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# CCSF CAREER SERVICES

BIANCA NÚÑEZ, EMPLOYMENT SPECIALIST



## WHO WE ARE: EMPLOYMENT & TRAINING SPECIALISTS

### My Sector & Departments

- Education, Public & Social Services
  - Administration of Justice
  - Child Development
  - Health Education
  - Social Justice studies

### Other ETS

- Arts, Media & Entertainment
- Business & Finance
- Healthcare
- Information Technology & Computer Science
- Transportation, Building & Construction  
Trades

## WHAT WE DO

SUPPORT STUDENTS IN OBTAINING SECTOR-SPECIFIC INTERNSHIPS AND EMPLOYMENT, INCLUDING:

- Resume & Cover Letter Building
- College Central Network
- General Work Experience
- Mock Interviewing/Practice
- Job Application support
- Employer Engagement
- Informational Interviewing
- Direct referrals to employers
- Job Fairs, Events & Panels

# TEMPLATE EXAMPLES

**Name**  
Address (optional)  
Email, Phone Number

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**Objective**  
Optional; best for people making a career change to indicate interest in a new field, those returning from long gaps, or those new to the working world. If you do choose to use an objective, make sure you use keywords that the recruiter can recognize easily, and words that are listed in the job description for the specific job you are applying to.

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**Education**  
School/University Dates attended  
*Degree Received*  
*Relevant Courses (best for jobs that require specific education):*

Relevant Course 1	Relevant Course 3	Relevant Course 5
Relevant Course 2	Relevant Course 4	Relevant Course 6

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**Professional Experience**

Employer Dates employed  
*Job Title*

- *Group 1 of duties*
- *Group 2 of duties*
- *Group 3 of duties*

Employer Dates employed  
*Job Title*

- *Group 1 of duties*
- *Group 2 of duties*
- *Group 3 of duties*

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**Volunteer Experience**

Organization Volunteer  
dates

- Overview of duties performed while employed; depending on duties/duration, may be less extensive than duties listed for paid employment

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**Certificates & Awards**

- This is the best place to list any achievements you want to highlight, computer or technological proficiencies, and educational/work-related certificates that can aid in career advancement.

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**References**  
References available upon request

**Name**  
Address (optional)  
Email, Phone Number

Today's Date

Hiring Manager/Recruiter Name  
Organizations Address  
City, State Zip Code

Dear (Hiring Manager/Recruiters Name),

I am submitting my resume and cover letter for the position of (Title) with (Organization) as posted on (Place you found the job posting/announcement). State here how your qualifications make you an ideal candidate for the job. (For example: "I believe my education and experience as a Caseworker/Teacher/Group Facilitator, etc. make me an excellent candidate for this position, and I have been working towards my Associates Degree/Certificate for the past 2 years with an expected completion date of December 2019.) Add in a welcoming statement, for example, "I am excited about the possibility to apply my knowledge and experience to the (position) with your organization."

Start this paragraph by talking about relevant experience you have which is directly transferable to the role for which you are applying, and summarize your relevant experience over the years with different organizations, if applicable. (For example, if you are applying to be a teacher, you can say: "Over the past two years, I have been working with the YMCA as a youth development coordinator. Some of my main duties include [here is the chance to look at the job description to pull keywords in order to match them to the duties you have been doing]; use *their language* so they can recognize it easier - remember - they are only skimming your documents for an average of 8 seconds!). You can also mention any achievements you are proud of, for example, being able to increase parental engagement, or organizational productivity, etc. It is helpful to quantify any achievements so recruiters can quickly see numbers.

This should be your closing paragraph. It is good to talk about why you want to work for the organization you are applying to, and why you want the job you are applying for. If the organization is mission-driven, it may be helpful to talk about how your previous experience or career interests relate to their vision. For example (teacher-related), you may mention how education has had a profound impact on your life, or how educators impacted you, or how you want to help close the equity gap, etc. Make sure you welcome the opportunity to meet in person to further discuss how you are a qualified candidate, and thank them for their time.

Thank you, Sincerely, Regards, Respectfully, Best, etc.,

Your full name

## *PLACEMENT EXAMPLES*

- RAMS, Peer Counselor
- Cornerstone Academy, Enrichment Teacher
- SFUSD, Paraeducator and Early Education Substitute Teacher
- Kai Ming Head Start, STEP Substitute Teacher
- CCSF on-campus Student Employment

## UPCOMING EVENTS

Date	Time	Workshop/Event	Location
9/18	10 – 2pm	Child Development Fair: CHNB	CHNB Lobby
9/25	3 – 4pm	Resume Writing 101	MUB 353
10/2	3 – 4pm	Creating a Cover Letter	MUB 353
10/9	12 – 1pm	SFUSD Careers: Para's & Teachers	MUB 240
10/23	3 – 4pm	Informational Interviewing	MUB 353
11/6	12 – 1pm	Careers with Kai Ming	MUB 240
11/13	3 – 5pm	City & County Informational Job Fair	MUB 240
11/20	3 – 4pm	Mock Interviewing	MUB 353
12/4	3 – 4pm	Resume Writing 101	MUB 353

## CONTACT ME

- Classroom presentations
- Employer event coordination/support
- Employer contact list management/communication
- Bianca Núñez
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- 415-239-3922
- Ocean Campus, MUB 353

**Thank you!**