

LETTER OF INTRODUCTION

Dear Parent/Guardian and Student,

Welcome to your senior year! This page of scholarship information is designed to be a guide for parents and seniors, and to assist when planning for your financial needs after high school. **There are many different sources of financial aid.** Each one of the following may become part of your financial aid plan:

1. SCHOLARSHIPS

Scholarship monies do NOT have to be paid back, and are usually awarded on specific criteria and/or competitive basis. Each scholarship must be applied for on an individual basis according to specific guidelines and deadlines. The scholarship committee determines who is selected based on their specific criteria. Be sure to complete all applications correctly, meeting all requirements and submit all materials on time.

2. GRANTS

These consist of state and federal monies available to students granted on a need basis and/or academic performance. Academic achievement and GPA are usually part of the criteria for grants. These are monies that do NOT have to be repaid. All grants are applied for when students apply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA) or Dream Act Application.

3. WORK-STUDY

These are programs offered by colleges and universities that allow students to be paid for working while enrolled in school. The amount which can be earned is specified by the individual college financial aid office and must meet a portion of the student's needs analysis. Students apply for work study when they complete the FAFSA/Dream Act.

4. STUDENT LOANS

There are a variety of student loan packages available and should only be applied for as a last resort since the money must be paid back. In order to qualify for a low interest government funded student loan, students must apply for Financial Aid by completing the FAFSA/Dream Act.

5. PARENT ASSISTANCE

Parents are expected to assist their son/daughter with an amount of money based on parents' income. Parent Plus loans are available through the federal government and are awarded based on information when completing the FAFSA/Dream Act Application.

6. STUDENTS

Students are expected to contribute by working a summer job or a part-time job during the school year.

When a student completes the FAFSA or Dream Act Application they list the schools they plan to attend. The schools listed will receive the student's financial information so their financial aid office will develop a plan taking all the above factors into consideration. Each school's individual costs are considered along with information that the student and parents supply when submitting the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application. Each school is different, so do not be surprised when you apply to multiple schools and each financial aid package is different.

Scholarships are listed according to the due date. All National, Regional, State and Private Scholarship application information may be obtained in the Counseling Office. Because we compile this list early in the school year, some dates may change and scholarships may no longer be offered. If new scholarships become available that are not included in this book, they will be emailed to your school email account.

Local Scholarship applications will be available online beginning in February. Local Scholarship applications will be due in the Counseling Office on or before **April 15, 2022**.

Scholarships may be very challenging and will require attention to detail. It is very important to do everything that is asked to ensure consideration for each scholarship. If you are unsure about whether you qualify for a scholarship, apply anyway. People want to give out their money and support young people, so give yourself a chance and apply. This will be a long hard year, but every minute you spend completing applications will be worth it, making your college years less stressful. Enjoy this time in your lives and feel free to stop in or call when you have questions.

Sincerely,
Melissa Melendrez
LMHS Counselor
384-7900 ext. 2106

SCHOLARSHIP APPLICATION PROCEDURES

The Scholarship Information website is designed to help you and your parents search for National, State, Regional, Private and Local Scholarships. The scholarship information contained on this website is based on information that is sent to the Los Molinos High School Counseling Office. It is important to note that some of these scholarship foundations change their due date, change the award, and sometimes the scholarships are discontinued after the printing of this book. We do make an earnest effort to stay on top of these changes and to request the applications in time for students to meet the deadlines. However, many times, we are at the mercy of the scholarship providers. The following steps are guidelines to help you in the scholarship application process:

1. Study the Scholarship Information page.
2. Check your school email regularly as scholarship information and applications are sent electronically via email as they become available.
3. Request any needed letter of recommendation at least two weeks ahead of when you plan to mail the application.
4. Keep extra copies of official transcripts on hand so you have them when a last minute scholarship becomes available.
5. Write your essay, personal statement, and your resume. Make sure the final copy is typed and error free. Have multiple people proofread them to ensure the highest quality. Ensure that your essay clearly states why they scholarship committee should choose you over someone else.
6. Maintain a basic essay that you alter for each different scholarship. Most want to know basic information about who you are, what your plans are and why they should pick you. Simply add information for each different scholarship, personalizing the essay to meet their requirements. Do not recreate an essay from scratch for each application.
7. Type your applications - it is very impressive. If you need to, recreate the application on the computer, be sure it looks exactly like the original. You can also convert applications to PDF's and type directly on the application.
8. Pay strict attention to deadlines. Always mail early if possible. Make sure you know whether the deadline is a postmark deadline or an "in-hand" deadline. Get a certificate of mailing if you need to verify mailing.
9. Be sure to use other resources for Scholarship Information:
 - ♦ Library (Local and College) Check scholarship and financial aid publications and other resources including using the internet.
 - ♦ Colleges of your choice - check with colleges for information on their scholarship programs when you apply and contact their Financial Aid Office
10. **If you receive a scholarship award be sure to let Ms. Melendrez know as soon as possible.**
11. If you are awarded a scholarship be sure to write a THANK YOU LETTER. These kind foundations have invested in your future. Make sure they know exactly how much you appreciate them investing your future. Show your appreciation with a thoughtful, well written Thank you Letter.

Make your Application strong enough to speak for you when you're not there to represent yourself!

TIPS FOR COMPLETING APPLICATIONS

The best advice on applications and their proper completion comes from those who regularly review and evaluate them. The following checklist should be used as a reference point. Most scholarships are won by students who take nothing for granted and who carefully complete every application with the same eye for detail.

