, extracurricular or family background unless specifically requested to do so. State the program to which you are applying, whether you are seeking a master’s or doctorate, and in a specific sense, why you are applying to the program. Why have you chosen to develop your interests in this particular way? What specific issues or concepts in the field are of interest or concern to you, and how do you want to explore these issues?

BODY OF THE ESSAY:

1. Describe the foundation you’ve set for your future graduate work:
 - How did you become interested in your field of study?
 - What classes/major did you take? How did that help you explore your field?
 - What academic accomplishments did you achieve?
 - What learning experiences (e.g., independent study, seminar courses, research/TA positions, conferences, presentations, publications, honors, related work experience, etc.) did you have?
 - What specialized skills (e.g., languages, laboratory skills, computer or statistical expertise, etc.) have you developed?
2. Focus in detail on your research experiences and special projects that helped you master skills and knowledge in your field to demonstrate:
 - Your initiative and ability to develop new ideas,
 - Your intelligence and skills to work through problems independently, and
 - The determination to achieve your goals.
3. Explain why you want to go to this particular school and study your particular topic. Don’t generalize. You will need to research and rewrite this section (if not the whole essay) for each school you apply to.
 - Show that you have investigated the program, faculty and offerings.
 - Show how your interests match with the research interests of faculty members or the department.
 - Explain how the department’s curriculum matches your future goals.

HELP IS AVAILABLE!

The Career Services Center offers guides to writing your essays, examples of successful essays and a free essay critique service. Visit the CSC website to learn more.

CHLOE LAW

LSAC ID# 1234567

A**B** 9500 Gilman Drive • San Diego, California 92093 • (858) 534-3750 • student@ucsd.edu**C** EDUCATION**B.A. Candidate, Political Science** - UC San Diego*Minor: Law and Society*

Overall GPA: 3.26, Political Science GPA: 3.41

Anticipated Graduation Date: June 20XX

Relevant Course Work

Contemporary Legal Issues (A)

The Supreme Court and the Constitution (B+)

International Law and Organizations (A-)

Philosophy of Law (A-)

Constitutional Law (A)

Language of Persuasion (B)

HONORS

- Outstanding Student in Journalism award, San Diego Union-Tribune (October 20XX)
- Provost Honors List (Spring 20XX, Fall 20XX)

D RELEVANT EXPERIENCE**Vice President**, Phi Alpha Delta Pre-Law Fraternity, UCSD (August 20XX – Present)

- Mediate a panel discussion on contemporary U.S. Supreme Court decisions (April 20XX)
- Organize law school representative visits to campus
- Plan and execute monthly meetings and quarterly events
- Member, Phi Alpha Delta Pre-Law Fraternity (20XX-20XX)

Editor/Writer, The Guardian – UCSD Student Newspaper (March 20XX – Present)

- Coordinate production schedules and layout designs to meet deadlines
- Assign writers specific articles/stories and meet with writers to discuss ideas
- Write editorials on controversial topics and feature articles on student issues
- Evaluate, edit, and proofread staff articles for mistakes in spelling and grammar and rewrite portions for greater clarity
- Conduct research to find additional information to enhance articles

Office Assistant, Political Science Department, UCSD (August 20XX – Present)

- Communicate department information to prospective students and parents
- Provide clerical assistance to office staff, including typing, faxing, answering phones
- Perform data entry on Access database for student petitions and forms
- Increase proficiency in Microsoft Word, Excel, and Access, internet and email applications

Committee Co-Chair/Member, Pier Review Toastmasters, UCSD (May 20XX – October 20XX)

- Developed strong public speaking, communication and leadership skills while preparing, delivering speeches and participating in debates
- Coordinated UCSD chapter activities with National Toastmasters organization

E **Server**, Rock Bottom Restaurant and Brewery, La Jolla, CA (June 20XX – January 20XX)

- Provided customers with friendly service at local restaurant for 20 hours per week
- Organized and prioritized a busy work and activity schedule while maintaining a strong GPA

LANGUAGES

- Fluent in written and spoken Spanish

INTRODUCTION

Some professional schools, like for law, business or pharmacy, may require or allow you to submit a resume as part of your application. This can be a great opportunity to highlight your experiences and skills that are relevant to your intended education and career.

Writing a resume for professional school is very similar to writing a resume for a job, so for the most part follow the resume writing instructions found here in this book and on the Career Services Center website. There are, however, a few distinctions to keep in mind. Check out the law and pharmacy school application resumes on these pages for examples.

