



Nurturing Career Development

CAREER RESOURCE HANDBOOK

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WELCOME! FROM THE DIRECTOR

August 2022-2023

The Sandhills Community College *Career Resource Handbook* is designed for easy use. It provides essential and user-friendly career information that will aid you during your enrollment at SCC and as an alumni. Our desire at Sandhills Community College is to fully prepare you for the working world. This guide focuses on résumé writing, letter writing, improving your interviewing skills, networking, developing your soft skills and assisting you with your career plans.

Are you aware that we have a College Central Network? You can store or upload your résumé, job search employers, listen to career podcasts and sharpen your career skills. Log in to:

www.collegecentral.com/sandhills/Student.cfm.

You will have a better opportunity to acquire a job if you develop your writing and employability skills. Remember, a résumé is your door to prospective employers. We are offering you the resources you need to make an informed choice about your future.

The Career Center wishes you *Great Success!*



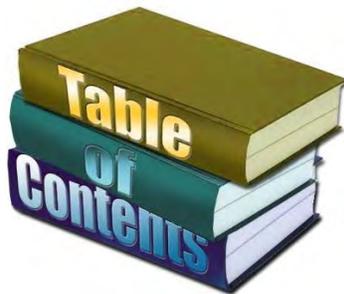
Gwendolyn Fant Russell, MA-HRD
Director of Career Development Services/Career Advisor
Global Career Development Facilitator

“Nurturing Career Growth”



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What is a Résumé?

The résumé is a selling tool that outlines your skills and experiences so an employer can see, at a glance, how you can contribute to the employer's workplace.

Your résumé has to sell you in short order. While you may have all the requirements for a particular position, your résumé is a failure if the employer does not instantly come to the conclusion that you "have what it takes." The first hurdle your résumé has to pass--whether it ends up in the "consider file" or the "reject file"--may take less than thirty seconds.

The most effective résumés are clearly focused on a specific job title and address the employer's stated requirements for the position. The more you know about the duties and skills required for the job--and organize your résumé around these points--the more effective the résumé becomes.

You will need information to write a good résumé. Not just information about jobs you've held in the past but also information to select the most relevant accomplishments, skills and experience for THIS position. The more you know about the employer and the position, the more you can tailor your résumé to fit the job.



The **New** Top 5 Resume Writing Rules

In today's market, what used to work just doesn't work anymore. The resume writing rules have dramatically changed. Several years ago, when unemployment was 5% and LinkedIn and other tools weren't prevalent, you could get interviews with an older style resume. Today, you must follow these five rules:

1. Showcase Your Brand or Theme

The Objective that says, "Here is what I want" is dead and replaced with a simple headline like SENIOR PROJECT MANAGER. This must be followed by a well-written description of what you do best (brand), which is designed to differentiate you from the many other candidates.

Example: *Corporate Troubleshooter regularly assigned to the most challenging initiatives.*

This creates a theme for the rest of the resume so your opening essentially says, "Here is what I am best at," and the rest of the resume says, "Here is proof that I am good," by showcasing the results you have achieved.

2. Tight Writing

Today's resumes must be tightly written and very succinct. Fluff statements are out and overused phrases like visionary and dynamic are no longer the norm. Your sentences should be to the point and factual.

Example: *Sales Executive charged to drive new business and penetrate existing accounts throughout the New York metropolitan area.*

Your resume really doesn't need to go into all the job duties you performed. So, using the sales resume example above, you would not put in such things as called on prospects throughout the territory, attended trade shows, and made presentations. These are the normal tasks that sales professionals do on a regular basis and, certainly, the employer understands that.

3. Use the Harvard Format

You should also use what's called the Harvard format. In this format, your roles and responsibilities are in paragraph form and your achievements are in bulleted form. This makes it easy for an employer to quickly identify them.

Also note that, in this day and age, the notion of a one-page resume is a myth and what is most important is that the resume has a compelling story and is easy to read. Remember that your resume is an advertisement for your skills and is not necessarily a legal document designed to indicate everything you've ever done. Your purpose in the resume is simply to whet their appetite and get them to want to call you for an interview.

4. Support Your Theme with Strong Accomplishment Statements

You've established a theme and now you have to prove it by showcasing your accomplishments. Make sure your accomplishments are directly relevant to the position you're seeking and supports your theme or brand. So, highlighting the fact that you created a database that streamlined the process of ordering office supplies is not something that should go on your resume if you are looking for a sales role.

As much as possible try to quantify your accomplishments and indicate your performance against goals. In our sales example, stating you increased revenues \$2 million year-over-year is very nice, but it really doesn't describe your accomplishments. Saying you delivered 135% of quota representing a \$2 million increase in year-over-year revenues is a much stronger statement.

5. Include LinkedIn

Recent studies indicate that more than 85% of employers and virtually all recruiters will look for you on LinkedIn before calling you. So, make sure you have your LinkedIn ID on your resume and your profile is supportive of your overall theme.

- Join LinkedIn. It's easy and free at the basic level.
- Develop a complete LinkedIn profile to help others find you.
- Grow your network to increase your networking reach
- Get and give recommendations on LinkedIn to support and enhance your credibility and expertise
- Search for jobs on LinkedIn. LinkedIn aggregates jobs from LinkedIn and other sites
- Research companies on LinkedIn to find relevant information and contacts, all in one place.
- Use the LinkedIn search feature to find contacts in target companies.

Résumé Writing Rules

Rule #1: Fonts

Résumé writing can be typed in several different styles. Although Times New Roman is extremely popular, it can be overused. More than 90 percent of the Résumés seen are typed in Times New Roman. Your *goal is to create a competitive, distinctive document*. In order to achieve that, it is recommended that you use some of the alternative styles.

Your choice of typestyle should be dictated by the content, format, and length of your Résumé. Some fonts look better than others at smaller or larger sizes; some have “bolder” boldface type; some require more white space to make them readable. Once the Résumé is written, experiment with the following styles: **All fonts below displayed in 12pt size**

Calibri
Book Antiqua
Gulim

Times New Roman
Trebuchet MS
Cambria

Arial
Bodoni MT
Georgia

Rule #2: Font size

If the type size is too small, your Résumé will be difficult to read and difficult to skim for essential information. A too-large type size, particularly for senior-level professionals, can also give a negative impression by conveying a juvenile or unprofessional image.

As a general rule, select type from **10 to 12 points in size**.

Rule #3: Talking in first person

Never use the word “**I**” in the body of the Résumé.

Rule #4: Contractions

Contractions give an air of casualness and informality.

The *more formal your writing, the less frequently you should use contractions*. For example: I ensured the company met “its” goals is correct to show the pronoun. “It” possesses the goal. Instead of using the contraction of the words, “I ensured the company met it’s target,” which is incorrect.

Remember, your *Résumé is a formal document*, be sure to omit abbreviations or contractions in your words or sentences

Rule #5: Homophones

Homophones are words that sound the same but have different meanings. For instance, “to,” “two,” and “too” are used differently in sentences. If you use them wrong in a Résumé, the reader may think you have little knowledge of elementary grammar or failed to edit your Résumé.

Rule #6: Subject-Verb Agreement

Have the subject of a sentence agree with its verb in number and person. If the subject is third-person singular, you must add an “s” to the verb. And if the subject is plural, do not add an “s.” Ex: “They manage multiple budgets.” The verb “manage” requires no “s” because the subject “they” is plural.

Rule #7: Dates

Leaving out dates—include dates on your Résumé. Leaving them out might seem like you are trying to hide certain information.

Rule #8: Cover Letter

No cover letter—a cover letter should be sent out with every Résumé; it is your sales document. It will augment your Résumé.

Rule #9: Email Address

Unprofessional email address. Ex: streetsmarts@gmail.com; Use an address that is professional. Your professionalism must come through in your Résumé.

Ex: gsmith@gmail.com.

Rule #10: Information

Including personal information—Personal information, like age, gender, and head shot should not be included on your Résumé (unless you are a performing art student.

NEW #11:** “Remove your street address if blanketing the Internet with your resume, be cautious about including any stuff that would help someone find out where you live” says **Richard Boles, *What Color Is Your Parachute, Edition 2020: 158.

***NEW*12:** “If you posted anything on **Facebook, Twitter, LinkedIn, Instagram, Pinterest, or YouTube**, an employer can Google your name—and you have left a trail. More than 60 percent of employers have viewed your website or webcasts
Boles, Richard, *What Color Is Your Parachute, Edition 2021: 211.*



25 Aug 2020 Austin Belcak

Choosing an Awesome Font For Your Cover Letter (& Why That Matters)

I used to just use the default Calibri or Arial too until I came across [this post on the Psychology of Fonts](#). The author combed through 75+ academic studies on the subject which all pointed to a similar conclusion – fonts have a massive impact on our perception of an author.

There are five main font categories out there today: **Serif, Sans Serif, Monospace, Fantasy, and Cursive**. Here’s an infographic illustrating the emotions that each of these font families evoke in the reader:

When it comes to the [“best” font for your cover letter](#), the safest bet is to use something simple and easy to read. In my opinion, **Sans Serif fits that bill best so choose from fonts like Avenir, Helvetica, or Open Sans**.



PERSONAL BRANDING

WHAT IS BRANDING? HOW DO YOU USE IT TO COMPETE?

1. A Brand is a **Promise of Performance**:
 - Will deliver a *superior performance* resulting in customer satisfaction.
 - Combination of *tangible and intangible attributes* that creates value.
 - Communication about the brand must be *consistent*.
 - Must be *specific* so it separates from competing brands.
2. Focus on **Key Attributes**:
 - *Strengths* (industrious or diligent, etc.)
 - *Core accomplishments*; (volunteer, internships, projects)
 - *Education and training*; employees who are on the cutting edge
 - *Skills*; hard and soft skills, interpersonal, technical
 - **Values**; team player, initiative, focused, responsible, decisive, etc.
3. Key **Branding Tools**:
 - *Resume*
 - *LinkedIn, Facebook, Twitter*
 - *Personal Website*
 - *Elevator Speech*
 - *Networking*
 - *Interviewing*



CAREER BRAND ESSENTIALS

A career brand must be...

- **UNIQUE**—*true to yourself, different from all others.*
- **FOCUSED**—*on the key element that makes you superior, in demand.*
- **AUTHENTIC**—*no sense in developing a false brand; be true to your true expertise.*
- **MARKETABLE**—*no one wants yesterday's brand; your brand should have high value in the job market.*



THE 4 C'S OF A RÉSUMÉ

CONCISE-

The vast majority of resumes should be one page long. If you have over 10 years experience, then maybe go with a second page, but most job seekers should be able to present themselves effectively in one page. Hit the high points of each position (you don't need to list every duty you may have had). Use succinct phrases rather than full sentences.

CONSISTENT-

If you use bullets, then use bullets under each position you held. Use action verbs when describing responsibilities and accomplishments. List dates the same way every time you put down a date, cities and states the same way every time you put down a place. Same with bold, italics or underlining – if you do it once, do it every time for the same type of information.

CLEAR-

A clear resume will have excellent formatting. If your resume is cluttered and messy, it will be difficult to read. Ensure you include bolded headings/subheadings and sufficient white space so that it is easy for recruiters and potential employers to skim through. Don't use abbreviations or industry terminology, since some recruiters may not understand these. Use plain English instead.

CORRECT-

Make sure that your address, phone number(s) and email are current. Make sure you do not have any spelling or grammatical errors. Do not lie and embellish your responsibilities or make up a degree that you don't have; most places acquire background checks and contact references to assure the information listed is correct and true.



"My resumé is not all lies!
My name is correct!"



"The one thing on your resume that concerns me
is you misspelled your last name."

RÉSUMÉ 101:

Seven tips to help you catch an employer's attention.

By Robin Ryan

“A résumé is not about what you want. It's about what you offer an employer.”

“You have only a few seconds to snag the employer's attention,” writes Seattle based career coach Robin Ryan in *Winning résumés*, (John Wiley & Sons, Inc). “You must **sell the employer** within **15 seconds** of looking at your résumé, or you'll lose the job.” Here are seven tips to help you catch an employer's attention.

1. *Start with the basics.*

It sounds obvious, but your résumé must include your name, address, phone number and email address. Be mindful of the address you include. College students, in particular, tend to move often, so include a permanent address, such as your parent's address. Take care with your email address too. Make your user ID related to your name, not any nickname attributions. You want to appear professional to an employer.

2. *Include an objective or summary of skills.*

These sections come right after your personal information and, for a first-time job seeker, should be concise. Your *objective* tells what you want and your *summary high lights your skills*.

3. *Choose the right résumé style.*

There are three basic types of résumés: chronological, functional and combination. Chronological résumés focus on work experience and list the experiences in order from most to least recent. Functional résumés concentrate more on skills. And finally, a combination style works well for first-time job seekers.

4. *Brainstorm your experience and skills.*

While you may be struggling to think of pertinent work experience, Ryan says that you have more than you realize. Don't underestimate the skills you have gained whether you have full-time or part-time work.

5. *Your academic and volunteer experience is relevant.*

Demonstrate your aptitude and strengths by project specific examples of class work you have done or volunteer work.

6. *Know the cardinal rules of résumé writing.*

Use strong action verbs and leave out the word “I.” Your résumé should be one page or two full pages. Always proofread.

7. *Never, ever lie.*

Don't misrepresent your past – it will come back to haunt you. For example, if you did not graduate, say “projected graduation date.”

--Career Rookie, 2010

20 Places to Get Experience for Your Résumé

By Billie Streufert

Employers want experience. You don't have to look far to get it.

Experience is not limited to paid employment. It can include any co-curricular activities or accomplishments that demonstrate your knowledge, skills, and abilities. Your college campus is rich with opportunities to gain experience, including:

1. Internships
2. Part-time employment or work study
3. Study abroad
4. Service-learning
5. Undergraduate research
6. Student activities or program councils
7. Special interest or professional organizations
8. Sororities or fraternities
9. Community service or volunteer work
10. Athletics or club sports
11. Choir or band
12. Student newspaper or radio
13. Student government associations
14. Resident assistants or community advisors
15. Admissions ambassadors
16. Orientation leaders
17. Tutors or supplemental instruction leaders
18. Theater
19. Honor societies
20. Homecoming planning committee

Contact your campus career center to locate the specific opportunities that are related to your professional goals. For example, if you are an education major, inquire about employment at local daycare centers. In addition to these opportunities, the staff can also help you locate summer employment or internships in your field.