- Allow yourself enough time to meet scholarship deadlines. **DON'T procrastinate!!!!**
- Whenever possible, **always type**, never write! A typed application is much easier to read. (You can always recreate the document on the computer; just make sure it looks exactly like the original).
- Follow all directions. As one advisor told us, "If the application says to circle the scholarships you qualify for, then you need to circle something because otherwise you're really applying for nothing".
- Give your correct Social Security number and complete mailing address (where you receive mail). Also provide the exact, respectable, e-mail you check regularly, because most organizations notify via e-mail.
- Fill out every space, leaving no blank spaces. If called for, applicants can place an "N/A" (not applicable) or a "0" in certain spaces. Make copies of ALL applications and save in a file properly labeled with the scholarship name on each file. If you mail the application, get a certificate of mailing.
- Your name should be stated the same way throughout the application. Mike Doe or Michael Doe, Dave M. Jones or David Michael Jones. Be consistent. Make sure it is your LEGAL name so it will match with all other records.
- If there is an "activities" section on the application, use all the space provided. Provide interesting, general information. Do not attach extra sheets of paper unless the application specifically states that you may.
- When filing in sections that concern parental income, use figures obtained from tax returns, lists of assets, investment statements, and the like. Because many scholarships are need-based, this information is essential and must be correct.
- Accurately fill in the blanks. It's inappropriate to exaggerate certain information like achievement tests scores (ACT, SAT), GPA, volunteer work, family income and assets figures.
- Contact the organization or agency making the award if there is anything on the application that confuses you. The student needs to make the contact, not the parents.
- Thoroughly double-check all materials for spelling and grammatical errors; have friends, family members or teachers check, too.
- Send all forms and applications via first class mail. For follow-up purposes, note the date the application was sent. Make copies of the final version, just before you mail them, so you know exactly what you sent, in case there are any discrepancies. Also, keep all correspondence regarding the scholarship.
- Do clean up any social networking spaces. If you think the admissions officer will never look at your Twitter, Facebook profile, etc. you may be right. But more and more admission departments are looking so do not take the risk.
- Check Spam/Trash Folder often in case correspondence is accidentally sent to the wrong folder.
- Do not use sentences that explain others, put sentences in the form of your own personal story.

LETTERS OF RECOMMENDATION

Most private colleges, competitive college major departments, some employers and most scholarship foundations will request a letter of recommendation.

Complete a resume or activities record and provide a copy to all recommenders to assist them in writing your letters. Remember, whenever possible, it is best to request recommendations only from people who know you well. Request letters from people who know you differently. For example; a teacher, coach, community athletic coach, religious person, family friend, employer, etc. In selecting people to write your recommendations, consider that you may want these letters to illustrate a balance of your interests. For instance, recommendations from an English teacher, a math teacher, and a coach would give a broad picture.

Colleges are looking for personal insights about student applicants, not a reiteration of classes taken, grades and test scores. The most effective letters are usually obtained from people who know the student very well.

The most competitive colleges usually prefer letters from teachers of college prep courses (i.e., English, lab science, advanced math, and foreign language). These faculty members have witnessed strengths in their classroom as well as personal characteristics. These teachers are often better able to promote admission than, for instance, an administrator who has not had such extended personal interaction.

When requesting a letter of recommendation, allow the writer 2 to 3 weeks for completion. Requesting the letter of recommendation early will help both you and the writer avoid the last minute rush to meet a critical deadline. Also, ask if the person will save your letter so when you need another copy, they can simply personalize it for the new scholarship and they will not have to recreate it. It is a good idea to keep extra copies on hand, so when you get a scholarship at the last minute, you already have one ready to use.

Make a personal contact with the teacher and ask if he/she is willing to support your application. Then make sure that the person who will write the recommendation has all the necessary information, such as which scholarship you are applying for. The more information the recommender has, the more personalized the letter. Things like copies of your activities record and/or resumes are often helpful when writing the letters.

When you approach each person who has agreed to write you a recommendation, mention the deadlines he or she needs to know. If your recommenders don't contact you within a few weeks to let you know that they have mailed their recommendations, check back with them.

REQUEST LETTERS OF RECOMMENDATION EARLY!

Resume Examples

General Resume Guidelines

First Name Last Name

Location | Phone Number | Email | LinkedIn URL

NAME: Font Size 16-24

OPTIONAL: LinkedIn and/or web address; Location can be full address or City, State

EDUCATION

School Name

Degree, Major and/or Concentration
Minor

Month Year
GPA 3.5

Study Abroad

- Skill statement
- Skill statement

Certificates: Certificate in Professional Sales, Professional Management Consulting Certificate

Languages: Spanish (fluent), German (conversational)

Related Coursework (Or Course Emphasis)

- Course
- Course
- Course
- Course

EDUCATION: Typically at the top if recent/new graduate. **Optional:** add cumulative GPA if higher than 3.0. Content can include - community college, study abroad, coursework, certificates, and languages (include level of proficiency or seal of bi-literacy).

EXPERIENCE

Title, Company/Organization Name (City, State)

Month Year-Present

- Skill statement
- Skill statement
- Skill statement
- Skill statement

Include title/role, company/organization, location, and dates

Leadership Title, Company/Organization Name (City, State)

Month Year-Month Year

- Skill statement
- Skill statement
- Skill statement

EXPERIENCE: Separate information by using (bold, underline, italics, CAPS, (), etc.) Present experience = present tense; Past experience = past tense. **Retitle section headers to represent your experience (Volunteer, Campus Involvement, Customer Service Experience, Research, etc.). List in reverse chronological order. Follow a consistent format within each section.**

PROJECTS/RESEARCH

Project/Research Title, Organization or Department, (School Name/Location)

Month Year

- Skill statement
- Skill statement
- Skill statement

ACADEMICS: A project or research section can demonstrate how you apply your knowledge to the world of work. Content can include the project/research title, organization, your role, location, etc.; include the skill set you gained or utilized.

HONORS AND AWARDS

Title of Honor/Award, Organization Name (City, State)

Month Year

KEY SKILLS

Languages, computer skills, laboratory skills, technical skills, programming skills

SKILLS: Insert skills directly relevant to the industry/position (i.e. computer hardware/software skills, technology skills, programming skills, industry specific machinery)

GENERAL TIPS:

Margins .5"-1"

Font: Size (10-12), Type (use a basic font - Times New Roman, Arial, Calibri, etc.)

Font Color: Black text is a standard on a resume; using color sparingly can be acceptable

Line Spacing: standard is "single spacing",

Columns: can be a simple way to list items and reduce amount of vertical space used

Bullets: use a bullet format to list your "skill statements"; avoid paragraphs

Balance the page: avoid white space by using columns, aligning dates to the right, etc.

