Dear Cal Poly Pomona Students and Alumni:

Welcome to the Cal Poly Pomona Career Center. Our goal is to provide you with the resources and assistance you need for all aspects of your career planning and job search. Choosing your career or making a professional transition is a very exciting process. We are here to help! This Career Guide will give you an overview of our services and important information about career planning, resumes, cover letters, job searching and interviewing.

We encourage you to become familiar with the Career Center and use our services as early as possible during your time at Cal Poly Pomona. Our staff is available to help you find the resources you need. If you have not yet done so, you will want to register with Handshake, our 24/7 online job search and career resources system. Handshake will be your key to applying for jobs and keeping in touch with the many events sponsored by the Career Center. You can get started on Handshake by visiting the Career Center webpage. Click on the Handshake logo to log-in and create an account. Once you have created an account you will have access to job and internship postings and all the services that the Career Center provides.

We are fortunate at Cal Poly Pomona to have a full-service career center that offers career advising services in addition to career fairs, on-campus recruiting services and employer information sessions. Please feel free to make an appointment with a Career Specialist on CPP Connect or call our front desk at (909) 869-2342 to learn more about our services and opportunities that you can take advantage of. The Career Center team is eager to assist you!

Sincerely, Tracee Passeggi,
Career Center Director
GETTING STARTED ON HANDSHAKE

WHAT IS HANDSHAKE?
Handshake is a powerful job search tool that will help you to discover a variety of part-time and full-time jobs and internships that are a great fit for you! It is also your one-stop location to access Career Center services, events and resources.

Building a robust profile on Handshake will help you to stand out when employers are searching for the best talent. Handshake provides a personalized approach with recommendations based on YOUR interests and connections. Discover the unique and specialized opportunities that await!

ACCESSING HANDSHAKE: STUDENT LOG-IN
Log-in to Handshake from the Career Center homepage www.cpp.edu/~career
Click on the Handshake logo. The next page will provide you with the “student log-in”. Enter your Bronco ID and Password.

BASIC INFORMATION will be pre-loaded into your profile. Check for accuracy. Decide whether to make your profile public or private. If public, employers will view your profile information.

THE MORE INFORMATION you add to your profile, the easier it will be for employers to find you and to make good decisions about whether or not you might be a good fit for their job postings.

Use the landing page, top search bars and filters to look for companies and jobs you are interested in learning about or applying to.

REMEMBER, you can always save your searches in Handshake so finding relevant employers and jobs will be easy. When you follow an employer or a job, you can begin filtering additional information based on companies you follow.

ALUMNI*: Handshake will provide you with professional development information and career opportunities for free 1 year beyond graduation date. You may also choose to continue to use Handshake beyond 1 year.

*Alumni services (after 1 year of graduation date) require a nominal fee. Check the Career Center website for further information.

TO UPLOAD A NEW DOCUMENT
Click PROFILE on the left-hand navigation bar. Click the DOCUMENTS tab in the upper right corner to get your documents. There is unlimited space for all your documents such as resumes, cover letters, unofficial transcripts, writing samples and more!

ADDITIONAL SERVICES ON HANDSHAKE
- Recruiting Events
- Career Fairs, Information Sessions
- On Campus Interviews
- Personalized Job Recommendations

A strong pool of Employers from a variety of industries seeking to hire Cal Poly Pomona students and alumni for Part Time, Full Time, and Internship opportunities
CAREER PLANNING PROCESS

Choosing a major and a career direction can sometimes be an intimidating process. But the Career Center is committed to helping you develop the skills and identify the resources you need to make these decisions wisely and successfully. Career planning and decision-making are ongoing: you will go through this process throughout your life. Using the following steps will help you keep in your career planning process.

1 SELF ASSESSMENT What are my skills? What are my interests? What are my work values? What motivates me? How does my personality impact my work style?

2 IDENTIFY CAREER OPTIONS Research majors and careers that “fit” your self-assessment. Identify potential career paths and starting points. Talk with professionals in your field of interest. Begin to “target” specific companies that interest you.

3 CAREER PREPARATION & EXPLORATION Focus on appropriate coursework and projects. Get involved in student clubs related to your field. Gain experience through internships or co-ops. Develop essential career-related skills.

4 JOB SEARCH STRATEGY Identify best job search methods for your field. Design professional Resume and Cover Letter. Network with alumni and professional associations. Target your job search to your most desired positions.

5 CAREER SUCCESS! Following these recommended steps will support your pathway to career success!

CAREER AND MAJOR RESEARCH

The following resources and action steps can help to inform your decision in choosing a major and career direction. If you need further assistance in your exploration, please schedule an appointment with a Career Specialist at the Career Center.

- OCCUPATIONAL OUTLOOK HANDBOOK Informative guide to jobs and careers.
- OCCUPATIONAL INFORMATION NETWORK (ONET) explore the tasks, knowledge, abilities, required of the job to see if you can see yourself in the job.
- CALIFORNIA CAREER ZONE
- WHAT CAN I DO WITH THIS MAJOR Information on Career Center Website about many common majors. (not all are CPP majors)
- CAL POLY POMONA CATALOG Review the course descriptions. Do these classes interest you? Can you be successful in them?
- WEBPAGE FOR THE MAJOR Review the webpage for the departments that interest you.
- CURRICULUM SHEETS Review the course requirements and flow charts for majors of interest.
- INFORMATION INTERVIEWS Conduct informal conversations with professionals in careers that interest to you. You can make these connections through friends and family or you can utilize Bronco Mentoring Network. Career Specialists at the Career Center can assist you in this process.
- THE CAREER CENTER The Career Center has many resources to assist you in this process, including career counseling, drop-in assistance, a career library and online resources.
CAREER COUNSELING AND ADVISING

CAREER COUNSELING
Career counseling is a process that enables you to plan and prepare for your professional future with a trained member of the Career Center counseling staff. Students schedule appointments with Career Counselors for a variety of reasons:

- Make a decision on selecting or changing your major.
- Plan for graduate school or decide if graduate school is right for you.
- Help you to understand and apply career assessments as a foundation for career and academic decisions.
- Discover the values, interests and skills that will enable you to succeed academically and professionally. Conducting a mock interview to improve your interviewing skills and learning about professional etiquette.
- Learn to negotiate job offers or decisions on how to handle multiple job offers.
- Identify resources that will help you in all aspects of your career exploration and job and internship search.

SCHEDULING AN APPOINTMENT
To schedule an appointment with a Career Specialist for Career Counseling log in to CPP Connect and follow the prompts to make an appointment. You can also go to Career Counseling and Drop-In Advising on the Career Center Webpage to find a step by step tutorial for making an appointment with a Career Specialist.

DROP-IN ADVISING
Drop-In Advising provides an opportunity to get immediate feedback on your resumes and cover letters and learn about Career Center services. There is no appointment needed for 15-minute Drop-In Advising sessions. Simply visit CPP Connect Monday-Friday from 1:00PM - 3:00PM to participate.

ASSESSMENTS
The Career Center offers the Myers-Briggs Type Indicator, the Strong Interest Inventory, and Strengths Quest to students for a nominal fee. To obtain the results of the MBTI and or Strong Interest Inventory, you will must make an appointment with a Career Specialist (CPP Connect) The Career Specialists can provide helpful information and insights related to your results and an opportunity for you to talk about what you find most helpful or to ask questions you may have about the assessments.

WORKSHOPS
Throughout the year, the Career Center offers a variety of workshops on Resume Preparation, Interviewing, Job Search, Graduate School Preparation and other topics. If you are a member of a student organization and would like to schedule a workshop for an upcoming meeting, or would like to view a list of workshops presented at the Career Center, you can go to the Career Center homepage at http://www.cpp.edu/~career and click on “Request a Workshop”

CAREER RESOURCE LIBRARY
The Career Resource Library contains books on careers in a variety of fields, as well as job search and grad school information. A description of each book in the Career Center Library and access to many useful online and print career development books can be found on the University Library website on the “Career Guides” page http://libguides.library.cpp.edu/careerguides
HOW TO WRITE A RESUME

THINGS TO CONSIDER

Most of your resume’s content should be related to the job you are applying for. A Career Counselor can help you relate your academic study and work experience to your career goals.

Including some of your courses or class projects on your resume can provide employers with insight into your training for the job.

When describing projects, internships or work experience, focus on your accomplishments, not just your responsibilities.

Strike a balance between text and white space for ease of reading.

1. **Begin with a summary or objective:** Showcase two or three of your most exciting accomplishments in brief bullet points. Or use an objective to concisely describe the job you are seeking.

2. **Describe your education:** State your degree, your school and major, as well as your actual or anticipated graduation date. “California State Polytechnic University, Pomona” can be listed on either the first or second line of your education section. High school information should generally not be included after the first or second year of college, community college information is optional. You can supplement your degree information with information about academic honors (e.g., Dean’s List) or class projects that relate to your career goals.

3. **Chronological vs. functional resumes:** In a chronological resume, the section that relates to your professional, volunteer or internship experiences is arranged by date. In a functional resume, your experience is categorized by job function (e.g., sales, programming, customer service). Many employers prefer chronological resumes. Use reverse chronological order, starting with your most recent job, when listing experiences on your resume.

4. **Focus on your accomplishments:** Describe your accomplishments for each job or internship, not just your responsibilities. Prospective employers are primarily interested in the value you’ve brought to your past employers. Most important are improvements you made and their benefit to the department or organization.

5. **Use descriptive verbs:** Describe your experiences in bulleted phrases that start with an action word, and use past or present tenses consistently (read list below).

