

Resume/Cover Letter Guide

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Resume Basics

The purpose of a resume is to get you an interview by showcasing how your skills, abilities and accomplishments relate to a specific job or internship. Recruiters spend an average of **7-10 seconds** reviewing a resume, so it is important to have a clean format, clear transferable skills, and strong accomplishment statements to make your resume stand out and lead to an interview.

Analyzing the Job Description

Before writing your resume, start by identifying the main skills, experiences, and keywords that the employer outlines in the job description. By matching your experience to the job and incorporating industry key words, you will significantly improve your chances of capturing the attention of the employer or applicant tracking system. If you do not have a detailed job description, look up the job title on [Onetonline.org](https://www.onetonline.org).

SAMPLE RESUME

EXPERIENCE

Lead Peer Advisor, SJSU, San Jose, CA,
September 20xx - Present

- Oversaw 7 peer advisors and **addressed** **employee relation issues** such as distribution of workload
- **Assessed and directed** 30+ students per shift to appropriate resources and staff based on need
- Organized and managed **print and electronic files** to increase operational efficiency
- **Prepared and maintained records** of 200+ student logs and survey information

PROJECTS

Older Adult Intervention, SJSU, Fall 20xx

- Observed and **assessed** the home environment of an elderly adult
- **Developed therapy intervention plan** to enhance living satisfaction by increasing access to outside activities and community events
- **Presented** life story of older adult to a class of 30+ students and received an A on the project

SAMPLE HR JOB DESCRIPTION

TASKS

- **Interpret and explain** human resources policies, procedures, laws, standards, or regulations.
- **Prepare or maintain employment records** related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- **Address employee** relations issues, such as harassment allegations, work complaints, or other employee concerns.

SKILLS

- **Speaking** — Talking to others to convey information effectively
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- **Technology** — Using computers and computer to program, write software, set up functions, enter data, or process information.

Bold Name, size 14 (everything else size 10-12)

Professional (not SJSU) email

Sammy Spartan

San Jose, CA 95126 | sammy.spartan@gmail.com | (408)355-8846 | linkedin.com/in/sammyspartan

OBJECTIVE — **Optional - If included, include the position title and company**

Seeking a Grants Associate position with the San Jose Foundation for Education Advancement to help promote educational enrichment programs for youth in San Jose.

EDUCATION — **Include associates degree(s) but not transfer history or high school**

B.A., English; Minor in Social Science, May 2018 — **Expected graduation date**

San Jose State University, San Jose, CA, GPA: 3.7 — **Include if GPA is 3.0+**

Relevant Coursework: Public Finance, Social Change, Society and Education

PROJECTS — **Order experience first if more relevant than projects** | **Preferably upper division courses**

School Development Project, SJSU, 8/20xx – Present

- Research and identify prospective donors to help support K-12 after-school programs for various communities in San Jose
- Monitor grants and contracts tracking databases system to target new opportunities
- Develop communications materials for donors, sponsors, media and the public

EXPERIENCE — **Can be paid or unpaid experience. Order with most recent experience first**

Grants Associate, Mental Health Association of San Jose, San Jose, CA, 8/20xx – 8/20xx

- Maintained donor database using Razer's Edge Software to process all financial donations made by individuals, grants, and corporations
- Consulted with current and potential donors about any changes in funding priorities to ensure proposals and grants met guidelines

Volunteer Activities Coordinator, Rock Lake Elementary, Fremont, CA 1/20xx - 8/20xx

- Designed and implemented a tutoring program for 15 elementary school students
- Applied creative and innovative learning techniques including cross-cultural activities, games, journal writing, and discussion groups to increase student retention and learning

SKILLS — **Use present/past tense accordingly for present/past experience**

Languages: Fluent in Vietnamese

Computer: Proficient in Microsoft Word, Excel, PowerPoint, Google Apps, Social Media

ACTIVITIES

Member, Poets and Writers Coalition, San Jose State University 8/16 – Present

General Formatting Rules: Use standard font (i.e. Arial, Times New Roman). Avoid italics/script fonts, lines, and graphics (unless in creative field). Keep to 1 page only. Use 0.5" - 1" margins.

Writing Accomplishment Statements

Writing strong accomplishment statements is key to demonstrating your qualifications to employers. Follow the S.T.A.R. method (Situation, Task, Action, Result) to develop strong statements:

Situation/Task: *What did you do?* Start your statement with a strong action verb and describe situation/task you were given.

Action: *How did you do it?* Describe what action you took and what skills you used.

Result: *What was the result?* Quantify with numbers or percentages whenever possible.

Situation/Task Example: Marketed event to 300 club members

Action Example: Utilized multiple social media platforms, such as Facebook and Instagram

Result Example: Increased event registration by 20%

Final Statement: Utilized multiple social media platforms, such as Facebook and Instagram, to market event to 300 members, increasing event registration by 20%.

See more before/after examples:

BEFORE	AFTER
Responsible for customer service.	Built strong customer relations by calming dissatisfied clients and following through problem resolution to completion; selected as primary agent to resolve customer disputes.
Prepared financial reports.	Designed, developed and distributed customized monthly budget results. Provided timely and accurate data for management analysis.
Led a team of student volunteers.	Recruited and managed a team of 10 volunteers to carry out a campus wide orientation which led to the highest satisfactory rating by participants.
Responsible for writing business plans.	Effectively demonstrated writing skills through the creation of a district business plan which reduced expenses by 10%.
Rebuilt a model radio for resale.	Rebuilt a 1900 Philco model radio using research and technical expertise which returned a 250% profit upon sale.
Responsible for the design of LCM interface.	Collaboratively worked with a team of 4 to design a comprehensive LCM interface. Presented the finished product in a timely manner allowing extra time to assist team with additional projects.

Examples of Accomplishment Statements

Here are some examples of how other students have demonstrated these skills through class projects, internships, volunteer work and part-time jobs. Review these examples to help identify and describe your own experiences using these skills.

□ WRITING

translate, write, compose, edit, craft, revise, draft

Identified prospective donors and wrote grant proposals to help support K-12 after-school enrichment programs

- Conceptualized and drafted material for organization's marketing brochure.

□ COMMUNICATION

convey, correspond, engage, publicize, connect, influence, mediate, negotiate, present, promote, teach, train, explain

- Trained new employees on company's procedures and processes.
- Serve as liaison to campus community as president of the Creative Arts Club and present to various campus groups to increase awareness on campus.

□ TEAMWORK

collaborate, partnership, contribute, discuss

- Collaborated with team of five for class project to research and design curriculum for after-school program to meet needs of multicultural student populations.
- In partnership with 15 classmates and faculty, successfully organized and planned "Green Careers Week," a career information event for students.

□ INTERPERSONAL

cultivate, develop, foster, interpret, understanding, relate

- Counseled and advised diverse populations while working as a peer advocate in the Health Center at SJSU.
- Tutored and mentored high school students at Youth Works, an afterschool enrichment program for under-represented youth.

