



RESUME BUILDING



SPRING CAREER FAIR



- Meet 100+ offshore and shoreside employers
- Job and internship opportunities
- Info sessions and on-campus interviews

FEBRUARY, 25 2025



PHYSICAL EDUCATION
& AQUATICS CENTER



GENERAL ADMISSION
0900-1400



SENIOR EARLY ENTRY
0830

Please contact careerdevelopment@csum.edu
five business days prior to an event if you are in
need of reasonable accommodations.

Attend the Career Fair

- Don't miss the opportunity to network and land your next job!
- Many students find their internships and job by attending the Career Fair
- Consider all options, don't limit your opportunities!

[Spring 2025 List of Companies](#)

Career Fair Prep



Date/Location

Tuesday, February 11 - Mayo Hall 102
Thursday, February 13 - Mayo Hall 102



Time

1100-1200



Description

Get ready to make the most of the career fair and learn how to make a lasting impression at the upcoming Spring 2025 Career Fair on Tuesday, February 25!



CAL MARITIME
CAREER HUB

Please contact careerdevelopment@csum.edu five business days prior to an event if you are in need of reasonable accommodations.

Internship Advisory Sessions & Labs



Internship Advisory Sessions

Registered or planning to register for an Academic Internship? Meet with Career Services & Faculty Advisors to learn more about internship requirements, internship logistics, how to get an internship, and to get any questions about internships answered!

Multiple Sessions Offered:

- January 28th, 11:00-12:00, Mayo Hal Room 216
- January 30th, 11:00-12:00, Mayo Hall Room 102
- February 18th, 11:00-12:00, Mayo Hall Room 102
- March 11th, 11:00-12:00, Mayo Hall Room 102

Summer Internship Application & Job Search Labs

Need help finding an internship? Need help applying for internships? Come meet with Career Services as we walk you through the job search and application process and provide feedback directly on your applications in progress!

Multiple Labs Offered:

- February 20th, 11:00-12:00, Mayo Hall Room 102
- March 13th, 11:00-12:00, Mayo Hall Room 102
- March 20th, 11:00-12:00, Mayo Hall Room 102
- April 3rd, 11:00-12:00, Mayo Hall Room 102



Register on CareerHUB: <https://linktr.ee/csumcareers>

CAREER HUB

Cal Maritime's online portal to jobs, internships,
events, networking and alumni connections.



WHAT YOU CAN DO

- Find and apply for jobs
- Conduct company research
- Sign up for career and company events
- Connect with an alumni mentor



WEB ACCESS

- Select *CareerHUB* from the student menu at csum.edu/career-center



MOBILE ACCESS

- Download *Symplicity Jobs & Careers* from your play store
- Select *California State University Maritime Academy*





**HOW LONG DOES AN
EMPLOYER *INITIALLY* TAKE
TO REVIEW AN
APPLICANT'S RESUME?**

7

seconds

FORMATTING GUIDELINES

For General Undergraduate

- Generally one page
- Easy to read and good use of space
- 0.5- 1 inch margin
- Standard font (Times, Arial)
- 20-22 point font name, 10-12 for body of resume
- Most important information toward the top and left
- Reverse chronological order
- Consistent formatting
- Avoid templates, colored ink, & boxes



RESUME CATEGORIES



STANDARD (MUST HAVE)



- NAME & CONTACT INFORMATION



- EDUCATION



- EXPERIENCE

OPTIONAL CATEGORIES:

- OBJECTIVE/PROFESSIONAL SUMMARY
- SKILLS OR SUMMARY OF QUALIFICATIONS
- PROJECTS
- LEADERSHIP
- COMMUNITY SERVICE
- PUBLICATIONS
- RESEARCH

RESUME CATEGORIES

Order and Organization Samples

- Resumes are read top to bottom, left to right.
- Place priority information toward the top & left.
- Within each section/category, list experience in reverse chronological order.
- Most recent experience will go first.

