

CAREER GUIDE



California State University San Marcos

CAREER
opportunities.endless.*CENTER*

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CSUSM CAREER GUIDE

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INTRODUCTION TO THE CAREER CENTER

The staff at the Career Center is here to assist you in your transition from school to work. We believe a career is more than just a job -- it's a way of life. Making successful career and life decisions requires careful thinking and planning. To prepare you appropriately, the Career Center provides a full range of services which ensure the total development of individuals with respect for unique personal, cultural, and professional values.

Services include:

- Career/Major Exploration and Planning
- Career Fairs, Graduate and Professional School Fairs
- Career Portfolio Assistance
- Career Resource Computer Lab/Library
- Career Workshops/Seminar Series
- Job Listing Service: on-campus/off-campus, full-time, part-time, and internships
- Job Search Assistance
- Mock Interviews/Interview Preparation
- On-Campus Interviews
- Resume/Cover Letter Critique Services
- Self-Assessment Instruments

The Career Center is an equal opportunity referral service.



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California State University San Marcos
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STRATEGY 1: KNOW YOURSELF

Before you can begin to write a winning resume, or “knock ‘em dead” in an interview, or even decide on the perfect job for you, it is important to spend some time assessing who you are. What are your values and what impact will they have on your choice of work environment? Number the following values in order of importance:

- | | |
|---|---|
| <input type="checkbox"/> Family | <input type="checkbox"/> Recognition |
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Leisure |
| <input type="checkbox"/> Knowledge | <input type="checkbox"/> Independence |
| <input type="checkbox"/> Security | <input type="checkbox"/> Friendship |
| <input type="checkbox"/> Power | <input type="checkbox"/> Helping Others |
| <input type="checkbox"/> Personal Consistency | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Money or Wealth | <input type="checkbox"/> Variety |
| <input type="checkbox"/> Beauty or Aesthetics | |

A. Personal Inventory

Begin by taking a personal inventory; after all, this is not simply a matter of getting a job. You are developing a professional identity and lifestyle. It is important that your work fit with your personality, values, skills, interests and goals. This is not as difficult as it may sound. The Career Center has resources and people to help you:

- Identify your values and understand how they influence your choices and decisions
- Analyze your skills and give yourself full credit for competencies developed through school, work and other activities
- Review your interests and determine how they can be channeled into a satisfying career

Tools To Help With Self-Assessment

These computerized self-assessment programs are available in the Career Center.

- Myers-Briggs Type Indicator (MBTI)
- StrengthsQuest
- Strong Interest Inventory
- Type Focus

In addition, you may want to utilize offline resources such as the KVS values assessment.

Make an appointment with a career counselor for help with values clarification, personality, interests and skills assessment.

B. Work Environment Preferences

Answer each question honestly. There are no "right" or "wrong" answers.

1. What do you do best? Are these activities related to people, things or data?

_____ related to _____

_____ related to _____

List 3 of your best skills: _____

List 3 adjectives that describe you: _____

2. Do you communicate better orally or in writing? _____

3. What type of employee are you?

A leader of a team or a group? _____

A participant in a group or team? _____

Work by myself on tasks and assignments? _____

4. Do you prefer working under direct supervision? _____

5. Do you work well under pressure? _____

6. Do you like taking responsibility? _____

Would you rather follow directions? _____

7. What do you enjoy about work?

Change and new projects/activities? _____

Following a regular routine? _____

8. When you are working, which of the following things will be most important to you?

Working for a regular salary _____

Working for a commission _____

Working for a combination of both _____

9. Do you prefer to work a regular 8:00 a.m. to 5:00 p.m. schedule? _____

10. Would you be willing to travel more than 50% of the time? _____

25% of the time? _____

11. What kind of working environment do you prefer?

Indoors ___ Outdoors ___ Urban setting (population one million+) ___

Population between 100,000 and 900,000 ___ Rural community setting ___

"Downtown" ___ "Suburbs" ___

12. What type of an organization would you prefer to work for?

A large organization (1000+ employees) ___

A medium size organization (500-1000 employees) ___

A small organization (1-500 employees) ___

13. Are you willing to relocate for work? _____

14. Are you willing to travel for work? How much? _____

STRATEGY 2: THE PAPER CHASE

From resumes to thank you notes, and everything in between, the job search typically begins with creating paper work which often determines an employer's first impression of you. Important documents needed for employment screening are: resume, cover letter, application, list of references, letters of recommendation, and last but not least, a thank you note.

A. The Resume

An employer will spend approximately 4 to 7 seconds reviewing your resume for the first time.....so it has to make a great impression. Remember that your resume is a marketing tool that describes you and highlights your assets.

Start with Content

- Think of yourself in glowing terms and emphasize positive accomplishments.
- List truthful information that you would not be embarrassed to explain in detail to a prospective employer.
- Put the most important information first and keep it concise.
- Use appropriate terminology for the industry.
- Do not use borders or graphics.
- Do not use personal pronouns such as "I," "me" or "my."
- Use short phrases beginning with action verbs; avoid using "responsible for" or "duties included."
- Avoid slang, unnecessary abbreviations and acronyms unfamiliar to employers.
- Do not list personal data such as age, marital status, height, weight, etc.
- Do not list past salaries, reference names and addresses, reasons for leaving past jobs, etc.
- Proofread everything! Have someone else review your resume. Grammatical, spelling, and punctuation errors will mean instant elimination. Submit your draft to the Career Center for a resume critique.

Listed below are items that should be included in your resume. However, they are not necessarily listed in the order in which they should appear on your resume. List the most important information first. Remember: use action verbs and concrete details in your descriptions. **Proofread everything!**

Name, Address(es), Telephone Number(s)

- List at the top of the page (center, left, or right) where it is immediately visible.
- Name should stand out--try **BOLD** and ALL CAPS; it should be the biggest font on the page; typically 14-16 font.
- Include telephone numbers(s), including area code, where you can be reached or a message can be left during the day.
- Your email address is optional--if you list it, check it every day for messages.

Career Objective (Optional)

- Identify the specific job you are seeking, using as few words as possible; include job function and industry.

Education

- List any degrees awarded in bold, major/minor, college(s) attended, GPA (optional and only if a 3.0 or above) and graduation dates (month and year).
- Always list your degrees in reverse chronological order, starting with most recent degree first
- List honors.

Summary Statement (Optional)

- Summarize your experience in a brief paragraph (usually done by those with several years experience).

Work Experience and Related Accomplishments

- List most recent work first.
- Include part-time work and internship experience.
- List job title first in **bold**, dates of employment, organization name, city, and state locations, and job description (typically 3-5 bullets).

Skills, Activities, Interests, Honors, and Qualifications

- Create separate additional sections that will make a positive impact and catch the reviewer's attention.
- List any school clubs, professional organizations, volunteer work, awards or honors, specialized talents or skills related to your objective (computers, technology, foreign languages, leadership, etc). LIST ANYTHING THAT WILL ENHANCE YOUR IMAGE TO THE EMPLOYER!
- List specific qualifications such as organization, communication, fund raising, technical, management, or sales skills.

References

- Do not include references on your resume. Instead, create a separate reference list which may be brought to the interview.
- Previous or current employer, work colleagues, faculty, and professionals in your work field all make good references.

Resume Format

Readability should be your number one priority in these two formats:

- Reverse chronological format – list related work history in reverse chronological order.
- Combination format – good for career changers, people with gaps in their work history or with limited work history.

See samples included.

Last but not Least...Reproduction

The final product should be a professional and attractive marketing tool. Choose an easy-to-read type or font style, such as Times New Roman, Palatino, Arial. Use **BOLD**, *italics* and underlining sparingly. Select a high quality white or off-white paper that will photocopy well and is a heavier weight than normal printer paper. (Bond, linen, cotton or parchment paper is recommended.) We suggest you purchase 9x12 envelopes in which to place all your application materials (without folding) to submit to employers.

SPECIAL TIP: Do not staple any of the documents together. Include your name and page number at the top of each additional page of the resume.

Action Verb List

Start your descriptive phrases describing job responsibilities with action verbs. Avoid using "duties included" or "responsible for."

(List by Pepperdine University, Graduate School of Education and Psychology Career Services.)

MANAGEMENT/LEADERSHIP

Accelerated	Controlled	Hired	Oversaw
Administered	Coordinated	Improved	Planned
Analyzed	Decided	Increased	Presided
Appointed	Delegated	Initiated	Prioritized
Assigned	Designated	Judged	Produced
Attained	Directed	Led	Recommended
Chaired	Enforced	Lobbied	Restructured
Conducted	Facilitated	Managed	Scheduled
Consolidated	Governed	Motivated	Strengthened
Contracted	Harmonized	Named	Supervised

COMMUNICATION

Addressed	Drafted	Negotiated	Reported
Advised	Edited	Persuaded	Revamped
Arbitrated	Enlisted	Presented	Rewrote
Authored	Formulated	Printed	Spoke
Briefed	Influenced	Promoted	Summarized
Collaborated	Interpreted	Published	Talked
Communicated	Lectured	Publicized	Translated
Consulted	Mediated	Read	Updated
Corresponded	Moderated	Reconciled	Wrote
Documented	Motivated	Recruited	

RESEARCH

Analyzed	Examined	Investigated	Synthesized
Collected	Explored	Located	Systematized
Compared	Extracted	Organized	Tabulated
Conducted	Gathered	Read	Tested
Critiqued	Identified	Reviewed	Uncovered
Diagnosed	Inspected	Studied	Verified
Discovered	Interpreted	Summarized	
Evaluated	Interviewed	Surveyed	

TECHNICAL

Adjusted	Constructed	Manufactured	Serviced
Assembled	Designed	Mapped	Solved
Built	Devised	Navigated	Trained
Calculated	Dissected	Operated	Upgraded
Calibrated	Engineered	Overhauled	Utilized
Coded	Fabricated	Programmed	
Computed	Installed	Remodeled	
Computerized	Maintained	Repaired	

TEACHING

Adapted	Coordinated	Facilitated	Set goals
Advised	Counseled	Graded	Stimulated
Assisted	Developed	Guided	Taught
Clarified	Enabled	Informed	Trained
Coached	Encouraged	Initiated	
Communicated	Enforced	Instructed	
Consulted	Evaluated	Schooled	
Cooperated	Explained	Served	

FINANCIAL

Administered	Calculated	Investigated	Procured
Allocated	Checked	Managed	Projected
Analyzed	Computed	Marketed	Researched
Appraised	Evaluated	Memorized	Selected
Audited	Financed	Ordered	Verified
Balanced	Forecast	Organized	
Budgeted	Inspected	Planned	

CREATIVE

Acted	Developed	Illustrated	Originated
Arranged	Devised	Improvised	Performed
Composed	Drew	Instituted	Predicted
Conceptualized	Entertained	Integrated	Produced
Cooked	Established	Introduced	Revitalized
Created	Fashioned	Invented	Shaped
Demonstrated	Founded	Made	Sketched
Designed	Generated	Modeled	

HELPING

Aided	Counseled	Guided	Represented
Assessed	Demonstrated	Helped	Saved
Assisted	Educated	Mentored	Suggested
Clarified	Expedited	Referred	
Coached	Familiarized	Rehabilitated	

CLERICAL OR DETAIL

Approved	Dispatched	Prepared	Screened
Arranged	Executed	Processed	Specified
Catalogued	Generated	Proofread	Systematized
Classified	Implemented	Purchased	Tabulated
Collated	Inspected	Recorded	Validated
Collected	Monitored	Retrieved	
Compiled	Operated	Scheduled	

RESULTS ACHIEVED

Adapted	Increased	Revised	Supported
Attained	Introduced	Revitalized	Transferred
Completed	Lowered	Risked	Tripled
Contributed	Maintained	Saved	Trouble-shot
Cut	Multiplied	Simplified	Uncovered
Decreased	Opened	Sold	Unified
Doubled	Proposed	Solved	Upgraded
Eliminated	Provided	Stimulated	Utilized
Established	Raised	Streamlined	Widened
Expanded	Realized	Strengthened	Won
Furnished	Recommended	Structured	
Implemented	Reduced	Submitted	
Improved	Revamped	Succeeded	

RESUME SAMPLE

Combination skills and experience resume created for a specific position.

