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For over 100 years, SCU has been helping graduates achieve rewarding careers in healthcare.
MISSION
The UC San Diego Career Services Center helps our students determine and fulfill their career goals.

OUR SERVICES

CAREER EXPRESS ADVISING & APPOINTMENTS
Have your resume critiqued, practice interviewing, explore career options, find internships, and learn how to conduct an effective job search. Get answers to your career questions by visiting career.ucsd.edu, coming in for express advising or calling (858) 534-3750 for an appointment.

JOB SEARCH & CAREER DISCOVERY TOOLS
Check our online calendar of events and job search workshops designed to assist with all stages of the career search. Attend career discovery panels to meet and network with professionals. Use two specialized libraries located at the Career Services Center to find career, internship, and graduate/professional school resources. Access self-assessment instruments to help you define your interests, skills, values and personality.

GRADUATE & PROFESSIONAL SCHOOL ADVISING
Review web and library resources, attend workshops, learn about letters of recommendation, get your essays critiqued, and get one-on-one advice on applying to schools. Come in for Quick Question Walk in or call (858) 534-4939 to schedule an appointment. Meet recruiters at quarterly Graduate & Professional School Fairs.

OPPORTUNITIES TO MEET EMPLOYERS
Over 90 employers will conduct over 1,700 On Campus Interviews (OCI) for jobs and internships exclusively for UC San Diego students and recent graduates. Over 50 companies visit the center to meet with over 1,000 student attendees through Employer Information Sessions (EIS). Additionally, we offer a major Job & Internship Fair each quarter along with a variety of industry-specific networking fairs. Find OCI, Job Fairs & EIS calendars on Port Triton, your portal for jobs, internships, and exclusive career apps.

ACCESS TO JOBS & INTERNSHIPS
Employers list thousands of full-time, part-time, internship, volunteer, and on campus job opportunities for UC San Diego students on Port Triton. Use our online resources like Career Insider to learn how to present your skills effectively on your resume and in the interview. The resume gets you the interview, but the interview gets you the job! Use InterviewStream, a free (to UC San Diego students) online resource that is available 24/7 to help you prepare & practice for your upcoming job interviews.

Thank you to our corporate partners who play a vital role in creating current and future career development and employment opportunities for UC San Diego students and alumni.

PLATINUM

Amazon • Axure Software Solutions • Cubic Corporation • Intel Corporation • Life Technologies

GOLD

Microsoft

Northrop Grumman Corporation • Qualcomm • Yelp, Inc
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YOUR NAME  
Street Address, City, State Zip Code  
Phone Number & Email Address

OBJECTIVE  
To obtain a ____A____ position with ____B____ using _____C______

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

RELATED COURSEWORK  
• Course Title  
• Course Title  
• Course Title  
• Course Title

SKILLS/QUALIFICATIONS  
• Demonstrated experience with…  
• Proficient in …  
• Fluent in ….

EXPERIENCE  
Position Title, Employer Name, City, State (Mo./Year to Mo./Year)  
• Use bullet points (not paragraphs) to describe your accomplishments  
• Start your statements with “power verbs”  
• Do not use personal pronouns (i.e. I, my, me) in your statements

Leadership Title, Student Organization, UC San Diego (Mo./Year to Mo./Year)  
• Be specific in your statements and when possible, end statement with result or outcome  
• Quantify achievements (Example: Increased sales by 20%)

Volunteer Title, Community Service Organization, City, State (Mo./Year to Mo./Year)  
• Be consistent with punctuation and format  
• Use present tense verbs for current positions and past tense verbs for previous positions

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

Address • City, State • Email • Cell Number

Objective: To obtain the ___________ position using skills in ________ , ________, and ________

Education: Bachelor of ___________ , ____________________
UC San Diego
Graduation Date: June 20XX
GPA: ________

Relevant Course Work:
• ________________  
• ________________  
• ________________

Skills & Qualifications:
• Demonstrated experience in ____________________________________________
• Proven ability to ________________________________________________________
• Strong background in ________________________________________________
• Proficient in __________________________________________________________

Relevant Experience:

Title: ________________________ Organization Name: ________________________
City: ________________________ State: ________________________ Dates: ___________

• Power Verb + How you completed the action + Results & Outcomes

Leadership Experience:

Title: ________________________ Organization Name: ________________________
Student Organization Name: ________________________
UC San Diego: ________________________
Dates: ___________

• ________________

• ________________

Memberships/Awards:

Member: ________________________ Student Organization Name: ________________________
City: ________________________ State: ________________________ Dates: ___________

Committee Name: ________________________

Title of Award: ________________________ Community Organization Name: ________________________
City: ________________________ State: ________________________ Date: ___________
### Management Skills
- Administered
- Analyzed
- Assigned
- Attained
- Chaired
- Consolidated
- Contracted
- Coordinated
- Delegated
- Developed

### Communication Skills
- Administered
- Analyzed
- Assigned
- Attained
- Chaired
- Consolidated
- Contracted
- Coordinated
- Delegated
- Developed

### Research Skills
- Administered
- Analyzed
- Assessed
- Clarified
- Authored
- Collaborated
- Communicated
- Convinced
- Corresponded
- Developed
- Directed
- Drafted
- Edited
- Educated
- Enlisted
- Formulated
- Informed
- Influenced
- Interpreted
- Mediated
- Negotiated
- Persuaded
- Promoted
- Published
- Recruited
- Reviewed
- Scheduled
- Strengthened
- Supervised

### Technical Skills
- Assembled
- Calculated
- Computed
- Designed
- Developed
- Devised
- Engineered
- Experimented
- Fabricated
- Maintained

### Teaching Skills
- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Coordinated
- Developed
- Educated
- Enabled
- Focused

### Helping Skills
- Assessed
- Assisted
- Clarified
- Coached
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Expedited
- Facilitated

### Administrative Skills
- Arranged
- Analyzed
- Assessed
- Classed
- Compiled
- Executed
- Generated
- Installed
- Inspected

### Demonstrating Accomplishments
- Achieved
- Expanded
- Founded
- Improved
- Pioneered
- Reduced
- Resolved
- Restored
- Spearheaded
- Transformed
January 1, 20xx

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

Dear Ms. Doe:

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

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

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

Sincerely,

Alex Accounting

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

Education
Bachelor of Science, Management Science, June 20xx
Minor: Accounting
UC San Diego
GPA: 3.45

Relevant Coursework
• Intermediate Accounting
• Federal Taxation
• Financial Accounting
• Auditing
• Advanced Cost Accounting
• Corporate Finance

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

Relevant Experience
Operations Assistant, Caywood-Scholl Capital Management, San Diego, CA (9/xx-present)
• Support 15 portfolio and trading administrators with processing more than 200 daily security transactions, resulting in increased productivity
• Update bank loans to reflect principal payments and weekly interest payments from borrowers
• Analyze and resolve pending trade and settlement issues