6. **Make your resume inviting to read:** Be sure your resume has sufficient white space. The margins should be at least a half-inch long. Insert white space between your sections and descriptions of your experiences. Use bold-faced type for section headings, employer names and job titles. If the document lacks eye appeal, few people will review it.
# ACTION WORDS FOR RESUME BUILDING

<table>
<thead>
<tr>
<th>WORKED WITH OTHERS</th>
<th>CREATED OR REVISED SOMETHING</th>
<th>OPERATED EQUIPMENT</th>
<th>WORKED WITH MONEY OR CONTRACTS</th>
<th>ORGANIZED SOMETHING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advised</td>
<td>Authored</td>
<td>Installed</td>
<td>Administered</td>
<td>Arranged</td>
</tr>
<tr>
<td>Aided</td>
<td>Built</td>
<td>Maintained</td>
<td>Appropriated</td>
<td>Assembled</td>
</tr>
<tr>
<td>Assisted</td>
<td>Composed</td>
<td>Programmed</td>
<td>Authorized</td>
<td>Catalogued</td>
</tr>
<tr>
<td>Chaired</td>
<td>Conceived</td>
<td>Ran</td>
<td>Balanced</td>
<td>Compiled</td>
</tr>
<tr>
<td>Coached</td>
<td>Conceptualized</td>
<td>Serviced</td>
<td>Controlled</td>
<td>Coordinated</td>
</tr>
<tr>
<td>Collaborated with</td>
<td>Corrected</td>
<td>Utilized</td>
<td>Directed</td>
<td>Filed</td>
</tr>
<tr>
<td>Consulted with</td>
<td>Created</td>
<td></td>
<td>Dispersed</td>
<td>Invoiced</td>
</tr>
<tr>
<td>Helped</td>
<td>Designed</td>
<td></td>
<td>Enforced</td>
<td>Itemized</td>
</tr>
<tr>
<td>Instructed</td>
<td>Developed</td>
<td></td>
<td>Financed</td>
<td>Organized</td>
</tr>
<tr>
<td>Interacted with</td>
<td>Drafted</td>
<td></td>
<td>Governed</td>
<td>Routened</td>
</tr>
<tr>
<td>Mentored</td>
<td>Edited</td>
<td></td>
<td>Invested</td>
<td>Scheduled</td>
</tr>
<tr>
<td>Met with</td>
<td>Enhanced</td>
<td></td>
<td>Monitored</td>
<td>Stocked</td>
</tr>
<tr>
<td>Participated in</td>
<td>Expedited</td>
<td></td>
<td>Negotiated</td>
<td>Staged</td>
</tr>
<tr>
<td>Motivated</td>
<td>Generated</td>
<td></td>
<td>Oversaw</td>
<td>Tracked</td>
</tr>
<tr>
<td>Partnered with</td>
<td>Implemented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referred</td>
<td>Improved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Served</td>
<td>Initiated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supported</td>
<td>Instituted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taught</td>
<td>Invented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamed with</td>
<td>Modified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trained</td>
<td>Originated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worked with</td>
<td>Planned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restructured</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reorganized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revamped</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Simplified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Streamlined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ANALYZED DATA OR PROCESSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appraiser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Auditors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calculators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Estimated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Forecasted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Investigated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Measured</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitored</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Researched</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Surveyed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tested</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: This list is an excerpt and not exhaustive.*
ACADEMIC PROJECTS

Including academic projects in your resume is a way to demonstrate your proficiency as an emerging professional in your field. It can also show that you are aware of cutting edge technology, information, research and resources. Following are some examples of how you can format your academic projects on your resume.

SAMPLE 1

If a project was large and you can create multiple bullet statements to describe the work you did, you may want to list the experience similar to a job by giving it a title, listing the class the project was for and year completed:

ACADEMIC PROJECTS:


- Prepared quarterly and annual fiscal statements for mock company revenues in excess of $5000.
- Reviewed balances, adjusted entries and entered data for all clients.
- Calculated depreciation for company’s inventory valued at $1000.

Small Business Accounting, “Managerial Accounting for Decision Making” (2020)

- Created estimates and involves of T-shirt sales.
- Tracked sales, sales taxes, and customer payments totaling over $5000.
- Created business plan and sales and expense forecasts.

SAMPLE 2

If you have many projects, you may want to create one bullet statement to address each project, presenting a list of bullet statements beneath the title Academic Projects, omitting a project title and class for each:

ACADEMIC PROJECTS

- Served as Quality Assurance expert to create and develop website for client starting online business focused on sale of specialty backpacks. Provided evaluation of website throughout project lifecycle and assisted team members in execution duties.
- Used Java language including GUI’s (Applets and Windows Applications) to design program to function as ATM machine, allowing users to deposit, withdraw, monitor, review, open, modify and close their accounts.
- Used Rational Software to design user system requirements similar to system of Enterprise Rent-A-Car, receiving top grade from Manager of Enterprise Rent-A-Car
- Used software ERW in 3.5.2 and Oracle8i Lite to design database for airline company, allowing employees to access and extract information from database using Structured Query Language
- Researched cost and benefits for hotel owner seeking to upgrade telecommunications networks in Mexico. Presented owner with report outlining cost and how and where networks would be installed.
RESUME EXAMPLES

Accounting Resume - Entry Level

BILLY BRONCO
12345 South 132nd Street
(909) 993-3333
San Dimas, California 91000
bbronco@cpp.edu

EDUCATION
California State Polytechnic University, Pomona
Bachelor of Science in Business Administration 6/20XX
Major: Accounting, Cumulative GPA: 3.81

RELATED EXPERIENCE
Accounting Clerk 9/20XX-present
Chartwell Travel Services, Rialto, California
Handled collections, billing, payroll and correspondence.
Prepared budgets for tours and monitored actual expenditures.

Consultant 10/20XX-6/20XX
Senior Project, Cal Poly Pomona
Served on a four-member team which developed a detailed Marketing and budget plan for future business ventures for the Ontario Convention Center.

Bookkeeper 9/20XX-8/20XX
World Banking Corporation, Nassau, Bahamas
Recognized as Outstanding Employee in 20XX.
Maintained accounts receivable and wire confirmations.
Designed simpler, more comprehensive record-keeping system.
Performed audit with CPA’s.

Salesperson 8/20XX-6/20XX
Macy’s Department Stores, Montclair, California
Generated retail sales in men’s clothing department. Performed extensive customer service and directed inventory control and displays.

HONORS
Dean’s Honor List, 12 quarters, Cal Poly Pomona
Golden Key Honor Society

ACTIVITIES/INTERESTS
Cal Poly Society of Accountants, Treasurer 20XX-20XX
Cal Poly Pomona, Associated Students, Inc.
Organizations Commissioner
Student Affirmative Action Committee
Annual Blood Drive Coordinator
Golden Key Society, Member 20XX-20XX
Rose Float Committee, Member 20XX-20XX

SPECIAL SKILLS
Speaking and writing ability in Spanish
Computer literate in Windows, Access, Excel, QuickBooks and PowerPoint.
Engineering Resume - Internship

Billy Bronco

Phone: (000) 999-9999                                                                                                 3801 West Temple Avenue
Email: billybronco@cpp.edu                                                                                        Pomona, California 91768

OBJECTIVE
To obtain an internship in Mechanical Engineering that will utilize effective project management and technical skills to implement design analysis and optimization.

EDUCATION
California State Polytechnic University, Pomona, June 20XX
Bachelor of Science in Mechanical Engineering, GPA: 3.21

TECHNICAL SKILLS
- SolidWorks – Part and Assembly Modeling, Structural Analysis through COSMOS add-in
- FEMAP with NEI & NX NASTRAN – Structural Analysis to find displacements and stresses
- Ansys Fluent – basics of pipe flow and flow over a cylinder for this program
- MATLAB – Matrix Manipulation and System Dynamics through Differential Equations
- Excel – Intermediate skill with VBA coding and Advanced level data validation and entry techniques

RELATED COURSEWORK
- Engineering Graphics
- Fluid Mechanics
- Thermodynamics
- System Dynamics
- Vibrations
- Finite Element Analysis
- Heat Transfer
- Thermal Design
- Stress Analysis

ACADEMIC PROJECTS
Design and Analysis of a 6-Axis Robotic Arm for Underwater Submarine, Senior Project Spring 20XX
- 3-D modeling of robotic arm using SolidWorks
- Sized hydraulic motors and actuators for underwater movement
- Performed structural analysis on critical sections using FEMAP

CFD Analysis of Airflow through an Array of Circuit Cards, FEA Special Topics Spring 20XX
- Use of COMSOL MultiPhysics to create geometry and mesh
- Found the exit velocity of the air, and the temperature distribution on the cards
- Used COMSOL to do a parametric sweep of the inlet velocity to get a range of temperatures

Pipe Network Design Project Fluid Mechanics Fall 20XX
- Drew up plans for a pipe network that would tap into a water main, avoid obstacles to get to the surface and shoot water out of a 3” nozzle 270 feet in the air
- Made comparative evaluation of components by designated prices and loss coefficients in order to create the most cost effective system
- Upon successful completion and presentation of project design, assigned to reviewed other groups’ projects for calculation/design errors

EXPERIENCE
IDP Technologies, Academic Part Time Engineer (356G), Pasadena CA, June 20XX - Present
- Data validation and interpretation from ~10,000 Item Inventory
- Drafting and circulating agreements for reuse of residual hardware
- Made hardware recommendations to proposal projects in order to cut costs and lead time

Bronco Bookstore, Computer Sales Specialist, Pomona CA, September 20XX-June 20XX
- Provided technical support and solutions to customers
- Purchased computers, software, and accessories for store Operated WinPrism inventory software

ORGANIZATIONS
- Pi Tau Sigma International Mechanical Engineering Honor Society 20XX-20XX
- American Society of Mechanical Engineers 20XX-20XX
Billy Bronco

Phone: (000) 999-9999
Email: billybronco@cpp.edu

OBJECTIVE

Seeking entry level position as an Aerospace Engineer utilizing expertise in engineering technology, design, and manufacturing engineering to design state-of-the-art, cost efficient products to effect a competitive edge.

EDUCATION

California State Polytechnic University, Pomona CA
Bachelor of Science Aerospace Engineering GPA 3.3/4.0 June 20XX

WORK EXPERIENCE

Syntex Aviation Systems – Irvine, CA Design Engineer Intern June 20XX-September 20XX
- Created, managed, and executed test plan certification of hardware by documenting and analyzing technical data generated by test software for validation to integrate system and continue flight of aircraft.
- Developed CAD drawings for multiple aerospace platforms collaborating with design team and internal customers to transition technology, resulting in improved productivity and quality.

EIS Avionics – Long Beach, CA Production Engineer Co-op June 20XX-December 20XX
- Implemented a tracking tool and performed root cause analysis to evaluate the turnaround times for a variety of aircraft systems reducing R&R (rework and repair) days from 20 to 5, resulting in reduced costs.
- Developed manufacturing instruction processes that adhere to aviation business standards for improved efficiency in supply chain and reduced cost by $20,000.

