



GO PLACES

Table of Contents

CAREER RESOURCE MANUAL

2019-2021

The Internship and Career Center

First, Second and
Third Floors,
South Hall

University of California
Davis, CA 95616

icc.ucdavis.edu
(530) 752-2855

Career Development

Explore the ICC Website	3
4-Year Plan of Career Development.....	4
Career Readiness Competencies.....	5

The Internship/Job Search

How to Research Employers and Jobs	6
Searching for Employers on Handshake	7
Informational Interviews	8
Job Search Strategies.....	9
Networking: The Number One Job Search Strategy	10
Leveraging your LinkedIn Profile.....	11
How to Prepare for a Career Fair	12
Dealing with Stress in the Job Search	14
International Students and the Job Search	15

Resumes and Correspondence

Resumes	16
Resume Content	17
Transferable Skills	18
Writing Accomplishment Statements.....	19
Verb List for Resumes & Letters	20
Resume Samples	21
Advanced Degree Resume vs. Curriculum Vitae (CV).....	31
Advanced Degree Resumes	32
Curriculum Vitae Samples.....	35
Professional Correspondence	38
Sample Letters	39
Creating an Employment Reference List.....	44

Interviewing

Interviewing.....	45
Sample Interview Questions	48

Negotiating

Salary Negotiation.....	49
-------------------------	----

ADMINISTRATIVE STAFF

Executive Director:	
Marcie Kirk-Holland	752-0752
Associate Director:	
Andrea Hanson	752-2577
Associate Director:	
Janice Morand	754-8332
Assistant Director:	
Ami Tripp	754-8205
Assistant Director:	
Ken Barnes	752-2011
Assistant Director:	
Luis Esparza	752-1617

PROGRAM AREAS

Program Area	
Information	752-2855
Agricultural & Environmental Sciences	
Engineering & Physical Sciences	
Masters, PhD & Postdoctoral	
Career Services	
Health & Biological Sciences	
Liberal Arts & Business	
Career Recruiting Programs	752-2286
Community Service Resource Center	752-3813
International Programs	752-2855

Special Thanks to the Career Resource Manual Content Committee:
Armani Peterson, Lanette Olsen, Leslie Peek (Chair), and Lynn Fowler.
Edited by Mario E. Giron. Hyperlinks for web view edited by Isabella Loomis Howard.

Explore the ICC Website

icc.ucdavis.edu

Students: Use our website to find internships and careers, learn about upcoming events and connect with advising staff.

Masters, PhD & Postdocs: We have career and professional development resources for graduate students and postdoctoral scholars.

UC Davis Alumni: Take advantage of the services available online such as Handshake and career fair information.

Internships and Jobs

- Handshake: Create a Handshake profile and browse jobs and internships, upload resumes and cover letters, submit applications, sign up for campus interviews, view dates for information sessions and keep track of your job search activities.
- Find links to other regional, national and international job search sites.

Fairs and Events

- Find locations, dates and times of upcoming career fairs in Handshake.
- Meet with company representatives at multiple career fairs held each year.
- Learn about companies attending upcoming fairs and find contact information for companies from previous fairs in Handshake.
- View the quarterly events calendar online to learn about upcoming workshops, weekly events and special events like employer information sessions and career panels.

Advising

- Learn about our focused program areas: Agricultural and Environmental Sciences; Career Recruiting Programs; Engineering and Physical Sciences; Masters, PhD and Postdoctoral Scholars; Health and Biological Sciences; International Programs; Liberal Arts and Business.
- Discover our specialty programs: Community Service Resource Center, Peace Corps, UC Center Sacramento, Diversity Leadership Development Program.
- Join ICC's Email Subscriptions and get the scoop on new internships, career postings, and special events.
- Attend a workshop to learn how to use ICC resources.
- Meet with peer advisors during daily drop-in hours. Peer advising schedules at icc.ucdavis.edu/services/advising.htm.
- Schedule an appointment with a career advisor through Handshake or by visiting icc.ucdavis.edu/services/appointments.html.

Career Help

- Access the Career Resource Manual online for samples of resumes, cover letters, interview tips and more.
- Visit the ICC on the 2nd floor of South Hall to view books and publications to assist you with your career search.
- Be the first to enroll in our popular Career Decision-Making course, AMS 95.
- Research labor market/salary information for various geographic locations.
- Explore a variety of career fields with our career exploration tools including fastest growing occupations, employer profiles and job outlook.

4-Year Plan of Career Development

Freshman Year - “Self-Discover”

CAREER

- Access Handshake through ucdavis.joinhandshake.com/login
- Take career self-assessment inventories at SHCS <https://shcs.ucdavis.edu/topics/career-assessments.html>.
- Discuss career ideas with an ICC peer advisor or career advisor, and with parents, friends, instructors, and roommates.
- Enroll in a freshman seminar on career exploration.
- Attend ICC workshops to learn how to prepare for an internship or job search.
- Become a member of the Student Alumni Association to start building your network.
- Attend an internship and career fair to explore internship and career options and research different paths.

ACADEMICS

- Take a variety of courses to explore majors.
- Attend Office Hours to build a relationship with instructors.
- Attend study skills and time management workshops success.ucdavis.edu.
- Visit your area Academic Advising Center in the residence halls to create a four-year plan.
- Explore undergraduate research opportunities through ICC icc.ucdavis.edu or Undergraduate Research Center urc.ucdavis.edu.
- Attend RHAT academic programs in the residence halls.

EXTRACURRICULAR

- Get involved in residence hall activities, student organizations or community service projects csi.ucdavis.edu.
- Apply for a peer advisor, resident advisor or student assistant position for the next academic year.

Sophomore Year - “Expand Your Career Horizons”

CAREER

- Pursue internship opportunities if you feel ready.
- Talk with ICC advisors about narrowing career interests.
- Develop a resume and attend a Resume Writing workshop for further guidance ucdavis.joinhandshake.com/events.
- Attend ICC workshops, employer information sessions, and career fairs.
- Schedule an informational interview or job shadowing experience.

ACADEMICS

- Meet with an academic advisor.
- Declare major and lay out courses for each remaining quarter at UC Davis.
- Explore the UC Davis Washington Program, the UC Center Sacramento and UC Davis Study Abroad.

EXTRACURRICULAR

- Strengthen your involvement on campus through student organizations.
- Find a summer experience that will help you explore your interest and begin to gain transferable skills.

Junior Year - “Test Options”

CAREER

- Complete an internship. See ICC for additional help and resources.
- Meet with ICC advisors about your career goals and plans.
- Update your resume quarterly.
- Conduct informational interviews.
- Create LinkedIn account to further your network.
- Invest in appropriate business attire for interviewing.
- Search for a summer job/internship that aligns with your educational and career goals.

ACADEMICS

- Supplement major courses with practical skills courses (writing, public speaking, statistics, accounting, computer skills, etc.).
- Consider applying to the UC Davis Washington Program, UC Center Sacramento or UC Davis Study Abroad.
- Research graduate or professional schools, and request letters of recommendation, if appropriate.
- Explore and consider research opportunities.
- Develop a relationship with an academic mentor, advisor or faculty member.

EXTRACURRICULAR

- Continue to strengthen communication and leadership roles through organizations or other activities.
- Work at a part-time job to build transferable skills.
- Volunteer for campus or community service.

Senior Year - “A Time to Make Decisions”

CAREER

- Tailor your cover letter and resume for the specific industry and positions you are interested in.
- Begin conducting job search: online, by telephone, and in person.
- Use Handshake for on-campus interviews with the Career Recruiting Program (start in September).
- Research and develop a target list of potential employers.
- Attend employer information sessions and internship and career fairs.
- Develop an active network by joining a professional organization.
- Attend workshops and meet with advisors at the ICC to develop your job search strategy.
- Be aware of your online presence and how this may affect your job search.

ACADEMICS

- Research and apply to graduate schools.
- Conduct a research project. Consider presenting at the Undergraduate Research Conference in the spring. urc.ucdavis.edu/conference/index.html
- Confirm your remaining degree requirements.

EXTRACURRICULAR

- Explore lifelong learning interests.
- Prepare for transition from undergraduate experience to professional or graduate school.
- Take a leadership role in a class, project, or club.

This page brought to you by the UC Davis Jobs Initiative, a joint project of the ICC & ASUCD.

Career Readiness Competencies

The National Association of Colleges and Employers (NACE) has developed the competencies below to help guide institutions of higher education and employers to prepare students for the world of work after graduation. Use the competencies below to determine areas to focus the development of your career readiness. Visit an ICC career advisor to discuss ideas about how to develop your competence in each of these areas.



Critical Thinking/Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.



Oral/Written Communications

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.



Leadership

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.



Digital Technology

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.



Teamwork/Collaboration

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.



Professionalism/Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of nonverbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.



Career Management

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.



Global/Intercultural Fluency

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Adapted with permission from NACE.

How to Research Employers and Jobs

Conduct research to discover:

- Company information, such as history, mission, culture, products, locations, etc
- Industry trends
- Position titles, responsibilities, average salaries and typical career paths

You can conduct two types of research: **primary research** and **secondary research**.

Primary research involves talking directly with people in a specific occupation or who work for a specific employer.

Conducting primary research:

- Conduct informational interviews to learn more about a job title, a career field, an employment sector or an employer. See more on page 7.
- Meet employer representatives at career fairs, information meetings, and other ICC events
- Participate in an internship. See more about job search strategies on page 8 and review internship postings on Handshake at <https://ucdavis.joinhandshake.com/postingsindex.htm>.
- Join a career-related, registered, student organization. Visit csi.ucdavis.edu/find-a-student-org to search for an organization

Secondary research involves gathering information from websites or print materials.

Conducting secondary research:

- Visit the ICC on the 2nd floor of South Hall, where you'll find numerous career resources to assist you, or utilize online tools available at icc.ucdavis.edu/research/index.htm.
- Use Handshake to research employers that recruit and hire UC Davis students through On-Campus Recruiting.
- Use your search engine to visit employers' websites
- LinkedIn. See page 10 for tips on using LinkedIn.
- Consult the Book of Lists for information about employers in many large cities. Ask the ICC receptionist to view the books.
- Contact the Chamber of Commerce in the city you are interested in for information about local/small/private owned employers: chamberofcommerce.com
- Search millions of jobs and obtain the most recent information about employee reviews through:
 - Glassdoor: <https://www.glassdoor.com/>
 - LinkedIn: linkedin.com
 - Indeed: indeed.com
 - Career Builder: careerbuilder.com
 - America's Job Bank: www.careeronestop.org/JobSearch/job-search.aspx
 - Craigslist: craigslist.org
- Check out profession-specific organizations and their local chapters.
- collegegrad.com/topemployers lists employers with the highest number of entry-level jobs for college graduates.
- Ask ICC career advisors for their favorite recommendations on other industry-specific job listing sites.

Research a specific job title:

- Explore the Occupational Outlook Handbook bls.gov/ooh
- Visit the O*NET Occupational Information Network onetonline.org
- For California-focused information, go to cacareerzone.org

Research employment sector to learn about the following areas.

Business/corporate/private/for-profit sector:

- Check out the jobs boards and job search engines at <https://ucdavis.joinhandshake.com/>
- Read periodicals (e.g., Sacramento Business Journal, Fortune Magazine, Wall Street Journal, etc.).

Nonprofit/volunteer sector:

- Visit the Community Service Resource Center in South Hall and subscribe to their email list icc.ucdavis.edu/services/connect.htm
- Visit the following websites:
 - Sacramento Nonprofit Resource Center: www.impactfoundry.org (select Quick Links)
 - Young Nonprofit Professionals Network: ynpn.org
 - National website of nonprofits: idealist.org

Government sector:

- Connect with federal, state, and local government employers at career fairs.
- Attend a state and/or federal job application workshop
- Visit the following websites:
 - Federal Government: www.usajobs.gov
 - State of CA: www.jobs.ca.gov
- Visit federal, state, and county agency websites to learn about the agency's purpose, job listings and requirements, exam information, and hiring process.

NOTE: Most State of California career positions require a civil service examination and/or an oral interview. Eligibility is determined by exam score.

Education sector:

- Search for jobs in schools, K-12. at edjoin.org
- Use Handshake to research school districts recruiting at UC Davis.

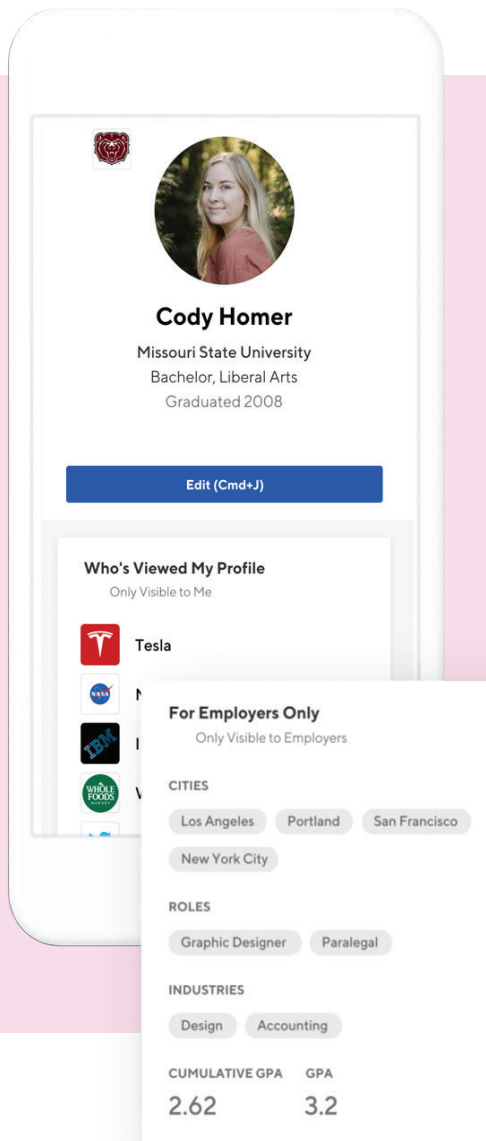
Short term, temporary positions:

- Search online and visit the ICC for a list of local temporary employment agencies. Use only "employer paid" temporary agencies

Remember an effective job search requires more than just Google. **Networking, informational interviewing, in-person visits,** and using our on-campus **Career Recruiting Programs** can help your job search.



Get discovered by employers



Build a strong profile.

- **Add recent work or volunteer experience.** What'd you do this summer?
- **Include your skills and organizations.** Employers search for students based on what they list on their profile – make sure to be thorough!
Adding these elements to your profile makes you 5x more likely to get a message from a recruiter!
- **Make your profile public** so that employers are able to proactively find you!

Keep your career interests up to date.

- In the “For Employers Only” section, **add career and location interests** to help recruiters find you more easily.
- **Tell us your preferences** and we'll send you relevant job, internship, and event recommendations.
- **Like it** if you find it helpful to make it easier for other students to find or **Message** the reviewer for more information!

Show employers you're interested.

- Keep track of which employers have viewed your profile and **favorite employers** to let them know you're interested.
- **Apply to jobs!** It might sound obvious, but the first step to landing an opportunity is applying.
PRO TIP: Upload your resume for easy access and to apply from the mobile app in one click

Informational Interviews

1. What is an “informational interview,” and why is it beneficial to you? An informational interview is an arranged meeting with someone who works in a job, career field or organization that interests you.

Benefits:

- Very effective technique for researching and screening careers, jobs or employers.
- Answers questions about what it’s like to work in a particular career field or for a specific organization.
- Increases your network of contacts (close to 80% of jobs are obtained through networking).
- Helps prepare you for the job search.

2. How do I find people who will talk to me? This may be easier than you think. People typically enjoy talking about their work and sharing their experiences. Start with your own network:

- ICC and UC Davis faculty and staff
- LinkedIn
- Friends and family members (don’t forget roommates and classmates)
- Directories, print resources or through company websites and staff listings
- Cal Aggie Alumni Association Career Resource Network
- Professional associations and events
- ICC events (info meetings, career fairs)

3. How do I initiate contact? Set clear goals about what you want to gain from the informational interview. Once you have a professional’s name, you may contact them by email or telephone. Let this person know how you found out about them. When you contact someone, explain why you are doing so and be polite, positive and businesslike. Request a mutually convenient, 30-minute face-to-face meeting. It maybe helpful to prepare a draft or script of what you would like to say. Following is a sample script that can be used for phone or email introductions.

“Hello, my name is Max Mustang. I am a senior majoring in English at UC Davis, and I am interested in learning more about careers in technical writing. I really admire your background and contributions to the field. I am hoping you might be willing to meet with me for 30 minutes as I would love to hear about your journey to your current role and would appreciate any advice you may have for someone considering this field. Thank you so much for your time and consideration!”

You can use a similar script for email requests.

Remember, you are not asking them for a job.

4. How do I prepare for the informational interview? Do initial research on the career field or employer using the internet or the print resources in the Internship and Career Center on the 2nd floor of South Hall. Once you’ve done the research, develop a 30-second overview of yourself, including your reasons for contacting this person. Plan open-ended questions to keep the conversation flowing, instead of questions that require a “Yes” or “No” answer. Dress neatly and appropriately, just as you would for a job interview. Take multiple copies of your resume and a notepad and pen, along with a list of prioritized questions to ask.

5. How should I conduct the informational interview? Start by thanking your contact for taking the time to meet with you, then establish rapport by engaging in a bit of small talk. After that give a short introduction of who you are and why you sought them out, and start with your prioritized questions. As a rule, you should not take more than a half hour of this person’s time, so you may not be able to ask all your questions. Remember, this is a conversation, so let it flow. Following are sample questions you might ask. Pick a few key ones.

Questions about the career:

1. How did you become interested in this career?
2. What is a typical workday like? What are your job responsibilities?
3. What are the rewards, challenges and frustrations of working in this career?
4. What entry-level jobs are available in this field?
5. What experience is necessary to enter this career?
6. What advice do you have for someone preparing to enter this career?

Questions about the organization/industry:

1. How does your position fit within the organization/ industry/career field?
2. What is your work environment like?
3. What is the economic forecast for this industry?
4. What is unique to your organization? Who are your competitors?