| |
|----------------------------------|
| Full Name Contact Info |
| _____ |
| Education |
| _____ |
| Skills |
| _____ |
| Experience |

RESUME CATEGORIES

Order and Organization Samples

- If your relevant experience is not your most current experience, use this formatting tip!

| |
|----------------------------------|
| Full Name Contact Info |
| Education |
| Skills |
| Relevant Experience |
| Other Experience |

RESUME CATEGORIES

Order and Organization Samples

- If you have limited experience but are actively involved through Leadership/Community Service.

| |
|----------------------------------|
| Full Name Contact Info |
| _____ |
| Education |
| _____ |
| Skills |
| _____ |
| Experience |
| _____ |
| Leadership Experience |

RESUME “RESCAPE”

A LANDSCAPE FRAMEWORK FOR INCREASING YOUR RESUME’S VALUE



- RELEVANT
- EDUCATION
- SKILLS
- COMPETENCIES
- ACCOMPLISHMENTS
- PRACTICE
- EXPLAINED



RESUME “RESCAPE”

| | |
|-------------------------|--|
| Relevant | <ul style="list-style-type: none"> •Tailored to the position •Lists relevant knowledge (coursework and training); •Cites skills (computer, tech, or other related to the internship position) •Minimum qualifications in the 6-second window |
| Education Skills | <ul style="list-style-type: none"> •Shows off high GPA if applicable, major, grad date •If applicable, highlights specialized educational experiences (travel abroad, projects, etc., training) •Indicates proficiencies |
| Competencies | <ul style="list-style-type: none"> •Highlights high-demand attributes, such as leadership (in clubs, projects, events, community), communication (presentations, public speaking, customer service), analytical ability (research, analysis) •Gives insight into your values and interests (globally-minded, service-oriented, innovative) |
| Accomplishments | <ul style="list-style-type: none"> •Showcases who situation/task, action, result; quantifies if possible |
| Practice | <ul style="list-style-type: none"> •Starts with Action Verbs •Experience section highlights application of competencies, skills, and education whether paid, volunteer, school, or community (writing constitution, delivering speeches, reporting on policy) |
| Explained | <ul style="list-style-type: none"> •Clear descriptions, spells out acronyms, key words from job description, dates |
| Overall Format | <ul style="list-style-type: none"> •Readable font, alignment, white space, education and skills at the top; not a template! |

Katniss Hathaway
 (123)-456-7890 | Khathaway123@gmail.com

Education:

California State University, Maritime Academy, Vallejo, CA
 Bachelor of Science, Mechanical Engineering Expected Graduation May 2026
 Minor, Mathematics GPA: 3.55

Completed Courses: Calculus 3, Engineering Statics and Physics 2, Computer Aided Engineering, ENGR Computer Programming, Differential equations, Circuits, Instrumentation to Measurement Systems

Mechanical Courses: Mechanics of Materials, Plant operations, Thermodynamics, Fluids, Dynamics

Skills & Awards:

- Software: Python, C++, MATLAB, SolidWorks, Office 365: Word, Teams, and Excel
- Manufacturing: Manual Lathe, Manual mill, Welding and Soldering
- Awards: Presidents and Deans list recipient, President’s Volunteer Service Award (Gold)
- Languages: Spanish and English

Experience:

Training Ship Golden Bear, Vallejo CA May 2023-July 2023
 3/C Engineering Cadet
Monitored and performed maintenance on a live multi-generator diesel power plant under the guidance of a licensed engineer.