□ LEADERSHIP

initiate, spear-head, establish, launch, implement

- Initiated and developed the concept for SJSU's "Evening Art Walk", an event where creative arts students can showcase their final senior projects.
- Spear-headed planning for the Global Studies' commencement ceremony as part of the student leadership team.

□ COMPUTER SKILLS

program, design, compute, build, develop

- Created and maintained donor database using Razor's Edge Software including processing all financial donations (individual grants and corporate pledges).
- Designed organization website and published online reports and articles.

□ ATTENTION TO DETAIL

organize, edit, focus, attentiveness, concentrate, review

- Developed agenda, scheduled speakers, and organized discussion groups as coordinator for a 4-day international student conference.
- Edit copy for student newspaper and ensure that grammar, layout and content are accurate.

□ PROBLEM SOLVING

clarify, strengthen, solidify, improve, increase, resolve

- Improved access to health care services for qualifying community members by coordinating monthly tea meeting with lawyers, physicians, and social workers to efficiently process approvals.

□ ORGANIZATION

prepare, goal setting, coordinate, direct, manage, arrange, meet deadlines, deliver

- Organized and brought together local artists from all over the San Francisco Bay Area for fundraising and promotion a events.
- Provided organizational support to staff including managing schedules, supply purchasing, filing, preparing development materials, and coordination of meetings.

□ GLOBAL AWARENESS

global consciousness, cultural competency and awareness, forging common ground, inclusion

- Developed international counseling experience while participating in a summer internship at the University of Zambia.
- Founded an International Student Mentoring Program where domestic and international students are paired for a semester in order to foster awareness, inclusion and understanding of each other

□ ANALYTICAL

investigate, observe, discern, perceive, consider, evaluate, assess

- Assist in the evaluation and assessment of potential candidates for all administrative support openings as human resources intern.
- Review account ledgers and balances to ensure accurate billing and financial analysis.

□ FLEXIBILITY

adapt, acclimate, adjust, modify, familiarize

- Demonstrated adaptability while providing excellent customer service as shift leader in a busy retail environment while managing other various work priorities.

☐ **MULTI-CULTURAL**

collaborated on a team with students from diverse cultural and ethnic backgrounds

- Effectively collaborated with peers and faculty from various socio-economic and cultural backgrounds to develop a presentation on how cross-cultural values affect communication in business environments.

☐ **CRITICAL THINKING**

critique, evaluate, review, measure, examine, problem solving

- Evaluated customer complaints and negative reviews for class project at assigned company site, and identified three key service issues as well as potential resolutions to improve customer satisfaction.
- Conducted journal review to examine best practices in addressing poor academic performance in K-12 settings.
- Created and presented intervention plan focused on strength based learning methods to improve academic performance at a local elementary school.

☐ **CREATIVITY**

conceptualize, design, create, invent, generate, draft, formulate, devise

- Conceptualized and developed an on-going project for ESL students resulting in a publication of the student's autobiographical works for use as a learning tool for ESL teachers.
- Created visual concept for Poets and Writers Coalition's magazine launch. Designed innovative advertising materials for Annual School of Social Work Fair which contributed to a 25% increase in attendance from the previous year.

☐ **DESIGN AND PLANNING**

forecast, develop, prepare, calculate, project, anticipate, propose, outline, create

- Developed four year plan for incoming freshman to support student success as part of student leadership project.
- Prepared annual budget based on analysis of previous year's costs and revenues as the student assistant for operations manager on campus.

Action Verbs

Use action words to get your point across clearly, efficiently, and with impact. Here are a few suggestions, listed by functional areas, to help you get started.

ANALYTICAL/

FINANCE

- Allocate
- Appraise
- Audit
- Balance
- Bill
- Budget
- Calculate
- Check
- Compare
- Determine
- Distinguish
- Estimate
- Factor
- Forecast
- Isolate
- Observe
- Project
- Reason
- Reconcile
- Sort
- Tabulate

CLERICAL/

ADMINISTRATIVE

- Archive
- Arrange
- Classify
- Collate
- Collect
- Compile
- Document
- Generate
- Implement
- Inspect
- Inventory
- Log
- Maintain
- Maintain records
- Monitor
- Operate
- Order
- Organize
- Prepare
- Process
- Purchase
- Record
- Reorganize
- Retrieve
- Schedule
- Screen
- Specify

TEAMWORK

- Collaborate with
- Contribute
- Participate in
- Discuss

COMMUNICATION

- Address
- Advertise
- Arbitrate
- Arrange
- Author
- Collaborate
- Communicate
- Contact
- Correspond
- Detail
- Direct
- Draft
- Edit
- Enlist
- Formulate
- Influence
- Interpret
- Invite
- Market
- Mediate
- Meet with
- Moderate
- Negotiate
- Persuade
- Present
- Promote
- Publicize
- Publish
- Reconcile
- Recruit
- Represent
- Respond
- Sell
- Solicit
- Speak
- Transcribe
- Translate
- Write

TEACHING/ TRAINING

- Advise
- Assess
- Assist
- Clarify
- Coach
- Conduct
- Coordinate
- Counsel
- Critique

- Educate
- Enable
- Encourage
- Evaluate
- Explain
- Facilitate
- Teach
- Train

CREATIVE

- Act
- Adapt
- Compose
- Conceive
- Conceptualize
- Create
- Customize
- Design
- Develop
- Discover
- Enhance
- Establish
- Fashion
- Founded
- Illustrate
- Initiate
- Innovate
- Institute
- Integrate
- Introduce
- Invent
- Make
- Modify
- Originate
- Perform
- Plan
- Propose
- Redesign
- Remodel
- Restructure
- Revitalize
- Shape
- Simplify
- Suggest
- Transform

LEADERSHIP/MGMT.

- Administer
- Analyze
- Approve
- Assign
- Authorize
- Chair
- Consolidate
- Contract
- Control
- Coordinate
- Cultivate

- Decide
- Delegate
- Designate
- Develop
- Direct
- Disprove
- Encourage
- Evaluate
- Execute
- Handle
- Head
- Hire
- Instigate
- Judge
- Launch
- Lead
- Lobby
- Manage
- Motivate
- Orchestrate
- Organize
- Oversee
- Plan
- Prioritize
- Provide
- Recommend
- Recruit
- Regulate
- Review
- Serve as
- Serve on
- Set up
- Supervise
- Validate

TECHNICAL SKILLS

- Analyze
- Assemble
- Automate
- Build
- Calculate
- Code
- Compute
- Configure
- Construct
- Convert
- Create
- Debug
- Design
- Develop
- Devise
- Diagnose
- Draft
- Engineer
- Evaluate
- Fabricate
- Inspect
- Install
- Maintain

- Make
- Manufacture
- Operate
- Overhaul
- Process
- Produce
- Program
- Remodel
- Repair
- Solve
- Survey
- Test
- Upgrade
- Validate
- Verify

RESEARCH

- Accumulate
- Acquire
- Clarify
- Collect
- Compile
- Critique
- Diagnose
- Document
- Examine
- Extract
- Extrapolate
- Find
- Gather
- Identify
- Interview
- Investigate
- Organize
- Read
- Report
- Research
- Review
- Study
- Summarize
- Survey
- Synthesize
- Systematize
- Verify

RESULTS

- Increase
- Meet deadlines
- Obtain
- Produce
- Recognized as
- Reduce
- Resolve
- Restore
- Solidify
- Streamline
- Strengthen
- Transform
- Win

Transferable Skills

As a college student, you'll develop many skills from coursework, projects, internships, work experiences, club involvement, and activities. These skills are often very applicable to your career. Learn to identify these skills, highlight them on your resume, and articulate them in an interview.