NANCY LITERATE

1000 College Park Way
 Our Town, CA 91000
 (619) 999-5555
 literate001@csusm.edu

OBJECTIVE

A Guideline Administrator position with Northrop Grumman

SUMMARY

- Five years of professional background in producing self-help and training manuals
- Excellent presentation skills for groups from 5-100
- Experience organizing large events for up to 500
- Reliable and adaptable; learned new software system in record time

EDUCATION AND TRAINING

May 20XX

Bachelor of Arts in Literature and Writing Studies, cum laude

- California State University San Marcos
- Overall Grade Point Average: 3.8
- Additional coursework: Computer Graphics; University of California, San Diego

RELEVANT SKILLS AND EXPERIENCE

- Administration**
- Managed all aspects of training and self-help manual production from initial composition to product distribution
 - Supervised staff of 15 and achieved highest productivity level of any department in company
 - Interpreted and clarified daily work activities for completion of contract requirements
 - Maintained direct communications with operations managers and key staff to ensure product integrity

Technology

- Extensive experience using Microsoft Word, Excel, PowerPoint, and Photoshop
- Developed instructional and motivational presentations for new employees
- Utilized English language including grammar, punctuation, and principles of composition for authoring or editing purposes
- Prepared graphic designs and layouts using IBM PC and Macintosh computers

EMPLOYMENT HISTORY

- **Publications Coordinator**, IFCO/AND, Carlsbad, CA Dec. 20XX-present
- **Administrative Assistant**, Jack In The Box Corp., San Diego, CA Sept. 20XX-Nov. 20XX
- **Customer Service Representative**, Colorcraft Inc., Vista, CA June 20XX-Aug. 20XX

AFFILIATIONS

- American Society for Training and Development 20XX-present
- California State University San Marcos Alumni Association 20XX-present
- National Association of Female Executives 20XX-present

COMBINATION RESUME WORKSHEET

A combination format is recommended to emphasize an individual's skills and accomplishments.

(NAME IN CAPS)

(Address)
 (City, State/Zip)
 (Phones)

OBJECTIVE

RELEVANT SKILLS AND EXPERIENCE

(List specific accomplishments in areas below).

*List categories of strong skill areas below.

EDUCATION

(Degree) (Major) (University/College) (Grad/Yr)

(List specific accomplishments in areas below).

**List strong education areas in spaces below.

ACTIVITIES

WORK HISTORY (List paid or unpaid work experience).

(Job Title)	(Employer)	(Location)	(Years)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Sample Areas: Public Speaking, Programming, Communications, Supervision, Time Management, Fund Raising, Marketing, etc.

**Sample Areas: Honors, Related Projects, Related Courses, Leadership, Workshops, Conferences, etc.

RESUME SAMPLE

Chronological - Recent graduate with a Master's degree

BEA EDUCATED

123 Career Road
 Grad Town, CA 92000
 760-999-5555
 educ001@csusm.edu

PROFESSIONAL GOAL

A social service position in an agency requiring strong sociological research and practice.

EDUCATION

Master of Arts in Sociological Practice May 20XX
 Thesis Title: Career Conflicts Affecting Adult Female Victims of Domestic Violence
California State University San Marcos

Bachelor of Arts in Spanish May 20XX
San Diego State University, San Diego, CA

EXPERIENCE

Counseling Intern dates (month/year)
Counseling and Psychological Services, California State University San Marcos
 Counseled individuals and couples with personal and career concerns. Facilitated groups and workshops on communication skills, assertiveness, and job search strategies. Served multicultural student population, students with mental and physical disabilities, and re-entry students.

Resource Counselor Intern

dates
Community Interface Services, Carlsbad, CA
 Assisted clients in homes, community and job sites with vocational and community living objectives. Maintained an average caseload of 50 clients per month. Performed administrative duties. (dates)

Welfare Worker

dates
Los Angeles County Department of Public Welfare, Los Angeles, CA
 Managed a caseload of 200 clients from low income, multicultural populations. Determined eligibility of services, researched clients' personal data, and provided referrals to community service agencies.

SPECIAL SKILLS

- Fluent in Mandarin Chinese
- Co-chaired and organized large fundraising event for North County Women's Resource Center resulting in \$50,000 in donations
- Excellent communication skills gained through class presentations and counseling internships
- Computer literate in Windows, MS Word and Excel

RESUME SAMPLE

Chronological - Business graduate

CARMEN HOPE

12345 South 132nd Street
 San Diego, California 92114

(619) 999-2222
 Hope002@csusm.edu

EDUCATION

Bachelor of Science in Business Administration May 20XX
Option: Accountancy
 California State University San Marcos

- Cumulative Grade Point Average: 3.61

RELATED EXPERIENCE

Employed full-time while in school to pay 100 % of college expenses.

Consultant Spring 20XX
 Senior Experience Project, California State University San Marcos
 Served on a four member team to develop detailed marketing and budget plans for future business ventures for the San Diego Convention Center.

Accounting Clerk January 20XX-present
 Charwell Travel Services, San Marcos, California
 Handle collections, billing, payroll and correspondence. Prepare budgets for tours and monitored actual expenditures.

Bookkeeper October 20XX-December 20XX
 World Banking Corporation, Nassau, Bahamas
 Recognized as Outstanding Employee in 20XX. Maintained accounts receivable and wire confirmations. Designed simpler, more comprehensive record-keeping system. Performed audit with CPAs.

Salesperson July 20XX-September 20XX
 Macy's Department Stores, San Diego, California
 Generated retail sales in men's clothing department. Performed extensive customer service and directed inventory control and displays.

HONORS

Dean's Honor List, (# of) semesters, California State University San Marcos
 Morrtanboard

ACTIVITIES

- September 20XX-January 20XX
- Treasurer **Accounting Society**
 - **Associated Students, Inc.**, CSUSM September 20XX-May 20XX
 - Organizations Commissioner
 - Student Affirmative Action Committee
 - Annual Blood Drive Coordinator

SKILLS

Conversational Spanish.
 Computer literate in Windows, Word, Excel, Quickbooks, Access and PowerPoint.

RESUME SAMPLE

Bachelor's degree in Visual and Performing Arts

ART STUDENT

555 Theatre Way
Escondido, CA 92027

(760) 555-9999
student001@csusm.edu

OBJECTIVE

A position in stage production and management with the La Jolla Playhouse Theatre and Arts Foundation

EDUCATION

Bachelor of Arts in Visual and Performing Arts May 20XX
Minor in Literature and Writing Studies
California State University San Marcos

Relevant Coursework:

- Administrative Management
- Arts in the Community
- Computer and the Visual Arts
- Movement for Actors
- Play and Screenwriting
- Studio Work in the Arts
- Theatre and the Community
- Theatre Production Workshop

RELEVANT EXPERIENCE

- Educational expenses 100% personally funded

Set Designer/ Coordinator

San Marcos Community Center, San Marcos, CA June 20XX-present
Assist with planning, creating and designing the theatre set to reflect the play or performance theme. Coordinate stage, lighting, sound, and appropriate backdrops for various scenes.

Stage Production Intern

Escondido Center for the Arts, Escondido, CA Spring 20XX
Worked closely with the stage production manager and staff on designing and preparing sets for various performances. Learned that time management, planning, coordination, and teamwork are all vital for a successful production.

ADDITIONAL EXPERIENCE

Waiter

Fish House Vera Cruz, Carlsbad, CA July 20XX-May 20XX
Developed extensive public contact involving all facets of dining room management for specialty restaurant. Assured ultimate customer satisfaction in a fast-paced environment. Generated wine sales with suggestions for appropriate selection. Maintained high visibility in the resolution of customer concerns and complaints.

RESUME SAMPLE

College graduate with relevant volunteer experience

JOE STUDENT

999 College Avenue, College Town, California 99999 (760) 999-1111 student002@cougars.csusm.edu

OBJECTIVE

Social services case worker trainee position in a social welfare agency.

EDUCATION

Bachelor of Arts in Psychology, May 20XX
Special Emphasis: Problem Counseling and Social Services
California State University San Marcos
• Major Grade Point Average: 3.8/4.0

ACADEMIC HIGHLIGHTS

Psi Chi: National Honors Society, dates
Computer-Assisted Research
Developmental Psychology
Learning, Memory and Motivation
Psychology of Personality
Social Psychology

EXPERIENCE

Service Worker, Spring 20XX
San Diego County Department of Social Welfare, San Diego, California
Counseled adolescents on a caseload covering a variety of problems.
Assistant to Coordinator of Tenant-Landlord Abuse Program, Fall 20XX
San Diego Fair Housing Council, San Diego, California
Assisted with caseload and created slide presentations to show the existence of poor housing in San Diego County.

Counseling Intern, Spring 20XX

Youth Service Center, Teen Help, San Diego, California
Counseled youths between the ages of 11 and 17 at an agency devoted to prevention of drug abuse.

Presenter, Fall 20XX

Psychology Research Fair, CSU San Marcos, San Marcos, California
Presented psychological research project on adolescents and mental health.

Youth Director, Summers 20XX-XX

YMCA, Youth Center, San Diego, California
Coordinated all programs for children ages 10-14. Managed all budgetary concerns for programs.

SKILLS

Computer literate in Word, Excel, PowerPoint and Filemaker Pro

RESUME SAMPLE

Chronological resume format for biological research related objective

ANN BIOLOGIST

123 Main Street
San Marcos, CA 92069

biolo005@csusm.edu
760-555-1234

OBJECTIVE

Research Associate for Technology Laboratories, Inc.

EDUCATION

Bachelor of Science in Biological Sciences
Molecular and Cellular Biology Concentration
California State University San Marcos
May 20XX

COURSEWORK

Cellular Biotechnology	Molecular Biotechnology
Developmental Biology and Lab	Molecular Cell Biology and Lab
General Chemistry	Plant Physiology
Genetics	Physics and Lab
Immunology and Lab	

LABORATORY SKILLS

Aseptic technique	Mammalian culture
Autoclave	Nanopure water filter
Bacterial staining	Pipette reagents
Centrifuge	Shakers
Compound microscope	Spectrophotometer
DNA purification	Tissue culture
Gel boxes and power supplies	Water baths

EXPERIENCE

- Research Technician**
Salk Institute, La Jolla, CA
May 20XX - present
- Perform lot tests and assist in procedures involving cell cultures, DNA isolation, and DNA fingerprinting.
 - Conduct rapid isolation of plasmid DNA minipreps.
 - Enter data into electronic database for study schedules and maintenance of inventory.
- Laboratory Assistant Intern**
Bio 101, Vista, CA
Spring 20XX
- Processed and tested blood components.
 - Conducted automated and manual test procedures under GMP and in compliance with Code of Federal Regulation.

COMPUTER SKILLS

PC and Mac platforms; MS Word, Excel, Access, PowerPoint; Internet applications

RESUME SAMPLE

Liberal Studies major seeking a career change uses a combination resume

LIBBY STUDIOS

555 Campus View Drive, San Marcos, CA 92069 studl003@csusm.edu 760-555-1234

OBJECTIVE

Entry position in Real Estate Appraisal

PROFILE

- ◆ Rental property owner with personal experience in real estate and home maintenance
- ◆ Proven ability to assess the condition of a building
- ◆ Strength in analyzing, researching, organizing, and problem solving

EDUCATION AND TRAINING

Bachelor of Arts in Liberal Studies
California State University San Marcos
December 20XX

Real estate coursework completed:

Real Estate Appraisal, Real Estate Principles, Introduction to Property Management
Palomar College, San Marcos, CA
20XX-20XX

RELEVANT EXPERIENCE

Real Estate Knowledge

- ◆ Purchased and managed a duplex rental unit:
 - Completed homeowner's 'Fix It Yourself' course
 - Handled minor plumbing and electrical problems
- ◆ Researched real estate market areas extensively in San Diego County on financial and desirability criteria

Research and Computation

- ◆ Computed interest on savings accounts and loan payments.
- ◆ Calculated daily cash receipts and prepared deposits for retail store.
- ◆ Handled a wide range of banking products and services.
- ◆ Traced detailed history of client bank records to reconcile differences and resolved customer service issues.

Technical Skills

- ◆ Proficient with PC and Mac computers.
- ◆ Advanced knowledge of Microsoft Word, Excel, PowerPoint.
- ◆ Intermediate knowledge of Microsoft Access.

EMPLOYMENT HISTORY

Loan Specialist	University Credit Union, San Marcos, CA	20XX-present
Teller	Bank of California, Escondido, CA	20XX-20XX
Cashier/Server	Angelo's Burgers, San Marcos, CA	20XX-20XX

RESUME SAMPLE

Bachelor's Degree in Nursing

NATHAN NURSE
 Address, San Marcos, CA 92069
 (760) 555-1234 - Nathan@gmail.com

OBJECTIVE

To obtain a New Graduate Staff Nurse position in a Telemetry Unit

EDUCATION

Bachelor of Science in Nursing, May 2015

California State University San Marcos

- GPA: 3.6; Dean's List: 2 semesters
- Sigma Theta Tau International Nursing Honor Society
- National Student Nurses' Association

Licensure: Eligible for Registered Nurse License – NCLEX, June 2015

CLINICAL ROTATIONS

Leadership, Balboa Hospital, San Diego, CA	90 hours	Jan – May 2015
Nursing Case Management, Scripps Hospital, La Jolla, CA	90 hours	Jan – May 2015
Pediatrics, Kaiser Zion, San Diego, CA	90 hours	Aug – Dec. 2014
Maternity/Nursery, Palomar Hospital, Escondido, CA	90 hours	Aug – Dec. 2014
Medical/ Surgical II, Pomerado Hospital, Poway, CA	180 hours	Aug – Dec. 2014
Medical/Surgical I, Palomar Hospital, Escondido, CA	180 hours	May – Aug 2014

EXPERIENCE

Nursing Intern, Telemetry, January – May 2014

Tri-City Hospital, Oceanside, CA

- Provided direct care to five telemetry patients under supervision of nurse preceptor.
- Administered medication, IV therapy and care, and blood transfusions.
- Educated patients and families on safety precautions, home care and discharge planning.