Choosing a Résumé Style

Choosing a résumé style can be stressful the first time. Remember to choose a style that represents you—your talents, abilities, and experience.

When to use a Chronological Résumé:

CHRONOLOGICAL- (Focus on JOB EXPERIENCE)

- If you have a clear job target
- The next job is the logical progression in your career
- Current job is in healthcare, finance, science, or the engineering field
- Time oriented and lists employment experiences in reverse order starting with most recent job
- Works well for prospective employees with continuous employment showing career progression in their field

When to use a Functional Résumé:

FUNCTIONAL - (Focus on SKILLS)

- Desire to focus on transferable skills
- To downplay work gaps
- Reflect the type of work actually done
- Are changing careers
- Skills have been acquired through volunteer activities
- Re-entering the work force or changing careers
- New college graduate /entry level candidates without much work history

When to use a Combination Résumé:

COMBINATION - (Highlight your SKILLS & JOB EXPERIENCES)

- Emphasizes skills and competencies; including dates of employment
- How the Résumé is combined depends on specific experience and career field
- Combines the best elements of the chronological and functional formats

When to use an Electronic Résumé:

ELECTRONIC – (Most employers are going GREEN)

- So you may post (paste) the contents into online Résumé forms, such as at job banks and employer sites.
- So you may paste the contents into email to send electronically to employers and recruiters.
- So you may hire a Résumé distribution service to do both of the above for you.
- So employers may easily scan the paper version of your electronic Résumé into applicant-tracking software, using optical scanners.

Chronological Résumé

The **chronological** résumé is organized by job titles with the most recent position listed first.

Employer Rating:

Employers tend to prefer the chronological résumé because the format lists prior positions beginning with the most current. Employers perceive this résumé style as fact-based and easily skimmed.

Works Best For:

For job seekers with solid experience and a logical job history, the chronological résumé is the most effective. Career changers and those who lack formal on-the-job experience (like new graduates) find this résumé the most difficult to write.

HOW IS YOUR RÉSUMÉ?



DON'T YOU WISH YOU WERE



BETTER PREPARED!



CRISTINA MORALES

 Philadelphia, PA
19111

 555-555-5555

 example@example.com

SKILLS

- Review the job posting for the skills sought by the employer.
- Feature skills of your own that match these key skills and are valuable in your profession.
- Present six to eight skills in a bulleted list, and make sure to include soft, hard and technical skills.
- See [How to Write the Resume Skills Section of your Resume](#) for more writing tips.

CERTIFICATIONS

- If you want to boost your skills and want to demonstrate competency to do a specific job, certifications are particularly important.
- School, Institution,

PROFESSIONAL SUMMARY

It's important that you provide the hiring manager with a short explanation of why you should be hired. In two or three sentences, highlight your top skills, position expertise, and most notable professional experience that aligns with the job you are seeking.

WORK HISTORY

CURRENT POSITION

Company | Company City, State | June 2017 - Current

- Start with your current or most recent job title.
- For each job, write your work experience in three bullet points.
- See [How to Write a Resume Work Experience Section](#) for more writing tips.

PREVIOUS POSITION

Company | Company City, State | March 2013 - May 2017

- Talk about your duties and qualifications that are needed for the desired job opening.
- Write short sentences in the active voice that show your accomplishments (e.g., "Manage a team of eight graphic designers").
- By using quantifiable metrics, such as "Establish long-lasting relationships with clients by studying their needs, maintaining a 99% retention rate," you will give your accomplishments more power.

NEXT TO LAST POSITION

Company | Company City, State | July 2009 - February 2013

- Concentrate on including significant work responsibilities instead of repetitive, daily tasks.
- If you are switching careers, highlight transferable skills applicable to the new job you are applying for. For example, if you did some customer service tasks,

Company or Organization I Certification or Training Obtained - Year
Example: CPR & First Aid Certified, American Heart Association - 2019

present your empathy and communication skills when seeking medical assistant jobs.

- If you have a long work history, narrow your work experience to the last 10 years of your career.

EDUCATION

Master of Science

Field of Study
School Or Institution Name, School Location

Start with your current or most recent degree and go backward.

Example: Master of Science in Veterinary Technology
University of California - Davis, CA
June 2017

Bachelor's Or Associate Degrees

Field of Study
School Or Institution Name, School Location

Example:
Bachelor of Science in Pre-Vet
University of California- Davis, CA
June 2017

LICENSES

If you want to boost your skills and want to demonstrate competency to do a specific job, certifications are particularly important.

School, Institution, Company or Organization I Certification or Training Obtained - Year
Example: CPR & First Aid Certified, American Heart Association - 2019

AWARDS AND HONORS

This section is important for entry-level workers and for those who have received significant awards in their chosen field.

School, Institution, Company or Organization I Certification or Training Obtained - Year
Example: Sally Kalson Courage Journalism Award, Pittsburgh Post-Gazette - 2020

Folami Dubaku

Memphis, TN 38116

901-599-0316

email@yahoo.com

Objective

Highly motivated, enthusiastic, and dedicated educator offering strong academic credentials; will create a challenging classroom environment that maximizes student potentiality.

Experience

La Petite Academy, Memphis, TN

Lead Teacher

June, 2006 – October, 2007

- Plan activities that would stimulate growth in language, social and motor skills.
- Teach classes or courses or provide direct care for children.
- Determine allocations of funds for staff, supplies, materials, and authorize purchases.
- Confer with parents and staff to discuss educational activities and policies.

Dubaku's Infant/Toddler Academy, Memphis, TN

Owner/Director

May, 2003 – May, 2006

- Oversaw daily operations, managed a staff of 12 employees.
- Responsibilities including administrative, billing, personnel issues, policies and procedures, payroll and quarterly tax preparation and submission.
- Implemented curriculum plans.
- Maintained ongoing communication with parents regarding children's activities, behavior, and development, and responded to all parents concerns as they arose.
- Determine the scope of educational program offerings to estimate staffing need.

Wal-Mart, Memphis, TN

Overnight Stocking/Sales Associate/Department Manager

April, 2000 – January, 2003

- Responsible for customer service.
- Ordered merchandise and kept track of inventory.
- Accentuated seasonal displays.
- Assisted on the front line (Cashier).

Education

Currently pursuing B.S. in Elementary Education (Early Childhood PK-3 emphasis), The University of Memphis Tennessee, Memphis, TN

Southwest Tennessee Community College, Memphis, TN

- Graduated May, 2006
- Associate in Applied Science in Early Childhood Education

Knoxville Job Corps, Knoxville, TN

- Graduated May, 1981
- Nursing Assistant Certification

RHODA JACKSON

Graphic Designer

- ✉ rhodajackson@email.com
- ☎ (123) 456-7890
- 📍 Denver, CO
- 🌐 LinkedIn

EDUCATION

B.F.A.
 Visual Arts
University of Chicago
 📅 2012 - 2016
 📍 Chicago, IL

SKILLS

Adobe Photoshop
 Adobe Illustrator
 Adobe After Effects
 Adobe InDesign
 Adobe Premiere Pro
 Facebook / Instagram / TikTok
 HTML/ CSS
 Microsoft Word / PowerPoint

CAREER OBJECTIVE

Experienced graphic designer with 5 years of experience excited to help Yelp expand their social media engagement with captivating video and static assets. Technical expertise and outside-the-box thinking will prove to be a valuable addition to Yelp's creative teams and personal contributions.

WORK EXPERIENCE

Graphic Designer

Mozilla

📅 October 2019 - current 📍 Denver, CO

- Worked with editorial, product marketing, social, and creative teams to design marketing video assets, which improved ad performance by 19%
- Created graphic design standards for motion graphic assets, which improved brand consistency for 6 teams
- Integrated music, voice over, and sound effects to enhance video content
- Designed over 120 static and video assets, utilizing different styles and approaches, nearly all of which were included in public campaign efforts

Graphic Designer

Carta Healthcare

📅 June 2016 - October 2019 📍 Austin, TX

- Collaborated with Marketing, PR, and Social Media teams to design graphics, boosting social engagement by 32%
- Used HTML and CSS to create a mock, highlighting custom graphics for a product that launched to 500+ hospitals
- Designed original graphics for use in a public health campaign, which reached over 80,000
- Mentored and instructed a small team of 6, including junior designers and videographers

Graphic Design Intern

Emanate

📅 June 2015 - August 2015 📍 San Francisco, CA

- Developed concepts and designs for 10 clients, including consumer products, electronics and enterprise technology, utilizing Adobe Photoshop and Illustrator
- Created design elements for and edited PowerPoint presentations given by the CEO to shareholders and the entire 50-person company
- Designed visual content for Facebook and Instagram posts, which, in total, received over 1,600 points of engagement
- Revamped company logo and business cards, boosting brand image

OLIVIA CAMPOS

Software Engineer

✉ olivia.campos@email.com

☎ (123) 456-7890

📍 San Francisco, CA

🌐 [LinkedIn](#)

🐙 [Github](#)

EDUCATION

B.S.

Computer Science

UCLA

📅 September 2008 - April 2012

📍 Los Angeles, CA

SKILLS

- Python (Django)
- JavaScript (Angular)
- HTML/ CSS
- AWS (Redshift, S3)
- SQL (PostgreSQL, Oracle)
- REST APIs (GraphQL)
- Git

CAREER OBJECTIVE

Veteran developer with 10+ years of experience working across the full stack to create dynamic, flexible consumer-facing applications. Eager to crush new challenges in a shift to B2B focused applications at Salesforce, notorious for exceptional engineering culture.

WORK EXPERIENCE

Senior Software Engineer

Wish

📅 January 2015 - current 📍 San Francisco, CA

- Improved page speed by .2 seconds for an e-commerce site by leveraging browser caching and improving server response
- Partnered with the product team to build intelligent search functionality in Angular with a catalog of 4k+ products, leading to an increase in page views per session of 17%
- Leveraged the Django Rest Framework and GraphQL to create APIs for both internal and external use, reducing the time to ship new front-end features by 7%
- Implemented the analytics framework with Google Tag Manager

Full-Stack Engineer

PostMates

📅 April 2012 - January 2015 📍 San Francisco, CA

- Handled the API design and development of RESTful Services for the enterprise product in the business
- Built out new Angular components for the customer-facing web app, which improved the time on page for the average user by 3.2 minutes
- Built extensive test coverage for all new features, which reduced customer complaints by 52%
- Worked within an Agile team, and helped scope feature requests to ensure prioritization of the biggest impact features

Software Engineer Intern

Mosaic

📅 April 2011 - April 2012 📍 San Francisco, CA

- Worked alongside another developer to implement RESTful APIs in Django that enabled the internal analytics team to increase reporting speed by 12%
- Built out a unit testing infrastructure using Selenium for a client web application that reduced the number of bugs reported by the client by 8% month over month

Retail Manager
CHRIS CARTER

ABOUT

Big box-experienced store manager whose 15-year career with Fortune 500 retailers has been distinguished by accelerated advancement, awards (including being named ABC Stores' Southern CA "Store Manager of the Year" in 2011) and goal-surpassing performance-to-plan.

SKILLS



AREAS OF EXPERTISE

- Retail Store Operations
- Customer Service
- Budgeting & Cost Controls
- Inventory Management
- P&L Management
- Merchandising Strategies

EDUCATION

UNIVERSITY OF SAN DIEGO

2002 - 2007
Major in Business

UNIVERSITY OF SAN DIEGO

2008 - 2009
Retail Management Training

WORK EXPERIENCE

2010 PRESENT

Store Manager

ABC STORES, INC.
Promoted to oversee startup and daily operations for new ABC Stores Supercenter in Long Beach following superior-rated performance as assistant manager in the #1-ranked store in Los Angeles.

2006 2009

Assistant Store Manager

XYZ CORPORATION
Advanced through promotions to become store manager of \$27M location with 150+ employees. Provided strategic, operational and fiscal leadership and maintained national presentation/service standards in all assigned locations.

CONTACT

 San Diego, CA

 555-2534-1111

 ccarter@email.com

Elizabeth Medina, RN

Medina@mail.com
C: 917-849-9720 • H: 973-653-3955
2200 Nelson St. • Clifton, NJ 07013



Registered Nurse ♦ Health Care

Registered Nurse Profile

Committed, patient-centered, and fast-paced RN who excels at quickly identifying patient needs through astute assessments, prioritizing intelligently based on acuity, and monitoring adverse reactions vigilantly. Bilingual: communications skills in English and Spanish.

- Floated to the **ICU** and **ER**, demonstrating critical thinking, keen prioritization, and proficiency in providing care in the emergency department.
- Requested by doctors and solicited by fellow nurses to start difficult IVs.
- Praised by patients' family members for providing attentive, integrity-driven, and quality care.
- Demonstrated strong clinical skills, including blood draws and transfusions, cardiac meds, IV therapy and drips, 12-lead EKG interpretation, computerized charting, feeding tubes/NG tubes, care of acute GI bleeds, and airway management.
- Developed equal proficiency in nursing administration, including admissions, discharge, and patient teaching.

Healthcare Experience ♦ Achievements

Registered Nurse, HOBOKEN UNIVERSITY MEDICAL CENTER, Jersey City, NJ • 09/2007 to Current

Competently manage the care of up to 6 patients per shift in this **24-bed cardiac telemetry unit**. Monitor and connect patients comfortably. Measure heart rate, blood pressure, breathing rate, blood-oxygen level, and EKG/ECG. Read and interpret electrocardiogram information accurately to improve patient care. Quickly revive and stabilize patients.

- Detected elusive irregularities and prevented patients from becoming symptomatic.
- Shape teams as preceptor to new student nurses. Teach assessments and IV and infusion therapy, modifying teaching/communications approach as needed.
- Skilled at drawing blood from children, adults, elderly, combative, and hemodialysis patients (often sought out by peers for assistance).

