Transfer Career Plan

Step-by-Step Guide

Careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.

UC RIVERSIDE Career Center

Agenda

Get involved

Build your resume and interviewing skills

Gain experience and network

Research graduate and professional schools

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CAREER DECISION MAKING PROCESS

KNOW YOURSELF

Identify your values, interests, personality type and skills.

EXPLORE OPTIONS

Research career options.

KNOW YOURSELF
EXPLORE OPTIONS
GAIN EXPERIENCE
TAKE ACTION

Start with Why

Answering "why" you want to pursue your career will help inform your career decisions and serve as a strong motivator.

Further develop your skills, network and job search strategy.

TAKE ACTION

Reality-test fields of interest.

GAIN EXPERIENCE

What You'll Learn Today

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

Describe different opportunities to gain experience

Identify ways to get involved on campus

List what to consider when thinking about graduate or professional school

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Teamwork

LEADERSHIP

Equity & Inclusion

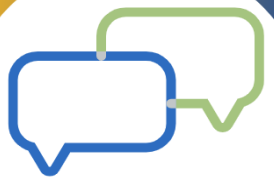
Technology

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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Get Involved

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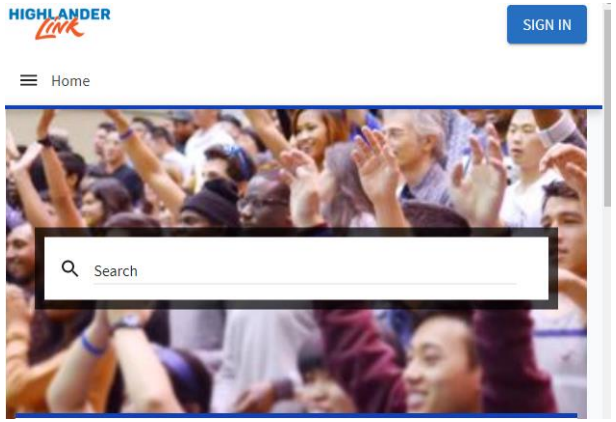
Get involved



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

UC RIVERSIDE | Student Life

Transfer Student Services
Lounge, ARC's Transfer Success Program, ASUCR's Transfer & Non-Traditional Student Committee

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Career Center
Attend events, meet your Career Specialist, or join one of our Career Development Programs

ASPIRE

the Butterfly Project

Get HIRED

OPERATION VETS CAREER DEVELOPMENT PROGRAM

ORBITS
Obtain Resources • Become Informed • Target Success

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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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Career Center

+ 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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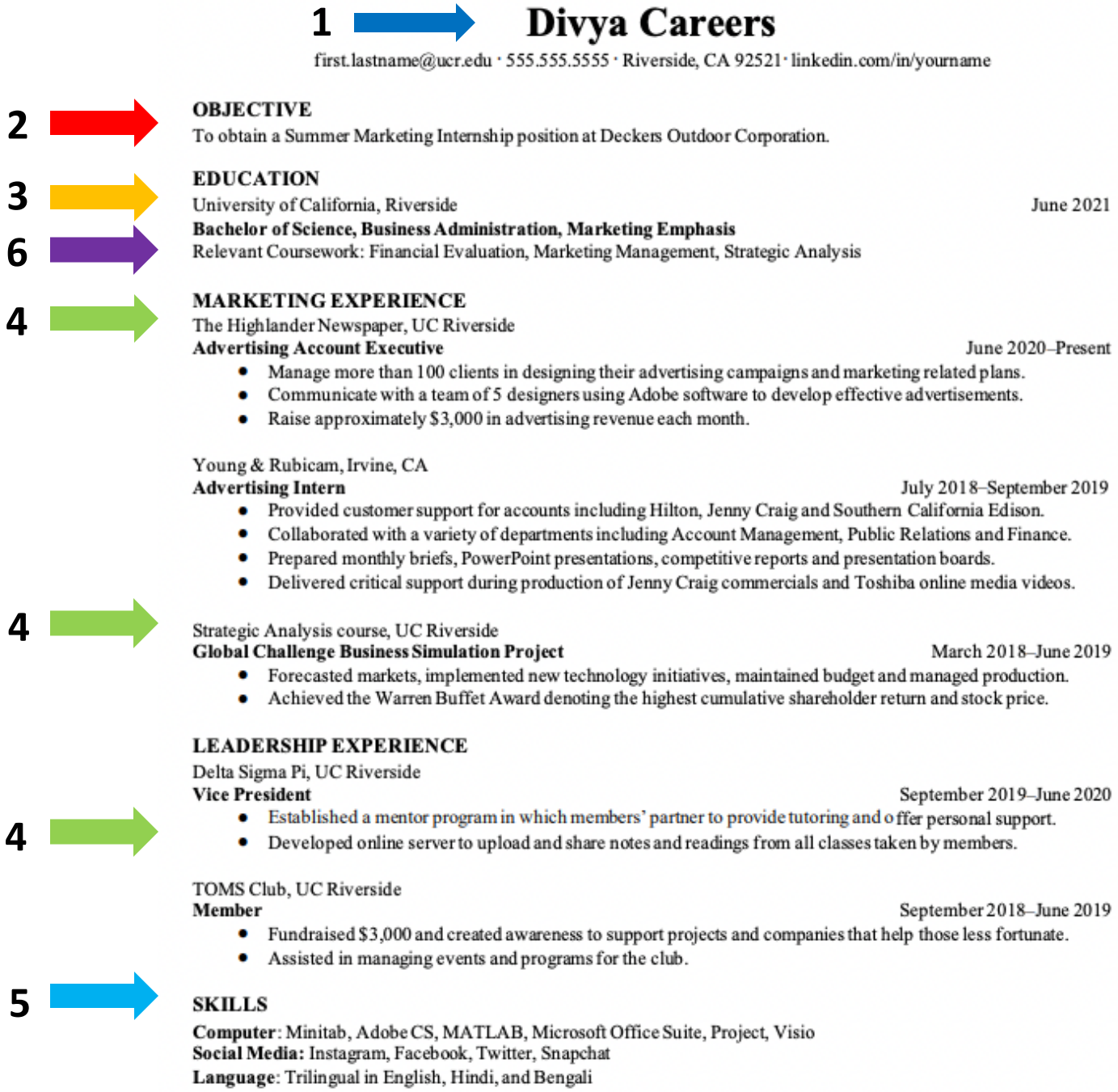
Main Sections on a Resume