Fitness Technician, June 2012 – July 2014

Action Fitness, Oceanside, CA

- Recruited new members and sold memberships, exceeding sales goals through client referrals
- Trained members on the use of exercise equipment, ensuring proper use and safety.
- Encouraged members to attain fitness goals.

CERTIFICATIONS

CPR – expires Jan 2014

ACLS – expires Jan 2014

SKILLS

Bilingual: Fluent English and Spanish

Center Charting, Microsoft Office: Word, PowerPoint, Excel

VOLUNTEER ACTIVITIES

Treasurer of Ballet Folkloric Pitao-Cozobii

Hospital Volunteer, Scripps Memorial Hospital

June 2012 – present

Jan. 2011 - July 2012

RESUME SAMPLE

Bachelor's Degree in Computer Science

133 Technical Drive
 Oceanside, CA 92051

WAYNE WEB

webwenk@gmail.com
 760-555-8910

OBJECTIVE

To obtain an internship in web development/programming at Computer Market Research Ltd.

EDUCATION

Bachelor of Science in Computer Science, May 2014

Option: Computer Information Systems; Cumulative GPA: 3.4
 California State University San Marcos

Association for Computing Machinery (ACM) member, 2011-present

Relevant Coursework:

- Web Programming
- Problem Solving with Java Programming
- Introduction to Computer Animation
- Software Engineering
- Data Structures
- Embedded Systems

TECHNICAL SKILLS

Programming Languages: C, C++, C#, Python, Java, Matlab, HTML
Software: Adobe, Photoshop, Dreamweaver, Illustrator, Microsoft Office

EXPERIENCE

Student Help Desk Technician, January 2012-present

California State University San Marcos

Provide technical troubleshooting to university students. Obtain input from technical department to solve student access concerns. Develop knowledge of audio/video development, email, web browsing, and Microsoft Office software.

Webmaster, Global Connection Club, August 2011-present

California State University San Marcos

Create and maintain a Google website for international student club. Update monthly event calendar, membership list and research new information for site. Design and distribute flyers to promote club activities.

Cashier, June 2010-June 2011

Fat Burger, Escondido, CA

Handled cash register with accurate drawer balances. Greeted customers and took to-go orders. Maintained orderly work environment.

LANGUAGES

Fluent in Mandarin Chinese and English

PAUL SCIENCE
5858 Street Name | Temecula, CA 92592 | (951) 888-1940 | email@csusm.edu

EDUCATION
Bachelor of Arts in Political Science
California State University San Marcos
May 2015
Overall GPA: 3.303

RELEVANT COURSEWORK
Course 1
Course 3
Course 2
Course 4

COMPUTER SKILLS
Research databases: Academic Search Premier, CQ Researcher, LexisNexis Academic, ProQuest
Newsstand; Software: Microsoft Word, Excel, PowerPoint, Outlook

RESEARCH EXPERIENCE
California State University San Marcos, Department of Political Science
Faculty: Dr. Nancy Regan
Fall 2013
United States v. Antoine Jones (2010): A Constitutional Law Student's Interpretation.

- Analyzed Supreme Court documents to gather facts on case
- Examined past landmark cases to gather greater understanding of issues concerning privacy
- Gained an understanding of the significance of the judicial system and its processes
- Compiled information to formulate opinion and hypothetical decision for court case
- Created poster and explained research to campus community at the Student Poster Showcase

WORK EXPERIENCE
Oggi's Pizza and Brewing Company, Temecula, CA
March 2011 – October 2013

- Food Server and Bartender**
- Collaborated with team to open new location: established policies and procedures, developed and maintained regular clientele and met sales goals
 - Provided friendly and efficient customer service, leading to repeat business
 - Answered customer questions and provided information regarding the menu
 - Worked as part of a team, helping coworkers to improve workflow and customer service

Red Robin, Temecula, CA
– February 2011
May 2009

- Food Server**
- Provided efficient customer service in extremely fast paced environment
 - Met customers' needs by processing orders accurately and within limited time frame
 - Followed corporate guidelines to ensure sales goals and quotas were maintain and surpassed
 - Resolved any customer concerns and promoted high guest satisfaction
 - Trained and mentored six new servers on restaurant policies

VOLUNTEER WORK
Tutor
January 2014-Present
Local Middle School, San Marcos, CA

AFFILIATIONS/MEMBERSHIP
Pi Sigma Alpha, Political Science Honor Society
Fall 2012- Present

CARA HUMANA
1234 University Dr., Vista, CA, 92083
(760) 987-6543
humana001@congars.csusm.edu

SUMMARY OF QUALIFICATIONS

- Effective multicultural communication skills; over four years of experience working with diverse groups of clients and students
- Bilingual-English/Spanish (written and verbal)
- Proven ability to perform effectively in stressful, high-pressure environments
- Microsoft Office Suite

EDUCATION
Bachelor of Arts in Human Development: Counseling Services Concentration
California State University San Marcos
May 20XX

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

- Juvenile Justice Internship**, North County Lifetime, Vista, CA
20XX - Present
- Greet clients in person and via telephone; use active listening skills to determine necessary services
 - Provide support for families requiring assistance in various areas of daily living, including referral to counselors, housing, food and other basic necessities
 - Mediate between county and service applicants, often responsible for delivering less than favorable news
 - Describe various programs and differentiate services for clients based on specific needs
 - Serve as a translator between Spanish-speaking clients and staff

Senior Clerical Assistant, Palomar College, San Marcos, CA
20XX - Present

- Review student records to verify eligibility for placement in courses
- Conduct assessment and advising functions in conjunction with orientation procedures
- Explain the availability of programs and services at the college and education center to the public
- Deliver back up support for counseling staff; answer multi-line phone system and schedule appointments

GEAR UP, Palomar College, San Marcos, CA
20XX - 20XX

- Partnered with local middle and high schools in the Vista Unified School District to increase student educational awareness and preparedness for postsecondary education
- Mentored students from predominantly lower income families
- Advised students on course selection and test preparation strategies, and tutored in Math and English
- Presented workshops to students and families about the college and financial aid application process

Customer Service Representative, JC Penney, Carlsbad, CA
20XX - 20XX

- Resolved customer concerns; listened to complaints, rectified errors, answered questions, explained policies, processed refunds and credits
- Provided fast and efficient customer service
- Advertised sales and promotions, always meeting sales goals

LEADERSHIP & ACTIVITIES

- American Counseling Association, Student Member
20XX - Present
- Tukwut Leadership Circle Certificate
May 20XX
- Completed leadership development program at California State University San Marcos
20XX - 20XX
- Ballet Folklorico Dance Troupe

HENRY HEALTH

9800 Calle Verde
San Marcos, CA 92078

760-000-9876
henry.health@gmail.com

SUMMARY OF QUALIFICATIONS:

- Over five years of experience serving patients in the health professions field
- CPR and Automated External Defibrillator (AED) certified
- Proven leadership and interpersonal skills
- Bilingual in Vietnamese and English; Intermediate level Spanish

EDUCATION:

Bachelor of Science in Kinesiology: Health Science Option
California State University San Marcos
Overall GPA: 3.7
December 2016
San Marcos, CA

RELATED EXPERIENCE:

Fitness Intern

- Tri-City Wellness Center
January 2014 – Present
Carlsbad, CA
- Gain understanding of integrated mind-body-spirit wellness approach at holistic health and fitness facility
- Receive training in using health assessment instruments and tools, including bioelectrical impedance, calipers, body mass index (BMI) calculator, and three minute step test
- Assist clients with stretching and exercise routines, as prescribed by trainers
- Demonstrate proper form and technique and advise clients on safe usage of exercise equipment
- Develop and deliver PowerPoint presentations to promote Tri-City Wellness services to new corporate partners

Medical Assistant

- United States Navy
August 2008 – July 2012
San Diego, CA
- Greeted patients at medical clinics and helped provide preventative care to military personnel and their families
- Served as initial intake and liaison between patients and physicians
- Maintained, updated, and organized several thousand confidential medical records
- Administered medications, including injections, and measured patients' heart rates and blood pressure
- Trained new medical assistants in safety and administrative policies and protocol
- Demonstrated adaptability by performing role in high-pressure environment during Afghanistan deployment
- Clearly explained medical procedures and addressed any patient concerns

ADDITIONAL EXPERIENCE:

Assistant Varsity Baseball Coach

- Vista San Marcos High School
January 2013 – Present, Seasonal
Vista San Marcos, CA
- Provide instruction to a team of 18 high school baseball players during practices and drills
- Manage the team during absence of varsity coach
- Cultivate an engaging environment for all players and enforce safety regulations

HONORS and AWARDS:

- Awarded Navy Commendation Medal for Meritorious Service in 2010
- Dean's List Honors – Five Semesters
- Vietnamese American Scholarship Foundation recipient

JACK SPRAT
456 7th Avenue #5 ~ San Marcos, CA 90000 ~ (310) 345-3453 ~ email@website.com

OBJECTIVE

To obtain a communications internship within the entertainment industry

EDUCATION

Bachelor of Arts, Communications
California State University San Marcos
May 2016

RELATED COURSEWORK

Business and Professional Communications
Introduction to Research in Communication Studies
Intercultural Communication

EXPERIENCE

Writer, Cougar Chronicle, Student Newspaper

- California State University San Marcos, CA
Fall 2012 to Present
- Write and edit weekly newspaper articles
- Research current events and relevant topics pertaining to college students
- Contact sources for quotes with over 40 interviews conducted to date
- Communicate with fellow writers, editors and co-workers to keep current on the university calendar and meet deadlines for the paper
- Assist in layout of the newspaper using Quark

Special Projects Assistant

- City Of Los Angeles, Los Angeles, CA
Summer 2014
- Edited and developed web site content for the Cultural Affairs department
- Researched history and archived materials for retirement event
- Performed administrative duties, answered phones, and prepared mass mailings

Administrative Assistant

- The Private Consulting Group, Santa Clara, CA
Summer 2013
- Assisted in financial planning for high-profile clientele
- Maintained current database of all current, new and potential clients
- Provided office administrative support: answered a multi-line phone system, filed and organized PowerPoint presentations

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Quark, Photoshop
Social Media: Twitter, Facebook, Instagram, WordPress

PROFESSIONAL ASSOCIATIONS

American Society of Newspaper Editors
Communication Society, California State University San Marcos

B. Electronic Resumes

Job seekers have greater exposure to employers by placing resumes on-line. However, this technique should not be used as a replacement for other effective job search strategies such as networking. Traditional hard copy resumes will never be replaced by electronic resumes; however, more and more employers are searching for candidates electronically and this trend will continue to grow in the future. These "e-resumes" can take several forms:

Four Types of Electronic Resumes

- **E-mail Resumes:**

The e-mail resume is the most common form of an electronic resume. Create your resume in an e-mail account, send a copy to yourself and save it for employers who ask for your resume via e-mail. Note: the text field in your e-mail document will be smaller. This means you may not be able to include ALL of your information on the screen, and this may help you create a less cluttered resume.

- **Web/HTML Resumes:**

After creating a Web resume in HTML, you can refer employers to your Web address to view your resume. Be sure that your personal Web page does not have anything on it you would not want a prospective employer to see. Pictures of your family or of yourself partying with friends at the beach, for instance, would not be appropriate.

- **E-form Resumes:**

Some employers have electronic forms or "e-forms" (online applications) where your resume information can be cut and pasted into boxes. It is submitted or posted to an electronic resume bank and a keyword search is conducted to select qualified candidates for specific positions. You can post to either a clearinghouse site or an industry specific site.

- **Attachments:**

When attaching a resume to an email, it is best to use a PDF document, because formats for Word or other programs may be incompatible with the recipient's system.

Internet Resume Posting

The Career Center recommends that you post your resume on CougarJOBS. You may also want to refer to some of the following free and heavily visited sites as resources for opportunities.

Internet Resume Posting/Application Sites

- **CougarJOBS** (www.csusm.edu/careers)

A searchable database of local and national job and internship listings specifically targeting CSUSM graduates and students; includes a resume database and tools for scheduling on campus interviews.

- **CalJobs** (www.caljobs.ca.gov)

California's Employment Development Department site; includes a resume database.

- **Career One Stop** (www.jobbankinfo.org)

The U.S. Department of Labor's site provides links to employment websites for each state and numerous resources for job seekers.

- **College Grad.com** (www.collegegrad.com)

A searchable database of entry-level careers exclusively for recent college graduates.

- **CareerBuilder** (www.cb.com)

Job search tools and searchable database for job listings; includes a resume database.

- **Jobing.com** (www.jobing.com)

- **Career Rookie** (www.careerrookie.com)

C. Sample Reference List

Create a reference list on a separate sheet of paper using the same heading format as you use on your resume. Generally three to five professional references is an adequate number to include. List the names in alphabetical order, by last name.