Registered Nurse, MARY IMMACULATE HOSPITAL, Jamaica, NY • 01/2006 to 09/2007

Prioritized the care of up to 13 patients per shift in this **40-bed telemetry floor**. Provided first-rate cardiac monitoring, dispensed cardiac medication accurately, charted concisely, and responded quickly to codes. Assessed patients and detected adverse reactions.

- Assisted as charge nurse by supervising 3 registered nurses and pairing with patient needs.
- Built excellent patient relationships, promoted patient education, and collaborated with nurses and doctors to enhance patient convalescence.

Education ♦ Certifications ♦ Continuing Education

ASSOCIATE DEGREE IN NURSING (ASDN), La Guardia Community College, 2005

ADVANCED CARDIAC LIFE SUPPORT (ACLS) ♦ Basic Life Support (BLS) ♦ IV Certified

Healthcare Courses: Cardiac Arrhythmias, Saint Vincent's Catholic Medical Center ♦ Critical Care (ICU), Hackensack University Medical Center ♦ Critical Thinking for the Cardiac Nurse, Overlook Hospital

Volunteer: New Jersey Department of Health Medical Reserve Corps ♦ NYC Department of Health and Mental Hygiene—Medical Reserve Corps

Resume of: Lynique Browning

(310) 714-2652 • Lynique@MadDivaMakeup.com • www.MadDivaMakeup.com



PROFESSIONAL MAKEUP ARTIST \ GROOMER & LICENSED ESTHETICIAN

Objective

To perform full spectrum Makeup Artistry application and techniques as well as all other Esthetician Services from skin care, facials, back facials, and full body waxing for the everyday individual to television, film, commercials, music videos, photography, print, runway and all other occasions and events while continuing to freelance.

Overview of Qualifications

- Tips and Techniques for Natural and Fashion Beauty Natural Beauty, Corrective, Fantasy, Glamour, Mature, Airbrush & Rejuvenation Makeup
- Makeup Design, Continuity Charts, Client Consultations
- Eyebrow shaping and design and false eyelash application
- Wardrobe/Fashion Stylist & Assistant to other Stylist
- Energetic, Resourceful, Flexible and Dependable
- Production Assistant Set Work Experience
- Experience as Key Makeup Artist, Finding & Escorting Talent
- Facial Analysis and Anti-Aging, & other Skin Care techniques
- Image Consultant \ Client Consultations
- Creative, Fun Personality, People Person, very clean, sanitary & a Loyal Team Player
- Retail Sales Experience, Mail Room Experience
- Accounting (A/P & A/R), Management & Human Resource Skills
- Computer Savvy, Microsoft Office Suite experience
- Management & Supervisor Experience

Experience

MAD, Diva Makeup & Esthetics - Los Angeles, CA - Professional Makeup & Esthetician Services
April 2010 to Present

Owner & Founder \ Professional Makeup Artist & Licensed Esthetician

- 24 Hour On Call Freelance Makeup Artist providing services on set, house calls, mobile services, at salons, spas & shops, photo shoots, weddings, proms, Spa Parties, etc.
- Body Waxing for Clients
- Applying Eye Lashes (Strips, Flares & Individuals)
- Providing (Back) Facial Services for Clients
- Airbrush Makeup
- Mobile Services also available
- Handling all Inventory, Marketing, Branding, Banking and Accounting for Business

Spa 313 Salon - Inglewood, CA - Upscale Nail \ Hair Salon, Barber Shop & Day Spa
May 2010 to December 2010

Professional Makeup Artist \ Licensed Esthetician \ Spa Manager

- Freelance Makeup for Photo Shoots, Special Occasions, Weddings, Spa Parties, Girl's Night Out, Set Work & all other events
- Various Facials & Back Facials using Bioelements® & Dermalogica® Products, steamer, extractions, peels & manual Microdermabrasions
- Body Waxing for both Men & Women using Gigi® products
- Applying Eyelashes (Individuals, Flare & Strip Lashes)
- Management of the Spa & Salon, providing excellent Customer Service, Retail Sales of Spa Products, Receptionist work, Promotions & Public Relations, Setting Appointments, Spa Attendant & Dispensary Managements

Functional Résumé

The **functional** résumé rearranges employment history into sections that highlight areas of skill and accomplishment.

Employer Rating:

Some employers dislike functional résumé if they find it difficult to match up skills with actual job titles, level of responsibility and dates of experience. You can, and **SHOULD**, avoid or minimize this objection by including the company name in the "bullet" describing each accomplishment.

For example:

Program Coordination

- Coordinated the logistics of opening two HILLCREST Residential Treatment Centers, which included the hiring and training of staff, supervising the set-up of the physical plant, and developing programs.
- Oversaw the computerization of the BEHRING CLINIC accounting unit from initial planning through successful implementation, with no disruption in service.

If you want to take advantage of the benefits of a functional résumé, you **MUST** make it **EASY** for employers to visualize your overall chronological work history and link your accomplishment statements to it. **NEVER** omit at least a bare-bones chronological listing of your work experience, in your functional résumé.

Works Best For:

The functional résumé might be thought of as a "problem solving" format. The functional résumé gives you latitude to "make sense" of your work history and match up skills and accomplishments that might not be obvious to the employer in a traditional chronological format. If any of the descriptions below apply to you, you may want to investigate the functional format:

- You have a "**mixed bag**" work history: no clear thread uniting positions held.
- You are a **new graduate** or entering the workforce. You must show how the skills you have used in the past (in volunteer or coursework) apply to the job you are seeking.
- Your job titles, such as "Administrative Assistant" or "Marketing Coordinator," do not clearly reflect the level of skills you used.
- You are making a **career change**--either changing industry (from Hospitals to Pharmaceuticals) or changing occupation (from Manufacturing Technician to Sales Representative.)

The functional résumé might be thought of as a "problem solving" format. The functional résumé gives you latitude to "make sense" of your work history and match up skills and accomplishments that might not be obvious to the employer in a traditional chronological format.

Functional Résumé Sample

NAME

Street – City, State Zip – Phone – Email

JOB OBJECTIVE

Concisely state what job you would like next.

HIGHLIGHTS OF QUALIFICATIONS

- Write three or four bullet statements that summarize why you would be good at your job objective. Each statement should be no longer than two lines.
- Your statements should highlight your relevant strengths such as experience, skills, community service, and personality traits.
- Prioritize the statements in this section so the most relevant one comes first.

PROFESSIONAL ACCOMPLISHMENTS

Key Skill

- Write two or more bullet statements about employment or volunteer activities in which you used this skill.
- Quantify results of your accomplishments when possible and appropriate; refer to how you positively affected the organization, the bottom line, your boss, co-workers, or customers.
- Mention awards or commendations you received that required this skill.
- If you used this skill to solve problems, briefly describe the problems and results.

Key Skill

- Write two or more bullet statements, following the tips mentioned under the first Key Skills section.
- Prioritize the statements under each Key Skill section so the most relevant one comes first.

WORK HISTORY

20xx-present ORGANIZATION, City, State
Job Title

19xx-xx ORGANIZATION, City, State
Job Title

19xx-xx ORGANIZATION, City, State
Job Title

EDUCATION

Degree, Major (if relevant), 20xx
School, City, State

COMMUNITY SERVICE

Organization, Position held, 20xx-present
Organization, Position held, 20xx-xx

Joe Jobscan

Seattle, WA | (206) 555-5555

joe-jobscan@example.com | linkedin.com/in/joe-jobscan-123

Skills Summary

A few sentences or bullet points listing off the most relevant hard skills and soft skills related to the position for which you're applying.

Professional Accomplishments

Major Skill 1 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects or situations that utilized this skill
- Measureable results and accomplishments that back up your ability

Major Skill 2 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects, measureable results, and accomplishments

Major Skill 3 (Example: Management)

- More detail of the skill and how it relates to the job application
 - Examples of projects, measureable results, and accomplishments
-

Work History

Position 1, Company, Date Started - Date Ended

Position 2, Company, Date Started - Date Ended

Position 3, Company, Date Started - Date Ended

Education

Degree, School, Years

LYNN TAYLOR

 example@example.com

 (555) 555-5555

 Sawtooth City, ID

SUMMARY STATEMENT

Driven retail salesperson with outstanding communication skills and with expertise using Excel. Regularly exceeded sales quotas by 30%. People-oriented with experience doing philanthropy work in a sorority.

SKILLS

- Outbound telephone marketing
- Sales expertise
- Clothing expertise
- Customer rapport
- Knowledgeable in Excel
- Merchandising expertise
- Oral and written communication
- Inventory management

EDUCATION

University of Idaho
Moscow, ID • 2016

Bachelor of Arts, Sociology

- Elected Captain of Basketball team
- Member of Delta Gamma Sorority

SUMMARY OF QUALIFICATIONS

- Skilled at building connections with customers to promote products.
- Excellent communication skills combined with analytical and attentive nature.
- Knowledgeable about keeping optimal stock levels and merchandising items to drive sales.

PROFESSIONAL SKILLS

Sales

- Ranked in the top 10% of the team helping to maximize sales.
- Acquired 60 new customers per month on average using Buddy Approach, generating 30% of team revenue.
- Drove team revenue totals by bringing in more than \$10,000 in personal monthly sales.

Customer Service

- Forged and nurtured impactful relationships with customers to cultivate loyalty, boosting customer satisfaction ratings 45%.
- Improved customer service and telecommunication skills to build lasting relationships.
- Gained customer trust and confidence by demonstrating compelling, persuasive and composed professional demeanor.

Communication

- Asked open-ended questions to determine needs and assisted customers in selecting the appropriate merchandise.
- Liaised with customers, management and sales team to better understand customer needs and recommend appropriate solutions.

WORK HISTORY

Macy's - Salesperson
Boise, ID • 01/2018 - Current

Nordstrom Inc - Salesperson
Boise, ID • 06/2017 - 12/2017

RESUME SAMPLE

SUBSTITUTE TEACHER RESUME (FUNCTIONAL)

34 North San Pedro, San Jose, CA 95542 + (877) 623-6234 + olivia.john@gmail.com

QUALIFICATIONS SUMMARY

- **Proven track record** of improving the progress of struggling students and increasing class test scores
- **Recognized for** ability to increase student participation and motivation in learning through engaging lessons and activities.
- **Certifications:** Posses a Multiple Subject Teaching Credential
- **Technical skills:** Adept with Microsoft Office and SMART Board Lesson Development
- **Afterschool Programs:** Served as the as an assistant coach for the Women's Basketball and Track teams.

RELEVANT SKILLS

LESSON PLANNING

- Write comprehensive reports to regular teachers regarding lessons and student progresses
- Collaborate with regular teachers in developing long-term plans for struggling students, as well as designing new activities to enhance learning engagement of students
- Designed and implemented lessons plans that increased student engagement by 20%

STUDENT DEVELOPMENT

- Regularly engaged students in "open talk" times, developing team building activities that enhanced student motivation and team work by 30%
- Effectively helped three struggling students to improve literacy targets by 20%

TEACHING

- Instruct Math, Art, and English to classes ranging between 13-24 students from Grade 2 to 5
- Incorporate digital technology for learning activities including use of software applications as well as SMART board, leading to subsequent implementation by regular teacher
- Adhered to strict school policies and procedures regarding students with disciplinary issues

WORK HISTORY

Carolyn A. Clark Elementary School, San Jose, CA – *Substitute Teacher*
Los Alamitos Elementary School, San Jose, CA – *Substitute Teacher*

EDUCATION

San Jose State University, San Jose, CA
Bachelor Degree in Primary Education, May 2012

National Board of Professional Teaching Standards
Multiple Subject Teaching Credential, March 2013

Combination Résumé

Who is the Combination Résumé format best suited for?

- If you have done the same kind of basic work for a number of employers, you will not be repeating the same job responsibilities. You can list each duty/skill set once.
- If you are changing careers, you are able to focus the reader's attention on your skills and achievements rather than on your previous job titles.
- If you have a variety of work experience in unrelated fields, this format allows you to emphasize your abilities rather than your employers.
- If you are a recent college graduate, you can downplay your lack of previous employment by targeting other features, such as honors, awards, and volunteer work, as well as listing the related experience you DO have first.

The Combination Résumé Format may be the one or you

When using any résumé format (combination or otherwise), remember to target the information toward the specific job and company. Today's competitive marketplace demands this kind of attention to résumés. **Remember, other job candidates will be doing their very best to get the same job you are after. If you don't present yourself in the best possible light, you may have no chance at all of getting the job you desire.**

You have to be very astute in deciding what you want to include and where you want to place it so that the person reading it is immediately drawn in – to the point of wanting them to call YOU for an interview.



RECEPTIONIST RESUME

combination format

qualifications summary

- **Receptionist** with 9+ years of experience managing administrative functions for office personnel
- **Possess** strong ability in analyzing information and providing solutions to problems
- **Recognized for** ability to implement processes that reduce costs, while improving efficiencies
- **Achieved:** Saved the company \$10K in undue payments from inaccurate billings

contact

-  (541) 555-1234
-  HarperStewart@gmail.com
-  45 Grey Road,
Eugene, OR, 97403
-  [Linkedin.com/in/Harper47](https://www.linkedin.com/in/Harper47)

EDUCATION

B.S HOTEL MANAGEMENT
Portland Community College
Portland, OR
2011

A.S. LITERATURE
Portland Community College
Portland, OR
2009

SKILLS

Type 85 WPM
MS Office Expertise
Multi-Line Phone System
MySQL
Problem Solving
Team Leadership

CERTIFICATIONS

RECEPTIONIST CERTIFICATION
2017
CERTIFIED PROFESSIONAL
SECRETARY
Bureau of Labor Statistics
2016
FINANCIAL MANAGEMENT
2015

professional experience

2015 - Present

RECEPTIONIST / *AMC Corporation, Eugene, OR*

- Researched and recovered \$10K in undue payments from past erroneous billings, earning an award from upper management
- Organized complex travel arrangements for 10 sales representatives, while reducing travel expenses by 40% by coordinating lower cost travel routes
- Develop reports and documents, transcribe meeting notes, and take dictation, ensuring 100% accuracy

2009 - 2015

RECEPTIONIST / *Stern Real Estate, Portland, OR*

- Coordinated schedules, meetings, and property visits for 10 real estate agents, and provided administrative support to a total of 20 staff members
- Assisted visitors, directing them to appropriate personnel, and answered an average of 50 calls and emails daily
- Implemented new data management system that expedited data retrieval by 70%

Electronic Résumé

Electronic résumés are being used more frequently as many midsized and large companies begin using computers to scan résumés. Job hunters need to know that computers read résumés differently than people do. Here are a few tips:

1. **Put your name as the first readable item on the page.**
2. Substitute a “keyword Summary” for your career objective.
3. Use nouns.
4. **Use Helvetica type** (or other non-serif font) and 10 – 14 point type.
5. Use white (preferred) or light-colored paper, printed on one side.
6. **Avoid italics, underlining, shading and graphics**, and horizontal and vertical lines; also avoid staples and folds.
7. **Choose keyword nouns that the computer/scanner will identify** as relevant to the job opening. For example, the key words for accountant might include “BS accounting, accounts payable, and accounts receivable.” The more key words, the better your chances of catching the employer’s attention.
8. **Avoid columns and tables**, although a simple two-column listing can be read without difficulty. Spell out symbols such as % and &.
9. **Consider using horizontal dividers** to break the Résumé into sections. You can use a row of any typewriter symbols (* - () = + ^ #).