ACADEMIC PROJECTS

Turboprop Passenger Aircraft Structural Engineer January 20XX-June 20XX
- Performed fundamental research and trade studies on metallic materials, composite materials, and nanotechnology for an achieved 11% fuel efficiency and 11% fewer emissions, reducing costs.
- Determined the life-cycle cost of the aircrafts program over its entire life using aviation models for a production break-even point at aircraft 280 of 400, reducing unnecessary spending.

Autonomous Waypoint Navigation Aircraft Team Leader September 20XX- June 20XX
- Administered the product lifecycle with a multi-disciplinary team, ensuring balanced and integrated goals.
- Performed on-site installation and ongoing maintenance to deliver an aircraft with capability of 40 km range fly-by-wire, resulting in reduced accidents and safety violations.
- Conducted test simulation using wind tunnel for various flight conditions to analyze the development of an aeroelastic wing, creating innovation to develop product for the capture new market.

SKILLS AND RECOGNITION

Computer Proficiency
- CAD (SolidWorks & NX), MATLAB, STK, AFTEC (material requirements planning system), CORE (system architecture database), MS Office (Project, Excel VBA) Languages: Spanish

Boeing scholarship June 20XX
- Awarded by the chair of the Aerospace Engineering department for academic excellence and participation.

NASA Grant September 20XX
- Selected for research of an aeroelastic wing by provided fund for utilization of aerospace resources.

CLUBS AND ORGANIZATIONS

Research and Development of Unmanned Vehicles (UAV) Vice President June 20XX-June 20XX
- Guided a small team to design and build an unmanned air vehicle with flexible wings. Collaborated in 3 projects and five activities that included national competitions and interfaced with industry representatives.

American Institute of Aeronautics & Astronautics (AIAA) Events Coordinator June 20XX-June 20XX
- Planned and coordinated 10 facility tours and 20 social events where personal information was managed. Increased members from 50 to 200 over a two-year period by promotion and innovation.
Billy Bronco  
3801 West Temple Avenue Pomona, California 91768 (909) 869-2342  
billybronco@cpp.edu

EDUCATION  
California State Polytechnic University, Pomona  
Bachelor of Science, Environmental Biology GPA 3.64  
May 20XX

PROJECTS  
Aliens, Parasites and Biotic Resistance, Entomology (Bio 4800)  
Fall Semester 20XX
  • Investigated ecological potential spread of an invasive marine species that has a negative impact on human health.  
  • Competition and predation experiments were done in the field and in the laboratory.  
  • Statistical programming (SAS) was used to analyze all data, then used Excel to present results in a visual format.

EXPERIENCE  
Cal Poly Pomona, Biological Science Dept  
Research Assistant  
Sept 20XX- Present
  • Conduct human usage surveys at intertidal zones to track impact of human activity on ecosystem.  
  • Measure and record abundance of critical organisms with tidal zone.  
  • Assist with data entry and t-test to observe impacts on areas of study.

Los Angeles County Department of Public Health, Los Angeles, CA  
Environmental Health Intern  
Sept 20XX-Dec 20XX
  • Assisted Environmental Health Inspectors with regulatory inspections and handling difficult situations with the public in a professional manner.  
  • Practiced writing official inspection reports utilizing departmental inspection tools and standards.  
  • Interacted with company managers and staff during field visits and learned how to articulate biological information that relates to environmental health and safety laws.

South Coast Air Quality Management District (SCAQMD), Diamond Bar, CA  
Legislative and Public Affairs Intern  
Summer 20XX
  • Gave multiple presentations to various groups on air quality and pollution, including the head of the Legislative and Public Affairs department and to school districts and teachers during a STEM event.  
  • Managed a team booth on college campus for college outreach, gaining valuable people skills by speaking with students about problems of air pollution and opportunities for involvement.  
  • Assisted Public Affairs staff with obtaining relevant air quality data for various locations in Southern California and formatted PowerPoint presentations for use in public stings.  
  • Gained Information on air quality, proposal writing and how a government agency is managed.

I.G.E Products Marketing Department, Arcadia, CA  
Marketing/ Customer Service/ Content Writing  
Sept 20XX-March 20XX
  • Developed user-friendly content articles and created simplified technical manuals for customers.  
  • Received and returned over fifty calls daily from customers, took online orders and helped with general information with minimal supervision.  
  • Skilled at verbal and written communications, customer service, and public relation campaigns to help drive sales and gain competitive edge.

SKILLS AND CERTIFICATIONS
  • Certificate of Completion by the LA County Environmental Health Academic Internship Program.  
  • Experience with aseptic lab conditions, gel electrophoresis, spectrophotometry, plant culturing.
BILLY BRONCO  
3801 West Temple Avenue, Pomona, CA 91768  
Cell: 909-869-7659   Email: bbronco@cpp.edu

PROFILE

- Energetic and results oriented professional seeking the position of Food and Beverage Manager at the Sheraton Universal.
- Bilingual: read, write and speak fluently in both English and Spanish.
- TIPS (Training for Intervention Procedures) certified
- Possession of ServSafe Certification

EDUCATION

Bachelor of Science, Hospitality Management, Collins College of Hospitality Management  
California State Polytechnic University, Pomona, (Anticipated Graduation June 20XX)  
GPA: 3.50

ACADEMIC PROJECTS

- Conceptualized and developed design, including interior furnishings, menu, and branding for mock Asian fusion restaurant.
- Created Access database to track inventory and ordering of perishable and nonperishable food items.
- Developed low fat non-dairy dessert topping, designed packaging and established marketing plan.

EXPERIENCE

Shift Director, Planet Hollywood, Los Angeles, CA (June 20XX-Present)

- Direct food and beverage promotion and operations for highly visible night club/theme restaurant seating 420 guests, generating over $10 million annually.
- Manage up to 22 shift associates including wait staff, bussers and bartenders
- Participate in interviewing and hiring and facilitate new employee training.
- Execute private parties for VIP and celebrity guests, ensuring guest satisfaction and confidentiality.
- Conceptualized and implemented Monday Night Football promotion, securing corporate sponsor and increasing sales by 33%.
- Received “Employee of the Month” recognition four times in 24 months.

Guest Relations Lead, Disneyland Resort, Anaheim, CA (March 20XX-June 20XX)

- Provided leadership and direction for up to 25 cast members engaged in providing guest tours, responding to inquiries, addressing special needs and ensuring guest satisfaction.
- Coached and counseled cast members to ensure appropriate conduct is demonstrated and correct procedures are followed.
- Addressed guest concerns and create service solutions to ensure greater satisfaction.
- Facilitated “Mickey’s Roll Call” and cascade new information and procedures to cast.
- Anticipated and met changing labor needs and deployed staff to ensure appropriate coverage.
- Coordinated VIP and backstage tours for celebrity guests and dignitaries.
- Recognized for providing outstanding guest service.
- Promoted from Guest Relations Host in nine months.

ACTIVITIES

- President, Club Managers Association of America (CMMA), Cal Poly Pomona Student Chapter (20XX-Present)
- Member, Eta Sigma Delta International Hospitality Management Society (20XX-Present)
- Member, United Culinarians (20XX-Present)
Billy Bronco  
3801 West Temple Avenue Pomona, California 91768  (909) 869-2342  billybronco@cpp.edu

PROFESSIONAL GOAL
To obtain a position as an AVID tutor where I can Utilize my skills and educational background to support student success in the Covina-Valley Unified School District.

EDUCATION
California State Polytechnic University, Pomona  
Bachelor of Arts in Liberal Studies GPA: 3.59 May 20XX  
Minor in History

RELATED EXPERIENCE
Mentor/Volunteer  
Reintegration Academy, Cal Poly Pomona, Pomona CA  
September 20XX- May 20XX

• Immersed parolees in academic orientation, life skills, and career development modules that enabled 30 parolees to enroll into local community colleges and gain career direction.  
• Assisted the academy in having 79% of the participants enrolled in college and/or having a job by the one year mark.

Tutor  
Claremont After-School Program (C.L.A.S.P), Claremont, CA  
January 20XX- December 20XX

• Collaborated with Claremont USD to provide one-on-one tutoring to at-risk students from low income families within the Claremont and Pomona neighborhoods.  
• Helped a diverse group of students to navigate through the educational pipeline by enhancing and developing their academic, organizational, and social skills.

ADDITIONAL EXPERIENCE
Supervisor  
Coffee Bean and Tea Leaf, San Dimas CA  
October 20XX – Present

• Managed and supervised a team of 10-12 staff to provide quality customer service and satisfaction. Developed marketing strategies and advertisements to increase customers and revenue.  
• Maintained and processed daily transactions and sale reports.

Counter Service Crew  
Panda Express Restaurant Group, Montclair, CA  
October 20XX-June 20XX

• Provided friendly and efficient customers service and maintained serving areas.  
• Managed and handled cash register and the safe box for daily sales.

Secretary  
Hermanos Unidos, Cal Poly Pomona  
June 20XX-July 20XX

• Facilitated bi-weekly meetings for organizational staff and membership of 60 people.  
• Organized weekly lists of the tasks that officers were responsible for by phone, messages, or social media.

SKILLS
• Bilingual English and Spanish  
• CPR and First Aid certified by American Red Cross  
• Certificate of Clearance authorized by the commission on Teach Credentialing  
• Lynda.com certificated in Windows, Excel, Prezi, and PowerPoint.  
• Excellent communication skills gained through class presentations, tutoring, and customer service jobs

AWARD AND HONORS
• President’s List 20XX-20XX  
• Dean’s List 20XX-20XX  
• Golden Key Honor Society  
• Delta Iota Epsilon Academic Honor Society Member
OBJECTIVE
Obtain an internship where I can bring value to the company through my outstanding customer service, specialized promotional strategies, and a unique mindset toward the application of traditional marketing principles.