Power Verbs for your Resume

Leadership | Management

Aligned	Cultivated	Executed	Headed	Mentored	Orchestrated	Produced	Shaped	Unified
Chaired	Directed	Facilitated	Hired	Mobilized	Organized	Programmed	Supervised	United
Controlled	Enabled	Fostered	Inspired	Motivated	Oversaw	Recruited	Taught	
Coordinated	Evaluated	Guided	Instructed	Operated	Planned	Regulated	Trained	

Created | Designed

Abstracted	Began	Composed	Customized	Directed	Engineered	Fashioned	Implemented	Introduced
Acted	Built	Conceptualized	Designed	Displayed	Entertained	Formalized	Incorporated	Launched
Adapted	Charted	Condensed	Developed	Drew	Established	Formed	Initiated	Pioneered
Administered	Combined	Created	Devised	Founded	Explored	Formulated	Instituted	Spearheaded

Oral/Written Communication

Addressed	Briefed	Conferred	Developed	Enlisted	Influenced	Lectured	Observed	Read	Sold
Advertised	Clarified	Consulted	Directed	Explained	Informed	Listened	Obtained	Reasoned	Solicited
Advised	Closed	Contracted	Discussed	Expressed	Interacted	Manipulated	Outlined	Reconciled	Specified
Advocated	Coached	Conveyed	Dispatched	Fielded	Interpreted	Marketed	Participated	Recruited	Spoke
Arbitrated	Collaborated	Convinced	Distinguished	Formulated	Interviewed	Mediated	Persuaded	Referred	Suggested
Argued	Communicated	Corresponded	Drafted	Furnished	Involved	Moderated	Presented	Reinforced	Summarized
Arranged	Composed	Created	Edited	Helped	Joined	Motivated	Promoted	Reported	Synthesized
Articulated	Concluded	Debated	Educated	Identified	Judged	Merged	Proposed	Resolved	Translated
Authored	Condensed	Defined	Elicited	Incorporated	Led	Negotiated	Publicized	Responded	Wrote

Teamwork | Collaboration (including Global/Intercultural Fluency)

Advised	Assisted	Collaborate	Coordinate	Encouraged	Helped	Interpreted	Persuaded	Referred	Supported
Advocated	Clarified	Contribute	Defined	Facilitated	Informed	Involved	Provided	Resolved	Upheld
Aided	Corresponded	Cooperate	Enabled	Fostered	Inspired	Participated	Publicized	Shared	

Technical

Acclimated	Balanced	Conceived	Designed	Engineered	Improved	Molded	Processed	Remodeled	Streamlined
Activated	Built	Conserved	Detected	Excelled	Increased	Networked	Programmed	Repaired	Studied
Adapted	Calculated	Constructed	Determined	Expanded	Installed	Operated	Rebuilt	Replaced	Surveyed
Adhered	Centralized	Converted	Developed	Expedited	Interfaced	Overhauled	Reconstructed	Restored	Systematized
Adjusted	Channeled	Coordinated	Devised	Fabricated	Launched	Packaged	Rectified	Revamped	Upgraded
Applied	Charted	Debugged	Diagrammed	Formed	Maintained	Pioneered	Re-designed	Solved	Utilized
Assembled	Circulated	Deferred	Diversified	Fortified	Mastered	Prepared	Re-engineered	Specialized	Wrote
Automated	Computed	Demonstrated	Drafted	Generated	Modified	Printed	Regulated	Standardized	

Critical Thinking | Research

Analyzed	Calculated	Compared	Discovered	Generated	Interpreted	Organized	Qualified	Simulated	Tested
Arranged	Catalogued	Compiled	Evaluated	Highlighted	Investigated	Persuaded	Quantified	Specified	Tracked
Assembled	Clarify	Conducted	Examined	Identified	Mapped	Prepared	Recorded	Studied	Trained
Assessed	Classified	Critiqued	Explored	Implemented	Measured	Proposed	Retrieved	Surveyed	Transmitted
Audited	Collected	Detected	Forecasted	Inspected	Monitored	Proved	Screened	Systemized	Validated

Social Service

Accommodated	Alleviated	Attended	Consoled	Diagnosed	Ensured	Helped	Mentored	Referred	Serviced
Achieved	Answered	Augmented	Contributed	Directed	Expedited	Integrated	Mobilized	Rehabilitated	Simplified
Adapted	Arbitrated	Bolstered	Cooperated	Eased	Facilitated	Insured	Motivated	Related	Spoke
Adjusted	Arranged	Cared	Counseled	Educated	Familiarized	Interceded	Perceived	Rendered	Supplied
Advised	Assessed	Clarified	Demonstrated	Elevated	Fostered	Intervened	Preventive	Represented	Supported
Advocated	Assisted	Coached	Developed	Encouraged	Furthered	Led	Protected	Resolved	Volunteered
Aided	Assured	Collaborated	Sensitivity	Endorsed	Guided	Listened	Provided	Safeguarded	

Sales

Accelerated	Amplified	Conserved	Deducted	Enhanced	Furthered	Improved	Maximized	Reduced	Yielded
Achieved	Boosted	Consolidated	Delivered	Expanded	Gained	Lessened	Outpaced	Stimulated	
Advanced	Capitalized	Decreased	Diagnosed	Expedited	Generated	Lifted	Reconciled	Sustained	

Sample Resume

Nancy Jones

178 Mangrove Avenue, Chico, CA 95926 ✉ nancyjones@gmail.com ✆ 530.555.1109

EDUCATION:

California State University, Chico May 2018
Bachelor of Science in Business Administration

Chico High School – 4.05 GPA (Weighted) June 2014

- Women's soccer – Varsity
- AP English, AP Government, Peer Tutoring, Biology, Calculus, Math Analysis, Chemistry, Spanish (4yr)

EXPERIENCE:

Baker, The Cookie Shoppe - Chico, CA January 2013 – present

- Work four days per week beginning at 6:00am while maintaining a full high school academic load
- Utilize specific attention to detail while baking and fulfilling large customer orders
- Provide excellent customer service to all incoming patrons

Babysitter, Curtis Family, Treanor Family & Norlie Family - Chico, CA June 2009 – December 2014

- Created a safe environment for children ranging from ages 3 – 9 years old
- Provided effective and patient assistance with homework and chores
- Trusted to drop off and pick up from swim lessons, soccer camp and art classes
- Effectively communicated to children regarding expectations, rules and discipline

