

Part-Time Job Search & Resume Writing

careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.





Agenda

Resume

- What is a resume?
- Formatting
- Content
- Dos and Don'ts
- Resources

Job Search Strategies

- Types of Part-Time Opportunities
- Job Search Resources
- Preparation before application

What You'll Learn Today

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



Start developing your resume with your academic and non-academic experiences



Identify how to build your resume writing skills and job search strategies

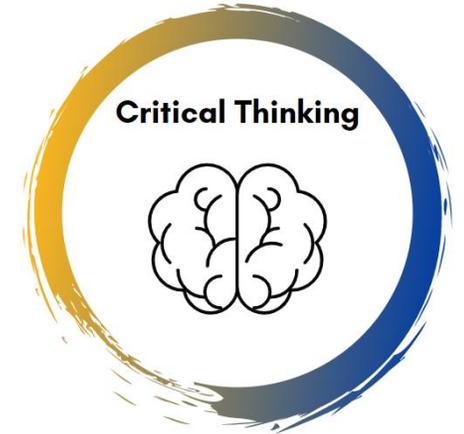


List resources and tools to help you find job and experiential learning opportunities





NACE CAREER READINESS COMPETENCIES



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





Resume Writing



Formatting

- Easy to read
- Presented recent to oldest (reverse chronological order)
- Dates right aligned
- Consistent formatting
- No large blank spaces

Divya Careers

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521 · linkedin.com/in/yourname

OBJECTIVE

Obtaining Summer Marketing Internship position at Deckers Outdoor Corporation.

EDUCATION

University of California, Riverside

June 2021

Bachelor of Science, Business Administration, Marketing Emphasis

RELEVANT COURSEWORK

- Financial Evaluation, Marketing Management, Strategic Analysis

MARKETING EXPERIENCE

The Highlander Newspaper, UC Riverside

Advertising Account Executive

June 2019 – Present

- Manage more than 100 clients and their advertising needs.
- Design advertising campaigns and marketing related plans utilizing AdPro software.
- Create and work with designers using Adobe software to develop effective advertisements.
- Raise approximately \$3,000 in advertising revenue each month.

Young & Rubicam, Irvine, CA

Advertising Intern

July 2019 – September 2018

- 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 briefs, PowerPoint presentations, competitive reports and presentation boards.
- Delivered critical support during production of Jenny Craig commercials and Toshiba online media videos.

Strategic Analysis course, UC Riverside

Global Challenge Business Simulation Project

March 2019 – June 2018

- 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 2018– June 2019

- 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 2016 – June 2017

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

WORK EXPERIENCE

Bob's Big Boy, Riverside, CA

Server

January 2016 – August 2016

- Provided excellent customer service in a fast paced environment.
- Maintained cashier drawer and ensured accurate daily cash records.

SKILLS

Computer: Minitab, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio

Social Media: Instagram, Facebook, Twitter, Snapchat

Language: Trilingual in English, Hindi, and Bengali



Header

Divya Careers



Contact Info, less white space

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521 · [linkedin.com/in/yourname](#)

SCOTTIE HIGHLANDER



Contact Info, more white space

900 University Avenue ▪ Riverside, CA 92521
shighland001@ucr.edu ▪ 951-827-3631

Objective

****OPTIONAL****

To obtain the [position] at [specific company].

To obtain a summer marketing internship position at Decker's Outdoor Corporation.

Or...

Recent history graduate with experience in administrative operations, seeking position with ABC Widgets as a Manager Trainee.



Education

EDUCATION

B.A., Business Administration, Marketing, University of California, Riverside

June 2021

A.A. University Studies, Chaffey College, Rancho Cucamonga, CA

June 2019

Relevant Coursework

- Financial Evaluation
- Marketing Management
- Strategic Analysis

Tips:

- Current information
- Dates on the right hand side to avoid “white” space
- Include minors if relevant
- Only list schools from which you receive a degree
- **Relevant** courses or study abroad



Experience - What is it?

- Paid or unpaid
- Presentations or public speaking
- SERVICE in student organizations
- Formal or informal faculty research
- Volunteering and internships
- Class projects, labs, MAJOR assignments

Experience – What should I highlight?

