



**Linfield College**  
CAREER DEVELOPMENT  
Melrose 010

SAMPLE RESUME

**Sophia R. Becker**

888 N. Craven Drive #22  
McMinnville, OR 97128  
503-838-0000  
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**OBJECTIVE**

Seeking **Family & Child Counselor** position at **New Dimensions Counseling Center**

**EDUCATION**

**B.A., Psychology with Spanish Minor**

Expected June 2016

Linfield College, McMinnville, OR

Hampton Honors Scholar

Mexico Study Abroad Program

- Interacted with native residents using fluent Spanish; studied people and culture while living with Mexican host family; conducted informational interview with Marriage & Family Therapist

**COUNSELING RELATED EXPERIENCE**

**Counseling Intern**

August 2015-Present

Step-up Counseling Services, Dundee, OR

- Render counseling services to 10+ participants including individual and/or group consultation
- Administer, interpret, and evaluate the results of assessment tests like the MBTI
- Counsel individual participants on methods to achieve program prescribed objectives; worked one-on-one to develop and go over SMART goals
- Compile and keep accurate records regarding client interaction using MS Office Suite

Assistant

September 2014-June 2015

Psychology Department, McMinnville, OR

- Efficiently handled research requests from faculty such as inputting and analyzing data into MS Excel
- Interacted with supervisor and faculty in a professional manner to coordinate meetings for 7 attendees
- Processed confidential information such as social security numbers, household income and birthdates
- Reviewed required forms to ensure accuracy

**ACTIVITIES & COMMUNITY INVOLVEMENT**

**After School Club Volunteer**

August 2014-Present

Metro Boys & Girls Club, Salem, OR

- Mentor at risk youth in decision-making skills including personal accountability and socialization
- Connect with parents and sibling to increase accountability for program participant at home
- Document progress interactions through weekly reports to supervisor

**Secretary/Board Member**

August 2013-Present

LCPSA (Linfield College Psychology Student Association), McMinnville, OR

- Coordinated design and implementation of publicity for campus-wide events
- Organized weekly meetings for membership of 40 and took accurate minutes
- Set-up and managed organizational budget of more than \$3,000



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SAMPLE COVER LETTER

**Sophia R. Becker**

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503-838-0000  
sbecker@gmail.com

February 2, 2016

Ms. Elaine Rohrer  
Vice President, Magazine Division  
Acme Publishing  
P.O. Box 3030  
Portland, OR 97208

Dear Ms. Rohrer,

**Create Interest and briefly state why you are writing**

Thank you for taking the time to talk with me regarding the Magazine Division at Acme Publishing. I was impressed to learn Acme is the United States' largest magazine publisher. As we discussed, I am interested in following up on the upcoming available staff writer position in your department. You mentioned this would be a great way for me to get started at Acme. From your description, it sounds like a great match with my background and qualifications.

**Make a connection between their job requirements and your experience**

As you can see from my resume, I have experience in writing and publishing. As an intern with Graphic Arts Publishing, I learned about and assisted in the process of the design and publication functions of the 2014 Oregon Scene Photography Guide. My interaction with our diverse team of designers, writers, publishers and marketing personnel provided great insight into the whole process from design concept to the final product publication. As an assistant to Dora Meister at Linfield College, I was charged with editing and graphic design of the Linfield College Academic Catalog. This valuable experience increased my knowledge, skill base and interest in the writing profession.

**Call to action!**

I am very interested in becoming a staff writer at Acme Publishing and will follow up with you next week to ensure you have received my resume and talk about the next steps in the hiring process. If you need to reach me before then, please contact me via phone at 503-838-0000 or e-mail, sbecker@gmail.com.

