

**smccosmetology**

# **Resumes**

**Career Services Center Workshop**

**Where Can  
I Find A Job?**

# smccosmetology

## www.google.com

- Google salons in the area you want to work.
- Look at their esthetic.
- Dress the part and go in to speak to the hiring manager with a resume.

You can also look for jobs on the following websites:

- [www.linkedin.com](http://www.linkedin.com)
- [www.glassdoor.com](http://www.glassdoor.com)
- [www.indeed.com](http://www.indeed.com)
- [www.smc.edu/hiresmc](http://www.smc.edu/hiresmc)

Set up daily alerts for multiple titles such as: Hairdresser, Hair Stylist, Manicurists and Pedicurists, Skincare Specialists/ Estheticians, Spa Managers, Hair Platform Artists, Film Key Hair Stylist, Product Representative, Medical Esthetician, Wax Technician, Eyelash Specialist.

In the current gig economy balance can be tricky. Jobs in cosmetology are affected by the economy. Most do not offer benefits such as health insurance and sick time. Many stylists supplement their work with part time work in a more stable industry for this reason. Even if it doesn't pay well it offers the protection that most self-employed people don't have.

## APPRENTICESHIPS

Most high end salons require a one to two year apprenticeship before they start giving you clients of your own.

**Resume**

**General Guidelines**

- Do not include every job you have ever had.
- Limit your resume to one page.
- Review your resume for spelling, punctuation, and grammatical errors.
- List your relevant experience reverse chronologically, starting with the most recent experience.
- When you submit your resume to employers send it in PDF format.
- Do not: include pictures, weight/height, or other personal information.

# Academic Experience

**At this early stage of your career, you should including classroom work.**

You should be highlighting your courses on your resume and photographing your work to create your professional portfolio.

# Sample Resumes



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## Cosmetologist

### Resume Sections

- **Contact Information**

- Bold Name
- Professional Email
- Phone Number  
(professional voicemail)
- City, State
- Portfolio Link

- **Skills**

- **Licences & Certifications**

- **Education**

- **Experience**

- Reverse Chronological
- 10 years <
- 3 – 5 bullet points
- Action Verbs:
- Accomplishments
- Relevant skills
- Results
- Dates

### First Last Name

000.000.0000 | Los Angeles, CA | firstlastname@gmail.com | portfoliolink

#### SUMMARY

Santa Monica College Cosmetology student with extensive experience in all areas of the beauty industry. Refreshing hairstyling skills to transition to hair and barbering focus, with the ability to provide full service.

#### SKILLS

Hair Cutting, Styling and Coloring  
Lash Application  
Eyebrows Tinting  
Manicures & Pedicures  
Body Waxing

#### LICENCES & CERTIFICATIONS

Cosmetology License B000000

Longmi Lashes Certified

#### EXPERIENCE

**Independent Lash Extension Technician**, Santa Monica, CA | 6/2017 - Present  
Lash Extension Technician

- Specialize in Classic, Hybrid and Volume Individual Lash Application.
- Perm Eyelashes and tint eyebrows and eyelashes.

**Bellacures Salon**, Santa Monica, CA | 6/2014 – Present

Nail Technician and Waxing Specialist

- Average 80 client services a week including: basic manicures & pedicures, gel nails, nail art and body waxing.
- Consistently upselling services and exceeding sales goals.
- Offered arm and leg massage.

**Happy Nail**, Huntington Beach, CA | 3/2010 – 6/2014

Nail Technician

- Offered basic manicures & pedicures, gel nails.
- Consistently upselling services and exceeding sales goals.
- Offered shoulder arm and leg massage.

#### EDUCATION

**Santa Monica College**, Santa Monica, CA | 2019 - Present

Cosmetology

*Relevant Courses: Hair Cutting, Styling and Coloring*

**Paul Mitchell Academy**, Costa Mesa, Ca

Cosmetology

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## Lash Extension Specialist

### First Last Name

000.000.0000 | Los Angeles, CA |  
firstlastname@gmail.com

#### SUMMARY

Licensed Cosmetologist, with strong attention to detail and a love for customer services and sales, transitioning from nail technician to lash extension specialist.