EDUCATION
California State Polytechnic University, Pomona
Bachelor of Science, Business Administration
Concentration: Marketing Research, GPA: 3.062     Expected Graduation: May 20XX

- Marketing coursework: Buyer behavior, marketing problems, data analysis, market research
- Team leader for a marketing consultation project involving data trending, buyer behavior, and applied marketing theory
- Financial coursework: Managerial Accounting I&II, Managerial Finance I&II, and Managerial Statistics

EXPERIENCE
Elevated Group LLC
Marketing Intern/Lifestyle Editor, September 20XX – Present

- Researched data trends to analyze market points of entry
- Presented new blog material to more effectively engage the target audience which enhanced customer retention
- Collaborated with the company CEO to address strategic issues with team efficiency and public relations

The Aerospace Corporation
Classified Material Services Courier, Summer 20XX

- Ensured that classified information was effectively removed from various media forms which contributed to the company’s mission of government data security
- Provided secure transport of classified information
- Created and implemented a calendaring system to track consistent destruction of classified materials which cut down labor time by 50%

Cal Poly Pomona University Housing Services
Resident Advisor, September – August 20XX – May 20XX

- Organized educational programs to encourage critical thinking and personal development of the residence hall (http://progdb.com/people/Jerome)
- Established an inter-hall council to develop hall unity and combat policy violations which resulted in a 100% reduction in wing evictions
- Mentored first-time resident advisors in their transition into campus leaders

SKILLS
- Proficient in field related computer applications including: All MS Office, SPSS+, Statistix 9
- Experience in budget creation and management
- Survey and questionnaire design, target market identification, and data analysis

PROFESSIONAL AFFILIATIONS AND HONORS
- Vice-President, National Pan-Hellenic Council
- Public Relations Chair, I&IT Chair, Director of Scholastic Achievement, Alpha Phi Alpha Fraternity, Inc.
- Member, American Marketing Association
- Member, Black Business Student Association
Billy Bronco  
Pomona, California 91768   (000) 000-0000 billybronco@cpp.edu

EDUCATION

CALIFORNIA STATE POLYTECHNIC UNIVERSITY
Don B. Huntley College of Agriculture
B.S. Plant Science, expected May 20XX
Soil Science Minor

POMONA, CA
August 20XX-Present
Major GPA 3.8

SAN DIEGO MESA COLLEGE
Associate Degree of Science
A.S. Allied Health
Concentration in Human Anatomy and Physiology, Microbiology

SAN DIEGO, CA
August 20XX

EXPERIENCE:

SUMMER INTERNSHIP HOMER, AK
Peony Field Manager May 20XX- August 20XX
- Managed a 2-acre plot of approximately 6,000 peony plants. Responsibilities included developing efficient irrigation schedule considering water conservation, monitoring irrigation system with daily moisture readings; careful monitoring of bud formation, applying fungicides as needed to preserve peony planting for commercial sale.
- Worked 40 hours/week; longer working hours were required during harvest season (June-July).

AGRIscapes at CAL POLY POMONA, CA
Student worker and Educator March 20XX- May 20XX
- Maintained student fields for seasonal growth of fruits, crops, and flowering plants; duties included weeding, propagation, transplanting, pruning, irrigation installation, and watering.
- Responsible for managing an urban scale farm where a variety of seasonal vegetables, fruits, and flowers are grown for education purposes to educate the public about sustainable farming.
- Active worker in Spring in the Farm, a seasonal campus event that aims to engage elementary school children in agriculture with fun activities. Information is communicated to students using models in entomology, plant science, agronomy, and animal science.
- Worked 30 hours/week during academic sessions; 40 hours/week during educational events and the summer season.

2020 PLANT BREEDERS MEETING AND FLOWER SALE - POMONA, CA
Flower Sales Associate February 20XX
- Assisted breeders in the care of their ornamental and flowering plants and helped with the logistics of the 4-day convention. Tended to the proper watering and handling of new flowering cultivars from breeders of Ball, Sakata, and Syngenta.
- Partnered with the Plant Breeders Meeting through AGRIscapes to host the public flower sale, where donated plants from breeders are sold to the public attendees.
- Responsible for helping and assisting customers with questions regarding plant care and management practices; offered basic and accurate knowledge about proper care for flowering plants.

HONORS AND ACHIEVEMENTS:

Dean’s List  (Fall 20XX; 20XX Academic Year)  Year-Round Garden Club Scholar  (Fall 20XX)
President’s List (Spring 20XX; Spring 20XX)  Mike London Memorial Scholar (Fall 20XX)
OBJECTIVE

Seeking a counseling position in the non-profit or public sector where I can utilize my educational background and my counseling, programming, communication skills to assist individuals in their growth and development and effect positive change in the community.

EDUCATION

California State Polytechnic University, Pomona 6/20XX
Master of Science, Psychology
Thesis Title: Career Conflicts Affecting Adult Female Victims of Domestic Violence

California State Polytechnic University, Pomona 6/20XX
Bachelor of Arts, Sociology

EXPERIENCE

Counseling Intern, Psychological Services, Cal Poly Pomona 9/20XX-Present

• Counseled individuals and couples with personal and career concerns.
• Facilitated groups and workshops on communication skills and assertiveness.
• Served a multicultural student population, students with mental and physical disabilities, and re-entry students.

Resource Counselor, Community Social Services, Santa Ana, CA 11/20XX-8/20XX

• Assisted clients in their homes, community and job sites with vocational and community living objectives.
• Maintained an average caseload of 50 clients per month. Performed administrative duties.

Eligibility Worker, Los Angeles County, Los Angeles, CA 6/20XX-10/20XX

• Managed a caseload of 200 clients from low income, multicultural populations.
• Determined eligibility of services, research clients’ personal data, and provided referrals to various community service agencies.

SPECIAL SKILLS

• Fluent in Mandarin Chinese
• Fund Raising: Co-chaired and organized large fundraising event for L.A. County’s Women’s Resource Center resulting in $50,000 in donations. January 20XX – June 20XX
• Excellent communication skills gained through class presentations and counseling internships.
• Proficient in research mythology and in the use of SSPS, Campus Labs and Excel software
• Skilled in program assessment, implementation and development.
**Urban and Regional Planning – Entry Level**

**Billy Bronco**  
Pomona, CA (000) 000-0000  
bbronco@cpp.edu

**Objective**  
Seeking a planning aid position that will allow me to provide support to the planning department’s future developments in order to better serve the needs of the community.

**Education**  
California State Polytechnic University, Pomona  
Bachelor of Science: Urban and Regional Planning  
Emphasis: Community Development and Social Justice  
May 20XX

- **Related Coursework:** Tools and Graphic Communication for Planning, Urban Design: Site and Neighborhood, Plan Making History and Future, Social Justice in Planning

**Experience**

City of Redlands  
Redlands, CA  
September 20XX-Present  
Planning Intern

- Responsible for answering telephone inquiries and assisting the general public at the planning counter.
- Provide administrative support to planning department by processing certificates of occupancy applications and occupation permits.
- Collaborate with planning professionals to review plans and related applications for compliance with city regulations.

City of Fontana  
Fontana, CA  
January 20XX-May 20XX  
Planning Intern

- Processed planning applications including certificates of occupancy, temporary use permits, and fence permits
- Researched information and assisted planning professionals with inquiries pertaining to current planning developments.
- Conducted zoning and plan checks to ensure the planning development met the required specifications in accordance with city ordinances.

**Academic Projects**

Bikeways and Active Transportation Planning Project  
**Spring 20XX**  
*Urban Systems Infrastructure (URP 3370)*

- Designed and implemented public outreach strategies to gather input and share information about current use of public transportation and bikeways.
- Conducted field visits to collect data, document successes, challenges, and areas of improvement in order to development transportation master plan.

City of Venice New Hope Project  
**Fall 20XX**  
*Urban Design Site and Neighborhood Lab, (URP 3030L)*

- Facilitated site visits and observations to analyzed demographic, social, and physical data
- Developed a urban design plan that reimaged existing building and surrounding areas to optimize the environment in order to accommodate the needs of the homeless population.

**Skills**

- Developed skills in graphic techniques, physical design, and program development
- Strong understanding of theoretical exploration of social justice in planning practice and plan making.
- Proficient in MS Office, Adobe Creative Suite, SketchUp, AutoCAD and ArcGIS
Billy Bronco
3801 W. Temple Avenue ▪ Pomona ▪ California ▪ 91709
bbronco@cpp.edu ▪ (000) 000-0000

MIDDLE SCHOOL SCIENCE AND TECHNOLOGY TEACHER
Seeking a position as a middle school science and/or technology teacher where I can utilize my educational background and training, passion for the subjects, and vocational experience in the classroom

EDUCATION

California State Polytechnic University, Pomona
Single-Subject Credential, Foundational Science
June 20XX

California State University, Fresno
Additional Single-Subject Credential, Industrial and Technology Education
June 20XX

University of California at San Diego Extension
Certificate, Clinical Trials Management
May 20XX

Pomona College
Bachelor of Arts, Agricultural Economics (Biology/Economics)
May 20XX

RELEVANT EXPERIENCE

Student Teacher, San Bernardino City Unified School District
January 20XX — May 20XX
- Richardson PREP HI Middle School, 6th grade science
- Developed system for on-line annotations using Google docs
- In anonymous survey 98% of students reported a positive classroom experience with many citing online experiments and project-based learning as favorite activities
- Emphasis on building a cooperative-based learning environment

Substitute Teacher, Claremont Unified School District
January 20XX — Present
- Taught 400+ days in secondary school classrooms
- District trained in original cohort for remote teaching via Zoom and Canvas
- Completed several multi-week assignments with parent interaction, lesson development, and assessments
- Experienced with middle-school special-education classrooms

Founder/President, Therapies Health Management. LLC
June 20XX — December 20XX
- Engineered software as a service (SaaS) solutions for large institutional clients in the healthcare sector
- Adept with JavaScript, PHP, and PL/SQL; experience with Python, Linux shell, and C++
- Created, staffed, and managed an in-house data processing operation
- U.S. Patent holder/inventor: Methods and systems for clinical trial data management (7783072)

AFFILIATIONS/TRAINING

University of Southern California: Mentor for the Viterbi School of Engineering Maseeh Prize Competition
Claremont Unified School District: Family Life Curriculum Committee
Los Angeles County Office of Education: Trauma Informed Practices training
Richardson PREP HI Middle School: School Climate & Culture Committee
Billy Bronco
1000 College Park Way
Our Town, CA 91000
(000) 000-0000 (Home) (000) 000-0000 (mobile)
bbronco@cpp.edu

PROFESSIONAL GOAL
Guideline Administrator with Northrop Grumman.

SUMMARY

- Five years of professional background in producing self-help and training manuals.
- Excellent presentation skills to groups from 5-100.
- Experience organizing large events for up to 500 people.
- Reliable and adaptable; learn new systems quickly and take initiative.

