Second Year Career Plan

Step-by-Step Guide

Careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.

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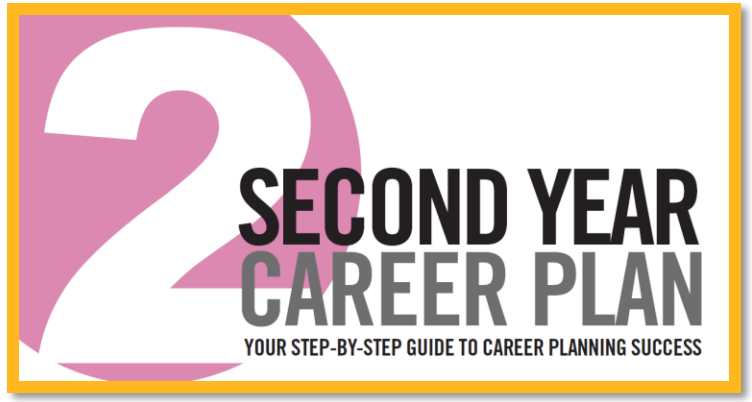
Agenda



- Choose a major
- Build resume writing and interviewing skills
- Explore careers
- Get a summer internship or job

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Teamwork

LEADERSHIP

Equity & Inclusion

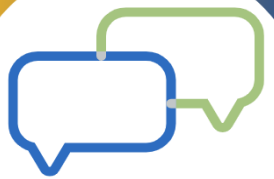
Technology

Professionalism

NACE CAREER READINESS COMPETENCIES

Critical Thinking

Communication



*Obtaining **requisite competencies** that broadly prepare college graduates for a **successful transition** into the workplace.*

Career & Self-Development

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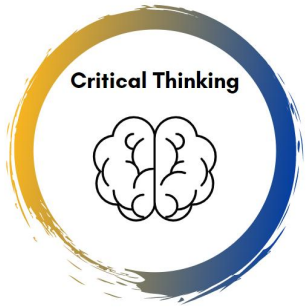
What You'll Learn Today

At the end of this workshop, you will be able to...

List tools to help you decide on a major

Identify how to build your resume writing and interviewing skills

Describe different opportunities to gain experience



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Choose a Major
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Choose a major

Take advantage of Career Center resources
Attend the *Making a Major Decision* workshop
Consider taking a career assessment to help you decide

Explore the catalog
Explore over 80 majors at catalog.ucr.edu

Meet with your academic advisor
Make sure you are on the right timeline to complete your major(s) of interest

Focus 2

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Choose a major

Remember that your major doesn't dictate your career. According to LinkedIn profiles, UCR alumni work in a variety of industries and job functions!

Business

Business Development
Operations
Accounting
Education
Information Technology
Program/Project Management

Biology

Healthcare Services
Research
Education
Business Development
Community and Social Services
Operations

Computer Science

Engineering
Information Technology
Education
Research
Arts and Design
Business Development

Psychology

Healthcare Services
Education
Community and Social Services
Human Resources
Research
Information Technology

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Build Your Resume Writing & Interviewing Skills

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Build your resume writing and interviewing skills

Get started
Attend the *Resume Writing* and *Ace the Interview* workshops
Review resume samples at careers.ucr.edu

Take it to the next level
Get your resume reviewed by your Career Specialist
Continue adding to it as you gain experience
Practice your interviewing using StandOut

Put your resume to use
Upload your resume to Handshake and start applying

STANDOUT®

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+ Resume Resources

— Resume Samples for Undergraduate Students

Sample Resumes

Accounting
Arts
Biology
Business
Education
Engineering
First Year Student
Humanities
Marketing
Political Science
Psychology Resume
Public Policy
Sociology