Sample Electronic Resume

Start with your typed, hard copy version of your resume, and then reformat it using the practices outlined previously. Notice that the following sample resume has eliminated bolding, centering, and bullets (except for a dash). Also all text is left aligned; the name is first; the font is Times New Roman; and uppercase letters are used to highlight specific text.

NAME

City, State Zip Code
Phone

OBJECTIVE

A statement referring to position seeking and/or functional area of interest.

EDUCATION

Bachelor of Science, May 200_
State University of New York at Fredonia
Major: Business Administration
Specialization: Finance

EXPERIENCE

- Include paid employment (full-time, part-time, summer, etc.)
- List internships, research, class projects, performances, or student teaching.

Format Tip: For each experience, include a position title, dates, the name of the organization and its city and state. Use descriptive phrases to describe your responsibilities and duties.

VOLUNTEER/COMMUNITY SERVICE/ACTIVITIES

- Add other relevant sections including volunteer or community service, college or community activities, and any sports or recreational programs you have participated in.

SKILLS

- General skills - i.e., communication, leadership, foreign languages, etc.
- Technical skills - i.e., computer, lab, etc.

ADDITIONAL KEYWORDS

Include keywords that were not previously listed in your resume in case your electronic resume is scanned by a potential employer. Using a noun format to list keywords may increase the likelihood that an employer will select your resume for review.

Reformatting Resumes for Copy/Paste

When sending your resume electronically, you have two choices: to copy and paste your resume in an e-mail or to send the resume as an attached file (attached files may not be preferred by employers because you can inadvertently send a virus). We recommend that you copy/paste instead so that the receiver does not have to perform extra steps to save and print the document.

Sending resumes electronically has the following advantages and disadvantages that you should evaluate.

Advantages

- Speed and efficiency
- Convenience for you and the employer
- No mailing costs
- No envelopes to stuff

Disadvantages

- Your resume may have a plain appearance
 - You may need to send a hard copy if you become a top candidate
 - Quality of print will be determined by the receiver
-

Resume Design Tips

Do not...

- Bold, underline, or italicize
- Use graphics or shading
- Use any font except for Times New Roman (If you must use a different font, make sure it is Sans Serif)
- Use bullets except for a dash (-) or an asterisk (*)
- Insert symbols
- Tab or indent
- Center text
- Use columns
- Change font size from anything but 12 point
- Use borders or frames
- Use parentheses

Do...

- Copy/paste resume to your e-mail document
- Identify that your resume has been designed specifically for scanning
- Use 12 point Times New Roman font
- Use dashes (-) as bullets
- Align all text to the left
- Use spaces to separate and highlight words
- Put your name and all headings in UPPER CASE

- Test resume before sending it to employers by mailing it to yourself
 - Mail additional hard copies to your top employers
 - Include important key words in the body of your resume in case your resume is scanned
-

Electronic Resume Example

Name
Address
City, State, Zip
Phone
E-mail

OBJECTIVE

To obtain a full-time position as corporate accountant

SKILLS SUMMARY

Accounting, Tax Preparation, MS (Microsoft) Word, Excel, Access, Powerpoint, Manager, Presenter, Organizer, Business Experience

EDUCATION

BACHELOR OF SCIENCE DEGREE, May 2008
Winona State University, Winona, MN
MAJOR: ACCOUNTING
MINOR: BUSINESS ADMINISTRATION
GPA: 3.48

RELEVANT COURSEWORK

Financial Accounting Principles, Managerial Accounting Principles, Intermediate Accounting I and II, Auditing, Business Finance, Business Law I and II

RELATED EXPERIENCE

Sales Manager, Auto World, Rochester, MN
2006-Present

- * Interview, hire and train employees
- * Prepare work schedules and assign workers to specific areas
- * Ensure customer satisfaction and enforce company policies

Tax Preparer, H&L Tax Preparation, Rochester, MN
Academic years 2004-2006

- * Prepared tax returns for individuals and small business
- * Demonstrated expert in the area of legitimate tax deductions
- * Established e-filing expertise
- * Achieved thorough understanding of IRS rules and regulations

OTHER EXPERIENCE

Lifeguard, Winona Family Pool & Park, Winona, MN
Summers 2004-2006

- * Demonstrated leadership skills as manager on evening shift
- * Scheduled evening employees and swim lessons
- * Supervised and coached up to 6 other lifeguards

HONORS AND ACTIVITIES

- * Member of Accounting Association, 2004-present
- * Cross-Cultural Scholarship recipient, 2004-present

Electronic Resume

Nursing Sample John A.

Nurse

Your City, NY 10002
(617)555-1212

Registered Nursing Position

Education and Licensing

University of Pennsylvania, Bachelors of Science in Nursing, GPA 3.5/4.0
Advanced Practice Registered Nurse, Board Certified

Clinical Experience / Knowledge

- Pediatrics: New York State Hospital
- Psychiatric: My Home Center
- Surgical: Union County Hospital
- Maternity: Union County Hospital
- Geriatric: Muhlenberg Hospital

Career Achievements

- Elected as Nurse of the Year at Muhlenberg Hospital for innovative work done in the redesign of their Geriatric ward.
- Launched the Surgical Care program while at Union County Hospital, which was a program that provided a higher level of post surgical care for patients.

Clinical Nursing Experience

Union County Hospital, Your City, NY 9/2010 to present

Rehabilitation Nurse. Assisted with the post surgical care of amputees and those patients with knee and hip replacements. Frequently participated in inter-departmental teams addressing the need to make patient care more consistent by leveraging best practices.

Muhlenberg Hospital, My City, NY 10/2007 to 9/2010

Adult Health Care Nurse. Provided the direct supervision of Muhlenberg Hospital's adult health care staff and volunteer nurses. Responsible for the development and staffing of schedules to ensure proper coverage. Provided direct nursing care to patients as well as the administration of medications.

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Endorsements & Testimonials



Definition: Where one or more of your references highlight your skills, character, and work ethic

Example: "... work ethic is outstanding.... a pleasant person...willing and rapid learner..." T.J.

BEATRICE WRIGHT

648 Yale Drive
Alexandria, VA 22314
Home 703.579.6492

Cell 703.528.3164
BWright@aol.com

"Once in a while a natural teacher is born and Beatrice is truly that person."

Linda A. Rodgers
Village Green Day
School Director
Great Falls, VA

"[Beatrice created] an innovative, totally integrated literature-based curriculum ... the children waited with anticipation to see where they would be visiting next... [Beatrice] presented an environment where children entered the world of a story ..."

Patricia L. Dezelick
Parent & Teacher
Hemdon, VA

"... an incredible role model for the staff."

Lynne Simmons
President & Founder
Village Green Day School
Great Falls, VA

CAREER FOCUS

Creative and resourceful early childhood/elementary educator **dedicated to child and adult literacy**. Possess extensive **knowledge of children's literature** and **balanced literacy programs**. Experienced in multicultural classroom settings. Strong desire to work at grassroots level to educate inner-city children and adults on the importance of reading and literacy. Seeking admission to a graduate program specializing in **children's literature, language, and reading programs**. Expertise includes

- Balanced Literacy Programs
- Curriculum Development
- Course Design
- Classroom Management
- Educational Administration
- Lifelong Learning Accreditation
- Grant Administration
- Training & Development
- Curriculum Mapping
- Parent/Teacher Conferences
- Student Retention

EDUCATION

B.A. George Mason University, Fairfax, VA, anticipated May 2012 with honors & distinction
Major: Honors English

EXPERIENCE

Preschool Teacher, George Mason Child Development Center, Fairfax, VA, 2011

- Instructed 17 three- and four-year-old children in twice-weekly class.
- Assisted with school's reaccreditation process.
- Coordinated children's classroom literature, including thematic and individual reading.

Preschool Teacher, Village Green Day School, Great Falls, VA, 2007–2009

- Instituted literature-based, early childhood curriculum at NAEYC-accredited school. Supervised two assistant teachers.
- Presented *Learning Through Literature* workshop at Northern Virginia Regional Teacher's Conference.
- Transformed classrooms with creative decorations that tied in with weekly themes and classroom reading.

Camp Director, American Camping Association, Great Falls, VA, Summers 2009–2011

- Supervised activities for 200 children at nationally accredited children's camp. Chaired curriculum-development efforts.
- Recruited, trained, and managed staff of 40 counselors and 8 administrative assistants.
- Implemented First Aid, CPR, and Blood-Borne Pathogen certification for staff members.
- Camp earned first-ever 100% rating from evaluator with 17 years of experience.

Manager, Children's Hour, New Orleans, LA, Summers 2008–2009

- Directed nonprofit literacy-awareness program for hospitals, schools, and pediatricians.
- Coordinated community book events and author visits.
- Promoted literacy awareness through seminars for teachers and administrators.

Summer Camp Director, U.S. Embassy, Community Service Association, Cairo, Egypt, 2004

- Orchestrated camp events and activities for 183 children from around the world.
- Created ethnically harmonious curriculum for diverse student group.
- Organized field trips to educational sites such as the Giza Pyramids.

AFFILIATIONS & COMMUNITY SERVICE

- NAEYC Member
- Undergraduate English Society, George Mason University
- Golden Key National Honor Society and English Honors Society
- Virginia Association for Early Childhood Educators
- Read to Your Bunny Campaign
- Northern Virginia Women's Shelter—Organized new children's library
- Crescent House, New Orleans, LA—Raised \$800 in book donations for women's shelter

Kalista Jabert

555 Adams Street, Lowell, MA 01852 • 978-453-9988 • kjabert@verizon.net

"...Kalista has been a godsend for my son... her attentiveness and commitment have resulted in him making progress we never dreamed of..."

—Parent of Student,
2010

Sensitive, creative, and patient Special Education teacher with more than 12 years of experience in championing educational and developmental student needs. Master's-prepared professional who works collaboratively to develop innovative, age-appropriate solutions for behaviorally and emotionally challenged K–4 students.

Determined and tireless worker who forges strong relationships with other educators, administrators, and parents. Additional experience in delivering presentations, writing grants, and providing full-time care for special needs children.

EDUCATION

Fitchburg State College, Fitchburg, MA
M.Ed. in Early Childhood Education, 2004

Lesley College, Cambridge, MA
B.S. in Education
Dual Certification in Moderate Special Needs and Elementary Education with a Minor in Psychology

TEACHING EXPERIENCE

Special Education Teacher, Grades 1–4
Todd Alternative School—Lowell, MA
Fall 2005–Present

- Design and implement curricula to meet the individual needs of behaviorally/emotionally challenged special needs students.
- Brainstorm and strategize comprehensive behavioral management plans with teachers, aides, and parents.
- Chosen as Team Chairperson to lead development and implementation of individualized educational plans.

Fourth Grade Teacher
Summer School Program—Lowell, MA
Summer 2010

- Implemented and supplemented age-appropriate curricula to meet the needs of fourth-grade students working below grade level.
- Received "*Excellence in Teaching*" award from school principal.

Inclusion Specialist
Concord Public Schools—Concord, MA
Summer 2008

- Designed interactive workshop to facilitate understanding of daily disability challenges faced by students.
- Trained staff of 25 to work with children of varying disabilities in a regular camp setting.
- Collaborated with staff and designed activities to include a 7-year-old girl with tuberculosis in the regular Concord Recreation Program.

Third Grade Teacher

Donahue Elementary School—Lowell, MA
2002–2005

- Implemented and supplemented curricula in a regular third-grade classroom.
- Teamed with Chapter I, ESL, and Special Education teachers and devised curricula to meet the individual needs of the student population.
- Developed and taught thematic units to enhance student involvement and participation.

Behavior Management Program Teacher

Reilly Elementary School—Lowell, MA
1999–2002

- Developed a behavior management program that provided a positive and nurturing environment for students in grades 1–4.
- Implemented strong, comprehensive behavior modification programs to coincide with individualized academic programs.
- Conducted home visits that linked home and school as partners in development.

**RELATED
EXPERIENCE**

Grant Recipient

Innovative Teacher Mini-Grant, The Reynolds Foundation

- Wrote extensive grant request that won funding for a teacher-developed unit to match the Massachusetts Curriculum Frameworks. Titled *Creating the Sky*, it was a program that allowed children to create a sky consistent with the Earth and Space Science Strand.

Camp Fatima Counselor, Exceptional Citizens' Week

Meredith, NH
Summers 2003–Present

- Selected as counselor at Camp Fatima, a charitable overnight summer camp for disabled children. Requested to return for 9 consecutive summers.
- Paired with one severely disabled camper and performed all living, health, and personal care needs for an entire week.
- Led local fund-raising events, such as bake sales and donor drives, throughout the year to benefit camp.

Behavioral Consultant

Lowell Public Schools—Lowell, MA
Spring 2009

- Developed and presented 5 interactive workshops for teachers and administrators on behavioral management at the Sullivan Elementary School.

CURRICULUM VITAE (CV) VS. RESUME

Curriculum Vitae (CV) vs. a Resume

What Is the Difference Between a Resume and a CV?