INSTRUCTING / GUIDING

- Advising
- Coaching
- Communicating effectively
- Encouraging
- Group facilitating
- Teaching
- Training/developing

LEADERSHIP

- Confronting
- Coordinating
- Initiating
- Making Decisions
- Mediating
- Motivating
- Negotiating
- Planning/Effecting Change
- Policy Making
- Promoting Change
- Recruiting
- Risk taking
- Self-directing

ORGANIZING / MANAGEMENT

- Achieving/producing
- Committee working
- Delegating
- Evaluating
- Goal setting
- Maintaining
- Managing
- Organizing things, people
- Planning
- Prioritizing
- Program development
- Scheduling
- Supervising
- Team building
- Time management

MACHINE MANUAL

- Adjusting
- Assembling
- Building
- Constructing
- Controlling/operating
- Filing
- Maintaining
- Operating tools/equipment
- Preparing
- Producing
- Repairing
- Showing dexterity
- Typing

ATHLETIC / OUTDOORS

- Agility
- Climbing/lifting
- Landscaping
- Navigating
- Physical coordination
- Traveling
- Working with animals

NUMERICAL / FINANCIAL

- Accounting
- Auditing
- Bookkeeping
- Budget
- Planning/implementation
- Computing Skills
- Managing Finances
- Statistical Problem Solving
- Taking Inventory

INFLUENCE / PERSUADING

- Advertising
- Developing rapport
- Fund raising
- Influencing
- Mediating
- Motivating
- Negotiating
- Persuading/debating
- Promoting
- Selling

COMMUNICATIONS

- Communicating effectively
- Debating
- Editing
- Explaining
- Interpreting
- Interviewing
- Publishing
- Reporting
- Translating
- Writing

HELPING / HUMAN RELATIONS

- Caring, showing compassion
- Counseling
- Consulting
- Developing rapport
- Helping and serving
- Listening
- Public relations
- Referring
- Sharing credit
- Showing sensitivity
- Showing tolerance
- Team worker
- Understanding

INTUITIONAL / INNOVATING

- Adapting
- Balancing factors
- Conceptualizing
- Creating developing ideas
- Experimenting
- Improving
- Innovating
- Inventing
- Judging
- Making decisions
- Relating abstract ideas
- Sizing up people/situations

ARTISTIC

- Color discrimination
- Creative imagining
- Creative writing
- Designing: visual and spatial
- Displaying
- Expressiveness
- Musical composing
- Playfulness
- Playing musical instruments
- Restoring/decorating
- Visualizing concepts
- Visualizing shapes

OBSERVATION / INVESTIGATIVE

- Analyzing/comparing
- Appraising
- Clarifying problems
- Compiling
- Diagnosing
- Evaluating
- Information gathering
- Inspecting/examining
- Perceptive
- Problem solving
- Questioning
- Recording
- Researching
- Reviewing/evaluating
- Surveying
- Systematizing
- Testing
- Trouble shooting

PERFORMANCE

- Artistic presentations
- Demonstrating
- Public speaking
- Singing, dancing, acting

Applicant Tracking Systems

What is an applicant tracking system (ATS)?

ATS is a software application used to process applications and streamline the hiring process. The ATS does the initial selection of candidates by efficiently scanning resumes with the goal of finding a match between the candidate's experience, qualifications, and skills, and the description of the job posting. You may be able to tell if a company uses an ATS description by seeing if their application link has a subdomain of an ATS company (i.e. companyname.taleo.com).

Why should I care?

95% of large companies / **50%** of mid-sized companies use applicant tracking systems.

75% of resumes never make it to the hiring manager because they are screened out by ATS.

So how do I write a resume that passes the ATS?

- 1. Upload your resume in the requested format.** If there is no specified format, PDF is recommended.
- 2. Use keywords in context.** Mirror phrases, action verbs, keywords, and skills from the job description. If the job description states "hotel management" experience and you have that experience, use the same exact keywords in the resume.
- 3. Do your research.** Look at the company's website to see what industry terminology they use. Look up current employees of the company on LinkedIn.com and see how they describe their experience.
- 4. Use standard formatting.** This includes fonts (ex. Times New Roman, Arial), section titles (ex. Education, Experience), and work history (ex. job position, employer, dates). Avoid using headers, footers, text boxes, tables, or graphics.
- 5. Go over the 1-page rule if needed.** If you have relevant experience that goes over one page, feel free to write a longer resume as long as it is directly related to the job description.

Tip: Oftentimes, by networking with peers, alumni, and industry professionals, you can have your resume sent through a separate application process that bypasses the ATS altogether.

Resources

- [Jobscan.co](https://www.jobscan.co) – Copy paste the job description and resume text to compare how they match in terms of hard skills, soft skills, and keywords.
- [WordClouds.com](https://www.wordclouds.com) – Copy paste the job description in this word cloud generator to identify common keywords in a job description.

CV vs. Resume

A curriculum vitae, or CV, is a detailed record of your education and employment history. If you are applying to academic positions, research grants, graduate school, and positions abroad, you may be asked to include a CV. Unlike a resume, a CV is more lengthy, often 5-10 pages, and is not customized to a specific position. See an example below:

SAMMY S. SPARTAN

San Jose, CA 95008

(888) 888-8888

sammyspartan@gmail.com

EDUCATION:

San Jose State University, San Jose CA

Bachelor of Arts Political Science, 3.85 GPA Spring 2017

Global Politics Concentration, Minor in Economics

Study Abroad, Barcelona, Spain Summer 2016

RESEARCH EXPERIENCE:

Senior Project: Implementation of the Millennium Development Goals, SJSU, Spring 2017

- Conducted a comparative case study analysis of the public policy implementation in Malawi, Kenya, and Ghana as a response to the 2015 Millennium Development Goals
- Compiled and synthesized research into a 25-page research paper and presented research in a campus-wide poster presentation to over 40 faculty members and political science students

Nuclear Disarmament in the Post-Cold War Era, SJSU, Fall 2015

- Researched the history and progress of nuclear disarmament and compiled over 30 primary sources into a 15-page research paper
- Created a PowerPoint presentation and presented research findings to a class of 30 students

Research Assistant, Professor X, SJSU, Fall 2016 - Spring 2017

- Developed a 20-page Literature Review Guide for Professor X's Senior Project students
- Assisted in Literature Review research for Dr. X's publications on World Food Politics

Research Assistant, Professor Y, SJSU, Fall 2015 - Spring 2016

- Conducted database research on comparative factors that influence democracy amongst nations