Questions about future growth/salary information:

1. What are the employment prospects for someone entering this field?
2. What are some of the current issues and trends in this field?
3. What is a typical starting salary or salary range in this field?

Follow-up questions:

1. How should I target my resume for your industry?
2. Are there professional publications I should read or associations I should join?
3. What other professionals in this field would you recommend I speak with for additional information? May I use your name when I contact them?
4. May I keep in touch with you?

Don’t be afraid to ask your own questions. This is **your** chance to get the information **you** need from an industry professional.

Shortly after your interview, **send a thank-you note or email**. Let the person know how much you appreciated their time and advice. **That person might think about alerting you in the future when a job opportunity arises in that organization or they might refer your resume to colleagues in other organizations**. Also, contact them occasionally to maintain a relationship.

Remember: Always send a hand-written or emailed thank-you note within 24 hours!

There are many ways to look for a job, some of which are better than others. Presented below are some of the most popular ways, as well as helpful hints and pros and cons of each.

Strategy	Tools	Pros	Cons	Helpful Hints
NETWORKING Approximately 80% of jobs are obtained through networking. Talk to everyone you know to develop a list of possible contacts; ask for information on job/companies and to circulate your resume.	<ul style="list-style-type: none"> • List of contacts • Resumes • Business attire • Social media sites such as Facebook and LinkedIn 	May learn of unadvertised openings. May result in a courtesy interview. Often results in a closer match of your interests to a job.	A contact in itself is not enough to get you a job. You may exhaust all leads without landing a job. Quite time-consuming.	<ul style="list-style-type: none"> • Follow through on all leads. • Keep broadening your network of contacts.
CAREER FAIRS Attend job fairs to network with recruiters and pass out copies of your resume.	<ul style="list-style-type: none"> • Fair information is available at icc.ucdavis.edu/services/fair.htm • Bulletin boards and emails 	Small amount of time to develop network of contacts. Guaranteed access to more than one employer of interest. Get pre-selected for on-campus interviews.	Student traffic can be heavy. Arrive early to maximize time.	<ul style="list-style-type: none"> • Follow up on leads and networking opportunities. • Obtain a list of companies in advance to create a plan of action.
INTERNET Search online job banks and company websites. Submit resume online/post on job boards.	<ul style="list-style-type: none"> • Access to the Web • Electronic resume • Handshake • USAJobs • CA State Personnel Board 	Actual job openings. Many employers use a wide variety of job listing services. Many listings have free to low-cost access. Worldwide geographic reach.	Competition is growing as use of the Web increases. Pay attention to multiple listings—one position posted on a few sites—to avoid applying multiple times.	<ul style="list-style-type: none"> • Use the internet frequently as information and sites change quickly.
ON-CAMPUS RECRUITING Follow specific procedures to secure on-campus interviews.	<ul style="list-style-type: none"> • Scheduling interviews • Employer literature • Resumes • Business attire 	One of the primary ways in which companies recruit for technical and business positions.	May be less effective for non-technical/business candidates.	<ul style="list-style-type: none"> • Use the interview schedule as a way to identify possible employers, even if you don't get to interview on campus with those employers.
ONLINE NETWORKING Create a profile on professional networking sites such as LinkedIn. Increasingly, recruiters are using online networking sites to source candidates.	<ul style="list-style-type: none"> • Access to the Web • List of people to invite in as your contacts 	Good way to find networking contacts, as well as professional groups for researching and networking.	Takes time to manage online presence. Be sure to consider privacy settings and cyber security.	<ul style="list-style-type: none"> • Everything you post should be strictly professional in tone and content. • You can use social networking sites like Facebook, too.
TARGETED EMAILING Develop a good cover letter tailored to a specific type of job and the needs of the company. Send email with resume to selected companies.	<ul style="list-style-type: none"> • List of well-researched companies • Tailored cover letters • Resumes • Email and fax 	Better approach than the mass-mailing method. Investment of time and effort should merit stronger response from employers.	Requires a significant investment of time in researching companies and writing cover letters as well as following up with contacts.	<ul style="list-style-type: none"> • Try to find out who is in charge of the area in which you want to work; send your materials to that person. Great method when used in conjunction with networking.
PRINT/ELECTRONIC RESOURCES Scan want ads. Email resume with cover letter tailored to specific job qualifications.	<ul style="list-style-type: none"> • Newspapers • Journals • Newsletters • Trade magazines • Cover letters • Resumes 	Involves minimal investment of time in identifying companies. Resume and cover letter are sent for actual job opening.	Resume and cover letter will compete with large number of others. Ads follow job market; least effective in times of economic downturn.	<ul style="list-style-type: none"> • Use as a meter on the job market in a certain career field. • Try to get your materials in as early as possible.
IN-PERSON VISIT Visit many companies. Ask to see someone in a specific department. Submit resume and application, if possible.	<ul style="list-style-type: none"> • Business attire • Company address list • Resumes 	Resume and application are on file with the company.	Requires a great deal of time to make a relatively small number of contacts.	<ul style="list-style-type: none"> • Research the companies prior to your visit. Ask for a specific person or ask about a specific type of job.

Adapted and reprinted with permission from Career Services, Pennsylvania State University, University Park, PA.

Networking: The Number One Job Search Strategy

Networking: How to Introduce Yourself

A networking introduction or “elevator pitch” succinctly defines you and your background and interests. It can be used at career fairs, conferences and networking events. The elevator pitch is a short summary given in the time span of an elevator ride (approximately 30 seconds to two minutes). The goal is to introduce yourself, engage your audience and to start a conversation.

An elevator pitch needs to quickly convey important information. Here are some steps to assist in crafting a great pitch:

Introduce Yourself

There is a lot of flexibility in the introduction. It should include something unique about yourself such as, area of study, degree, internships, experience, research, projects or military service. You can mention possible connections such as individuals in the same department, similar backgrounds and alumni.

Identify Your Goal/Purpose

It may help the person point you in the right direction for further assistance. Be succinct.

If your goals aren't clear, they won't be able to effectively assist you.

Describe Your Relevant Experience

Give 1-2 solid examples of your experience that relate directly to that organization or position. As with your introduction, you can discuss major, degree, service or anything else that makes you stand out. You can also briefly discuss research, awards or presentations you've given. Don't repeat anything you mentioned in your introduction.

Wrap It Up

Pull everything together in a brief but interesting concluding sentence. This will reaffirm what you want and how they can help you.

Engage With a Question

Be curious. People enjoy sharing their own interests. Ask questions, such as:

- What do you do?
- How did you get involved in this field?
- What do you like or not like about it?
- What advice would you give someone entering this field?

Follow Up

While still in conversation, explore possible opportunities for continuing the conversation, for example:

- Perhaps we could meet and discuss _____ opportunities in your organization?
- What is the process for applying for internships/jobs at your company?
- For following up, is there a particular person I should contact?
- Can I connect with you on LinkedIn?
- May I have your business card?
- Can I give/send you my resume or business card?

Practice, Practice, Practice

Put it on paper! Write out a script or talking points, then craft your pitch and practice.

Use focused terminology that highlights your experience in an area, but make sure not to use industry jargon or acronyms that average people won't understand. Practice until you can smoothly give your pitch.

Networking: Example Pitch Templates

Here are example templates you can use to get started:

Template 1

Hello,

My name is _____, and I'm a senior completing a bachelor's degree in _____ with a minor in _____ at UC Davis. I'm interested in a career (or internship) in _____ in the _____ field. During college I was involved in _____ and _____ where I developed skills in _____.

I also interned at _____ where I discovered that I really enjoy _____.

I'd love to learn more about opportunities in _____. Would it be possible to set up a meeting to discuss more about _____, or could you refer me to the person in charge of recruitment?

Hello,

My name is Alex Aggie, and I'm a junior completing a bachelor's degree in Managerial Economics with a minor in Communications at UC Davis. I'm interested in an internship in marketing in the retail field. During college, I was involved in the Marketing and Finance Club and intramural sports where I developed skills in leadership. I also interned at the state capitol where I discovered that I really enjoy connecting with people on different levels, particularly through social media.

I'd love to learn more about opportunities in Dream-Job Organization. Would it be possible to set up a meeting to discuss more about internship opportunities, or could you refer me to the person in charge of recruitment?


Template 2

Hello,

I am Christina College and I am a civil and environmental engineer graduating this June. Last summer, I interned with Build It Construction company. Through this, I learned how to work in a team and apply my academic knowledge in real life situations. I enjoyed this internship and look forward to working in a similar position in my career. Are there any entry level positions or opportunities at your organization?

Visit the ICC website to learn more about networking strategies:
 <http://icc.ucdavis.edu/find/resources/networking/index.htm>

Leveraging Your LinkedIn Profile

When looking for internships or career opportunities, following these 10 simple ways to improve your online presence will help you stand out in the crowd. Review tips and guidance on creating a profile and using LinkedIn strategically by visiting [help](https://www.linkedin.com/help).  [linkedin.com](https://www.linkedin.com)

Brand Yourself

Set your profile as public and claim a unique URL for your profile such as your first and last name. This will make a clean URL to include in your resume and email signatures. It will also demonstrate professionalism.

Professional Headline

Your profile headline provides your profile viewers with a short and memorable way to understand who you are, in a professional context. Think of the headline as a slogan for your professional brand. Check out profiles of other students, employers and alumni for ideas and inspiration

Profile Photo

Don't confuse LinkedIn with Facebook; it is a professional site. If possible, your profile photo should be a professional, high-quality headshot of yourself. Party photos, cartoon avatars and cute photos of your cat do not fit into the professional environment of LinkedIn

Showcase your Education

Include information about the institutions you have attended and the degrees you have obtained or are pursuing. Include your major(s) and minor(s), as well as highlights of your activities. Your LinkedIn profile is an appropriate place to show off your strong GPA and any honors or awards you have received.

Include Work Experience

Include all career-relevant work experience on your LinkedIn profile. Both paid and unpaid positions are fair game. You can also include more jobs than fit on your resume. In LinkedIn's description section of your position, don't just include a job description; tell the reader what you contributed and accomplished, quantify it to make the strongest impression

Summary Statement

Your summary statement should resemble the first few paragraphs of your best written cover letter you should be concise and confident about your goals and qualifications. Present your summary statement in short blocks of text for easy reading. You may also format your information in bullet points. Aside from your headline this is where viewers will get a sense of your personality and who you are.


Resemble A Resume

Another way to enhance your LinkedIn profile is to add examples of your writing, design work or other accomplishments by displaying the 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.

Gather 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, colleagues, employers, and professional mentors.

Get Connected

Joining groups and displaying the groups badges on your profile are perfect ways to fill out the professionalism of your profile and show your desire to connect with to people with whom you have something in common. Most students start by joining their university's LinkedIn group as well as larger industry groups related to the career they want to pursue Go to  [linkedin.com](https://www.linkedin.com), search "Groups" for UC Davis Internship and Career Center, and click Join!

Skills & Expertise

"Specialties" is where you should include keywords and phrases that a recruiter or hiring manager might type into a search engine to find candidates. 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.

Clean it Up!

Social media sites like Facebook, Instagram and Twitter should not contain any material that you would not want a future boss to see. Remove inappropriate photographs, expletives, complaints about your job and potentially controversial material. Consider adjusting your privacy settings on social media profiles to the highest possible level. Photo sharing sites should follow the same set of standards.

Did You Know?

A recent survey found that 70 percent of U.S. business managers say they decided not to hire a job candidate based upon something found online about the candidate. If your LinkedIn profile is 100% complete, including photo, you are seven times more likely to be viewed.

How to Prepare for a Career Fair

Attend an ICC “Prepare for the Fair” workshop.
 Learn how to prepare, what to wear, what to ask and how to follow up.


To Resume or Not to Resume

- Be sure to have someone from the Internship & Career Center critique your resume prior to the fair.
- Bring well-prepared, up-to-date resumes.
- Speak to recruiters first and ask them if they would like a copy of your resume.
- If you do not have an acceptable resume ready, ask the recruiter where you can send your resume.
- Do NOT give out an ill-prepared resume! It is better to send a well-written resume later.
- Do not get discouraged when companies ask you to submit online. This is a company procedure—it does not indicate they are not interested.

What to Wear

You do not need to wear a suit, but if you are close to graduation it is a good idea.

- Nice pants, dress shirt, dress shoes, consider wearing a tie.
- Knee-length skirt with a nice shirt, blouse or a tasteful dress. Consider wearing a jacket. Heels are not necessary.
- No jeans, messy clothing or club clothing. Dress a cut above the “Student Look.”

For more ideas on what to wear, visit the ICC Pinterest page:
 pinterest.com/ucdavisicc/

Who Are the Recruiters?

- They are representatives of the company comprised of: personnel/human resources (HR), supervisors or managers, engineers/scientists/analysts. Some are UC Davis alumni.

Be Aware

- Supervisors or managers may have positions they are trying to fill so they may do a brief interview at the fair.
- Engineers, scientists, or analysts may not know hiring/personnel issues. HR people may not know much about the job responsibilities or how to answer technical questions.
- DO NOT disregard anyone’s position title because they may be the one to determine whether to pass your resume on to the hiring management.
- You may only have 1-2 minutes to talk to them, so be prepared with what you want to ask.

Make a Strong First Impression

- Be bold and positive!
- Introduce yourself, provide a firm handshake, and make eye contact.
- Let representatives know you are confident and excited to meet them.
- Make a note of the recruiter’s name as many do not give out personal business cards. However you may still request a business card for a follow up.

Interviews

- If it seems like you are being interviewed during the fair, you probably are. Some company representatives will conduct a mini interview to see if they are interested in conducting a formal interview with you.
- If companies do not specify when to follow-up, send a brief email one to two weeks after the fair asking about the status of your application. Attach an updated copy of your resume to the email.

Preparation

- Time passes quickly, decide in advance which organizations you are most interested in.
- Look at the floor plan in Handshake to find where organizations you want to visit are located. Expect some cancellations and some last-minute arrivals.
- Log into your Handshake account to view an up-to-date list of companies attending the fair. Check if companies have job postings, on-campus interview dates or scheduled information meetings and to get links to company websites.
- Take notes from company websites on where they are located, what positions they have to offer and what skills and qualifications they are looking for.
- Travel as light as possible. You’ll be shaking hands and collecting company literature. There is no coat check.
- Prepare a “1-2 minute commercial” highlighting your skills and talents. Include your background information, e.g. skills, interests and whether you are looking for a career position, internship, volunteer position or just general information.
- Rehearse your commercial!

Prepare Questions to Ask

- What opportunities are available for someone with my background?
- What does your organization look for in a candidate?
- Can you tell me something about your internship program?
- What can I be doing now to prepare myself for a job in this field?
- What do you look for when you interview?
- What is the application process for these positions?
- What are the differences in responsibilities for bachelors vs. masters students?
- Try to avoid questions whose answers are easily found on the organization's website.

Be Prepared to Answer Recruiters' Questions

- Be honest. Keep in mind who you are talking to and what they may be looking for.
- Recruiters may ask:
What classes are you taking? What is your favorite class?
What is your major? What are your career goals? Why did you select UC Davis? How do you like it?

Follow Up

- If an organization is conducting on-campus interviews, and you meet their qualifications, submit your resume through Handshake.
- Make sure you ask for business cards to follow up with recruiters. to thank them for the conversation.

Did you know that only a small percentage of people send thank you cards or emails after a meeting or interview?

Set yourself apart by sending a brief note thanking the representative for their time. You may want to attach a copy of your resume to the note.

Handshake

- Many companies schedule on-campus interviews around career fairs, so make sure your profile is updated with contact information, current school year, major, interests and experiences.
- Upload a copy of your resume and cover letter into Handshake to quickly submit your materials for open postings.
- Remember to submit your resume to the company website if you were instructed. In some cases you need to apply through Handshake and the company website.

Internship and career fairs serve as recruiting tools for many employers and are popular events for students. Below are the typical fairs you can look forward to each academic year. Visit our website for specific dates, times and participating employers.

Study and Intern Abroad Fair - All Majors
(Fall Quarter)

Fall Internship and Career Fair - All Majors
(Fall Quarter)

Fall Masters, PhD, and Post Doctoral Scholar Fair
(Fall Quarter)

Fall STEM Internship and Career Fair (Fall Quarter)

Engineering and Physical Sciences Internship and Career Fair
(Winter Quarter)

Winter Internship and Career Fair - All Majors
(Winter Quarter)

Spring Internship and Career Fair - All Majors
(Spring Quarter)

Dealing With Stress in the Job Search

Searching for a job after college can be an extremely stressful endeavor. All of the elements of the job search— researching employers, perfecting , and targeting your resume, writing cover letters, preparing for interviews— take time. And as a soon-to-be college graduate finishing up your last year of school, time is not something you have a lot of. Every student and every job search is different. However, no matter your major, degree, or employment aspirations, there are steps that you can take to make the necessary task of finding a job less stressful.

Put Your Job Search in Perspective

College seniors about to enter the job market can be broadly placed into two camps. 1) Those who know exactly what they want to do after college, and 2) those who have no clue. Both types of students often bring added pressure to the job search process that is, for the most part, self-inflicted.

Students from the first camp set their sights high during the job search. They know what their dream job is, and anything less will be a disappointment. However, very rarely will a student fresh out of college be able to step into a position that fits their definition of an ideal job.

Occasionally, students are able to move into their idea of a perfect job right out of college, but students must be careful not to feel frustrated if that's not the case. Often, they will have to work up the career ladder a few rungs until they arrive at the job they truly want. Just accepting this fact will take away some of the pressure.

For students who are vague on what career to pursue after college, the idea of looking for a job can be even more stressful. Not knowing what type of job or career to pursue is a common anxiety among recent college graduates. Keep in mind that the process of looking for a job will probably alleviate this concern.