+ Resume Samples for Graduate Students

+ Cover Letters

Resume Samples on Career Center Website

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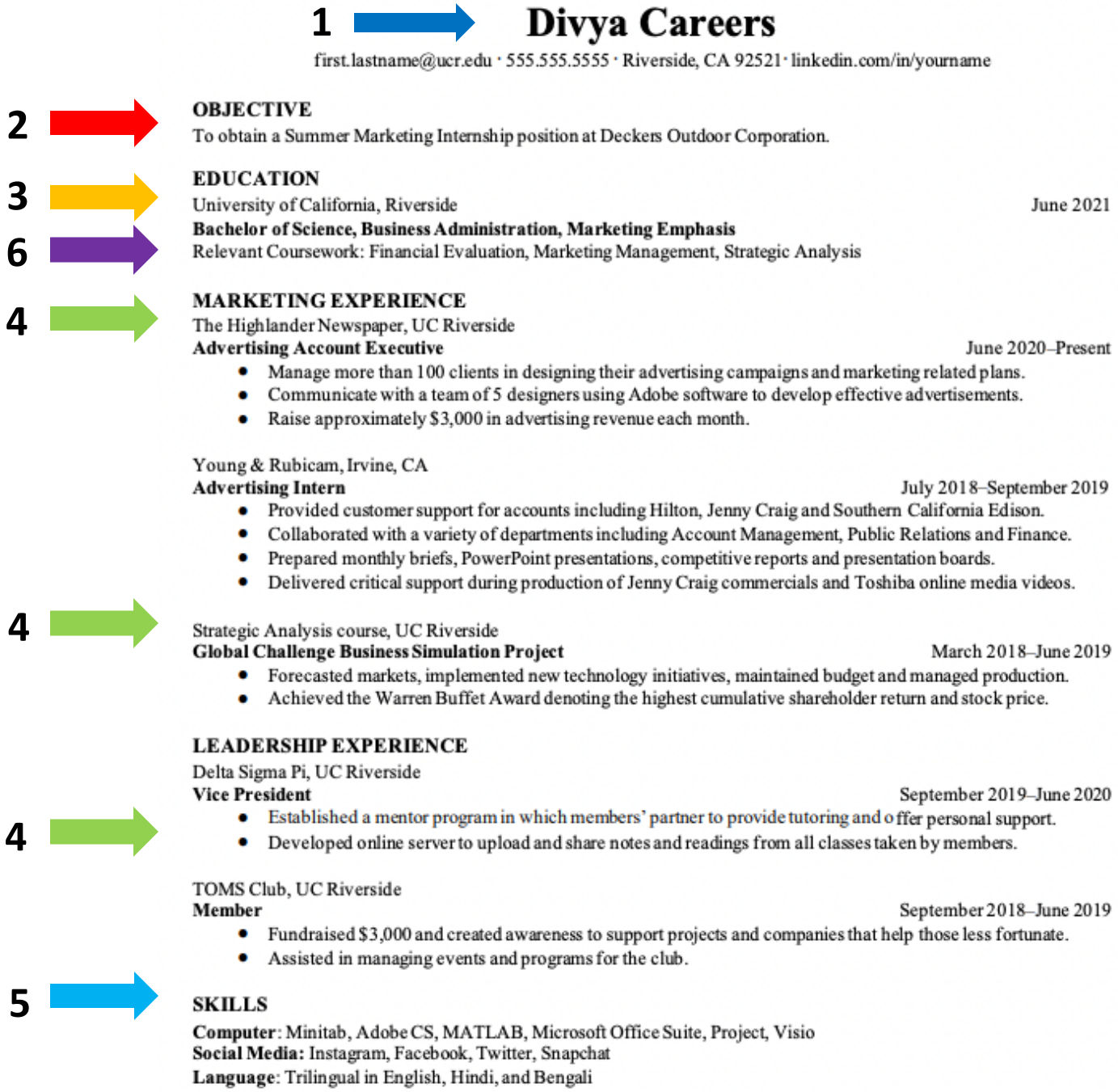
Main Sections on a Resume

1. Contact Information
2. Objective (optional)
3. Education
4. Experience
5. Skills
6. Relevant Coursework
7. Campus Involvement, Volunteer, Extracurricular Activities*



1 → **Divya Careers**

first.lastname@ucr.edu · 555.555.5555 · Riverside, CA 92521 · linkedin.com/in/yourname

2 → **OBJECTIVE**

To obtain a Summer Marketing Internship position at Deckers Outdoor Corporation.