- Stood four-hour watches over an engine room of a ship monitoring levels of lubrication, cooling, and fuel.
- Regularly checked machinery for faults and reported any abnormalities.
- Collaborated with a team of four on 20+ engineering projects focused on pumps, electricity, filters, and plumbing.
- Completed credited course work in diesel engineering, engine building, and auxiliary systems.
- Traced multiple drawings of necessary systems of a power plant and a diesel engine.
- Assisted the electrical engineer to identify issues in circuitry and repair the emergency lights.
- Identified the failure of a pump through pressure indications and replaced its seals and gaskets while carefully taking apart and rebuilding the pump.
- *Highlights: Selected to assist a licensed engineer in creating a response to an emergency failure in the black water system.*

Fairfield Jewelry, Fairfield CA July 2022-August 2022
 Jewelry Repairer and Salesman

- Utilized soldering tools to repair gold and silver jewelry.
- Regularly inspected tools and machinery for safety and optimized performance.
- Frequently interacted with customers for the sales of products.

Sensor Project Instrumentation and Systems September 2023-December 2023
Co-created a game that utilized live input data from a light sensor.

- Utilized a NI-DAQ attached to a light sensor to update voltages in real time to Python.
- Coded a Python game with varying character height based on the voltage output of the sensor to avoid obstacles.
- Analyzed tested data for ideal ambient settings and error factors.
- *Highlights: Solved multiple data variability issues through adjustments to sensitivity as well as utilizing spreadsheets to solve for calibration data.*



What competencies are employers looking for?

FIGURE 19: Attributes Employers Seek on a Candidate's Resume

| ATTRIBUTE | % OF RESPONDENTS |
|---|------------------|
| Problem-solving skills | 91.2% |
| Ability to work in a team | 86.3% |
| Strong work ethic | 80.4% |
| Analytical/quantitative skills | 79.4% |
| Communication skills (written) | 77.5% |
| Leadership | 72.5% |
| Communication skills (verbal) | 69.6% |
| Initiative | 69.6% |
| Detail-oriented | 67.6% |
| Technical skills | 65.7% |
| Flexibility/adaptability | 62.7% |
| Interpersonal skills (relates well to others) | 62.7% |
| Computer skills | 54.9% |
| Organizational ability | 47.1% |
| Strategic planning skills | 45.1% |
| Friendly/outgoing personality | 29.4% |
| Entrepreneurial skills/risk-taker | 24.5% |
| Tactfulness | 24.5% |
| Creativity | 23.5% |
| Fluency in a foreign language | 2.9% |



National Association of
Colleges and Employers





Home | 2024 SUMMER INTERNSHIP

2024 Summer Internship

APPLY NOW

<https://www.surveymonkey.com/r/SummerInternship2024>

[Job Descriptions and Q&A](#)

Application closes on Friday, February 23, 2024, at 5:00 p.m. PST.

[About the Program](#)

Minimum Qualifications College Students

Below are the minimum qualifications for applicants.

1. Residence

Reside in the San Francisco Bay Area during the internship period. Nine-county: **Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.** Preference is given to residents of Alameda and Contra Costa counties.

2. Education

Applicants must have a high school diploma or equivalent and be currently enrolled in and attending college at the time of applying for the program. Those who have graduated from college within six months prior to the start of the program are also eligible to apply. All applicants must meet a minimum GPA of 2.75. Applicants must submit an official or unofficial transcript with their application.

3. Skills

Knowledge of Microsoft Office, including MS Outlook, MS Word, and MS Excel, is required.

Port of Oakland Summer Internship 2024 Related to ISS: <https://www.portofoakland.com/internships/>

12. Governmental Affairs

Gain an overall understanding of the relationship between the Port of Oakland and federal, state, regional, county, and local governments, and stakeholders. The Government Affairs team regularly communicates with a wide range of external stakeholders, including elected and appointed officials at all levels, and business and trade group associations representing Port tenant and customers interests. The Division also supports all other Port team members, leadership, divisions, and departments in their communications with these entities. The ideal candidate should possess an interest in governmental and political systems, be responsible and highly motivated. Strong communication skills and a team player-spirit is desired.