Make Sure You are Ready

Many students approaching college graduation simply are not ready to enter the job market. Instead, these students may decide to travel, do volunteer work, or simply take time off to decompress before pursuing a full-time career. Other students may decide to seek a graduate degree or even a second bachelor's degree before entering the job market. There is nothing wrong with delaying your job search as long as you do it for the right reasons.

But escaping the job search by entering into the process of applying to graduate schools when this is not really what you want to do is one of the biggest mistakes students can make. Once you've made a decision to pursue employment, don't hesitate to do so. However, students who legitimately decide to delay their job search should keep in mind that they might lose advantages, such as college job fairs, college career services, on-campus interviews and other services that colleges and universities provide. If you're ready to start your career, this is the time to do it.

Get Moving and Keep Moving

Most college students are well acquainted with procrastination. Pulling an "all nighter" to cram for a test or write a term paper has almost become a college rite of passage. When it comes time to look for work students tend to procrastinate for various reasons: fear of failure (" what if nobody hires me?"),

perfectionism ("I need to find the perfect job"), lack of information ("where do I start?"), distractions ("I need time to go out with my friends."), and the sheer size of the task before them ("I'll never find the time to get this all done.")

Looking for a job is a big task, and while you may have been able to learn a semester's worth of chemistry the night before a final, you're not going to be able to cram the job search into the week before graduation. The single best thing you can do to relieve job-search stress is to simply get started. Procrastination is the worst thing you can do in terms of creating stress during the job search.

Additionally, students need to think of looking for a job as a process; something they need to work on every week if not every day. Don't apply for one job at a time and await the result. This is a recipe for disaster. Keep actively pursuing a job until you actually accept an offer.

Have Reachable Goals

Since finding and securing a job is such a large process, students need to break it up into attainable goals. Make sure you write the goals down and know when they've been accomplished. Having goals can reduce job search stress in two ways: First, it breaks a large process down into smaller, manageable chunks; and second, reaching goals provides the job seeker with a sense of accomplishment. As you move forward in the job search, you'll find the stress replaced by a feeling of accomplishment.

Deal With Interview Anxiety

For many students, going on a job interview is the most stressful part of the entire job search process. The best way to alleviate some of this stress is simply to prepare. Make sure you know everything you can about the employer and the position, and make sure that you know exactly what skills, experience, and ideas you can bring to that employer. Prepare answers to all the common questions that employers ask (such lists can be found online or in your career office), as well as other questions that are related specifically to your field of study and the position for which you are applying.

Also, make sure that you prepare a list of questions to ask the employer during the interview. Intelligent questions show that you have done your homework and that you have seriously thought about the position you are interviewing for. Lastly, make sure you go through a "mock interview." By practicing your interview answers in front of a friend or a career advisor, you will be able to hone your interview skills and get rid of the pre-interview jitters.

Last Words of Advice

Think positively. Also, remember that a little stress can be a good thing if it doesn't paralyze you. It can keep you motivated, and keep you reaching toward your goals. But when you feel your stress level getting out of hand, take a break. Walking the dog, working out at the gym, going for a swim— any type of physical activity— is a great way to relieve stress. And if your stress level continues to rise, just take a break from the search. A few days not thinking or worrying about it can do wonders for your stress level. You can then re-enter the job process refreshed and ready to land the job you want.

Written by Chris Enstrom, a freelance writer from Nashville, Ind., from interview with former career center directors Dr. Jeff Garis (Pennsylvania State University) and Deidre Sepp (Marist College).

Looking for a job is seldom easy for any student. For international students, the job search process can be especially challenging, given the constraints on work visas, CPT, and OPT.

The following is an overview of the issues most relevant to international students in developing a job search strategy. Additional information about job search strategies can be found on page 8, through the internet, and by making an appointment to meet with a career advisor at the Internship and Career Center (ICC) in South Hall.

Bureau of U.S. Citizenship and Immigration Services Regulations

As an international student, you should primarily obtain employment-related information from an experienced immigration attorney, the campus USCIS representative, or the UC Davis Services for International Students and Scholars (SISS). These resources will have the most updated information regarding work visas, OPT, and CPT. *Advice from any other resource may be inaccurate.* Once you have decided to remain in the United States to work, contact SISS or the Office of Human Resources on campus and make an appointment with your USCIS representative. In addition to helping you fill out necessary forms, the USCIS representative will inform you of the costs associated with working in the United States.

Importance of Skills and Career Field

Research whether your degree and skillset are currently in demand in the U.S. job market. An advanced degree, highly marketable skills or extensive experience will make your job search easier. Determine what region of the United States holds the majority of the jobs in your field. You may need to relocate in order to find the job you want. Learn all you can about your targeted career field by using ICC services, talking to professors, reading industry publications and attending professional meetings and regional conferences.

Internship and Career Center

The ICC can be a valuable resource in your job search. Some employers, however, won't interview students who are not U.S. citizens. Though this may limit your ability to apply for some jobs and participate in some campus interviews, there are numerous ways to benefit from the services at the ICC:

- Attend sessions on job search strategies and related topics.
- Work with advisors to develop your job search strategy.
- Attend employer information sessions and quarterly Internship and Career Fairs to inquire about employment opportunities and to practice your networking skills.
- Make an appointment with a career advisor to practice common interview questions.

Strong Communication Skills

It's important to be able to promote yourself and talk with confidence about your education, relevant skills and related experiences. Self-promotion is rarely easy for anyone. But, it can be especially difficult for individuals from cultures where talking about yourself is considered inappropriate. When interviewing in the United States, however, you are expected to be able to explain your credentials and why you are suitable for the position.

Be sensitive to the interviewer's verbal and nonverbal cues. Interviewers are sometimes too embarrassed or impatient to ask for clarification, so be on the lookout for nonverbal cues, such as follow-up questions that don't match your responses or sudden disinterest on the part of the interviewer. Also, make sure you express proper nonverbal communication; direct eye contact with employers is highly recommended as it is seen to portray confidence in U.S. culture.

Getting involved in campus and community activities can help develop English language skills. It may also help to practice engaging in the fast-paced conversations that you may encounter in the work environment. The more you use the language, the more proficient you will become and the easier it will be to communicate during high-stakes situations such as an interview. These activities are also a great way to develop your professional contacts.

The interview will be an important step in the job search process. Some tips that will help you stand out in the interview are:

- Provide a well-prepared resume that includes desirable skills and relevant employment experiences.
- Convey your interests and your ability to do the job.
- Prepare by practicing common interview questions with an advisor to gain feedback.
- Demonstrate your ability to understand directions and effectively express your thoughts in English.

Role of Employers

It is the recruiter's responsibility to find the right people for their company and adhere to the company's policies regarding hiring. The process is successful when both of you see a match between the company's needs and your interest and ability to do the job. Ensure that you are utilizing the common job search strategies listed on page 8, paying close attention to the benefit of networking. This will help you determine the companies who are willing and able to hire international students.

It's a good idea to get advice from other international students who have successfully found employment in this country and to start your job search early. Create and follow a detailed plan of action that will lead you to a great job can write home about.

Adapted from article written by Rosita Smith for College Recruitment Media

Resumes


Purpose

Your resume is a concise summary of your education, experience, skills and accomplishments. It acts as a marketing tool to entice your reader to invite you to an interview! Employers are looking for well-rounded applicants in these areas: academic, work accomplishments and interests/activities. Incorporating these three categories into your resume will demonstrate your overall accomplishments. There is no one perfect resume or resume format. For more resume samples and alternative formats, visit the ICC website at <http://icc.ucdavis.edu/materials/resume/index.htm>

General Resume Guidelines

- One page for recent graduates; two pages if you have extensive work history. Do not include more than ten years on your resume.
- Direct the reader's eye using layout and headings.
- Proofread! No typographical, spelling or grammatical errors. Don't rely on spell-check.
- Tailor contents to each job/application.
- List information in reverse chronological order, beginning with the most recent.
- Sell yourself—be selective about what you include and organize information according to what is most relevant to the position.
- Use consistent verb tense—use either past or present.
- Some job boards and employer sites ask you to upload a text version of your resume.

Exceptions

- Federal resume
- International resume (other countries may follow different formats)
- Curriculum Vitae  (see page 30)
- Resumes that highlight ample relevant experience or more than five to ten years of related experience

Please seek advice from an ICC career advisor to help determine the resume format and/or length that is right for you.

Transferrable Skills

- Competencies that are applicable to many different work settings
- Knowledge of specific subjects, procedures, and information to perform specific tasks learned through education and training
- Work style traits that help a person perform a job, relate to people and the work environment

Let's Get Started!

1. List accomplishments.
2. Analyze the job description—**highlight** the most **important skills** and **qualifications** and incorporate these keywords into the resume.

CVs for undergraduates completing a BS/BA and applying to graduate school:

When applying to graduate school, the application instructions may request that a CV be included in your application packet.

Check with your department to be sure, but in general this request is not for a full CV, but rather a more comprehensive resume.

The graduate school application CV will still be no longer than two pages.

Items to include on the graduate school CV might be, if applicable:

- Descriptions of projects worked on
- Presentations, posters presented or publications
- Teaching assistantships
- Academic service such as mentoring, leadership on committees

Never written a resume? Download the ICC's Resume Starter Kit at http://icc.ucdavis.edu/local_resources/handouts/resume-starter-kit.pdf

Content	Essentials	Hints
These components are ESSENTIAL for EVERY resume or CV.		
Contact Information	Name, city/state, phone number, email and website address you would like employers to see (e.g., your LinkedIn or online portfolio).	Make sure email, phone number and webpage are "employer appropriate" and typo-free. Full address is optional; city and state are sufficient. Voicemail should be set up with a greeting that states your first and last name at a minimum.
Education	Name of school, degree earned, major and minor, expected graduation date and depending on the field, GPA.	List your highest degree first followed by other degrees you have received. List education abroad.
Relevant Experience	Job title, company name, dates of experience, describe job duties, significant accomplishments and contributions. You can include unpaid, volunteer or leadership and research experience related to your objective here (or below) as well.	Can include paid and non-paid positions, internships and military duty. Present achievements, contributions and results.
The following categories are usually included on a resume—include the categories that best describe your skills and experience.		
Professional Profile	Use to summarize experience, education, qualifications, and career objective at the beginning of the document.	Brief three to five sentences or bullet point summary to draw essential information out of your resume.
Objective	Use when describing a very specific position (e.g., summer internship at Intel from July-August 2019).	This is a one-line description of the position desired that may include a job title, job number and company name. It can be omitted in most cases.
Skills/Abilities	Identify skills the employer is looking for. They may be grouped by category such as: <ul style="list-style-type: none"> • laboratory skills • computer and software skills • research techniques, processes and analysis • language skills • administrative or professional skills 	List only the skills you can perform with little or no supervision. To identify your transferable skills, utilize the Transferable Skills list on page 17 .
Relevant Group or Class Project(s)/Coursework	Relevant classes and/or projects. Include if demonstrates skill set or knowledge gained through coursework/project implementation that is relevant to the position.	List the course title, not the course number.
Honors and Awards	Honors, awards, grants, and scholarships. Be sure to include a description and year received.	Can be listed separately or as a subsection under Education. For a CV this section should follow publications and presentations.
Travel	List countries and travel experiences, if relevant to the position for which you are applying.	
Research/Publications/Presentations	Project title, where published and when. Undergrads—list roles as research assistant, name the lab, project or techniques.	For CV publications use citation format. STEM fields usually number these and bold your name.
Relevant Volunteer Activities/Community Service/Leadership	List organization, office(s) held and time frame. A brief description of accomplishments can also be added if highly relevant.	We suggest that you place internship positions under the Experience section instead of this section.
Certifications/Licenses	List if noteworthy and/or applicable to the position for which you are applying and if current.	Add date issued or future expiration date. Write out abbreviations.

References

You do NOT need to end your resume with "References Available Upon Request". Employers know you have references for them. Use the extra space to expand on your accomplishments.

Always bring a typed list of your references and their contact information to interviews. [See page 43](#) for specific information.

Transferable Skills

Below is a list of five broad skill areas which are divided into specific skill sets. Use a checkmark to indicate which skills you've developed. Write down examples of when you used your strongest skills and describe what the end result was.

For a more in-depth look at your transferable skills, visit the ICC website at https://icc.ucdavis.edu/local_resources/handouts/transferable-skills-inventory.pdf and schedule an appointment to talk with a career advisor.

Example

If the only job you have ever had is working at a restaurant—what skills have you gained from this experience that are related to a lab research position?

- Following protocol
- Cleanliness
- Time management
- Team work

Instead of focusing on the obvious (handling cash, making food), show your reader what skills you have gained that are related to the position

Communication

The skillful expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing clearly
- Listening attentively
- Expressing ideas
- Facilitating discussions
- Providing feedback
- Negotiating
- Persuading
- Perceiving non-verbal messages
- Presenting information
- Describing feelings
- Interviewing
- Editing

Research & Planning

The search for specific knowledge and the ability to conceptualize future needs and solutions.

- Predicting
- Creating theories and ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals

- Extracting information
- Defining needs
- Developing evaluations
- Creating spreadsheets and databases
- Calculating results

Human Relations

The use of interpersonal skills to resolve conflict, relate to and help people.

- Developing relationships
- Being sensitive
- Listening
- Conveying feelings
- Providing support
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

Organizing, Management & Leadership

Ability to supervise and guide individuals and groups in the completion of goals.

- Initiating new ideas
- Handling details

- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Organizing
- Advising
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict
- Enforcing policies

Character Traits

The daily skills that assist in promoting effective production and work satisfaction.

- Implementing decisions
- Cooperating
- Being punctual
- Managing time
- Attending to details
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Making decisions

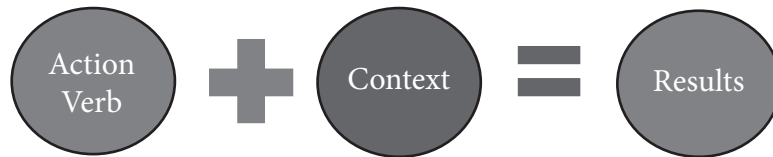
Write Accomplishment Statements

Set your resume apart from the competition by listing your experience as accomplishments rather than a list of duties. See page 18 for instructions on how to write strong statements for your bullet points on your resume. In addition, you may use the S.A.R. technique described on page 46 to help you use your accomplishment statements in your interview answers and networking introduction.

Writing Accomplishment Statements

Accomplishment statements describe your achievements in your past and current experience in bullet points or paragraph form on a resume. These statements provide proof of your relevant skills and highlight your accomplishment in a clear and concise way.

Formula for writing accomplishment statements:



Action verb: Planned, initiated, coordinated, etc. For current positions the action verb should be in the present tense, i.e. develop. For past positions the action verb should be in the past tense, i.e. developed.

Context: Interesting details - time frame; number of people; size of budget; size of caseload; type of issues/population, research, etc.

Results: The positive outcome(s) of your efforts. Quantify results whenever possible.

Examples of changing job responsibilities into accomplishment statements:

- Original Statement: Watch children at elementary school
- Accomplishment Statement: Supervise children between the ages of 4 -11 years old during recess, lunch, and afterschool program, building strong rapport with children, teachers, and parents.
- Original Statement: Responsible for cleaning bathroom, tables, and chairs
- Accomplishment Statement: Maintained clean facilities for customer use by cleaning restrooms and sanitizing tables leading to positive customer service experience.
- Original Statement: Tasked with helping the team make phone calls
- Accomplishment Statements: Called 25+ constituents per week for 50 weeks regarding local propositions and registration to vote. Increased voter registration in the Sacramento County region by 15%.
- Original Statement: Responsible for presenting findings at the end of the quarter
- Accomplishment Statements: Presented findings on destruction of bee habitats in the Central Valley to an audience of 50+ attendees. Submitted research conclusions to an undergraduate research journal.

Brainstorming questions to get you thinking about your accomplishments:

- What problems did you solve?
- Did you save the company money?
- How did you stand out among coworkers?
- Did you ever consistently exceed goals?
- What did you do above and beyond the normal job duties?
- Did your company recognize you or your team through awards?

Verb List for Resumes & Letters

Use strong action verbs to describe your experience and skills. Choose words from the lists below to get started!

Administrative/ Organizational

approved
 arranged
 catalogued
 centralized
 charted
 classified
 collected
 compiled
 composed
 delivered
 executed
 finalized
 generated
 implemented
 inspected
 issued
 minimized
 monitored
 operated
 organized
 prepared
 processed
 purchased
 recorded
 retrieved
 revised
 screened
 specified
 updated

Analytical/ Research

analyzed
 characterized
 clarified
 collected
 consulted
 critiqued
 diagnosed
 evaluated
 examined
 extracted
 identified
 inspected
 interpreted
 interviewed
 investigated
 isolated
 optimized
 organized
 reported
 reviewed
 studied
 summarized
 surveyed
 tailored
 verified

Communication

addressed
 arranged
 authored
 collaborated
 composed
 convinced
 corresponded
 drafted
 edited
 enlisted
 formulated
 influenced
 interpreted
 lectured
 mediated
 moderated
 negotiated
 persuaded
 promoted
 publicized
 recruited
 spoke
 translated
 updated
 verified
 wrote

Creative

acted
 brainstormed
 composed
 conceived
 conceptualized
 constructed
 created
 customized
 designed
 displayed
 envisioned
 established
 founded
 illustrated
 initiated
 instituted
 integrated
 introduced
 invented
 modeled
 originated
 performed
 planned
 tailored
 visualized

Financial

administered
 allocated
 analyzed
 appraised
 audited
 balanced
 budgeted
 calculated
 charted
 computed
 developed
 estimated
 forecasted
 managed
 marketed
 planned
 projected
 reported
 researched
 secured
 tailored
 updated

Helping

assessed
 brainstormed
 clarified
 coached
 consulted
 counseled
 demonstrated
 diagnosed
 educated
 enhanced
 estimated
 expedited
 facilitated
 guided
 motivated
 referred
 rehabilitated
 represented
 served
 validated
 verified

Leadership

achieved
 coordinated
 delegated
 directed
 enlisted
 executed
 expanded
 expedited
 founded
 improved
 initiated
 mentored
 recruited
 reduced (losses)
 resolved (problems)
 restored
 transformed

Management

administered
 analyzed
 assigned
 attained
 chaired
 conducted
 consolidated
 contracted
 coordinated
 delegated
 designated
 developed
 directed
 empowered
 evaluated
 executed
 hired
 improved
 increased
 interviewed
 led
 organized
 oversaw
 planned
 prioritized
 produced
 recommended
 reviewed
 scheduled
 streamlined
 strengthened
 supervised

Teaching/ Instructing

adapted
 advised
 authored
 clarified
 coached
 communicated
 coordinated
 correlated
 developed
 enabled
 encouraged
 evaluated
 explained
 facilitated
 guided
 informed
 instructed
 mentored
 persuaded
 reported
 served
 stimulated
 studied
 trained

Technical

assembled
 built
 calculated
 charted
 computed
 constructed
 debugged
 designed
 devised
 engineered
 fabricated
 finalized
 formatted
 isolated
 maintained
 modified
 operated
 optimized
 programmed
 remodeled
 repaired
 secured
 solved
 streamlined
 upgraded

Many students early in their time at UC Davis have limited paid work experience. Visit the ICC to talk to an advisor about your experiences and formulate your resume.