International/Domestic Trading Intern, Nicholas-Applegate, San Diego, CA (6/xx-1/xx)
• Assisted traders with multiple large volume trade orders from portfolio managers
• Conversed with operations regarding price discrepancies and trade issues between traders and brokers, improving communication between various constituencies
• Created spreadsheets allowing for quick comparisons of broker fees from different trading methods

Leadership Experience
President/Founder, Undergraduate Accounting Society, UC San Diego, CA (3/xx-1/xx)
• Developed campaign to increase student membership by 30%
• Collaborated with the Career Services Center to organize the first annual Meet the Firms event
• Served as a student representative on the UC San Diego Business Quarter Planning committee

UC San Diego Membership & Activities
Swim Team - 2011 Pacific Collegiate Swim and Dive Conference Champions (09/xx - present)
Delta Sigma (01/xx - present)
Undergraduate Economics Society (09/xx – 06/xx)

INSTRUCTIONS
a) Highlight a strong GPA (3.0 or better).
b) Highlight coursework that is relevant to the job you are seeking.
c) Review the job description to identify skills that are relevant to the position you are seeking.
d) Present your accomplishments in the experience section by adding a result or outcome to your task.
e) List a few “Memberships” and “Activities,” especially if they are relevant to the position.
Gina Global
9500 Gilman Drive • San Diego, CA 92093 • (858) 534-3750 • student@ucsd.edu

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

Education
B.A., International Studies
Minor: Spanish Literature
UC San Diego
Graduation: June 20xx GPA: 3.15

Mexico Comparative Perspectives Program Universidad Central, Mexico City
Education Abroad Program, UCSD
7/20xx – 12/20xx

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

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

Experience
President, UCSD International Affairs Group, San Diego, CA (9/20xx – present)
- Organize monthly speaker series increasing student awareness of international affairs topics
- Coordinate community service and social activities leading to strong membership retention
- Recruit employers to speak at events resulting in networking opportunities for students
- Communicate with more than 20 members via weekly e-mails and timely website updates

Discussion Leader, Language Conversation Tables, Mexico City, Mexico (7/20xx – 6/20xx)
- Facilitated table discussions with diverse international student group on a weekly basis
- Interacted with residents, heightening understanding and appreciation of other cultures
- Participated in local community visits to discuss U.S.-Mexico cultural connections

Server, Chili’s Restaurant, National City, CA (4/20xx – 11/20xx)
- Communicated with a variety of customers on menu orders, sometimes speaking in Spanish
- Served more than 75 customers per shift using multi-tasking and teamwork skills with staff

Activities
- Team Member, Women’s Basketball Team, UCSD (1/20xx – present)
- Rush Chair, Delta Gamma Sorority, UCSD (9/20xx – 12/20xx)

NOTES
a) Include additional training here such as study abroad programs.
b) Highlight relevant coursework related to the position you are seeking.
c) Showcase relevant skills: extensive travel and emphasize use of multicultural, problem solving and foreign language skills.
d) List experience in reverse chronological order.
IAM UNDECLARED
9500 Gilman Drive
San Diego, CA 92093
(858) 534-3750
student@ucsd.edu

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

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

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

Experience:
Student Worker, UC San Diego - Geisel Library, La Jolla, CA  (9/20xx-present)
• Perform general office duties, including answering phones, filing and data entry
• Assist students, faculty and staff with the use of library website and resources
• Maintain a supply of instructional handouts for library visitors
• Search library computer catalogs to verify library ownership of books and journals

Editor, San Diego High School Newspaper, San Diego, CA  (9/20xx-6/20xx)
• Oversaw staff of 10 students for award-winning student newspaper
• Assigned topics and reviewed content and submissions
• Researched news stories and organized weekly meetings

Team Captain, Women’s Soccer Team, San Diego High School, CA  (9/20xx-6/20xx)
• Motivated fellow team members during games and tournaments
• Organized fundraisers and planned various social events for team
• Awarded MVP for the year 20xx

Community Service:
Tutor, Preuss School, La Jolla, CA (10/20xx-present)
Mentor, Big Brothers Big Sisters of San Diego, CA (01/20xx-6/20xx)

Memberships/Activities:
Member, Intramural Soccer Team, UCSD (3/20xx-present)
Member, Volunteer League College Council, San Diego High School (9/20xx-6/20xx)

NOTES

a) If you have not declared a major, then include the degree you are pursuing. You do not need to include your high school diploma.

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

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

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

e) Include student activities, community organizations, team sports, etc. to demonstrate well roundedness.
Tina Transfer
1234 Nobel Drive #567 • La Jolla, CA 92914 • (858) 555-1234 • student@ucsd.edu

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

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

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

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

ARCHAEOLOGY EXPERIENCE
Intern, AECOM, Inc., San Diego, CA 3/20XX - present
• Provide administrative support to the cultural resource group with literature record and archival research
• Assist resource group leader with technical report writing by collecting and organizing information
• Conduct fieldwork surveys, test excavation, data recovery and monitoring with field managers and crews
• Support artifact analysis by gathering data from archaeologists, architectural historians and field technicians

Student Fellowship, San Diego Zoo – Institute for Conservation Research, San Diego, CA 7/20XX-8/20XX
• Monitored social behavioral activities on giant pandas and polar bears by using ethnogram and data protocols
• Collected, organized and summarized information for research staff by entering data into Microsoft Excel

Project Archaeology Volunteer – San Diego Archaeological Center, Escondido, CA 2/20XX - 5/20XX
• Assisted education department in developing curriculum for archaeology and heritage education program
• Handled and answered a variety of questions students posed during instructional and lab analysis lessons
• Instructed, motivated, observed and evaluated students on experimental archaeology projects in the center

CAMPUS LEADERSHIP
Activities Coordinator, UCSD Anthropology Club, La Jolla, CA 12/20XX – present
• Assessed needs and coordinate related career exploration activities, tours of local zoo and museum
• Collaborated with the UCSD Career Services Center in organizing an anthropology professionals panel

Cultural Affairs Chair, Associated Students – Mesa Community College, San Diego, CA 9/20XX - 5/20XX
• Led 8-member committee on planning and promoting cultural awareness activities for campus community
• Increased understanding of multi-cultural perspective of Associated Students members through workshops

ADDITIONAL EXPERIENCE
Customer Service Associate, Target – Chula Vista, CA 7/20XX – present
Participant, ILEAD Program, Center for Communication & Leadership 3/20XX - 6/20XX

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

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

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

d) Add sections like “additional experience” to show any extra unrelated part-time jobs or participation in campus programs. If you have no related experience, then these “extra” experiences can be move up on the page and be listed in a general experience section.
Sumin (Ruby) Athlete-Business
9500 Gilman Drive, La Jolla, CA 92093  •  (858) 534-3750  •  student@ucsd.edu  •  http://www.linkedin.com/rubyfinance