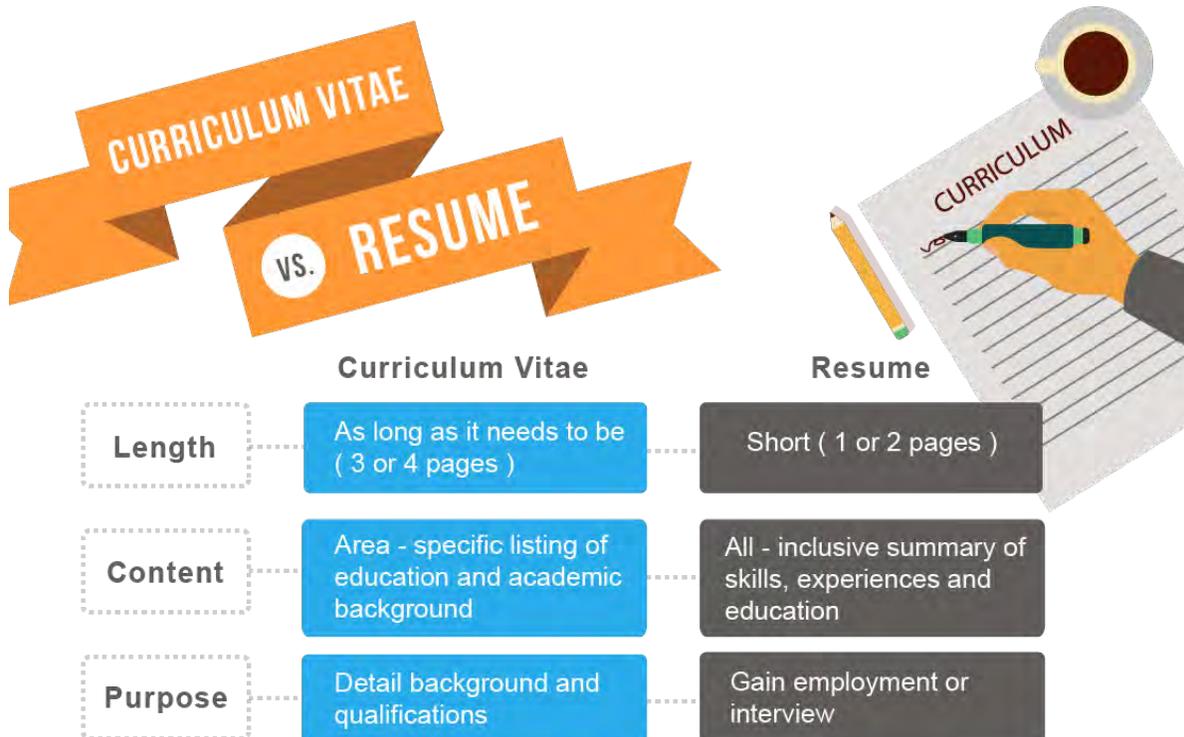
The primary differences between a resume and a curriculum vitae (CV) are length, what is included, and what each is used for. While both are used in job applications, a resume and a CV are not always interchangeable.

What Is a Curriculum Vitae?

Like a resume, a curriculum vitae (CV) provides a summary of one's experience and skills. Typically, CVs are longer than resumes – at least two or three pages.

CVs include information on one's academic background, including teaching experience, degrees, research, awards, publications, presentations, and other achievements. CVs are thus much longer than resumes, and include more information, particularly related to academic background.

A **curriculum vitae summary** is a one-to-two-page, condensed version of a full curriculum vitae. A CV summary is a way to quickly and concisely convey one's skills and qualifications. Sometimes large organizations will ask for a one-page CV summary when they expect a large pool of applicants.





ELENA S. JUAREZ, MUS.A.D. Professor – Bassoon

3378 Park Avenue • New York, New York 05590

Home: 212.968.6744 • Mobile: 212.968.7433 • musicprofessor@abcx.com

CAREER PROFILE

*Distinguished career as a **bassoonist, international performer, and music educator** with 15 years of experience in universities, private school, private studio, and orchestras. Demonstrated talent in motivating students and aspiring musicians, guiding them to realize their professional talents. Mus.A.D. in **Woodwind Performance**. Trilingual in English, Spanish, and French.*

EDUCATION

- NEW YORK UNIVERSITY, COLLEGE OF FINE ARTS, NEW YORK, NEW YORK 2007
Doctoral of Musical Arts: Woodwind Performance; GPA: 3.89
 ♪ Graduation with Distinction for “distinguished work beyond the scope of the degree”
 ♪ Awarded full University School of Music Scholarship and Dean’s Scholarship
- UNIVERSITY OF NORTH CAROLINA, CHAPEL HILL, NORTH CAROLINA 2002
Master of Music with High Honors: Bassoon Performance; GPA: 3.84
 ♪ Recipient of full-tuition scholarship under Professor Lorenzo Lamas
- ACADEMY OF MUSIC, LONDON, ENGLAND 1997
Certificate of Advanced Studies in Bassoon and Bassoon Education
 ♪ Studied under direction of Professor Leonard Newton
- CONSERVATORY OF MUSIC, PARIS, FRANCE 1996
Music Degree with High Honors: Bassoon Educator

ADDITIONAL STUDY

- INTERNATIONAL SOMERS ACADEMY, COLOGNE, GERMANY 1998
Certificate in Bassoon
 ♪ Studied under direction of Professor Claudius Thurneman

TEACHING EXPERIENCE

- FAIRFIELD UNIVERSITY, COLLEGE OF FINE ARTS, FAIRFIELD, CONNECTICUT 2007 to present
Assistant Professor—Woodwinds Department
 ♪ Teach bassoon to graduate and undergraduate students as well as to non-music majors with various musical backgrounds. Provide lessons in musicianship skills, theory, improvisation, and performance techniques.
- NEW YORK UNIVERSITY, COLLEGE OF FINE ARTS, NEW YORK, NEW YORK 2003 to 2007
Graduate Teaching Assistant
 ♪ As assistant to Professor Alfredo Patini, provided coaching and conducted Chamber Music Groups. Guided students in defining their career goals. Designed course curriculum and coordinated lab instruction in reed making.

ELENA S. JUAREZ, MUS.A.D. — PAGE 2 OF 3
musicprofessor@abcx.com

LOOMIS PRIVATE ACADEMY, NEW YORK, NEW YORK

Instructor

2004

♫ Provided classroom and individual instruction in bassoon, oboe, and clarinet to all woodwind students and marching band members. Substituted for conductor during his absence.

Private Bassoon Instructor, CHAPEL HILL, NORTH CAROLINA

♫ Provided individual lessons in bassoon for private clients.

2000 to 2002

ORQUESTRA SINFONICA AND CONSERVATORIO DI MUSICA, FLORENCE, ITALY

1996 and 1998

Bassoon Instructor

♫ Taught bassoon and promoted the study of bassoon to new performers. Provided instruction in techniques, music theory, history, and other aspects.

PROFESSIONAL EXPERIENCE — BASSOON PERFORMER

Highland Symphony Orchestra, New York, New York

2012: Music by Mozart, Strauss, Offenbach, Gershwin, Tchaikovsky, Sousa

2012: Music by Vanhal, Wagner, Beethoven

2012: Chamber music performances

2011: Peter and the Wolf & Instrument Showcase

2011: Music by Respighi, Tchaikovsky, Anderson

2011: Music by Beethoven, Martin, Nielsen

2010: Music at Sunset at the Abbey Jazz & Classical Concerts

2010: Music by Vivaldi, Strauss, Rachmaninoff, Barber, Williams, Tchaikovsky

2010: Music by Adams, Smetana, Ives

2009: Music by Beethoven, Mackey, Mendelssohn

2009: Music by Kapilow, Kabalevsky

2008: Music by Worlock, Handel, Finzi

2008: Music by Mozart, Copland, Brahms

South Coast Community Chorale, Boston, Massachusetts

2011: Music from Mozart's Requiem & Rutter's Magnificat

Boston University Wind Ensemble, Boston, Massachusetts

2010: Music by American Composers

Nantucket Symphony Orchestra, Nantucket, Massachusetts

2010: Various Pops Pieces

Boston University Symphony Orchestra, Boston, Massachusetts

2009: Chorale—Variationen über das Weihnachtslied, "Vom himmel hoch da kommich her" by J.S. Bach; Symphony No. 1 (1986) by Christopher Rouse (b. 1949); Symphony No. 8 in C major and Op. 88 by Antonin Dvorak

Miami Symphony, Miami, Florida

2007: Music by Stravinsky, Rachmaninoff, Bernstein, Vaughan Williams, George Gershwin

2007: Music by Strauss, Lehar, Kalman, Von Suppe

Atlantic Classical Orchestra, Stuart, Florida

2006: Vivaldi Sinfonia No. 3 in G Major, RV 149; J.S. Bach Symphony No. 6 in G minor, Op. 6; Holst St. Paul's Suite, Op. 29; Fauré Pavanne

2006: Telemann Overture in D Major; Strauss Oboe Concerto in D Major; Beethoven Symphony No. 1 in C Major, Op. 21

ELENA S. JUAREZ, MUS.A.D. — PAGE 3 OF 3
musicprofessor@abcx.com

SOLOIST PERFORMANCES — BASSOON

New York University, New York, New York

- 2007: Soloist—Doctoral Recital for Bassoon and Piano, music by Telemann, Etler, Schumann
- 2006: Soloist—Doctoral Recital for Bassoon and Piano, music by Vivaldi, Danzi, Glinka, Poulenc
- 2005: Soloist—Doctoral Recital for Bassoon, Harpsichord, and Piano, music by Bertoli, Lauro

University of North Carolina, Chapel Hill, North Carolina

- 2002: Soloist—Master's Recital for Bassoon, music by Fasch, Devienne, Saint-Säens, Poulenc

Orquesta Sinfonica, Florence, Italy

- 2001: Soloist—Concerto for Bassoon, Johann Nepomuk Hummel
- 2000: Soloist—Concerto for Bassoon and Orchestra K491, Wolfgang Amadeus Mozart
- 1993–1999: Performed as bassoonist on international tours to several cities in Europe, Japan, South America, and United States (Tanglewood, MA) under the direction of world-renowned conductors Eduardo Mata, Tsutsumi Shunsaky, Manuel Galduf, Akira Endo, and many others.

Academy of Music Orchestra, London, England

- 2005: Soloist—Concerto for Bassoon and String Orchestra in A Minor, Antonio Vivaldi
- 2004: Soloist—Concerto for Bassoon and Orchestra K491, Wolfgang Amadeus Mozart
- 2003: Soloist—Recital for Bassoon and Piano, music by Jolivet, Rachmaninoff, Grovlez

Orchestra of Spain, Barcelona, Spain

- 1996: Soloist—Concerto for Bassoon and Orchestra, Carl Maria Von Weber
- 1995: Soloist—Concerto for Oboe, Bassoon, and Chamber Orchestra in G Major, Antonio Vivaldi

REFEREED CONFERENCES

Attended the International Double Reed Society Conferences:
England—2006; Germany—1999; England—1996

AFFILIATIONS

American Federation of Musicians
Musicians Association Local 4-666
International Double Reed Society

Building a Career Portfolio





Career Central™ Advice

Career Portfolios: Getting Started

Validating the claims you make in your résumé and cover letter.

Career portfolios: Proof of your potential.

Traditionally associated with artists and other creative types in the job market, portfolios are joining the digital age. Bulky cases and three-ring binders are being reinvented to fit today's sleek, versatile medium: the Internet. Job seekers from designers to teachers and dental hygienists can easily create an effective online collection of files and documents that showcase their strengths, market their individuality, and improve their chances of being hired.

Why create an online career portfolio?

Unlike cover letters that briefly explain your job eligibility, or résumés, which simply list your qualifications and experience, career portfolios provide an in-depth picture of who you are and what you've accomplished. Digital documents, multimedia examples of your work, personal statements, achievements, and references tangibly support what you claim in your cover letter and résumé.

Online career portfolios are a powerful tool to market you. They exhibit your capabilities by neatly bundling digital work samples, audio and video clips, recommendations, awards, personal experience and more, into one easily accessible, easily updatable package.

Plus, online portfolios can save time. Present your materials to employers well in advance of an in-person interview, possibly even before other candidates do; you may be hired sooner.

It's your life: What to include.

Consider what is relevant to you and your job search. Here, activities, evaluations, citations, events, and commentaries not included in your résumé have a forum.

Organize and build your online career portfolio around your major and interests. Keep in mind that a music portfolio will include different samples from ones for aviation mechanics or nursing. Also, career portfolios need to be updated and/or re-organized as needed, depending on your target job, to reflect your growth and capabilities.

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Begin with but don't limit yourself to the following:

- educational transcripts, diplomas, certificates
- honors, citations, letters of recommendation
- scholarships, and awards
- photos and videos; music and audio samples
- internships and co-op experiences
- workshops and seminars you've attended
- sports and co-curricular leadership positions
- travel, languages, relevant hobbies
- volunteer and community service
- performances and presentations
- published or printed works

Note: An online career portfolio is open to public scrutiny; use common sense and discretion when uploading. Don't include anything you wouldn't want a potential employer to view. Be aware of copyright, sensitive business, and privacy issues. For example: You may not own rights to some of the material you created during an internship, believe it or not.

Paper to PDFs, paint to pixels.

Be efficient, save time: Scan and digitize all files and documents into locked PDFs as soon as you can. Keep file sizes small. Only upload items — Word docs, .jpg, .mpg, etc. — that you feel represent your best work. Organize files in a logical sequence. Provide clear, concise descriptions and statements. Present yourself professionally and address the recruiter's needs; it will make it easier for them to take you seriously and assess your fit into the company.

Build it and keep it for life, FREE.

The beauty of your CollegeCentral.com career portfolio is that it can be continually updated after graduation as you evolve and grow in your career. So whether you're a student seeking a first-time job, or an alumna/us changing employment, your online career portfolio remains an informative biographical record and an effective marketing tool.



i n a nutshell:

Like all tools, online career portfolios are a means to an end, so use them!