Analyn Ocampo

Davis, CA 95616 | (559) 555-5683

Email: aocampo@ucdavis.edu

OBJECTIVE Work study eligible undergraduate student seeking an on-campus job opportunity.

EDUCATION

Intended Major: Communication, Bachelor of Arts Degree

University of California, Davis

Expected Graduation: June 2022

Using your high school experience is acceptable during your first year at UC Davis and if it is directly related to the position.

RELATED COURSEWORK

Beginning Composition, Precalculus, Freshman Seminar: Ethnographic Performance, General Psychology, Children in the Garden (Enrolled Spring 2019)

SKILLS

Computer: Intermediate in Word, use of Internet search engines, Outlook and email in both PC and Mac platforms

Language: Fluent in spoken Tagalog (minimal written ability)

EXPERIENCE

Receptionist, T & T Electronics, Sanger, CA June 2019- August 2019

- Created a welcoming atmosphere for mid-sized manufacturing firm.
- Managed Outlook calendars and schedules of four full-time sales staff, using effective communication skills.
- Organized and cleaned office to create efficient workspace and professional appearance.
- Ensured packages were mailed in a timely manner using the most cost effective carrier for the transaction.

Child Care Provider, Self Employed, Sanger, CA June 2017- August 2019

- Provided safe, reliable care for children (infant to 12 years) in their homes.
- Effectively adapted communication style and planned activities to meet the developmental needs of children and create a positive experience.
- Partnered with parents to ensure consistency and clear boundaries with children.
- Built positive rapport and reputation, for reliability, leading to several referrals.

ACTIVITIES

- Member, UC Davis Intramural Volleyball September 2019-Present
- Member, Sanger High School Marching Band August 2015-June 2019

Chronological Format

A chronological resume presents your education and work experience in a straightforward, reverse chronological order format, listing your current or most recent job first. If the majority of your work experience is related to your stated job objective, the chronological format is generally preferred.

1 You may choose to use an objective, a professional profile, or neither, depending on your personal style and purpose for the resume.

2 This is a sub-category of EDUCATION. The title should be bold, lower case, and indented.

3 If you have performed the protocol several times you may list your ability to perform procedures used in a lab as “adept at,” “proficient in” or other accurate terms.

Double majors indicate: “Double Major in ___ and ___” or state “Bachelor of Arts in ___, Bachelor of Science in ___.”

EUN DAE “AUDREY” KIM
1122 Lake Blvd., Apt. #33
Davis, CA 95616
(530) 757-1234
edkim@ucdavis.edu

OBJECTIVE Environmental Planner position with ETI Professionals 1

EDUCATION

Bachelor of Science, **Environmental Policy Analysis and Planning**
Bachelor of Arts, **Communication**
University of California Davis expected June 2020

Related Course Work: 2

Environmental Impact Reporting using GIS, Urban Geography, Urban and Regional Planning, Environmental Law, Water Policy and Politics

SKILLS

- Familiar with CEQA, NEPA and CWA
- Working knowledge of environmental impact assessments
- Proficient in applications of Microsoft Office Suite, ERSI and ArcGIS 3
- Excellent writing and editing skills

EXPERIENCE

Planning Intern, Sacramento County Planning and Community Development Department
Sacramento, CA October 2019 - Present

- Created database of employment and housing for Sacramento County.
- Conducted jobs/housing balance study as directed by the General Plan.
- Wrote memos and project update reports used to compile reports to county administrators.

National Network of Environmental Management Studies Fellow, U.S. Environmental Protection Agency
Philadelphia, PA June 2019 - September 2020

- Reviewed and provided comments on Environmental Impact Statements.
- Formulated plan to coordinate Geographic Information System data with six federal agencies.
- Participated in significant public outreach efforts leading to increased awareness of environmental concerns.

Environmental Education Intern, Student Landowner Education and Watershed Stewardship Program
Davis, CA January 2018 - April 2019

- Planned and led high school students in agricultural and stream corridor restoration projects.
- Researched and taught students about native species interaction and local ecosystem sensitivity.
- Designed, constructed and maintained composting piles for on-site teaching purposes.

ACTIVITIES

Student Member, Association of Environmental Professionals, 2018 - present
Student Member, American Planning Association, 2018 - present
Climate Change Conference Volunteer, Focus the Nation, UC Davis, January 2018
Sustainability Volunteer, Whole Earth Festival, May 2017, 2018, 2019

View Audrey Kim’s cover letter on page 39 and her list of references on page 42.

Chronological Format for Career Position

The resume below shows an example of a person with several years of experience prior to attending UC Davis. Your resume should represent you. Be sure to have your resume draft critiqued by an ICC peer advisor or career advisor.

ANH NGUYEN

San Francisco, CA 94121 • 415-555-5873
anguyen@ucdavis.edu • linkedin.com/in/anhnguyen

PROFESSIONAL SUMMARY

Award-winning sales professional with several years of experience in the consumer products industry and strong track record of exceeding quarterly sales quotas. Highly effective at creating and maintaining good customer relations and generating repeat business. Proven ability to communicate sales tactics and strategies to other professionals through strong presentation skills.

EDUCATION

Bachelor of Science in **Managerial Economics** with a minor in Communication
University of California, Davis, June 2020

Carlos University, **Education Abroad Program**, Madrid, Spain, Summer 2018

SKILLS

Computer: Proficient in MS Word, Excel, email and Internet Explorer in PC and Mac environments.
Language: Fluent in Vietnamese, Conversational Spanish (spoken).
Communication: Able to write clearly and convincingly and give public presentations to large groups.

RELEVANT EXPERIENCE

EOP Tutor, Davis, California (9/17-present)

Tutored adult members of the EOP program at UC Davis. This focused solely on college level English composition and reading. These students were members of the disabled community and varied in both gender, ethnicity and age.

Marketing/Sales Intern, Progressive Microproducts, Sacramento, CA (6/2019–9/2019)

Market personal computer hardware and software. Develop and implement marketing and advertising strategies. Design and develop educational and entertainment software for Apple computer system. Participate in numerous computer trade shows hosting more than 3,000 visitors and more than 150 vendors.

Management Trainee/Salesperson, Grand Auto, Inc., San Francisco, CA (5/2014–9/2016)

Performed full-time sales work for auto parts store with annual sales exceeding \$35 million, earning annual sales award for 2014 fiscal year. Worked effectively with customers and employees. Maintained a large store inventory using a computerized inventory system. Supervised and trained a sales force of 34 representatives. Implemented parts department reorganization for enhanced work flow. Developed effective in-store and window displays.

Salesperson, Consumer Distributing Company, San Francisco, CA (9/2013–4/2014)

Performed general merchandise sales for large catalog chain store. Processed over \$10,000 per week in cash, checks and credit cards, performed inventory control, and completed clerical tasks. Received 7 monthly awards for sales performance.

LEADERSHIP

McNair Scholar (9/2017–present)

Member, Vietnamese Student Association (9/2017–present)

Fundraising Chairperson, Member, Delta Sigma Pi, a business fraternity (9/2018–6/2019)

Modified Chronological Format for Internship Position

In some cases, a modified chronological resume format may be used. This format allows for you to categorize your experiences based on two or three themes and list them in reverse chronological order within those themes. It is also useful if your most recent experience is not relevant to the role and you want to highlight older jobs or internships higher on the page.

Jamar Jackson

jjackson@ucdavis.edu

123 Clover Lane, Sacramento, California 95819. (916) 555-4673

EDUCATION

Bachelor of Science in Biological Sciences, expected June 2021

Cumulative GPA 3.67/4.00

University of California, Davis

Related Course Work: General Chemistry (Lab), Microbiology (Lab), Organic Chemistry (Lab),
Zoology (Lab), Biology (Lab), Physics (Lab)

You may want to indicate whether GPA is cumulative or major-specific.

SKILLS

- Familiar with buffer preparation, microscopy, pH meter, PCR, gel electrophoresis, and aseptic technique.
- Excellent ability to accurately keep laboratory records.
- Experience using Microsoft Word, Excel and Access in PC and Mac platforms.

SPECIAL PROJECT

Iodine Shortage Project, UC Davis, Davis, CA

1/19-present

Worked with a group of seven students raising over \$10,000 to help the current iodine shortage in Indonesia.

- Researched the effects of iodine deficiency and developed promotional materials including posters and flyers for in-class presentations.
- Raised funds for iodine distribution, research, and literature through classes and on-campus activities including approximately 20 presentations to sororities and fraternities.

RESEARCH EXPERIENCE

Research Assistant, Genentech, Vacaville, CA

6/19-9/19

During internship in In-Situ Hybridization lab at Genentech, Inc. under Dr. Gretchen Frantz, characterized and organized pathology slide data of failed isotopic ISH probes and performed several tests using these probes to find the cause for their failure.

- Evaluated bands using gel electrophoresis after analyzing probes using Genentech, Inc.'s and NCBI's Blast programs.
- Revised and drafted commonly used laboratory protocol for incoming employees.

No need to mention whether a position is paid or voluntary.

ADDITIONAL EXPERIENCE

Shift Leader, In-N-Out Burger, Davis, CA

10/18-present

Provided outstanding customer service and handled customer complaints.

- Acted as cashier; entrusted by supervisor to record and deliver bank deposits.
- Trained and supervised ten staff members.
- Provided input for new hire performance reviews and identified areas for additional training.
- Maintained accurate inventory count of all products.
- Ensured proper food sanitation procedures were followed by strictly adhering to all food handling safety protocols.

ACTIVITIES

Volunteer, Yolo County SPCA, Davis, CA, 4/18-present

Activities Coordinator, Black Student Association, UC Davis, 9/17-present

Member, Biological Sciences Club, UC Davis, 9/17-present

A "Laboratory Skills" section can be added to your chronological resume to highlight specific in-depth skills needed for a position.

Robyn "Rob" Ryan

885 Russell Blvd. • Davis, CA 95616 • 510-555-3663 • riryan@ucdavis.edu

EDUCATION

Bachelor of Science in **Biological Sciences** and **Biotechnology**

University of California, Davis

Anticipated Graduation Date June 2020

RELEVANT COURSEWORK

Molecular and Cellular Biology (Lab)

Pathology

Organic Chemistry (Lab)

Genes and Gene Expression (Lab)

Microbiology

Chemistry (Lab)

Genetics and Biotechnology (Lab)

Neurobiology

Bioenergetics and Metabolism

LABORATORY SKILLS

SDS-PAGE

PCR/cloning

ELISA

Gas chromatography

UV/VIS Spectrophotometry

Computer data analysis

Microscopy

DNA extraction/quantification

Amino acid analysis

SUMMARY OF QUALIFICATIONS

- Familiar with fundamental lab procedures including pipetting, buffer preparation and SDS-PAGE
- Intelligent, analytical and highly motivated; ability to multitask, attentive to details
- Excellent communication skills; dedicated to professionalism and high-quality work
- PC skills: Word, Excel, PowerPoint, Access
- Fully fluent both orally and written in English and Spanish

EXPERIENCE

Clinical Pathology Intern, Department of Clinical Pathology, UC Davis, 5/19-9/19

- Developed a buffer system for liquid chromatographic isolation of pesticide metabolites in urine
- Accurately performed gas chromatography on purified samples
- Recognized by supervisor for outstanding contributions to successful research project completion

Team Lead, Habit Burgers, Davis, CA, 6/17-9/17, 6/18-9/18

- Placed orders and performed cashiering duties in high-volume fast food establishment
- Suggested new method of packaging orders reducing customer wait time by approximately 50%
- Promoted to Team Lead after 60 days

DISTINCTIONS

UC Davis Men's Division 1 Water Polo Team 9/16-present

- Captain 8/19-present
- Western Water Polo Association Champions 2018
- Academic Student-Athlete Award 2016-2017, 2017-2018

COMMUNITY SERVICE

Volunteer, UC Davis Pantry, 9/16-present

Participant, Habitat for Humanity of Oakland, Summer 2014, 2015, 2016

Modified Chronological Format for Research Position

The modified chronological resume groups and categorizes job/experience to show the strengths in two to four categories. The sample below demonstrates how to highlight research experience that may be done concurrently with a paid position. This format may be useful when the job objective has more than one component and you have experience in the different components.

MARIA GARCIA
Fairfield, CA
(707) 555-2665
mgarcia@ucdavis.edu
linkedin.com/in/MarciaGarcia24

EDUCATION

Bachelor of Science in Biochemistry and Molecular Biology Expected December, 2020
University of California, Davis

Transfer Program in Biological Sciences 2015 – 2018
Santa Barbara City College

Study Abroad: Yonsei University, **Korean Language and Culture**, Seoul Korea Summer 2018

SKILLS

SDS-PAGE	UV/VIS Spectrophotometry	Data analysis (R, SPSS)
Gas Chromatography	HPLC	RNA Sequencing
PCR	Laboratory animal handling	Protocol design for proteolytic digests

RESEARCH EXPERIENCE

Protein Biochemistry Intern, Genentech, Inc., San Francisco, CA. (June 2017 to September 2018)

- Investigated structure-function relationships of interferon.
- Utilized limited proteolytic digests, SDS-PAGE, and HPLC in four separate studies throughout the internship.

Clinical Pathology Intern, Department of Clinical Pathology, University of California, Davis. (March to June 2018)

- Developed buffer system for liquid chromatographic isolation of pesticide metabolites in urine.
- Performed gas chromatography on purified samples and logged all samples for review by supervisor.

LABORATORY ANIMAL HANDLING EXPERIENCE

Laboratory Assistant, Animal Science Department, University of California, Davis. (Summer 2019)

- Maintained murine colony of 20 animals by feeding them at prescribed intervals and monitoring vitals.
- Tracked health of murine animals and communicated daily logs with principle investigator.

OTHER WORK EXPERIENCE

Salesperson, Macy's, Sacramento, CA. (May 2018 to present)

- Greet approximately 50 customers per shift with a positive attitude and respond to needs in a timely fashion
- Process sales transactions, maintain inventory control, and balance cash register receipts.

ACTIVITIES

President, Member, Biochemistry Club, UC Davis (2018 – present)
Member, Chicanos/Latinos in Health Education, UC Davis (2018 – present)

Present tense may be used for current positions.

The skills you gain from going abroad or working internationally can give you a competitive edge. Below is an example of how to highlight your international experience and skills gained.

MOHAMED BASHAR

(408) 555-2256

Mohamed.Bashar@ucdavis.edu

PROFESSIONAL SUMMARY

Analytically-minded International Relations recent grad has a strong focus on strategic analysis of foreign markets to help realize company goals. Accurately assesses foreign laws, regulations and sociopolitical factors and their potential impact on company goals. Experience with designing public relations strategies in foreign markets for true global involvement.

EDUCATION

Bachelor of Arts, **International Relations** and **French** double major, Degrees expected June 2020
University of California, Davis GPA: 3.23/4.00

Study Abroad, University of Lyon II and l'Institut d'Etudes Politiques—Lyon, France, 9/2018 – 6/2019

SKILLS

Computer: Advanced proficiency in Word, Excel, PageMaker, email and Internet applications, Proficiency in PowerPoint, Familiar with PCs and MACs, experience with LoanQuest loan processing software and OMS web-based billing database.

Languages: Professional fluency in written and oral French, conversant in Farsi (limited written ability), Elementary knowledge of written and oral Spanish.

Character Traits: Excellent interpersonal communication skills, strong writing aptitude, confident, work well in teams, culturally aware, sociable, leadership competent, teachable, and honest.

RELEVANT EXPERIENCE

Intern, State Senate Office of International Relations, Sacramento, CA (9/2019 – current)

Attended official meetings weekly between foreign dignitaries and Senators or Senate staff. Communicated with Senate staff and Capitol staff to arrange meetings for incoming international delegates. Performed open source research on foreign countries and summarize pertinent information for outgoing delegations. Wrote correspondence (letters, emails, faxes) on behalf of Senators and the Office of International Relations to Consulates, U.S. embassies, and foreign governments. Compiled variety of reports and data into Excel and Word applications for publication in Senate Office of International Relations Annual Report.

Barista, Coffee House, Paris, France (9/2018 – 5/2019)

In French, took orders and made coffee, tea, and other drinks to customer specifications. Provided customer service during busiest shifts. Effectively communicated with coworkers to ensure smooth operations and welcoming atmosphere.

Billing Manager, CAL Internet Services, Inc., San José, CA (6/2018 – 9/2018)

Used interpersonal communication skills to effectively network at business fairs resulting in increased contacts and sales. Managed billing using OMS web-based billing database. Patiently provided tech support to non-technical clients ensuring customer satisfaction and increased sales. Participated in sales and marketing. Drafted official company correspondences in Word.

ACTIVITIES/INTERESTS

Captain, **Men's Novice Curling Team**, UC Davis (10/2019 – 6/2020)

You can use the skills section to also describe traits.