RELEVANT SKILLS AND EXPERIENCE

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

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

EMPLOYMENT HISTORY

Publication Coordinator, LEGOLAND, Carlsbad, CA  8/20XX-Present
Administrative Assistant, Taco Bell Corp, Irvine, CA  7/20XX-8/20XX
Customer Service Representative, Colorcraft Inc., Vista, CA  8/20XX-8/20XX

EDUCATION AND TRAINING

California State Polytechnic University, Pomona CA, June 20XX
Bachelor of Arts in English, Concentration in American Literature
GPA 3.2  Additional coursework: Computer Graphics, Communication, Journalism

AFFILIATIONS
American Society for Training and Development  6/20XX - present
National Association of Female Executives, Member  1/20XX - present
COVER LETTER OUTLINE

Your street address
City, State Zip Code
Email address
(Area Code) Phone Number

Current Date

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

Dear Sir or Madam: (Use name if available) or Dear Hiring Manager or To whom it may concern

FIRST PARAGRAPH- State the reason for the letter, the specific position or type of work for which you are applying and the source of awareness/contact with the company (Career Center, new media, friend, official website, career fair).

SECOND PARAGRAPH- This paragraph should demonstrate your qualifications. Communicate what you can do for the organization as an employee/intern and why they should hire you. You may want to highlight particularly relevant aspects of your resume, experience and/or educational preparation. You can also include relevant skills or qualifications that you did not include in your resume.

THIRD PARAGRAPH- This paragraph is designed to show interest. Indicate why you are interested in the position, the organization, and its products of services; refer to research you have conducted on the position and employer. Try to stimulate interest in you as a possible employee/intern

LAST PARAGRAPH- In the final paragraph, you ask for action. Indicate your desire for an interview and flexibility as to the time and place. You may want to indicate that you will follow-up with a phone contact on a particular day or week to arrange an interview. Be positive in your attitude. Expect an appointment.

Sincerely,

SIGN YOUR NAME HERE

Your typed name here
110 University Drive  
Pomona, CA 91768  
rsell@cpp.edu  
(909) 869-xxxx

April 29, 20XX

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

Dear Mr. Smith:

I read with interest your job announcement for a Merchandising Management Trainee, listed on Handshake at the California State Polytechnic University, Pomona Career Center. As a college graduate with the background and skills you are seeking, I believe I am a strong candidate for the position. I will receive a Bachelor of Science in Business Administration this June. My job experience includes two summers as an assistant in a hardware store where I was responsible for merchandise presentation, inventory control and customer service. My college course work complements my work experience and focuses on developing basic business knowledge, analytical ability and good communication skills. In addition, my student activities included leadership for my college council, where I planned and supervised several fund-raising projects and a membership drive. The enclosed resume expands upon my qualifications.

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

I believe I can make a valuable contribution to your team and would appreciate the opportunity to talk with you about my qualifications at your earliest convenience. I can be reached at (909) 869-xxxx. I look forward to hearing from you.

Sincerely,

Billy Bronco (signed or in cursive font)

Billy Bronco
THE SCANNABLE RESUME

In today’s high-tech labor market, many companies employ scanning technology to efficiently match candidates with job openings. The employer first uses a scanner to transfer a copy of your resume into their database. Once added to the database, optical character recognition (OCR) software may be used to read and screen resumes based on criteria established by the employer. The Resumes meeting the employer’s criteria are then highlighted or “kicked out” as matches. If your resume is not readable by both the scanner and OCR or software it will not be deemed a match and therefore may never be seen by the recruiter. To ensure that your resume is seen, a scannable version should always be provided upon initial submission. If you choose, you may provide a “presentation” version with enhanced formatting at the time of your interview.

RESPONDING VIA EMAIL

Type your cover letter in the body of your email (do not provide the cover letter as an attachment). Provided your Word document as an attachment and paste a copy of your Text Only version in the body of your email beneath your cover letter. The Pasted Version will serve as your “insurance policy”. Should the employer be leery of opening your attachment, or, need a Text Only Version.

RESPONDING VIA POST

When Mailing, send you resume in a 9”x 12” envelope. Do not fold or staple your resume; use a paperclip for any attachments.

PLAIN TEXT VS. MS WORD DOCUMENT

If you format your resume as a Plain Text document (Text Only, Rich Text OR ASCII), your resume will be scannable; however, due to the antiquated look of these style, many job seekers prefer to format their resumes using MS word for a more professional look. Whichever you choose, keep in mind that when posting on job banks, it is safest to copy and paste from a plain text document. When provided always follow the employer’s direction for posting.

Formatting Your Scannable Resume in MS WORD

- Create as a MS Word document
- Do not use templates
- One page is preferred; never more than 2 pages (for 2 page resume: include header with complete contact information top of each page and indicate page number “1 of 2” and “2 of 2” at bottom of page)
- Margins should be no greater than 1 inch; no smaller than .5 inch
- Left align of justify text
- Use Arial or Times typeface
- Use 10-12 pt. font for text (no larger than 14pt. for titles); use no more than 2 sizes of font
- Space between text can be as small as 5pt.
- Do not indent more than 5 spaces
- There should be no more than 5 spaces between text
- Use bullet statements; avoid paragraphs
- Bullets should be a solid circle or solid square only
- No italics, script, and underlining, columns, horizontal or vertical lines.
- Remove hyperlinks
- Use key words that correlate to the job announcement
- Print of 8.5” x 11” whit or ivory bond weight paper
- Paper should have no watermarks
SAMPLE SCANNABLE RESUME

Billy Bronco
3301 West Temple Avenue, Pomona; CA 91768
(555)123-4567
Email: bbronco@cpp.edu

OBJECTIVE
Assistant Brand Management position for an international retailer.

EDUCATION
Bachelor of Science, Business Administration: International Business, Marketing
Minor, California State Polytechnic University, Pomona (June 20XX)

Academic Projects
Brand Equity Research Assistant. Undergraduate Research Apprentice Program, California State Polytechnic University, Pomona (Spring 20XX)
- Collect and examined cross-cultural brand equity data from various journals and databases.
- Reviewed and summarized literature on brand equity formation, management, and transferability

International Marking Seminar, Hitotsubashi University, Japan (Fall 20XX)
- Developed strategies to promote sales of instant coffee in team of 4 for a multinational company’s Japanese coffee division.
- Conceptualized and developed 4 commercials and 2 public relations events.

EXPERIENCE
Tax Advisory Intern, Deloitte & Touche, LLP, Los Angeles, CA (May-Aug. 20XX)
- Researched and wrote articles for Tax Director to highlight implications of tax rule changes.
- Analyzed tax returns and financial statements to assist in the completion of tax returns for corporations, partnerships, and individuals.

International Trade Intern, U.S. Department of Commerce, Commercial Service, Los Angeles, CA (June- Aug. 20XX)
- Researched and developed objectives, goals, and budget plans for fiscal year 20XX for Middle East team consisting of 25 commercial officers in the US and abroad.
- Drafted team proposal currently being implemented by the division to promote trade opportunities such as International Buyer Program shows and educational seminars.
- Contracted international trade liaisons to assess export opportunities for small companies.

AFFILIATIONS
Community Service Coordinator, Beta Alpha Psi, National Honors Business Fraternity (Jan- June 20XX)
- Organized 4 community service events for over 40 students in local chapter.
- Acted as liaison between Beta Alpha Psi and Local Community

SKILLS
Languages; Write and speak Cantonese and Mandarin; converse in Japanese.
Technical: Microsoft office, HTML, JavaScript, Chinese & Japanese Word
JOB SEARCH

Getting Prepared

The first step in job searching is ensuring that you are ready to tackle the demands of the job market. Here are some areas you want to be sure to cover before you start looking for your next great opportunity.

Know the relevant skills and training you bring to the job, and be able to describe them to potential employers: The ability to recall examples of when and how you have used your strongest skills in professional, academic and personal situations will help you succeed in even the toughest interview. Develop a 30- to 60-second verbal description of those skills and how you want to use them to achieve your professional goals.

Do the research needed to make smart choices about applying for jobs that are a good fit: It is only natural to use the job search process to explore different work environments (e.g., large vs. small organizations, different industries), but employers will expect that you have researched their organization and the kind of job you are interested in. Perhaps you want to make a difference in the lives of others, or maybe you want to be part of an innovative team. No matter what is driving you, employers expect that you can describe why you are interested in working at their organization.

Use resumes and cover letters that will generate interviews: The Career Center provides sample resources, including reference materials and drop-in advising, to get your resumes and cover letters ready for the job market. The key is making sure your resume clearly and concisely describes your skills, training, and experience that are most relevant to the job. You can include courses, class projects, internships, volunteer experiences, and community or campus leadership positions on your resume.

Be ready to interview by telephone or in-person: The next time your phone rings, it could be an employer who wants to set up an interview, or even take a few minutes to get to know you before scheduling one.

When you are job searching, it is important to use your "interview voice" whenever you answer your telephone or meet new people. You never know when an opportunity will present itself. In addition, determine what days and times you have available for interviews.

Line up your references: Reference checks are often the final stage of the hiring process, and employers will expect that you can provide names and contact information for references when asked. It is important for you to make sure that your references are ready to provide positive feedback about you and know you are providing their contact information to potential employers. References like faculty members, supervisors, and professional colleagues make the best references because they can describe your academic and professional track record and your potential for success.

Job Search Techniques

A range of job search techniques can be utilized to ensure that you are making the most of the time you have to look for a new job or internship. Responding to published job postings can be done on your own at any time of day or night. Participating in organizations, networking, and informational interviewing are more interactive and will require you to manage your time.

Published Job Postings: Job openings can be found in a variety of locations online, including broad-based job search sites, industry-specific locations, and on company websites. One great resource for finding employment opportunities is Handshake (see page 3). On Handshake, an interactive online job board for Cal Poly Pomona students, you can view job postings from employers who are seeking Cal Poly Pomona students and alumni to fill position openings in their organization. Handshake can be accessed from the Career Center homepage common are www.careerbuilder.com, www.monster.com and www.hotjobs.com. You can use "meta-search" sites like www.indeed.com or www.simplyhired.com to search more than one site at once. Use a variety of search terms.
to access the greatest number of job listings. This means using words that describe what you would like to do, and not just job titles.

www.cpp.edu/-career. Many job posting websites, including Handshake, require that you register in order to review jobs or to upload resumes and cover letters to potential employers.

Internet job sites are easy to find. Some of the most

Jobs published on the Internet and in print are the easiest to find and apply for, and they also attract the greatest number of applicants. If you meet most of the qualifications stated for a job, it is often a good idea to apply. Because of the large number of posted jobs and applicants, you may need to apply to a significant number of jobs each week in order to secure interviews.