- **Be relevant, clear, organized, and professional**
- **Formats: DOC, XLS, PDF, GIF, JPEG, MPG, MOV, SWF**
- **Check that there are no copyright infringements to what you upload as samples**
- **Don't post anything you may regret later**
- **Update where / when needed**
- **Portfolios include Career, Art and Design, Dance, Music, and Theater**
- **Full online HELP instructions are available after registering at CollegeCentral.com**

Your career portfolio is a portrait of you. Make sure the image is clear.

CollegeCentral.com/type your CCN name here

Visit the above URL to access our school's exclusive jobs database **and MORE!**

0212

EXAMPLE: Business Administration Career Portfolio

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College Central Network
Ask around. The Network works.[Home](#)[John Smith](#)[Help](#)[Settings](#)[Log Out](#)**Portfolio of Manuela Smith****Personal Qualities, Strengths and Skills** (click on the image to view)**Writing Sample - Grant Application**

The attached document is a grant application I helped write for Body Awareness--a nonprofit organization to which I volunteer my time because I believe in their efforts to educate and help change the way women and girls view their bodies, and find ways to incorporate healthy eating and exercise habits into our ever-more-complicated lives.

**Team RPM - Champion Cycling Team**

I have served as club president of Team RPM since 2008 and have led the team to several victories in the last 24 months.

Education, Coursework and Training (click on the image to view)**Unofficial Transcript 2008-2009**

My unofficial transcript for the current Academic Year.

**Fundamentals of Successful Project Management**

Certificate of Attendance - SkillPath Seminar. Topics covered: how to create and implement a project plan, monitor progress and correct as necessary, and deliver as promised. I learned how to make projects an orderly progression of completed objectives.

Work-Related Experience (click on the image to view)**Market Attributes Snapshot Report**

Sample report of the type I helped research and write for various clients during my Summer Internship with Extron Electronics. My responsibilities included verifying and analyzing data, summarizing the data, and creating first drafts of reports for presentation to clients.

**Competitive Analysis Report - Extron Electronics**

Report on various international markets and economies created as part of my Summer Internship with Extron Electronics.

Activities, Interests, and Life Experiences (click on the image to view)**Habitat for Humanity Green Legacy Build Blitz**

Video profiling my involvement in the Habitat for Humanity Green Legacy Build Blitz in Phoenix, AZ. I was responsible for creating oral presentations for community leaders in preparation for project launch. The project was one of the most successful in the organization's history.

**March of Dimes for Babies**

Short video featuring my involvement with March for Babies, the program created by March of Dimes to support research and other programs focusing on premature babies and their families. I organized several successful fund raising drives for my local team and was elected Most Valuable Volunteer for the 2009 event.

Accomplishments, Honors, and Awards (click on the image to view)**Sample U. Monitor News**

A sample of my college newspaper, the *Sample University Monitor News*, for which I have been the Managing Editor since Spring 2007.

**Semester Abroad - Salamanca, Spain**

My International Host Family for my Semester Abroad in Salamanca, Spain in 2007

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Overview

Degree	Bachelors
Major	Marketing
Graduation	June 2012
Phone	(123) 456-7890
Email	Email

Personal Website

View more of my work on [my website](#).

Personal Statement

Professional Objective: Hardworking and ambitious individual with solid academic background and experience in marketing, seeking an entry-level position with a Fortune 500 company where she can help increase revenue and develop new products and services.

Profile: Outstanding verbal and written communications skills; energetic and enthusiastic; sports-minded and a team player.

Languages

Language: Spanish
Spoken Fluency - **Advanced**
Written Fluency - **Advanced**

EXAMPLE: Theater Career Portfolio

The contents of this portfolio are for reference purposes only. Links have been disabled.

Welcome to Student Central. Your job search starts here!

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Sample University

Career Center: (555) 555-5555 | [Email](#)



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John Smith

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Portfolio of John Smith

Photo Gallery (click on the image for a larger view)



Overview

Degree Bachelor of Fine Arts
Major Theater
Graduation June 2009
Phone (123) 456-7890
Email [Email](#)

Highlights

Professional/Stage Name
John Smith Doe

Represented by
Mary Smith, Columbia Arts Management
1234 Johnson Drive
Chattanooga, TN 45455

Personal Statement

Before joining the Theater Program at Sample University I had a passion for and had been intrigued by acting. I joined a theatre group where we performed every six months at the Bob Hope theatre. From this I was given a scholarship to join another theatre association where I developed further skills as an actor and as an individual. During these classes I trained in dance and singing, helping my confidence to grow and further my passion in acting.

Union Affiliation
Equity

Willing to work for no pay?
Yes

Willing to travel for work?
No

Education/Training

School Name	Instructor	Coursework	Date
Michael Howard Studios	Michael Howard	Scene Study	2009
Clown School of San Francisco	Christian Lewis	Clown Character Development	2008
Tisch School of the Arts	Geoffrey Home	Method Acting 101	2007-2008
Delaware Valley Dance Academy	Martha Graham	Tap, Ballet, Jazz	2003-2008

Attributes & Skills

Age Range
Teen (ages 13-17);
Young Adult (ages 18-29)

Male/Female Roles
Male; Female

Work Experience
Commercial; Dance; Stage; Voiceover

Height
Average

Weight
Slim

Ethnicity
Caucasian/White

Basic Skills
Accents/Dialects; Clown Training; Dance;
Driver's License; Foreign Language;
Improvisation; Shakespeare Training; Singing

Additional Skills
Knitting, Costume Design

Voice Type
Baritone

Credits/Work Experience

Project Title	Role	Company/Venue	Director/Producer
THEATRE			
Alice in Wonderland	Tweedle Dee	Children's Theater of Minneapolis	Harold Prince, Producer
Grapes of Wrath	Tom Joad	Steppenwolf Theater Co.	Kevin Moriarty, Director
Romeo and Juliet	Tibalt	Dallas Theater Center	Harold Prince, Producer
VOICEOVER/RADIO			
Dunkin' Donuts	Caffeinated Teen	Dunkin' Brands	Saatchi & Saatchi, NY
Transformers Radio Ad	Main Voiceover	Mattel, Inc.	

Media (click on the image to view)

Compilation of Recent Work in Film

I have appeared in several Independent Films recently. These experiences helped me to develop good relationships with fellow actors currently in the field.

Commercial Reel - Ford Motor Company



I appeared in the most recent commercial for the 2010 Ford F150 Truck.



Performance Video - Ease On Down The Road

The University of Michigan Musical Theatre majors from the Dance Workshop fall 2005 class present "Ease On Down The Road" from THE WIZ choreographed by Jake Wilson. DANCERS: Darren Biggart, Sydney Jones, Mary Smith, and myself.



Performance Video - Law & Order

This is a clip of my performance in Law & Order in 2009.



New York Times Review

Chief theater critic of the New York Times, Ben Brantley, made some glowing comments about my recent juggling performance with The Big Apple Circus. Thanks, Ben!



Concert Performance - Broadway Melody

By way of MySpace.com, this video features my performance with the Manhattan Symphony Orchestra.

Additional Details

I am also certified as an operator of heavy machinery such as forklifts and excavating equipment.

Languages

Language: German

Spoken Fluency - **Basic**

Written Fluency - **Advanced**

Language: Spanish

Spoken Fluency - **Basic**

Written Fluency - **Basic**

Websites

[My Personal Website](#)

Honors & Awards

2008 - Good Housekeeping Award

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ACTION VERBS FOR RÉSUMÉ WRITING

Accounting, Finance

Absorbed	Calculated	Divested	Increased	Reimbursed
Accrued	Captured	Doubled	Invested	Renegotiated
Accumulated	Closed	Earned	Liquidated	Reported
Adjusted	Collected	Economized	Locked	Represent
Allocated	Compared	Eliminated	Made	Researched
Allotted	Computed	Estimated	Managed	Sold
Analyzed	Controlled	Exceeded	Minimized	Sourced
Audited	Corrected	Executed	Originated	Spent
Averted	Counteracted	Factored	Planned	Stretched
Balanced	Cut	Financed	Prepared	Trimmed
Boosted	Decreased	Forecast	Projected	Underwrote
Bought	Defrayed	Formulated	Purchased	
Bridled	Disbursed	Funded	Reconciled	
Brought	Disposed	Gained	Recovered	
Budgeted	Distributed	Generated	Reduced	

Administration & Operations

Abbreviated	Circumvented	Fashioned	Obtained	Requested
Abolished	Classified	Filed	Omitted	Retooled
Accepted	Cleaned	Followed	Operated	Revamped
Accomplished	Cleared	Formed	Ordered	Reviewed
Acted	Commenced	Forwarded	Organized	Revised
Adapted	Complied	Fulfilled	Outlined	Rotated
Adhered	Confirmed	Gathered	Oversaw	Scanned
Adjusted	Consolidated	Grouped	Packaged	Scheduled
Administered	Continued	Handled	Packed	Screened
Admitted	Coordinated	Held	Pared	Sequenced
Advised	Corrected	Hurried	Perceived	Set
Aided	Counseled	Implemented	Placed	Shipped
Alerted	Delegated	Imported	Prepared	Shortened
Altered	Designated	Incorporated	Printed	Sourced
Amended	Detailed	Integrated	Prioritized	Specified
Appointed	Dispatched	Interpreted	Procured	Studied
Approved	Disseminated	Invented	Produced	Submitted
Arranged	Divided	Inventoried	Proposed	Supplied
Arrived	Documented	Learned	Provided	Supported
Authorized	Enforced	Maintained	Received	Surveyed
Bid	Enhanced	Marked	Recommended	Tended
Calmed	Enlisted	Measured	Recorded	Totaled
Carried	Enrolled	Modified	Registered	Tracked
Caused	Entered	Molded	Released	Typed
Chaired	Examined	Monitored	Relieved	Used
Changed	Extended	Moved	Remained	Validated
Checked	Fabricated	Multiplied	Remodeled	Verified
Chose	Facilitated	Notified	Reorganized	

ACTION VERBS FOR RÉSUMÉ WRITING

Communications

Acknowledged	Called	Drafted	Interpreted	Recognized
Acquainted	Chronicled	Edited	Introduced	Replied
Addressed	Circulated	Elaborated	Kept	Represented
Advertised	Clarified	Elicited	Mediated	Resumed
Aimed	Communicated	Engaged	Moderated	Routed
Answered	Composed	Explained	Negotiated	Settled Spoke
Appealed	Conveyed	Expressed	Persuaded	Spruced
Arbitrated	Corresponded	Fielded	Praised	Strengthened
Aroused	Critiqued	Focused	Presented	Suggested
Asked	Defined	Garnered	Produced	Thanked
Assessed	Delineated	Greeted	Profiled	Translated
Associated	Demonstrated	Heightened	Proofread	Voiced
Avoided	Described	Hosted	Publicized	Wrote
Blended	Diffused	Indicated	Published	
Briefed	Discussed	Influenced	Queried	
Broadened	Disseminated	Informed	Reached	

General Professional

Accomplished	Challenged	Finished	Overhauled	Stimulated
Achieved	Cited	Functioned	Participated	Streamlined
Advanced	Collaborated	Furthered	Partnered	Strengthened
Ascended	Committed	Graduated	Performed	Succeeded
Attained	Communicated	Improved	Processed	Tackled
Augmented	Completed	Increased	Progressed	Thrived
Awarded	Conserved	Initiated	Promoted	Upgraded
Balanced	Contributed	Led	Proposed	Volunteered
Began	Cooperated	Mastered	Read	Won
Benefited	Created	Named	Selected	Worked
Branded	Elected	Nominated	Sent	
Brought	Exceeded	Offered	Sharpened	
Caught	Facilitated	Optimized	Solved	

Human Services, Health Care

Advocated	Dedicated	Enriched	Intervened	Prescribed
Cared	Devoted	Fostered	Kindled	Reconciled
Comforted	Eased	Healed	Lifted	Referred
Consoled	Embraced	Helped	Nursed	Rehabilitated
Counseled	Encouraged	Interceded	Nurtured	Touched

Teaching, Staff Development

Adapted	Coached	Empowered	Mentored	Informed
Addressed	Collaborated	Enabled	Quizzed	Inserviced
Affirmed	Communicated	Equipped	Reinforced	Instructed
Cautioned	Conducted	Grouped	Reiterated	
Celebrated	Demonstrated	Guided	Taught	
Charted	Designed	Implemented	Trained	
Clarified	Educated	Lectured	Influenced	

ACTION VERBS FOR RÉSUMÉ WRITING

Management

Abandoned	Constructed	Initiated	Paced	Revitalized
Abated	Consulted	Inspired	Pepped	Rewarded
Accelerated	Contracted	Instilled	Piloted	Seized
Allayed	Converted	Instituted	Planned	Shaped
Alleviated	Dealt	Invited	Pointed	Sponsored
Amassed	Delivered	Issued	Presided	Steered
Anticipated	Designed	Joined	Profited	Stimulated
Appraised	Determined	Knitted	Pruned	Supervised
Approached	Developed	Led	Pushed	Tagged
Appropriated	Devised	Lessened	Raised	Tied
Assembled	Directed	Listened	Rallied	Took
Blocked	Directed	Looked	Profited	Transformed
Bundled	Empowered	Managed	Pruned	Turned
Charged	Ended	Mandated	Pushed	Undertook
Charted	Established	Maneuvered	Raised	Unified
Commanded	Evaluated	Merged	Rallied	United
Commended	Exchanged	Merited	Recruited	Upheld
Commissioned	Expanded	Mobilized	Rectified	Valued
Complemented	Experienced	Modeled	Redirected	Viewed
Conceived	Experimented	Motivated	Reengineered	Weathered
Conducted	Found Framed	Mounted	Replaced	Withstood
Conferred	Headed	Narrowed	Retained	Wove
Considered	included	Navigated	Returned	Yoked
Consolidated	Influenced	Overcame	Reversed	

Sales, Sales Support, Customer Service

Accentuated	Cemented	Gained	Marketed	Set
Achieved	Closed	Gave	Mended	Snagged
Acquired	Consummated	Generated	Monopolized	Sold
Added	Convinced	Grew	Negotiated	Solicited
Adopted	Cultivated	Hoisted	Nurtured	Spurred
Advised	Displayed	Ignited	Opened	Swayed
Annihilated	Doubled	Incited	Outdistanced	Swept
Appeased	Drove	Infused	Penetrated	Tapped
Aspired	Enlarged	Interested	Pursued	Topped
Bettered	Enticed	Involved	Quadrupled	Traveled
Blotted	Established	Jacked up	Ranked	Tripled
Boasted	Exercised	Launched	Rebuilt	Urged
Broke	Familiarized	Leveraged	Related	Vaulted
Built	Forged	Linked	Renewed	Won
Catered	Fought	Made	Secured	

REFERENCES



3 TO 5 NEEDED

JOHN DOE

Baltimore, MD 21216, doej@sandhills.edu, 910-695-3735

References

Jack Deer
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University of Wisconsin-
Peach Way, NC 28374
(910) 465-2354
djack@sandhills.edu

Patricia Kent-Jones, Ph.D.
Associate Professor
University of Wisconsin-Green Bay
Green Bay, WI 54311
(920) 465-0991
jonesp@sandhills.edu

Drew Cash
Executive Director
Tango and Cash Investments
Green Bay, WI 54301
(920) 469-5757
cashd@sandhills.edu

Sample

Cover & Networking Letters



Sample cover letter

John Ryan
15 Spring Road
Hamlet, LS 41112
(545) 555-5555

January 5, 2009

Mr. Brian Carson
Hiring Manager
Rest Easy Hotel
Hamlet, LS 41112

Addresses are omitted for
e-mailed cover letters

Letter is addressed to a specific
individual, if possible

State position
applied for

Dear Mr. Carson:

The management trainee position you advertised in today's *Hamlet Gazette* greatly interests me. The Rest Easy Hotels have always served as landmarks for me when I travel, and I would like to contribute to their continued growth. I have enclosed my résumé for your review.