Sincerely,

**SIGN YOUR LETTER**

Sophia R. Becker

Encl: Resume



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SAMPLE REFERENCES

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REFERENCES

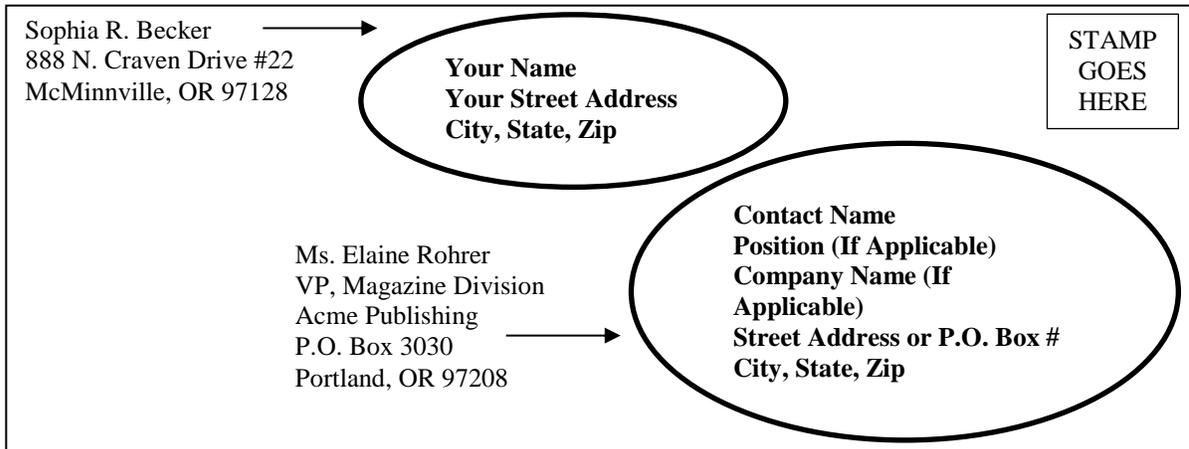
Mr. Roger Kershner  
 Executive Manager  
 Maple Tree Productions  
 333 NW Birch Street  
 Sisters, OR 97777  
 541-245-3431  
 rkershner@MapleT.com  
 Supervisor

Mr./Ms./Dr./Rev. First Name Last Name  
 Job Title  
 Place of employment  
 Address  
 City, ST Zip  
 Phone #  
 E-Mail Address  
 Context in which you know them

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SAMPLE ENVELOPE





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## Skills Employers Want

### Employers rank the importance of skills/qualities

1. Communication skills
2. Strong work ethic
3. Teamwork skills (works well with others)
4. Initiative
5. Analytical skills
6. Computer skills
7. Flexibility/adaptability
8. Interpersonal skills (relates well to others)
9. Problem-solving skills
10. Technical skills

It's important that you are knowledgeable in your field: an engineer must have engineering knowledge; an accountant needs an accounting background; a nurse needs a medical education. Your GPA is indicative of what you have learned in your field. More than half of employers recognize this by screening applicants by GPA, using a cutoff of 3.0. Add an internship or two in your field and you show an employer that you've tested your new knowledge.

### HOW YOU CAN STAND OUT

However, employers say other skills and abilities help job seekers stand out from the crowd of degree-holders. They want new hires who will fit in with co-workers and into the workplace, and are able to get the job done.

Unfortunately—and ironically—the very qualities employers look for are the qualities they find lacking in many new graduates. Employers say new graduates lack face-to-face communication skills, especially writing skills. They say many students tend to lack presentation skills, teamwork skills, and overall interpersonal (gets along well with others) skills. Practice these skills in able to shine in an interview.

Employers also note that new grads tend to lack a good work ethic. Some say students have trouble with time management and are unable to multitask in order to meet deadlines. Some new hires do not have realistic expectations for their new positions: they are not loyal to the organization and they “have a high sense of urgency and want to climb the ladder overnight.” Other employers say new hires lack professionalism: they lack maturity and knowledge of business etiquette, including how to dress appropriately.

### GET EXPERIENCE – IT PAYS!

Work experience adds considerable value to your resume. Ninety-five percent of employers prefer to hire new graduates who have some work experience. When employers want to hire someone for a full-time position, many look first to their own intern pools. But besides a potential job offer, internships pay in other ways, including in actual compensation.

Among employers who pay their interns, the average hourly wage at the bachelor's degree level is \$15.99 to \$17.79. This amount could be higher or lower depending on the employer, your degree, and the location of the internship. *Based off of NACE (National Association of Colleges & Employers) Job Outlook*



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## **ACTION PHRASES**

- abstract or conceptualize ideas
- act as liaison
- act or perform
- adapt to changing situations and needs
- address or talk to individual people or groups
- adjust, arrange, or adapt information
- administer projects or events
- allocate, disperse resources
- advise people
- analyze information, data, or situations
- analyze tasks
- anticipate problems and unusual situations
- apply information from one situation to another
- appraise or evaluate work or services
- arbitrate or solve problems between people
- arrange or organize social gatherings
- assemble or collect data or information
- assemble or collect materials
- assess or analyze data or information
- assess or analyze people
- assign/delegate duties and/or responsibilities
- audit or balance financial information
- balance schedules, duties, and tasks
- be innovative, come up with new ideas
- budget money
- budget time or resources
- build trust and confidence
- calculate or compute numbers
- carry out plans
- chair or oversee meetings
- chart or graph information
- check information for accuracy
- check materials or products for quality/quantity
- classify information, data, or objects
- collaborate or work with others on a project
- collate or sort data
- collect information
- communicate data or information
- communicate warmth and care
- compare information, data
- compare objects
- compile or collect information
- complete projects or tasks on schedule
- compose articles, reports, or other documents
- compose music



