




Career Readiness Series:
**Resume Building Workshop
for Graduate Students**

True or False?

Resume Edition



“Excellent Communicator”, Great Organizer”, and ‘Precise Problem-Solver’ are effective ways to express skills on a resume.”

False

“Over 90% of companies today use AI in their hiring process.”

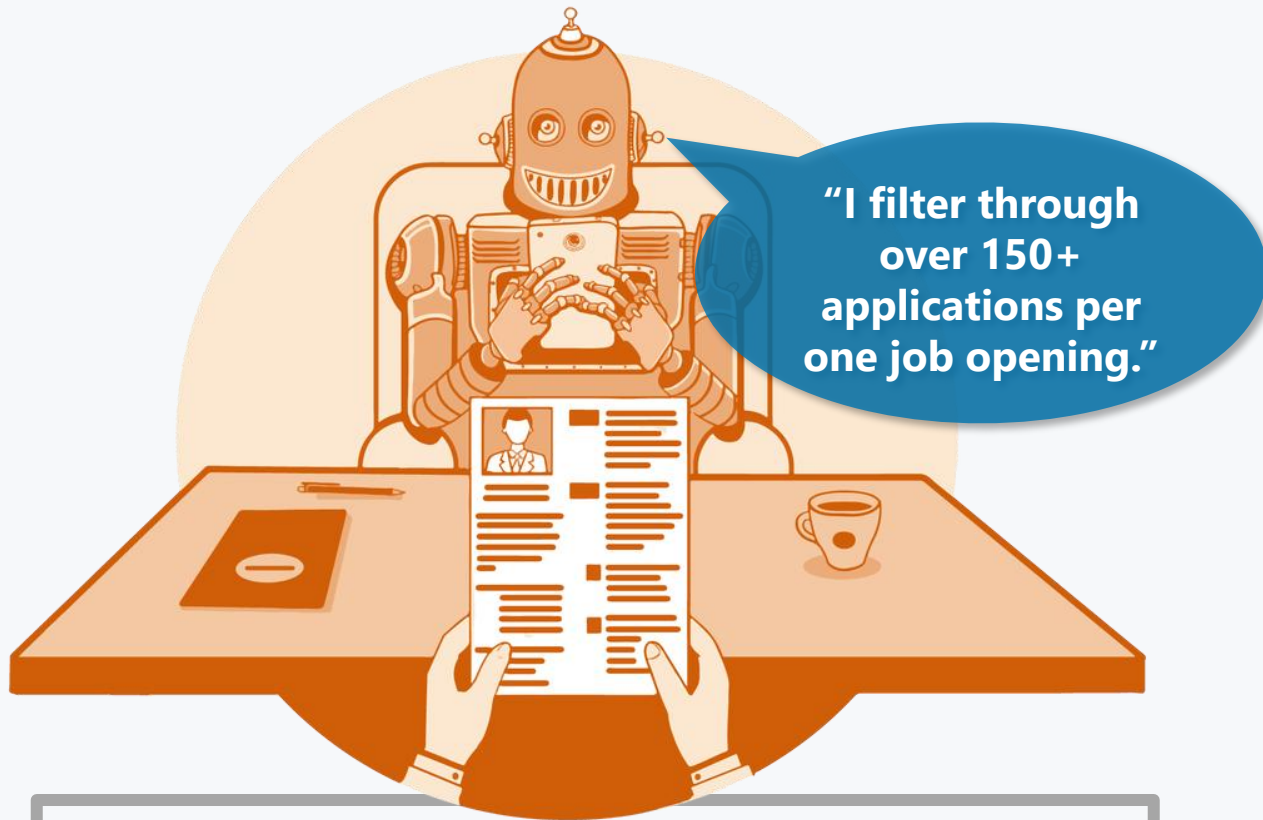
True

False “It’s best to create one resume to apply to many jobs as possible, as there are many applicants and it is competitive.”

Let's Discuss –

- How Do You Want To Market Yourself?
- Anatomy of the Resume
- Writing Strategies and Building Your Document to Showcase Accomplishments

ATS and Your Application



Did you know?

