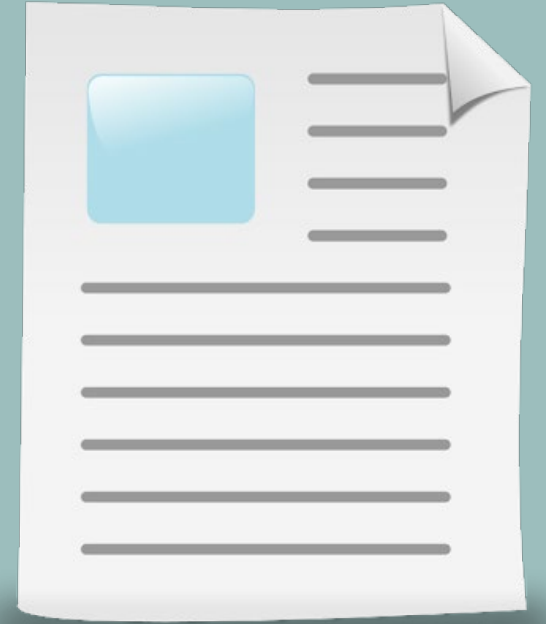


EMPLOYMENT DOCUMENTS TRICKS OF THE TRADE



Academic Support and Success Career Development Workshop
2021 Meeting of the Alaska Anthropological Association
Julie Esdale julie.esdale@colostate.edu



TOPICS WE WILL COVER

Tracking your Accomplishments

Resumes vs CVs

Federal Jobs

Cover Letters

Identifying yourself as a Diversity Hire

Choosing your References



TRACKING YOUR ACCOMPLISHMENTS

Master Document

EDUCATION

Degree

Date degree awarded

School

Department

Dissertation/thesis title

EDUCATION

University of Kentucky

Doctor of Philosophy, Anthropology (2017)

Dissertation: Influences on Nutritional Status Outcomes among Alaskan Older Adults in Anchorage

University of Cincinnati

Master of Arts, Anthropology (2007)

Thesis: Evidence for Interpersonal Violence or Human Sacrifice? The Case Study of Amato, Acari Valley, Peru

Central Michigan University

Bachelor of Science (Cum Laude), Anthropology (2005)

Minors: Natural Resources & Museum Studies

University of Edinburgh (Scotland)

Study Abroad Honours Program, Social Anthropology (2003)

Education

- Ph.D.** University of Michigan, Ann Arbor – Anthropological Archaeology, 2020
Dissertation: “Evaluating the Social and Environmental Processes of the Athabascan Migration”. Chair: Brian Stewart.
- M.A.** University of Michigan, Ann Arbor – Anthropological Archaeology, 2016
- B.A.** Barnard College, Columbia University, New York City – Anthropology, 2012

RESEARCH INTERESTS

Sub-discipline

Areas of advanced study/research

Areas of expertise

Related skills

Regional interests

Time period interests

Research Interests

- Biological anthropology
- Bioarchaeology
- Paleopathology
- Stress
- Trauma analysis
- Violence
- Inequality
- U.S. Southwest
- Great Basin
- Alaska

Dr. Reedy is an Aleutian sociocultural anthropologist who conducts ethnographic research primarily in the Alaska Peninsula and Aleutian Island chain. Her primary research is investigating the role of traditional commercial and subsistence economies in the construction and maintenance of Aleut/Unangan identity. Research interests include indigenous rights and traditional representations of identity, Aleut/Unangan culture and history, ecological anthropology, ethnohistory, economic development, subsistence and commercial fisheries, local knowledge of food harvesting and ecology in Alaska Native villages, oil and gas development near coastal communities, environmental and fisheries policymaking, and policy analysis.

Research Interests

Environmental and landscape archaeology, indigenous archaeology, migration, spatial organization, isotopic and geochemical analyses, resilience and adaptation, lithic technologies, experimental archaeology, gender, subarctic North America, central Alaska, first Americans.

PREVIOUS POSITIONS

Jobs related to your career

Research/teaching assistantships or appointments

Internships

Volunteer positions

Describe tasks at each position.