#### EXPERIENCE

##### Independent Lash Extension Technician

2017- Present

Santa Monica, CA

*Lash Extension Technician*

- Specialize in Classic, Hybrid and Volume Individual Lash Application.
- Perm Eyelashes and tint eyebrows and eyelashes.

##### Bellacures Salon

6/2014 - Present

Santa Monica, CA

*Nail Technician and Waxing Specialist*

- Average 80 client services a week including: basic manicures & pedicures, gel nails, nail art and body waxing.
- Consistently upselling services and exceeding sales goals.
- Offered arm and leg massage.

##### Happy Nail

3/2010 – 6/2014

Huntington Beach, CA

*Nail Technician*

- Offered basic manicures & pedicures, gel nails.
- Consistently upselling services and exceeding sales goals.
- Offered shoulder arm and leg massage.

##### Red Mountain Engineering

6/2004 – 12/2008

Irvine, CA

*Part Assembly Technician*

- Solder wire into connector for smog check machines.
- Align the LED lights in the head of the sensor.
- Install multiple cable wires.

#### PORTFOLIO

Instagram link here

#### LICENCES & CERTIFICATIONS

##### Longmi Lashes Certified

Garden Grove, Ca  
2017

##### Cosmetology License

B00000

#### EDUCATION

##### Paul Mitchell Academy

Costa Mesa, Ca  
2009  
*Cosmetology*

#### SKILLS

Classic, Hybrid and Volume  
Individual Lash Application

Eyelashes Perming and  
Tinting

Eyebrows Tinting

Basic manicures & pedicures

Gel Nails

Nail Art

Body Waxing

# Action Verbs

|              |              |              |              |            |             |             |
|--------------|--------------|--------------|--------------|------------|-------------|-------------|
| accelerated  | clarified    | designed     | forecasted   | listened   | printed     | selected    |
| accomplished | cleared      | detected     | formed       | maintained | produced    | served      |
| achieved     | coded        | determined   | formulated   | managed    | protected   | shaped      |
| acquired     | collaborated | developed    | fostered     | marketed   | provided    | shared      |
| activated    | compared     | devised      | founded      | mastered   | publicized  | showed      |
| adapted      | compiled     | directed     | functioned   | measured   | questioned  | simplified  |
| adjusted     | completed    | distributed  | generated    | mediated   | raised      | solicited   |
| administered | composed     | drafted      | governed     | modeled    | recommended | solved      |
| advised      | computed     | edited       | grouped      | modified   | recorded    | specified   |
| allocated    | conducted    | educated     | guided       | molded     | recruited   | spoke       |
| analyzed     | consolidated | effected     | helped       | monitored  | reduced     | stimulated  |
| annotated    | constructed  | elicited     | identified   | motivated  | rendered    | structured  |
| anticipated  | contacted    | encouraged   | illustrated  | named      | repaired    | studied     |
| applied      | continued    | established  | immunized    | negotiated | reported    | supervised  |
| appraised    | contracted   | evaluated    | implemented  | observed   | represented | supported   |
| arranged     | convened     | examined     | improved     | obtained   | reproduced  | synthesized |
| articulated  | conveyed     | executed     | increased    | operated   | researched  | targeted    |
| assembled    | coordinated  | exhibited    | informed     | ordered    | resolved    | taught      |
| assessed     | corresponded | expanded     | initiated    | organized  | responded   | tested      |
| assigned     | counseled    | expedited    | instituted   | outlined   | restored    | trained     |
| authored     | created      | experienced  | instructed   | oversaw    | retained    | translated  |
| balanced     | critiqued    | experimented | interpreted  | perceived  | retrieved   | tutored     |
| briefed      | decided      | explained    | interviewed  | performed  | reviewed    | updated     |
| budgeted     | defined      | explored     | introduced   | persuaded  | revised     | utilized    |
| built        | delegated    | facilitated  | invented     | planned    | rewrote     | verified    |
| catalogued   | delivered    | figured      | investigated | planted    | routed      | wrote       |
| categorized  | demonstrated | financed     | judged       | presented  | scheduled   |             |
| chaired      | derived      | focused      | led          | presided   | searched    |             |

**How Can I  
Find Print Or  
Commercial Work?**

## Celebrity, Print And Commercial Work

Very few stylists work in this area. There are several pathways to secure work in these areas. Networking and luck are some of the main ways people get these chances. Many production companies reach out to agencies to staff their productions on a project bases. These agencies are not for beginners. To be registered at these agencies you need to have an all-star portfolio already.