Self-employed, Auto Detail - Chico, CA May 2006 – August 2008

- Responsible for interior cleaning, vacuuming, stain removal and hand waxing various cars
- Focused and articulate during 3-5 hour projects
- Continuously gain repeat business due to quality work and word of mouth referrals

Member, National Charity League - Chico, CA March 2006 – May 2014

- Participated in a minimum of 15 hours of philanthropic events per year
- Events include: Ability First at CSUC, Stansbury House, Salvation Army for holidays, Relay for Life

Participant, Door of Faith Orphanage (DOFO), La Mission, Mexico 4 one-week trips

- Travelled to Mexico to paint houses and distribute food for the families in need
- Involved with arts and crafts, movie nights and healthy activities for local children
- Worked well in a team environment to provide operational assistance to repair and remodel buildings

ACTIVITIES:

- Impact Mentor – Mentor of the Year – support Jr. High students in academic and social development
- Girls State & Camp Royal – Nominated as one of six females in entire Junior class.
- Competitive Soccer – Butte United and Chico Cal
- Relay for Life – Personally created outreach correspondence and raised \$900 from family & community
- Body and Mind (BAM) convention – Sold cd's and promotional items supporting healthy lifestyles
- Irish Dance – Keeping Dance Alive

Sample Resume

Martin Martinez

1234 Address Lane, Chico, CA 95926
(530) 555-5555 • mmartinez@mail.csuchico.edu

Education

California State University, Chico

May 2021

Bachelor of Science in Agricultural Business

Languages: Spanish (fluent)

Certificate in Plant Protection

May 2021

Courses completed: General Chemistry, Introduction to Plant Science, General Entomology, Soil Fertility and Plant Nutrition, Irrigation, Production of Annual Crops, Principles of Integrated Pest Management

Experience

Crop Production Assistant

ABC Ranch (Colusa, CA)

January 2019 – present

- Apply herbicides to rice crops while adhering to safety precautions.
- Maintain several rice combines and performed repairs.
- Excel as a member of the harvest crew, demonstrating exceptional teamwork in demanding work conditions.

Field Scout

Chico Fertilizer (Chico, CA)

Spring/Summer 2018 & 2019

- Checked and recorded data of Codling Moth and Husk Fly traps in walnut orchards in Colusa, Glenn, Butte, and Tehama Counties.
- Utilized Excel to plot data and report information to PCAs and growers weekly.

Server

The Broadway (Chico, CA)

March 2018 – January 2019

Bill's Ranch House (Camarillo, CA)

January 2017 – January 2018

- Provided customer service for a diverse clientele at a busy family-style restaurant and an upscale, fine dining establishment.
- Trained new employees due to solid job knowledge and leadership skills.
- Demonstrated flexibility by working varied shifts and filling in for co-workers, even with short notice, whenever possible.

Activities

Club Reporter & Member, Crop Science & Horticulture Club (CSU, Chico) 2019 – present

- Ensure attention to detail in the accuracy of all reports.
- Volunteer as a solid team player in various community events and fundraisers.

Treasurer & Member, Harry Potter Club (CSU, Chico)

2019 – present

- Record all expenditures using Excel and provide accurate monthly financial reports.
- Collect all monies from club projects and deposit club funds.

Sample Resume

Anne Morales

a.morales.11@gmail.com • (650) 323-0321 • www.linkedin.com/anne-morales

EDUCATION

California State University, Chico May 2019
Bachelor of Science in Health Science Education GPA: 3.8
Languages: **German** (Advanced), **Spanish** (Intermediate)

ATHLETIC EXCELLENCE

Chico State Women's Rugby Captain, CSU Chico, Chico CA August 2016 - May 2019

- Exercised strong leadership skills and practiced self-discipline on and off the field
- Reacted to complex game situations quickly and effectively
- Accepted constructive criticism from coaches and teammates to improve skills
- United and led 40 teammates on national and international competitive tours
- Successfully balanced athletic activities while managing demanding full-time academic schedule and a job

Accomplishments

Division I National Champions 2018 • Collegiate Women's All-American • Captain for two years • Coach's Award
USA Rugby Olympic Development Training • Pacific Mountain Rugby Conference Most Outstanding Player • MVP

EXPERIENCE

Administrative Support Specialist, Career Center (CSU Chico) Aug 2017 - May 2019

- Greeted and ensured satisfaction of 150 on-campus recruiters and employers each year
- Guided students professionally through manuals and resources to further support their career development
- Led daily on-line job database demonstrations to inform students of job opportunities on campus and community
- Maintained job board and assisted hundreds of employers with creating accounts and advertising job opportunities

Student Office Coordinator, Summer Orientation & New Student Programs (CSU, Chico) May 2018 - Aug 2018

- Provided excellent customer service to 5,000+ prospective students and their parents/guests
- Coordinated specific accommodations for parents/guests regarding payment, accessibility, general needs, etc.
- Exhibited exceptional critical thinking skills while answering questions or concerns of parents and guests
- Communicated with 45 different faculty, staff, and administration to coordinate daily meetings
- Participated in website improvement while troubleshooting problems with new website design and layout

Peer Advisor, Summer Orientation & New Student Programs (CSU Chico) May 2017 - August 2017

- Advised 600 prospective students and parents regarding course requirements, policies and procedures
- Presented and conducted campus tours to groups of up to 100 attendees
- Solved various problems with professionalism and effective communication skills
- Achieved 100% attendance and punctuality

Soccer Instructor, Scotts Valley Parks & Recreation (Scotts Valley, CA) June 2012 - August 2016

- Managed 40 children and multitasked with many children and parent interactions

INVOLVEMENT

Fire Educator, Chico Fire & Rescue, Chico, CA February 2017 - May 2018

- Collaborated with Chico Unified School District to develop fire education programs for local elementary schools
- Enhanced and developed leadership skills while assisting in expanding an existing program

Freshmen Leadership Opportunity, CSU Chico, Chico, CA August 2016 - June 2017

- Selected out of 4,000 Chico freshmen to participate in a yearlong program promoting leadership

Legislative Affairs Committee, CSU Chico Associated Students, Chico, CA August 2016 - June 2017

- Challenged to make executive decisions based on policies that will best benefit the Chico community