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

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

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

Professional Experience
Transportation Systems Corporate Division Business Intern, Cubic  San Diego, CA (6/20xx– present)
- Conduct extensive internet-based market research and data collection to assist in strategic planning
- Analyze market data to assess current market penetration, conduct supply and demand sizing activities
- Provide thorough analysis output in the form of spreadsheets and PowerPoint presentations/charts
- Translate findings into strategy recommendations using effective business writing skills

Finance Intern, Department of Treasury  Washington DC (6/20xx – 8/20xx)
- Assisted with researching matters related to the Treasury’s debt management policy, issuance of Treasury and federally-related securities, and financial markets
- Verified and input data using MS Excel for use in quarterly finance estimates used by analysts

Office Assistant, Facilities Management Dept., UC San Diego  La Jolla, CA (10/20xx-3/20xx)
- Researched products for increasing production rate among the workers
- Organized and updated work order spreadsheet using Microsoft Excel, allowing for easier searches

Leadership Experience
Team Member, UC San Diego Women’s Volleyball  (8/20xx- present)
- Awarded 2012 MVP of the year and recognized for maintaining 3.65 GPA
- Collaborate with coach and players to create inclusive environment and motivate team members

Committee Lead, UC San Diego Wellness Center - The Zone  (1/20xx-3/20xx)
- Researched, planned and executed Health Week, resulting in 300 student and staff attendees
- Facilitated planning meetings that brought together campus leaders, securing student participation

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

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

NOTES
a) Objective is optional. Consider including if not submitting a cover letter.
b) Lead with your strongest selling point. Most students (without solid experience) lead with their education and academic training. Current and relevant academic training obtained through minors and programs can also be showcased here.
c) Stick to the most relevant! Omit the course numbers or grades.
d) Give professional internship and job experience top real estate, by listing it near the top of the page.
e) If space is limited, include less information or remove optional sections.
Craig Veteran Health

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

EDUCATION:
UC San Diego, June 20xx
Bachelor of Science in Psychology & Public Health

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

COURSEWORK:
Abnormal Psychology
Communications in Organization
Global Public Health
Personality Disorders

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

COMMUNITY INVOLVEMENT:
Volunteer, San Diego Rolling Reader Program for Elementary Schools 3/20xx-present
Volunteer, Homeless Vietnam Veterans, San Diego CA 6/20xx-9/20xx
Volunteer, Habitat for Humanity, San Diego CA 10/20xx-2/20xx

EXPERIENCE:
Infant Vision Lab, Dr. Karen Dobkins – UC San Diego 6/20xx-present
Research Assistant
- Assist in carefully screening subjects to determine suitability for research study
- Collect data under faculty supervision, resulting in an increased understanding of research and its methodology
- Interact effectively with infant and adult research participants to gain trust and establish successful working relationships

United States Navy, San Diego, CA
Quality Assurance Inspector/Supervisor 9/20xx-3/20xx
- Supervised 7 individuals in the inspection of aircraft components according to strict military policy requirements
- Developed and facilitated training on proper quality assurance procedures to support program improvement
- Prepared weekly, monthly, and quarterly status reports facilitating program analysis and development

Qualified Plane Captain 6/20xx-9/20xx
- Performed daily, preflight, post flight and turnaround inspections to ensure aircraft were functional and deployable
- Mentored 12 trainees to complete the Plane Captain Certification
- Advised pilot on material condition of the aircraft to increase air transportation safety

Hydroelectric Power Plant Mechanic 1/20xx-5/20xx
- Inspected, tested, adjusted and performed preventive maintenance on mechanical equipment and systems
- Scheduled emergency repairs and overhauls on mechanical equipment such as pumps, compressors, fans, gear boxes, valves, hydraulic cylinders, heat exchangers and hoisting equipment

MEMBERSHIP:
Student Veteran Organization, UC San Diego 9/20xx-present

NOTES:

a) Pull transferable skills from seemingly unrelated experience. Stay away from acronyms that are not always transferable between industries.
Maria Research
1234 Gilman Drive, La Jolla, CA 92039
(858) 534-3750 ● student@ucsd.edu ● http://www.linkedin.com/mariaresearch

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

EDUCATION:
UC San Diego
Bachelor of Science, Molecular Biology
Graduation Date: June 20xx GPA: 3.33

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

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

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

RELATED EXPERIENCE:
Laboratory Assistant – Molecular Biology Department, UC San Diego 9/xx - present
- Assist with buffer and media preparation and produce SDS PAGE electrophoresis gels
- Maintain pipette tip supply and maintain instrument inventory for the entire lab
- Support PI with sequencing, affinity reagents, analysis of reaction kinetics and plasmid preparation

Course Project - Instrumental Analysis Laboratory, UC San Diego 1/xx – 3/xx
- Developed correct lab work habits and methodologies for the operation of analytical instrumentation
- Conducted experiments using HPLC techniques to successfully identify, quantify and purify the mixtures’ individual components
- Collected, analyzed and interpreted lab results and data to composed a formal lab report

ADDITIONAL EXPERIENCE:
Volunteer - American Heart Association, San Diego, CA 6/xx – 9/xx
- Recruited local companies from health-related fields for annual fundraising events
- Conversed with community members on health-related topics at wellness fair nurse’s info booth

ACTIVITIES:
Member, Biology Student Association, UC San Diego 20xx – present
Student Member, San Diego BIOCOM Professional Association 20xx - present

NOTES
a) Highlight degree with bold font, especially if related to the position you are seeking. Optional, if applicable: include certificates, study abroad experiences and community college degrees.

b) Specify classes (by course title) that are relevant to the job you are seeking.

c) This area of the résumé shows your qualifications to perform the job duties.

d) Think beyond paid employment and internships. Include relevant experience (past or present) attached to specific settings that allowed you to use your skills and abilities.

e) Employers value well-rounded candidates.
ERIN ENRINEER
9500 Gilman Drive, San Diego, CA 92093 • (858) 534-3750 • student@ucsd.edu

EDUCATION
B.S. Mechanical Engineering
UC San Diego, expected June 20xx
Upper Division GPA: 3.5, Cumulative GPA: 3.36

Relevant Coursework:
• C/C++ Programming
• Solid & Fluid Mechanics
• Statics & Dynamics
• Linear Circuit Analysis

Triton Leadership Certificate
Communication and Leadership Programs
UC San Diego, 20xx

• Structural Materials
• Thermodynamics
• Design Lab Techniques
• Mechanical Behavior of Materials

RELEVANT EXPERIENCE
Operations System Engineer Intern
Northrop Grumman Corporation Sept. xx – Dec. xx
• Contributed to teams design hardware using Matlab training to draw a schematic for equipment
• Successfully completed testing of code for phases 1 and 2 allowing for timely delivery of product to customer
• Participated in client team meetings including assisting in the development of PowerPoint presentations