Anticipated Projects:

1. Assist staff with compiling recent legislative and political news relating to the Port of Oakland or of general interests to the Port for the bi-weekly Port Partner Newsletter.
2. Assist in preparing and delivering staff briefings and fact finding of various policy issues affecting the Port.
3. Create outreach/informational materials to better inform stakeholders of port projects, history, operations, finances, strengths/limitations, resources, and economic impacts, etc.
4. Organize an intern event with an elected official.
5. Assist in preparations and logistics for successful visits to the Port by elected officials and dignitaries.

15. Legal

The primary projects for this internship include reviewing, compiling, and revising Port policies and procedures, as well as conducting other research and writing activities as needed and requested. The ideal candidate should be willing to tackle a range of projects (from the simple/routine to the complex), pay an extreme attention to detail, and be able synthesize substantial amounts of text into well-written summaries. Additional projects may be assigned depending on need and the intern's interests. Interns are also encouraged to attend legal meetings and activities as appropriate.

16. Maritime

Gain an overall understanding of the Port's Maritime operations, including business strategy, project management procedures, the various stakeholders involved, and the Port's role in a global supply chain. The ideal candidate should be familiar with general business concepts and be able to perform complex research, analyze, communicate, and evaluate critical concepts, and be computer savvy. Some knowledge of Maritime operations is desirable, although not required.

Anticipated Projects:

1. Conduct verification, clean up, and update of maritime directory through direct outreach via phone calls.
2. Tour a marine terminal, rail yard, and transloading facility to gain an in-depth understanding of Port operations.
3. Accompany maritime supervisors to meet shippers to learn about goods and commodities being purchased.
4. Assist with data analysis of trade data and assignment of projects related to data analysis.
5. Marketing projects in relation to Maritime.
6. Port Improvement projects.

17. Risk Management

530 Water St. Gain an introduction to the insurance industry and risk management practices within a public agency. The ideal candidate is interested in how the risk management process works and learning about the insurance industry.

Anticipated Projects:

1. Track insurance certificates
2. Scan and file insurance-related documents
3. Audit insurance files to stay compliance with insurance requirements
4. Interface with contractors, vendors, and other third-party entities
5. Research projects related to Risk Management
6. Assist in gathering data for insurance renewals

19. Social Responsibility Contract Compliance

Location: 530 Water St. Learn how a public agency facilitates economic opportunities for small, local, and diverse businesses while expanding your professional network for future internships and employment.

The ideal candidate should possess an interest in and desire to advance economic equity programs and policies.

Anticipated Projects:

1. Certification Workshop: Plan and facilitate a workshop for small, local, and diverse businesses that seek to contract with the Port.
2. Transportation Summer Intern Reception: Work with COMTD professionals to plan and facilitate a reception for college students who are interning with Northern California transportation related companies/agencies (including the Port of Oakland) to introduce them to each other and potential employers.

| | |
|-------------------------|--|
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POLICY | EXPORT/IMPORT | MARITIME SECURITY

Cal Maritime Academy Sophomore concentrating in International Strategy & Security.
 Specialize in trade policy, shipping security, and global commerce. Strengths include public speaking, persuasive writing, and collaborative team leadership. Relevant coursework and skills include:

Courses: U.S. Maritime Policy, Cross-cultural Communication, Business Law
Office: MS Word, Outlook, PowerPoint (animations and media), Excel (formulas and graphs); Google Docs
Research: Congressional Record, Guide to Law Online, USDA Economic Research Service
Language: Bilingual Spanish and English

EDUCATION

California State University, Maritime Academy **Expected Graduation: May 2025**
Bachelor of Arts, International Strategy & Security **GPA: 3.0**
 Interdisciplinary studies integrating travel abroad, research and hands-on application of political science, international relations, economics, and cybersecurity in preparation for professional leadership opportunities related to national, global, human, environmental, energy, business, and maritime security and strategy.

EXPERIENCE

Vice-President
Mi Gente Club, Cal Maritime, Vallejo, CA **Jan 2023- present**
Founding board member of student club focused on celebrating and sharing Latinx history and culture, supporting Latinx student academic and career development and success.

