

# California Partnership Academy

## SCHOOL TO CAREER TOOLKIT

### SKILLS

- List skills that pertain to your objective
- Describe your proficiency with programs or software.
- Languages you know. Include fluency (i.e.:conversational, intermediate,advanced, fluent).
- Transferable skills that are not necessarily tied to a specific position.

- **What should it look like:**

#### SKILLS

- Proficient in Microsoft Word, Adobe Photoshop and Adobe InDesign.
- Fluent in Spanish
- Excellent interpersonal skills
- Strong problem-solver who is resourceful and able to work independently.

### OTHER INFORMATION

- Certifications: If certification is required for position (CPR, etc.)
- Honors, Awards and Roles
- Clubs or professional Memberships

### THE MOST IMPORTANT DETAIL

- **PROOFREAD!** Your resume should be free of typos and grammatical errors. Your resume is a sample of the work you will produce for a company if you are hired.

**RESUME**

**COVER LETTER**

**NETWORKING**

**JOB INTERVIEW**