Clock/Robot Design Contest
Engineering Graphics and Design Course Project, UC San Diego March xx – June xx
• Translated planned concepts into detailed AutoCAD designs to create unique pendulum clock
• Lead team in 3-CAD modeling, design, and construction of robot built to specific operating parameters
• Utilized industry standard tools to develop skills for design and fabrication
• Fixed inaccuracies of converting AutoCAD to Lasercamm resulting in reliable clock placing 3 of 40 teams

OTHER EXPERIENCE
Open Source Linear Bearing System
Personal Project Nov xx – present
• Adapting and fabricating open source aluminum extrusion MakerSlide with built in V-rail Linear Bearing System to minimize project cost and risk

Administrative Assistant
UCSD Career Services Center, La Jolla, CA Sept xx – June xx
• Sorted large volumes of incoming mail, filed transcripts, performed office tasks with minimal oversight

SKILLS/QUALIFICATIONS
Computer Skills
• C Programming in UNIX environment, MATLAB, Autodesk Inventor, AutoCAD, SolidWorks
• Microsoft Office; Adobe Photoshop and PageMaker; Macintosh OSX

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

Other
• US Citizen

HONORS/ACTIVITIES
• TESC Representative, Society of Women Engineers at UCSD, July 20xx–Present
• Active Member, Tau Beta Pi, National Engineering Honor Society, Sept 20xx – Present
• Provost’s Honors, Fall xx, Spring xx, Spring xx
• Excellence Award in Writing – JEO National Journalism Convention, June 20xx

NOTES
a) Use the education section to highlight your relevant academic experience & campus training.

b) List the most relevant courses.

c) Create header sections that allow you to showcase your relevant experience. If that experience was gained through key course projects or programs then you may share them in their own special section, like Relevant Projects or as the samples shows: Relevant Experience.

d) Some government or government defense contract positions require US Citizenship. If they ask then include it, otherwise do not.
Taylor Teacher
student@ucsd.edu
858.534-3750

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

EDUCATION
UC San Diego
Graduation Date: June 20XX
B.S., Mathematics
Minor: Education Studies

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

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

EXPERIENCE
Career Peer Educator
Career Services Center (CSC), UC San Diego
August 20XX- Present
• Advise undergraduate students on a wide range of topics, including obtaining an internship, résumé writing, and job search strategies
• Deliver monthly presentations to student audiences successfully integrating improved delivery methods
• Collaborate with a team of five peer educators to publicize CSC’s events and workshops

Tutor
Preuss School, UC San Diego
Sept. 20xx- Dec. 20xx
• Assisted 20+ high school students with their math homework on a weekly basis
• Taught difficult math concepts in easy-to-follow songs, resulting in improved student learning
• Collaborated with teachers to develop lesson plans and perfect teaching techniques

Resident Advisor Leader
Department of Residence Life, UC San Diego
Sept. 20xx – May 20xx
• Supervised six resident advisors in the maintenance and enforcement of university policies
• Participated in leadership training and community building workshops resulting in the development and implementation of 50+ programs

COMMUNITY SERVICE & VOLUNTEER EXPERIENCE
Mentor
Big Brother Big Sisters, San Diego County
April 20xx – present
• Support the academic and emotional development of middle-school-aged “little sister”, resulting in improvement in her communication skills and grades

Volunteer
UCSD Alternative Spring Break
March 20xx
• Renovated a school for orphaned girls aged 5 to 16 in rural Guatemala

Volunteer
Heifer Project International, Arkansas & Honduras
June – Sept. 20xx
• Led educational programming at the Global Learning Center in Arkansas
• Built an eco-friendly irrigation system with farming community in Honduras

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

NOTES
a) If submitting résumé as part of an application, consider saving room by not listing address.
b) Visit our on-campus Peace Corps recruiter at the Career Services Center for advice on résumés and the application process.
c) Highlight skill development obtained through on-campus training programs such as: Career Services Center Peer Educators, CAPS Peer Educators, SAFE Peer Educators, Women's Peer Educators, CCL Peer Educators, Wellness Peer Educators, and Student Health Advocates Peer Public Health Educators.
ANEESHA ARTIST
9500 Gilman Drive, La Jolla, CA 92091 ● aartist@ucsd.edu ● http://www.aartiststudios.com

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

EDUCATION:
UC San Diego, June 2015
Bachelor of Arts, Media with an emphasis in Video and Digital Cinema
GPA: 3.5; Provost’s Honors

RELEVANT COURSEWORK:
• Sound and Lighting
• Media Sketchbook
• Advanced Editing
• 16mm Filmmaking

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

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

RELATED EXPERIENCE:
Creative Mentorship Program
6th College Practicum/Media Faculty, UC San Diego September 20xx-Present
• Mentor five high school students in media arts on video production and media technologies
• Collaborate with students on creating a short film to be showcased at the UC San Diego Student Film Festival
• Supervise students on a weekly basis, ensuring a stronger understanding of the video production process
• Taught high school film students the fundamentals of digital cinema and video production

Active Member
TritonTV, UC San Diego November 20xx-June 20xx
• Assisted in the production and completion of two documentary films and three commercials for station
• Filmed live event coverage for the annual Sun God Festival hosting 17,000 attendees
• Attended weekly meetings to increase knowledge and professional development

ADDITIONAL EXPERIENCE:
Floor Staff - Box Office
Regal Entertainment Group, San Diego, CA June 20xx-present
• Communicate with customers and handle cash and credit card transactions

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

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

b) While a résumé is important, it is critical for students pursuing a job in media or visual arts to also have a portfolio and website showcasing their art, experience, skills, and knowledge.
Lauren Social Science  
9500 Gilman Drive, La Jolla, CA 92093 • (858) 534-3750 • student@ucsd.edu

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

EDUCATION
B.A. Critical Gender Studies, Minor in Music  
UC San Diego, June 20XX, GPA: 3.67  
Senior Honors Thesis: The Politics of Women’s Health

EXPERIENCE
Career Peer Educator, UCSD Career Services Center (CSC) (9/20XX-Present)  
- Advise students on résumé and cover letter writing, as well as internship and job search resources  
- Deliver presentations to audiences of up to 60 students on career-related topics  
- Coordinate campus-wide peer communication training, achieving 100% attendance

UCSD Campaign Coordinator, Teach For America, San Diego (9/20XX - Present)  
- Identify leaders and top students on campus, and establish relationships with student organizations  
- Build a support network on campus to recruit Teach for America corps staff

Get Out The Vote Staff, Candidate Campaign for Chula Vista City Council, Chula Vista, CA (3/20XX-5/20XX)  
- Collaborated with field staff team members to improve candidate’s visibility in the community  
- Organized weekly phone banks and volunteer canvassing teams, resulting in more than 600 campaign calls

Journalism Intern, North County Times, San Diego (9/20XX -12/20XX)  
- Conducted interviews, wrote weekly features articles, and went through the editing process

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

Features Editor, UC San Diego Guardian, San Diego, CA (1/20XX - 1/20XX)  
- Produced a weekly features section using Quark Express and Photoshop, and fielded press releases  
- Assigned and edited stories, hired writers, conducted staff meetings, and wrote articles  
- Secured interviews with film maker Nilita Vichani, Ray Manzarek of The Doors, and other business leaders