Transfer and Re-Entry Student Resume

Some transfer and re-entry students may have extensive experience outside of the University. This example highlights a chronological format. To determine the best format for your experience, please see an advisor at the ICC.

Peter Karaolanis

pnkaraolanis@ucdavis.edu | (831) 555-1984

OBJECTIVE

A career position teaching English as a second language

EDUCATION

University of California, Davis June 2019

Bachelor of Arts in Linguistics with a Minor in Japanese

Defense Language Institute, Monterey, CA December 2012

Associate of Arts in Arabic

SKILLS

Leadership	Technologically Proficient	Curriculum Development
Language Instruction	Classroom Management	Communication Skills

EXPERIENCE

Veteran Peer Advisor September 2018 - Present

Internship and Career Center, UC Davis Davis, CA

- Provide individual advising to student veterans on job and internship search, resumes and cover letters
- Apply communication skills daily to help a diverse population, including second language learners

Language Analyst, Petty Officer 2nd Class (CTI2) December 2012 - May 2017

United States Navy Fort Gordon, GA

- Translated Arabic multimedia to English to meet the demands of government agencies
- Provided intelligence products for multi-national agencies
- Worked in an office with two tiers of leadership, civilian and military
- Experienced with Microsoft Office suite, Google suite, and Adobe CS6 Master suite
- Led a team to produce intelligence reports and reviewed evaluations of employees
- Handled classified information up to Top Secret, and held TS/SCI clearance

Volunteer Lab Assistant September 2010 - May 2011

Mercy Hospital Sacramento, CA

- Assisted in animal research studies and worked with a diverse team to prepare animals pre-surgery
- Selected and mixed medications; used unit conversions to match weight and species of the animal

LANGUAGES

Arabic (fluent) Japanese (intermediate) Spanish (limited conversational)

VOLUNTEER EXPERIENCE

Facilitator, Kaiwa (Japanese/English) Conversation Sessions, UC Davis

- Lead groups of up to 10 language learners in practicing grammar and pronunciation

Instructor, U.S. Naval Sea Cadet Corps

- Taught high school and junior high age children leadership

Language Educator, English instruction to immigrant Libyan elementary-age children

- Taught low income immigrant students basic English language skills

AWARDS

Joint Service Achievement Medal

National Defense Medal

Good Conduct Medal (2x for 6 years of disciplined service)

We use this term to describe a resume that is used to apply for positions in information technology, engineering or consulting. Though the format is similar to other examples in the book we include it to demonstrate ways in which technical skills can be presented.

Victoria Buleon

vbuleon@ucdavis.edu | Davis, CA 95616 | (530) 555-1957

EDUCATION

University of California, Davis
 Bachelor of Science, Computer Science and Engineering
 Expected Graduation June 2020, GPA 3.2/4.0

Relevant Coursework

Computer Architecture, Algorithm Design and Analysis, Operating Systems and Systems Programming, Computer Networks, Embedded Systems

SKILLS

Software: BASIC, C, C++, C#, Java, Python, HTML, Perl, Visual Basic, SQL, Latex, MATLAB, Microsoft Office Suite, Adobe Photoshop
 Operating Systems: DOS, Windows, Macintosh, UNIX, Linux

EXPERIENCE:

Software Development Intern, Hewlett-Packard, Palo Alto, CA, 6/2019-9/2019

- Designed a customized central webpage of web tools using Active Server Pages and Digital Dashboard
- Built prototype, in C, for next-generation instant messaging software
- Evaluated virtual collaboration tool used by 15-person engineering division

IT Intern, Caltrans, Sacramento, CA 6/2018-9/2018

- Tested a web-based application used for interdepartmental communication
- Redesigned departmental Word template pages utilized for frequent employee onboarding
- Provided daily phone and email support for web-based computer training program
- Created web pages using Active Server Pages for automating the registration

PROJECT:

Microsoft Hackathon, UC Davis 1/2019

- Created a game application on the Windows Phone platform using C#, with teammate
- Learned and built prototype using Visual Studio and XNA Framework
- Conceptualized, illustrated, and rendered gameplay, sprites, and graphics

ASSOCIATIONS:

Officer, Filipino Americans in Science and Engineering 11/2017-present
President (Sept. 2019- present), **Webmaster** (Sept 2018-Sept 2019), **Secretary** (Nov 2017-Sept 2018)
 Member, Computer Science Club 12/2018-Present
 Member, Tau Beta Pi National Engineering Honors Society 7/2019-Present

Undergraduate Curriculum Vitae

Some internship or research positions may request a Curriculum Vitae. In general, undergraduate CVs are very similar to resumes, with an emphasis in academic accomplishments, research, presentations and class projects. CVs are not limited in page number.

Lois Sanchez
loissanchez@ucdavis.edu | (310) 555 – 4567 | [linkedin.com/in/loissanchez](https://www.linkedin.com/in/loissanchez)

PROFILE

Creative and disciplined undergraduate student seeking graduate admission with the Sociology Department at University of California in Davis, CA to pursue extensive research on the development of substance use among adolescent and young adults.

EDUCATION

Bachelor of Arts in Sociology with an emphasis in Law and Society

Sanchez, Lois. "Peer Effects of Adolescent Depression." Honors thesis, in progress.

University of California, Davis

June 2019

RESEARCH EXPERIENCE

Project Manager, Yearbook Study

Dr. Andrew Light, Associate Professor of Sociology, UC Davis

- Added onto a database by coding yearbook photographs to measure students' looks (to analyze the relationship between attractiveness and bullying/academic achievement)
- Trained new research assistants in coding procedures and addressed any concerns from other research assistants about coding and/or technical issues

Sept. 2018 – Mar. 2019

Research Assistant, Examining Racial Bias in Police Shootings

Dr. Carl Li, Assistant Professor of Sociology, UC Davis

- Collaborated with research team to create a database of 11,000+ news articles of police interactions
- Developed list of variables relevant to the project to be recorded in the database
- Recorded details of each news article in an Excel database
- Trained new research assistants and use R to create frequency tables and descriptive statistics

Jan. 2018 – May 2018

Literature Scholar, Mentorship for Undergraduate Research in Agriculture

Letters and Science (MURALS), UC Davis

- Participated in the 10-week summer MURALS program to begin working on an independent research project ("Suspension, Substance Use, and School Attachment")
- Conducted literature review, developed hypotheses, organized data from Monitoring the Future, and began initial analysis using Stata
- Met weekly with faculty advisor to update on project progress and identify next steps
- Presented initial findings and future plans at the end of program, MURALS conference
- Completed the first draft of the research paper and developed future plans for the project

Summer 2018

Undergraduate Mentee, Research Training and Mentorship Program

Humanities and Social Sciences, UC Davis

- Paired with a graduate student mentor to learn about academic research and analytical skills
- Gained a foundation of sociology research by analyzing scholarly articles and identifying their strengths/weaknesses
- Developed a research grant proposal for the Provost Undergraduate Fellowship (awarded July 2018)
- Presented research proposal at the end of program Roundtable Conference
- Attended program workshops on developing research questions, research proposal development, grant writing, and graduate/professional school application process

Jan. 2018 – June 2018

Lois Sanchez, Page 1 of 2

Research Assistant, Modern Test of Power Control Theory of Gender & Delinquency
Dr. Bobby Guzman, Professor of Sociology, UC Davis

- Created a list of relevant measures to the project from Monitoring the Future dataset
- Collected and reviewed articles for literature review and learned basics of Stata to extract variables from dataset

Summer 2017

PUBLIC POLICY EXPERIENCE

Public Policy Fellow, UC Davis Center for Poverty Research, Sacramento, CA

- Researched legislators currently sponsoring or voting on bills regarding poverty
- Collected names of the legislators to disseminate academic research on poverty
- Drafted and edited policy briefs
- Filmed and edited interview videos with research affiliates from various disciplines (Economics, Psychology, Sociology, and Law)
- Offered a position as a hired assistant after a 6-month fellowship to complete video interviews and draft policy briefs

Sept. 2017 – Dec. 2018

COMMUNITY SERVICE

Outreach and Development Intern, Davis Feminist Film Festival, Davis, CA

- Curated over 70 film submissions for the festival with over 250 patrons
- Collaborated with fellow interns in the creation of the final film line-up
- Conducted community outreach
- Facilitated in promoting awareness on social issues to the Davis community through the films

May 2017

CONFERENCE PRESENTATIONS

Sanchez, L. and Xavier, C. (June 2018). *Suspension, Substance Use, and School Attachment*. Presented at the American Sociological Association Annual Meeting, Seattle, WA.

Potter, R. and Sanchez, L. (October 2017). *The Effect of Suspension on School Bond and Alcohol Use*. Presented at Harvard University's National Collegiate Research Conference, Cambridge, MA.

INVITED TALKS

March 2019 "How to Get Involved in Research as an Undergraduate." Presented at a workshop for the Undergraduate Research Training and Mentorship Program Workshop, Davis, CA.

January 2019 "What Does Research in Sociology Look Like?" Presented on a panel for UC Davis Undergraduate Research Week, Davis, CA.

AWARDS, GRANTS, AND FELLOWSHIPS

2019 American Sociological Association Honors Program

2018 UC Davis Undergraduate Research Travel Grant; awarded to present at ASA 2017 (\$500)

2018 UC Davis Provost Undergraduate Fellowship (\$3300)

2017 MURALS Summer Scholars Award (\$3,000)

PUBLICATIONS

Sanchez, Lois. "Suspension, Substance Use, and School Attachment." Under review at Research in the Sociology of Education, University of California, Davis.

PROFESSIONAL MEMBERSHIPS

Member, American Sociological Association, UC Davis

Member, Alpha Kappa Delta International Sociology Honor Society, UC Davis

Sept. 2016 – Present
Sept. 2016 – Oct. 2017

Lois Sanchez, Page 2 of 2

Advanced Degree Resume vs. Curriculum Vitae (CV)

Curriculum Vitae (CV) is Latin for “course of life”. In contrast, a Resume (also resumé or résumé) is French and means “summary”. The CV is also often informally called a “vita”. Both are used in job applications and tailored to the specific position.

Both CV & Resume:

- Represents you as the best qualified candidate
- Gets you an interview

CV: presents a *full history* of your academic credentials so length is variable.

Resume: presents a *concise picture* of your skills and qualifications for that specific position so length is prescribed by years of experience, but generally no more than two pages.

Many European countries use “CV” to describe all job application documents and do not use the term resume. Graduate school applications will request a CV, but in general are looking for a Resume that includes any publications and descriptions of research projects.

In the U.S., CV or Resume may be used interchangeably. If you are not sure which document they want in the application packet, it is best to ask.

Curriculum Vitae Tips and Suggestions

A CV is used when applying for:

- Academic positions in a four-year University, State University, Community College, or Liberal Arts College
- Fellowships & scholarships
- Research funding & grants

Although largely the same format for all academic positions, there is some variation and a difference on emphasis for a CV depending on the type of institution applying for (e.g., community college vs. four-year university).

A **CV for a community college**—which emphasizes teaching ability, pedagogical training and qualifications as a generalist—will lead with teaching experience and include all the courses taught, details on the role played as a teaching assistant, and may include content description, class size, lab set up, etc. A research section may follow, but with limited detail.

A **CV for a state college** — which emphasizes a balance of teaching and research—will place equal emphasis on the research and teaching sections.

A **CV for a four-year university**—which values scholarly productivity, peer-reviewed publications, research experience, technical expertise, grant writing and collaboration potential—will emphasize the research with a less prominent section on teaching experience.

Things to Consider for Both CVs and Resumes

Tailor either your Resume or CV to fit the mission, focus, goals or guidelines established by the institution, research organization or job description.

If you are applying for both academic as well as industry (public or private sector) positions, prepare both a Resume and CV.

Spell check. Note that words with all capital letters do not auto-spell check. Error free is optimal.

When applying for a position, unless specifically requested not to do so, **always include a cover letter**, even if a cover letter is not requested. If only one document can be uploaded for an online application, you can combine your cover letter with your CV or Resume into one PDF and submit them both together as a single document.

Resume	vs	CV
<ul style="list-style-type: none"> • Emphasizes skills • Used when applying for a position in industry, non-profit, and public sector • Usually within 1-2 pages but there are exceptions • After 1 year of industry experience, may lead with work experience and position education section at or near the end, depending upon qualifications 		<ul style="list-style-type: none"> • Emphasizes academic accomplishments • Used when applying for positions in academia, fellowships and grants • Length depends upon experience and includes a complete list of publications, posters, and presentations • Always begins with education and can include name of advisor and dissertation title or summary (see examples) • Also used for merit/tenure review and sabbatical leave

SUPPORT DOCUMENTS FOR ACADEMIC POSITIONS COULD INCLUDE:

Cover Letter/Statement of Interest — Always included; length varies depending upon number and type of other supporting documents requested. If none of the following additional documents listed below are requested, then the cover letter should be more comprehensive and will thus be longer in length, but no more than three pages.

- | | | |
|---------------------------------|--------------------------------------|-----------------------------------|
| • Research Statement/Agenda | • Statement of Teaching Interests | • Writing Sample/Reprints |
| • Teaching Philosophy Statement | • Evidence of Teaching Effectiveness | • Transcripts (Only if requested) |
| • Diversity Statement | • Sample Course Syllabi | |
| • Dissertation Abstract | • Letters of Recommendation | |

Chronological Format

Jamal K. Washington

(530) 555-2230 jkwwashington@ucdavis.edu
<http://www.linkedin.com/in/jkwwashington>
www.github.com/washington/react-track

Mechanical Engineering Ph.D. (June 2020) with 4 years of industry experience in project management, strategic planning, research and development. Expertise in power systems and distributed grid infrastructure. Management and training experience in production and use of technology for engineers and customers. Interested in globalization and international issues.

TECHNICAL SKILLS

- SolidWorks (CAD)
- COMSOL (FEM/FEA)
- Labview
- Matlab
- Vibration test/analysis
- L-edit (CAD)
- Mathcad
- MS Office Suite including Excel, Word, and Powerpoint and database

EDUCATION

Ph.D. in Mechanical Engineering – University of California, Davis, June 2020
GPA: 3.87/4.0 (If required)

Master of Business Administration in Finance & International Management – University of California, Davis, June 2014
GPA: 3.5/4.0

Bachelor of Science in Mechanical Engineering – University of California, Berkeley, May 2011
GPA: 3.65/4.0

PROFESSIONAL EXPERIENCE

Manager, Business Development

Anuvu, Inc. – Sacramento, California June 2014-September 2015

- Managed technological/financial development of PEM hydrogen fuel cell applications in power systems.
- Created complex engineering models and financial programs for technology/investment valuation.
- Presented grid infrastructure engineering/financial model to domestic and foreign business partners.
- Wrote business plan for a \$4.5 M OEM hydrogen fuel cell contract that was implemented.
- Negotiated contract for product testing and integration with OEM partner and State Testing Group.
- Developed network and critical relationship with OEM customers.

Research and Development Engineer

Medtronic Vascular, Inc. – Santa Rosa, California June 2011-September 2014

- Patented mechanical design of device and led project from inception to successful international clinical use.
- Developed processes, equipment, and trained personnel for market release of medical device product lines.
- Managed production line and personnel while creating and fabricating support tooling and equipment.
- Coordinated joint R&D/Manufacturing efforts to effectively meet company production deadlines.
- Wrote procedures for processes and data collection for GMP and ISO-900X quality systems.

Total Quality Manager – Intern

Hunter Innovations Inc. – Berkeley, California June 2010-December 2010

- Organized and led training of Hunter Associates in Quality Control and Good Manufacturing Practice (GMP) systems.
- Wrote and implemented GMP System for FDA regulatory approval of artificial hip joint implant sales and manufacturing.
- Designed and programmed components of CNC lathe and mill manufacturing resulting in sales estimated at \$10,000/month for these components.

Project Engineer – Intern

Ames Co./Fluid Control Systems – Oakland, California June 2009-September 2009

- Leader of “Introduction to Production” team and responsible for vendor communications.
- Created and maintained engineering documentation, bill of materials, and bill of operations.
- Researched and designed prototype backflow check valves and led pilot production.

PATENTS/PUBLICATIONS

List patents and publications here

PROFESSIONAL AFFILIATIONS/COMMUNITY SERVICE

List of professional affiliations and community service here

Note: add a footer with your last name, page 2 of X

Advanced Degree Resume—Chronological Format for Humanities Position

J. Alex Wang
Davis, CA 95616
(520) 555-3764
jawang@ucdavis.edu • www.linkedin.com/in/jawang

Community Development Master's Candidate (August 2020) with six years' experience in non-profit program management, including evaluation, research and program design. Expertise in qualitative research design and database creation.

- Fluent in Spanish
- MS Office Suite, including Word, Access and Excel
- Excellent writing skills
- Courses in qualitative and quantitative research methods
- Exceptional project management skills
- Clear communicator and collaborator
- Relevant coursework completed: Intermediate Social Statistics, Field Research, Qualitative Research Methods

EDUCATION

Master of Science, Community and Regional Development, expected August 2020
University of California, Davis

Bachelor of Science, Sociology, June 2017
University of Arizona, Tucson, AZ

You could also Include,
CERTIFICATIONS/
LICENSURE: Follows
Education.

PROFESSIONAL EXPERIENCE

Graduate Student Researcher, July 2019–present

- UC Sustainable Agriculture Research and Education Program, Davis, California
- Conducted evaluation of local non-profit organization's two-year USDA Community Food Project grant.
 - Designed and implemented surveys and interviews of project participants.
 - Synthesized data and completed annual and final reports of grant progress.
 - Maintained positive relationship with the grantee organization to ensure expectations were being met and evaluation tools were satisfactory.
 - Edited final report and verified data accuracy for an assessment of Yolo County's food system.

Graduate Student Researcher, August 2018–June 2019

UC Davis Center for Regional Change, Davis, California

Project: Healthy Youth/Healthy Regions is a multi-disciplinary research project investigating the link between youth well-being and prosperity in the Sacramento region.