- Co-wrote club constitution, by-laws and charter approved by university leadership.
- Organize and facilitate monthly student-led meetings.
- Research and identify issues to bring to attention of school leadership.
- Prepare and deliver announcements and speeches to students, school staff, and community members.

Conference Delegate
World Trade Center Northern California, Sacramento, CA **Dec 2023**
One of five students selected to attend the Ethics in International Trade Symposium featuring global business, government, and humanitarian leaders.

- Participated actively in interactive dialogue and idea exchanges with students, presenters, and professionals representing industry, government, and nonprofits.
- Drafted written summary of key themes, resources and learnings for faculty, which formed basis of a proposal to host a campus-based event modeled after the symposium.

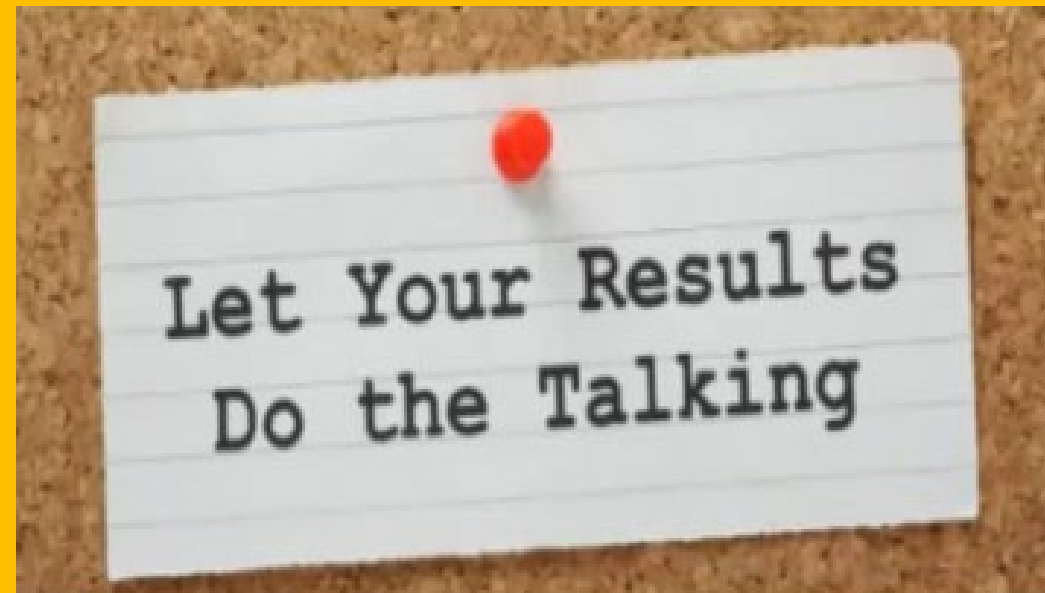
Co-Presenter, Challenges to Global Trade and Security on the Water,
Cal Maritime, Vallejo, CA **Oct 2023**
Delivered presentation on laws affecting maritime shipping at campuswide showcase of student research.

- Gathered policy research from various databases, including the Congressional Record and USDA Economic Research Service.
- Designed PowerPoint slides incorporating text, video, and graphs depicting quantitative and qualitative analysis.
- Conducted interviews with business and government officials with experience in international trade.

Strong accomplishment statements...