ACTIVITIES
National Organization for Women (NOW) (1/20XX - 1/20XX)  
Chancellors Organization for Allied Students (COAST) (1/20XX - 1/20XX)

SKILLS/TRAINING
Proficient with PC and Mac platforms including Quark Express, MS Excel, and Access  
Proficient in conversational Spanish

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

a) Join the Career Peer Educator program!  
Peers learn invaluable skills, deliver career presentations, and help other UC San Diego students explore career options.

b) Recognize Controversy - Know Your Audience. Some political or religious work settings can be controversial. If so, consider using generic descriptions (e.g. city council candidate, faith-based organization). See a career advisor if you have a question.

c) Acronyms. Be aware that external audiences do not always know the same acronyms you know. If used twice in one résumé, the convention is to write it out in its entirety the first time it is used and use parenthesis to introduce the acronym, showing how it will be used later.
The federal résumé is not the same as a private industry résumé: it averages 4 pages, for experienced professionals. It MUST match a target announcement to stand out and eventually be referred to a supervisor. Federal résumés must include month/year for listed experiences; can list up to 10 years of details about supervisors and salary; and should include education and relevant certifications.

Students: See usajobs.gov/StudentsAndGrads
Recent graduates: See opm.gov/HiringReform/Pathways/program/graduates/

FOR BEST RESULTS

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

ITEMS TO INCLUDE

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

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

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

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

OTHER QUALIFICATIONS
- Job-related training courses (title and year).
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.
- Job-related certifications and licenses (current only).
- Job-related honors, awards, or special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.
Joe Federal  
9500 Gilman Drive, La Jolla, CA 92093 ● 858-534-3750 ● student@ucsd.edu

Job Announcement Number: MCC-850420-INTERN  
Job Title: Student Volunteer Intern Summer 2013 - Congressional and Public Affairs  
Job Type: Full time; Work Schedule: 40 hours a week  
US Citizen

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

Education:  
University of California, San Diego (UCSD), La Jolla, CA  
Graduation Date: 06/20XX  
Bachelors of Arts in Communications  
GPA: 3.5 (Units Completed: 181)  
Courses: Media Production Lab, Comparative Media Systems, Communication Technologies, Writing for Digital Media

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

Honors and Awards:  
Presidential Environmental Youth Award Winner  
Waste Education Resource Consortium, Contest – 1st place

Experiences:  
The Guardian, UCSD  
9500 Gilman Drive, La Jolla, CA 92093  
Salary: Unpaid internship; Hours: 20/week  
Supervisor: Dr. Sally Noz  
Supervisor #: 858-534-3750 – permission to contact

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

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

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

Affiliations:  
Public Relations Chair, Undergraduate Communications Society, UCSD  
20xx – present  
- Lead team of 8 to plan first annual Public Relations Panel which generated more than 70 attendees  
Philanthropy Chair, Sigma Phi Epsilon Fraternity, UCSD  
20xx - present

References:  
Ms. Lauren Payne, Sigma Phi Epsilon Fraternity Advisor, lpayne@ucsd.edu, 858-534-3750  
Dr. Sally Noz, The Guardian, UCSD, guardian@ucsd.edu, 858-534-3750
Terry Triton  
9500 Gilman Drive  
UC San Diego, La Jolla, CA 92093  
(858) 534-3750 • student@ucsd.edu

Objective

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

Education

UC San Diego  
Bachelor of Science Biochemistry and Cell Biology  
GPA 3.85, Provost Honors  
Expected June 20XX

Related Coursework

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

Laboratory Skills

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

Use of the following equipment:

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

Research Experience

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

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

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Tips for Writing Your CV

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

b) Fellowships seek information on your academic distinctions, accomplishments, awards, and independent research. They want to know what makes you distinctive. They want to see intellectual curiosity and passion; a global perspective; and leadership skills such as problem solving or taking initiative. Provide examples: Revitalized an organization by starting a brown-bag lunch lecture program.

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

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

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

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

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

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

Department of Biological Sciences, Professor Jan Wu’s Lab - UC San Diego, La Jolla, CA
Laboratory Assistant 06/20XX - 10/20XX
· Experimented with selective bond cleavage of carbon-oxygen single bonds
· Synthesized macro-cycles containing two transition metal atoms and starting material for
  graduate student research

Gen-Probe, San Diego, CA 06/20XX - 09/20XX
Intern
· Performed and documented a variety of functions in support of the development of cell culture
  manufacturing processes for human therapeutic biomolecules
· Analyzed and interpreted results of bench scale experiments and assisted with experimental
design
· Supported an advance cell-line project by performing relevant tasks to achieve department
goals

Additional Experience
La Jolla Swim Club, La Jolla CA 06/20XX – present
Coach
· Oversee swimmers safety while teaching them the fundamentals of the sport
· Create, implement and evaluate classes for swimmers 5-10 years of age
· Certified in CPR

Department of Biological Sciences - UC San Diego, La Jolla, CA 01/20XX - 12/20XX
Chemistry Tutor
· Taught chemistry and problem-solving skills to 30 undergraduates
· Created curriculum and facilitated a summer science leadership workshop for the
  20 incoming freshman students participating in the Undergraduate Success in Science Program

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

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

Co-Curricular Activities
Varsity Swim Team, UCSD, 20XX - present
Big Brother/Big Sister, Sixth College, UCSD, 20XX-20XX

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

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

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

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

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

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

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

A cover letter:

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

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

Date of Letter

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

Dear Mr./Ms./Dr. Last Name of Addressee:
(Note: If no name is available...use a generic title such as Human Resources (HR) Manager, Selection Committee, and Internship Coordinator or search their website for an HR contact)

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

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

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

Sincerely,

{Your Signature}

Type your name
Enclosure
TO: HRJ@GEN-PROBE.COM
SUBJECT: APPLICATION FOR R&D, MOLECULAR BIOLOGY (ID: 6387BR) INTERNSHIP
ATTACHMENT: MARIA RESEARCH RESUME

Dear Mr. Jones:

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

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

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

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

NOTES

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

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

Read the job description carefully looking for connections with your skills, interests, and abilities. In a short letter let the reader know why you are interested in the position or working with the department; what skills you have to offer; and your availability. If a job description is not available then review the company’s webpage for current projects and write about how you can help.

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TO: SMITH@UCSDJOB.COM
FROM: STUDENT@UCSD.EDU
SUBJECT: REQUEST TO DISCUSS COGNITIVE PSYCHOLOGY RESEARCH OPPORTUNITIES

Dear Professor Smith:

My name is Sally Mae, and I am very interested in becoming involved in cognitive psychology research. As a 3rd year student I have completed courses in Cognitive Control and Frontal Lobe Function and research methods while maintaining a 3.4 GPA. I have reviewed your faculty profile and am interested in the work that you have done. I was particularly intrigued by your journal article, “The Mind is a Terrible Thing to Waste.” Looking closer at drug use among teens is directly in line with my goal of pursuing a helping career in mental health rehabilitation.