- Researched and wrote first draft of introductory chapter for Healthy Youth/Healthy Regions final report, which set the scene for the final report by highlighting the strengths and inequities in the region.

J.A. Wang

Page 2

Home Garden Manager, June 2015–July 2017
Community Food Bank, Tucson, Arizona

- Management and supervisory roles, involving gardening assistance, budget management, community outreach and program design.
- Created and managed database to track department's activities and identify areas for growth.
- Conducted outreach and coordination with other Tucson non-profits on community development projects.

Home Garden Coordinator, September 2014–August 2015
Community Food Bank, Tucson, Arizona

- Taught vegetable gardening skills to fifty low-income families through at-home assistance.
- Designed and taught popular education style gardening workshops in English and Spanish.

Community Organizer, September 2013–August 2014

Border Action Network (BAN), Tucson, Arizona

- Led successful outreach campaign on border issues in Latino immigrant neighborhoods in Tucson's south side.
- Launched membership drive, resulting in 500 new members.
- Initiated campaign on immigration reform geared at key members of the Arizona Congressional delegation.

AWARDS AND CERTIFICATIONS

Community Service Award, 2019

UC Davis Community Service Resource Center, Davis, California

Travel Grant of \$500, 2019

UC Davis Internship and Career Center, Davis, California

Certificate in Teaching Excellence, 2019

Center for Excellence in Teaching and Learning, UC Davis

...Additional categories could include:

- Leadership
- Community Service
- International Work Experience
- Affiliations

Key Accomplishments (brief description of 2 or 3, best placed after skills section and before education)

Relevant Coursework (Use only if requested or if it serves to clarify preparation. If more than 2-3 lines, substitute "See Addendum 1" and attach the addendum).

Postdoctoral Scholar Resume—Chronological Format

When using a resume to apply to a research-based industry position, publications and poster/presentations may be included on a 3rd page. If lengthy, use only those that are relevant to the position. For additional advanced degree resumes please visit icc.ucdavis.edu/mpp.

GUADALUPE DIAZ-ORTIZ, PH.D.

gdortiz@ucdavis.edu • www.linkedin.com/in/gdortiz
2413 Main Street, Davis, California 95616 (530) 555-5683

SUMMARY OF QUALIFICATIONS

Passionate research scientist with over 10 years of experience in both microbiology and immunology. Exceptional expertise in molecular biology techniques, cell culture, immunoassays and genomics. Highly organized, collaborative team-scientist with project management skills to keep projects on time and on budget to completion. Skilled in translating complex scientific concepts into easily understood terms. Work well independently, as well as part of a team. Deadline oriented.

EDUCATION

Ph.D., Microbiology, University of California, Riverside, December 2017
M.S., Microbiology, California State University, Long Beach, August 2008
B.S., Biological Sciences, University of California, Davis, June 2005

RESEARCH EXPERIENCE

University of California, Davis, January 2018-Present

Postdoctoral Scholar

Utilize immunohistology techniques to determine down regulation of Paneth cells in small intestine of mice infected with wild-type *Salmonella* (ST).

University of California, Riverside, September 2008 - December 2017

Graduate Researcher

Conceived and optimized novel selection procedures using *leu::Mud::lac* fusions to isolate 1) mutations in the leucine promoter, and 2) unlinked mutations that give rise to decreased expression of biosynthesis in *Escherichia coli*. Genetically mapped unlinked mutations. Future work involves analysis in an S-30 in vitro system and cloning of the mutants.

California State University, Long Beach, September 2006 - August 2008

Graduate Researcher

Isolated and characterized the satellite DNA component from *Halobacterium* sp. by density gradient centrifugation and restriction endonuclease analysis.

Veterans Administration Medical Center, Long Beach, July 2005 - August 2006

Research Assistant

Collected, maintained and statistically evaluated data for ongoing studies including drug evaluations, immunological studies, iron therapy studies and studies on long-term dialysis patient care.

OTHER RELEVANT EXPERIENCE

Bacteriological Techniques Laboratory, UC Davis, September 2005 - December 2005

Associate Instructor

Lectured upper division undergraduate class of 45 students; demonstrated new techniques. Evaluated laboratory write-ups.

RESEARCH GRANTS

Co-authored proposal to National Institutes of Health (NIH). Funded \$65,000. With William C. Corbin, UC Davis Medical Center.

HONORS

Recipient, Outstanding Graduate Student Teaching Award, UC Riverside, May 2017

PROFESSIONAL AFFILIATIONS / LEADERSHIP

Member, American Association for the Advancement of Science (AAAS)
Member, American Society for Microbiology (ASM)
Chair, Postdoctoral Scholars Association, UC Davis (March 2018-Present)
Chair, Microbiology Graduate Student Association, UC Riverside (2015-2017)

Note: Can add the following extending to third page for a research based position only if highly relevant

SELECTED PUBLICATIONS

Smith, S., and **Diaz-Ortiz, G.** 2017. Use of M13mp phages to study gene regulation, structure and function: cloning and recombinational analysis of genes of the *E. coli* leucine operon. *J. Bact.* 26: 147

Diaz-Ortiz, G. 2016. Bacteriological Projects for Biological Sciences 1 Students. (In-house publication)

OTHER RELEVANT EXPERIENCE: Could contain non-academic position related to current field or field of study.

RELEVANT ABSTRACTS AND PRESENTATIONS

Diaz-Ortiz, G., and S. Smith. Use of *leu::lac* fusions to isolate leucine operon regulatory mutations in *Escherichia coli*. Presented at the 2017 Annual Meeting of the American Society for Microbiology.

Guadalupe Diaz-Ortiz, page 2 of 3

Curriculum Vitae for Science Position

A curriculum vitae (CV) is used by individuals applying for grants or fellowships, or when seeking an academic teaching or research position in a college or university. A CV may also be requested in application to graduate school, but undergraduate students will want to follow a resume format for application. For more information on CVs, please visit icc.ucdavis.edu/materials/resume/cv/index.htm.

<p style="text-align: center;">GUADALUPE DIAZ-ORTIZ, Ph.D. gdortiz@ucdavis.edu • www.linkedin.com/in/gdortiz Davis, California • (530) 555-5683</p> <p>EDUCATION Ph.D., Microbiology, University of California, Riverside. December 2017 Dissertation: Analysis of the regulation of leucine biosynthesis by ppGpp in <i>Escherichia coli</i> Advisor: Dr. Sara Smith</p> <p>Master of Science, Microbiology, California State University, Long Beach, August 2008 Thesis: Restriction endonuclease analysis of the satellite DNA component from two extremely halophilic bacteria Advisor: Dr. Paul Jones</p> <p>Bachelor of Science, Biological Sciences, University of California, Davis, June 2005</p> <p>AREAS OF SPECIALIZATION/AREAS OF RESEARCH INTEREST (Optional)</p> <p>RESEARCH EXPERIENCE University of California, Davis, January 2018–Present Postdoctoral Scholar Utilize immunohistology techniques to determine down regulation of Paneth cells in small intestine of mice PI: Dr. Judy Porter, Department of Immunology</p> <p>Doctoral Research, UC Davis, September 2008 – December 2017 Conceived and optimized novel selection procedures using <i>leu::Mud::lac</i> fusions to isolate 1) Mutations in the leucine promoter, and 2) unlinked mutations that give rise to decreased expression of biosynthesis in <i>Escherichia coli</i>. Genetically mapped unlinked mutations. Future work involves analysis in an S-30 in vitro system and cloning of the mutants. PI: Dr. Sara Smith, Department of Bacteriology</p> <p>Masters Research, CSU Long Beach, September 2006 – August 2008 Isolated and characterized the satellite DNA component from <i>Halobacterium</i> sp. by density gradient centrifugation and restriction endonuclease analysis. PI: Dr. Paul Jones, Department of Microbiology</p> <p>Research Assistant, Veterans Administration Medical Center, Long Beach, July 2005 – August 2006 Collected, maintained and statistically evaluated data for ongoing studies including drug evaluations, immunological studies, iron therapy studies and studies on long-term dialysis patient care. PI: Dr. Khosrow Mirahmadi, Medical Hemodialysis</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>GRANTS AND CONTRACTS: Include only if you have authored or co-authored the proposal and received funding. Indicate the funding source and the name of the principal investigator.</p> </div> <p>PUBLICATIONS Smith, S., and Diaz-Ortiz, G. 2017. Use of M13mp phages to study gene regulation, structure and function: cloning and recombinational analysis of genes of the <i>E. coli</i> leucine operon. <i>J. Bact.</i> 26: 147</p> <p>Diaz-Ortiz, G. 2016. Bacteriological Projects for Biological Sciences I. Students. (In-house publication)</p> <p>ABSTRACTS AND PRESENTATIONS Diaz-Ortiz, G., and S. Smith. Use of <i>leu::lac</i> fusions to isolate leucine operon regulatory mutations in <i>Escherichia coli</i>. Presented at the 2016 Annual Meeting of the American Society for Microbiology.</p> <p>TEACHING EXPERIENCE Associate Instructor, Bacteriological Techniques Laboratory, UC Davis, September 2005 - December 2005 Lectured upper division undergraduate class of 45 students; demonstrated new molecular techniques. Evaluated laboratory write-ups, graded exam and provide online course materials. Dr. William Wolff, Department of Microbiology</p> <p>RESEARCH GRANTS Co-authored proposal for National Institutes of Health (NIH). Funded \$65,000. (Principal Investigator: Don Pruitt, Ph.D.)</p> <p>ACADEMIC SERVICE Chairperson, Postdoctoral Scholars Association, UC Davis, January 2017 - Present Chairperson, Microbiology Graduate Student Association, UC Riverside (2008 - 2016) Student Representative, Board of Admissions and Relations with Schools, Subcommittee on Research (2010 –2014)</p> <p>PROFESSIONAL AFFILIATIONS American Association for the Advancement of Science (AAAS) American Society for Microbiology (ASM)</p> <p>HONORS Recipient, Outstanding Graduate Student Teaching Award, UC Riverside, May 2017.</p> <p>REFERENCES Sara Smith, Ph.D. ssmith@ucdavis.edu Department of Microbiology, University of California, 900 University Ave., Riverside, CA 92521 (951) 555-8783</p> <p>Don Pruitt, Ph.D. dpruitt@ucr.edu Department of Microbiology, University of California, 900 University Ave., Riverside, CA 92521 (951) 555-5453</p> <p>Paul Jones, Ph.D. pjones@csulb.edu Department of Biology, California State University, 1250 Bellflower Blvd., Long Beach, CA 90840 (562) 555-4111</p> <p>G. Diaz-Ortiz, page 2 of 5</p>
--	--

Curriculum Vitae for Faculty Position

The curriculum vitae can vary according to standards within a discipline. The humanities curriculum vitae is similar to the example on page 33 but offers a different approach on the first page. Depending on level, focus on teaching or research determines your order, pay particular attention to the list of common support documents below. They may be expected even if they are not specifically requested. If in doubt, contact the hiring institution.

Olubanke D. Aduba

University of California, Davis
Department of Comparative Literature
oaduba@ucdavis.edu
(530) 555-5463
academia.edu/aduba

EDUCATION

Ph.D. Comparative Literature, University of California, Davis, expected June 2020
Major Field of Study: 17th Century British Literature

Dissertation

Title: "Three British Poets: A Comparative Study of the Conventions Used by Chaucer, Beaumont and Fletcher." The dissertation examines a comparative study of prominent British poets tracing the development of mock-heroic and mock-epic conventions in English poetry. Dissertation Advisor: Suzanne Takahashi, Department of English, UC Davis

M.A. Comparative Literature with honors, Michigan State University, East Lansing, MI, June 2016

B.A. English, magna cum laude, San José State University, June 2014

TEACHING AND RESEARCH INTERESTS

Areas of research specialization include Renaissance and 17th century literature and metaphysical poetry.
Teaching interests include...(Visit the website of the prospective university/college and provide a list of courses you want to teach, including those in the listing.)

PUBLICATIONS

Comparative Critical Studies (accepted), "Writings in Black and Yellow: Afro-Asian Literature as Activism"

RESEARCH EXPERIENCE

(Note: From here, follow format provided on page 33, Curriculum Vitae for Science Position.)

The International Journal of Comparative Literature and Translation Studies (accepted), "From Ama Ata Aidoo to Chinua Achebe: Pan Africanism, Feminism, and The Legacy of African Literature"

GRANTS, FELLOWSHIPS, & FUNDING RECEIVED

Mellon Public Scholars Fellowship, Summer 2017

TEACHING EXPERIENCE

Associate Instructor, Interpretation of Literature, Department of Comparative Literature, UC Davis, January 2017-present.
Interpretation of Literature. Independently developed course syllabus and lectures. Wrote and evaluated examinations. Trained and coordinated activities of three teaching assistances. Lead bi-weekly teach associate team meeting. Held weekly office hours.

Teaching Assistant, Department of English, UC Davis
Solely responsible for lectures and exam evaluations. Held weekly office hours. Courses included:
Narrative Literature (Fall 2017; Spring 2018)
Freshman Composition (Winter 2018; Fall 2019)
Lyric Poetry (upper division, Winter 2019; Fall 2019)

DISTINCTIONS

Outstanding Graduate Teacher Award
Ph.D. Qualifying Exam passed with distinction
Rhodes Scholar finalist
Jastro Shields Fellowship

CONFERENCES, POSTERS, & INVITED SPEAKING

National Conference on Race and Ethnicity in Higher Education (roundtable participant), "Writing While Black: Black Women Poets in the Academy," Dallas, TX, May 5, 2019.

National Council for Black Studies (poster presentation), "Afro-Asian Poetry," Los Angeles, CA, March 15, 2018.

Interdisciplinary Graduate & Professional Student Symposium (paper presentation), "From Slavery to Freedom: The Writings of Phyllis Wheatley," Davis, CA, April 19, 2017.

A footer should be included on your CV with last name and page X of X starting on page 2+

PUBLICATIONS:

If lengthy, include subheadings such as refereed, non-refereed, textbooks, chapters, technical papers, etc. Distinguish between those in press, submitted, under review, limited distribution and in preparation. Use bibliographic style appropriate for your discipline.

This subject could be switched to **SHOWS/EXHIBITS/PERFORMANCES:** Cite works composed, conducted or performed.

DAVID M. GOLDBERG

dmgoldberg@ucdavis.edu

1260 Lake Blvd.

Davis, CA 95616

(530) 555-2430

EDUCATION

Master of Science, Animal Biology, University of California, Davis, June 2019

Bachelor of Science, Biological Sciences, University of California, Davis, June 2016

Associate of Science in Biology, Sacramento City College, June 2014

QUALIFICATIONS AND SKILLS (Note: this is an optional section)

Five years teaching experience at the postsecondary and secondary levels with students diverse in age, ability and cultural background.

Areas of teaching competence include Biology, Advanced Placement Biology, Evolution, Human Physiology, Marine Biology, Family Life and Human Sexuality, among others.

Experienced in developing course curricula, online instructional videos, executing field trips, laboratory exercises, and other activities beyond traditional lectures.

TEACHING EXPERIENCE

Instructor, Ohlone Community College, September 2018-present

General Biology: Prepared curricula and lectured on the principles of cell biology, animal and plant structure and function. Wrote laboratory manual on biological sciences projects. Arranged field trip to Klamath Wildlife Refuge.

Heredity, Evolution and Society: Taught contemporary issues in evolution and genetics to non-science majors. Revised curriculum and prepared lab manual.

Teaching Assistant, University of California, Davis, September 2017-June 2018

Sole responsibility for lectures, course syllabi, examinations, online course website and final evaluations for class of 50 undergraduates.

Courses: Principles of Biology (Fall 2017 and Winter 2018)

General Zoology and Laboratory (Spring 2018)

Teacher/Department Head, Sacramento Country Day School, September 2016-August 2017

Taught advanced placement courses in Biology and Human Physiology to 95% college-bound student body. Developed laboratory resources and participated in design of teacher training and evaluation program.

RESEARCH EXPERIENCE

(Note: From here, follow format provided on page 33, Curriculum Vitae for Science Position).

A footer should be included on your CV with last name and page X of X starting on page 2+

Cover Letter Basics

A cover letter or letter of intent should go with most resumes submitted for consideration for jobs or internships. If you can only upload one document, you can make your letter/resume into a two-page document with a page break in-between the two sections.

A cover letter is important because:

- It introduces you and your resume.

- It explains why you are a good fit for this opportunity.
- It bridges the gap between your resume and the reader/ employer.
- It supplements and expands on projects, education and experiences directly related to the opening.
- It can make the difference between having your resume read or ignored.

Cover Letter DOs

- 👉 Use the same font, format and paper as your resume.
- 👉 Limit a cover letter to one page.
- 👉 Personalize each cover letter to the specific position.
- 👉 Check for typos, proper grammar and accuracy. Use spell check first, but do not rely on it to catch all errors. Have an ICC career advisor review it before you send it.
- 👉 Use “standard business letter” format even if it is an email.
- 👉 When emailing, also attach a PDF version of your cover letter.
- 👉 Standard salutations are: Dear Mr. Smith, or Dear Ms. Grey.
- 👉 If no specific name, use: Dear Hiring Manager, Dear Graphics Department Hiring Team, or Dear Recruiter

Cover Letter DON'Ts

- 👉 Don't try to say everything in your cover letter.
- 👉 Don't repeat or summarize your resume.
- 👉 Don't use a generic, “one size fits all” cover letter.
- 👉 Don't write long, wordy letters.
- 👉 Don't overuse adjectives, especially subjective ones. (example: You are the best X company in the world. I am the most hard-working student intern you will ever meet.)
- 👉 Don't exaggerate your skills or experience.
- 👉 Don't focus on what you want, but on what you bring to the employer.

Cover Letter Format and Content Description

Return Address (yours, the sender)
City, State Zip
Telephone with area code
Email address

Date

Name, Title (who it is going toformat: First Name Last Name, Title)
Company Name
Street Address
City, State Zip

Dear Ms./Mr./Dr., (or Hiring Manager)

In the **FIRST PARAGRAPH**, tell how you heard about the job and, if appropriate, name the person who told you about it. Mention the specific job title. Express your interest in the company or position. Include a one-sentence thesis statement describing briefly how you meet the qualifications for the job.