TEACHING EXPERIENCE

Teaching Assistant (Intro to International Relations), SJSU, Spring 2015

- Assisted professor in leading discussions and in classroom management, creating an inclusive and productive learning environment for students
- Graded over 50 midterms and final exams and provided constructive feedback to students to help them learn and improve in the course
- Held office hours for 2 hours weekly to answer student questions and provide guidance on assignments and developing research topics

LEADERSHIP EXPERIENCE:

Intern California Senate Caucus, Communications Department, Summer 2014

- Wrote press briefings and articles for the Caucus website on recent events and policy achievements
- Conducted research for California State Senators to inform their policy decisions
- Monitored social media accounts and made weekly posts to increase user base
- Collaborated with campaign team to do precinct walks and make phone calls to potential voters

CV Example (cont'd)

Model United Nations, September 2014 - May 2015

- Served as the Kuwaiti delegate for the OPEC Oil Crisis Historical Committee at the 2015 UC Berkeley Model United Nations Conference
- Sponsored the passing resolution on cholera containment as the Venezuelan representative in the World Health Organization at the 2014 UC Berkeley Model United Nations Conference

Resident Advisor, San Jose State University Housing 2014-2015

- Developed a community of over 70 residents, serving as a role model and student leader in charge of student education, safety and well-being, resource referral, and social justice engagement
- Planned and facilitated weekly programming activities to increase student engagement and enhance the student experience

WORK EXPERIENCE

Waitress, Cheesecake Factory, San Jose, CA, 2016-2017

Barista, Starbucks Coffee, San Jose CA, 2013-2014

VOLUNTEER EXPERIENCE

House Building in Tijuana, Mexico, Summer 2015

- Travelled with a group of 40 church members to assemble over 5 houses for low-income families

Food Pantry, SJSU, San Jose, CA, 2014-2016

- Volunteered bi-monthly to organize food donations and serve meals to the homeless

AFFILIATIONS

Member, American Political Science Association 2016-2017

Member, Pi Sigma Alpha, San Jose State University 2015-2017

Member, AIESEC, San Jose State University 2016-2017

CONFERENCES

Social Justice Conference, San Jose State University Spring 2016

Women in Leadership Conference, San Jose, CA Fall 2016

TRAININGS

Introduction to Stata, San Jose State University Fall 2015

Social Inclusion and Diversity Training, San Jose State University Fall 2014

Sexual Assault Advocate Training, San Jose State University Fall 2014

HONORS and AWARDS:

Outstanding Senior Award for San Jose State Political Science Department Spring 2017

RA of the year Spring 2015

XYZ Scholarship 2014-2015

SKILLS

Computer: Stata, SPSS, Microsoft Office, Google Drive, Wordpress, Adobe Illustrator

Language: Fluent in English, Intermediate speaking and writing ability in Spanish

RESEARCH INTERESTS

International Security/ Terrorism

International Development

Regions: Middle East/North Africa and Eastern Europe

Cover Letter Basics

A cover letter provides the opportunity to introduce:

- Who you are
- Why you want the job/internship
- Why you are uniquely qualified for a position or company

When done well, a cover letter can be a great way to demonstrate your writing skills and personality in a way that separates you from other candidates.

Format

Cover letters are typically 1/2 to 3/4 of a page long. They include 3-4 paragraphs:

- 1. Statement of Intent (1st Paragraph):** Draw the reader's attention by starting with a hook. Be creative: what drew you into the company or position? Why are you pursuing a career in this field? For example:

"When I was growing up, all I wanted to be was one of those people who pretend to be statues on the street. Thankfully, my career goals have become a little more aspirational over the years, but I love to draw a crowd and entertain the masses—passions that make me the perfect community manager."

"My last boss once told me that my phone manner could probably diffuse an international hostage situation. I've always had a knack for communicating with people—the easygoing and the difficult alike—and I'd love to bring that skill to the office manager position at Shutterstock."

"If we were playing 'Two Truths and a Lie,' I'd say the following: I've exceeded my sales quotas by at least 20% every quarter this year, I once won an international pie-eating contest, and I have an amazing job at Yext. The last, of course, is the lie. For now."

See more examples here: "[31 Attention Grabbing Cover Letter Examples](#)" by The Muse. After the hook, explain why the organization/position appeals to you and how your skills/experience match the qualifications.

- 2. Summary of Qualifications (2nd/3rd Paragraphs):** Think of one or two key experiences that showcase the skills the employer is looking for. Unlike the quick bullet points in a resume, tell a story. This is your chance to showcase why you are most qualified for the position.
- 3. Request for Action (Final Paragraph):** Close by summarizing your skills and experience in relation to the job description. Show your interest by making a specific request for an interview. For example, "I'm excited about the human resources internship at Company ABC and would love to opportunity to meet in person and further discuss the value I can offer as an intern." Thank the reader for taking the time to consider your application.

Cover Letter Sample (Formal)

Sammy Spartan
San Jose, CA 95192
sammy.spartan@gmail.com
(123)456-7890

Date

Company Name
123 Spartan Way
San Jose, CA 95192

Dear Hiring Manager,

When I was 7 years old, I believed I was a genius because I could read Greek when everyone else was just reading English. While I still have some genius-like moments, I quickly learned that I had dyslexia, and battled this challenge as a student to push through school and graduate from SJSU with a degree in psychology. Because of this, working with youth and helping them manage and overcome their learning disabilities has been a passion of mine. The moment I read your mission of putting youth first, I knew that this would be a place where I could contribute as a behavioral therapist.

Last summer, I was fortunate to have an internship with XXX organization. Through this experience, I was able to observe one-on-one and group therapy sessions with children ages 7 to 12. I practiced my active listening skills while doing intake at the front desk and honed my communication and empathy skills as a therapist. Furthermore, as a part of my senior seminar, I wrote a research paper on the effects of learning disabilities on school age children and their self-confidence. I was given the opportunity to present my paper at the Santa Clara County Office of Education professional development day. This opportunity allowed me to improve my writing, research and analytical skills, as well as my ability to present publicly.

Given my dedication to helping youth with disabilities and strong interpersonal skills, I would love the opportunity to be a part of your team as a behavior therapist. I truly would love to make a difference in these kids' lives and welcome the opportunity to talk with you in person regarding my skills and qualifications. Thank you for considering my application, and I look forward to hearing from you soon!

Best,
Sammy Spartan

Cover Letter Sample (Creative)

Dear Hiring Manager,

With one glance at a minimalist, sleek building within a residential district in San Jose, I knew that this company stood out. Company ABC brings an edgy product to animation through teamwork and risk-taking, even if it means mapping post-it notes of Nyan Cat on the windows to fuel the creativity. Currently, I am working towards a BA in Graphic Design at San José State University. Studious and open-minded, every day I uncover varied perspectives in typography, layout, and organization. With my experience and passion for design, I hope to add further value as a design intern to your company.