62% of companies that use an ATS in their hiring process report finding more high-quality candidates.

Application Tracking Systems (ATS)

- Software used by companies and organizations that act as a database to organize & screen for job applicants – helps recruiters and hiring managers sort through large job applications.

Tips for an ATS Friendly Resume

1. Avoid creating resumes on Canva; ***ATS reads text, not design***
 - a. Must download as Word doc to simply if used
2. ***Do not include textboxes***, icons, columns, tables, images, infographics
3. Do not “keyword stuff”, ATS can detect unnatural repetition
4. Most ATS systems do not automatically recognize acronyms, ***spell out the name first!***
5. ***Avoid using rating bars or rating scales*** for Skills
6. ***Avoid using Header/Footers***, ATS struggle to read content there
7. Apply to positions using ***.docx or PDF formats***

Anatomy of the Résumé

Demonstrate what you learned in your degree, highlight your strengths & skills, and how they fit the needs of the job position and the organization.

- Includes experiences on and off campus, and
- Highlights what you have done in the classroom and in the field!

CODY COYOTE	
codycoyote@gmail.com San Bernardino, CA 909-xxx-xxxx linkedin.com/in/CCoyote_	
SUMMARY OF QUALIFICATIONS	
Creative and detailed Graphic Designer with knowledge of digital image processing, design business practices, and advertising art direction with over 60 developed projects in collaboration with a variety of industry clients.	
EDUCATION	
Master of Science, Counseling California State University, San Bernardino (CSUSB)	May 2026 GPA 3.85
WORK EXPERIENCE	
Graphic Design Intern Sony Entertainment, Inc., Culver City, CA	Jun. 2021 – May 2023
<ul style="list-style-type: none">• Assisted in the transfer from sketch to digital design of marketing posters for music artist promotional campaigns.• Photographed Sony outreach events to enhance community relations and shared stories in social and print media marketing.• Abided by image licensing procedures to prevent legality issues.	
COURSE PROJECTS	
MyStyleDesign.com Platform Creation HTML and Canva Web & Application Design, Cal State San Bernardino Department of Graphic Design, CA	Jan. 2021 – May 2021
<ul style="list-style-type: none">• Edited Adobe Photoshop sketches and transferred them to online platforms while maintaining digital and visual accessibility compliance.	
VOLUNTEER EXPERIENCE	
Mentor Young Adults Health First, San Bernadino, CA	Dec. 2020 – Aug. 2021
<ul style="list-style-type: none">• Lead a group of 3 outreach specialists in Latino populated neighborhoods to decrease mental health stigma.• Designed and created original marketing materials on various social media platforms such as Tik Tok and Instagram to motivate youth to engage in organization events and workshops.	
SKILLS	
Computer: Adobe – Photoshop, InDesign, Illustrator, Lightroom; Microsoft - Word, PowerPoint, Excel; Canva; Google Docs	
Languages: Fluent in Spanish and basic knowledge of Japanese	

Header (Contact info)

Summary

Education

Experiences

Bulletpoints

Skills



Resume Format Styles

CHRONOLOGICAL

- Commonly referred to as the 'traditional' resume
- Organized by job title; listed from most recent to least
- Experiences categorized by specific 'type'
 - Work, Volunteer, Professional Organizations, Presentations, Certifications, Awards, etc.

COMBINATION

- Includes components of both Chronological & Functional
- Experiences are listed from most recent to least
- Experiences categorized by specific 'skill'
 - Leadership, Customer Service, Computer Programming, Graphic Design, Marketing, etc.

FUNCTIONAL

- Organized and led by skills, experiences are listed from most recent to least
- Emphasizes transferable skills rather than job title or company


Avoid 'Skill-Dumping'...



How best can I showcase my technical and transferable skills on a resume?


Your 'Technical' & 'Transferable' Skills

SKILLS:

- 
- Great Communicator; effective Problem-Solver; great Team Player & Multi-tasker; very Analytical
 - Microsoft Word and PowerPoint; Google Docs; Canva; Zoom; some Qualtrics
 - Spanish and some Japanese

Demonstrate & express your transferable skills in your bullet points!