3 → **EDUCATION**

University of California, Riverside — June 2021

Bachelor of Science, Business Administration, Marketing Emphasis

6 → Relevant Coursework: Financial Evaluation, Marketing Management, Strategic Analysis

4 → **MARKETING EXPERIENCE**

The Highlander Newspaper, UC Riverside

Advertising Account Executive — June 2020–Present

- Manage more than 100 clients in designing their advertising campaigns and marketing related plans.
- Communicate with a team of 5 designers using Adobe software to develop effective advertisements.
- Raise approximately $3,000 in advertising revenue each month.

Young & Rubicam, Irvine, CA

Advertising Intern — July 2018–September 2019

- Provided customer support for accounts including Hilton, Jenny Craig and Southern California Edison.
- Collaborated with a variety of departments including Account Management, Public Relations and Finance.
- Prepared monthly briefs, PowerPoint presentations, competitive reports and presentation boards.
- Delivered critical support during production of Jenny Craig commercials and Toshiba online media videos.

4 → Strategic Analysis course, UC Riverside

Global Challenge Business Simulation Project — March 2018–June 2019

- Forecasted markets, implemented new technology initiatives, maintained budget and managed production.
- Achieved the Warren Buffet Award denoting the highest cumulative shareholder return and stock price.

LEADERSHIP EXPERIENCE

Delta Sigma Pi, UC Riverside

Vice President — September 2019–June 2020

4 →

- Established a mentor program in which members' partner to provide tutoring and offer personal support.
- Developed online server to upload and share notes and readings from all classes taken by members.

TOMS Club, UC Riverside

Member — September 2018–June 2019

- Fundraised $3,000 and created awareness to support projects and companies that help those less fortunate.
- Assisted in managing events and programs for the club.

5 → **SKILLS**

Computer: Minitab, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio
Social Media: Instagram, Facebook, Twitter, Snapchat
Language: Trilingual in English, Hindi, and Bengali

Explore Careers
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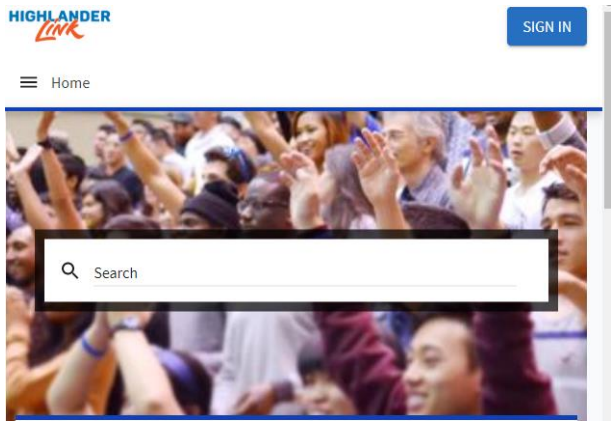
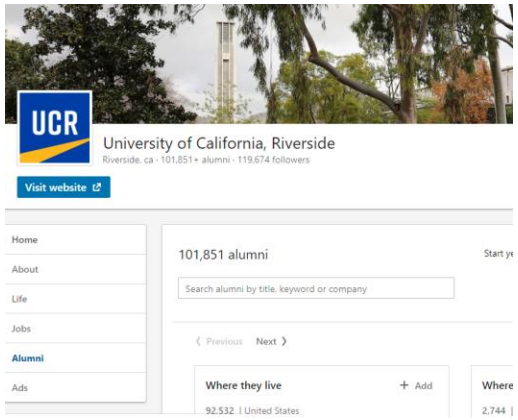
Explore careers



Highlander Link
Over 500 organizations – academic, professional, and personal interests



LinkedIn
See alumni career paths, conduct informational interviews, and build your network

Career Center
Attend workshops, information sessions, or join one of our Career Development Programs

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Get a Summer Internship or Job