JOE STUDENT

999 College Avenue
College Town, California 99999

(760) 999-1111
student002@cougars.csusm.edu

REFERENCES

John Doe, Supervisor
San Diego County Department of Social Welfare
1234 Main Street
San Diego, California 92101
(619) 555-1111
jdoe@sdcounty.ca.gov

Jane Does, Director
San Diego Fair Housing Council
5678 First Street
San Diego, California 92101
(619) 555-2222

Dr. Sharon Knowledge, Professor, Psychology
College of Humanities, Arts, Behavioral and Social Sciences
California State University San Marcos
San Marcos, California 92096-0001
(760) 750-4146
sknowledge@csusm.edu

Dr. Nancy Smart, Professor, Psychology
College of Humanities, Arts, Behavioral and Social Sciences
California State University San Marcos
San Marcos, California 92096-0001
(760) 750-4145
nsmart@csusm.edu

SPECIAL TIP
Always request permission to list someone as a reference. Keep them informed on your job search progress.

D. The Cover Letter

The cover letter is a very important expression of your genuine interest in an employer and a demonstration of writing ability. Sometimes called a letter of interest, it is typically one page and written in business letter format. Do research or check with the employer for the correct spelling and title of the person that you are addressing. Use the same heading, format, font style, and paper as you used for your resume. The key to an effective cover letter is to focus on what you can offer, not what you want from the employer. It is helpful to include information about the organization that you've learned through research. The cover letter is also your opportunity to show your personality and passion for the work or industry.

Email cover letters should be more concise than the letters you mail. Start by creating a descriptive subject line that includes the job title and a job number, if provided. Key words that catch the employer's attention can also be included in the subject line. You can type the body of your letter into the email message area. Ideally the body of the letter will be visible in your browser window. Remember to check carefully for errors because the emailed letter needs to be as well written as a mailed letter. Optionally you may cut and paste the text of your resume into the email, but also attach a Word or pdf version of your resume, unless you are responding to an ad that specifies "no attachments." You always want to follow an employer's instructions.

SAMPLE COVER LETTER

Based on specific job listing

Job Announcement

JOB TITLE: Retail Management Trainee - Merchandising

REQUIREMENTS: B.A. or B.S. degree required. Responsible for merchandise presentation, supervision of sales personnel, customer service, inventory control and other retail functions for hardware and building supplies chain. Requires good business skills, analytical ability, creative thinking, effective verbal and written communication skills, and the ability to motivate and train sales staff.

Sample Cover Letter

RALPH SELL

110 University Drive, San Marcos, CA 92069

(760) 555-1111

April 29, 20XX

William P. Smith, General Manager
Weber Building Center
3121 Orchard
Los Angeles, CA 92719

Dear Mr. Smith:

I read with interest your job announcement for a Merchandising Management Trainee, listed on the California State University San Marcos Career Center job posting site Cougar/OBS. As a college graduate with the background and skills you are seeking, I believe I am a strong candidate for the position.

I will receive a Bachelor of Science in Business Administration this May. My job experience includes two summers as an assistant in a hardware store where I was responsible for merchandise presentation, inventory control and customer service. My college coursework complements my work experience and focuses on developing basic business knowledge, analytical ability and good communication skills. In addition, my student activities included leadership for my college council, where I planned and supervised several fund-raising projects and membership drives. The enclosed resume expands upon my qualifications.

The opportunity of joining Weber Building Center is exciting because of my familiarity with your product line and your reputation as the leader in the building supplies field. The success of your new solar equipment center for home improvement illustrates a progressive merchandising philosophy that would utilize my strongest skills.

After you have had an opportunity to review my resume, I will telephone your office regarding the most convenient time for an interview. I look forward to meeting you. Thank you for your consideration.

Sincerely,

Ralph Sell (Your Signature)

Ralph Sell

Enclosure(s)

GENERAL OUTLINE - COVER LETTER

Use resume quality paper for cover letters

Using the header of your resume as letterhead gives it a professional look

Applicant's Address
Applicant's Area Code and Phone Number

Date of Letter

Use complete title and address

Addressee's Name and Title

Company Name

Company Address

If possible, address it to a particular person by name--check for correct spelling

Salutation:

Make the addressee want to read your resume.

Opening Paragraph: State why you are writing; name the position or type of work for which you are applying and mention how you heard of the opening or organization.

Be personable and be enthusiastic

Middle Paragraph(s): Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

Be brief but specific; your resume contains details

Closing Paragraph: You may refer the reader to your enclosed resume (which gives a summary of your qualifications) or whatever media you are using to illustrate training, interests and experience. Ask for or suggest a date and time for an interview at the convenience of the employer. Indicate that you will confirm by telephone. Be specific and be sure to honor your arrangements.

Sincerely,

Always sign letters in black/blue ink

Your name typed

If a resume or other enclosure is used, note in

Enclosure(s)

letter

Sample Cover Letter for Posted Position

Norma Nurse
 11111 D Street ~ Temecula, CA 92592 ~ 951-555-1212 ~ email@email.com

January 30, 2015

Ms. Evelyn Rodriguez
 Nurse Recruitment
 Hemet Valley Medical Center
 1117 E. Devonshire Ave.
 Hemet, CA 92543

Dear Ms. Rodriguez:

It is a pleasure to present my resume for a new graduate registered nurse position at Hemet Valley Medical Center. Due to your facility's reputation for a commitment to excellent service and safety, I have been interested in Hemet Valley Medical Center for some time and would welcome an opportunity to join your team. In December 2014, I graduated with a BSN from California State University San Marcos (CSUSM). My goal is to focus on patient care and continue to build my nursing skill set and knowledge base.

I have been afforded opportunities to work with many different medical units and with people from all walks of life. As the Special Projects Coordinator for Pipeline Career at PPH (Palomar Pomerado Hospital), I coordinated projects from patient centric staff training to Walk About prevention programs. The position included interviewing prospective interns while orientating 150 interns every quarter in ambulation. I have earned two awards as a Clinical Career Intern: Exemplary Service award in IMC and ICU, as well as Leader of the Month of February 2013 for Pipeline PPH. I have been a Clinical Career Extender at Pomerado Hospital and Palomar Hospital in Med/Surg, Emergency Department, Intermediate Care, ICU, and Labor and Delivery. I have also received the Kaiser Permanente Academic Excellence award in 2014.

From my perspective, the words chosen by the American Nurses Association define nursing perfectly. I believe first, that compassion and true character form irreplaceable nurses. While many choose to learn about anatomy and physiology, true love for people comes from the core. Second, I believe ethics are essential for fitingness and honesty. If our patients can trust us, most anxiety is diminished. True respect, beneficence and advocacy must propel a nurse. Third, and certainly just as important, is knowledge. Nothing can substitute for competent nursing abilities. Education must be applied to clinical practice to be worthy of true knowledge.

My goal is to contribute to a nurturing and supportive medical facility that promotes patient-centered care, follows safety goals, and promotes nursing sensitive indicators. I strive to provide patients with the best care during vulnerable and fearful times, by being fully dedicated to the standards of quality and excellence while being a team player and part of an innovative practice. I welcome the opportunity to meet with you and encourage you to consider me to be a part of Hemet Valley Medical Center. Thank you for your time and consideration. I look forward to meeting with you soon.

Sincerely,

Norma Nurse

Norma Nurse

Sample Cover Letter for Posted Internship

KENNY COUGAR
 7896 Heart Court ♦ Maple Tree, CA 99999
 (123) 456-7890 ♦ email@aol.com

October 29, 2014

Dr. Cynthia Flame
 New Directions for Youth Agency
 7400 Van Nuys Blvd. Suite 203
 Van Nuys, CA 91405

Dear Dr. Flame:

I am applying for the counseling internship position listed on CougarJobs through the Career Center at California State University San Marcos. As you will see from my attached resume, I am currently enrolled in the (list your degree) program at California State University San Marcos.

My experience working with children and families, along with my abilities to be empathetic, open-minded, and to set boundaries, demonstrates the mix of professional and personal qualities that I bring to every job. In my current position at The Girls Empowerment Center, I utilize my interpersonal and therapeutic skills to foster a supportive relationship in group therapy with pre-teen and younger teen groups. In addition, my past experience as a teacher has demonstrated my responsibility, dedication, and leadership. I collaborated with supervisors and colleagues in order to create beneficial programs that met the needs of the children.

From doing research on your agency, I know that your mission is to help at-risk youth by providing them with opportunities to achieve a better life and to educate them in becoming healthy individuals while in a safe and supportive environment. I am dedicated to helping this population and believe that early intervention is important as they are our future.

I am currently looking to enhance my therapy skills and utilize my education and experience by working with children and their families. The clinical training program offered by New Directions for Youth Agency would provide me with the opportunity to make a difference in the lives of children. I look forward to speaking with you further about my qualifications. I can be contacted at (123) 456-7890 or email@aol.com. Thank you for your time and consideration.

Sincerely,

Kenny Cougar

Kenny Cougar

Sample Unsolicited Cover Letter – Email Format – Referred to an organization

Email Subject Line: San Diego Magazine Editorial Intern

Dear Mr. Rider:

As a Carlsbad native who grew up reading San Diego Magazine, I have enjoyed your coverage of local politics, events, and entertainment news for the past several years. I am interested in the editorial internship with the goal of applying my Communication major and relevant experience to assisting in the production of a quality monthly magazine.

For the past two years, I have gained hands-on journalism experience as a writer for my campus newspaper, the Cougar Chronicle. This position has afforded me the opportunity to develop my research, writing, interviewing, and editing skills. I have pitched several story ideas and learned the importance of meeting deadlines and working closely with a team to execute the final product. Through my jobs, including two years as an administrative assistant at a financial services firm and one year as a restaurant server, I demonstrated professionalism and the ability to interact with individuals from diverse backgrounds. The skills learned through these experiences would easily transfer to an editorial internship at San Diego Magazine.

After you have had time to review my attached resume, I would appreciate the opportunity to discuss the editorial internship at your earliest convenience. Thank you for your consideration.

Sincerely,

Courtney Cougar
(760) 555-1234
ccougar@gmail.com

Sample Unsolicited Referral Cover Letter for Internship – Email Format

Email Subject Line: Software Development Internship – Referral by Beth Jackson

Dear Ms. Villanueva,

I am a junior Computer Science major at California State University San Marcos (CSUSM) and serve as the Vice-President of the campus Association for Computing Machinery (ACM). Yesterday, your colleague Beth Jackson spoke at our ACM meeting and recommended that interested students contact you regarding potential internship opportunities at Radiant Scientific. After reviewing your web site and learning how your company is on the forefront of cloud computing and software architecture, I am very interested in the Summer 2015 Software Development internship and believe that my education and experience match well with your stated qualifications.

Through my coursework and independent studies, I have attained proficiency in web front end technologies, including Rails and HTML, as well as in programming languages, such as C, C++, Java, and Ruby. In addition to my academic qualifications, I have developed my abilities to communicate and work with a team by serving as one of ten student help desk technicians providing technical troubleshooting to students at CSUSM. As Vice-President of ACM, I assist the President in securing guest speakers, planning events, and providing overall leadership to the chapter. I am eager to apply my interpersonal skills and my technical understanding of algorithm design, coding, and problem solving to your internship.

My attached resume further describes my qualifications. I look forward to speaking with you in person about this opportunity and can be reached at 760-555-8910 or webwenk@gmail.com. Thank you for your consideration.

Sincerely,

Wayne Web
760-555-8910
webwenk@gmail.com

E. The Employment Application

Once you are ready to complete the application form, keep the following points in mind:

- Read over entire application and print a copy.
- Complete a rough draft before filling in the original.
- For hard copies, type or print legibly (using black ink) according to instructions.
- Follow all instructions on the application exactly as written.
- Supply all information requested (do not put "see resume" or "see attached").
- Include a copy of your resume and cover letter. (Do not staple together.)
- Keep a copy of your completed application and letters sent for your records.

F. Thank-you/Follow-up Letters/Notes

A thank-you/follow-up note is the professional way to maintain contact with an employer. This note will assure the human resource office of your continued interest in the organization.

Remember that the purpose of the note is to maintain contact; however, make sure that you have a substantial reason for contacting the employer each time you write, such as:

- Thanking the employer for the opportunity to interview (should be done within 24 hours of the interview).
- Sending supportive materials, e.g., transcripts.
- Notifying the employer of a change of address or additional experience gained since submitting your application.

The Importance of Thank-you Notes

A thank-you note can make a candidate stand out from the rest of the applicant pool. In a tight job market, you need a competitive advantage over other candidates. You can increase your chances of being hired by writing thank you notes. Statistically, less than 10% of interviewees ever follow up with thank-you notes. Imagine how positively that 10% will be viewed.