VOLUNTEER

Classroom Aid, Hooker Oak Elementary School Chico, CA March 2017 & 2018

- Assisted in school development at Hooker Oak Elementary School for 'Cats in the Community' event

Student Assistant, CSU Chico, Chico, CA 2016

- Participated in Up 'til Dawn for St. Jude Children's Research Hospital as a fundraiser for kids battling cancer

Sample Resume

MERCEDES JOHNSON

GAME DEVELOPMENT & PROJECT MANAGEMENT

(504) 455-5574 | mercjohnson@gmail.com | [linkedin.com/in/mjohnson](https://www.linkedin.com/in/mjohnson)

EDUCATION

California State University, Chico December 2019
Bachelor of Science in Computer Animation & Game Development - Option in Game Development 3.57 GPA
Minor in Video Game Design, Minor in Project Management
Palomar Community College
Certificate of Proficiency: Video Game Artist May 2017

EXPERIENCE

COMMUNITY OUTREACH COORDINATOR CSU Chico, CAGD Department Chico, CA August 2018 - Present
- Document CAGD activities, operations, and projects to social media with custom-made content
- Drive engagement to improve program's social footprint and manage department's online presence
- Establish a clear process for community outreach as the first employee in the position
PRODUCER INTERN Zynga San Diego, CA May 2018 - August 2018
- Assembled game design documents to organize the creative and technical direction for new IPs
- Managed communications between team and central groups by running daily stand ups
- Supported the team in all development needs from a production perspective
- Optimized studio's game community to drive user engagement through community management
- Developed experience in live ops and pre-production game development
CONCEPT ARTIST Chico State Game Studios Chico, CA January 2018 - May 2018
- Created digital concepts for use of 3D and environment modelers in the PC title Project Resurrection
- Drafted and finalize concept art for characters including bosses and enemies, as well as weapons and attire
- Maintained and managed concept art pipeline, integrating and updating progress with studio documents
OPERATIONS CONSULTANT Hitachi Solutions America, LTD. Chico, CA January 2018 - May 2018
- Analyzed internal processes and pain points of construction industry in a business operations internship
- Performed business operation process review while developing a logic tree for use in change order process
COMMUNITY ART MODERATOR Design By Humans Chico, CA April 2017 - May 2018
- Reviewed community submissions, ensuring all art meets copyright, content, and quality standards
- Researched third party IP, ensuring original content and preservation of copyrights and trademarks
LEVEL 6 - COOK In-N-Out Burger Irvine, CA August 2011 - April 2017
- Directed teams in busy environments and running store operations while providing management support
- Provided excellent and memorable customer service while ensuring production of a quality product

PROFICIENCY

HANSOFT	MICROSOFT PROJECT
ADOBE AFTER EFFECTS	ADOBE PHOTOSHOP
SUBSTANCE PAINTER	AUTODESK MAYA
UNITY GAME ENGINE	GAME MAKER
GOOGLE DOCS/SHEETS	MICROSOFT OFFICE

ACTIVITIES

CLUB OFFICER Computer Graphics Club (CCC)
- Discuss game industry news on a weekly basis.
- Arrange game and animation jams for club members.
CONFERENCE ASSOCIATE Game Developers Conference 2017
- Volunteer for world's largest professional game industry event.

INTERESTS



GAMING



POSTCROSSING



COMICS



READING



ART

Sample Resume

TYSON ANDERSON

(658) 554-8423 | tyrell@outlook.com

Education

California State University, Chico

- Bachelor of Science in **Business Administration**
- Option: **Finance**

December 2021

GPA: 3.7

Study Abroad – Linnaeus University, Vaxjo Sweden

Spring 2019

- Attained a stronger understanding of international business and European education system
- Practiced ability to successfully adapt to new surroundings
- Studied the subjects of Marketing, Management, and the Contemporary Middle East

Experience

Peer Advisor - Business Undergraduate Advising (CSU, Chico)

Sept. 2019 – Present

- Practice critical thinking skills while assisting students in class and degree planning
- Work closely with university faculty, staff, parents and administrators

Summer Intern - Fred Meyer Corporate Headquarters (Portland, OR)

June 2019 – Sept. 2019

- Conducted extensive market research and closely analyzed and interpreted findings
- Provided consultation regarding training and development for store level sales associates
- Collaborated with regional managers to create a training manual that will be distributed to 132 stores
- Enhanced Excel proficiency by compiling and redistributing data to senior VPs

Customer Service Representative - Lowe's (Chico, CA)

June 2017 – January 2018

- Developed multi-tasking ability while undertaking a wide range of responsibilities across the store
- Established strong communication skills working closely with customers and upper management
- Demonstrated leadership skills which led to promotion opportunities

Honors & Affiliations

Finance Club (CSU, Chico)

Fall 2017 – Present

Investment Club (CSU, Chico)

Fall 2016 – Present

Western Undergraduate Exchange Academic Scholarship

2016– 2018

University Study Abroad Consortium Academic Scholarship

Spring 2017

Early Career Development Program – Mentored by Chevron (CSU, Chico)

Spring 2016

Leadership

Vice President – Finance Club (CSU, Chico)

2018

Team Captain – Varsity High School Basketball Team

2016

Public Relations Officer – Future Business Leaders of America (High School)

2016

Sample Resume

Norma Lee

(858) 280-1285 | normalee7@mail.csuchico.edu | linkedin.com/in/normalee

EDUCATION

California State University, Chico

Bachelor of Arts in Criminal Justice, Minor in Business Administration

May 2020

Cumulative GPA 3.6

SAA School of Management – Torino, Italy

Fall 2019 USAC Study Abroad Program

- Created an international business plan to introduce a modern version of Pantera sports car to the US market
- Completed a competitive analysis and devised a unique marketing strategy for the new Pantera
- Gained knowledge and experience in International Business

EXPERIENCE

PEARSON EDUCATION, INC.