DOCENT, THE FRICK PITTSBURGH CAR AND CARRIAGE MUSEUM
APR 2019-MAY 2020

Led 45-90 minute tours of the Car and Carriage Museum to diverse groups ranging from 2-20 guests.

PROJECT ARCHIVIST, COLLEGIO DI SANT'ISIDORO, ROME
MAY-JUL 2019

Arranged, described, and drafted finding aid and protocols for entire contents of the newly-documented Quaracchi Archives of the Collegio library, with documents and materials from the Medieval to contemporary periods.

CURATION INTERN, CARNEGIE MUSEUM OF NATURAL HISTORY
MAY-JUL 2018

Curated and created database for the Education Department collections used in museum outreach.

ARCHAEOLOGY INTERN, CENTRO DI CONSERVAZIONE ARCHAEOLOGICA, ROME
MAY-JUL 2017

Surveyed archaeological site, excavated bathhouse rooms, and conserved mosaic flooring and various artifacts from the Roman-era Marco Simone Villa, Guidonia.

PREVIOUS POSITIONS

Jobs related to your career

Research/teaching assistantships or appointments

Internships

Volunteer positions

Describe tasks at each position.

Avoid jargon.

Archaeological Field Technician
Center for Archaeological Studies

July 2018 – August 2018
Aurora, CO

\$16/hr, 40 hours per week
Supervisor: Jacob Hooe (361) 649 – 8938
18500 E. 6th Ave Aurora, CO 80011

- Class III Archaeological Survey at Buckley Air Force Base

Weekend Visitor Services Coordinator
Denver Firefighters Museum

January 2018 – July 2018
Denver, CO

\$10.20/hr, 15 hours per week
Supervisor: Sara Vari (303) 815 – 8760
1326 Tremont Pl Denver, CO 80204

- Process membership sales, applications, and any other data entries into a POS system;
- Develop and maintain Collection Inventory and update Past Perfect database

Museum Educator
Berthoud Historical Society

May 2017 – September 2017
Berthoud, CO

\$10.20/hr, 25 hours per week
Supervisor: Dr. Karen Lloyd D'Onofrio (303) 775 – 3145
228 Mountain Ave Berthoud, CO 80513

- Develop Educational Outreach programs and materials;
- Develop programming curricula for youths and adults;
- Design, edit, and write exhibit interpretations;
- Update Collection Inventory and Handbook for Docents

Graduate Instructional Assistant
Center for Archaeological Studies

August 2015 – May 2017
San Marcos, TX

\$14/hr, 20 hours per week
Supervisor: Dr. Todd Ahlman (512) 245 – 2724
601 University Drive San Marcos, TX 78666

- Update Past Perfect database, conduct lithic analyses, and catalog debitage;

AWARDS

Scholarships

Awards

Grants

GRANTS AND FUNDING

- ❖ 2015 ASFCME Local 52 Tuition Scholarship.
- ❖ 2014 James VanStone Advanced Graduate Student Award, Alaska Anthropological Association, (tuition award).
- ❖ 2013 National Science Foundation Doctoral Dissertation Improvement Grant (\$26,500), Arctic Social Sciences Program Award #: PLR-1331019.
- ❖ 2013 Leslie A. White Award, Central States Anthropological Society section of the American Anthropological Association, (\$500) for doctoral dissertation fieldwork.
- ❖ 2012 Susan Abbott-Jamieson Pre-Dissertation Award, Department of Anthropology, University of Kentucky (\$900.00)
- ❖ Northern Kentucky University Educational Outreach Online Course Development Award, 2012 (\$2,000.00 - declined)
- ❖ 2010- 2013 Lyman T. Johnson Fellowship, The Graduate School, University of Kentucky
- ❖ 2010-2013 Graduate Research Assistantship, Department of Behavioral Sciences, University of Kentucky
- ❖ 2005-2007 University Graduate Scholarship, University of Cincinnati
- ❖ 2007 Graduate Student Governance Association Travel Grant
- ❖ 2007 Charles Phelps Taft Graduate Student Travel Grant
- ❖ 2006 UCIT Grant, University of Cincinnati
- ❖ 2006 University of Cincinnati Charles Phelps Taft Graduate Enrichment Grant
- ❖ 2006 University of Cincinnati Global Studies Grant
- ❖ 2006 Graduate Student Research Poster Forum Outstanding Poster Presentation, University of Cincinnati
- ❖ 2000-2004 Michigan Competitive Scholarship
- ❖ 2000-2004 UAW Ford Automotive Scholarship
- ❖ 2003 Central Michigan University Study Abroad Scholarship
- ❖ 2002-2003 Central Michigan University Leslie Lieberman Scholarship for Anthropology
- ❖ 2000-2001 Michigan Merit Award
- ❖ Central Michigan University Dean's List, 2001-2005