How to Write a Thank-you Note

Thank-you notes should be sent within 24-hours of the interview. There are many opinions about what to say; however, here are some elements to consider:

- **Express Enthusiasm:** Remind the interviewer that you are a good fit and that you have continued interest in and enthusiasm for the position. It is one more chance to market yourself in a tangible way.
- **Answer Unresolved Issues:** Answer and expand upon any useful questions raised in the interview. If you did not get a chance to mention certain points, you can now address those items. The thank-you note is your last chance to make a positive 'first' impression.
- **Express Sincerity:** Be genuine and sincere in your gratitude. Comment on the importance of the meeting.
- **Personalize It:** Highlight a key point from your meeting that was unique and meaningful. This will refresh the interviewer's memory of you. Interviewers are typically impressed with proof that candidates listen and remember the conversation. If you met with several people, it may not be obvious who the real decision-makers are. Make sure you vary slightly the content of each thank-you note. No one likes to receive a carbon copy of a note that everyone else received. This will also force you to remember with whom you interviewed, which will make your follow-up more effective. Remember to ask for business cards before leaving the interview so that you have the correct spelling, title, and contact information of your interviewers.

- **Keep It Short/Rule of Three:** The "Rule of Three" says that the human mind can only remember three things about anything. If pushed to remember four, the mind will forget all four from overload. Choose three points you want to stress about yourself which might include skills, knowledge and personal traits. Ideally, these three points should be presented in the resume, reflected in the cover letter, discussed in the interview and then restated in the thank-you note.

Typed vs. Handwritten

Typing thank-you letters (manually or on the computer) conveys that this meeting was important enough to take the time to present yourself in a professional manner; and may be preferred by more conservative employers. However, alumni (and people you know) may prefer a handwritten thank-you note. You must still prepare it carefully, write legibly and use tasteful stationery. (Many students choose CSUSM notecards from the University Store.) If you did not answer one of the questions in the interview, a more lengthy, typed letter directed toward the issue may be in order.

E-Mail Thank-you Notes

If the employer's representative has an e-mail address on their business card, then a well-written e-mail thank-you note may be appropriate and will reach the employer more quickly. A word of caution: avoid being overly friendly, and pay attention to grammar and spelling. Many people have a tendency to be less formal or careful with e-mail. Also, try to keep your note to one screen length; employers appreciate brevity. Be aware that some employers may prefer the traditional approach. In addition, handwritten, hard copy thank-you notes typically get filed in an applicant's folder, whereas e-mail is typically read and deleted.

Sample Typed Thank-you Note

Your Return Address (Use the same header as your resume.)

Month Day, Year

First Name Last Name, Title

Employer

Street Address

City, ST Zip

Dear _____:

I am writing to say how much I enjoyed our conversation on Monday afternoon. The management trainee position which you described sounded both challenging and interesting to me.

As I mentioned, my part-time work and internship experiences in scheduling activities and organizing programs seem very applicable for the position. In addition, the course work I have taken for my degree in management has helped prepare me for this career opportunity. I am very interested in the management trainee position and feel confident about the contribution that I could make to (Employer). I look forward to exploring this opportunity further with you at your convenience.

Thank you for your time and consideration. As we discussed, I will call you in two weeks to follow up on my candidacy. I look forward to speaking with you again soon.

Sincerely,

(Signature)

Your Name (typed)

G. The Curriculum Vitae

The curriculum vitae is a specific type of resume commonly used by candidates for graduate and professional schools, medical and research positions, as well as teaching positions in higher education.

General C.V. Guidelines

- Education is usually considered the most significant part of a C.V. and is listed first.
- C.V.s rarely list an objective.
- C.V.s seldom include long summaries or highlights of qualifications.
- C.V.s are more plain-looking than business resumes, emphasizing content not form.
- Where resumes avoid names of supervisors, C.V.s commonly include the names of professionals with whom you worked or completed research.
- C.V.s are typically multi-page documents, with clear, organized sub-headings to aid in readability.

The Following Topics Are Common Categories in Curricula Vitae

- Education/Credentials
- Coursework
- Dissertations/Theses
- Honors/Achievements/Awards
- Research Interests
- Research/Laboratory/Instrumentation Experience
- Teaching Interests and Experience
- Special Skills
- Publications/Presentations/Works-in-Progress
- Work Experience
- Professional Associations/ Learned or Scientific Societies
- Community Service
- Co-curricular Activities
- Interests/Travel

These categories are not absolute and should be tailored to fit your experiences. Create categories that allow you to accurately present your own background.

The categories should appear on your resume in the order of highest to lowest significance, relevant to your objective. List the most important information at the beginning of your c.v. and the least important at the end.

(How to Prepare Your Curriculum Vitae, Acy L. Jackson and Kathleen Geckeis, VGM Career Books, 2003 and From College to Career: Entry Level Resumes for Any Major, Donald Asher, Ten Speed Press, 1993.)

H. Portfolios: Paper and Electronic

A portfolio is a job search tool that documents your experiences, training and preparation, skills, and accomplishments. Developing a portfolio provides candidates with ways to assess themselves as professionals and concretely demonstrate their work potential. The creation of a portfolio is a dynamic, fluid process, not a one time project.

What Should Be Included?

The purpose of the portfolio is "getting a job," so the collection should be a compilation of your very best work and greatest accomplishments. The portfolio should paint a picture of you as a candidate and may include:

- Certificates, honors or awards
- Letters of recommendation
- Professional development plans
- Samples of work completed such as senior experience projects, research and technology projects, graphic design examples, etc.

There is no magical list of items that must be included or is appropriate for every occasion, but limit the number of pages to about a dozen.

What About Organization and Format?

There are a number of ways to organize a professional portfolio. The portfolio may be organized by chronology, function, or theme. You should select a format that matches the story you are trying to tell. It is important to assess the skill and performance standards required in the targeted position and to evaluate how your experiences, skills, accomplishments, and characteristics show that you are a good match with those requirements. Sections should be labeled so that specific pages are easy to find when needed.

How and When Is the Portfolio Used in the Job Search?

A portfolio is used effectively as a visual aid during an interview to illustrate the message you are trying to convey. Whether or not you have the opportunity to show your portfolio during interviews, you will find having a portfolio very useful in your job search. Candidates who have gone through the process of portfolio development present themselves more effectively during interviews because of the level of organization and analysis demanded by the process.

To avoid awkwardness in using a portfolio, practice presenting it during a mock interview with a Career Counselor. Consult with peers and mentors to get their reactions prior to formal interviews. If your portfolio proves to be an effective visual aid, utilize it to prove that you are the best candidate available!

Is there an Electronic Option?

If you are technologically adept, you may choose to maintain an electronic portfolio. Electronic portfolios may be created using various formats, including your own website or programs such as TaskStream. Candidates should follow the same guidelines suggested for the hard copy portfolio.

It is important to note, however, electronic portfolios may be difficult to use during an interview as the technological tools may not be reliable. If you are planning to use a portfolio as a visual aid in demonstrating your qualifications, you are encouraged to have a hard copy available, or reference how to locate it on your resume.

STRATEGY #3: RESEARCHING PROSPECTIVE EMPLOYERS

A. Matching your Skills, Values and Goals with the Right Employer

An important step to include in your job search is careful research. Gathering and comparing information will help ensure satisfaction in achieving a meaningful career with an employer that is a good match. Information you need to gather includes:

- Philosophy of the employer
- Culture of the organization
- Location of employer and service area
- Size of employer, growth trends and support services
- Age of employer and condition of facilities and equipment
- Proximity to cultural advantages and entertainment sources—basic community information
- Employer resources
- Benefits including health insurance, sick leave, etc.
- Cost of living
- Salary schedule

Once you have gathered information about some prospective employers, evaluate the information carefully to determine which employers are the best match for you. You may want to ask yourself some of the following questions:

- Do I fit in their culture?
- Does their philosophy and mission reflect my own?
- What type of training and/or professional development opportunities will they offer me?
- Where do I want to live or work geographically?
- What type of industries appeal to me?
- Is there room for advancement?
- Am I more comfortable/productive in a certain type of setting (socioeconomic and ethnic areas, city, suburban, or rural)?
- What types of resources/benefits do I want my employer to have (media centers, libraries, computers, athletic facility, etc.)?
- What size employer is best for me?

Sources for Finding Information

- CSUSM Career Center website and resource library/lab
- Employer websites
- Internships
- Employees or former employees
- Informational interviews
- Internet (see some specific websites on the following page)
- Local newspapers
- Employer directories - public, private, state and county
- Career fairs
- Business journals (Book of Lists) and periodicals



You can never learn too much about an employer! Do your research **before you apply!**

B. Searching the Internet to Obtain Employer Information

Want to ace that job interview? Need to know what or where is the right job for you? Get informed and be prepared to ask questions about your target employer or industry. The following is a list of valuable online destinations for students and recent college graduates.

Internet Websites

- Explore the many resources available on the Cal State San Marcos Career Center website. For job and internship listings, click on CougarJOBS.
www.csusm.edu/careers
- Career One Stop
www.jobbankinfo.org
Supported by the U.S. Department of Labor, site provides a directory of U.S. state sponsored job databases and other resources for job seekers.
- The Riley Guide: Employment Opportunities and Job Resources on the Internet, the most extensive independent site on the web.
www.rileyguide.com
- Take a look at the snapshot for employer details via links and directories such as Hoover's Online, Big Book Yellow Pages, Career Exposure. Resources cover multiple countries and regions as well as international companies.
www.jobsearch.about.com
- The San Diego Workforce Partnership provides local labor market statistics and occupational trends.
www.workforce.org
- O*NET Online
Provides detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!
www.onetonline.org
- Occupational Outlook Handbook provides extensive information on U.S. employment.
www.bls.gov/oco
- For government jobs by college degree, visit these two sites:
Jobs for America and Student Gateway for Government Jobs:
www.usajobs.gov and www.usajobs.gov/studentsjobs
- The Wall Street Journal's premier site for executive and managerial positions.
www.careerjournal.com
- Reference USA: a business reference and research tool for students, job seekers and researchers.
www.referenceusa.com
- Glassdoor.com - Search millions of job listings and see company salaries, reviews and interview questions.
www.glassdoor.com
- Indeed.com – Mega search engine for millions of job listings and salary data, searchable by keywords and zip codes.
www.indeed.com

- Career advice and links for college students.
www.collegejournal.com and www.collegrad.com
- For Community Service Careers, search job listings and links to nonprofit organizations, volunteer opportunities which include an online profile form to help match your criteria to current openings.
www.idealists.org and www.NonprofitJobs.org
- Employment site for entry level jobs and internships.
www.CampusCareerCenter.com and www.cb.com (Career Builder)
- Links to the best places to work from Fortune 500 to the Top Small Companies and where to find them.
www.fortune.com
- If you are considering part-time or temporary work as a way to get your foot in the door, search for temp agencies by looking at the yellow pages of your phone book, classified ads or online at the American Staffing Association (ASA).
www.staffingtoday.net
- California Jobs: State of California Employment Development Department
www.caljobs.ca.gov



STRATEGY #4: JOB SEARCH STRATEGIES FOR THE OPEN MARKET

A. Respond to Job Advertisements

Identify the best resources for your search. Visit the Career Center for print and online resources and check out www.csusm.edu/careers for postings. Click on CougarJOBS to access job postings.

Don't apply for everything. Create a targeted cover letter that comments on what attracted you to the employer and job based on the research you have done. Submit all materials requested promptly.

B. Participate in Job Fairs

The Career Center offers a job fair each semester where multiple employers set up tables to promote their organization and job openings. Job fairs are great "one stop shops" for researching companies and finding out about part-time, internships, and full-time positions. For information about the CSUSM fairs and other recruitment events, check the Career Center website at www.csusm.edu/careers.

Special Tips For Job Fair Success

- Check with the host organization to find out who will be attending the fair; visit the Career Center website at www.csusm.edu/careers.
- Complete any necessary forms prior to attending (to avoid waiting in additional lines).
- Research participating organizations.
- Develop questions to ask the recruiter during the fair.
- Prepare a resume and bring multiple copies to the fair.
- Dress in professional attire (a business suit!) with a clean and well groomed appearance.
- Arrive early to orient yourself to the facility.
- Check in at the candidate registration table upon arrival.
- As you approach the employer's table, establish good eye contact, present a firm handshake, introduce yourself with confidence and smile!
- Be prepared to ask a few standard questions.
- At the end of your conversation, offer a firm handshake and express your appreciation using the interviewer's name.
- Visit with as many representatives as possible, especially those from outside of the local area! All employers are not alike; this is your chance to really shop around!
- Within 24-hours, send thank-you notes to employers that interested you.
- If the line at a table is very long, it may be more efficient to select another and come back.
- Be sure to follow any instructions you receive and check back regularly.

Be Ready To Ask Questions

The representatives want to talk with you. Approach them and have three generic questions you can ask anyone:

- What positions do you anticipate having open this year?
- What hiring do you plan to do in the next three to four months?
- What types of people do you hire?
- Are you looking for someone with my education and experience?
- What types of people are successful in your organization?
- I want to do _____. Who should I talk to in your organization?
- What made you choose your employer?
- Could you describe your corporate culture?

SPECIAL TIP: Follow-up! Follow-up! Follow-up! Make a habit of contacting the employer **periodically**.