Networking: Most job search experts recommend networking to help boost job hunting success, and with good reason. According to a survey conducted by The Career Center, more Cal Poly Pomona graduates report obtaining their jobs via networking (including referrals from family, friends, and faculty) than through any other means.

Informational Interviewing: Meeting with people who work in a professional field of your interest or arranging to accompany someone during part of their workday to get to know their job, are both good ways to gather information about careers. They can also be effective ways to meet people and build your own network. While it is always easiest to make arrangements for informational meetings or job shadowing experiences with people you know or are referred to, many professionals will agree to participate in these activities if they are contacted in a way that does not put them on the spot to deliver a job or hiring interview. The Career Center publishes a guide for Informational Interviewing that can give you some ideas on how to develop these kinds of opportunities.

**Optimizing Your Results**

Passive: Responding to Job Listings

Interactivity Increases: Attending Job Fairs, Clubs, Volunteering

Highly Interactive: Creating your own network/ informational interviewing

*Consider using a variety of job search techniques, ranging from those you can do on your own time to those that are more interactive and require you to attend events or meetings.*
BEHAVIORAL INTERVIEWING

Behavioral Interviewing refers to questions asked by employers that require the interviewee to provide an account of past accomplishments, projects, or other activities. The purpose of behavioral interview questions is to assess the interviewee’s ability to do on the job they are being interviewed for based on previous experience. Often behavioral questions begin with the phrase “Tell us about a time when..” It may relate to leadership, problem solving, teamwork, or other abilities needed to be successful in the position.

Being mindful of the professional skills and abilities that the employer is looking for is important when preparing to answer behavioral questions. It is important that answers to behavioral questions include and emphasize transferable skills that are relevant to the position. There may be technical competencies, like the ability to utilize specific software, or they may be interpersonal and leadership skills, like planning, organization, and the ability to work collaboratively with others. Crafting our stories to demonstrate the use of these abilities is an effective way to win over interviewers and give them confidence that we will be a great hire for the position.

Answering behavioral questions requires. When we don’t prepare and practice telling the stories of our accomplishments we may tend to ramble, include extraneous details, omit important factors, or inadvertently disparage a peer or co-worker. Without adequate preparation, we are less likely to engage the listener and make the impression that we want to make.

A recommended format that can help you tell your Interview stories effectively is the STAR method. The STAR method stands for Situation, Task, Action, and Result. When we tell a story about a project we completed or process that we were involved in, we need to provide enough initial context to create interest and provide a foundation for subsequent information (Situation). Next, we can lay out the specific tasks that needed to be completed to accomplish the goals of the project (Task). Third, tell what action you took. What role did you play in the successful completion of the project? (Action) And finally, what was the result? Every story needs a “punch line”, a clear articulation of the positive outcomes of our efforts. (Result).

Mastering the answer to behavioral questions will increase your confidence as you go into an interview. Success stories can be the most memorable part of your interview for employers. Reviewing course projects, part-time jobs and extracurricular activities for success stories is an important part of interview preparation. Take some time to identify experience that shows utilization and development of transferable skills. Bullet point the main components of the accomplishment for clarity. Meet with a Career Counselor to practice using the STAR method or practice with a friend. Use some of the “Sample Behavioral Interview Questions” provided here to create a practice interview.

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

These are often difficult questions to answer on the fly. Careful preparation is the key to effective answers.

Tell us about a time when you worked together with other team members on a successful project. What role did you play?

Please provide an example of an important goal you’ve set in the past and tell us about your success in reaching it.

Tell us about a time when you took leadership of a project or ongoing responsibility. What does this say about your leadership style?

Tell us about a time when you had to go above and beyond the call of duty to get a job done.

Give specific examples of a time where you used good judgment and logic to solve a problem.

By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.

Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
Tell us about a time when you had to multitask under pressure. What strategies did you use to manage stress and complete your work effectively?

Tell us about a conflict you had with a supervisor, team member or co-worker. What was the outcome?

**USING THE STAR METHOD**

S Describe the Situation

T Describe the Task

A Describe the Action you took

R Describe the Result of your action

**EXAMPLE**

When I interviewed at XYZ company

I was assigned to inventory all the widgets for the employer

I created a chart of all the departments using widgets on Microsoft Excel and recorded my inventory results by color and size.

As a result, my employer has a complete inventory of widgets for the first time. This inventory has allowed us to improve our production of widgets
SUCCESSFUL INTERVIEWING

THE INFORMATION EXCHANGE

An interview is an opportunity for the employer to learn about you, and for you to learn about the employer. It’s an exchange of information where each of you explores a potential professional relationship. The process allows both the interviewer and the candidate to get the information they need to make a good employment decision.

What interviewers want to know...

- Why you want to work for their organization
- Details about your experience and education
- How you will contribute to the organization
- Whether you will be a good fit for the position

What you want to accomplish...

- Convey your qualification for the job in a positive, confident manner
- Summarize the education and experiences that have prepared you for the job
- Identify transferrable skills and professional competencies that you bring to the position
- Gather information about the organization to determine if it is a good fit for you

Prepare... Be yourself... and succeed!

Thinking you must be better qualified than all the other candidates can cause a lot of stress, but employers are often more concerned about finding candidates who are the best fit for their work environment and culture. So, having confidence in being yourself can help. Some nervousness is normal, but the more prepared you are, the less stress you will feel—just like studying for an exam.

PREPARING FOR SUCCESSFUL INTERVIEWING

Research Yourself- Employers want to know about YOU. So, refresh your memory about your education, your jobs, your interests, your goals, your strengths, your skills, and what is important to you. Think of examples of times when you have used your creativity, leadership qualities, interpersonal and technical skills. Analyze your work values, attitudes and expectations. Take a hard look at your educational experiences… what did they teach you about your field and about yourself? Conveying a strong sense of self-awareness is paramount to successful interviewing. “Tell me about yourself” is often the first question in an interview, and with the right preparation, it can be your invitation to shine.

Research the Organization- Become knowledgeable about the organization and the position before the interview. Interviewers will often ask questions to find out what you know about their organization. Be prepared to answer questions about what they do, the organizational philosophy or mission, the employer’s major clients, and contributions to the community. Doing your homework will make you feel more comfortable, and show your enthusiasm and interest in the job.

DURING THE INTERVIEW

Expect the Unexpected

All interviews will involve answering questions. Some interviews, especially technical interviews, will also involve testing or presentations. You must be prepared to meet with a group or panel, or to have a serious of one-on-one interviews. You may be asked direct questions, or those that require you to describe experiences you have had. Sample questions are listed below if for you to begin thinking about. Practicing how you will respond ahead of time to these commonly asked questions with a friend or Career Counselor will help you be more prepared.
Typical Interview Questions

Tell me about yourself...

Tell us about your interest in this position and our organization.

What do you know about our products and service?

What does your GPA say about you?

How did you decide on a major?

Why did you choose Cal Poly Pomona?

What motivates you the most/least?

What types of projects were you involved in at Cal Poly Pomona?

What skills related to this position have you developed?

What do you consider to be your greatest strengths?

Are you willing to travel or to relocate?

What are your short term and long term career goals?

Not Sure? Take a breath...

It is appropriate to pause briefly before answering questions. Consider what information the interviewer is looking for before you answer. A slight pause will give you time to collect your thoughts.

Now It’s Your Turn

You should be prepared to ask questions that you have about the position or the employer. Having questions implies genuine interest. If you’ve been researching the employer, you have probably generated a few questions and the answers will help you decide if you want to work for them. It is not a good idea to bring up questions about salary or benefits, sick leave, vacations, or holidays in the initial interview- this can give the impression you are more interested in your own welfare than in creating value for the company. Finding a good job match is primary; the discussion about salary and benefits will come in due time.
POST-INTERVIEW THANK-YOU LETTER

Thank-letters are an integral part of the interview process. They are the primary vehicle for positive follow-up to the interview and are an important opportunity to show professionalism, confirm interest, and send a message, one more time, that you are the right person for the position.

A recent survey by CareerBuilder.com found that:

- Nearly 15% of hiring managers would reject the job candidate who neglected to send a thank you letter after the interview.
- 32% said they would still consider the thankless prospect but that their opinion of him or her would diminish.
- As you can see, after a job interview, a thank-you note is a must. Your letter should be:
  - Sent probably within 24 hours of an interview.
  - Friendly but professional.
  - Business letter format (email is acceptable, but a business letter is more impressive. Email is also a good back-up to send in addition to a business letter).

WRITING A THANK-YOU LETTER

- Follow standard format for a business letter, including your address, the date and the recipient’s address.
- Address the recipients formally as “Dear Mr. Smith”, or “Dear Ms. Lee”.
- Start by thanking the interviews for the opportunity to interview for the position.
- Briefly restate your interest in and qualifications for the position.
- Suggested: mention something specific from the interview that increased your interest in the position or the company.
- Stay at your positive anticipation of hearing back from the employer regarding the position.
- End with a formal closing. “Sincerely” or “Regards” or “Best Regards” are common business closings.
- Your thank-you letter should be concise. One paragraph or two short paragraphs is sufficient. It is not as long as a cover letter.
- Be sure to proofread your letter. It must be free from mistakes.

EXAMPLE 1

Dear Mr. Gonzalez:
Thank you for taking the time to meet with me about the Marketing Manager position today. The strategies you outline are exciting and I’m confident that the position is a great fit for my skills and abilities. In addition to my Bachelor of Science degree in Marketing Management and my experience as a marketing intern, I will bring strong communication skills, ideas and energy to your team. I have solid organizational skills and know how to implement projects in the areas you mentioned. I am very interested in becoming a part of your organization and look forward to hearing from you soon regarding this opportunity.
Sincerely,

EXAMPLE 2

Dear Ms. Jones,
Thank you for taking the time to discuss the Account Executive position at Henderson Avionics with me. After meeting with you and Miss Johnson, I am further convinced that my background and skills coincide with the qualifications for this position. In addition to my education and experience, I will bring excellent attention to detail and ingenuity to this position, as we discussed. Thank you also for introducing me to the team and showing me the campus. I am very motivated at the prospect of working with your organization and believe I would be a strong asset to your team. I look forward to hearing from you regarding my candidacy for this position.
Best regards,
ON-CAMPUS INTERVIEW PROGRAM

The On-Campus Interview Program (OCI) offers students and alumni the opportunity to interview with employers in a wide range of industries for entry-level and internship positions. To participate in the program, you will follow the prompts through Handshake to find the postings for OCI.