I'M A SPARTAN

portfolium.com/imaspartan
imaspartan@gmail.com
(123)456-7890
San Jose, CA 95192

Having worked as an executive officer for the Design Studies Club at San Jose State University, I developed informational brochures, flyers, and minimalist t-shirt designs in a fast-paced environment. Each week, I briskly walked into a pungent coffee shop and sat next to a humble and reserved fellow designer who sketched minuscule drawings on her pristine pad. During our meetings, I gave her constructive feedback on her drafts, and she passed me suggestions on my designs. While completing the Design Studies Club t-shirt design, I learned that communication between the designer and the client is vital to enhancing an understanding of concept and expectations.

In addition to working as an executive officer, I assisted students in the graphic design department at San Jose State University to develop their projects. Imagine five hands shooting up in the air at once desperately seeking support. In these situations, one must gather their thoughts and swiftly assist the student. In order to best serve thirty students, I researched design solutions and stayed informed with the Adobe software.

With the ability to quickly receive and adapt to feedback as well as design skills in Adobe Photoshop and Illustrator, I believe that I can contribute to your company. Thank you for your time, and I look forward to speaking with you further!

Sincerely,
Im a Spartan

Reference List Basics

Employers may request references in the application or interview process to verify your employment history and learn about your strengths and weaknesses from previous supervisors or co-workers. Do not provide a reference list until the employer requests one. If you are asked to provide a reference list, use these following tips:



CONTACT INFO

Make sure your contact information is at the top and includes your name, city, contact number, and email address.



ALWAYS ASK

Always ask permission from your references before you use their names. Prepare them by obtaining their current contact information and sharing your resume and job description with them.



WHO CAN BE MY REFERENCE?

References should be individuals who know your work and can vouch for you in a professional matter.

Examples: Current and former supervisors, mentors, advisers.



WHO SHOULD NOT BE MY REFERENCE?

References should not be your family, friends, or peers.

Do not choose people who are not familiar with your professional background or accomplishments.

Ima Spartan

San Jose, CA 95192
408-555-1234
imaspartan@sjsu.edu

REFERENCES

Alice Smith

Associate Director of Health Services
San Jose State University
One Washington Square, San Jose, CA 95192
408-123-4567
alicesmith@sjsu.edu
Relationship: Supervisor

Bob Matthews, Ph.D.

Director
Santa Clara County Health Department
1234 Lenzen Avenue, San Jose, CA 95126
408-987-6543
bmatthews@phd.sccgov.org
Relationship: Former supervisor

Curtis Phillips, M.A.

Program Manager
UNICEF
987 Montgomery Street, San Francisco, CA 94104
415-678-9876
phillipsc@unicef.org
Relationship: Mentor

Resume Sample (First Year/Undeclared Student)

Im A. Spartan

San Jose, CA 95000

(408) 333-4567

imaspartan@gmail.com

OBJECTIVE:

Highly organized, customer-focused, and motivated student seeking work study position

EDUCATION

B.A. Psychology (Pursuing), Expected Graduation May 20xx

San Jose State University, San Jose, CA

EXPERIENCE

Vice President, September 20xx - May 20xx

Member, September 20xx - May 20xx

Key Club, Oak Grove High School, San Jose, CA

- Collaborated with parent organization to lead and organize 3 volunteer events with over 40+ student volunteers
- Increased membership by 15% by conducting outreach events and distributing flyers
- Organized and conducted monthly meetings to update members on upcoming events

Barista, September 20xx - February 20xx

Starbucks, San Jose, CA

- Provided quality beverages and food products to over 150+ customers daily
- Maintained friendly attitude with customers and responded to their needs
- Demonstrated flexibility and initiative by managing cash handling, keeping store stocked and clean, and completing other tasks as needed

Volunteer, January 20xx - June 20xx

Second Harvest Food Bank, San Jose, CA

- Assisted office staff with providing food and other resources to people in need
- Represented organization in community outreach events with over 200+ people in attendance

SKILLS

Languages: Spanish (fluent)

Computer: Microsoft Office (Word, Powerpoint, Excel), Social Media (Facebook, Instagram and Twitter)

ACTIVITIES

Track and Field Team, Oak Grove High School, San Jose, CA, September 20xx - May 20xx

Resume Sample (Second/Third Year Student)

Im A. Spartan

San Jose, CA 95000 | (408) 333-4567 | imaspartan@gmail.com

EDUCATION

B.A. Psychology, May 2020

San Jose State University, San Jose, CA

Humanities Honors Program

Salzburg Program Study Abroad, September 2018

- Selected as one of ten fellows in 18-month program
- Participated in sessions hosted by the Salzburg Global Seminar, a nonprofit organization that seeks to challenge current and future leaders to solve global issues
- Collaborated with team of 4 to expand the partnership between the local university, community college, and high school to create a pipeline for global citizenship studies

Relevant Coursework: Human Factors, Industrial Psychology, Cognition

Online Coursework: Intro to HTML, Lynda.com, September 2018

EXPERIENCE

Information Desk, SJSU Student Union, June 2017 - Present

- Provide excellent customer service to over 30 daily walk-in visitors inquiring about services
- Connect students to appropriate student union resources and provide list of resources as needed
- Maintain a working knowledge of student union policies and procedures
- Review schedule of the events at the Student Union and provide accurate information to 40+ online or phone customer inquiries

AWARDS AND ACTIVITIES

Park Stash, Silicon Valley Innovation Challenge, September - December 2017

- Awarded Best Overall Innovation, Second Place Prize out of 30 teams
- Collaborated with 3 students to create service that connects parking spot owners with drivers
- Designed and executed survey to assess parking needs and underutilized spaces, analyzing responses from over 75+ participants within the San Jose area

Student-At-Large, SJSU Associated Students Finance Committee, August 2016 - May 2017

- Analyzed current funding requests and availability to determine unmet needs
- Allocated \$250,000 annually to various student organizations based on factors such as purpose, learning outcomes, and scope
- Voted on funding requests for professional development opportunities to provide students growth opportunities

PROJECTS

Branding Design, Spartan Calligraphy Designs, May 2017 - August 2017

- Conceptualized branding for local artist by brainstorming major themes
- Designed multiple logo variations to be used on the web and in print
- Created design standard, including logo use, colors, and fonts
- Increased social media following by 10% upon rebranding release

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Resume Sample (Arts, Communication, & Entertainment)

EDUCATION

BA Design Studies, Concentration in Graphic Design

May 2017

San Jose State University, San Jose, CA

SKILLS

PROGRAMS

Adobe Photoshop
Adobe Illustrator
Adobe InDesign

DESIGN

Print & Web Graphics
Vector Illustration
Photo Retouching

I'M A SPARTAN

portfolium.com/imaspartan

imaspartan@sjsu.edu

(408)555-5555

San Jose, CA

PROJECTS

Moving Up Campaign, SJSU

Fall 2016

- Researched 10+ articles and wrote 1500-word content for campaign on the role of education in socio-economic mobility
- Analyzed primary audience and targeted design standard to urban dwellers in cities with high socio-economic disparity
- Designed bus stop billboard using Adobe Illustrator and 2-page magazine spread using Adobe InDesign