TECHINICAL SKILLS:

- 
- **Software:** Microsoft – Word & PowerPoint; Google – Docs & Slides; Zoom; Canva; Proficient in Qualtrics
 - **Languages:** Fluent in Spanish; basic knowledge of Japanese in reading and writing

Bullet Point Writing & Your **Experiences** in..



Job / Internship

Club / Organization

Volunteer

Fieldwork/Practicum

Research/Class Projects

Presentations

Independent Projects

Conferences / Seminars

Honors / Awards

Starting With Your Experiences at CSU San Bernardino

1. Reflect on Your Courses –

- Think of **classes related to the subject topic and/or your career field of interest.**

2. How Did You Complete Your Course Assignments?

- Highlight your **projects, presentations, and/or research** you've completed in your classes:
 - What actions/skills did you perform to complete them?
 - How did you demonstrate your skills and expertise?

3. Have You Participated in any Campus Programs or Events?

- Identify your specific contributions to these involvements to show how it has helped with your professional development.
 - Reflect on your involvements in – **community service, professional associations, conferences, special interest groups, cultural groups, etc.**

Bullet-Points to Express Accomplishments

Incorporate “Impact-Driven” Bullet-points!

Utilize the “W.H.O Approach” to formulate your accomplishments:

1. What did you do?

- Tasks/duties
 - Engage with students with information about the Psychology Club at on-campus events

2. How did you do the work?

- Skills, strategies, methods, tools, techniques
 - Communication Skills – “Inform”

3. Outcomes associated with your work?

- Results, impact, contribution, intention scope
 - Recruited 10 new members

Formulate your accomplishment

Action Verb + Task + Outcome

- Informed students about the values and goals of the Psychology Club while tabling at on-campus events recruiting 10 new members.

Maximizing Your Résumé With a Professional Summary

- Include a professional summary to help you to stand out and make it easier for the reader to reference your skills & experiences.
 - A brief 1-3 impact driven bullet-points that overview of your experiences, and includes relevant skills/themes listed in the job description

JAMAL HARRIS

jamalharris@gmail.com | 555-555-5555 | [linkedin.com/in/jharris_ph](https://www.linkedin.com/in/jharris_ph)