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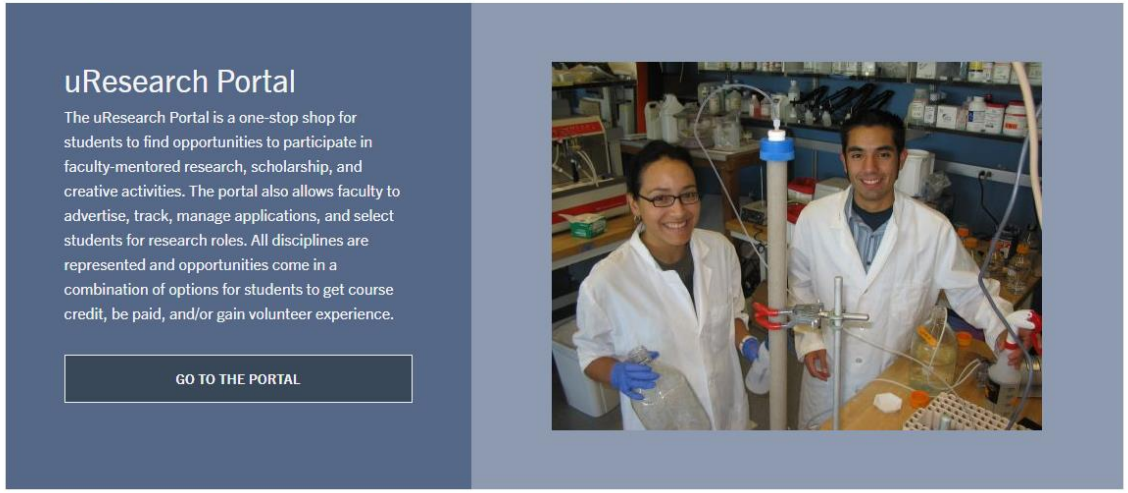
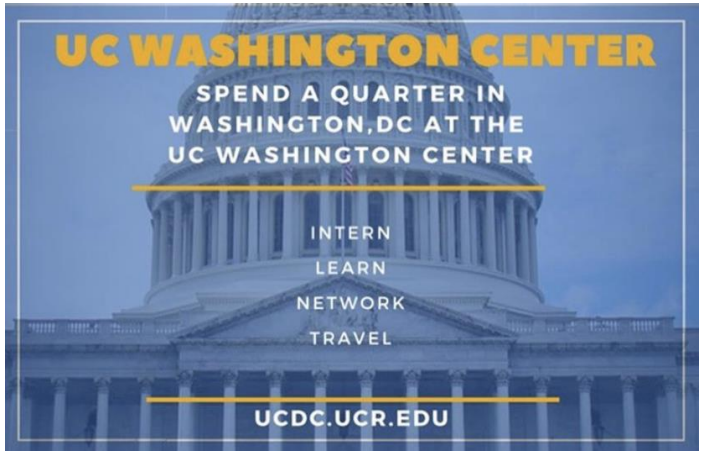
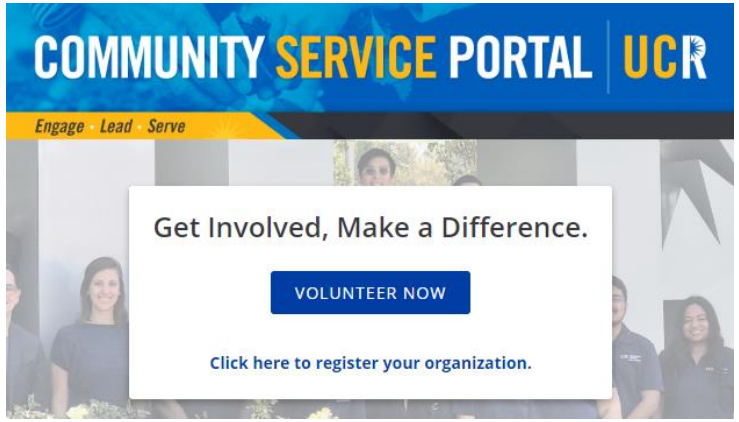
Get a summer internship or job

Undergraduate Research Portal and Opportunities





UC RIVERSIDE | International Affairs



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UC RIVERSIDE | Career Network

Join the UCR Career Network, an online community for networking, mentoring, and job opportunities for alumni and students.