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- confer or talk with others to make decisions
- confront others
- consult with others
- contract with others
- control costs
- control crisis situations
- control situations, people, events, etc.
- converse or talk with others
- convey feelings or emotions
- cooperate with others
- cope with deadlines and time pressure
- cope with difficulties, solve problems
- correct mistakes
- correspond with others
- critique or review others' work
- critique or review products and services
- decorate
- delegate work
- demonstrate how to do things
- design for beauty
- detect problems or errors
- develop ideas
- develop rapport
- diagnose problems
- direct people or projects
- dispatch or route information or materials
- distribute items, products
- draw charts, pictures, or graphics
- edit film or videotape
- edit written material
- empathize with people's situations
- empower others
- encourage others
- enforce rules and regulations
- enlist others to help complete a job
- establish policy or procedures
- estimate cost, distance, size, etc.
- evaluate yourself and others
- examine for detail
- execute, implement
- exercise diplomacy
- exercise discretion
- exhibit or demonstrate products, ideas
- expedite, speed up
- experiment
- explain
- explore
- facilitate
- file records or information
- fill orders or requests
- financial planning
- follow directions
- forecast
- formulate ideas
- gather data or information
- gather objects or materials
- graphically illustrate
- guide
- handle complaints
- handle emergencies
- handle multiple tasks simultaneously
- handle sophisticated equipment
- help people
- host events



# Linfield College

## CAREER DEVELOPMENT

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- identify and seize on opportunities
- identify problems
- identify resources
- identify similarities
- illustrate or depict
- imagine
- implement decisions, plans, or ideas
- improve situations
- improve systems or procedures
- improvise
- index or organize data or information
- influence, persuade, or convince others
- inform or give out information to others
- inquire or do research
- inspect for quality
- inspire others to do better
- instruct or train people
- integrate data or information
- interpret data, information or charts
- interpret foreign language
- interview people for information
- invent
- investigate
- keep or track details or information
- lead others
- listen perceptively
- locate information, things, or data
- maintain
- make contacts
- make decisions
- make or set policy
- make referrals to others
- make recommendations, give advice
- manage money
- manage time
- manipulate data
- market research
- mechanical reasoning
- mediate disputes or problems
- meet and greet the public
- mentor others
- moderate situations
- modify, mold, or change behavior
- monitor machines, equipment, processes
- motivate others
- navigate
- negotiate
- nurture human growth
- observe and monitor data, people, or things
- obtain information
- operate an independent business
- organize data or information
- organize ideas
- organize people
- organize tools, machines, equipment, things
- originate new ideas or procedures
- perceive needs of others
- plan projects or tasks
- predict outcomes
- prepare
- present information, products, ideas
- preside over meetings



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- process information, data, or people
- produce or direct
- program computers
- promote ideas, products, or people
- proofread
- protect people or property
- purchase or buy
- raise funds
- reach or achieve goals
- reconcile financial records
- record or log data, information
- recreate, duplicate, or reproduce products
- recruit people
- reduce budgets or services
- regulate
- report data, information
- represent people, organizations, or employers
- research
- restore
- retrieve data, information, files
- review
- revise
- run or chair meetings or programs
- schedule own time or time of others
- sense the needs of others
- serve people
- set goals and objectives
- set limits
- set up systems, services, or programs
- simplify
- solve problems
- sort data or information
- sort objects
- stimulate people
- strategy development
- strengthen programs
- summarize
- supervise
- supply
- survey for information or opinions
- synthesize
- systematize
- tabulate information or data
- take initiative
- tolerate interruptions, inconveniences
- tolerate routine tasks
- track or monitor situations or information
- train, instruct, or teach
- transcribe
- transfer data or information
- translate
- troubleshoot
- understand cause and effect relationships
- understand or interpret information
- upgrade quality
- use sophisticated equipment, instruments
- verify information
- visualize ideas
- work under stress
- work with precision
- write proposals
- write technical materials