Would it be possible to meet with you to further discuss cognitive psychology and my possible involvement in research? I am available Monday and Tuesday afternoons from 1pm-4pm. In the meantime, I have attached my resume for your perusal. Thank you for your time. I look forward to hearing from you.

Sincerely,
Sallie Mae | Student ID
858-534-3750 | student@ucsd.edu

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TO: CHOE@JOB.COM
FROM: STUDENT@UCSD.EDU
SUBJECT: UC SAN DIEGO STUDENT AVAILABLE TO ASSIST IN RESEARCH

Dear Mr. Choe:

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

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

---

TO: MONROIG@JOB.COM
FROM: STUDENT@UCSD.EDU
SUBJECT: GRAPHIC DESIGNER (ID 894757)

Dear Ms. Monroig:

As a Visual Arts Media major I am very interested in working with your department as a graphic designer (ID 894757). I am experienced in Photoshop, familiar with InDesign (CS6), and have a portfolio that includes print and web design (which can be viewed at user.myportfolio.com). This fall I am available during business hours from 8am to 5pm on Mondays and Fridays, and Wednesdays from 12 noon-3pm. Please see my attached resume for additional details. I look forward to hearing from you.

Sincerely,
Sara Levy
A0000000
858-534-3750
student@ucsd.edu
Employers are selective about who they interview. An interview means they like you. It is a great accomplishment to get selected, but it means that you need to be ready to talk about your qualifications and present yourself in a professional manner.

**TOP TEN INTERVIEW TIPS**

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

### QUESTIONS & WAYS TO ANSWER AND PREPARE

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

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

BEHAVIORAL BASED QUESTIONS

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

SCHOOL/WORK BACKGROUND

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

EMPLOYER KNOWLEDGE

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

QUESTIONS TO ASK EMPLOYERS

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

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

PRACTICE WITH BIG INTERVIEW

Access more interview questions, learn how to answer questions, and review responses. Available on porttriton.ucsd.edu
Employers use behavioral based questions to screen job candidates in interviews. The premise is that the most accurate predictor of future performance and competencies is past experience in similar situations. When responding to behavioral based interview questions use the CAR method:

**USING THE CAR METHOD:**

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

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

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

**SAMPLE RESPONSE**

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

**ANSWER**

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

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

**RESULTS:** With the collaborative spirit of working with another student organization, local businesses & alumni, I was able to secure enough funds to pay for the ice cream social while incorporating alumni networking to make it fun. As a result... new members felt welcomed and motivated to join our organization.
Take what you wear to the interview seriously. Each industry has its own dress code that can be determined through researching the organization culture before the interview, or simply asking the recruiter what is the appropriate interview attire. The level of formality you project is interpreted by the interviewer to show that you understand the importance of the situation and respect the person you are meeting. When in doubt, it is better to dress more conservative than casual.

**WOMEN**

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

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

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

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

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

**HAIR**
Neat, professional hairstyle with hair out of your face.

**MEN**

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

**JACKET**
The sleeves should taper, gradually ending just over the wrist so the shirt cuff extends about 1/2 inch beyond the jacket sleeve.

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

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

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

**SHOES & SOCKS**
Clean and polished dress shoes are recommended. Wear with darks colored socks over the calf.

**HAIR**
Get a haircut; short hair always fares best in interviews. Your facial hair should be neatly trimmed.
References for Craig Behavioral Health
9500 Gilman Drive, La Jolla CA 92127 • (858) 534-3750 • student@ucsd.edu

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

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

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

REFERENCE LIST TIPS

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

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

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

3) HOW TO PRESENT YOUR REFERENCE LIST: Bring a list of references with you to an interview. They will ask you for your list, usually near the end of the interview. Wait for them to ask, but if the interview is ending and they fail to ask, you may offer it to them.
WHY FOLLOW UP? Your work is not entirely done once you finish interacting with an employer. Whether you are submitting an application, completing a job interview, or meeting them at an event, you can still make a strong impact afterwards. Following up can give you the edge you need to build a great relationship with an employer, or maybe even get a job offer!

HOW DO I FOLLOW UP...

...with a company after I submit my résumé/application?

A phone call or an email helps introduce you to the employer, and may make you stand out.

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

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

...with a company after a job interview?

Make sure you collect the contact information for each person you interacted with during your interview. Get their business cards from them directly or from staff at the front desk.

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

Send an email or hand-written, personal “Thank You” note within 24 hours of the interview. These letters give you an opportunity to reemphasize your interest in the position and to show your appreciation. This is also an opportunity to remind the reader of important points you made during the interview, or to mention something you may have neglected to discuss.

The letter should be brief, typically 2-3 paragraphs (see sample).

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

Make sure you receive the employer’s business card so you can follow up.

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

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

SAMPLE FOLLOW-UP THANK YOU NOTE:
NETWORKING EVENT OR JOB FAIR CONVERSATION

Dear Ms. Nierva:

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

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

Sincerely,

Joe B. Richards
(858) 534-3750
student@ucsd.edu
Emma B. Richards  
9500 Gilman Drive  
La Jolla, CA 92093  
(858) 534-3750  
student@ucsd.edu  

May 21, 20XX  

Ms. Roxanne Lee  
Program Manager, IPRT  
St. Andrew’s Social Service Agency  
1400 Marina Boulevard  
San Diego, CA 92093  

Dear Ms. Lee:  

Thank you for taking time from your busy schedule to meet with me yesterday to discuss the Program Coordinator position available at your agency. I thoroughly enjoyed our conversation, and was impressed with the IPRT programs St. Andrew’s has implemented.  

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

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

Sincerely,  
[Your Signature]  
Emma B. Richards  

THANK YOU LETTER NOTES  

SEND A THANK YOU LETTER OR EMAIL to everyone who interviews you:  
This correspondence is an opportunity to reemphasize your interest in the position, and to show your appreciation. The letter should be brief, typically 2 paragraphs, and should be sent within 48 (preferably 24) hours of the actual interview.  

STRONG LETTERS: Reiterate skills you have demonstrated that relate to the position. State what you can do for the prospective employer, as opposed to what they can do for you. This is also an opportunity to remind the reader of important points you made during the interview, or to mention something you may have neglected to discuss.
TO: PAYNE@UCSD.EDU

FROM: STUDENT@UCSD.EDU

SUBJECT: ACCEPTANCE OF BUSINESS DEVELOPMENT ASSOCIATE POSITION: RICHARD LIU

Dear Ms. Payne:

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

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

Thank you for this opportunity.

Sincerely,

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

NOTES

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

a) Outline the Acceptance Details
When accepting a new job, make sure to outline big ticket discussion items, including any changes to or conditions of salary and your first date of employment.