STUDENT LOG_IN TO HANDSHAKE

Log-in to Handshake from the career center homepage www.cpp.edu/~career

Searching for OCI OPPORTUNITIES

From your Handshake homepage click on the Jobs Tab. Next, click the on-campus interview tab to view employers who are currently holding interview on-campus. Check frequently for updates

SCHEDULING ON-CAMPUS INTERVIEWS

The process for scheduling an interview will depend on the schedule type:

OPEN: Students can apply for a position and sign up for an interview at the same time. Students who meet the specified employer’s requirements may schedule an interview when they submit necessary documents.

PRESELECT AND ALTERNATE: Employers will preselect and extend an invitation to “primary” candidates to schedule an interview. “Primary” candidates will have priority to choose interview time slots. After a time, “Alternate” candidates may then sign up for an interview time slot.

ROOM ONLY: Employers have room reserved at the career center and schedule interviews during a Career Center event or for a job posted on Handshake. Employers will assign students to specific interview time slots.

OCI GUIDELINES

CANCELLATION PROCEDURE: The deadline for cancelling or rescheduling interview is 11:59 p.m. two days prior to the scheduled interview. If you are unable to keep your scheduled interview, you must cancel the interview via Handshake. Should an emergency arise requiring you to cancel less than two days prior to your scheduled interview, you must contact the Career Center Recruiting Coordinator.

FAILURE TO SHOW: Failure to show up for an interview not only jeopardizes the program and may affect the employer’s decision to participate in the future. Failing to show for a scheduled interview will result in a suspension of OCI privileges.

INFORMATION SESSIONS

Employer representatives provide valuable insight about the company, available positions and hiring practices. Dates are located on Handshake.

Please refer to the OCI GUIDE, Available at the Career Center and online at the career center Homepage, www.cpp.edu/~career for complete guidelines
CAREER FAIR PREP

Career fairs are a great opportunity to meet prospective employers who are interested in recruiting Cal Poly Pomona students for entry-level positions and internships. The Career Center hosts several career fairs throughout the year. Following are some tips and strategies that will help you to prepare for career fairs and navigate them successfully.

Research the Companies!
Find out what companies are coming to the career fair by accessing the “Participating Employers” link found on the Career Center webpage under “Events Calendar” or on Handshake from the “Events” tab, and selecting the career fair you are planning to attend. Review the company profile and visit the company’s website so that you will be able to ask informed questions when you talk with recruiters.

Prioritize your Time!
Review the participant list and select the companies you are most interested in learning more about and visit them first. Company tables will typically be arranged by industry and in alphabetical order.

Keep Your Options Open!
Talk with all the recruiters who might be interested in your major, background and goals. Keep in mind that companies will hire a myriad of employees. They may have openings in everything from finance to sales to graphic design. Explore the lesser-known companies and keep an open mind.

Questions! Questions! Questions!
Use this opportunity to increase your knowledge of the company and its job options, the qualities and skills the recruiter is looking for in a good candidate, advancement and promotion paths, and training programs. Also ask about part-time positions and internships.

Bring Your Resume!
Remember that your resume is a marketing tool designed to create interest in your qualifications! Provide essential information about your education, skills, work experience and accomplishments that showcase your value for positions that interest you most. Have your resume reviewed at Career Center “Drop-In”. (11am-3pm M-F) See website for summer hours.

Make a Good First Impression!
Be courteous, enthusiastic and confident. Your first impressions count. Showing genuine and realistic interest in the company will make a good impression. Business casual or professional attire is recommended.

Establish Contact!
As you find companies of interest, be sure to collect business cards, appropriate information and handouts. You may also send a “thank-you” letter to the recruiter with whom you spoke. A letter is a good way to jog their memory of you and to re-emphasize your enthusiasm and interest in the company.

On-Campus Interviews!
A number of companies attending the career fair hold on-campus interviews or information sessions. Visit the Career Center or view our website for more information on Information Sessions or the On Campus Interview (OCI) program.

60-SECOND INTRODUCTION
It is recommended that you be prepared to introduce yourself to recruiters with a brief summary of your interest and qualifications. Following is an example:

“Hi (shaking hands), my name is ______ (pause briefly for the other person to return their introduction).”
“This May I will graduate from Cal Poly Pomona with a bachelor’s degree in Business Administration with an emphasis in Computer Information Systems. Last summer I had a great internship with the ABC Company where I had the
opportunity to write code for a new software release. Right now, I am looking for an entry-level position where I can continue to develop my programming skills and work on software development projects as part of a team. I am very interested in learning about opportunities that are currently available with your company.”

QUESTIONS TO ASK THE EMPLOYER
It is important to keep the conversation going after the initial introduction with the employer. This will create a connection with the recruiter and make a stronger impression. This is where your research of the company can benefit you. Following are some questions you can draw from:

QUESTIONS ABOUT THE COMPANY
· I am interested in your company because ...Can you offer me suggestions on how I can successfully apply to your organization?
· What kinds of training programs do you have set up for entry-level positions?
· What do you like most about your company?
· Does your company offer internship programs or summer employment?
· Are there current openings in your company? If not when do you anticipate those?
· Considering my career interest, whom in your company would you suggest that I contact?
· May I leave my resume with you? How may I follow up with you?

QUESTIONS ABOUT THE INDUSTRY

• What are some of the major growth areas in your industry?
• Who are your major competitors?
• What should a college graduate know about this industry before they apply for a job?
• What professional associations would you recommend?
• Can you recommend periodicals and journals you think would be important for me to subscribe to?

QUESTIONS ABOUT THE OCCUPATION

• What skills do you think are the most important in building a successful career in this profession?
• What are typical entry-level positions in this field?
• Where can I find out more about career paths in this industry?
• What advice would you give to someone seeking to enter this field?

ADDITIONAL TIPS

• Have your resume critiqued by a career counselor at the Career Center.
• Have several copies of your resume made on good, resume quality paper.
• Practice your handshake! A firm handshake and direct eye contact are important to recruiters.
• Be considerate of the recruiters’ time. Try to spend only about 10 minutes at each booth.
• Be prepared to answer questions about your skills and abilities.
• Keep your eyes and ears open as other candidates talk to recruiters – you could learn about new opportunities or pick up some useful information.
• Career Fairs can be challenging...Preparation is important! It will increase your confidence and success in the process...Good Luck!
YOUR 60-SECOND COMMERCIAL

Use the following guidelines to develop an introduction when meeting employers during interviews, career days and other networking events. Your goal is to create a positive and lasting impression in a brief amount of time.

STEP 1: RESEARCH THE EMPLOYER
1. Preview the list of organizations participating in the event and plan a strategy for the day. Put together an “A” list and a “B” list of employers you want to target. Contact your career services offices to see what employers may be recruiting on campus.
2. Research all the employers on your “A” list. Look for current facts about each employer, including new products, services or acquisitions.
3. Write down some key facts about the employer:
   A:
   B:
4. Review job descriptions pertinent to your major for employer requirements. Note specific knowledge, skills, and abilities they seek. List academic or employment experiences and activities where you demonstrated these skills.
   MY EMPLOYER IS SEEKING:
   A:
   B:
   C:
   D:
   MY QUALIFICATIONS AND SELLING POINTS:
   A:
   B:
   C:
   D:
5. Review the employer’s mission statement and look for keywords that indicate the personal qualities the organization values in its employees. List 2 or 3 of your personal qualities that closely match.
   MY PERSONAL QUALITIES:
   A:
   B:
   C:

STEP 2: DEVELOP YOUR INTRODUCTION
Hello, my name is ____. I am currently a junior, majoring in economics and working part-time as a supervisor at Campus Information Services. This role has enhanced my communication, management, and leadership skills. In addition, I had an internship over the summer with ABC Company where I worked in a team environment on a variety of marketing and website development projects. I recently read an article about your company’s plans for business growth in the Northeast, and I’m interested in learning more.

NOTES:
Practice your introduction with a friend or career counselor so it sounds conversational rather than rehearsed.
MULTIPLE JOB OFFERS

Most job seekers are not sure how to manage this process effectively...

A Job Offer is usually welcome news- unless it comes while you’re waiting to hear about a different job you really want, with a different employer. While many job-seekers might see this as a good problem to have, it’s a tough spot to be in. And most job-seekers aren’t sure how to navigate it well. After all, can you put the first company off, and if so, for how long? What should you say to the first company in the meantime? And can you take the offer but rescind your acceptance later if the other job comes through?

The first step here is to call the company that made you the job offer. We’ll all it “Company A”. Explain that you’re very interested in the job and would like some time to think it over, and ask when they need to hear back from you. Any reasonable employer will give you a bit of time – generally a few days to a week. Be aware, though, that many employers will balk at giving more time than that. Especially since a request for more than a week tends to signal that you’re hoping for an offer from somewhere else in the interim and will make them question your interest level.

Next, contact the other company (Company B) immediately. Don’t delay by even a day – time is crucial here. Explain to them that you have an offer from another company, that you need to give them an answer quickly, and that company B is your first choice. If Company B is strongly interested in you, there’s a good chance that they’ll be willing to expedite things.

However, Company B might tell you that they can’t speed up their timeline. If that happens, then you have a difficult decision to make: Are you willing to turn down Company A’s offer without any guarantee that you’d get an offer from Company B in the future? Your answer probably depends on your financial situation and how confident you feel about other prospects coming along.

But what you shouldn’t do is accept Company’s A offer with the intention of backing out of it later if Company B comes through. Company A will have turned their other candidates loose by that point, as well as invested time and money in preparing for your arrival, so reneging on your acceptance would burn that bridge to a crisp. You’d also risk damaging your reputation in your industry, because people talk and you never know when that will come back to haunt you. Assure that once you accept the offer, you’ll need to keep your word.

In other words, do what you can to expedite things, but know that you might need to decide if you’re willing to end up without job offers to see the process through with your favored company.

Printed with permission by Alison Green. Alison Green writes the “Ask a Manager” blog, where she dispenses advice on career, job search and management issues. She’s also the co-author of “Managing to Change the World: The Nonprofit Manager’s Guide to Getting Results.”
INFORMATIONAL INTERVIEWS

Informational Interviews are a valuable tool for gaining stronger career direction and networking with professionals in our area of career interest. Informational Interviewing is meeting with alumni or other professionals for the purpose of learning about their position, what path they took to get there and what advice they may have for you, as a student who may be interested in a similar career. It can be an important step in gaining confidence about the field of study that you want to pursue and the jobs your education may prepare you for. Informational interviews can also be a useful way to network that can lead to opportunities in the future.

