

CAREER COMPASS

Navigating Youth to Career Success

March 2026

Your Future Begins Here | sutteronestop.com

PAPER THAT POPS: MASTERING RESUMES & COVER LETTERS



SCAN ME



Want to get involved? Scan this QR code to connect with our Youth Team and learn about exciting opportunities!

THE RESUME: YOUR PROFESSIONAL SNAPSHOT

- **Use Action Verbs:** Start your bullet points with strong words like *Collaborated*, *Managed*, *Organized* or *Assisted*. This shows what you actually **did** rather than just where you were.
- **Highlight “Transferable” Skills:** Even if you haven’t had a paid job yet, your experience in school clubs, sports, or volunteering counts! These show you have skills like teamwork, punctuality, and leadership.
- **Keep it Clean:** Use a professional font (like Arial or Calibri) and plenty of white space. A one-page resume is the standard.
- **Check Your Contact Info:** Make sure your phone number is correct and your email address is professional (e.g., `firstname.lastname@email.com`)



THE COVER LETTER: YOUR INTRODUCTION

- **Tailor Your Message:** Avoid a “one-size-fits-all” letter. Mention the specific company name and the job title you are applying for.
- **Connect the Dots:** Explain how your specific skills make you the right person.
- **Show Your Passion:** Briefly mention why you want to work for them specifically. Employers value candidates who are genuinely interested in their mission.



THE “READY-TO-HIRE” CHECKLIST



- Finalize Your Draft:** Create a clean, one-page resume with your most recent experience.
- Proofread Twice:** Check for spelling and grammar errors. Then, have a friend or mentor check it again!
- Professional Email:** Ensure you have an email address that is appropriate for work and that you check often.
- The “Keyword” Match:** Look at a job posting and make sure some of the words they use (like “organized” or “reliable”) are on your resume.

2025-2026

The Sutter County One Stop is a proud partner of America's Job Center of California network.

A Big Thanks To Our Work Experience Partners!

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 Brakes, Tires & More
 C&M Automotive
 East Linda Garden LP
 Esteban’s Tacos, Burgers & Brews
 Franklin Pharmacy
 Gaiser’s Pets
 Grocery Outlet

IHOP
 JCPenney
 Live Oak Unified School District
 Papa Murphy’s Take N’ Bake
 Photogenic 1 Studio
 Pizza Factory
 Steele House Coffee
 Straw Hat Pizza

Sutter Co. Supt. of Schools
 Tin Roof Bakery
 Tractor Supply Co.
 Walgreens (855 Colusa)
 West Coast Sourdough
 Wing Zone
 Yuba City High School

**Employers that partner with us to provide valuable work experience opportunities for our youth.*



Equal Opportunity Employer/Program. Auxiliary aides & services are available upon request to individuals with disabilities.