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

c) Get Ahead
Showing initiative before starting your employment is looked upon positively by hiring managers. If time allows, ask for materials that will help you understand key information about the organization.
TO: KETTNER@JOB.COM
FROM: STUDENT@UCSD.EDU
SUBJECT: NATURAL SCIENCE RESEARCHER POSITION: CHRIS GOMEZ

Dear Ms. Kettner:

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

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

Respectfully,

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

NOTES

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

a) Reason for Declining: The decision to decline an offer is usually based on the fact that another offer is a better fit for your interests and goals. It is fine to state this, without giving further details about why you declined the offer.
Informational interview is a fancy term that means meeting with a professional to ask questions about their work in a particular field or industry. You “interview” the contact to learn about their job functions and gain an understanding of the skills, knowledge and experiences necessary for the job. An informational interview should not be used to ask for a job or internship.

**SIX STEPS TO CONDUCTING AN EFFECTIVE INFORMATIONAL INTERVIEW**

1. **RESEARCH:** Do initial research to gain a basic understanding of the occupation or field.

2. **TARGET:** Find people to interview. Start with your friends, family, Career Services Center staff, and professors. Use LinkedIn and professional associations to connect with alumni or others in the industry.

3. **CONTACT:** Call or write a professional email requesting an appointment. Keep it concise and specific. Ask for only 30 minutes and then stick to that limit. Be flexible about when you can meet. Try to coordinate an in-person meeting. If this is not possible, be willing to accept a phone meeting. (See sample correspondences on next page).

4. **BE ACCESSIBLE:** Professionals often have tight schedules and usually prefer weekday meetings. If a contact is willing to talk with you then make it easy for them. Know your availability, respond promptly to all messages, and stick to the agreed upon meeting date.

5. **PREPARE:** Confirm the appointment, dress appropriately, know where you are going, and show up on time. (See our page on interview dress).

6. **IMPRESS:** Have your questions ready. Often your contacts can make suggestions that prove invaluable – use these tips. Ask for referrals. After the conversation, thank them for their time and expertise. Ask for their card and send a hand-written thank-you note or an email within 24-48 hours. (See sample thank-you note on next page).

**QUESTIONS TO ASK DURING AN INFORMATIONAL INTERVIEW**

Begin the interview by clarifying your purpose. A good opener might be: “Thank you for meeting with me. I am not here for a job, but what I am looking for is your advice and feedback about entering into and succeeding in this field.” Take initiative by introducing yourself, sharing a little about your goals, and asking appropriate questions. End the meeting by asking for referrals.

**HERE ARE SOME QUESTIONS TO CONSIDER ASKING:**

- What attracted you to this field?
- What types of skills and experiences did you build prior to your current position?
- Describe a typical day on the job.
- What personal attributes, skills, and qualifications are needed to be successful?
- What are the rewards and challenges in your job?
- What are the possible career paths and salaries at various levels?
- If you had a choice, would you still enter this field? Why or why not?
- What trends and opportunities are developing?
- What advice would you give to someone entering the field?
- Is there anyone else you recommend I talk to about this career field?

**TWO REASONS TO CONDUCT AN INFORMATIONAL INTERVIEW**

1. To meet and interact with professionals in the industry. Success comes through who you know AND who knows you, so make those connections.

2. To obtain inside information on what skills, experiences, and education are needed to succeed.
**A**

**TO: LEWIS@JOB.COM**

**FROM: STUDENT@UCSD.EDU**

**SUBJECT: JANE SMITH SUGGESTED I CONTACT YOU...**

Hello Dr. Lewis,

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

Sincerely,

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

**B**

**TO: SMITH@JOB.COM**

**FROM: STUDENT@UCSD.EDU**

**SUBJECT: REQUEST FOR INFORMATIONAL INTERVIEW FROM UC SAN DIEGO STUDENT**

Hello Ms. Smith,

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

Sincerely,

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

**C**

Dear Dr. Lewis,

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

Sincerely,

Mary

**NOTES**

a) Email Requesting Informational Interview | With Referral

b) Email Requesting Informational Interview | No Referral

c) Sample Thank You Letter for an Informational Interview
5 STEPS TO NETWORKING

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

THE NETWORKING BUSINESS CARD

Ivan Smith | Visual Artist

UC San Diego Student | Secretary
linkedin.com/~ivan | UCSD Visual Arts & History Club
868-534-3750 | student@ucsd.edu
ucsdvisartclub.webs.com

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

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

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

30-SECOND INTRODUCTION: A NETWORKING PREPARATION TOOL

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

30-SECOND INTRODUCTION SAMPLE

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

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

CURRENT: TUTOR, PREUSS SCHOOL, UC SAN DIEGO
EDUCATION: UC SAN DIEGO
CONNECTIONS: 58 CONNECTIONS

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

EXPERIENCE
Tutor
Preuss School, UC San Diego
Sept. 2011- Present
- Assist 20+ high school students with their math homework on a weekly basis
- Teach difficult math concepts in easy-to-follow songs resulting in improved student learning
- Collaborate with teachers to develop and perfect teaching techniques

COMMUNITY SERVICE EXPERIENCE
Mentor
Big Brother Big Sisters, San Diego County
April 2012 – present
- Support the academic and emotional development of middle-school-aged “little sister,” resulting in improved communication skills and grades

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

GET STARTED
Reach out to alumni and other professionals for career advice using this professional networking site. LinkedIn is one of the world’s largest professional networking sites with more than 120 million members.

1. Watch LinkedIn’s short videos for tips on creating an impressive profile and connecting to professionals
   youtube.com/watch?v=0cp1MNp5kWs
2. Create a strong profile and connect with your close family, friends, and supervisors (“warm” contacts)
3. Request an informational interview (see networking pages) with potential contacts by reaching out through your “warm” contacts to 2nd degree contacts (their friends, family, supervisors, etc.)
4. Join the “Tritons Helping Tritons” group to expand your connections to UC San Diego alumni, staff, and fellow students for advice

NOTES
a) Use a professional headshot of you (alone) wearing business casual attire
b) Create a smart headline
c) Write personalized LinkedIn connection requests, and follow up with a thank-you message to those who offer advice and support
d) Enhance your summary section by writing a keyword-rich statement
e) Customize the experience section by adding additional headers (community service, leadership, honors, courses and class projects)
f) Ask your supervisor and leaders who know your abilities to write a short recommendation for you.
Begin by researching application deadlines and developing a timeline of when to submit test scores, letters of recommenda-
tion, personal essays, etc. We recommend students start planning early.

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

1ST YEAR

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

2ND YEAR

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

3RD YEAR

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

SUMMER FOLLOWING 3RD YEAR

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

4TH YEAR

Fall Quarter

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

Winter Quarter

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

Spring Quarter

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

WHAT TO DO DURING A “GAP” YEAR

☐ Obtain a paid internship or research experience
☐ Become involved in an in-depth service commitment
☐ Pay down credit card and/or undergrad debt
☐ Learn a new culture or language
☐ Complete supplementary application materials
☐ Interview or take campus tours at schools you applied
Letters of recommendation are a vital part of many professional and graduate school applications. Though the number and type of letters required may vary from program to program, make an effort early on to get to know professors and professionals in your field who can write about your academic and professional strengths and accomplishments with detail and specificity.