Answer the questions:

What, How, With
whom, where, and
who



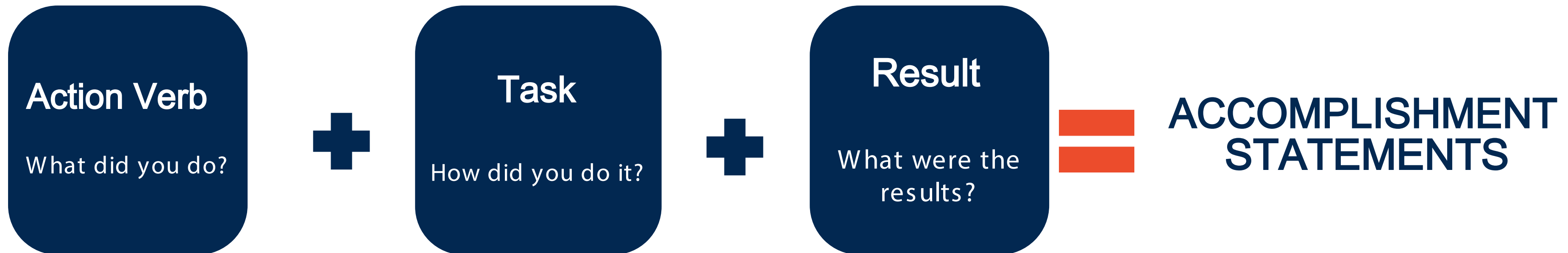
Describe results or
benefits that came as
a result of your work

Identify relevant skills
and accomplishments
from your background
that relate to the
position

Quantify your
accomplishments when
possible

ACCOMPLISHMENT STATEMENTS

- Highlight your achievements and specific contributions, not just job duties
- Provide proof of the value you can bring to prospective employers with examples of your transferable skills in action



PROGRESSIVE ACCOMPLISHMENT STATEMENT EXAMPLE:

- Marketed an event.
- Marketed an art festival through mass email and social media.
- Marketed an art festival through mass email and targeted social media campaigns on Instagram, Facebook, and Twitter aimed at millennial and GenZ audiences.
- Marketed an art festival through mass email and targeted social media campaigns on Instagram, Facebook, and Twitter aimed at millennial and GenZ audiences, resulting in 15% traffic increase from previous year.

Crafting your Accomplishment Statements

Having strong accomplishment statements is key to demonstrating your qualifications to employers. Use the three-step worksheet to identify your transferable skills or skills listed in a specific job description, note where those skills were learned/developed, and turn these into action-oriented accomplishment statements.

Step 1: Identify your transferable skills

| Communication & Creativity | Leadership | Teamwork |
|---|--|---|
| <ul style="list-style-type: none"> • Writing clearly and concisely • Listening attentively • Expressing ideas • Using media to present ideas • Reporting information • Public speaking • Making presentations • Describing feelings • Improvising • Doing more with less • Appreciating diversity • Providing accurate descriptions | <ul style="list-style-type: none"> • Managing and supervising groups • Delegating responsibility • Promoting and adapting to change • Prioritizing tasks • Identifying areas for improvement • Facilitating meetings • Coaching/mentoring/counseling • Evaluating progress • Giving praise and credit • Setting and accomplishing goals • Eliciting input and providing feedback | <ul style="list-style-type: none"> • Generating and initiating ideas • Making decisions with others • Respecting others • Developing rapport • Sharing credit/cooperation • Interacting effectively • Collaborating in diverse or multicultural environment • Meeting team expectations • Perceiving feelings, situations • Listening to others |
| Problem-Solving | Research | Additional Attributes |
| <ul style="list-style-type: none"> • Anticipating potential problems • Defining problems and possible causes • Identifying and selecting solutions • Creating innovative approaches • Involving group members in problem-solving • Developing plans to implement solutions • Establishing general principles • Teaching/training others • Solving problems/mediating • Implementing sound decisions | <ul style="list-style-type: none"> • Forecasting/predicting • Designing an experiment • Imagining alternatives • Identifying resources • Extracting important information • Defining needs • Development strategies • Formulating conclusions • Conceptualizing ideas • Observing and discovering • Analyzing information • Presenting findings • Learning new tools/techniques | <ul style="list-style-type: none"> • Setting and meeting deadlines • Accepting responsibility • Enlisting help • Editing/proofing • Negotiating/persuading • Seeking opportunities for professional growth • Taking initiative • Managing time and stress • Responding well to feedback • Remaining calm under pressure |