In the **SECOND PARAGRAPH (AND MAYBE IN A 3RD PARAGRAPH)**, analyze your background and skills in relationship to the specific job description. Show how you are a “good fit” with this job/organization and how you can contribute. It is about what you can do for them, not what they can do for you. Give one or two examples of related experience. Keep the job description in mind and do NOT restate your resume. This letter shows brief highlights of your ‘fit’ with a specific job using specific skills, qualities, knowledge, interests you have that relate to the opening. (Break big paragraphs up, using one paragraph for each skill set is one way to organize them. Smaller paragraphs are more readable.)

In the **LAST PARAGRAPH**, summarize how you are qualified for the role and tell how you will follow through with this application. Restate the thesis statement from paragraph one, in different words. Then make a proactive statement. For example, “I am eager to meet with you to discuss this opportunity. I am available for an interview at a mutually convenient time.” Say that you are enclosing or attaching a resume (optional). If needed, remind the reader how to reach you best. For example, “I can best be reached at 530-555-1212 or james.stewart@ucdavis.edu. I look forward to hearing from you.” Thank the reader for their time and consideration.

Sincerely,
(typically leave 4 spaces for your signature)

James Stewart (if emailing or sending electronically without a written signature, you might choose to use a script-like font to simulate your signature in this space)

James Stewart (Just type your name here—2 spaces below signature)

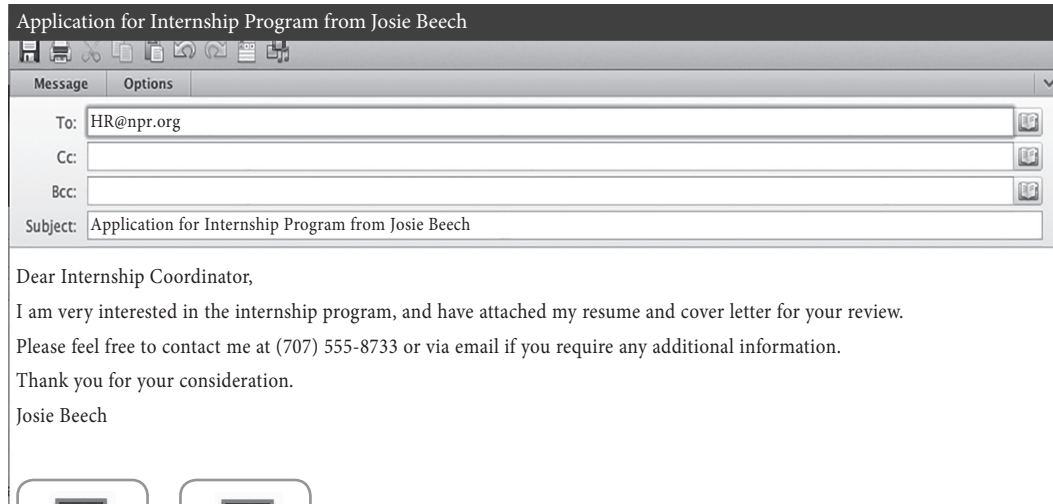
Attachments (if email) referring to your resume
Or...Enclosures (if paper mail)

Avoid overuse of adjectives and adverbs. Strive to be objective.
Avoid: I am an incredibly hard worker. Better: My past supervisor noted that I am able to complete projects earlier than deadlines.

Explain in the cover letter how your experience relates to this opening using one or two key examples. Do not summarize your whole resume.

Use spell check, but do not rely on it to catch all errors. Then copy and paste your letter as the text of your email and attach it in PDF format.

Cover Letter for Internship Position



555 A Street
Davis, CA 95616
(707) 555-8733
jbeech@ucdavis.edu

November 10, 2018

Human Resources Department – Internship Program
National Public Radio
1111 North Capitol St. NE
Washington, DC 20002

Dear Internship Coordinator:

I am very interested in the internship with the Communications/Public and Media Relations Department during the Winter Quarter of 2019. I am a Junior at the University of California, Davis, pursuing a bachelor's degree in American Studies with a minor in Communication. I will be participating in the UC Davis Washington Program and will be in the Washington DC area from January through March. My research experience has sparked my interest in the way that media is delivered through marketing and advertising. I believe in the mission of National Public Radio and would be excited to be an intern with your organization.

This summer while studying abroad I was able to look at American culture from a different perspective. This has increased my interest in news delivery and how it helps to inform citizens. I was the only freshman to be elected to the position of Senator for the Associated Students of UC Davis, and rose to the challenge of representing first-year students while collaborating on larger university issues. Through these experiences I learned the value of effective communication through all forms of media.

I am confident that my experiences, skills and strong interests in the goals of NPR have prepared me to be a strong intern for your program. I have attached my resume and look forward to discussing my qualifications with you. Thank you for your time and consideration.

Sincerely,

Josie Beech
Josie Beech

Attachment

Cover Letter Sample

Sample Job Description

Posted Date: 2/23/2019
Job Category: GIS/Mapping
Position Title: Environmental Scientist – Entry- to Mid-Level
Salary Range:
Location: Baltimore-Towson, Maryland, USA
Desired Skills:

Description:
Environmental Scientist – Entry to Mid Level
Would you like to work with a premier environmental services organization? Do you have a strong work ethic combined with personal integrity? Do you have GIS experience?

Our client specializes in environmental, applied engineering, industrial hygiene and information technology services. Their strengths include remediation, compliance and pollution prevention. They have a friendly and team-focused corporate culture. Grow your career with the best and brightest in the field!

We have an exciting opportunity for an Environmental Scientist in southern Maryland. The successful candidate will gain a breadth of experience and perform and support environmental compliance, planning, and remediation work for public agencies. Projects include preparing/reviewing NEPA Phase I and II ESAs; conducting field investigations to characterize soils, groundwater, and other environmental media; using GIS to prepare various graphical and data products; conducting planning studies and assisting with business proposal development projects.

If you have 1-7 years of experience, and academic, internship, or work experience in one of more of the following, this may be the position for you.

- Knowledge of environmental science and policy
- Knowledge of principles and practice of environmental engineering and analysis and ability to apply it to federal, state, and other public programs and activities
- Ability to use GIS to support environmental analysis and generate publication-quality maps and work products
- Knowledge of federal and state environmental laws and regulations and skill in applying this knowledge to guide projects
- Excellent written and verbal communication skills are required

To apply, simply select Apply to job or you can email your resume to eticareer@careers.com.

ETI Professionals provides technical support services and project support personnel to our government and industry partners. Our highly skilled experts support and supplement the mission, expertise, and skill sets of our clients. Utilizing our customer-intimate approach, we partner with our clients to provide strategic solutions that maximize the use of human and financial resources to ensure that mission-critical projects are completed on time and within budget.

Our website can be found at etipros.com, where you will learn more about our company and find an updated list of positions available nationwide.

ETI is proud to be an Equal Opportunity and Affirmative Action employer.

Write about what skills you can bring to the company, not what the organization can do for you.

Sample Matching Cover Letter

1122 Lake Blvd., Apt. #33
Davis, CA 95616
(530) 757-1234
edkim@ucdavis.edu

March 21, 2019

Ms. Sally Black
ETI
456 Main Street
Baltimore, MD 21201

Dear Ms. Black:

I am applying for the Environmental Scientist position you have listed in the Aggie Job Link database (867530). I believe I am a strong candidate for this position as I have the qualifications and experience you are seeking.

I will graduate from the University of California, Davis with a Bachelor of Science in Environmental Policy Analysis and Planning and a Bachelor of Arts in Communication in June 2019. These degrees have prepared me well by developing my working knowledge of environmental impact assessments, CEQA, NEPA and other environmental regulations as well as honed my report writing and verbal communication skills. In addition to my coursework, I have experience in the field. As a fellow with the US EPA in Philadelphia, I reviewed and provided comments on Environmental Impact statements, used GIS to update publication quality maps, and interfaced with numerous federal and private agencies. As a planning intern with Sacramento County, I conducted a jobs/housing balance study where I incorporated input from the public with County needs. At the Student Landowner Education and Watershed Stewardship Program (SLEWS), I honed my communication and organizational skills through weekly presentations about native species, ecosystems and soil characterization.

I feel I would make an excellent Environmental Scientist with ETI Professionals. I have a strong work ethic, I work well with teams, and I want to be part of a company that develops strategic solutions to make the world a better place. I look forward to an interview with you to further discuss my qualifications.

Sincerely,

Audrey Kim
Eun Dae "Audrey" Kim

It is often not possible to identify a specific person to address the letter to especially when submitting your cover letter to a website. Choose your formal greeting to match the tone of the job description and company culture.

Show your enthusiasm for the job or the organization in your cover letter. State why you are interested in this job or this organization. Be specific. Refer to something you learned from the company website or other research.

Sample Job Description

RESEARCH/EDUCATIONAL WRITING INTERN

Position Type: Internship / Externship

Employer: The Culture Collaborative.

Job Function: Community Education, Marketing/Advertising, Public Relations, Research and Development, Writing, Editing and Publishing

Description: The Culture collaborative promotes unity through diversity. Our events, products and services help foster awareness of and appreciation for our culturally diverse communities. The Culture Collaborative is dedicated to providing services and products which increase human effectiveness in a variety of settings. We especially take pride in our commitment to increasing awareness and knowledge in the area of diversity and cultural competency. We assist those working with diversity in education, business and the community with special emphasis on events, products and services for youth and organizations serving youth. We offer a variety of other products and services including motivational keynotes, author visits, communication skills trainings and staff retreats as well as many others.

Duties and Responsibilities: This internship will involve conducting educational research and then assist in writing educational guides to be used by educators around the country. Interns will conduct research, then assist in outlining, developing, and writing Teacher guides to complement children's books, and general educational guides which help educators. This internship is ideal for someone with an interest in research, education, and writing.

Qualifications:

Must have an interest in learning more about diversity or experience with cultural competency
Must be willing to intern for 3 quarters.
Must have great communication skills/ strong writing skills
Strong research skills
Basic to advanced computer skills/ advanced for social networking project
Hard working, reliable and flexible
Able to complete projects off site
Able to work in situations requiring confidentiality
Professional demeanor and work habits
Able to work in chaotic and unpredictable settings occasionally
Comfortable performing tedious and monotonous tasks at times
Must be able to play a leadership role in researching, designing, and developing their project to completion under the direction of the Director, or other assigned specialist
Candidates must be self-driven and take initiative
Completing Transcript Notation for Internship

Match your cover letter to the job description. Avoid using a generic, "one size fits all" cover letter.

Sample Matching Cover Letter

5646 Covell Ave., Apt. #221
Davis, CA 95618
(530) 752-1234
dgunrock@ucdavis.edu

March 21, 2019

Dr. Louise Evans, PhD
The Culture C.collaborative
867 Front Street
Sacramento, CA 95814

Dear Dr. Evans:

I am writing to express my interest in the Research and Educational Writing Intern position at The Culture Collaborative. I discovered this opportunity through Handshake. As I read more about the position and your organization, I believe that I am a strong candidate for this internship given my strong written communication skills, leadership, and commitment to diversity.

As a graduate student in my final year at the University of California, Davis, I have honed strong writing skills and the ability to effectively find, analyze and synthesize research. In addition to my coursework, I have experience conducting research and writing engaging, informative content for my university's official website. Through my past experiences, I have demonstrated my ability to be a valuable team member, as well as my leadership potential. For example, in my past internship, I rose to the challenge of developing and maintaining a weekly blog for a new startup company. I was given a lot of independence in my role as an intern and as a result, exercised diligence in initiating projects, setting deadlines, and delegating tasks when necessary to ensure follow-through. Lastly, in my current role at the Student Recruitment and Retention Center at UC Davis, I demonstrate my experience and passion for helping foster appreciation for culturally diverse communities.

I am confident that my academic background, professional experiences, skills, and strong interest in the mission of The Culture Collaborative make me a strong fit for the Research/Educational Writing internship. I have attached my resume for your consideration. Please feel free to contact me at dgunrock@ucdavis.edu or (530)752-1234 at your convenience to discuss my qualifications for the role. Thank you for your time and consideration.

Best Regards,

Davis Gunrock

Davis Gunrock

Select the most personal greeting possible. Some ideas:

Dear Ms. Lastname, or Dear Mr. Lastname, or Dear Selection Committee, or Dear Hiring Manager. Use "To Whom It May Concern:" as a last resort with a colon, not a comma, at the right.

Additional Letter Samples

1234 Raleigh Court
Davis, CA 95616
(530) 754-2430

March 12, 2019

Ms. Karen Smith, Coordinator
Internship and Career Center
University of California, Davis
One Shields Avenue
Davis, CA 95616

Dear Ms. Smith,

Thank you for the opportunity to interview this afternoon. After our meeting I am even more interested in being a peer advisor at the Internship and Career Center. I would like to add that in addition to my Resident Advisor experience I gained excellent computer skills and used Access to generate many reports during my internship at PG&E. So, not only do I offer the interpersonal skills acquired as a Resident Advisor but I also have strong technical skills as well.

I would like to add Maggie Thompson, Customer Records, PG&E, mthompson@pge.com, as one of my references.

I am excited about the peer advisor position and greatly appreciate being considered for the position. I look forward to hearing from you and can be reached at (530) 754-2430 during Spring Break (March 25 through March 30) or at Sagusto@ucdavis.edu.

Thank you again for your time and consideration.

Sincerely,

Stephanie Augusto

Stephanie Augusto

Apology Letter

An apology letter is a personalized note apologizing for a last-minute interview cancellation or no-show. The note is an effort to remain in good standing with the company.

Thank-You Letter

Thank-you letters can also be used to reinforce replies to interview questions or give alternate responses. If you think of a better example/response to a particular question after the interview, you can use the thank-you letter to give that response. Here's an example:

“During the interview you asked about my experience working in unpredictable situations. As a Resident Advisor at UC Davis, I managed a community of 110 new students. The position involved being prepared for unpredictable situations such as loud and unruly parties, policy enforcement, peer advising, and emergencies pertaining to individuals, groups and threats to the residence hall.”

300 King Ave
San Francisco, CA 94121
(415) 555-5878
anguyen@ucdavis.edu

March 20, 2019

Ms. Sally Brown
Equilar, Inc
1100 Marshall St.
Redwood City, CA 94063

Dear Ms. Brown:

Please accept my apology for missing the interview scheduled with Equilar, Inc. on Tuesday, March 19 at 2:15 p.m. I experienced an unforeseen emergency that kept me from meeting with you. Your company offers an invaluable opportunity, and I appreciate any consideration you can give me in rescheduling my interview.

My internships with Progressive Microproducts and previous award-winning work at Grand Auto, Inc. have provided me with the experience and qualifications you desire in the Marketing Assistant position. This experience, in combination with my Managerial Economics major and Communication minor, make me a strong candidate for this position.

Thank you for your understanding. I hope we can meet in the near future to discuss my qualifications for the Marketing Assistant position you are offering.

Sincerely,

Anh Nguyen

Anh Nguyen

885 Russell Blvd.
Davis, CA 95616
(510) 555-3663

March 28, 2019

Mr. Kevin Jones
Personnel Manager
Genentech
One DNA Way
South San Francisco, CA 94080

Dear Mr. Jones:

Thank you for your letter on March 25, 2019 and your invitation to become a member of the Genentech team following graduation. I am pleased to accept your offer of employment as a Research Associate.

I understand this is a 12-month career position, and I will begin employment on Monday, July 1st, 2019. I have read and understand the information contained in the benefits package and agree to my salary offer of \$47,664. If any of this information is in error, please let me know as soon as possible. I can be reached at (510) 555-3663 or riryan@ucdavis.edu.

I look forward to a satisfying and mutually productive career with Genentech.

Sincerely,

Rob Ryan

Robyn "Rob" Ryan

Letter to Accept a Job Offer

Notify the employer as soon as you decide to accept a job offer. Confirm your acceptance in writing even if you've already accepted the offer by telephone. Restate the date of the offer, the position, the salary and the starting date. Express enthusiasm for the company and your position and future with it.

If you are relocating, let the employer know your travel plans and expected date of arrival. Inform the employer of your new (or interim) address and telephone number.

123 Clover Lane
Sacramento, CA 95819
(916) 555-4673
jjackson@ucdavis.edu

March 1, 2019

Mr. David William Arp
Hiring Manger
BioMarin Pharmaceutical, Inc.
105 Digital Dr
Novato, CA 94949

Dear Mr. Arp,

Thank you for discussing the various laboratory internship positions available within your company at the UC Davis Career Fair on February 27th, 2019. I am excited about both the manufacturing and quality control divisions of your organization and would like to work for BioMarin Pharmaceuticals as an intern this summer.

My background as a Biological Sciences major has prepared me to understand the theory behind the work at your company and has supplied me with a number of the skills you described as necessary including PCR, gel electrophoresis and aseptic technique. You emphasized the value of teamwork within your organization. I believe my role as the Activities Coordinator for the Black Student Association and Shift Leader at In-N-Out attest to my ability to work as a team member while being independently responsible for prioritizing my work and meeting deadlines.

I'm including an updated copy of my resume for your review and would welcome an opportunity to speak with you further. Please let me know if I can answer additional questions about my experience or to schedule an interview.

Sincerely,

Jamar Jackson
Jamar Jackson

Follow Up to Fair or Informational Interview Letter

Creating an Employment Reference List

References

- Your future supervisor will need to contact your references before offering you a position. To fulfill this last step between you and the job, follow the process below.

Selecting People

- You'll need a list of 3-5 people you have worked, volunteered or interned for such as faculty, current or former supervisors and/or campus staff that includes all necessary contact information. (See sample format below.)
- You can include advisors, coaches, mentors or anyone in a professional position who can speak about your character, skills and work ethic.
- References should NOT be family, friends or peers.
- Choose people who have known you for a minimum of three months. The longer they have known you the better; however, try to choose someone you have interacted with in the past year.
- Do not choose people who are not well versed on your background and accomplishments. (Make sure they have your current resume.)