Typography Project, SJSU

Spring 2016

- Explored using one font in various styles by hand cutting-and-pasting text
- Created 3 different posters advertising an event, each using a unique font style and size to demonstrate text hierarchy

EXPERIENCE

Graphic Design Student Assistant

Jan 2016 - Present

Humanities and Arts Success Center, SJSU, San Jose, CA

- Design 30+ projects a semester, including print and web materials
- Examine student behavior and refine e-newsletter graphics based on click rate
- Collaborate with department faculty, staff, and students to market events targeting 3000+ students
- Implement design standard, including SJSU identity and power images, into marketing materials

ACTIVITIES / INVOLVEMENT

AIGA, Member

Sep 2015 - Present

SJSU Design Studies Club, Member

Sep 2016 - Present

- Attend 3+ industry events a year, including: PLAY Digital Media, Technology Conference, and AIGA Conference

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Resume Sample (Arts, Communication, & Entertainment)

Im A. Spartan

San Jose, CA 95192 | (408) 555-5555 | imaspartan@gmail.com | linkedin/in/imaspartan

OBJECTIVE: To obtain a Public Relations Assistant position at XYZ Corp.

EDUCATION

Bachelor of Arts, Communication Studies, May 20XX
San Jose State University, San Jose, CA

Relevant Coursework: Print/Magazine and Online Writing, Organizational Communication, Beginning Visual Journalism, Business and Professional Speaking, Contemporary PR

Associate in Arts, Liberal Arts, June 20XX
De Anza College, Cupertino, CA

EXPERIENCE

Peer Advisor, January 20XX - Present

Career Center, San Jose State University, San Jose, CA

- Provide outstanding customer service to students, alumni, employers, and community members by demonstrating knowledge of career resources
- Resolve 30-40 Career Center customer inquiries in person, via telephone, and email on a weekly basis
- Organize information in Google Docs spreadsheets and other data processing software
- Support and assist Career Center professionals in developing and executing projects and events, such as workshops, career fairs, and marketing campaigns

Campaign for Director of Communications, September 20XX - May 20XX

Associated Students, San Jose State University, San Jose, CA

- Researched voter demographics and identified three areas to target campaign
- Utilized social media platforms, such as Facebook, Instagram and LinkedIn, to market campaign
- Presented to 20 different student organizations in order to increase campaign's visibility
- Created marketing collateral and posted to various SJSU Facebook student groups

Service Learning Project, February 20XX - October 20XX

Summer Search, San Jose, CA

- Conducted qualitative research to find the strengths and weaknesses of organizational communication
- Analyzed the data collected through content analysis and developed action plans to improve organizational communication
- Provided community service by helping the organization with administrative duties

Product Consultant, Sephora, August 20XX - May 20XX

Sephora, JCPenny, Mountain View, CA

- Marketed products from more than 200 beauty brands to diverse clientele base
- Communicated efficiently and regularly with management and other team members to develop creative goals and strategies aimed at achieving daily and monthly sales goals
- Created 20-30 Beauty Insider membership accounts for new and existing customers on a daily basis

SKILLS

Language: Bilingual in English and Spanish

Computer: Microsoft Suite (Word, Excel), Social Media Marketing (Facebook, Instagram, Twitter)

Resume Sample (Business, Financial Services, & Logistics)

Im A. Spartan

San Jose, CA 95192 | (408) 555-5555 | imaspartan@gmail.com | linkedin/in/imaspartan

OBJECTIVE: Emerging HR professional with 1 year of HR experience seeking an HR internship

EDUCATION

B.S. in Business Administration, Human Resource Management, May 20XX

San Jose State University, San Jose, CA, GPA: 3.7

Dean's Scholar, Fall 20XX - Spring 20XX

Related Coursework: Fundamentals of Human Resource Management, Workforce Planning, Staffing & Training, Legal Issues in Human Resource Management, Compensation and Reward Systems

PROJECTS

Compensation Programs in Action, SJSU, Spring 20XX

- Assisted HR manager of 2,000-employee business unit in review of new-hire job offers
- Consulted salary databases and hiring trends to form recommendations on future new-hire job offers
- Received top grade; recommendations for new-hire compensation were accepted by company

Management of Diversity Project, SJSU, Fall 20XX

- Produced creative solutions for a hypothetical diversity case with a court-room style setting
- Utilized interactive audience involvement, current employment law information, and a dynamic presentation platform

Business Case Presentation, SJSU, Fall 20XX

- Collaborated in a team of five that read, analyzed, and presented findings for a strategic planning case to a class of students using Microsoft PowerPoint
- Presented strategic planning case to other class sections upon request of professor

EXPERIENCE

Human Resources Intern, Saratoga Arts Center, Saratoga, CA, 05/20XX - 08/20XX

- Maintained an accurate and thorough volunteer database in Microsoft Excel which contained contact information and work hours of over 500 volunteers
- Coordinated volunteer schedules and planned bimonthly volunteer meetings
- Filed timesheets, healthcare forms, and various tax forms for 53 current employees

Peer Leader, SJSU College of Business Student Success Center, San Jose, CA, 09/20XX - 05/20XX

- Provided individual and group tutoring to an average of 10 SJSU students per week
- Taught students effective study skills and learning strategies to increase their GPAs
- Utilized strong oral and written communication skills to deliver information about the program to peers and faculty through live marketing presentations

ACTIVITIES

Operations Director, Latino Business Student Association (LBSA), SJSU, 08/20XX - Present

Member, Society of Human Resource Management (SHRM), SJSU, 01/20XX - Present

Resume Sample (Business, Financial Services, & Logistics)

Im A. Spartan

San Jose, CA 95192 | (408) 555-5555 | imaspartan@gmail.com | linkedin/in/imaspartan

OBJECTIVE

Seeking a summer internship with a public accounting firm

EDUCATION

B.S. in Business Administration, Concentration in Accounting
San Jose State University, San Jose, CA, GPA: 3.5

Expected Graduation: Spring 20XX

Related Coursework: Financial Accounting, Intermediate Accounting I, Intermediate Accounting II, Accounting Information Systems, Forensic Accounting, Advanced Accounting, Managerial Accounting, Financial Auditing

PROJECTS

Accounting Information Systems Manual Project, SJSU

Fall 20XX

- Analyzed and manually recorded customer and employee transactions
- Adjusted year-end worksheet trial balance and audited sales commissions
- Performed bank reconciliation and recorded invoices and bills from customer
- Converted the entire manual project on Peachtree software
- Strengthened confidence in ability to successfully complete month-end closing and reporting

Twitter Financials Project, SJSU

Spring 20XX

- Led team of five to complete SWOT report of Twitter financial statements
- Evaluated and analyzed aspects such as MD&A, operating profit, and the audit report
- Developed strategies concentrated on expansion to new markets, resulting in revenue growth for Twitter
- Received 100% on the project and presented report to 30+ peers, receiving positive comments on analysis

EXPERIENCE

Student Assistant, SJSU College of Business Student Success Center, San Jose, CA

08/20XX - Present

- Counsel and advise diverse population of business students on academic progress
- Update detailed curriculum sheets and review degree audit reports
- Assist in the development of a four-year plan for freshman to support student success