C. Utilize Third Party Employment Firms

Register with third-party employment firms

- Temporary employment agencies hire workers for jobs that sometimes turn into permanent positions.
- Public employment firms or state employment offices are funded by the state to help its residents enter or re-enter the workforce. Two such agencies in North County are the North County Inland Career Center and the North County Coastal Career Center.
- Private employment firms or “head hunters” are hired by companies to help them hire full-time experienced professionals.

Research these organizations carefully and choose appropriate ones. It can't hurt to have someone else looking for a job for you, but make certain the employer is footing the bill—not you—the job seeker. Find out about any fees you might incur up front.

D. Make the Most of an Internship

What is an internship?

Internships offer you the opportunity to gain experience and insight into a position or industry of your particular interest. Employers become your sponsors and place you in meaningful positions that allow you to put theory into practice. Internships enhance your academic experience by allowing you to apply the skills and knowledge you have acquired through your education. By temporarily becoming part of an organization you will be exposed to the world of work and can learn more about your particular strengths, likes and dislikes. For employers, internships are an opportunity to complete valuable projects and have a continuous pool of bright, creative, enthusiastic CSUSM interns to become potential employees.

Internships come in many forms. They can be anywhere from one week to a year, or more in length. They can require as few as six hours a week to as many as forty plus hours a week. Some are paid and others are non-paid. Some offer academic credit, while others don't. An internship experience can often help you get your foot in the door!

Why should you do an internship?

There are many advantages to completing an internship:

- Acquire new skills and gain "hands on" experience
- Explore and make decisions about future career options
- Increase your employability after graduation
- Work with professionals in your field of interest
- Apply theory to practice
- Begin building your network of connections
- Acquire work experience to list on your resume
- Increase self confidence
- Establish valuable contacts for reference

Resources for Finding Internships**CougarJOBS**

CougarJOBS is a web based database used by the Career Center to list all internships and job listings posted through our office. To access the database go to: www.csusm.edu/careers and click on CougarJOBS.

Career Center Resource Library

In the Career Center library you will find directories and publications listing internship opportunities nationwide and worldwide. Internships can be found by location, major or industry. Some of the books include: Peterson's Internship Book, The Internship Bible, etc.

Build Your Own Internship

You may also directly contact an organization that you are interested in interning for and find out if they would be willing to take on an intern. You can stop by the Career Center if you would like a hand getting started.

Internet Resources**General**

CougarJOBS

www.csusm.edu/careers

College Grad

www.collegegrad.com/internships

Inroads Internships

www.inroads.org

Internships.com

www.internships.com

Internship Programs

www.internshipprograms.com

Internweb

www.internweb.com

Back Door Jobs

www.backdoorjobs.com

International

www.goabroad.com

www.goingglobal.com (through CougarJOBS)

Field Specific

Environmental Internships

Jobs.oriongrassroots.org

Government

www.twc.edu/ - The Washington Center

Media

<http://journalismjobs.com/>

Medicine/Health

www.jobs.nih.gov/trainees

Non-profit

www.idealists.org

Research/Science/Math

www.yale.edu/yser/links/extramural.html

A positive internship experience may provide you with the experience and contacts you need to secure a permanent position.

- Maximize your opportunities by giving 100% of your ability and enthusiasm every day.
- Establish clear objectives with your supervisor.
- Always arrive early to prepare for the day.
- Dress professionally.
- Avoid gossip.
- Draw on the expertise of your supervisor and other professionals at the work site.
- Request letters of recommendation.
- Write thank you notes to your supervisor and other professionals at your internship site.

E. Targeted Mailings

Identify the top employers you would like to work for, research them and craft a tailored cover letter and resume to each one.

- Develop a list of 10-15 organizations of interest; the Business Journals' Book of Lists is a good resource. You can find this in the Career Center Resource Computer Lab/Library.
- Create a database to contain contact names, titles, and addresses to facilitate your mailing and progress.
- Develop questions you can ask during follow-up calls and make the calls.

F. Networking Tips

What is Networking?

Networking is the process of developing and maintaining relationships. This process includes seeking out acquaintances, advice-givers, potential mentors and friends and systematically developing relationships with them. **Most studies reveal that the majority of jobs are obtained through networking.**

People like to hire workers they know.

- Let everyone know you are looking for a job.
- Schedule a meeting with a career counselor or faculty member to obtain contacts.
- Develop a networking plan.
- Join professional organizations in your field to broaden your network.

Special Tips

- Make at least one new contact a month.
- Get to know your classmates, especially juniors & seniors - they might be in a position to hire you someday!
- Get out of your comfort zone.
- Remember- everyone networks!

Why Network?

Who you know is just as important as what you know. Networking provides the opportunity to get "your foot in the door" of a particular industry/field. Networking is also a great way to start building a reputation for yourself and putting your name out there.

Networking is a reciprocal process. It is a way to develop professional relations as well as exchange information. Contacts can provide you with leads, information and other contacts, just as you can provide the same to them.

Sources of Networking

- **Informational Interviewing:** Identify someone in your field/industry of interest. Contact that person and ask if they are willing to meet with you for an informational interview. Prepare questions that you have regarding the field/industry. Treat the informational interview as if it were a professional job interview. Always ask to leave a copy of your resume. Send a thank you note and keep in touch!
- **Professors:** Professors not only know people on campus, but off campus as well, within their field/industry. Get to know your professors by visiting them during office hours or before or after class. Ask if they know anyone who you could contact for an informational interview.
- **Former Employers:** Always stay in touch with people you have worked for/with in the past. Ask former employers for contacts that you could potentially call for an informational interview. Check in with former employers/co-workers periodically for new contacts/leads.
- **Alumni:** Visit the alumni database for an informational interview at <https://alumniweb.csusm.edu/index.php>. Identify alumni working in your field/industry of interest.
- **Online:** Visit the Career Center website: www.csusm.edu/careers for a variety of resources.

G. Get LinkedIn

LinkedIn.com is a great resource for students and alumni who are seeking a job. Unlike sites like Facebook, Twitter, and Instagram, it is a professional networking site, *not* a social networking site. LinkedIn can help you connect with other professionals, research companies, and seek job opportunities. The site currently has over 277 million users and over 3 million business pages, including representatives from all Fortune 500 companies. Here are some tips to help you fully take advantage of LinkedIn:

Getting Started

- **Create a complete profile:** Include information about your education, work and volunteer experiences, and career goals. Provide keyword-rich descriptions which include skills and qualifications that are relevant to the types of jobs you are seeking. Your profile should include everything on your resume, and it also provides an opportunity to share additional information.
- **Privacy settings:** To allow recruiters to view your profile, be sure to set your privacy settings accordingly. Having a public profile will also increase your online presence if someone enters your name in a Google search.
- **Keep it professional:** Use a professional photo of you alone and make sure your grammar and spelling are accurate.

Networking Within LinkedIn

- **Build your network:** Invite only people you know to join your network. These could be family, friends, current and former supervisors and co-workers, and faculty. Although you should focus on quality rather than quantity of connections, as your network grows you will be able to reach more people through your connections. LinkedIn suggests having at least 20 connections in your network.
- **Join groups:** Belonging to groups can increase your visibility on LinkedIn, expand your network, and allow you to participate in discussions related to your industry or career. There are groups affiliated with CSUSM, specific industries, professional associations, and even interests and hobbies.

Research

- **Advanced search:** Use this feature to research companies of interest and establish networking contacts through your existing connections. You can also discover new prospective employers by specifying criteria such as location or industry.
- **Answers tool:** Use LinkedIn Answers to exchange information with other professionals in your industry. You can gain valuable insight by asking questions such as "I am a student interested in a career in _____. What specific skills should I gain that will give me an edge when I am ready to begin my career?" By responding to others' questions you will strengthen your LinkedIn presence and demonstrate that you actively contribute back to your network.
- **Look at other profiles:** When applying to a job, check out the profiles of current and former employees in the same position. This can help you identify important skills and qualifications needed for the job. You can also get ideas about other companies to consider in your job search by looking at employees' previous places of employment. Before an interview, check out the interviewer's profile. Perhaps you share a commonality that you can weave into the interview (i.e., they graduated from CSUSM too).

Take time to explore LinkedIn to discover other ways to tap into this extensive resource. You will find useful information and tips in their Learning Center section.

For more information, check out these links:

<http://students.linkedin.com>

<http://university.linkedin.com/linkedin-for-students.html>

http://www.intuitive.com/blog/etiquette_for_linkedin_and_the_professional_networking_world.html

Ways to Use LinkedIn in Your Job Search

Benefit/Task	How LinkedIn Can Help
Identify the right people at a company	Find their profile via search or browse
Discover information about recruiters or interviewers	Read their profile before a meeting
Maintain a relationship with contacts within a company	Send messages, share ideas in Discussions, and answer questions in Answers
Get recommendations which are visible to everybody, but especially to recruiters or hiring managers	Recommendations
Receive introductions or referrals to contacts within a company	Via the introductions tool
Discover the relationships between people you know and potential employers or contacts at companies you are interested in	Via connections in their profile
Develop your visibility, personal brand, and online reputation	Your LinkedIn Profile, increased results when your name is entered in a Google search, and contributions to Answers and Discussions
People writing about you so your prospective new employer might hear about you	Receiving recommendations, people mentioning you in Discussions, being acknowledged as an "expert" in Answers
Receive notifications when someone changes jobs, which acts as a trigger to contact them if they are going to work for a company you are interested in	Via Network Updates
Pick up industry trends via discussions in Groups affiliated with the field where you want to work	Discussions (within Groups)
Find Groups to join for networking and information	Via Group Search and via Profiles of people from your network.

Adapted from: Vermeiren, Jan How to Really Use LinkedIn , Booksurge, 2009

How to Build a Professional Student LinkedIn Profile

Think of your LinkedIn profile as an interactive business card. It's a summary of your professional experience, interests, and capabilities that is designed to attract the attention of important people who are searching for you online — recruiters, networking contacts, and grad school admissions officers. A strong profile is a key differentiator in the job market. So let's get started...

1. Craft an informative profile headline

Your profile headline gives people a short, memorable way to understand who you are in a professional context. Think of the headline as the slogan for your professional brand, such as "Student, National University" or "Recent honors grad seeking marketing position." Check out the profiles of students and recent alums you admire for ideas and inspiration.

2. Display an appropriate photo

Remember that LinkedIn is not Facebook or MySpace. If you choose to post a photograph — and we recommend that you do — select a professional, high-quality headshot of you alone. Party photos, cartoon avatars, and cute pics of your puppy don't fit in the professional environment of LinkedIn.

3. Show off your education

Be sure to include information about all institutions you've attended. Include your major and minor if you have one, as well as highlights of your activities. It's also appropriate to include study abroad programs and summer institutes. Don't be shy — your LinkedIn profile is an appropriate place to show off your strong GPA and any honors or awards you've won.

4. Develop a professional summary statement

Your summary statement should resemble the first few paragraphs of your best-written cover letter — concise and confident about your goals and qualifications. Remember to include relevant internships, volunteer work, and extra curriculars. Present your summary statement in short blocks of text for easy reading. Bullet points are great, too.

5. Fill your "Specialties" section with keywords

"Specialties" is the place to include key words and phrases that a recruiter or hiring manager might type into a search engine to find a person like you. The best place to find relevant keywords is in the job listings that appeal to you and the LinkedIn profiles of people who currently hold the kinds of positions you want.

6. Update your status weekly

A great way to stay on other people's radar screens and enhance your professional image is to update your status at least once a week. Tell people about events you're attending, major projects you've completed, professional books you're reading, or any other news that you would tell someone at a networking reception or on a quick catch-up phone call.

7. Show your connectedness with LinkedIn Group badges

Joining Groups and displaying the group badges on your profile are the perfect ways to fill out the professionalism of your profile and show your desire to connect to people with whom you have something in common. Most students start by joining their university's LinkedIn group as well as the larger industry groups related to the career they want to pursue.

8. Collect diverse recommendations

Nothing builds credibility like third-party endorsements. The most impressive LinkedIn profiles have at least one recommendation associated with each position a person has held. Think about soliciting recommendations from professors, internship coordinators and colleagues, employers, and professional mentors.

9. Claim your unique LinkedIn URL

To increase the professional results that appear when people type your name into a search engine, set your LinkedIn profile to "public" and claim a unique URL for your profile (for example: www.linkedin.com/in/yourname). This also makes it easier to include your LinkedIn URL in your email signature, which is a great way to demonstrate your professionalism.

10. Share your work

A final way to enhance your LinkedIn profile is to add examples of your writing, design work, or other accomplishments by displaying URLs or adding LinkedIn Applications. By including URLs, you can direct people to your website, blog, or Twitter feed. Through Applications, you can share a PowerPoint or store a downloadable version of your resume.