Sell
yourself

In May, I will be graduating from Large State University with a degree in business. While in school, I developed strong organizational and customer service skills. As a dormitory assistant, I organized events, led meetings, and assisted students. As treasurer of the Business Society, I maintained the budget and presented budget reports. My summer jobs also required extensive interaction with the public. I believe these experiences have prepared me for your management trainee position.

I would appreciate the opportunity to discuss my qualifications more fully in an interview. I can be reached at (545) 555-5555. Thank you for your consideration.

Sincerely,

Place your phone
number near the end

Request an interview

John Ryan

Sign each letter

John Ryan

Enclosure

Jane Doe
P.O. Box 415223
Carthage, NC 28327
Cell (910) 555-1212

September 26, 2008

Pinehurst Surgical Clinic
5 First Village Drive
Pinehurst, NC 28374

Dear Sir:

It is with great enthusiasm that I am seeking employment at Pinehurst Surgical Clinic. Your facility has a great reputation for quality care. I am especially interested in job opportunities for Practical Nurses and would look forward to acquire work experience in a highly recommended institution.

Communication, compassion, service, verbal, instructional skills and a strong work ethic are all qualities that I would be able to bring to Pinehurst Surgical Clinic. At this time I have completed the Licensed Practical Nurse course at Sandhills Community College and have passed the NCLEX-PN exam.

As you will note on my résumé, I worked in a variety of medical jobs which introduced me to clients of all ages and socio-economic backgrounds.

I look forward to meeting with you to further discuss my qualifications and opportunities associated with working for Pinehurst Surgical Clinic. I am sure you will find my character and work ethic make me a strong candidate for this position.

My schedule is flexible and I can be reached at 910-555-1212 or 910-555-2852. Thank you.

Sincerely,

Jane Doe

PROSPECTING LETTER

Anne Tena

595 Commonwealth Avenue • Boston, MA 02215 • 617-353-2834 • antenna@bu.edu

October 31, 2007

Mr. Robert Burns
President, Marketing Division
Nestle Purina
123 Checkerboard Square
St. Louis, MO 63110

**"Prospecting" Cover Letter"
for opening a dialog with a
target company with no
known job openings.**

Dear Mr. Burns:

I learned of Nestle Purina through online research using TheVault.com in the Feld Career Center at Boston University's School of Management. Currently, I am completing my Masters of Business Administration with a concentration in Marketing at BU and from my research on your web site, I believe there would be a good fit between my skills and interests and your needs.

I am interested in a Brand Management position upon completion of my degree in May 2008. As a graduate student, I am one of six members on a marketing development team where we are writing a strategic marketing plan for Nike. My responsibilities include creating and implementing tailored programs including identifying strategies and managing creative development. This requires the use of my creative, organization and leadership skills. Through previous internship experience, I have established a strong background in database management and marketing communications. These skills would benefit the marketing efforts of Nestle Purina.

Enclosed is my resume which further outlines my qualifications, making me well suited to the project areas in which your division of Nestle is expanding efforts. I would appreciate the opportunity to discuss a position with you, and will contact you in early November. Similarly, if you have any questions or if you need any additional information from me, such as a company application form or transcripts, please do not hesitate to contact me at (617) 353-2834 or via e-mail at antenna@bu.edu.

Thank you for your time and consideration.

Sincerely,

(Signature)

Anne Tena

Networking Letter

543 Clark St.
New York, NY 20002

October 21, 2010

Ms. Jennifer Hundahl, Partner
Dewey and Howe Brokerage, LLP
1400 Broad Street
New York, NY 10004

Dear Ms. Hundahl:

Dr. Clifton Carr, professor of economics at City College, suggested that I contact you. He thought that, as an alumna, you would be in an excellent position to assist me with a career decision.

As an economics student, I am exploring which career path to pursue. Securities, trading, and investment banking work all sound interesting to me at this point, but I want to go into my campus interviews next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better understanding of the day-to-day activities of a broker.

I shall call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,

Allison Harris

Allison Harris

1225 Chicago Ave.
Evanston, IL 60208

March 14, 2011

Ms. Mary Lou Nelson
Manager of Human Resources
Continental Industries, Inc.
2900 Rosemont Blvd.
Rosemont, IL 60018

Application Letter

Dear Ms. Nelson:

I am applying for the web developer position that was advertised with Northwestern University Career Services this week. The position seems to fit very well with my education, experience, and career interests.

Your position requires skills in various types of programming and software used in web development. My academic program in computer studies emphasized C, C++, .NET, PHP, Visual Basic, Assembler, Java, and MSSQL. In addition, I have extensive experience with several software packages in web development, including Adobe Illustrator, Photoshop, After Effects, Dreamweaver, and Microsoft Visual Studio. My experience as a department computer consultant gave me exposure to both PC (Windows 2000, NT, XP, Vista) and Macintosh OSX platforms, as well as Microsoft Active Directory Novell and NT LANs. Additionally, I worked as a summer intern in computing operations for a major city newspaper where I gained knowledge of enterprise systems, content management systems, and e-commerce operations. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Continental Industries, Inc. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at 847/683-4388 or m-lopez@northwestern.edu.

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

Maria Lopez
Maria Lopez

Thank-You Letter

2913 Baxter Rd.
Virginia Beach, VA 23465

January 25, 2011

Dr. Foster Walker, Director
Technical Design Group
Atlantic Engineering Systems, Inc.
1220 Warwick Ave.
Newport News, VA 23607

Dear Dr. Walker:

Thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. My education and cooperative education experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to contact me at 804/685-5555 or r-rameriz@aol.com if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Robert Rameriz

Robert Rameriz

725 University Place, #321
Evanston, IL 60208

April 20, 2011

Melissa Lang, Ph.D.
Executive Director
The Northlight School of Performing Arts
8989 Wagner Rd.
Glenview, IL 60025

Withdrawal Letter

Dear Dr. Lang:

I am writing to inform you that I am withdrawing my application for the program coordinator position with the school. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an administrative position with a local city government and, after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative community programs you are planning. You have a fine school, and I wish you and your staff well.

Sincerely,

Heather Ferguson

Heather Ferguson

1507 North Lake Shore Drive
Chicago, IL 60606

Acceptance Letter

April 24, 2011

Mr. Jack Wisniewski, Division Manager
Data International Corporation
1212 Corporation Lane
Northbrook, IL 60022

Dear Mr. Wisniewski:

I am writing to confirm my acceptance of your employment offer of April 20, and to tell you how delighted I am to be joining Data International in Northbrook. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 a.m. on July 1, and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new-employee orientation.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,



Audra Nappi

10

THINGS TO DO BEFORE YOU WRITE RESIGNATION LETTER

SUPPORT NETWORK

- Get your support network in place

FINANCE

- Organize your finances

CALENDAR

- Create your own countdown calendar

PERKS

- Use your benefits

STANDARDIZE

- Spend a little time at the end of each day organizing your files

WIND UP

- Begin some light packing

CONTACTS

- Prepare a list of people, that you want to contact before you leave

CREDENTIALS

- Keep your credentials up to date

ASK FOR REVIEW

- Ask for a performance review

PORTFOLIO

- Build your portfolio

BROUGHT TO YOU BY



WWW.JOBCLUSTER.COM

What to include in your resignation letter



We've seen a lot of resignation letters! Trust us when we say – keep it simple and straightforward. You never know whether you might have to turn back to this same employer in the future. There are certain things that are standard which need to be there along with any additional information that you want to communicate. A resignation letter must include:

- **Formal statement of resignation**
- **Your last working day**
- **A thank you to your employer for the opportunities you have had during your employment**
- **Your willingness to provide assistance in transition**

If you keep in mind these basics things, you'll end up writing a good resignation letter.

RESIGNATION LETTER

Your Contact Information:

Name

Address

City, State, Zip Code

Phone Number & Email Address

Date:

Employer Contact Information:

Name of Manager

Title of Manager

Name of Organization

Address

City, State, Zip Code

Salutation:

Dear Mr./Ms. Last Name,

First Paragraph:

Start off by mentioning that you are now resigning from your current role and also indicate the date when your resignation is effective along with the last day at work.

Middle Paragraph:

Show your gratitude towards your employer, managers and colleagues. Do not forget to thank the employer for your personal and professional development and the opportunities you had received during your employment with the company.

Final Paragraph:

Offer best wishes to the company and to your manager/colleagues and conclude by offering to assist with the transition.

Sincerely,

Signature:

Poor résumés & cover letters



"An 'ability to smell fear' is a quality I've never seen listed on a resume before."



POOR Résumé

Graham Taylor
2993 Palms Beach
Orlando, Florida 99333

This Before version was literally screaming for help! Graham didn't stand a chance of getting a good interview with this resume. There's no phone number on the resume. Nothing is highlighted or bolded, and there's no Objective or Career Profile. This resume has no sales power at all!

Director of Marketing for Motorsports
National Communications, Inc.
Orlando, Florida

Responsible for 6 motorsports teams in the U.S. This includes marketing and advertising. Handle all personnel issues and scheduling.

General Marketing Manager
International Sports Museum, Los Angeles, California
Responsible for marketing for this nonprofit organization.

This is not enough of a job description to really explain what Graham did. Also, he doesn't list any dates in the resume. An employer will want to know for how long and when you were at these companies!

Marketing Specialist and Tournament Producer
Worldwide Sports Management
Daytona Beach, Florida
Managed marketing for golf tournaments.

Marketing Specialist
Traveling Sportsman, Inc., Trenton, New Jersey
Marketing specialist for company.

Marketing Specialist
SPORTS TEAMS OF AMERICA, Miami, Florida

EDUCATION: B.S. in Marketing, Florida State University, Miami, Florida

REFERENCES: Available upon request.

PERSONAL: Loves all kinds of sports, auto racing, swimming, fishing, and skiing. Married with 2 children.

Personal issues need not be included in a resume unless they specifically pertain to a job you're targeting.

Humanities Sample: **Poor Resume**

HELENSHORTCAKE
3359 Pudding Lane
SB 3094
Ft. Lauderdale, FL 22552
daydreamer@hotmail.com

OBJECTIVE

- ✚ Seeking a challenging part-time position where I can utilize my skills and experience.

EDUCATION

Honours Bachelor of Arts Sept. 2007-present
University of Toronto Mississauga (UTM)
○ Currently in third year **(expand on education, relevant courses)**

Ontario Secondary School Diploma Sept. 2003-June
2007
Middleton Secondary School
(not necessary to include high school)

WORK EXPERIENCE

Reserch Assistant (watch typos) May 2009-April 2010
Sociology Department, University of Toronto Mississauga
❖ Conducted research and wrote bibliographies

Part-Time Associate June 2007-
Present
UrbanPlanet **(list experiences in chronological order)**

- ❖ Assisted customers
- ❖ Provided excellent customer service **(add more detail to show skills/use action verbs)**

VOLUNTEER EXPERIENCE

Volunteer Writer Sept. 2008-Present
The Medium (UTM Campus newspaper)
✚ Attend events and write articles for the Arts & Entertainment section
✚ Demonstrate teamwork skills

Office Assistant, 2007-2008
John Smith, Local MP Office
✚ Read local newspapers
✚ Assist with duties around the office

REFERENCES

- ✓ Upon request

NOTE: Helen does very little to tailor her resume to the position. Her descriptions are too general since she does not provide enough detail. References section is not needed. This space could be used to elaborate on her skills.

SAMPLE G *Poor Cover Letter*
(Aggressive, Pushy Tone)

320 Wayland Drive
Oklahoma City, OK 82175
October 22, 1998

Mr. Walter F. Jensen
Vice President of Logistics
Space Industries, Inc.
20 East Commerce Highway
San Diego, CA 18274

Dear Mr. Jensen:

I am applying for the position of Corporate Distribution Manager at Space Industries. I have excellent credentials, and I am sure that you will be impressed with my accomplishments, as set forth on the enclosed resume. Read this document carefully!

I hold an M.B.A. in Materials Management from the University of Oklahoma, where I graduated in 1993. My undergraduate degree is in Industrial Engineering from the same school. In both instances I was an outstanding scholar, graduating with honors and serving in leadership roles in several student organizations.

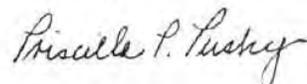
My professional credentials include over six years in the field of Logistics. This includes over two years as Distribution Manager for General Electronics, a Fortune 200 manufacturer of computer chips and electronic harnesses, with annual sales of \$5.3 billion. I am thoroughly versed in all aspects of modern distribution methods, and can bring state-of-the-art skills to your firm.