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

Gain Experience & Network

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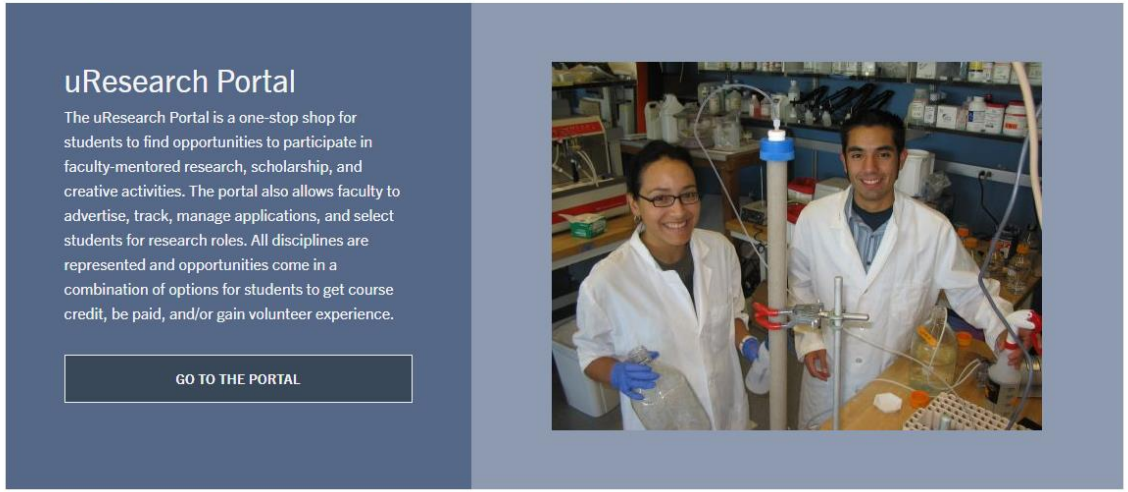
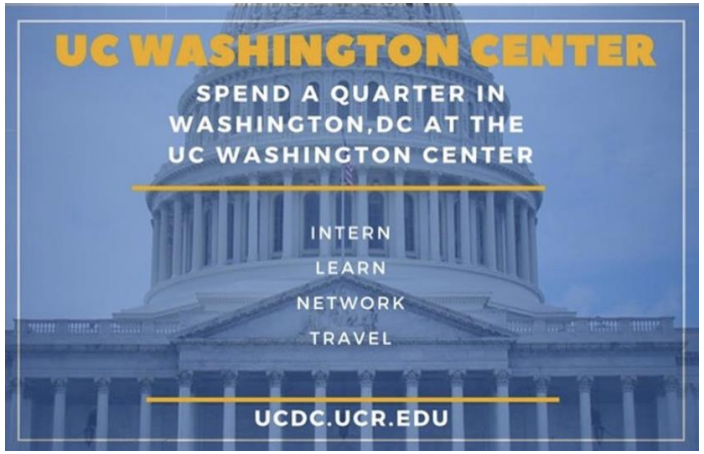
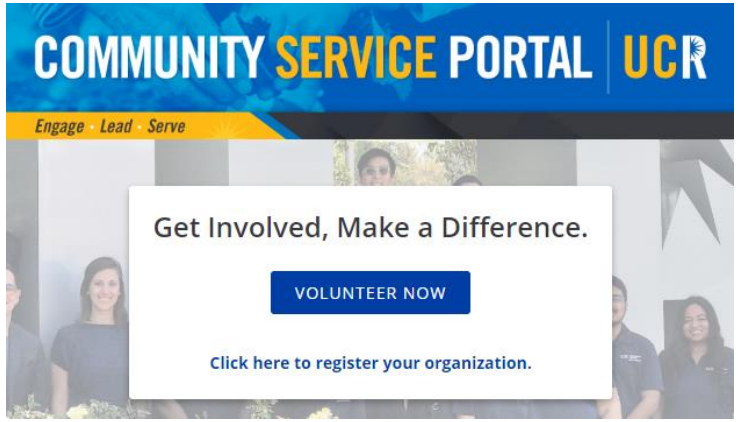
Gain experience