Step 2: Brainstorm examples of how you used each skill

Use the template below to list your top skills in the far-left column, then note the place(s) where you demonstrate each skill. Note, some of your specific skills may have only been used on one or two categories.

| Transferable Skill | Employment & Internship Experiences | Course Projects & Research | Campus and Community Activities |
|-----------------------------|--|-----------------------------|--|
| Example: Public speaking | End of summer presentation to department staff | Group presentation in class | Gave speech on student views on campus policies (propose alternative examples) |
| | | | |
| | | | |
| | | | |

Resume Checklist



| General Format | |
|---------------------------------------|--|
| | Have you used Microsoft Word to create your resume? Do not use a template; applicant tracking systems have trouble reading it. |
| | Are the margins consistent and 0.5" to 1"? |
| | Is your font size between 10 pt to 12 pt? Is the font easy to read (Arial, Times New Roman, Helvetica)? |
| | Have you kept it to one page? (If you go over, ask yourself is all the info relevant?) |
| | Have you left enough white space to make it easy to read? |
| | Have you used boldface and italics appropriately (headers or positions) and avoided underlining? |
| | Are dates clear and consistent? Is format and punctuation consistent? |
| | Are sections listed in order of importance to the employer? (Are the minimum qualifications in the 6-second window) |
| | Are heading names descriptive (e.g. Relevant Experience, Leadership & Service, etc.)? |
| Contact Information | |
| | Is your legal name clear and bold at the top? |
| | Is your phone number included? Do you have a professional greeting recorded? |
| | Is your email address included? Does it sound professional? (your name is recommended) |
| Education | |
| | Are college/university names spelled out? (i.e. California State University Maritime not CMA) |
| | Did you list the official name of your degree or course? |
| | Did you list the month and year you earned, or expected to earn, your degree? |
| | Did you consider listing your GPA if strong (3.0 or higher) |
| | Did you list coursework that aligns with the position you are applying for? |
| Experience | |
| | Did you clearly list the organization/company name and your job title? |
| | Did you include the city and state (or country) in which you worked? |
| | Are the dates of employment listed for each?(Month and year, e.g., August 2021 to January 2023) |
| | Did you list the project, activity, and results for each experience? |
| | Did you start each phrase with an action verb? (tenses: Past for past work, present for ongoing work) |
| | Did you list each experience in chronological order (starting from the most current experience first)? |
| | Have you used keywords that apply to your industry and/or the job listings? |
| | Have you avoided the use of "I"? |
| | Have you considered and included all aspects of your experiences related to the job opening(s)? |
| Skills | |
| | Have you included all relevant skill types (Programming, Software, Foreign language, Lab skills, etc.)? |
| | Did you list all relevant skills within each skill type? |
| Certificates | |
| | Have you included all relevant certificates you hold? (e.g. Merchant Mariner Credential) |
| | Are dates of expiration included for each certificate? |
| Activities/Leadership/Accomplishments | |
| | Did you list the activities, honors, and/or leadership experiences that are relevant? |

Resume Writing Tips

- Eliminate first person and possessive pronouns: I, my, mine, etc.
- Avoid overusing abbreviations
- Avoid using articles: a, an, the
- Spell out any acronyms the first time used (CMA, ME, TWIC, MMC, etc.)
- Start with building/collecting/editing content (experiences, skills, achievements)
- For additional help generating accomplishment statements, look up jobs & job descriptions
 - www.onetonline.org or www.bls.gov/ooh/
- Review each job posting to identify the desired qualifications and what is most relevant to employers
- Create a “master resume” including all experiences & reference when applying to positions
- Expect to produce multiple drafts!
- **Goal = To communicate you are the right fit**





RESUME “RESCAPE”

- RELEVANT
- EDUCATION
- SKILLS
- COMPETENCIES
- ACCOMPLISHMENTS
- PRACTICE
- EXPLAINED