Accounting Intern, Accounting Experts, San Jose, CA

05/20XX - 8/20XX

- Managed company's records and books by organizing confidential documents and processing account payables, receivables, and payrolls through QuickBooks
- Assisted with processing of approximately \$89,000 in accounts receivables per month.
- Prepared daily, weekly and monthly status reports and charts for director using Excel
- Trained 12 new employees in resources and policies to enable successful transition to position

IRS Income Tax Preparation Volunteer, VITA, Oakland, CA

12/20XX - 4/20XX

- Assisted over 20 elderly, Farsi-speaking clients in completing annual tax returns
- Received high marks from clients and was invited to return the following tax season

SKILLS

Technical: MS Excel, QuickBooks, Peachtree

Languages: Fluent in English and Farsi

Resume Sample (Education, Public and Human Services)

Im A. Spartan

San Jose, CA 95192 | (408) 555-5555 | imaspartan@gmail.com | linkedin/in/imaspartan

EDUCATION

B.A. Child and Adolescent Development, May 20XX

San Jose State University, San Jose, CA, GPA: 3.8

Related Coursework: Social and Emotional Development in Childhood and Adolescence, Motivating Children and Adolescents in Educational Settings, Lifespan Development in the 21st Century

A.A. Child Development, June 20XX

De Anza College, Cupertino, CA

EXPERIENCE

Academic Coach, San Jose Cal-Soap, San Jose, CA

09/20XX - Present

- Meet with caseload of 20 high school students regularly to provide academic support
- Encourage knowledge and awareness of post-secondary educational opportunities
- Collaborate with staff and counselors in assessing and meeting current student needs

Team Leader, Camp Galileo, Fremont, CA

06/20XX - 08/20XX

- Led a team of 5 pre-K to 5th graders through various daily activities
- Provided emotional support for kids who felt homesick or shy
- Collaborated with directors and instructors to provide positive learning experience

Teaching Assistant, Silicon Valley Education Foundation, San Jose, CA

06/20XX - 07/20XX

- Assisted teacher in instructing and guiding incoming 9th grade students in algebra class
- Led technology integration of curriculum through Khan Academy
- Presented to 30+ students and parents to build a college-going culture

EOP Front Desk Student Assistant, San Jose State University, San Jose, CA

09/20XX - 05/20XX

- Assessed and directed students toward resources and staff based on need
- Organized and managed print and electronic files to increase operations efficiency
- Maintained records of student logs and survey information

SKILLS

Computer: Microsoft Word, Excel

Foreign Language: Fluent in Spanish

ACTIVITIES

Member, SJSU ChAD Club

09/20XX - Present

Resume Sample (Education, Public and Human Services)

Im A. Spartan

San Jose, CA 95192 | (408) 555-5555 | imaspartan@gmail.com | linkedin/in/imaspartan

EDUCATION

CA Multiple Subject Teaching Credential (CLAD)

San Jose State University, San Jose, CA, GPA: 3.6

May 20XX

Bachelor of Arts, Liberal Studies

San Jose State University, San Jose, CA

May 20XX

EXPERIENCE

Student Teacher, Arbuckle Elementary School, San Jose, CA

8/20XX - Present

- Assess and instruct a wide variety of levels of English Language Learners.
- Assist a group of six students with learning disabilities and strengthen their reading, spelling, writing and math skills by using the Lindamood-Bell method.
- Utilize Houghton Mifflin, Harcourt Brace and Step Up to Writing to teach grade-level standards.
- Promote qualities of good citizenship by implementing fairness and cooperation in the classroom.
- Establish an active learning environment through positive feedback and reinforcement.

Program Counselor, Girl Scouts of Santa Clara County, San Jose, CA

4/20XX - 05/20XX

- Led interactive programs at three San Jose shelters for children ages 5-12.
- Developed children's self-esteem and self-awareness by facilitating interactive artistic and physical games and activities.
- Established and maintained positive relationships with parents and site administrators.
- Ensured each child's health and safety by establishing an environment of trust and open communication.

SKILLS

Languages: Bilingual in Spanish and English

Computer: Proficient in PC and MAC, Microsoft Word, Excel, MS PowerPoint

ACTIVITIES

Vice-President, SJSU Student CA Teacher's Association

8/20XX - Present

Volunteer, Hospice

5/20XX - Present

Volunteer, Assistant-Coach for American Youth Soccer Organization (AYSO)

4/20XX - 06/20XX

Treasurer, SJSU Liberal Studies Society

3/20XX - 05/20XX

Resume Sample (Science, Technology, Engineering, and Math)

Im A. Spartan

San Jose, CA 95192 | (408) 555-5555 | imaspartan@gmail.com | linkedin/in/imaspartan

OBJECTIVE: System Administrator Intern at Blackberry

EDUCATION

B.S. Degree in Computer Engineering, December 20xx

San Jose State University, San Jose, CA

Overall GPA: 3.6

Related Coursework: Programming in Java, C and C++, Computer Graphics Algorithms, Data Structures, Object-Oriented Programming, Computer Networks

TECHNICAL SKILLS:

Programming: C, C++, Java, Perl, SQL, Visual Basic, Perl, Assembly, dBase IV, HTML

OS: Windows 10 and OSX

PROJECTS

Network Game Development, SJSU, Spring 20xx

- Led role on a team of 4 in designing and developing a network game in Java
- Brainstormed ideas with team and delegated responsibilities and tasks to team members
- Produced a fully-functioning web-based multi-player game and demonstrated for class

Programming in C, SJSU, Fall 20xx

- Independently wrote complex program for hangman game in C
- Created interface for graphics and script components

RELATED EXPERIENCE

Network Support Administrator, Spartan Computers, San Jose, CA, January 20xx – Present

- Repair and debug hardware and software systems, increasing user satisfaction rating by 25%
- Provide timely and excellent support to end users both locally and globally
- Adapt software applications to work on remove access network and install extensive hardware to augment the system

ACTIVITIES

Member, SJSU Mathematics and Computer Science Club, January 20xx - Present

Volunteer Tutor, STEM Club for Kids, September 20xx - December 20xx

Resume Sample (Science, Technology, Engineering, and Math)

Im A. Spartan

San Jose, CA 95192 | (408) 555-5555 | imaspartan@gmail.com | linkedin/in/imaspartan

OBJECTIVE: Entry-level laboratory position in the field of microbiology.

EDUCATION

B.S. in Biological Sciences, Concentration in Microbiology, Minor in Computer Science, May 20XX
San Jose State University, San Jose, CA

Related Coursework: Molecular Genetics, Ecological Sampling Design and Analyses, Hematology, Bacterial Genetics, Pathogenic Microbiology

SKILLS

Laboratory/Equipment: Proficient in PCR, Electrophoresis, Spot Testing: including oxidase, endole, and staining procedures, Fluorescence and Phase Contrast Microscopes, Flow Cytometer, Gel Doc system, and knowledgeable in bacterial, viral, and fungal isolation using different media.