H. Informational Interviewing

One of the best ways to find out about the realities of a career/job is to talk to people currently employed in the field. Informational interviewing will become a very necessary part of your job search, not only for informational purposes but also for the development of your professional network. Here are some tips to get started:

1. **Find someone to interview** (Professional people in the field, faculty, staff, advisors, etc). Make sure you get the person's name and title.
2. **Call or visit the person's office to set up a meeting.** Make a specific appointment for a specific length of time. The meeting may be in person or via the telephone.
3. **Explain why you are calling for the interview.** Some reasons may include:
 - You are doing some research for your college career class and would like some specific information from someone in this field.
 - You want to know more about this kind of work before you decide that you are interested, or before you decide you should choose it as a career.
 - You are interested in the field but have not found much information on it and would appreciate someone filling you in on it.
 - You are getting ready for a job interview and would like to get some advice from someone in the field before the interview.
4. **If someone has referred you to the person you are contacting for information, ask the person who recommended you to call – a reference helps!**
5. **Make a list of specific questions, things you want to know about.** (See the list below for sample questions).
6. **Following the interview, send a note thanking the person for the time and help.** (The note can be typed or handwritten.)

HERE IS A SAMPLE LIST OF QUESTIONS YOU MIGHT ASK IN YOUR INFORMATIONAL INTERVIEWS:

1. What do you like most about your job, and why?
2. What do you like least about your job, and why?
3. How did you decide to get into this field and what steps did you take to enter the field?
4. What training or experience would you recommend for someone wanting to enter this field?
5. What is the salary range for a person in this field from entry level to top salary?
6. What personal qualities do you feel are most important in your work, and why?
7. What are the tasks you do in a typical work day?
8. What types of stress do you experience on the job?
9. What types of people survive and do well in this field?
10. What are the opportunities for promotion or advancement?
11. Is this field expanding or taking any new directions?
12. What related occupations might I investigate?
13. What type of professional organizations would I consider joining to help me in this field?
14. Do you know the names of three other persons who share your enthusiasm for this kind of work, and if so, how can I contact them?

STRATEGY #5: EFFECTIVE INTERVIEWING

A. Preparing for the Interview

- Attend the Career Center workshops.
- Register with *Big Interview*, an online interactive mock interview program which can be accessed for FREE through the Career Center website. Review their training videos and develop your skills by recording and reviewing your own practice interviews.
- Schedule a videotaped mock interview with a career counselor, so you can practice your answers to interview questions.
- When the call for an interview comes, get as much information as possible. When? Where? Who will be interviewing me? For what position is this interview?
- Do your homework: complete in depth research on the employer through the internet and also review your materials.

B. Types of Interviews

There are several different types of interviews which you may encounter while seeking employment. These are:

- One on One: One interviewer interviews an applicant.
- Panel: Several interviewers interview an applicant.
- Group: More than one applicant interviewed at one time.
- Screening: An initial interview not intended to result in a job offer, but simply to refer potential applicants to a second, in-depth interview. Most on-campus interviews are screening interviews.
- Follow-up or Second Interview: A more in-depth interview, often conducted at the employer site. May be as short as one hour or may last an entire day, with tours, lunch, information sessions and other activities.

The Three Basic Areas Covered in the Interview

Introduction

The introduction establishes a rapport between you and the interviewer. Although the conversation may seem trivial during this part of the interview, it provides the interviewer with a first impression through your appearance, manner, and personal energy. Show enthusiasm for the job and interest in the employers' organization. A good handshake, a smile and direct eye contact are essential.

Discussion of Qualifications and Goals

This portion of the interview is to communicate skills, experience, goals and other qualifying attributes. The employer's questions will be designed to elicit this information. Your responses will help the interviewer to assess your communication skills, self-confidence, judgment, and preparation for the interview. The employer is looking for skills and qualifications that fit the position and personal qualities that are required for success in the job, as well as goals appropriate to the organization. Generally, the questions will center around these topics:

- Goals
- Skills and qualifications
- Knowledge about the employer and the job
- General interview questions



The Closing

Summarize your strengths and interests. Ask how and when the employer will be in touch with you concerning the next step in the hiring process. During this time, be sure to ask for a business card which will give you the name and address of the interviewer for a follow-up letter.

A brief thank-you note should be sent to the interviewer shortly after your interview. Thank the interviewer for the opportunity to interview with the organization, expressing your interest in the position and desire to hear from them soon. For more information on how to craft a 'thank you' note, please refer to 'The Paper Chase' section of the Career Guide.

SPECIAL TIPS

- Bring your resume and/or portfolio to the interview.
- Arrive early. Allow extra time for unexpected situations, such as difficulty in finding a parking space.
- Don't answer interview questions you don't understand. It is acceptable to ask for clarification.
- Take time in the interview to organize your thoughts before responding. Thoughtful and thorough replies are more impressive than immediate answers that miss the mark.
- In preparing for the interview, practice phrasing responses orally. Research shows that this technique brings the best results.
- In responding to general or open-ended questions such as "Tell me about yourself," discuss aspects of yourself that are related to the job. Examples might include your academic background, related work experience, activities and interests that pertain to the job, or personal qualities valued by the potential employer.
- Don't bring up salary or benefits in the initial interview; however, if your interviewer brings up these issues, they're okay to discuss. Gather salary data on the employer beforehand.

C. Interview Questions from Both Sides of the Table

Employer Questions

Goal Interview Questions

- What do you plan to be doing for work five years from now?
- What was your most rewarding experience as a student?
- Why do you want to work as...?
- What led you to choose your major field of study? This chosen career?
- What are the most important rewards you expect in your professional career?
- Why did you decide to seek a position with our organization?

Skills and Qualifications Interview Questions

- What courses did you like best in college?
- What kinds of things do you enjoy doing?
- What is your major strength? Weakness?
- What was your most successful life experience? Why do you think it was successful?
- How do you handle criticism?
- What qualifications do you have that make you think that you will be successful in our organization?
- What motivates you to put forth your best effort?
- What kind of work environment would you be most successful in?
- Describe a problem or challenge you had in your last job and how you handled it?

General Interview Questions

- Tell me about yourself.
- What did you like most about your most recent job?
- What is the value in extra-curricular activities?
- Did you get involved in extra-curricular activities during college? What did you learn from these experiences?
- Can you accept criticism?
- How would you fit into our organization?
- What type of people would be difficult for you to work with?
- Why should I hire you?

Candidate Questions

Near the end of the interview, you will have an opportunity to ask questions. Be sure your questions demonstrate the depth of your knowledge of the employer and the position. Questions should be prepared in advance while researching the employer but also may be generated by information received in the interview. Be prepared but flexible. You may also take this opportunity to communicate a job-related qualification or other important item which had not been previously discussed. You should have several questions in mind before you arrive for the interview.

- What are you looking for in this position?
- What are the biggest challenges the person in this position will face?
- What are prospects for future growth in your organization?
- How would you describe your organization's personality and management style?
- I want this job. What weaknesses do you think I have that would prevent you from hiring me?

D. Illegal Questions

Federal laws protect applicants from discrimination in the interview process. There are questions that interviewers are not allowed to ask; however, not all interviewers are aware of these laws or questions. This does not excuse them, but you need to understand, some interviewers do this sort of thing very seldom and are unaware of specific laws related to hiring. If illegal questions are asked during your interview you have several options:

- Inform the interviewer the question they have asked is illegal and end the interview process immediately.
- Let the interviewer know this is an illegal question but go ahead and answer it.
- Just answer the question and go on with the interview.

How you choose to respond is really your decision. We have listed a few illegal questions and related legal questions for your review below:

Inquiry Area	Illegal Questions	Legal Questions
National Origin/ Citizenship	<ul style="list-style-type: none"> • Are you a U.S. citizen? • Where were you/your parents born? • What is your "native tongue"? 	<ul style="list-style-type: none"> • Are you authorized to work in the United States? • What language do you read/speak/write fluently? (This question is okay only if this ability is relevant to the performance of the job.)
Age	<ul style="list-style-type: none"> • How old are you? • When did you graduate? • What's your birth date? 	<ul style="list-style-type: none"> • Are you over the age of 18?
Marital/ Family Status	<ul style="list-style-type: none"> • What's your marital status? • With whom do you live? • Do you plan to have a family? When? • How many kids do you have? • What are your child-care arrangements? 	<ul style="list-style-type: none"> • Would you be willing to relocate if necessary? • Would you be able and willing to travel as needed for the job? (This question is okay if it is asked of all applicants for the job.) • Would you be able and willing to work overtime as necessary? (This question is okay assuming it is asked of all applicants for the job.)
Affiliations	<ul style="list-style-type: none"> • What clubs or social organizations do you belong to? 	<ul style="list-style-type: none"> • List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.
Personal	<ul style="list-style-type: none"> • How tall are you? How much do you weigh? (Questions about height and weight are not acceptable unless minimum standards are essential for the safe performance of the job.) 	<ul style="list-style-type: none"> • Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job?
Disabilities	<ul style="list-style-type: none"> • Do you have any disabilities? • Please complete the following medical history. • Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred. • What was the date of your last physical exam? • How's your family's health? • When did you lose your eyesight? How? • Do you need an accommodation to perform the job? (This question can be asked only after a job offer has been made.) 	<ul style="list-style-type: none"> • Are you able to perform the essential functions of this job? (This question is okay if the interviewer has thoroughly described the job.) • Can you demonstrate how you would perform the following job-related functions? • As part of the hiring process, you will be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.)
Arrest Record	<ul style="list-style-type: none"> • Have you ever been arrested? 	<ul style="list-style-type: none"> • Have you ever been convicted of _____? (The crime named should be reasonably related to the performance of the job in question.)
Military	<ul style="list-style-type: none"> • If you've been in the military, were you honorably discharged? 	<ul style="list-style-type: none"> • In what branch of the Armed Forces did you serve? • What type of training or education did you receive in the military?

By Rochelle Kaplan, *Job Choices: 2006*, National Association of Colleges and Employers (NACE)

E. STAR Answers to Questions

We find the most successful interviewers use examples when giving answers to interview questions. Try the STAR answer system to clearly describe your examples: "Tell me about a major problem you faced at work and how you resolved it."

	<u>STAR Answer</u>	<u>Example</u>
S	Describe a Situation	When I was working at XYZ employer,
T	Describe a Task	I was assigned to inventory all the widgets for the employer.
A	Describe the Action you took	I created a chart of all the departments using widgets on Microsoft Excel and recorded my inventory results by color and size. Then I sent the new Excel chart to each department so they could continue to update the chart as an on-going inventory control tracking system.
R	Describe the Result of your action	As a result, my employer has a complete inventory of widgets for the first time. Through this inventory audit we discovered we had a shortage of one of the widgets in one department and a surplus of the same widget in another department. This problem was slowing down production. This situation will not be a problem in the future with the new tracking system I created. Now we are going to implement the same tracking system for other inventory items!

F. How Candidates are Evaluated in an Interview

Cover letters, resumes, application forms, letters of recommendation, transcripts and other application materials are the screening tools used by employers before the job applicant is granted an interview. Employers look for certain types of information and for a level of quality that shows how candidates have "packaged" themselves on paper. But in today's highly competitive job market candidates can maximize their chances of being selected for a position by understanding how they will be evaluated in an interview and by preparing accordingly.

Most major employers have specific questions and evaluation criteria for their recruiting efforts. To score high, a candidate must provide articulate, concise, creative, enthusiastic, and comprehensive answers in a variety of areas. The sum of these give an employer an overall picture of an individual's capabilities. Present yourself as a professional. Dress professionally. Project confidence.

Here are the twenty most common negative factors evaluated during an employment interview frequently leading to rejection of the applicant:

- | | |
|---|---|
| 1. Poor personal appearance. | 10. Unwilling to start at the bottom, expects too much too soon. |
| 2. Overbearing, overaggressive, conceited, "superiority complex" or "know-it-all" attitude. | 11. Makes excuses, is evasive, hedges on unfavorable factors in record. |
| 3. Inability to express self clearly, poor voice, diction, grammar. | 12. Lack of tact. |
| 4. Lack of planning for career – no purpose and goals. | 13. Lack of maturity. |
| 5. Lack of interest and enthusiasm – passive, indifferent. | 14. Lack of courtesy. |
| 6. Lack of confidence and poise, nervousness – ill-at-ease | 15. Condemnation of past employers. |
| 7. Failure to participate in activities. | 16. Lack of social understanding. |
| 8. Overemphasis on money, interested only in best dollar offer. | 17. Marked dislike for school work. |
| 9. Poor scholastic record – just got by. | 18. Lack of vitality. |
| | 19. Fails to look interviewer in the eye. |
| | 20. Limp, fishy hand-shake. |

As reported by 153 companies surveyed by Frank S. Endicott, Director of Placement, Northwestern University, Evanston, IL.

G. Interview Appearance

The interview process is not the time to make a fashion statement. Look at the professional norm for the employer. Cleanliness and neatness are a must. Remember, appearance is not just the clothing, but how you handle yourself. There may be some exceptions to the following guidelines depending on the company culture. Research the organization to be certain.