**TRY THESE SUGGESTIONS**

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

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

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

4. **GO TO OFFICE HOURS**
   Think of questions you’re genuinely interested in (and capable of discussing!) before you go. Talk about the course, related topics, and your graduate school plans. Ask more than “Is this going to be on the midterm/final?” — show your intellectual curiosity!

5. **DO AN INDEPENDENT STUDY OR RESEARCH PROJECT**
   This can be a great way for your professor to get to know you and your abilities better. Find a professor doing work you’re interested in and get started. You obtain research experience, teamwork and communication skills, and a connection to a professor all in one!

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

**REQUESTING LETTERS**

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

**INTERFOLIO**

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

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

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

*Most schools will accept letters from Interfolio. However, a few will require letters to be uploaded directly to their school/program’s website by the writer. Always check with your schools before submitting your letters.*
Graduate and professional schools typically require application essays as part of the admission process to assess your skills, background, interest and motivation for their programs.

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

### PERSONAL STATEMENT

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

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

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

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

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

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

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

BODY OF THE ESSAY:
1. Describe the foundation you’ve set for your future graduate work:
   - How did you become interested in your field of study?
   - What classes/major did you take? How did that help you explore your field?
   - What academic accomplishments did you achieve?
   - What learning experiences (e.g., independent study, seminar courses, research/TA positions, conferences, presentations, publications, honors, related work experience, etc.) did you have?
   - What specialized skills (e.g., languages, laboratory skills, computer or statistical expertise, etc.) have you developed?

2. Focus in detail on your research experiences and special projects that helped you master skills and knowledge in your field to demonstrate:
   - Your initiative and ability to develop new ideas,
   - Your intelligence and skills to work through problems independently, and
   - The determination to achieve your goals.

3. Explain why you want to go to this particular school and study your particular topic. Don’t generalize. You will need to research and rewrite this section (if not the whole essay) for each school you apply to.
   - Show that you have investigated the program, faculty and offerings.
   - Show how your interests match with the research interests of faculty members or the department.
   - Explain how the department’s curriculum matches your future goals.
**INTRODUCTION**

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

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

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**NOTES**

- **a)** Clearly identify yourself by including your application ID # (if applicable) and contact information that will remain valid for the entire application cycle. You’ll lose your UCSD email address after graduation, so consider listing a more permanent alternative.
- **b)** No objective section is necessary. Don’t waste the space by stating the obvious.
- **c)** Highlight your academic experience. Showcase your major GPA (if higher than your overall GPA) and include relevant awards, honors and publications. You may also list selected relevant coursework that shows your background in the profession or related subjects.
- **d)** With this résumé you’re applying for a “job” as a student of your chosen profession. Highlight the relevant skills you’ve developed and demonstrated through jobs, internships, student organizations, community service and more. For law, these skills might include writing, communication, analytical thinking, leadership or technical skills. Unless you have other relevant skills not addressed in the “Experience” section, no separate “Skills” section is necessary.
- **e)** You can include experiences that aren’t directly related to the profession you’re entering. Describe these activities to show the skills you’ve developed that are transferable to your field.

---

**CHLOE LAW**

**EDUCATION**

**B.A. Candidate, Political Science** - UC San Diego  
Minor: Law and Society  
Overall GPA: 3.26, Political Science GPA: 3.41  
Anticipated Graduation Date: June 20XX

**Relevant Course Work**

<table>
<thead>
<tr>
<th>Contemp Legal Issues (A)</th>
<th>Philosophy of Law (A-)</th>
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<tbody>
<tr>
<td>The Supreme Court and the Constitution (B+)</td>
<td>Constitutional Law (A)</td>
</tr>
<tr>
<td>International Law and Organizations (A-)</td>
<td>Language of Persuasion (B)</td>
</tr>
</tbody>
</table>

**HONORS**

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

**RELEVANT EXPERIENCE**

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

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

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

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

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

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

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

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

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

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

**LANGUAGES**

- Fluent in written and spoken Spanish
Phuong Pharmacy  
PharmCAS ID #1234567  
5678 College Avenue  
La Jolla, California 92093  
(858) 534-3750  
student@ucsd.edu  

EDUCATION  
Bachelor of Science, UC San Diego  
Graduation Date: June 20XX  
Major in Biochemistry and Cellular Biology  
Minor in Health Care–Social Issues  

Study Abroad, University of Bordeaux, France  
January 20XX – May 20XX  
Study of Language and Culture  

RELEVA NT COURSEWORK  
Organic Chemistry/Lab  
Structural and Metabolic Biochemistry  
Physical Chemistry  
Economics of Health  
Pharmacology and Toxicology  
Drugs and Behavior  

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

RELEVANT EXPERIENCE  
Researcher, Independent Study Project, Prof. Smith Genetics Lab, UCSD  
January 20XX – Present  
• Design and execute research project to determine role of histone acetylation in DNA transcription.  
• Conduct survey of literature and liaise with other labs.  
• Coordinate upkeep and sterility of laboratory glassware.  
• Communicate findings and draft weekly progress reports to Professor Smith.  
• Present 30-minute summary bimonthly to lab group of eight.  

Co-Chair, Membership Committee, Pre-Pharmacy Society, UCSD  
September 20XX – May 20XX  
• Oversaw records of members in the organization and dues payments.  
• Organized recruitment events, like information tables and flyer distribution, to attract new members.  
• Increased membership by 25% over two years.  

Volunteer, UCSD Medical Center Pharmacy, San Diego, CA  
April 20XX – October 20XX  
• Observed and assisted pharmacist and pharmacy technicians with processing prescription requests.  
• Maintained accurate records of dispersions and requests.  
• Communicated with and delivered medications to hospital patients.  

Volunteer, Habitat for Humanity, New Orleans, LA  
June 20XX – August 20XX  
• Collaborated with others in a summer-long project to build new homes.  
• Provided comfort by listening and speaking with families affected by Hurricane Katrina.  
• Delivered supplies to and painted mural on newly built community center for children and families.  

NOTES  
a) Don’t be afraid to include information outside of your field. It helps to show the schools who you are as a whole person.  
b) If you have developed special skills, relevant to your field, that aren’t already covered in your “Experiences” section, you can highlight them in a “Skills” section.  
c) Be sure to elaborate on activities like independent study, being a TA or special projects you may have done for a class. Even though they are mentioned on your transcript, you want to flesh them out on your résumé.  
d) Show a variety of skills on your résumé. For example, on a pharmacy résumé, don’t just focus on science or pharmacy-related experience, include examples of your communication and people skills.
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