NOTES

a) Clearly identify yourself by including your application ID # (if applicable) and contact information that will remain valid for the entire application cycle. You'll lose your UCSD email address after graduation, so consider listing a more permanent alternative.

b) No objective section is necessary. Don't waste the space by stating the obvious.

c) Highlight your academic experience. Showcase your major GPA (if higher than your overall GPA) and include relevant awards, honors and publications. You may also list selected relevant coursework that shows your background in the profession or related subjects.

d) With this resume you're applying for a "job" as a student of your chosen profession. 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, analytical thinking, leadership or technical skills. Unless you have other relevant skills not addressed in the "Experience" section, no separate "Skills" section is necessary.

e) You can include experiences that aren't directly related to the profession you're entering. Describe these activities to show the skills you've developed that are transferable to your field.

Phuong Pharmacy

PharmCAS ID #1234567

5678 College Avenue
La Jolla, California 92093(858) 534-3750
student@ucsd.edu**EDUCATION****Bachelor of Science, UC San Diego**
Major in Biochemistry and Cellular Biology
Minor in Health Care–Social Issues

Graduation Date: June 20XX

A Study Abroad, University of Bordeaux, France
Study of Language and Culture

January 20XX – May 20XX

RELEVANT COURSEWORKOrganic Chemistry/Lab
Economics of HealthStructural and Metabolic Biochemistry
Pharmacology and ToxicologyPhysical Chemistry
Drugs and Behavior**B****LABORATORY SKILLS**

- Proficient with laboratory equipment including spectrophotometers, micropipettes, and chromatography columns.
- Competent in filtration (gravity and forced), purity determination, and characterization of unknown compounds.
- Proficient in techniques of reflux preparation, recrystallization, melting point determination, and yield calculation.
- Experienced with titration of unknown acid/base, volumetric analysis.
- Practiced in laboratory safety protocols including material safety data sheets (MSDSs).

RELEVANT EXPERIENCE**C Researcher, Independent Study Project, Prof. Smith Genetics Lab, UCSD** January 20XX – Present

- Design and execute research project to determine role of histone acetylation in DNA transcription.
- Conduct survey of literature and liaise with other labs.
- Coordinate upkeep and sterility of laboratory glassware.
- Communicate findings and draft weekly progress reports to Professor Smith.
- Present 30-minute summary bimonthly to lab group of eight.

D Co-Chair, Membership Committee, Pre-Pharmacy Society, UCSD September 20XX – May 20XX

- Oversaw records of members in the organization and dues payments.
- Organized recruitment events, like information tables and flyer distribution, to attract new members.
- Increased membership by 25% over two years.

Volunteer, UCSD Medical Center Pharmacy, San Diego, CA April 20XX – October 20XX

- Observed and assisted pharmacist and pharmacy technicians with processing prescription requests.
- Maintained accurate records of dispensations and requests.
- Communicated with and delivered medications to hospital patients.

D Volunteer, Habitat for Humanity, New Orleans, LA June 20XX – August 20XX

- Collaborated with others in a summer-long project to build new homes.
- Provided comfort by listening and speaking with families affected by Hurricane Katrina.
- Delivered supplies to and painted mural on newly built community center for children and families.

FINAL THOUGHTS

Just like any other resume, your professional school resume should be neat, visually appealing and typo-free! Stick to the traditional one-page length unless you have enough experience to warrant a significant second page.

Applicants to academic master's or Ph.D. graduate programs may be asked for a CV (curriculum vitae) instead of a resume. Consult the WSDM section on CV's for details on this format.

For questions or additional information on your resume, consult the Career Services Center website or meet with a CSC advisor. Good Luck!

NOTES

a) Don't be afraid to include information outside of your field. It helps to show the schools who you are as a whole person.

b) If you have developed special skills, relevant to your field, that aren't already covered in your "Experiences" section, you can highlight them in a "Skills" section.

c) Be sure to elaborate on activities like independent study, being a TA or special projects you may have done for a class. Even though they are mentioned on your transcript, you want to flesh them out on your resume.

d) Show a variety of skills on your resume. For example, on a pharmacy resume, don't just focus on science or pharmacy-related experience, include examples of your communication and people skills.

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Merris Cleoran,
Director of Marketing, MediaTek Labs

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From top left, clockwise: MIT, Simmons Hall, Cambridge, MA; Facade assessment using rope access; University of Arizona, Phoenix, Health Sciences Building.

Our diverse team members include engineers, architects, scientists, and many other technical professionals. Our staff members are led by principals and project managers who average twenty years of employment with SGH. These leaders provide quality of service and team continuity to support our long term client relationships.

We offer an excellent compensation and benefits package in a corporate culture based on learning and growth. To learn more about SGH and current job opportunities, visit our web site at www.sgh.com.

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1 Data as of March 2014
2 According to published information as of April 2014
3 Data as of May 2014





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