- **Celestine Agency** <https://www.celestineagency.com/> Premiere Fashion and Beauty Agency in LA + NYC representing the top hairstylists, make-up artists, fashion stylists, manicurists and prop/set designers in the industry
- **The Wall Group** <https://www.thewallgroup.com/> Reps the biggest celebrity hairstylists, makeup artists and stylists in Los Angeles
- **Rouge Artists** <https://www.rougeartists.com/> For over 10 years, has been representing the best in entertainment: Hair Stylists, Makeup Artists, Costume Designers, Wardrobe Stylists and Production Designers.
- **Opus Beauty** <https://opusbeauty.com/> We are an LA based agency representing Hair and Make-up, Wardrobe and Prop Stylists.
- **Cloutier Remix** <https://cloutierremix.com/> Proudly represents top makeup artists, hair stylists and manicurists working worldwide.

### **Working In Film**

Very few stylists work in this area. There are several pathways to secure work in these areas. Networking and luck are some of the main ways people get these chances. For more information about working on set: <https://www.careersinfilm.com/key-hair-stylist/>

**How to become a member of the Makeup Artists and Hair Stylists Local 706:**  
<http://www.local706.org/how-to-join-local-706/>

**Show Me Your Work  
Not Your Attitude**



## **Attitude**

Attitude is EVERYTHING. You must:

### **Be humble**

Be humble with your colleagues but project confidence with your clients. Until you have been working in a professional setting for five years, you really have no idea how much there is to learn. Even then, there is always more to learn.

### **Complete professional development**

Education should always be updated. It is great if you can work at a salon that offers paid ongoing professional development.

### **Provide excellent customer service**

You get clients through marketing and referrals. You never know you are helping, and the influence they have. Talent alone will not bring success. You need talent, drive, persistence, professionalism and dependability.

# Resume Format & Tracking

## **Electronic Resumes:**

- Please size the PDF at 8.5 x 11 (under 1 megabyte) and ensure all links are clickable.
- Links created in InDesign often do not remain clickable.
- It is recommended to create the hyperlinks on the PDF resume directly using Adobe Acrobat.

## **Got a call from an employer?**

They are interested in learning more about you & your experiences

## **Keep track of:**

- Job descriptions
- Which companies you are applying to
- Which version of your resume you sent

## **Multiple Resumes:**

A different resume tailored to each position

Trello.com is a free online dashboard:

- Keep track of your job search
- Store copies of resumes submitted for each job

**Support @ SMC**

## Classroom Support

### COSM 95A, Salon Experience

This course provides the opportunity to obtain practical salon training working on patrons. The practical work is as close to actual beauty salon experience as possible. Students will earn hours toward the required practical hours and operations to be eligible to take the California State Board of Barbering, Cosmetology, Esthetics, and/or Nail Care exam, under the supervision of faculty.

## Career Services

**Phone:** 310.434.4337

**Email:** careerservices@smc.edu

**Webpage:** <http://smc.edu/careercenter>

**Instagram:** <https://www.instagram.com/smccareercenter/>

**YouTube channel:** [https://www.youtube.com/channel/UChad0JT9Mzqip03jTmL8\\_zg/playlists?view\\_as=subscriber](https://www.youtube.com/channel/UChad0JT9Mzqip03jTmL8_zg/playlists?view_as=subscriber)

## Academic Counseling

For information on the program, assistance creating your educational plan, or exploring transfer preparation visit the SMC Counseling Center:

<http://smc.edu/student-support/academic-support/counseling/contact.php>

There are different counselors and programs available to serve all needs. Once on the web page, you can make an appointment or see a counselor on a drop-in basis by clicking on:

- The General Counseling & Transfer Services link or
- The link to any special programs that you are a member of.

**Thank you.**