Computer: Familiar with C++, Java, UNIX, Pascal; moderate proficiency in Microsoft Excel, Word, Access

PROJECTS

Drinking Water Quality Analysis, SJSU, Fall 20XX

- Conducted quality control of drinking water by testing for bacterial or fungal growth using various enrichment media and I.D. test kits.
- Isolated microorganisms and compared loads with CDC standards to determine safety levels.
- Compiled data and utilized Microsoft Excel to produce detailed report of findings.

Organisms Study, SJSU, Spring 20XX

- Led a team of four to engage in a small-scale epidemiologic study of a reservoir animal population
- Collected and analyzed parasites, viruses, bacteria, or any zoonotic organisms that could potentially cause infections to humans and animals.
- Presented findings in a research paper and to class and awarded highest grade by professor.

EXPERIENCE

Lab Assistant Intern, Biotech Corp., Palo Alto, CA, Sept 20XX - Present

- Provide technical support for drug development projects at various stages.
- Perform formulation and reformulation studies for non-controlled and controlled substances.

Doctor's Assistant, Good Hope Hospital, San Jose, CA, June - Sept 20XX

- Assisted doctors in preparing for surgery.
- Supported medical professionals with computer-based research.

Database Assistant, Santa Clara Union District, San Jose, CA, Sept 20XX - Nov 20XX

- Verified data and systems for command errors.
- Developed departmental spreadsheets using MS Excel.

ACTIVITIES

President, Biology Student Association, SJSU, 20XX - Present

Computer Tutor, Computer Literacy for Biologists, SJSU, May 20XX - November 20XX

Resume Sample (Health and Nutrition - Nursing)

Im A. Spartan

San Jose, CA 95192 | (408) 555-5555 | imaspartan@gmail.com | linkedin/in/imaspartan

OBJECTIVE: Seeking a full-time Registered Nurse position at Hospital XYZ

EDUCATION

Bachelor of Science Nursing, May 20XX

The Valley Foundation School of Nursing, San Jose State University, San Jose, CA

Cum Laude GPA: 3.6/4.0; Deans Scholar Spring 20XX & Spring 20XX

SKILLS

Certified Health Professional, CPR, ACLS, NRP, PALS, Registered Nurse, License #123456, Expires 05/20XX

CLINICAL EXPERIENCE

Neonatal Intensive Care Unit Preceptorship Level 3 NICU, ABC Hospital, Fremont, CA 06/XX - 08/XX

- Maintained safe care of patients by applying evidence-based practice into care using a theory knowledge approach
- Cared for 3 high acuity infants perfecting skills in NG feeding, infant assessment, Bubble CPAP care, delivery assistance/admission, IV start/ maintenance.

Psychiatric Unit, VA Medical Center, Palo Alto, CA, XX hours 1/XX - 5/XX

Community Health Nursing, Shelter and Family Community Center, San Jose, CA, XX hours 1/XX - 5/XX

Pediatrics Nursing Student, Hospital XYZ, Santa Clara, CA, XX hours 8/XX - 12/XX

Obstetrics Nursing Student, Hospital XYZ, Santa Clara, CA, XX hours 8/XX - 12/XX

Medical Surgical Advanced, Santa Theresa Hospital, San Jose, CA, XX hours 1/XX - 5/XX

Medical Surgical Beginning, Santa Theresa Hospital, San Jose, CA, XX hours 8/XX - 12/XX

HEALTH RELATED EXPERIENCE

Medical Translator, The Free Clinic of San Jose, San Jose, CA, 05/XX - 12/XX

- Facilitated the physician to patient communication during consultations, increasing cultural competence.
- Assisted patients in interpreting and clarifying the clinic's procedures and forms.
- Provided advice to patients, clients and families about available health care options when directed.

Outreach Worker, Santa Cruz Department of Public Health, Santa Cruz, CA, 5/XX - 8/XX

- Conducted outreach to homeless persons living in Santa Cruz; linked patients with medical service programs and assisted with the daily routine of the clinic.

LEADERSHIP EXPERIENCE

PR Office Chair, California Nursing Student Association, 20XX - 20XX

- Promoted CNSA to new SJSU nursing students through social media, one on one conversations, email campaigns and tabling, increasing new membership by 25%.
- Collaborated with Communications Chair to develop a monthly e-newsletter, communicating key industry news, CNSA events and updates, and other relevant information as needed.

ACTIVITIES

Member at Large, American Association of Critical Care Nurses South Bay Chapter, 20XX - 20XX

Member, Sigma Theta Tau International Honor Society, 20XX - 20XX

Member, Public Health Nursing Club, 20XX - 20XX

Resume Sample (Health and Nutrition)

Im A. Spartan

San Jose, CA 95192 | (408) 555-5555 | imaspartan@gmail.com | linkedin/in/imaspartan

OBJECTIVE: Pursuing a Health Care Administrative position with XYZ Hospital

EDUCATION

B.S. Health Science, Concentration: Health Services Administration, Minor: Sociology, May 20XX

San Jose State University, San Jose, CA

President's Scholar, 20XX - 20XX

Dean's Scholar, 20XX - 20XX, 20XX - Present

EXPERIENCE

Office Management Intern, Veterans Affairs Health Care System, Palo Alto, CA, February 20XX - Present

- Ensure smooth onboarding process for clerks, residents, fellows, and attending physicians by serving as liaison between them and VAPAHCS managerial structures through phone and Outlook communication.
- Guide health care professionals to obtain ACLS certification by arranging computer training sessions, administering new user accounts, verifying status of completion, and distributing certificates.
- Stimulate coherent and efficient workflow by consolidating doctors' call schedule upon analysis of individual special request and availability.

Administrative Assistant, Southside Health Center, San Jose, CA, October 20XX - Present

- Secure financial flow by assisting in first phase of claims processing and identifying appropriate procedure and diagnosis codes for 5,000 patients.
- Contribute to financial management by inputting checks, creating invoices, and preparing collection letters for patients with late payments to avoid missing, under, or overpayment.
- Deliver high quality service by clearly communicating with staff and patients, keeping appointment schedule up-to-date and verifying patient insurance benefits prior to appointment.

Medical Receptionist, ABC Vision Center, San Jose, CA, January 20XX - May 20XX

- Eliminated unnecessary wait time and improved patient satisfaction by handling appointment requests for office visits and out-patient procedures at Regional Medical Center Hospital.
- Checked authorization status and verified patient eligibility to avoid unapproved services, inaccurate billing, and reimbursement rejection.
- Maintained quality of patient care and minimized medical errors by electronically sending prescriptions to appropriate pharmacies.

SKILLS:

Languages: Fluent in reading, writing, and speaking Spanish

Technology: CPT coding, Outlook, Microsoft Office, electrical health records of Lytec Practice Management System, Care360, Amazing Charts, Medisoft Advanced Patient Accounting.

ACTIVITIES

Member, San Jose State University Psi Chi Chapter, 01/XX - Current

Volunteer, Sacred Heart Community Center, 01/XX - Current