SERVICE

Committees

Volunteer activities

Community projects

Grant/scholarship/article reviewer

Guest lectures

Service & Volunteer Work

2020	UAA Anthropology Club secretary
2019	Alaska Anthropological Association Travel Grant reviewer
2018	Taught Athabascan beadwork to 6 th graders at Watershed elementary school, Fairbanks
2017	Participated in Koyukon language revitalization program

PUBLICATIONS

Peer-reviewed journal articles

Non peer-reviewed articles

Books and book chapters

Reports

Newspaper/magazine articles

Museum exhibitions

Web sites/multimedia creations

Newsletter submissions



PRESENTATIONS

Conference presentations & posters

Invited lectures

Public talks

School presentations



SKILLS & TRAINING

Educational trainings

Certificates

Computer programs

Technical skills

Job related vehicle experience

Outdoor/first aid training

----- SKILLS -----

- Geographic Information Systems (GIS): ArcGIS (and related app software ex. Collector) and qGIS, Past Perfect, The Museum Systems (TMS), Altru, POS System, MIMSY XG, Wordpress, Joomla!, Adobe Software programs, and Microsoft Office programs
- Trained in Archaeological and Museum Collections Care and Management
- Public Relations / Media Communication / Database Development

TECHNICAL SKILLS

Software and ELearning: R/RStudio, SketchUp, Audacity, KE EMu, ArchiveSpace, Adobe Suite, Weebly, Wix, Squarespace, Blackboard, ECampus, Zoom, Skype, WebEx

Miscellaneous: Digital photography and videography, ProScope microscope photography; treatment, care, and repatriation of human remains; ceramic reconstruction.

Lab Skills: XRF; FTIR; NMR; IR; UVF; MS; X-Ray; solvent tests; titration; oxidation/reduction reactions; electrolytic reduction of archaeological metals; General and Organic Chemistry 1-2;

Languages: English (Native), French (Superior), Latin (reading), Spanish (reading), Italian (reading)

LANGUAGES

Other than English

Written

Spoken

Fluency



MEMBERSHIPS

Societies

Professional memberships

School associations

PROFESSIONAL MEMBERSHIPS

- Society for Applied Anthropology
- Alaska State Council on Developmental Disabilities
- International Union for Circumpolar Health
- Alaska Association on Developmental Disabilities
- Alaska Anthropological Association
- Alaska Key Coalition (disability advocacy)
- American Society for Circumpolar Health
- Lambda Alpha National Anthropology Honor Society (lifetime faculty member)
- Alaska Public Health Association

Resume

*Think
Work Experience*



Audience: Typically non academics
Length: 1-2 Pages
Primarily focused on professional experiences
Variety of fonts and sizes
Reverse Chronological order
Bullet style with sentence fragments
Generally submitted with a cover letter

Curriculum Vitae

*Think
Academia*



Audience: Typically academia, but also outside academia if you need to highlight your education
Length: as many pages as needed
Article driven with information focused on academia experiences
Reverse Chronological order
Sentence fragments with bullet style
Submitted with a cover letter

RESUMES AND CVS

What is the difference?

RESUME OR CV?

Resume 101

French for “summary”

Used for industry, non-profit, public sector

Maximum 2 pages

Highlights past work experience, candidate skills & achievements

Tailored to the specific job opportunity

Curriculum Vitae

Latin for “course of life”

Used for academic jobs, fellowships, grants

Several pages (depends on experience)

Contains teaching experience, degrees, publications etc.

