

Your résumé should show a potential employer how you are qualified for an internship or job by

## Things to Include (and not include) in Your Resume

Your resume should contain the following content blocks. See the recommended sample formats at the end of this guide:

Contact Information: Name, Phone, Email, Current address or permanent address if you might move before the employer can contact you. Your name should be in a large font in the upper left corner, and your contact information should be



## Transferable Skills

Why do transferable skills matter? Because they help you to frame tasks and skills in your bullet points in ways that can matter to a prospective employer. As an example:

Only stating your tasks/duties	Made coffee drinks for customers
Using transferable skills	Utilized attention to detail to quickly and accurately complete orders to ensure customer satisfaction

The following can be helpful as you develop your transferable skills.

Act as a Liaison- Represent, serve as a link between individuals/ groups.
Adapt to Change- Easily and quickly respond to changing assignments, work settings, and priorities.
Analyze- Break down and figure out problems logically.
Budget- Economize, save, stretch money or other resources.
Classify- Group, categorize, systemize data, people or things.
Computer Literate- Develop, organize, and complete tasks and projects using software.
Conceptualize- Conceive and internally develop concepts and ideas.
Counsel- Facilitate insight and personal growth, guide, advise, coach others.
Customer Service- Effectively solve problems and challenges that satisfy customers.
Deal with Ambiguity- Be comfortable and effective with issues that lack clarity, structure, or certainty.
Deal with Feelings-

# Marisol Matthews

## Objective

To obtain an internship in Events Planning

## Education

Bachelor of Arts, Communication Studies  
Westmont College | Santa Barbara, CA

May 2019

## Related Experience

### Sales and Catering Intern

January 2017 - Present

Fess Parker's Doubletree Resort | Santa Barbara, CA

Initiate projects with the Sales, Catering, and Convention Services departments

Participate in client meetings, Pre-Convention meetings and site tours

Gain a working knowledge of the hotel computer system (Delphi and Word) through creating letters and mail merges

Liaison with vendors and guests over the phone to remedy potential complications

Assist in servicing and programming a convention

### Administrative Assistant

May 2012 – December 2012

Alpha Property Management | Downey, CA

Completed various computer related tasks in Excel and Windows programs, including data entry, word processing, and chart making

Compiled quarterly reports of financial records for the U.S. Department of Housing

Transcribed minutes at the Property Supervisors' weekly meetings

Worked f0912 363(r)-i4blG 0.6 Tm0 g4(f0912 363(r)-i4blG60 g0 G[ ])TJETq0.00000912 0 612 792 reW\*nq0.00000912

# Jane Smith

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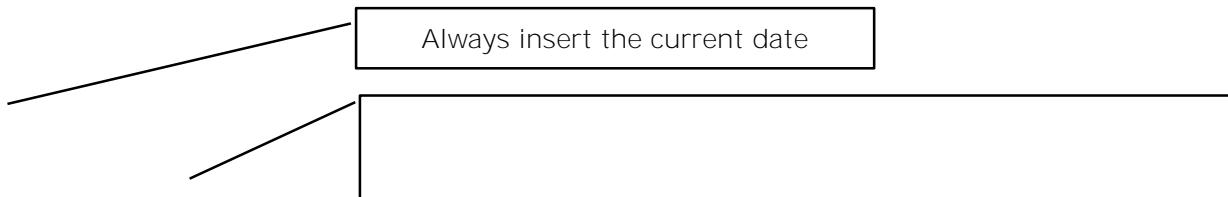
## Cover Letters

### TIPS:

In almost every case, you should submit a cover letter with your resume.

## Cover Letter Example

Two key points: 1) As with your resume, you must ALWAYS spell check and proofread your cover letter prior to sending. Simple (and easily avoidable) mistakes can cause employers to lose interest in you, and 2) always convert your cover letter and resume into a PDF prior to sending (avoid formatting issues).





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#### REFERENCES

Name  
Job Title  
Company  
Phone Address

## Preparing a Curriculum Vitae

Though a curriculum vitae, or CV, is a type of resume typically used by professionals in the fields of academia, medicine, teaching, and research, it can also be asked for when applying to graduate programs. We strongly encourage you to have your major advisor review your CV as it pertains to graduate school.

### Differences between a resume and a CV

Education is always listed first. Most candidates who use a CV have an educational background directly related to the positions they seek.

CV's almost never list an objective and seldom have a long narrative profile. If you want to make a more elaborate argument for your application, do it in a cover letter.

CV's should be understated. Self-congratulation is likely to backfire on the author so keep your CV looking simple.

Name-dropping is more common in CV's than resumes. For example, if you performed research under a certain professor, you would probably include her name and title. Science and academia are small worlds, and it is likely that a prospective employer will have heard of a given specialist in her own field.

CV's can run on for pages and pages. This is different from resumes, which need to be one to two pages, maximum. CV's should, however, be very neatly organized with clear headings and distinct conceptual divisions.

CV's often contain many more categories of information than resumes.

Experience may be divided between headings for TEACHING and RESEARCH;