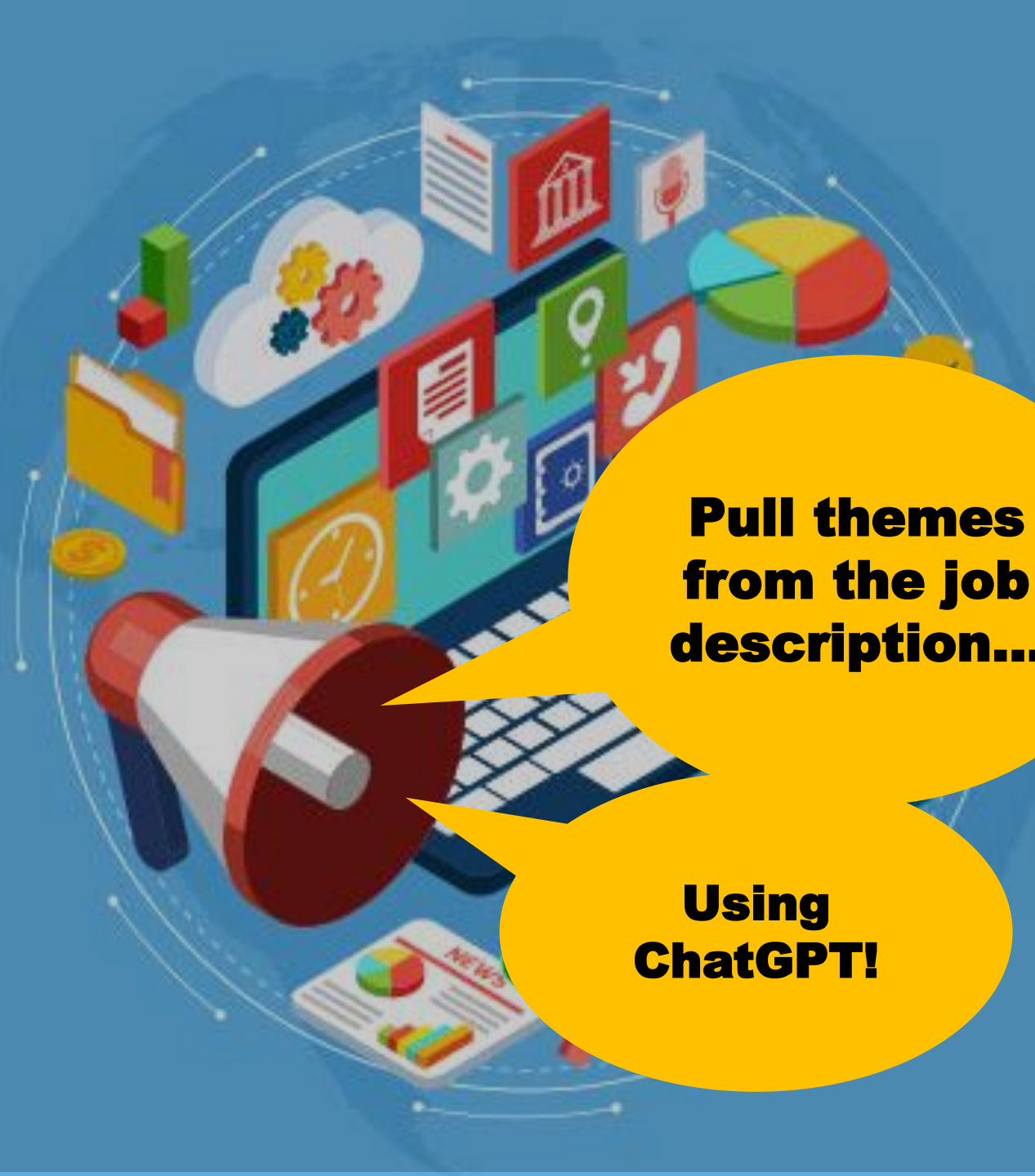
SUMMARY OF QUALIFICATIONS

- Thoughtful, analytical, and thorough public health advocate with expertise in local health problems and interventions for San Bernardino area communities.
- Over 2 years in collaboratively conducted community-based and patient-centered research on the effects of infectious diseases.

How do I pull themes and keywords from a job description to tailor my resume with?



*Annotate to identify the **keywords** and **themes** of the job description to customize your résumé*



**Pull themes
from the job
description...**

**Using
ChatGPT!**

Customizing to a Job Description

Prompt: Based on this job description, highlight 10 relevant skills and keywords I should include in my resume. Include the overall themes I should address.

- *Copy/paste to add job description after prompt*



Don't forget to
utilize AI to assist
with customizing
your document!

AVAILABLE FOR CSUSB CAMPUS COMMUNITY

A CAREER READY STUDIO POWERED BY HIRATION



My Resumes



View:



Create New Resume

Upload Existing Resume

Howard Rank
+1 (805) 331 1310 | hward@hiration.com | Berkeley, CA | www.hiration.com/ward

SUMMARY
Architectural Undergraduate adept at conceptualizing innovative studio designs & formulating plans to create an aesthetically pleasing environment for clients. Highly skilled in gathering data and administering accounting functions for critical projects. Proficient in quantitative modeling and mapping to define the scope and focus area to law with futuristic trends and client requirements.

KEY SKILLS
Interior Designing & Drawing, Data Gathering, Design Composition, Plan Development, Architectural Drafting, Budget Accounting & Organization, Capabilities Modeling & Mapping, Market Research

INTERNSHIPS
Beams Architecture | Berkeley, CA | Apr 18th, Aug 18th
As an intern, I assisted in various architectural tasks, including site visits, client meetings, and preparing architectural drawings. I gained hands-on experience in the design process and learned to work effectively in a collaborative team environment.

Plan Development & Architectural Drafting
- Researched and analyzed site conditions to create plans for new structures and redesigning existing structures.
- Utilized knowledge in all aspects of architectural design, from generating floor plans to working with the construction team.
- Assisted in architectural work like drafting and 3D modeling and business work such as preparing presentations.
- Managed project files and conducted research on site like zoning laws and rules applied for real-estate designs.