GETTING STARTED-SCHEDULING AN INTERVIEW

1 RESEARCH Identify people you would like to interview in organizations in your area of career interest. A good way to start is with referrals from friends, family members, faculty or alumni. It is possible to cold call, but referrals are more likely to agree to meet with you.

2 CONTACT Email the person who you want to conduct an informational interview with, making mention of the person who referred you to them, if applicable. When contacting a potential interviewee, it’s important to cover the following: How you learned of your contact or who referred you. The reason for requesting the meeting (usually to obtain information about the industry in which your contact is working). Your status (e.g., student, fellow alumnus, member of a related professional organization). Why the meeting will be helpful (e.g., the knowledge and experience of your contact can help to inform your career and academic decisions). How long the meeting will be (don’t ask for more than 30 minutes). How and when you plan to follow-up to schedule the meeting.

3 FOLLOW UP You can follow-up with a phone call to schedule the meeting a day or two after you email the prospective interviewee. During that call, you may need to re-iterate some of the points you made in your initial communication. If the interviewee confirms the interview by email, a call may not be necessary.

CONDUCTING THE INTERVIEW

Dress in business casual or business professional attire and come prepared with 8-10 questions to ask. Bring a tablet, laptop, or notepad portfolio with questions you plan to ask your interviewee. You may also bring copies of your resume should the interviewee request one. You will be expected to lead the meeting you have requested. Examples of questions you can ask include: How did you first get started in this field? What was your pathway from college to your current position? What are the primary tasks, responsibilities, and goals in your position? What is important for me to know about entering this field successfully? Do you have any other advice or recommendations? You may think of other questions to ask that you are curious about. A good informational interview is like a conversation, with each person participating. Asking questions that follow-up on things your interviewee discusses is a good way to improve rapport and move the interview into a conversational mode.

CLOSING THE INTERVIEW

After 30-40 minutes it is probably time to initiate the close of the meeting. “I appreciate you taking the time to meet with me a great deal. It has been extremely helpful and interesting. I would like to continue to conduct additional informational interviews. Can you think of a colleague who might be willing to meet with me for a similar conversation?” Keeping the network going through taking this momentary initiative can produce great potential benefits. It is also a way to continue to learn about the profession that interests you. Additionally, at this point, you can ask the interviewee to review your resume if it seems appropriate.

THE POWER OF BUILDING A NETWORK

In addition to increasing confidence about a profession you are considering, informational interviewing is a powerful tool in building a network of supporters who can open the door to future internship opportunities or entry level employment. Your efforts may pay off quickly or may take some time. And by keeping in touch with your new contacts and letting them know when you eventually find employment, you will cement your relationship.
GRAD SCHOOL BASICS

Good reasons for going to graduate school might include:

- You have done your research and know you want to work in a career that requires post-graduate study.
- You are very certain that you are ready to devote time to discipline-specific study to develop expertise, qualify you for advancement, or enhance earning potential.
- You are passionate about your choice and know where you want graduate school to take you.
- If you can’t get funding, you are prepared to undertake loans to finance your graduate education, and return to a student lifestyle.

Reason for going to grad school which may require further examination:

- You are not sure what career you want to pursue and hope to continue to expand your options through further education.
- You’ve heard that the job market isn’t great, so you want to delay looking for a job.
- You want to extend the joys of the undergraduate years and avoid entering the “real world”.

APPLICATION TIME-LINE

Ready to go, the Council on Graduate Schools have developed the following timeline to help you prepare. You should start preparing as appropriate for your program of interest. All times indicated below are approximate. You should study deadlines for specific programs carefully since they may vary depending on the program to which you apply.

SUMMER

- Write a draft of your personal statement/statement of purpose. This is the most important part of your application and can be the deciding factor in the admissions decision. It will be evaluated for quality of writing as well as for clarity of professional goals.
- Begin to research graduate programs. Take notes to make meaningful comparisons between programs. Consider admission criteria, application deadlines, tuition, location, match for your academic interests, etc.

SEPTEMBER

- Meet with faculty member to discuss your statement of purpose and ask for letters of recommendation.
- Sign up for standardized entrance tests such as the GRE, GMAT, LSAT.
- Review application procedures for graduate programs. Begin to research available grants, scholarships and fellowships.

OCTOBER

- Prepare for and take required entrance test for your field of study.

NOVEMBER

- Complete applications for multiple programs that meet your criteria. Provide references with information for submitting their letters of recommendation. It is helpful to them if you provide copies of your statement of purpose.
- Order transcripts and ask if your records office can send a transcript with your fall quarter grades in time to meet the program deadlines.

FEBRUARY

- Contact programs about the possibility of visiting. A personal visit shows interest and provides information.

APRIL

- If you are applying for need based financial aid programs, you may have to file a copy of your federal income tax return.
THE PERSONAL STATEMENT

Everyone finds it difficult to write a personal statement; however, don’t get discouraged. With strong for thought and clear presentation, you can write a powerful essay that can significantly increase your chance for admission. After you have written your first draft, have it proofread for mistakes or awkward phases. Career counselors are available at the career center to review the organization and content of your personal statement. You can make an appointment with a Career Counselor on handshake or come by the Career Center during posted “Drop-in” hours and request a review of your personal statement.

Excellent guidelines are available to help you write a good personal statement at https://owl.purdue.edu/search.html Type “Personal Statement” in the search box.

LETTERS OF RECOMMENDATION

Letters of recommendation are required for almost every graduate school application and are a very important part of the application process. Strong letters of recommendation will enhance your application and if there are deficiencies in your application, they can help to outweigh them.

Some things to consider:

- Ask faculty to tailor the letter for you (“would you feel comfortable writing a strong letter of recommendation?”) Give faculty 4-6 weeks advance notice.
- Provide reference with a copy of your resume, cv to remind them of your accomplishments.
- Waive disclosure but know what will be in a letter.
- Remember to send references a thank-you card or email for assisting you.

CURRICULUM VITAE

A CV or curriculum Vitae includes:

- Your academic achievements
- Your Research experience and interests
- Your volunteer and leadership experience
- Your presentations, publications, and involvement in professional associations.
- Your competencies and technical proficiencies related to your field
- Your work experience and transferable skills.

Additional information on writing a CV for grad school application https://www.prepscholar.com/gre/blog/how-to-write-a-cv-for-graduate-school

Additional resources


For more information on Graduate school planning, visit the Career center, meet with a Career Counselor and visit our Website https://www.cpp.edu/~career
ARE YOU CAREER READY?

The National Association of Colleges and Employers (NACE), through a task force of college career services and HR/staffing professionals, has developed a definition, based on extensive research among employers, and identified eight competencies associated with career readiness. Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace:

CAREER READINESS COMPETENCIES

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

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

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

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

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

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

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

Equity and Inclusion: value, respect and learn from diverse cultures, races, ages, genders, sexual orientation, and religions. The individual demonstrates openness, inclusiveness, sensitivity and ability to interact respectfully with all people and understands individuals’ differences.

Students who take the initiative to develop these competencies during their college experience will enhance their competitiveness in the job search and increase their professional confidence as they enter the world of work. Seek opportunities in the classroom, and clubs and organizations, in jobs and internships, through volunteer work and through academic research and competitions to create growth in your abilities in these areas.

It may be helpful to meet with faculty and staff advisers, career counselors or other mentors to identify opportunities that will advance your career readiness through development of these key competencies.

Adapted from NACE Career Readiness Competencies.
Career Center
CAL POLY POMONA

EXPLORE OUR SERVICES

**Handshake:** Ready to find your career path? Through handshake you will discover a variety of part-time and full-time jobs and internships. Your user-friendly account provides access to jobs and internship opportunities. Handshake is a powerful tool with alerts for those best-fitting jobs and internships available to Cal Poly Pomona students.

**How to Login to Handshake:** From the Career Center website, Click on the “Log into Handshake”. Login with your Bronco user name and password. Follow the prompts and complete your profile. A well-developed profile will showcase your qualification to employers.

**Drop-In Advising:** Peer advisors and professional staff are ready to review your resume and/or cover letter. Drop-in Advising takes place Monday through Friday 1:00PM-3PM. You can access Drop-In Services through CPP Connect. Go to the Career Center webpage to find Career Center Drop-In information.

**Major and Career Exploration:** Career Specialists work with you individually to explore the best major for you based upon your interests and career goals. To make an appointment with a Career Specialist go to CPP Connect.

**Job and internship Search:** An abundance of Internship opportunities can be found on Handshake. Additionally, you can meet with a Career Specialist to sharpen your job search skills and strategies. To make an appointment with a Career Specialist go to CPP Connect.

**Graduate School Planning:** You can meet with a Career Specialist at any time to discuss all aspects of planning for graduate school. Career Specialists can help you explore programs, review your personal statement and CV and prep you for grad school program interviews. To make an appointment with a Career Specialist go to CPP Connect.

**Job Fairs:** Attend them-whether you are seeking a part-time job or launching your career! Click on the “Events” tab on your Handshake account, and then “Career Fairs”.

**On-Campus Recruiting:** Find a great job without leaving campus. When you log into handshake, check for employers interviewing for jobs and internships. Click on “Events” and then “On Campus Interviews”

**Clothes Closet:** The Career Closet provides students with professional attire needed for interviews and career related activities. Find out more information on the Career Center website.

The Career Center is open Monday-Friday throughout the year 8:00 am – 5:00 pm. We are located in the Marketplace on campus in building 97-100. We can be reached at (909) 869-2342. We look forward to seeing you!

**GOIN GLOBAL**

Jobs here, there, everywhere. Over 40 country guides and 47 U.S/ Canada city career guides, written by in-country career experts with updated information on:

- Job search resources, work permit and visa regulations, Professional and social networking groups
- Country-specific resume/CV guidelines and examples, interview and cultural advice
- GoinGlobal H1B Plus database, which provides a list of all Departments of Labor H1B visa applications by job title, occupation, company, location, and wage
- Hiring trends and industry overviews, over 16 million worldwide job ad internship listings
- Corporate profiles for thousands of multi-national and local employers
- **To access GoinGlobal - Go to the Career Center Homepage**, Click on “Student and Alumni Resources”, then click on “GoinGlobal”, with CPP username and password