- **Not job title, but tasks and actions**

Cashier...Try this:

- *Operated cash register and balanced \$1500 in receipts*

- **Accomplishments, not duties**

Responsible for sales...Try this:

- *Awarded associate of the month for record-setting sales*

- **Use “action” words**

Responsible for tutoring students... try this:

- *Established positive rapport with 15, 6th graders, assisting them in Language Arts*

Experience Examples/TAR Method

WORK EXPERIENCE

Lifeguard

Sand Point Country Club, Temecula, CA June 2017 – September 2019 (Summers)

- Taught summer swimming classes for up to 15 children ages five to ten by executing new swimming techniques to focus on core techniques and safety
- Monitored swimming areas for rule violations and drowning victims
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas
- Spearheaded entertainment activities sponsored by country club
- Supervised coworkers during assigned shifts at check-in and concession stand



Skills

Computer Skills / Technical Skills

- Software/Hardware: Minitab, Adobe CS, MATLAB, Microsoft Office (Word, Excel, PowerPoint, Access), Visio, etc
- Programming: C/C++, html, Windows, UNIX, etc
- Social Media: Instagram, Snapchat, Facebook, Twitter (**only if you have used this in a professional capacity*)

Language Skills

- Language: Bilingual in [language 1] and [language 2], Conversational, etc

Laboratory Skills

- Lab Skills: SDS-PAGE, PCR/Cloning, ELISA, Electrophoresis, Spectrophotometry
Computer Data Analysis, Amino acid analysis, Microscopy,
DNA/Extraction/Quantification, etc

Other Resume Sections

Activities, Campus Involvement, Professional Affiliations, etc

PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside

American Society of Mechanical Engineers (ASME)

September 2018-Present

Tau Beta Pi, National Engineering Honor Society

September 2018-Present

Pi Tau Sigma, Mechanical Engineering Honor Society

2018, 2019

National Society of Collegiate Scholars (NSCS)

2018, 2019

Relevant Coursework

RELEVANT COURSEWORK

- Financial Evaluation, Marketing Management, Strategic Analysis

Laboratory Skills (*if you are applying to a lab position)

LABORATORY SKILLS

SDS-PAGE

PCR/Cloning

ELISA

Electrophoresis

Spectrophotometry

Computer Data Analysis

Amino acid analysis

DNA/Extraction/Quantification

GC-MS

BONUS: Tailor your experience sections

- Volunteer Experience
- Work Experience
- Leadership Experience
- Research Experience
- Industry specific: non-profit, marketing, retail, engineering, etc



Additional Tips

- One page maximum
- 10-second glance: most relevant first
- Tailor your resume to the position
- Use industry language to describe experience
- All relevant experience, paid or unpaid
- High school experience (Juniors + remove this)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses
- Error free (both spelling and grammar)



Part-Time Job Search Strategies

Type of Part-Time Opportunities

- Student On-Campus Employment
- Internships (paid or un-paid)
- Part-Time Jobs Off-Campus
- Research Opportunities
- Volunteer Opportunities
- Student Organizations





Job Search Resources

- **Career Center**
- **Digital**
 - Handshake
 - Career Shift
 - LinkedIn
 - Job Boards
 - Social Media
- **In-Person/Virtual**
 - Career Fairs
 - Networking Events

Handshake



- Jobs
- Events
- Employers
- Inbox **100**
- Career center

Jobs Search Saved



Search

Location

On-site/remote

Popular in your major

Full-time job

Internship

All filters - 2

1.9K jobs found

Relevance

Don't miss out!

New jobs are getting added all the time.
Save your search and be the first to know.

Fresh Part-time · Job

Tutoring Coordinator (Part-Time, Remote)

Ardent Academy
Remote · Irvine, CA

Part-time · Job

Tutor (STEM, Humanities, Business/Econ), UCR,...