MENTORING

Matching process that connects current students with alumni or alumni with one another.

JOB SEARCH

Job board for those currently seeking employment or for alumni looking to hire other Highlanders.

NETWORKING

Discussion boards to meet and network with others who have similar career questions.

REGISTER AT CAREERNETWORK.UCR.EDU

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Questions?

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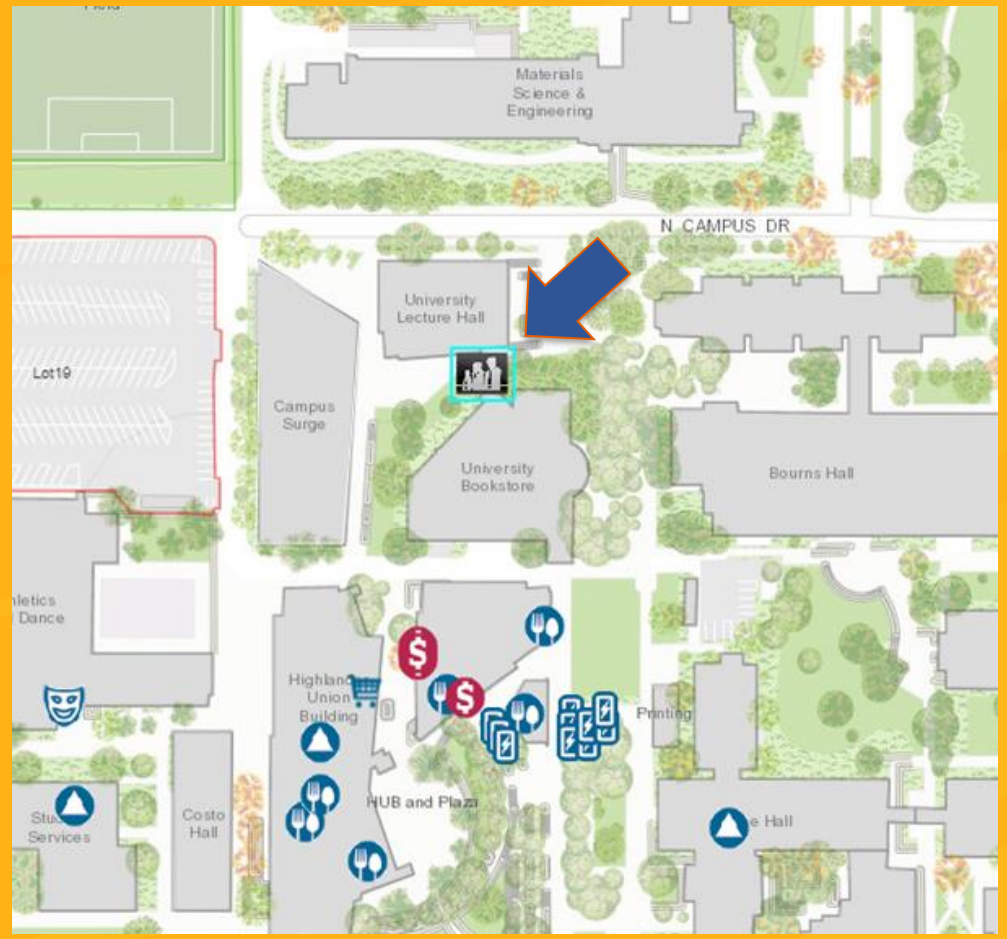
Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:
Mon. - Fri. 8 am to 5 pm

Individual counseling appointments available
Schedule on Handshake

Drop-in Hours:
Mon. - Fri. (days & times vary)
View drop-in schedule on our website https://careers.ucr.edu/

UCR Career Center



Connect with us!

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#UCRCareerReady

#UCRCareerCenter

#HireHighlanders

Connect. Inspire. Empower