- Create a consistent and professional application packet; your font, format and paper choices should be the same as those used for your resume and cover letter.
- If you must choose between several people who know you well, select those who witnessed you in positions more related to your objective.

Ask Permission

- Always ask permission from your references BEFORE you use their names. Ask your recommenders if they are willing to provide a strong, supportive recommendation.
- Make sure that you collect current contact information. Ascertain if they are available via phone or email during your critical search time.

Help Your References

- Provide your references with a copy of your resume and information about the position you are seeking.
- Remember—a reference should attest to your skill and ability level. They may speak to your interpersonal, leadership, communication, conflict resolution, decision-making skills and grasp of your field of study.
- Any inconsistencies between what you say about yourself in an interview and a reference's responses could eliminate you from consideration for a position.
- **Thank** your references after the selection process is complete; maintain a strong, ongoing, professional relationship.

When to Submit References

- You will need to bring at least one copy of your reference list to your interview. Some employers may ask for it before the interview.
- If an employer does not ask by the end of the interview, you should ask them if they would like reference information now.

EUN DAE "AUDREY" KIM

1122 Lake Blvd., Apt. #33
 Davis, CA 95616
 (530) 757-1234
 edkim@ucdavis.edu

REFERENCES

Anne Robertson

Associate Director
 Sacramento County Planning and Community Development Department
 361 Capitol Mall, Sacramento, CA 95814
 (916) 825-7777
 arobertson@scpcdd.ca.gov

Robert Wood Ph.D.

Director
 U.S. Environmental Protection Agency
 121 Green Avenue, Philadelphia, PA 19127
 (215) 714-3658 ext. 345
 rwood@epa.gov

Janet Collier

General Manager
 Student Landowner Education and Watershed Stewardship Program (SLEWS)
 Formerly: Assistant Director, Sacramento River Watershed Program
 University of California, Davis, One Shields Avenue, Davis, CA 95616
 (530) 752-2011
 jxcollier@ucdavis.edu

When a Reference Letter is Requested

- There are some applications that may require a letter of recommendation (i.e., fellowships, scholarships, jobs and/or internship programs like the Washington Program).
- Follow the aforementioned process to identify, help and thank your references.
- Formally ask your references via phone, email or an in-person meeting with ample time to allow them to write a letter.
- Use ICC services to address specific questions.

Attend an ICC “Interview Basics” workshop. Visit  icc.ucdavis.edu/services/workshops.htm.

Getting Started

Know Yourself

The interview is your opportunity to promote yourself. It is about your ability to tell a story about yourself and articulate your values, skills, interests, abilities, and long-term plans.

Specifically discuss:

- How your professional goals match with the job and how your skills and experiences will contribute to the job.
- Your skills with an example of a time when you demonstrated those skills. It isn't enough to say you have great communication skills; support that statement with an example.

 Page 17 offers a “transferable skills” check list.

How to Prepare and Practice


Know the Organization

Research the organization's website and understand the mission of the company. Note any important details (new products or services, news, acquisitions, etc.) as they could be mentioned in the interview.

Read the annual report and company literature, attend on-campus information sessions and meet representatives at internship and career fairs. Read newspapers, industry trade journals, and relevant websites, and listen to the news to keep informed about trends.

Know the Interview Details

Call the company's human resources department or the recruiter to ask about interview details:


- **The type of interview:** “Is it a panel interview? Should I bring writing samples to the interview?” or “Are tests a component of the interview?”  See page 45.
- **The length of the interview:** “How much time should I allow for the interview?” If considering scheduling multiple interviews in one day, this will be important to know.
- **Accurate directions to the interview location.** Check the directions using multiple sources.

Review


Review the responsibilities in the job description and determine specific examples of success for each responsibility based on your past experiences.

Review your resume to prepare for questions about its content.

Additional Preparations


- Bring multiple copies of your resume, references, and any other materials requested.
- Prepare questions to ask at the end of the interview if requested.  See page 46.

Rehearse

Practice answering questions before the interview  See page 46. Here are suggestions:

- Practice with an audio recorder, video camera or mirror.
- Use your computer or phone to record yourself and then play it back.
- Eliminate filler words such as “um,” “like” and “you know.” Practice speaking slowly and clearly.
- If an employer asks a question you aren't prepared for, repeat the question aloud, allowing you some time to formulate your answer. If you need more time to think, say “That's a good question; let me think about it for a moment.”
- Hold a practice interview and ask for feedback about your performance.

What to Wear

What you wear to an interview makes a lasting impression. Wear clothing that is clean, pressed and businesslike. In most cases, “businesslike” translates to a suit. Women can wear a suit with either skirt or slacks. If you are uncertain about what to wear to an interview, look at the company's website to learn more about the company culture and get ideas from the ICC's Pinterest page  pinterest.com/ucdavisicc.

Tips

- Pressed clothes, no wrinkles
- Clean and polished business shoes
- Minimal jewelry, no facial piercings and cover your tattoos
- No sleeveless clothing, spaghetti straps, bare midriffs or low-cut blouses
- Skirts should be just above the knee when seated and not too tight
- Plain undershirt should be worn under a dress shirt
- Go light on the cologne/perfume or do not use fragrance at all since some people have allergies
- No gum chewing
- Have a couple of interview outfits so you'll have options if asked back for a second interview
- Simple classic outfits win over “fashion”
- **Before the interview, turn off cell phone—not vibrate**

For in-depth information about interviewing, visit the ICC website at  <http://icc.ucdavis.edu/interview/index.htm>.

Types of Interviews

- **Screening.** This interview usually lasts 30-45 minutes and can take place in person or on the phone. It is used to determine whether the company will invite you to continue in the selection process.
- **Video screening.** One-way process where company asks you to video record yourself answering questions that you send to them to screen.
- **On-site interview.** This interview is conducted at a company facility. If travel is involved, the company may offer to pay for your expenses; do not assume this is the case. Keep receipts and carefully follow the guidelines provided by the company.
- **Interview over a meal.** This interview is not a social function, it is part of the formal process. Manners count!
- **Phone or Skype interview.** Make sure you are in a quiet location, able to focus on the call and speak clearly. Have your resume, job description, references and notes with you. If using a cell phone, make sure it is charged and you are in a location where you have good reception. Have a backup plan in case of a dropped call.

The interview may also vary in the number of candidates being interviewed and/or the number of people interviewing you:

- **One-on-one interview.** One interviewer and one interviewee is the most common experience. You may have individual interviews with several members of an organization.
- **Panel interview.** You will be interviewed by a committee, usually between 2-6 people. When you enter the room, shake each interviewers' hand while introducing yourself. It is important to make eye contact with all interviewers. At the end, shake their hands again while thanking them.
- **Group interview.** You will be interviewed simultaneously with others. The interviewers will take turns asking questions while the other group members observe. Show your listening skills by paying attention to what others say and try not to repeat their responses. Also be prepared for group projects. If your group is assigned a project, use this opportunity to show your leadership skills by keeping the group on track and completing the project.
- **Group Panel.** You and other interviewees are interviewed by a panel. Participate using the same skills as those needed for a group interview.

Other Possibilities

Some employers are using methods other than (or in addition to) a standard interview in making hiring decisions. You may be asked to:

- submit or evaluate a writing sample
- make a presentation to the interview committee (often using electronic media)
- take a personality assessment to evaluate potential fit
- engage in an active simulation or assessment to demonstrate problem-solving capabilities
- communicate with employers via phone, Skype, etc.

Day of the Interview

It is likely you will be nervous before your interview. Here are some tips:


- Personal hygiene. Shower and be well groomed.
- Leave time for mishaps. Traffic, road construction, flat tire—leave time in the event that something happens.
- Eat prior to the interview.
- To reduce sweaty palms, keep a tissue in your pocket to wipe your hands before shaking hands.
- Be courteous to everyone at the interview location. You don't know who will be interviewing you, so be polite and pleasant to everyone. If you are rude to anyone, that information will, more than likely, get back to the interviewer.
- Arrive early. Arrive at the interview site approximately 15 minutes before your interview. Do not be late! If you know you will be late, call and let the interviewer know.

The Interview Process

The Beginning

- Casual conversation. The interview begins with light conversation meant to put you at ease. Use this time to build rapport.

The Middle

- Down to business. The actual interview begins when the interviewer describes the position and organization. Listen for any recent changes and how the interviewer refers to the position.
- Employer will ask questions about skills, education, training and work history. Many standard or behavioral-based interview questions will be asked.  See page 46.
- Be selective about the experiences you present. Always emphasize the positive, but NEVER exaggerate or falsify information.
- Show confidence in your responses even if they ask about a skill or experience you don't possess (example: "I have not worked with that particular software package but have worked with similar packages such as _____ and feel confident I can learn this program in minimal time").
- When asked about your weaknesses, do not reveal a major flaw and be cautious about revealing a personal problem. Talk about an area you would like to improve and mention the steps you've taken to improve it as well as the results.
- Be truthful about your willingness to travel or relocate.

The End

- The end of the interview usually includes the interviewer asking if YOU have any questions. The interviewer may also provide you with details of the next steps in the selection process. If not, this is a great question for you to ask. ("Can you tell me what your next steps are in selecting someone for this position?").

Types of Interview Questions

Recruiters often draw from various sets of questions including traditional, behavioral and case interview questions.

Traditional Interview Questions. These questions seek insight into who you are, your experience (educational, work and leadership) and how you would fit into the job and organization. ➡ See page 47 for examples.

Behavioral Interview Questions. These questions are based on the theory that your past behavior is a key indicator of your future performance. Review your background for examples of class projects, work experience, community service, and leadership activities illustrating your talents, problem solving abilities, communication and leadership skills. Think of past situations that did not go well, how you resolved them, and what you learned. ➡ See page 47 for examples.

Case Study Interview Questions. These questions give recruiters an opportunity to observe how well you think on your feet. You will be presented a complex question and asked to find a solution. For example, “How many people are using the internet right now?” or “How many airplanes are currently in the air?” In this type of question, the recruiter is looking for insights about your analytical and problem solving skills. You are expected to think out loud, walk the recruiter through your thought process.

At the End of the Interview

At the close of an interview you will have an opportunity to ask questions. Remember, interviews go both ways. They will interview you to see if you are a right fit for the company, but you should take the same opportunity to see if the company is a good fit for you. Ask strategic questions that help you assess the job or highlight your knowledge about the company or position. ➡ See page 47 for a list of possible questions. Questions related to salary, benefits, vacation time and schedule should wait until the employer initiates those topics or you are offered the position. Leave knowing when decisions will be made and what you need to do.

Do

- Re-emphasize your interest in the position.
- Ask for a business card or cards if interviewed by a panel—make sure you have the interviewer’s name (or ask the receptionist).
- Ask the recruiter when you can expect to be contacted.
- Shake the recruiter’s hand and sincerely thank her/him for considering you.
- Ask, “What is the next step in your hiring process?”
- Leave the interviewer with a positive image of you being confident, enthusiastic and courteous.
- **Send a thank-you letter or email within 24 hours.** Refer to the interview, the knowledge you gained about the position and organization and your qualifications and interest. An email thank-you is appropriate. ➡ See page 41.

Don’t

- Bring up the topic of salary, benefits, and vacation or sick time.
- Exaggerate or lie.
- Apologize if you think you interviewed poorly.
- Ask for feedback on your interviewing style.

Strategize Answers

To prepare:

- Review and select some challenging experience that reflects positively on your behavior including work situations, project-based or team work, campus activities, community service and leadership experience. Employers are investigating how you deal with problems, failures, difficult teams or supervisors.
- Focus on your strengths and positive attributes, without complaining or criticizing others.
- Brainstorm examples and accomplishments from each experience. How did you handle problems, show initiative and contribute to the outcome?
- Use the **S.A.R.** method to help you form an example:
 - **Situation.** What problem or challenge did you encounter?
 - **Action.** What did you do to address this problem or challenge?
 - **Results.** What were the results of your actions?
- Present examples of how you solved a problem, addressed a challenge or completed a task and tie it to the job.
- Expect the employer to ask open-ended questions about a past experience and then continue to ask questions that reveal any of the following:
 - Communication skills, leadership and organizational ability
 - Analytical and problem solving skills
 - Your decision-making process
 - Cooperative and/or competitive nature
 - Initiative, flexibility, creativity
- Be honest. Don’t exaggerate. Your answers will be reviewed for consistency.
- Draw from several types of experiences to show depth.

Follow-up Letter

If you don’t hear from a company within two or three weeks of submitting your resume or interviewing with them, follow up with a phone call or email (sample on page 41 in the section on Professional Correspondence).

Sample Interview Questions

Employers May Ask You...

- Tell me about yourself. (This question gets asked the majority of the time—expect it.)
- What do you know about our company?
- Tell me about a time when you were in a leadership position.
- What skills or ideas do you bring to a job that another candidate may not be able to offer?
- Where do you see yourself five years from now?
- What is your greatest strength and greatest weakness?
- Why do you want to work here?
- In which campus activities did you participate and why did you choose them?
- What motivates you?
- What job-related skills have you developed?
- What did you enjoy most about your most recent employment?
- How do you think a former supervisor would describe your work?
- What are your salary expectations?
- What questions do you have for me?

Interview Tip

While you will need to rehearse answers for an interview, remember: An interview is a business conversation. Avoid answering an interview question with a memorized response! Share information and detail beyond what you summarized in your resume.

Behavioral Interview Questions

- Give me an example of a time in which you provided a solution to an employer.
- Tell me about a time when you have persuaded others to adopt your ideas.
- Describe your experience organizing and planning major projects on a team.
- How do you organize and plan major projects?
- Describe your communication style.
- Tell me about your experience working in diverse work environments.
- Give an example of a goal you reached and tell me how you achieved it.
- Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
- Give an example of a time when you worked successfully with a team.

Second Interviews, Interviews over Meals, and More...

The information presented here will assist you in successfully completing your initial/screening interview. For more detailed information on interviewing topics such as **second interviews**, **interviews over meals**, and **dress for success**; talk to an ICC career advisor or go to the ICC website at icc.ucdavis.edu/interview/index.html.

Illegal Interview Questions

It is illegal to ask questions regarding race, gender, sexual orientation and identity, religion, marital or family status, age, disabilities, ethnic background and country of origin. Visit the U.S. Equal Employment Opportunity Commission website at www.eeoc.gov for more information.

You May Ask Employers...

- What types of assignments might I expect in the first six months on the job?
- What will the first three weeks be like? What training is provided?
- What products (or services) are in the development stage right now?
- What are your growth expectations for the next year?
- In what ways is a career with your company better than one with your competitors?
- What is the largest single challenge facing your staff (department) right now?
- Where does this position fit into the organizational structure?
- How would you describe the management style in this company/department?
- Where might a person who has been in this position expect to be in five years?
- What is the next step? When should I expect to hear from you or should I contact you?

Remember that this is a time to show what you know about the company. Ask questions that highlight your knowledge e.g.:

"I noticed on your website that teamwork is a core value of your company. How often do employees work in teams versus independently?"

Review the ICC website to view more sample interview questions located at <http://icc.ucdavis.edu/interview/questions.htm>

There are many resources to help you with tough interview questions, and other tips on preparing for the interview including making an appointment to speak with a career advisor.

See examples of thank-you and apology letters on [page 41](#).

If you are offered a position, you might have the option to negotiate your salary. However, some salaries are not negotiable. Do not bring up the topic of salary, benefits and sick/vacation time in an interview or before you are offered the position - wait for the interviewer to address these topics first. When offered a position, you can ask about salary and benefits.

Negotiate with Tact

When negotiating a new position and discussing salary needs, you are at the very beginning of a new relationship. It is always best to approach your negotiation with diplomacy, tact and integrity.

Do Your Research

Before starting negotiation, it is important to do your research and to consider the following:

- The market value for the position. Use the following sites to help determine a rough salary range:
 - Glassdoor: <https://www.glassdoor.com/index.htm>
 - Salary.com: <https://salary.com/>
 - CA Career Zone: <https://www.cacareerzone.org/>
 - Payscale <https://www.payscale.com/>
- Your skill set, years of experience and degree
- Job location - salaries vary widely by geographic area and industry
- Other benefits (e.g., vacation time, relocation costs, a delay in starting, support for applying for an H1B visa) may also be considered as part of the negotiation. When looking at the job offer, it is best to first prioritize your needs.
- Your bottom line. Decide in advance if you are willing to walk away from the job offer if your counter offer is not accepted.

Additional Research Resources

- Information regarding Negotiating for a Faculty Position <https://career.ucsf.edu/pac-up-5-negotiate>
- HigherEd Jobs Salary Database from 2017-18 <https://www.higheredjobs.com/salary/>
- HiB Database- Salaries of people with H1B VISAs from the US Department of Labor <https://h1bdata.info/>
- My Visa Jobs.com- Top 100 H1B Visa Sponsor companies with salaries <http://www.myvisajobs.com/>

During the Interview

If asked how much you expect to earn, provide a range, not a single figure. If they will entertain a discussion, note that you are appreciative of this job opportunity, are keenly interested in working for them, and have conducted research indicating that \$X to \$X is more what you were anticipating for a salary.

Want further advice or have specific questions? Make an appointment with ICC career advisor through Handshake.

Accepting an Offer

Consider the following guidelines when accepting internship and job offers:

- Do not accept multiple offers. If you are not interested in a particular offer at all, please let that employer know immediately.
- Offers may not be negotiable.
- Carefully consider the job offer. Consult with family or others before your offer expires.
- Adhere to the agreed timeline for your offer.
- You may contact the organization for an extension if you need more time. It will be the employer's decision whether to grant your request.
- Once an offer is accepted, do not continue applying and interviewing for other positions.
- If you have other pending offers, immediately notify those organizations that you have accepted another position.
- Do not back out from an offer you have accepted. By not keeping your commitment, you will damage your professional reputation and that of UC Davis.

Adapted from UC Berkeley Career Center