Regional Coordinator – Chico, CA

June 2019 - Present

- Manage all Pearson Campus Ambassadors in the West Region
- Conduct interviews with students interested in the Pearson Campus Ambassador program
- Maintain excellent communication with Pearson Campus Ambassadors to ensure that all goals are met

Pearson Campus Ambassador – Chico, CA

April 2018 - Present

- Present to student audiences (300+), serving as the liaison between students and Pearson Education
- Collaborate with Pearson professionals to ensure sales goals are reached each semester
- Market Pearson's products by hosting promotional events on campus

Higher Education Communities Intern – New York, NY

June 2018 – Aug. 2018

- Organized and executed Marketing Campaign for on-campus events across North America
- Devised tutorial video series for Pearson's Smarthinking online tutoring services
- Created social media communities for the Pearson Campus Ambassador Program
- Conducted and participated in presentations regarding Pearson programs to employee audiences (1000+)

FRANKLIN TEMPLETON INVESTMENTS

May 2017 – Aug. 2017

Systems Analyst Intern – Rancho Cordova, CA

- Worked directly with SharePoint on the Collaborative Applications and Publishing team
- Conducted presentations to 120-150 employees to demonstrate how to utilize internal applications
- Managed projects with various business units to enhance collaborative applications
- Designed and created internal webpages to provide access to employee resource tools

CAMPUS INVOLVEMENT

PHI CHI THETA PROFESSIONAL BUSINESS & ECONOMICS FRATERNITY

Sept. 2018 – Present

Executive Director of Marketing, CSUC Business, IT & SAP Career Fair – Chico, CA

- Market event to College of Business through various social media platforms and on-campus events
- Assist over 70 companies with over 150 recruiters the day of the fair and ensuring the event runs smoothly
- Successfully manage a budget, expenses and revenues for the fair
- Implement new marketing strategies and ideas to entice students and recruiters to attend the fair

ALPHA DELTA PI SORORITY

April 2017 – Present

Active Member – Chico, CA

- Participate in philanthropic events with the Ronald McDonald House each semester
- Attend weekly meetings and scheduled events to represent on behalf of the Alpha Delta Pi, Eta Rho chapter

Cover Letter Examples

Cover Letter Guidelines

Aiden Hayes

Chico, CA 95973 | (530) 123-1234 | AHayes123@gmail.com

OPTIONAL: your contact info can be the same as your resume header

February 17, 2020

Date

Tesla Headquarters
3500 Deer Creek Road
Palo Alto, CA 94304

Recipient Name
Title
Company Name
Street Address
City, State, ZIP

NOTE: If you do not know how to address the recipient, try calling HR for details, OR use "Dear Hiring Committee/Team/Manager"

Re: Job #AE24963

Dear Hiring Team,

INTRO PARAGRAPH: Hook the reader and briefly introduce yourself. You can include the job title, your degree, and how your experience makes you a good fit. This is your chance to show the employer that you have read the job description and have researched the company.

Know someone from the company? Include them here.

I am excited to submit my application for the Application Engineer position I saw listed on LinkedIn. I am inspired by Tesla's mission to accelerate the world's transition to sustainable energy. Furthermore, as a Latino, I love that Tesla values diversity and inclusion, and can appreciate my unique perspective and insights that I would bring to their team. I am confident that my relevant education, experience, and skills related to this position merit your consideration.

With a solid software engineering background and vast skill set, I am certain that I will be an exceptional asset to Tesla. In my senior project, I developed a deployment framework mainly in Python to automate the metering process of analog water meters via internet, by means of computer vision and machine/deep learning. The solution created was so impactful that it is being integrated into the laboratory of water-meter calibration of the environmental sanitation company in Mexico, TECMA, and was submitted by my mentor and me for publishing.

Through this project, I was able to apply my knowledge of HTML, CSS, and JavaScript to achieve real-time remote supervision of water usage, transforming the water-metering process in Mexico. Shell scripting was used to deploy the software into Linux-based machines. Additionally, in my scientific article, the statistical data analysis, probability models, and plotted graphics were all carried out in R. In the same way I utilized multiple languages to create a software solution for TECMA, I will implement my broad knowledge at Tesla to pioneer software that brings high performance and sustainable value to clients.

BODY PARAGRAPH(S): Identify the employer's desired skillsets.

Give clear and concise examples of experiences/skills you have that make you a great fit for the position. TIP: use keyword/qualifications from the job description.

Although the enclosed resume thoroughly outlines my education and experience, I would appreciate the opportunity to demonstrate in an interview how my engineering knowledge duly fits the qualifications you are seeking. I will follow up by phone in two weeks to see if there is any additional information you would like me to provide. Thank you for your time and interest.

CLOSING PARAGRAPH:

Reiterate your interest, thank the employer and end with a call to action:
Passive Example: "I look forward to hearing from you!"
Active Example: "I look forward to interviewing with you to discuss my qualifications"

Sincerely,

Aiden Hayes

TIPS FOR WRITING SCHOLARSHIP ESSAYS:

How to write a scholarship essay that stands out; Some helpful websites:

- <http://www.beat-tuition.com/college-scholarship-essay.html>
- <http://www.scholarships.com/financial-aid/college-scholarships/scholarship-application-strategies/tips-formatting-scholarship-application-essays.aspx>
- <https://www.fastweb.com/college-scholarships/articles/brainstorm-common-scholarship-essay-questions>
- <https://www.rivier.edu/uploadedFiles/Scholarship%20Essay%20Event%20Handout.pdf>
- <https://www.ldsjobs.org/ers/ct/articles/topics-for-scholarship-essays?lang=eng>

How to Approach Writing an Autobiographical or Personal Essay

The intent of the autobiographical or personal essay is to allow the scholarship committee to know you better. It is not easy to stare at the blank page and know where to begin, what to include, what not to include. Before you begin, consider these points.

1. DO NOT start with your name, date, and place of birth and the names of your parents. Try to avoid repeating information that can be found elsewhere on your application form or transcript.
2. DO consider starting with a familiar saying that guides you, or a quotation that is particularly meaningful to you. This will help you focus yourself on what is important to you.
3. DO talk about what is important to you and why your goals, past achievements, past failures and what you learned from them, activities that you are or were deeply involved and committed to, and relationships that guided you in your development.
4. Use the essay or personal statement to explain something that may lead the committee to questions. For example, if you struggled academically your freshman year because you moved three times, state that and explain the situation. Use this as a place to explain what they do NOT know about you, but should know.

Start with an outline and then begin to write paragraphs about each point. Here is a sample outline.