Project Accounting & Organization
- Added to the administrative duties including project accounting, organization, and portfolio.
- Organized the architectural project files and ensured project progress while ensuring compliance for field verification.
- Created comprehensive documents and made design selections while maintaining a good rapport with architectural partners.
- Conducted product research and prepared reports like product comparisons and schedules.

PROFESSIONAL EXPERIENCE
Architect (Part Time) | Berkeley, CA | Sep 18th, Dec 19th
Applied design and construction services with 40+ clients in 10 countries.

Interior Designing & Drawing
- Researched drawing and designing for residential, commercial and master planning projects while engaging in site visits.
- Collaborated with researchers and vendors on calls and in-person while meeting customers to understand requirements.
- Conducted market research on various construction materials to enhance while holding attention for safety & sustainability.
- Drafted plans to create and refurbish spaces in private homes and commercial buildings with client requirements.

Basic Drafting & Design Composition

RESUME #1

Modified: 11 Feb 2026, 11:57

Resume 2



Edit

Make A Copy

Download

Delete

Generate Cover Letter

Created: 3 Feb 2026, 10:54

Howard Rank
+1 (805) 331 1310 | hward@hiration.com | Berkeley, CA | www.hiration.com/ward

SUMMARY
Architectural Undergraduate adept at conceptualizing innovative studio designs & formulating plans to create an aesthetically pleasing environment for clients. Highly skilled in gathering data and administering accounting functions for critical projects. Proficient in quantitative modeling and mapping to define the scope and focus area to law with futuristic trends and client requirements.

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- Drafted plans to create and refurbish spaces in private homes and commercial buildings with client requirements.

Basic Drafting & Design Composition

RESUME #2

Modified: 10 Feb 2026, 11:43

Resume 1



Edit

Make A Copy

Download

Delete

Generate Cover Letter

Created: 3 Feb 2026, 8:43

Action Steps of Writing Your Résumé

Reflect on your skills & experiences –

- Your courses – relevant subject/topics and how you completed your tasks
- Your involvements – clubs, volunteer, work, awards, etc.

Draft your document –

- Format type
- Express your experiences with accomplishments using W.H.O method

Review the job description in detail –

- Annotate the description to search for themes and keywords

Customize your document –

- Tailor your experiences to include the themes and keywords identified from the description



SAVE THE DATE Spring 2026

* Events are open to all majors and alumni

HACU SHOWCASE FEBRUARY 18
SMSU SOUTH EVENT CENTER, A 11:30AM - 2PM

PDC CODYS CLOSET GRAND OPENING FEBRUARY 19
GREEN ROOM 11:30AM - 1:30PM

CAREER FAIR PREP WEEK FEBRUARY 24 - 26
CAREER CENTER SMSU SOUTH 112 11AM - 1PM

PDC CAREER PREP DAY FEBRUARY 26
RG-117 12PM - 1:30PM

JCP SUIT-UP EVENT FEBRUARY 28
INLAND CENTER 4PM - 6PM

PDC JCP SUIT-UP EVENT FEBRUARY 28
THE SHOPPES 11AM - 1PM

SOCIAL & BEHAVIORAL SCIENCES CAREER FAIR MARCH 4
SMSU SOUTH 11AM - 3PM

PDC CAREER SHOWCASE MARCH 5
HEALTH SCIENCES LOBBY 10AM - 1PM

CAREER AND INTERNSHIP FAIR MARCH 19
SMSU NORTH 10AM - 1PM

NURSING MEET & GREET APRIL 9
HPE COURTYARD 11AM - 2PM

DEFINING YOUR FUTURE CONFERENCE APRIL 15-16
CSUSB 5PM - 7:30PM

WATSON COLLEGE OF EDUCATION JOB & RECRUITMENT FAIR APRIL 23
SMSU NORTH 5PM - 7:30PM

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

Career Center



CAREER READINESS SPRING 2026 WORKSHOPS

Hybrid & In-Person! | 12:00 PM - 12:50PM

Zoom ID: 894 7844 0888 | Location: UH-243

Join our seven-part workshop series that prepares students for success in the workplace! From crafting resumes and navigating the job search, to building professional networks and gaining relevant experience, each session offers practical tools and actionable strategies - including A.I. techniques - to help students confidently launch a successful career!