Let me suggest that even if you don't have a current opening on your management team, that you may want to meet with me anyway. A meeting will show that I have the kind of potential that may warrant some organizational shifts to make room for me as a valued member of your staff. We can discuss the specifics of title and compensation requirements at that time.

I will call you on Wednesday, October 28th to arrange for an interview. Convenient dates for me include November 7th, 14th, 18th and 21st.

I expect that we will be meeting shortly!

Sincerely,



Priscilla P. Pushy

CHARACTERISTICS OF POOR COVER LETTERS

(Self-Deprecation)

16 Miller's Place
Waldon, TX 18274
March 20, 1997

Ms. Judith R. Linderman
Manager of Public Affairs
Dorrie Manufacturing Company
800 Industry Avenue
Nashville, TN 28372

Dear Ms. Linderman:

I would very much like to apply for a position as a Regional Lobbyist with Dorrie Manufacturing Company. I hope that I have the necessary qualifications to be considered for this position.

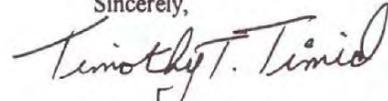
Although I lack a college degree, and my written communication skills are not as good as they could be, I hope that you will give consideration to my employment candidacy. I am a hard worker and do my best to accomplish the objectives of my employer.

I would be very pleased if you would look favorably on my employment candidacy. I want this job very much and would work very hard if selected. I know that I am not fully qualified for this position, but I hope that you will give me a chance to demonstrate how well I can do.

Although there are likely others whose education and experience make them better qualified for this position, I still hope that you will view my resume favorably. I hope to hear from you soon.

Thank you very much for taking the time and effort to read my resume. I appreciate this very much.

Sincerely,



Timothy T. Timid

ttt

Enclosure

Be prepared for the Interview



Interview Questions and Practical Ways to Answer

Questions start the minute the interview does, and to show that you are an exceptional candidate, you need to be prepared to answer not only the typical questions, but also the unexpected. You can expect questions regarding your qualifications, your academic preparation, career interests, experience, and ones that assess your personality.

1. Tell me about yourself

The most often asked question in interviews. You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work-related items unless instructed otherwise. Talk about things you have done and jobs you have held that relate to the position you are interviewing for. Start with the item farthest back and work up to the present.

2. Tell me about two suggestions you have made to your supervisor in the past year. How did you come up with the ideas? What happened? How do you feel about the way things went?

This is a creative thinking question.

3. What do you know about this organization?

This question is one reason to do some research on the organization before the interview. Find out where they have been and where they are going. What are the current issues and who are the major players?

4. What have you done to improve your knowledge in the last year?

Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

5. Describe a creative endeavor you can take ownership for that impacted on the efficiency or effectiveness of your organization?

This is a creative thinking question.

6. What can you do for us?

This means *“If we were to hire you, will you help me with the challenges I face? What are skills, and how much do you know about the subject or field that our organization is in?”*

7. Why should we hire you?

Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.

Interview Questions and Practical Ways to Answer

8. What is your greatest strength?

Numerous answers are good, just stay positive. A few good examples: Your ability to prioritize, Your problem-solving skills, Your ability to work under pressure, Your ability to focus on projects, Your professional expertise, Your leadership skills, Your positive attitude .

9. Describe a situation where you were responsible for getting others to make a change. What role did you play and what actions did you take? What was the outcome? If you had to do it again, would you do anything differently?

(Flexibility/adaptability)

10. Describe a time when you've had to work with strong-willed peers. What did you do? How did you handle them so you could influence their decisions?"

(Interpersonal effectiveness)

11. Tell me about your ability to work under pressure.

You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

12. What motivates you to do your best on the job?

This is a personal trait that only you can say, but good examples are: Challenge, (Achievement, and Recognition)

13. Tell me about a time when you had to use your presentation skills to influence someone's opinion. How did you prepare for the presentation? What points did you emphasize? How was the information received?"

(Interpersonal effectiveness)

14. Tell me about a time when you helped resolve a dispute between others.

Pick a specific incident. Concentrate on your problem solving technique and not the dispute you settled.

15. Explain how you accomplished an important personal goal.

16. Name three things you have done in the past two years to grow in your job.

(Personal mastery)

17. Do you have any questions for me?

Always have some questions prepared. Questions prepared where you will be an asset to the organization are good. How soon will I be able to be productive?

Questions to Ask Your Interviewer

- 1. What do you do in a typical work day? In a typical week?**
Ask this question in your interview with a hiring manager. It shows you're enthusiastic about the company and want to know about life on the job.
- 2. How will the work I'll be doing contribute to the organization's mission?**
You get a better sense of the organization you're interviewing with and the extent to which you'd even want to work there.
- 3. If I'm hired, in which area of your organization might I work?**
If you've learned about the company's various divisions on its website, be sure to incorporate that knowledge into the question. It shows you've done your research and are interested in the company.
- 4. What is the natural career progression for employees with my skillset?**
This question shows you're thinking about the future and hope to stay with the company.
- 5. Does this organization have a mentor or coaching program?**
This question illustrates your desire to be the best employee you can.
- 6. What kind of internal and external training do you provide?**
This is another question that shows you want to do the best job possible.
- 7. Who would make the ideal candidate for this position?**
This is an opportunity for the candidate to hear what the employer is seeking and a chance to elaborate on those examples.
- 8. Is diversity a part of your strategic framework?**
Don't just ask if the company supports diversity in general. Make sure that it's part of the overall plan.
- 9. How would you describe your company's culture and morale?**
This question provides both you and the recruiter with another opportunity to determine if you and the company are suited for each other.
- 10. What are the key challenges and/or problems facing the person in this position?**
Don't make this your only question. Pose it amid questions about the company and don't ask it at all if the information is available elsewhere.

REMEMBER TO FOLLOW-UP



Whether it is by mail, phone call or email, it is always good to follow-up with an employer within two weeks time of first meeting.

Follow-up to personal contact sample letter

909 Prices Fork Road
Blacksburg, VA 24060
(540) 555-1111
abcde@vt.edu

December 1, 2004

Ms. Marcia H. Meeks
30 Locke Lane
Richmond, VA 23219

Dear Ms. Meeks:

Thank you so much for your time and advice during my visit to your office last week. I very much appreciate your inviting me to visit since this was my first experience seeing the hands-on work which takes place in a childcare department. I learned a great deal, and hope to share what I learned with members of our student chapter.

After January, I will be in contact with you again to explore the possibility of arranging a summer internship with your firm. As I mentioned to you when we met, I had an opportunity to work on an intense, four-day interdisciplinary project judged by faculty in which my team received top honors. I gained valuable teamwork, problem-solving and presentation skills and learned to work effectively with students studying to enter different professions. I believe my skills would make me an asset to an organization like yours which often must produce excellent work under tight time constraints.

Thank you again for all your help, and I look forward to talking with you in the coming months.

Sincerely,

(Handwritten signature)

Charlotte A. Leffen



Additional Tips and Information

John Smith

✉ kukook.com@gmail.com ☎ (555) 555-5555



CAREER OBJECTIVE

To obtain a position as a programmer/it specialist in a challenging environment that will enable me to use my strong organizational skills, educational background, and utilizes team-work effort for researching, learning and developing new high-tech products.

EXPERIENCE

UI/ Web Designer Intern, Kukook Sample Co.
Scottsdale, Hawaii— Oct 2009 - Jan 2010

Completed an Internship at Kukook Sample Co., which included User Interface Designing utilizing HTML, CSS and JQuery. Significant amount of Browser Compatibility Testing and debugging.

Sample Job #3, Kukook Sample Co.
Scottsdale, Hawaii— Oct 2009 - Jan 2010

Completed an Internship at Kukook Sample Co., which included User Interface Designing utilizing HTML, CSS and JQuery. Significant amount of Browser Compatibility Testing and debugging.

Sample Job #2, Kukook Sample Co.
Scottsdale, Hawaii— Oct 2009 - Jan 2010

Completed an Internship at Kukook Sample Co., which included User Interface Designing utilizing HTML, CSS and JQuery. Significant amount of Browser Compatibility Testing and debugging.

Sample Job #1, Kukook Sample Co.
Scottsdale, Hawaii— Oct 2009 - Jan 2010

Completed an Internship at Kukook Sample Co., which included User Interface Designing utilizing HTML, CSS and JQuery. Significant amount of Browser Compatibility Testing and debugging.

EDUCATION

Kukook Universi
BA, Information Sy
August 2005 – May 2

SKILLS

Adobe Photoshop
Adobe Dreamweaver
Flash
HTML
CSS
Javascript
jQuery
Wordpress
Content Management Systems
Project Management
Technical Writing
Search Engine Optimization
Google Analytics
Design/Development
Content Management Systems
DotNetNuke
Joomla
Technical Writing
Software QA/Testing
Responsive Design
Mobile Web Development

Using a QR code on your Resume

A new trend is for job seekers to include a QR code on their resume or business cards. Having a QR code on your resume could help differentiate from the competition. Plus, if there is a particular online destination you want hiring managers to visit - like your online portfolio - it's a good way to encourage a visit.

What will it display?

It could be a link to your online resume/portfolio or your favorite search links about you / your accomplishments as one sees through Google search and read on to find out that the possibilities could be endless

How to Start:

Create an online portfolio or online resume.

You may have your own domain name or just add it to the available website services for online CVs and resumes like www.visualcv.com. You can generate the QR code easily by following either of these steps:

- Go to <http://goo.gl/>, shorten your URL, click on the “details” link on right hand side and the next window displays your QR code. Save image and use where required.
- Go to a QR code generator website kaywa.com

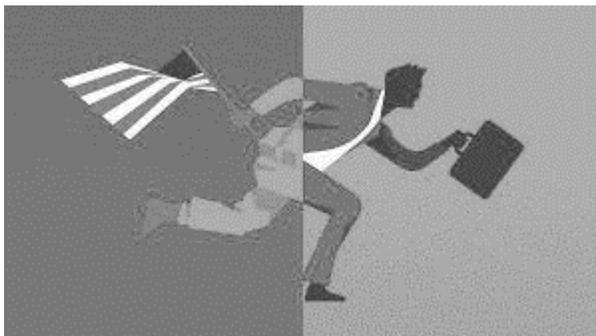
Tip: Below your QR code image write: *Scan to see my online (insert type of media in QR code).*

CAREER WEBSITES

1. www.gettinghired.com (bias-free job opportunities)
2. www.dice.com (tech jobs)
3. www.mediabistro.com (writers/journalist)
4. www.glassdoor.com (jobs/job reviews)
5. www.linkedin.com (top networking link)
6. <https://careers.insightintodiversity.com/jobs/>
7. www.nsa.gov/careers (government jobs)
8. www.jibberjobber.com (manage job listings)
9. www.collegegrad.com (graduate/entry-level)
10. www.flexjobs.com (remote jobs from home)

MILITARY TO CIVILIAN TRANSITION SITES

1. Military Resources www.military-transition.org/resources.html
2. Career One Stop www.careeronestop.org/Veterans/default.aspx
3. Corporate Gray www.corporategray.com
4. Hire Vets First www.dol.gov/vets
5. Military.com www.military.com/Careers/Home
6. Military Exits www.militaryexits.com
7. Military Hire.com www.militaryhire.com
8. Military Résumés www.militaryresumes.org
9. Next Move www.mynextmove.org/vets/find/military
10. USA JOBS www.usajobs.gov/Veterans
11. Military One Source www.militaryonesource.com/mil/military-life-cycle/separation-transition/employment-education/programs-that-hire-veterans
12. Separation & Transition www.militaryonesource.com/mil/military-life-cycle/separation-transition



2022-2023 DIVERSITY INTERNSHIPS

1. **National Diversity Internship Program:**
<https://www.diversity.va.gov/programs/internship.aspx>.
Provides internships opportunities to diverse undergraduate and graduate who are enrolled full or part-time in a degree-seeking program, at an accredited institution.
2. **Hispanic National Internship Program:**
http://www.hacu.net/hacu/Corporate_HACU_Internship_Program.asp.
For students seeking to work in the corporate sector. Students majoring in Accounting, Business, Agriculture, Hospitality, Marketing, HR, etc.
3. **NASCAR**
<http://hometracks.nascar.com/nascar-diversity/nascar-diversity-internship-program>.
Work on hands on projects throughout the motor sport industry.
4. **Scholarships for LGBTQ students (www.fastweb.com) leading website for scholarships and financial aide.**
<https://www.outrightinternational.org/content/internships>
5. **US Department of Energy provides technical training in the DOE laboratories or research facilities.**
<https://science.energy.gov/wdts/cci/>.
6. **Disney College Paid Internship Program** for any major. On the job work experience, meet people from all over the world, participate in college coursework.
<https://jobs.disneycareers.com/disney-college-program>.
7. **Computer Science Internship program.** Select programs from by location. Learn different operation and coding systems, etc.
<http://www.internships.com/computer-science>.
8. **Oprah Winfrey Internship Program.** Positions in business and technical fields, 10 week paid program.
http://www.findinternships.com/2014/04/the-oprah-winfrey-network-own_16.html.
9. **Microsoft Internship**, students work on cutting-edge technology in all job families.
<https://careers.microsoft.com/students/internships>.
10. **Ameri-Corps**, volunteer or internship organization to serve public agencies, community and faith based organizations. Great student benefits.
<https://www.nationalservice.gov/programs/amicorps>.



Disability- Focused Organizations

Career Opportunities and resources for students with disabilities

A national association of colleges and employers focused on the career employment of college graduates with disabilities.

<http://www.cosdonline.org/>

National Organization on Disability

A nonprofit organization that focuses on increasing employment opportunities for working-age Americans with disabilities who are unemployed.

<https://www.nod.org/>

LIME

Lime connect represents the largest network of high-potential university students and professionals who have disabilities/a global non-profit organization (501c)(3) that is rebranding disability through achievement/connecting disable talent with corporations

<https://www.limeconnect.com/#who-we-are>

ADA National Network

The ADA National Network provides information, guidance and training on how to implement the Americans With Disabilities Act (ADA)

<https://adata.org/>

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