FROM HEAD TO TOE

	WOMEN	MEN
HAIR	Neat, good cut, stay away from the messy, teased look. Long hair is best off the face. Simple hair ornaments.	Neatly trimmed neck, sideburns and facial hair. Good cut.
MAKE-UP	Natural make-up recommended.	Not advised.
JEWELRY	Simple. Button sized or small hooped earrings. Necklace and slim watch OK, no bangle bracelets, rings kept to minimum. Remove all body piercings other than earrings.	Slim style watch. Cuff links and tie tack are not necessary. Remove all body piercings.
BODY ODOR	Breath mints or sprays recommended. <u>No gum</u> . <u>No smoking</u> .	
BODY ART	Cover tattoos.	
	Perfumes should not be noticeable. Bathe regularly and use deodorant.	After shave/cologne should not be noticeable. Bathe regularly and use deodorant.
CLOTHES	Freshly laundered and pressed. Suits a must. Tailored styles. Light weight wool good for year round in Southern California. Stay away from wild trendy colors. Pick colors that look good on you.	
	Tailored blouses or tops, not low cut or ruffled. Skirt length should be comfortable for a variety of situations. Pantsuit is fine for some employers but not all employers.	White or pin-striped shirt. Ties should never be wider than jacket lapels. Dark socks, coordinating with suit color. Leather belt.
HANDS	Clean and trim fingernails.	
FEET	Practical, closed-toe shoes, not high heels or platform shoes.	Hard sole, polished shoes—no scuffs.
ACCESSORIES	Briefcase, satchel, desk folder or portfolio to hold extra copies of your resume or related work. No cell phones.	
	Small purse (shoulder strap preferred).	Not recommended.

STRATEGY #6: BUSINESS ETIQUETTE

Many a career has been affected adversely, because someone unknowingly insulted or offended a client, colleague or boss. The hidden rules of business etiquette today can make or break a career. In the work world there is a new informality in how we meet, greet, eat and work, yet a new formality is required to deal with a diverse population from countries all over the world. To get some in depth knowledge we suggest you seek out experts such as Leticia Baldrige or Emily Post at your favorite bookstore. Listed below are some basic do's and don'ts for today's business world.

A. Business Communications

- Do ask your supervisor the correct protocol for answering the telephone in your new organization.
- Do answer the telephone with your name and a brief greeting.
- Don't eat while talking on the phone.
- Do let your caller know if you are recording the call or putting them on the speaker phone.
- Do be prepared to leave your name, number, a brief message and the date and time you called on voicemail.
- Do return messages within 24 hours if possible.
- Do pickup the phone by the third ring.
- Don't leave anyone on hold on the telephone for more than 15 seconds.
- Don't use a cellular telephone in a restaurant, theatrical event, concert, movie theatre or church.
- Do leave a professional up-to-date message on you voicemail.
- Do not junk up colleagues' email with SPAM.
- Do not put anything on email that you don't want the world to read...it is not private!
- Do not write your email in ALL CAPS, this indicates anger or yelling at someone.
- Do not interrupt people in the middle of sentences.
- Don't use vulgarities, cuss words or text-ese, such as BTW, TTYL or LOL.
- Do proofread everything you send out in writing...spell check doesn't always catch everything!

B. American Dining Tips

- Do place your napkin in your lap the moment you are seated and keep it there throughout the meal.
- Do neatly fold your napkin and place on the left side of your table setting when you leave.
- Do lean slightly forward when you take a mouthful of food to avoid spilling on your clothing.
- Do keep your free hand on your lap while you eat.
- Do always pass the salt and pepper together even if only one of the two been requested (they should never be separated)!
- Do break off small bite-size portions of bread (or roll) over the bread and butter plate before buttering each piece. Use the bread and butter plate to hold olives, radishes and other finger foods.



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- Do leave your eating utensils across the center of the plate as a signal to your server that you have finished eating your course.
- Do cut food two to three slices at a time. Pass dishes or bread baskets to the right.
- Don't gesture with your utensils or rest your utensils half-on or half-off the plate like oars.
- Don't place your purse or wallet on the table, it should be on your lap, on the chair or seat next to you or on the floor directly under your seat.
- Don't apply lipstick, comb your hair, blow your nose or use a toothpick at the table.
- Do remember your food plates are on the left and drink glasses are on the right.
- Don't over-indulge in alcohol.
- Do order something easy to eat and not the most expensive item on the menu if you are the guest at a business meal.
- Don't feel compelled to drink alcohol if you don't want to drink; just order a non-alcoholic beverage.
- Do turn off your cell phone/personal technology device during a meal.

C. General Office Etiquette

- Do make sure you dressed appropriately for your organization and position; ask your supervisor if you are unsure.
- Do arrive on time for work and events.
- Do stand-up to greet and shake hands with people.
- Do learn to shake hands, give direct eye contact, smile and repeat the name of the person you are meeting.
- Do make sure you leave paper in the copier and fix the paper jam before you are done using it.
- Do go to meetings on time and be prepared with writing materials, a calendar and topical information.
- Do follow-up and meet deadlines.
- Do learn to express gratitude and give credit where it's due.
- Know that whoever is closest to the door should open it.
- Don't abuse employer resources such as the fax, copier, printer or expense accounts.
- Do participate in office rites of passage and celebrations if at all possible.
- Don't get involved with office gossip.
- Do show courtesy and consideration to all co-workers, not just your supervisors.



STRATEGY #7: GRADUATE SCHOOL PLANNING

A. Making Your Decisions

Questions to Consider

- What will I gain from a graduate program?
- Should I go directly to graduate school or wait until after I gain some work experience?
- What are my short and long-term career goals?
- Is a graduate degree necessary for the career field I have selected?

B. Timeline

Junior Year

- Meet with a Career Counselor to strategize on a plan for graduate study.
- Research graduate programs through books, websites, or discussions with faculty, counselors and current graduate students.
- Request information, course catalogs, applications and financial aid information.
- Attend Career Expo offered during the fall semester.
- Prepare and register for graduate admission tests.
- Talk with faculty in your major about graduate school options and start lining up references.
- Consider working on research projects for classes or independent study with faculty mentors.

Between Junior and Senior Years

- Visit the schools in which you are most interested, conduct informational interviews with faculty.
- Start your admissions essay/statement of purpose and have it reviewed by a career counselor, faculty member or friend for content and grammar.

Senior Year – First Semester

- Take the graduate admissions test that is required for the program to which you are applying.
- Request letters of recommendation from faculty members and/or employers.
- Request official transcripts.
- Finalize your admission essay/statement of purpose and have a few people proofread it.
- Mail your applications early if possible.
- Research loans, fellowships, graduate assistantships and work study options.

Senior Year – Second Semester

- Call the schools to which you have applied to confirm the receipt of your application materials.
- Schedule a mock interview with a career counselor at the Career Center to practice questions that may be asked during a graduate school interview which are different from a job interview.
- Schedule interviews and campus visits.
- Select a program from acceptances.
- Send thank you notes to those who wrote letters of recommendation.
- Inform schools that have accepted you of your decision to attend another program.

C. Some Test Information Sources

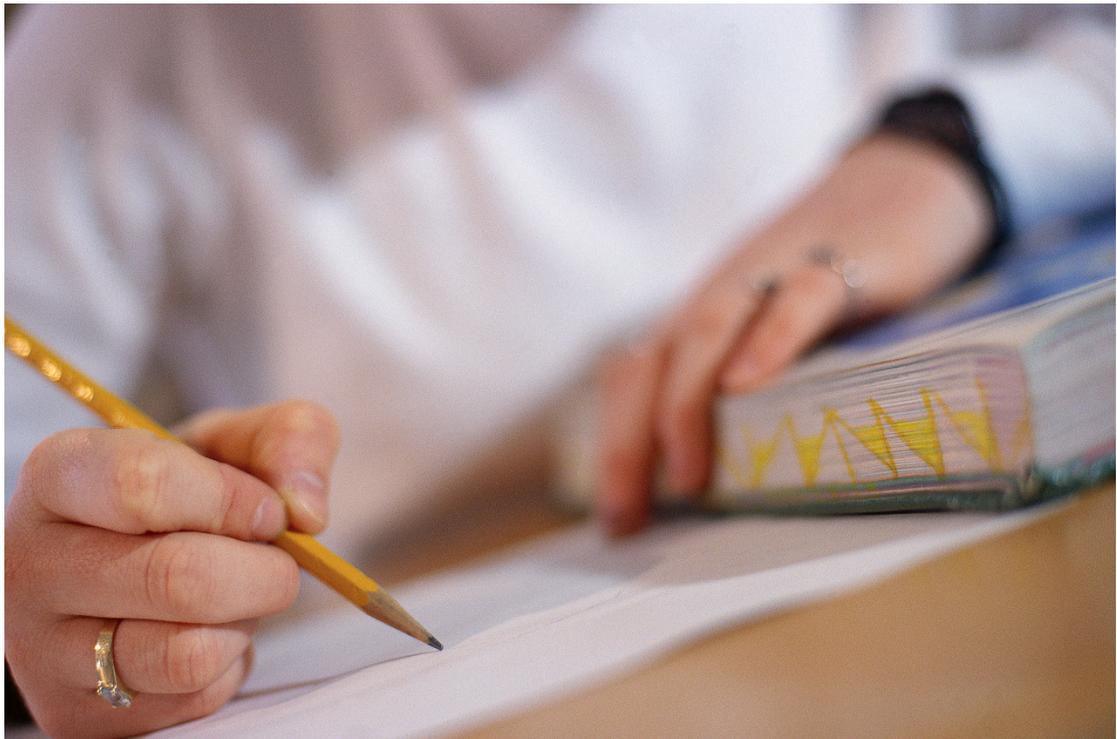
- Graduate Record Exam (GRE)
www.gre.org
- Graduate Management Admissions Test (GMAT)
www.gmac.org
- Medical College Admissions Test (MCAT)
www.aamc.org
- Law School Admissions Test (LSAT)
www.lsac.org

D. Directories of Graduate Programs

- Petersons Online
www.petersons.com
- College Source
www.collegesource.com
- Campus Tours
www.campustours.com
- US News Graduate School Rankings
www.usnews.com/usnews/edu/grad/rankings/rankindex_brief.php

E. Resources for Writing Statements of Purpose/Personal Statements

- Perfect Personal Statements, Mark Allen Stewart
- Graduate Admissions Essays – What Works, What Doesn't, and Why, Donald Asher
Available in the Career Center (Craven Hall 1400)
- The Purdue Online Writing Lab
<https://owl.english.purdue.edu>



STRATEGY #8: CAREER PLANNING YEARLY CHECKLIST

Career planning is a very individual process. Here is a suggested checklist that may enhance your career preparation and help you stay on track.

Freshman Year: Self-Assessment and Career Planning Activities

- Explore your career interests by visiting with the Career Center staff, faculty, advisors, counselors, friends, and professionals.
- Develop a network of contacts.
- Take self-assessments to identify majors and careers that match your personality, abilities, values, interests, and skills.
- Schedule a career counseling appointment.
- Join student organizations to develop interpersonal, leadership and diversity skills.

Sophomore Year: Career Exploration and Investigation Activities

- Read books and periodicals about careers and labor market trends.
- Conduct informational interviews with people whose occupations interest you.
- Create a file of information about specific careers.
- Explore career options associated with your chosen academic major.
- Join clubs or organizations on- or off-campus.
- Create a resume and cover letters.
- Develop job search skills.
- Get a summer job where you will continue to build good work experience and reference list. Develop job-related skills – communication, team work, computer, and writing.

Junior Year: Career Development Action Plan

- Meet with a career counselor to formulate your career action plan. Identify short-term and long-term career goals.
- Create a binder with a career action plan and job search log.
- If graduate or professional school is in your future, research programs and entrance requirements. Take any required entrance exams.
- Establish and maintain professional relationships with faculty, counselors, and employers. Network! Develop your people network to create job leads.
- Attend Career Center seminars and workshops on resume/cover letter writing, job search strategies, and effective interviewing as needed.
- Review and update your resume and job search correspondence through the Career Center's resume critique service.
- Attend Career Center job fairs.
- Check the Career Center website, CougarJOBS, to obtain a summer job or internship in your chosen field to further develop your job-related skills.
- Take a leadership role in clubs or organizations on or off campus.

Senior Year: Job Search/Transition to Workplace Activities

- Rev up your job search campaign. Put it into high gear!
- Check the Career Center website daily (www.csusm.edu/careers) for job listings and information about upcoming career events.
- Maintain a leadership role in clubs or organizations, on and off campus.
- Network! Network! And network some more! Talk to anybody who may be able to assist you in your career and/or job search.
- Keep your career action plan and job search log updated with job search results.
- Have your resume critiqued at the Career Center.
- Assess your performance during job interviews by participating in videotaped mock interviews with a career counselor.
- Use the Internet to research employers.
- Attend Career Center job fairs.
- Read recruitment ads and job listings to identify those organizations actively recruiting job candidates.
- Schedule on-campus and company interviews with as many employers as possible at the Career Center.
- Apply to graduate and/or professional school, if that is part of your plan.
- Consider any job offers you receive and accept the job that best fits your career needs.
- Find a mentor who can help you adjust to your new work environment.



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