Undergraduate Research Portal and Opportunities





UC RIVERSIDE | International Affairs



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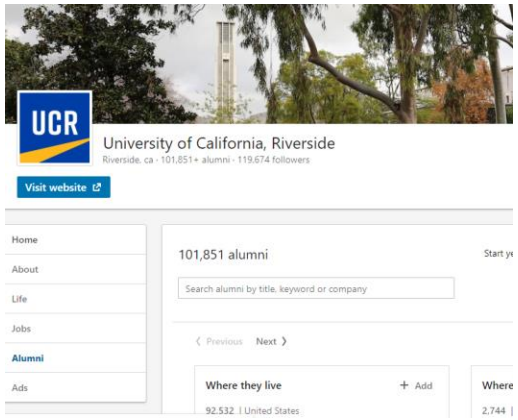
Network

Your network
Talk to everyone – fellow students, faculty, friends, and family! You never know how you'll find the next opportunity!



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

Career Center
Attend workshops, information sessions, and career fairs

UC RIVERSIDE Career Center

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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Research Graduate/Professional Schools

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Research graduate and professional schools

Research career options
Is graduate or professional school required?

Use Career Center resources
Attend the *To Be or Not To Be: Graduate & Professional School Edition* workshop
Attend the *Graduate & Professional School Information Day Fair* and *Law School Information Day Fair*

Research programs and prepare
Learn about admissions requirements, entrance exams, personal statements, and letters of recommendation
Take advantage of the Academic Resource Center for help with statements

PETERSON'S
A Nelnet company

GradSchools.com
The #1 graduate school directory in the nation

GRE
GMAT
Graduate Management Admission Test
MCAT
Medical College Admission Test
LSAT
Law School Admission Test

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Questions?

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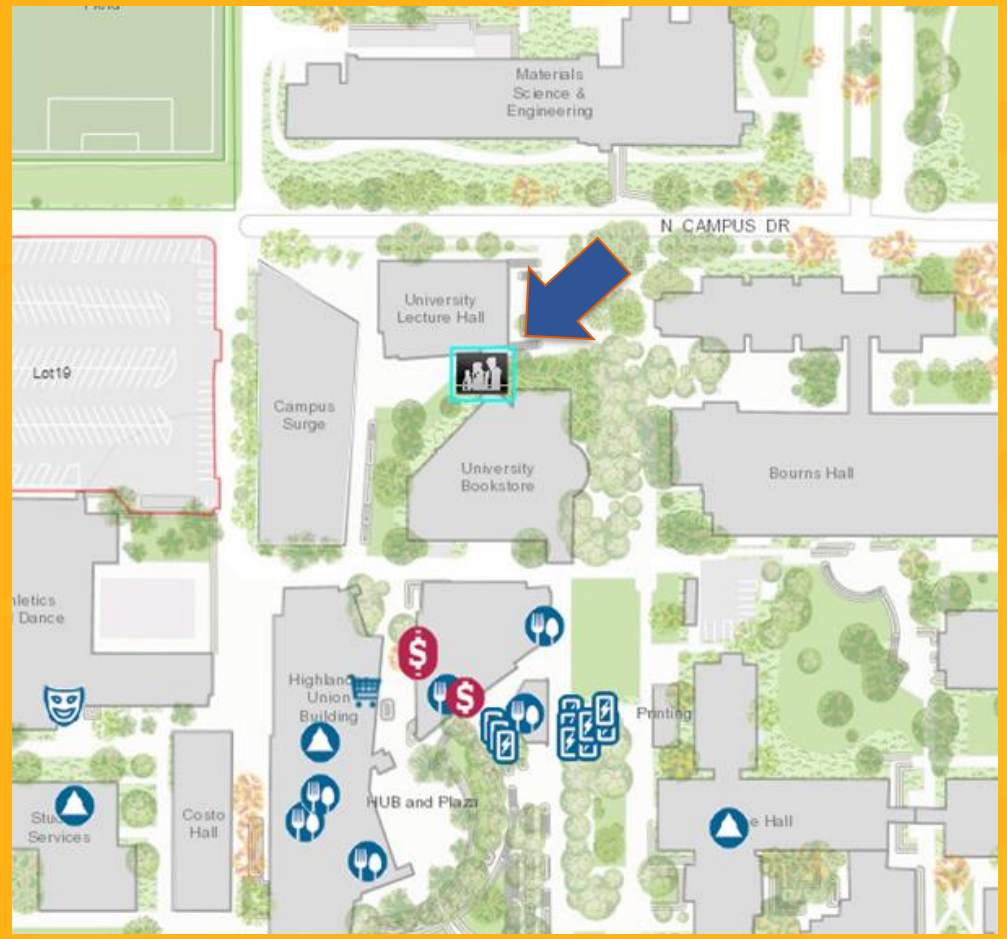
Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

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