- I. Who are you?
 - a. Personal Characteristics
 1. Strengths
 2. Weaknesses
 3. Obstacles Overcome or Currently Confronting
 - b. Important Involvement/Activities
 1. What Are They
 2. Why Are They Important
 3. How Are You Involved
 - c. Leadership
 1. Where Do You Show Your Leadership?
 2. At Home? Work? Organizations? Friends?
- II. Why should you be awarded this Scholarship?
 - a. What do you have to offer the donor: are they making an investment in a successful, contributing member of society? Will you be a good example or role model to others in your community?
 - b. How will you use the scholarship? Assume that all applicants need the money or they would not be applying. Rather than saying, "I need the scholarship because I need the money," tell the donor how it will be used. "I will use this scholarship to purchase the extra supplies needed especially for my major." With this scholarship I will be able to move into campus housing and participate in campus activities and organizations." In addition to the needed funding provided by this scholarship, I hope that this recognition will also enhance my application for internships in my field of study."

SAMPLE ESSAY # 1

In the past three years I have been involved in a variety of activities, including Key Club (of which I was Vice President for two years), Jonesville High School Drama Club (through which I participated in twelve plays), National Honor Society, American Field Service (Treasurer, two years, hosted two exchange students), JHS Knowledge Bowl, and the JHS Annual (of which I am currently Editor). Many of my out-of-school activities have been associated with my church. I have been a vacation bible school aide, a V.B.S. teacher, a Sunday school teacher, a member of the church youth group, an initiator of the participant in three clown worships, a counselor-in-training and an advanced counselor-in-training at a Christian summer camp in Riverside, California, and a member of an interdenominational youth choir. In addition to my extra-curricular activities, I have excelled academically and know that I want to further my education at university. I look forward to learning for learning's sake, not just for grades, and though I am not sure what career I will work toward, I know that I eventually want my career to be one through which I can help people. I believe that my drive to help others, my determination always to do my best and achieve success, and my academic abilities qualify me for this award. In my high school career I have managed to successfully balance a frantic schedule with academics, maintaining commendable grades, and still managing to spend time with my friends and family (which I think is paramount). I believe that higher education will enable me to achieve my goals and change the world for the better.

ANOTHER TIP: You have to decide what details about your life you are willing to share that might set you apart. How are you going to tell or show them, what you want them to see.

SAMPLE ESSAY # 2

Commitment to academic achievement and development of Leadership skills have been important aspects of my college life. I am a student in the double degree program at the University of Michigan, simultaneously pursuing degrees in the fields of Management Science (Information Systems) in the School of Business Administration and Communications in the College of Arts and Science. My cumulative grade point average is 3.26 and my average record, combined with my leadership experience and community service, merit consideration by the Scholarship Selection Committee.

My motivation, ability, and love for teaming have prompted me to combine my distinctive record of academic coursework with campus and community involvement and leadership roles. The invaluable leadership and interpersonal skills obtained from governance and participation in campus organizations have become integral components of my overall education. As president of an organization of more than fifty people, I have tremendous opportunities to fine-tune my leadership style, organizational abilities, and time management skills.

My office experience offers me practical applications for the theories I learn in the classroom, as well as the interpersonal skills I develop in other groups. My job has also given me a broader perspective on the workings of a large organization.

I plan to use my education and experience to facilitate a career in the field of management information systems. I hope my college experience will prepare me to become the capable business and community leader I envision.

My father holds education as a high priority. I, however, am only one of three children whom he has sent to the University of Michigan. The award of a scholarship could assist me substantially in the pursuit of my educational and career goals. Thank you for your consideration.

Resources

Reference Page Sample

Natalie Wood

Chico, CA → nataliewood@gmail.com → 530.485.1229

OPTIONAL: your contact info can be the same as your resume header

REFERENCES

Jack Deer
Assistant Director
Office of Student Affairs
California State University, Chico
400 West First Street
Chico, CA 95929
(530) 898-4467
jack.deer@csulb.edu
Relationship: Supervisor

POSSIBLE REFERENCES: former supervisors, faculty, others who are qualified to comment on your work habits, achievements, personal qualifications, etc.

Sandra Trione
Associate Professor
College of Business
California State University, Chico
400 West First Street
Chico, CA 95929
(530) 898-4467
sandra.trione@csulb.edu
Relationship: Professor

INFORMATION YOU CAN INCLUDE:
Name, Title, Organization, Address, Phone Number, Email, Relationship, etc.

Richard Brennamann
Attorney at Law
Law Offices of Richard A. Brennamann
403 Hydra Street
San Diego, CA 94104
(760) 525-5842
rbrennamann@brennamannassoc.com
Relationship: Employer

ADDITIONAL TIPS:

- Check in with your references and confirm preferred contact information
- Inform them about your career objectives and what qualities to emphasize
- Keep your references posted on your progress
- Send a THANK YOU letter!

Email Introductions / Thank You Etiquette

EMAIL INTRODUCTIONS:

EXAMPLE #1:

Dear Hiring Professional,

I am excited about applying for your open Account Representative position in your Sacramento office (req. #45678). My experience includes a proven three-year track record in retail sales where I was consistently ranked as a top performer. My attached resume and formal cover letter further explain my qualifications, including my bachelor's degree in marketing from California State University, Chico. I look forward to hearing from you. Thanks!

EXAMPLE #2:

Dear Mr. Jones,

Please accept my attached cover letter and resume in consideration for your entry-level Biologist position. I will graduate in May with a bachelor's degree in biology, achieving a 3.6 GPA while working 30 hours a week. I look forward to hearing from you to further discuss my qualifications. Thanks for your consideration.

EXAMPLE #3:

Dear Terry,

As a Yuba City native, I was very excited to see your posting for an entry-level social work position, as I feel connected to the area and the population. I will receive my MSW from Chico State in December and look forward to hearing from you and discussing how I can put my degree to work at your agency. Attached is my resume and cover letter. Thank you.