Can be tailored but much more thorough

OBJECTIVE

My goal as a recent graduate is to obtain meaningful work experience in a professional setting.

EDUCATION

Bachelor of Arts in Anthropology and English, with a minor in Museum Studies,
St. Mary's College of Maryland, St. Mary's City, MD 2017 to 2020
GPA: 3.6

Honors/Awards: Cum Laude (2020), Lambda Alpha National Anthropology Honor Society, Delta Chapter (2020), Dean's List (2018-2020), St. Mary's Scholar (2018-2020)

Senior Thesis: "The Pale Imitation: The Role of the Parthenon Marbles in National Museum Spaces and the Cultural Repatriation Debate"

RELEVANT WORK EXPERIENCE

Archaeology Student Assistant, St. Mary's College of Maryland
St. Mary's City, Maryland September 2020-December 2020

- Catalogued artifacts collected during Rappahannock River Survey
- Utilized Adobe Photoshop application to edit artifact photographs
- Completed phase I archaeological field work in King George, Virginia

Front End Sales Associate, Weis Markets
Lusby, Maryland June 2019-June 2020

- Completed customer transactions and provided general customer service at store's front end.

Student Assistant, Historic St. Mary's City
St. Mary's City, Maryland September 2017-May 2019

- Digitized museum records in collaboration with student assistant staff
- Prepared objects for storage and preservation
- Created and maintained current and accurate artifact record data using the museum collections management system.
- Utilized Microsoft Office to create database of museum patrons

ADDITIONAL EXPERIENCE

Archaeology Student Intern, St. Mary's College of Maryland
St. Mary's City, Maryland June 2020-August 2020

- Completed phase II field work at Fones Cliffs, Warsaw, Virginia
- Catalogued artifacts collected from Fones Cliffs Excavation, and revised Sotterly artifact records to Maryland Archaeological standards
- Prepared report on Rappahannock Survey and Hastings site to be distributed on Official Rappahannock Tribal Website

President, AVATAR Literary Magazine
St. Mary's College of Maryland September 2019-May 2020

- Coordinated student review board sessions, lead and directed student executive board
- Produced magazine through Adobe InDesign.
- Organized and hosted public presentations for semesterly magazine releases

Contact
info (no PII)



HIGH SCHOOL



Fort Zuwalt North High School

O'Fallon, Missouri

G.P.A: 4.83

Rank: 14/ 352

Activities:

Soccer, Tennis, Roller Hockey, TSA, Sportsman Society, World Cup Club, League of Leaders, Camp Counselor

Honors:

Soccer captain (three years), Varsity tennis (four years), #1 rank Tennis player (three years), World Cup Club founder, All Academic- All Conference athlete (four years).

Kansas State University; College of Architecture, Planning, and Design

2018-2023 (Anticipated)

G.P.A: 3.737

Major: Master of Architecture, Five-year non-baccalaureate degree

Minor: Anthropology (emphasis in archaeology)

Study abroad: Bioarchaeology in Croatia Field School (June 2019 - July 2019)

Activities:

Chess Club, Anthropology club, AP Design Peer Educator, Students for Environmental Action, Students for Environmental Action (Earth day committee member)

Research:

"Function of the Moai"

- Anth 560
- Professor Lauren Ritterbush

Quality Services Inc: Archaeologist 5/8/2020 - 8/1/2020

- Archaeological Survey and Site Recording
- Skills acquired: attention to detail, historical and prehistoric archaeology, historic architecture

KSU College of Engineering: Videographer 8/19/2020 - 3/5/2020

- Record lectures for online students and preform system checks in labs
- Skills Acquired: Tri-caster, Technical Support, Camera recording

VSM Abrasives: Factory Worker 5/23/2019 - 4/20/2020

- Assist manufactures, move pallets of sandpaper, warehouse work

TVS Supply Chain Solutions: Accounting 5/26/2018 - 8/10/2018

- Accounting intern -Accounts payable, Filing, Office work
- Skills Acquired: Dynamics Pro, Microsof Excel, Check writing, Professional work environment