FEBRUARY

Tues. Feb 3
From Classroom to Career: Get Internships & Gain Experience

Tues. Feb 17
Stand Out on Paper: Crafting Resume with AI

MARCH

Tues. Mar 10
Link Up for Success: Professional Networking & LinkedIn

Tues. Mar 24
"Tell me more about yourself." Acing the Interview

APRIL

Tues. April 7
Step into Experience this Summer: Micro-Internships, Volunteering & Professional Opportunities That Matter

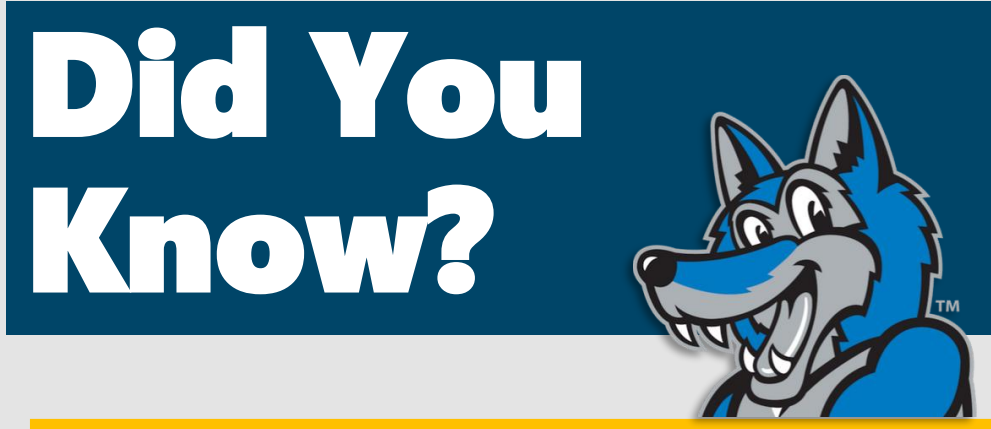
Tues. April 21
Life After Graduation: Navigate the Job Search with Confidence

MAY

Tues. May 5
Advocate Your Worth: Salary Negotiation

RSVP IN COYOTE CAREERS
POWERED BY Handshake





You can receive up to **3 free items** per semester!

Cody's CLOSET
Career Center
NOW OPEN!

A FREE clothing resource for CSUSB students to access professional attire appropriate for career fairs, interviews, networking events, and the workplace.

How to access Cody's Closet
Mondays-Thursdays
11:00am-1:00pm
SMSU South 112

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO Basic Needs and Student Support
CALIFORNIA STATE UNIVERSITY SAN BERNARDINO Career Center

Questions? Contact us: SMSU South 112, careercenter@csusb.edu, (909) 537-5250. Follow us on Instagram @csusbcareer

The advertisement features a background image of a well-lit closet filled with various professional clothing items like blouses, shirts, and jackets. Cody the Wolf mascot is shown in a grey suit, holding a blue blazer and a blue t-shirt. The text is arranged in a clear, hierarchical layout with a mix of bold and regular fonts.

The Career Center is Here To Help!



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Career Center

Spring 2026

Visit The Career Center

Career Advising, Resume/Cover Letter Review, Grad School Planning, Job/Internship Search, and more!

OFFICE HOURS MONDAY - FRIDAY | SMSU SOUTH 112
8:00 AM - 5:00 PM

DROP-IN HOURS
FROM: JAN 27TH TO MAY 5TH

SAN BERNARDINO:
Tues - Thurs :11AM - 1PM
Tues & Thurs :3PM- 5PM

PALM DESERT, IW 102:
Wed : 11AM - 1PM



30-minute career advising appointments are available – [schedule through your myCoyote portal](#)



Follow us @csusbcareer



careercentercsusb.edu



SB (909) 537-5250 / PD (909) 537-8243



SB Campus: SMSU South-112



PD Campus: IW-106

Any Questions?