THANK YOU ETIQUETTE:

WHAT TO INCLUDE:

- Remind them who you are, and how/where you met
- Be memorable and try to include a unique detail to stand out
- Avoid a generic thank you note
- Reiterate your interest in the job/organization
- Remind them of your qualifications
- Sincerely thank them for their time
- Give them your contact information
- Keep it brief

WHEN TO WRITE A THANK-YOU

NOTE:

It is ideal to write and send a thank-you note within 48 hours and after:

- Interviews
- Career fairs
- An encounter with a recruiter or professional
- Informational interviews

Interviewing Guidelines

BEFORE THE INTERVIEW

Review resume | Research the company | Practice interview | Prepare clear/concise examples of your skills | Plan attire

DAY OF INTERVIEW

Arrive early | Portfolio (extra copies of resume, note pad, pen, references) | Positive affirmations

AFTER THE INTERVIEW

Provide a thank you (note, email, etc.) | Follow up after 5 days of the interview

DURING THE INTERVIEW

Listen carefully | Connect with interviewer(s) - handshake, eye contact, smile | Focus on relevant skills/abilities
Provided clear/concise examples of skills (S.T.A.R) | Ask employer questions | SAY THANK YOU!

COMMON QUESTIONS:

1. **Tell me about yourself.** Focus on your experience and academics. Avoid a life story. Use your resume as a foundation.
2. **Why are you interested in this job?** Great chance to distinguish yourself. Incorporate research you have done about the organization into your answer. This shows you have invested time into learning about their operations, goals, and values. It is also important to show how your qualifications or interests make you an asset to the organization.
3. **What do you know about our organization?** Make sure you have researched the organization. Demonstrate how you align with them (i.e. values, goals, mission, etc.)
4. **What is your greatest strength?** Tailor your answer to the job. For instance, if one of your strengths is leadership and you are applying for a sales job, show how your motivational skills work in both situations.
5. **What is your greatest weakness?** Focus on a skill you want to improve upon AND provide an example of what steps you are taking to develop that skill set.
6. **Why should we hire you?** Focus on what your particular contribution will be to company success: hard work, dedication, humor. We all bring something unique.

BEHAVIORAL INTERVIEWING:

Situation	Task	Action	Result
Briefly describe the situation you were involved in.	What task(s) did you need to accomplish?	Specifically, what action(s) did you take?	What is the positive result of your actions?

SAMPLE BEHAVIORAL QUESTIONS - Use S.T.A.R. to respond to "tell me about", "describe", and "give an example when" questions:

1. Tell me about an accomplishment from the past year that you are the most proud of? Why?
2. Give me an example of a time that saved your employer time or money.
3. Please describe a situation where you used your creativity to solve a problem.
4. Tell me about a time when you went the extra mile to help a customer.
5. Describe a situation where you have gathered and analyzed facts to arrive at a decision.
6. Tell me about an experience when you dealt with an upset customer or co-worker.
7. Give me an example of a high-pressure situation you have faced this past year and how you resolved it.
8. Give me an example of a time that you showed initiative and took the lead.
9. Tell me about a time when you delegated a project effectively.

QUESTIONS TO ASK THE EMPLOYER:

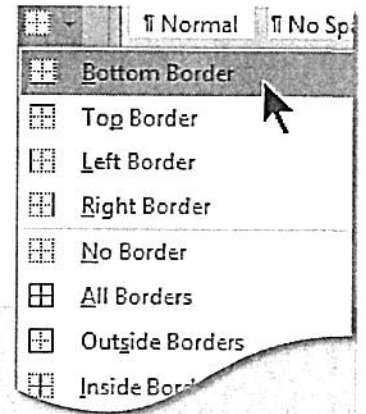
Always have at least 2-3 questions prepared for your interview...

1. What are your expectations for the person you hire?
2. What kinds of projects might I be working on?
3. Why do you like working for this company?
4. Would you describe the typical training program?
5. How is the company structured in terms of departments or divisions?
6. Please describe the travel involved in this position.
7. What opportunities do you see for growth and development?
8. I am very interested in this position—what is the next step?

Microsoft Word Tips

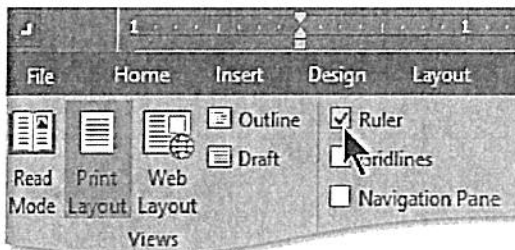
HOW TO DRAW A LINE (ADD A BORDER)

- Place your cursor on the word/sentence you want to underline.
- Click the arrow next to the **Borders** button
- Click **Bottom Border**
- **Pro Tip:** to change the line width or style, click on "**Borders and Shading**" to select your preference before inserting the border.



Example of "bottom border" under a category:

PROJECTS



HOW TO MOVE DATES TO THE RIGHT SIDE OF A PAGE (SETTING A TAB STOP)

1. Left justify your text.
2. Drag your cursor through the dates you want to align.
3. Go to **View > Ruler**; make sure there's a check mark next to **Ruler** so the ruler is visible
4. At the leftmost edge of the ruler, click the tab stop in the **Tab Selector** until you see a **Right Tab**.
5. Click in the ruler where you want the dates to align.
6. The **Right Tab** will appear on the ruler.
7. Set the right tab stop on the inside edge of your right page margin.
8. Once your **Right Tab** is set, you can click the tab and drag it left or right in the ruler to the preferred position.

Tab Selector



Right Tab



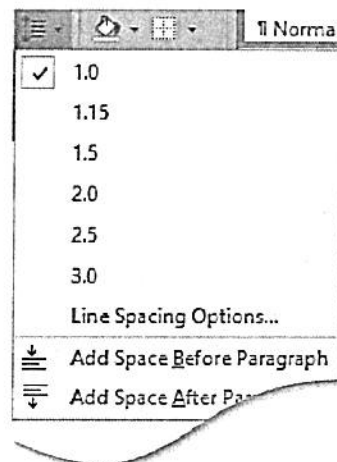
Example of dates positioned on the right side:

Job Title, Company Name (City, State)

Month 2020

HOW TO ADJUST LINE SPACING IN WORD

1. Highlight and select the paragraphs or lines you want to adjust.
2. Go to **Home >** select the **Line Spacing** button.
3. Choose desired line spaces. To save space select **1.0**
4. If you have additional space between lines: go to **Line Spacing Options**, set both **Before** and **After** to **Opt**



Example of "line spacing":

- Multiple Spaced
- Multiple Spaced
- Single Spaced (Opt)
- Single Spaced (Opt)