River City Rascals Baseball Club: Cashier 4/17/2017 - 8/7/2018

- Baseball stadium concession stand cashier and runner
- Skills Acquired: Customer relations, Cash handling, Food services

City Of Wentzville: Soccer Referee 5/2018 - 8/2018

- Skills Acquired: Working with children

Education

Work
experience

Skills

WORK

4

Service
Languages
Professional
memberships




FEDERAL JOBS

Negotiating [usajobs.com](https://www.usajobs.com) & the
federal application










ARE YOU ELIGIBLE?

Key words “open to the public”

<p>Archaeologist Bureau of Land Management Department of the Interior Palm Springs, California</p> <p>Open 02/16/2021 to 03/02/2021</p>	<p>Starting at \$88,488 (GS 12) Permanent • Full-Time</p> <p>       </p> <p>Save Job</p>
<p>ARCHAEOLOGIST Office of the Secretary of Defense Department of Defense Hickam AFB, Hawaii</p> <p>Open 02/22/2021 to 03/01/2021</p>	<p>Starting at \$95,012 (GS 13) Permanent • Full-Time</p> <p>   </p> <p>Save Job</p>

Hiring path

[Select all](#)

- ☐  Open to the public (1)
- Federal employees** (4)
 - ☐  Competitive service (1)
 - ☐  Career transition (CTAP, ICTAP, RPL) (2)
 - ☐  Land & base management (1)
- Armed forces** (4)
 - ☐  Veterans (2)
 - ☐  Military spouses (2)
- Additional paths** (3)
 - ☐  Individuals with disabilities (1)
 - ☐  Peace Corps & AmeriCorps Vista (1)
 - ☐  Special authorities (1)

GS LEVELS

You are eligible for the next GS level if you have spent at least 12 months at the previous GS level

BA/BS makes you eligible for a GS 7 (some positions may require 1 year graduate work)

MA/MS makes you eligible for a GS 9 or GS 11

PhD makes you eligible for a GS 11 or GS 12

Your institution must be recognized as accredited by the US Department of Education

SCREENING QUESTIONS

YOU ARE AN EXPERT!!! YOUR EXPERIENCE MATTERS!

3. This position requires you to pass screening for illegal drug use prior to appointment and subsequent periodic drug screening thereafter. Are you willing to meet the drug testing requirements?

- ☒ A. Yes
- ☐ B. No

4. This position requires you to obtain and maintain a SECRET security clearance. Are you willing to meet the security clearance requirements?

- ☒ A. Yes
- ☐ B. No

5. This position may require you to work other than normal hours, which may include evenings, weekends, and/or holidays and/or overtime. Are you willing to work other than normal hours?

- ☒ A. Yes
- ☐ B. No

12. Employs the techniques of collection spatial data (i.e., mapping, GIS, and field data) and remote sensing data to produce professional quality maps that synthesize archaeological data.

- ☐ A. I have not had education, training, or experience in performing this task.
- ☐ B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- ☐ C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

13. Conducts official material evidence/artifact analysis (such as identification, determination of significance and probative value, determination of terminus post or ante quem, and individualization) to aid in the positive identification of unknown remains from past conflicts.

- ☐ A. I have not had education, training, or experience in performing this task.
- ☐ B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- ☐ C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

14. Develops the three Phases of evidence-based archaeological excavation strategies to execute recoveries in a scientific manner.

- ☐ A. I have not had education, training, or experience in performing this task.
- ☐ B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- ☐ C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

RESUME BUILDER

DO NOT LEAVE OUT

Start and end dates

Hours per week

Duties, accomplishments, related skills

-these should reflect key words found in the
“expert questions” asked in the job
application

Work Experience [?]

All fields are required unless otherwise noted

Employer Name

Formal Job Title

Employer Address 1

Start Date

Start Year

Employer Address 2 (optional)

End Date

End Year

Country

Salary (optional)

Currency

Salary Rate

Postal Code

Average Hours per week

City/Town

May we contact your supervisor?

☐ Yes ☒ No ☐ Contact me first

Is this a Federal Civilian position? [?]

☐ Yes ☒ No

State/Territory/Province

Duties, Accomplishments, and Related Skills

(5000 characters remaining)

11. Please check each of the following that describes your experience in developing mitigation strategies to resolve adverse effects to historic properties.

- ☐ A. I have developed detailed site recording and in-field artifact analyses.
- ☐ B. I have experience using Geographic Information System (GIS) technology.
- ☐ C. I have performed archival and historic research.
- ☐ D. I have developed and implemented a research design for data recovery.
- ☐ E. I have overseen Historic American Building Survey (HABS)/Historic American Engineering Record (HAER) recordation.
- ☐ F. I have carried out ethnographic research and/or oral history.
- ☐ G. I have evaluated affected historic properties and developed treatment plans to mitigate adverse effects.
- ☐ H. None of the above.

06/2011-present **Center for Environmental Management of Military Lands, Colorado State University**
1490 Campus Deliver, Fort Collins, CO 80523-1490

Title: Research Associate IV (Equivalent to a GS 12) ➡

Position: Archaeologist for Fort Wainwright and its Training Lands.

In this position I serve as the archaeologist for Fort Wainwright in Fairbanks, Alaska. I am in charge of developing, implementing, and recording archaeological site and historic building surveys. I record and map sites and buildings using GIS and survey-grade GPS including Trimble. I analyze lithic artifacts and faunal remains. I conduct background research for projects including archival and historic research, academic research, and ethnographic research and conduct oral histories. I evaluate archaeological sites and building for the National Register of Historic Places. I oversee HABS and HAER documents. I develop and carry out mitigation plans for adverse effects to historic properties.

GS 5 CULTURAL ANTHROPOLOGIST

“Expert Questions”

1. Have conducted oral histories.
2. Have synthesized data and written report.
3. Have performed background research in archives and libraries.

Your Job Related Activities

Ethnography Museum Intern, June 2019-May 2020

In this position I researched and wrote a report on the ethnographic use of rye grass for basket making by Alutiiq people. This was used as background information for a new display.

Nenana Native Association Culture Camp Volunteer, July-August 2018

In this position I worked campers to record oral histories from Nenana elders about sled building. I taught traditional beadwork and storytelling through dance.

COVER
LETTERS

*still
matter*



COVER LETTERS

They are important!

22 February 2021

Colorado State University Center for Environmental Management of Military Lands

Dear Dr. Esdale,

I am writing to apply for the archaeology technician position on the Fort Wainwright project in Alaska. I just completed my first semester in the Anthropology PhD program with a focus in Nautical Archaeology at Texas A&M University. My entry to maritime archaeology was born from an interest in CRM and public archaeological excavation and conservation of underwater cultural heritage. I am excited about the possibility of collaborating with public, academic, and technical personnel on the Fort Wainwright project.

My particular focus is field conservation for both terrestrial and underwater sites. As part of this I have become experienced in survey methods, site monitoring, chemical testing and identification (such as XRF and UV analysis), and statistics for archaeology using R and RStudio. This past semester as a PhD student, I volunteered at the Texas A&M Conservation Research Laboratory on my own initiative to gain experience in hands-on conservation of maritime archaeological artifacts. I have also taken all of my required introductory archaeology courses, where various survey and testing methods were described.

I received my MA in Public History from Duquesne University in 2020. During that time, I worked in historic preservation and archaeological conservation. As a historic preservationist for Pfaffmann + Associates AIA from 2019-2020, I evaluated historic structures for eligibility on the National Register of Historic Places, including the renovation project of the August Wilson House in Pittsburgh, PA. I managed conservation of historic structures and coordinated with CRM firms and the PA state historic preservation office surrounding previous archaeological excavations at the site. I have extensive practical knowledge of the Section 106 process, National Historic Preservation Act, and Archaeological and Historic Preservation Act. I was also responsible for documenting data from fieldwork. I am familiar with US archaeology (specifically Eastern Woodlands and Southwest archaeology) due to my two year role (2018-2020) as a conservation technician at Carnegie Museum of Natural History. I assisted the curator of archaeology with a NAGPRA repatriation from the McKees Rocks mound, identified faunal remains, conserved and cleaned human remains, and carried out chemical analyses on grave goods. I also performed conservation treatments and analysis on a variety of objects, both archaeological and natural.

My BA was in history at Grove City College, where I participated in an archaeological field school, an excavation of the Marco Simone second century B.C.E. villa in Rome, Italy run by the Centro di Conservazione Archeologica. I gained experience in archaeological survey, testing, and excavation. This was my first experience with archaeological conservation, which I continued in my MA.

My career goal is to be a public archaeologist employed in research, consulting, and advocacy roles for an international agency, university, or NGO. This would be an ideal setting for me to practice skills I already have and hone new ones. Though this is a temporary position, I would approach it with the integrity and productivity of a long-term commitment. I am serious about doing excellent work, and I seek to go above and beyond...but I also have an excellent sense of humor and am easy-going and flexible! I am willing to relocate as soon as April when my semester ends, and can remain on the project until late August 2021. I am an experienced, fit hiker and camper and I can drive manual transmission vehicles as well as 4x4 and ATV vehicles. Thank you for your consideration!

Your contact info

Date

Be specific! Do your homework.

Hiring person/committee,

Paragraph 1. **Summary statement** about why you are amazing and how that relates to the position you are applying for. Good place to mention any **connection** you have to the position/agency/area.

Paragraph 2. Hone in on those key **skills** needed for the application. Start with **education** and **previous experience**.

Paragraph 3. Continue with past **trainings, skills**, or your areas of **specialty** that make you a great candidate for the position.

Paragraph 4. Describe your future career or education **goals**. Not to say why this position would be great for you, but why you would be such an asset to this agency.

Salutation and signature

Customize for the job.

Keep it short! One page max.



IDENTIFYING YOURSELF AS A DIVERSITY HIRE

How and why.

SHOULD I IDENTIFY MY DIVERSITY?

GENDER, RACE,
DISABILITY, SEXUAL ORIENTATION, RELIGION, AGE, VETERAN STATUS

PROS

Affirmative action

Diversity requirements

CONS

Prejudice

Exclusion

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the department's commitment to diversity and inclusion.

SHOW, DON'T TELL

Where?

Your **cover letter** is the best place to show how your diversity makes you an asset to the team.

Your **resume or CV** can show your experiences that identify you as a diverse candidate.

How?

Do not use a flat statement of identity or a story of a struggle based on identity.

I am an Athabascan woman with a background in archaeology.

My Athabascan heritage brings a unique perspective to the identification and interpretation of archaeological remains.

SHOW, DON'T TELL

Where?

Your **cover letter** is the best place to show how your diversity makes you an asset to the team.

Your **resume or CV** can highlight your experiences that identify you as a diverse candidate.

How?

Show your involvement in organizations, communities, and activities that demonstrate your diversity.

2019-2020 Vice president of CSU's LGBTQ Student Association



CHOOSING YOUR REFERENCES

Good References and Protocol

WHAT ARE EMPLOYERS LOOKING FOR?

Your work ethic- Do you get to work on time? Pay attention to detail? Work hard during the day? Are you flexible? Do you get along with coworkers?

Your experience, knowledge, and skills- Have you done the job before? Will you need a lot of training? Do you have the knowledge necessary for the main job tasks?

Your commitment to the field- Are you pursuing further education or training in the job field? Do you have roots in or a commitment to the area? (Or are you just looking for an Alaskan adventure?)

The opinions of someone they can trust- Do I know you or know someone who knows you? Have you worked for one of my colleagues? Have you taken classes from one of my colleagues?

HAVE THREE REFERENCES READY

WHO?

1. A recent supervisor
2. Someone who can speak to your skills
3. Someone who can speak to your work ethic & personality

OTHER TIPS?

Ask first

Provide your CV/Resume

Warn references of calls coming

Choose wisely

QUESTIONS?

Feel free to contact me:

Julie.Esdale@colostate.edu

907-378-9034