UCR, Academic Resource Center
On-site · Riverside, CA

Fresh

Part-Time · Job

Tutoring Coordinator (Part-Time, Remote)

Ardent Academy
Remote · Irvine, CA

About the role

Application deadline	Posted date	Estimated pay
July 31, 2023 3:00 AM	June 29, 2023	\$20.00-30.00 per hour
Location type	US work authorization	
Remote	Required	

- Filters: "paid" and "part-time"
- Searched locally within California

PRO TIP: Keep your search from being too specific to get more results

Career Shift

H

- Jobs
- Events
- Employers
- Inbox **100**
- Career center

Career center



University of California, Riverside (UCR)

Appointments →

Schedule time to meet with experts and build your career

Resources →

Read curated content from your career center

Surveys →

Answer questions from your career center

Resource Library

Q Search resources...

CareerShift by Anonymous

Move into the fast lane by finding the companies, jobs and contacts with which you can pursue career opportunities that best fit your personal goals and aspirations. CareerShift provides all the online tools and links to keep you organized for success. Please use the UCR...



Internship Placement Form by Anonymous

Internship Placement Form You must complete this form in order to receive a 198-I form or Learning Agreement. Please fill out each question accurately. Click on "Internship Placement Form" above to access form. Already completed the form and need to resubmit? click here



Work Study Placement Form 18-19 by Anonymous

ONLY students that have received a Work-Study award as part of their Financial Aid package are eligible to apply for Work-Study Jobs. PRIOR TO YOUR INTERVIEW: 1. PRINT your Work-Study Placement Form <https://vcsaweb.ucr.edu/wswf> 2. PRINT the job description and attach to the...



Career Shift

Search Job Listings

Keywords: Company Name:

ALL KEYWORDS ANY KEYWORDS HIGHLIGHT SEARCH RESULTS

SEARCH BY AREA ADVANCED SEARCH

Area Criteria

Country	United States
Location (city, state, province, area, region, etc.)	Location (city, state, province, area, metro region, etc.)
State/Province	California
City/Metro Region	Los Angeles
Postal/Zip Code	Postal/Zip Code
Zip Radius	Zip Radius

Advanced Criteria

Job Type	Part-Time
Salary Estimate	Salary Estimate
Job Source	All Websites
Experience Level	Experience Level
Sort By	Sort By
Published Within	7 days

Search & Filters:

- **Keywords:** Job, Internship, something more specific?
- **State:** California
- **City/Metro Region:** LA
- **Job Type:** Part-Time
- **Published Within:** 7 days

Pro Tip: Search often & Filter for Recent Postings

Career Shift

Search Results

Page 1 of 8 | 159 Found Jobs

 Save Search



Summer Intern ¹²

Agency Arts | Glendale, CA

Source: Indeed, Posted: 05/16/2019 09:30:06 PM

Looking for a summer intern for an artist agency. Representing Artists, Directors, Photographers and Animators....

FIND CONTACTS

SHARE JOB

LOCATE THIS JOB ¹²

SAVE FOR LATER



Summer Marketing Intern ¹²

Helpr | Santa Monica, CA

Source: Helpr, Posted: 05/15/2019 03:26:20 AM

Helpr offers subsidized backup childcare to working parents at leading companies like Snap and Bird. When an employer partners with Helpr to pick up the cost...

FIND CONTACTS

SHARE JOB

LOCATE THIS JOB ¹²

SAVE FOR LATER



Summer School Teacher ¹²

Brain Gym Education | Los Angeles, CA

Source: Indeed, Posted: 05/14/2019 07:30:18 PM

We are currently looking for a teacher for our summer school program. We are an afterschool program located in Koreatown, Los Angeles, California...

FIND CONTACTS

SHARE JOB

LOCATE THIS JOB ¹²

SAVE FOR LATER



Assistant Instructor ¹²

Engineering for Kids Los Angeles | Los Angeles, CA

Source: Indeed, Posted: 05/15/2019 02:45:27 AM

NOW HIRING ASSISTANT INSTRUCTORS FOR SUMMER. We are currently hiring assistant instructors for summer programs throughout Los Angeles to help lead instructors...

FIND CONTACTS

SHARE JOB

LOCATE THIS JOB ¹²

SAVE FOR LATER



Summer Site Lead (Instructional Coach) ¹²

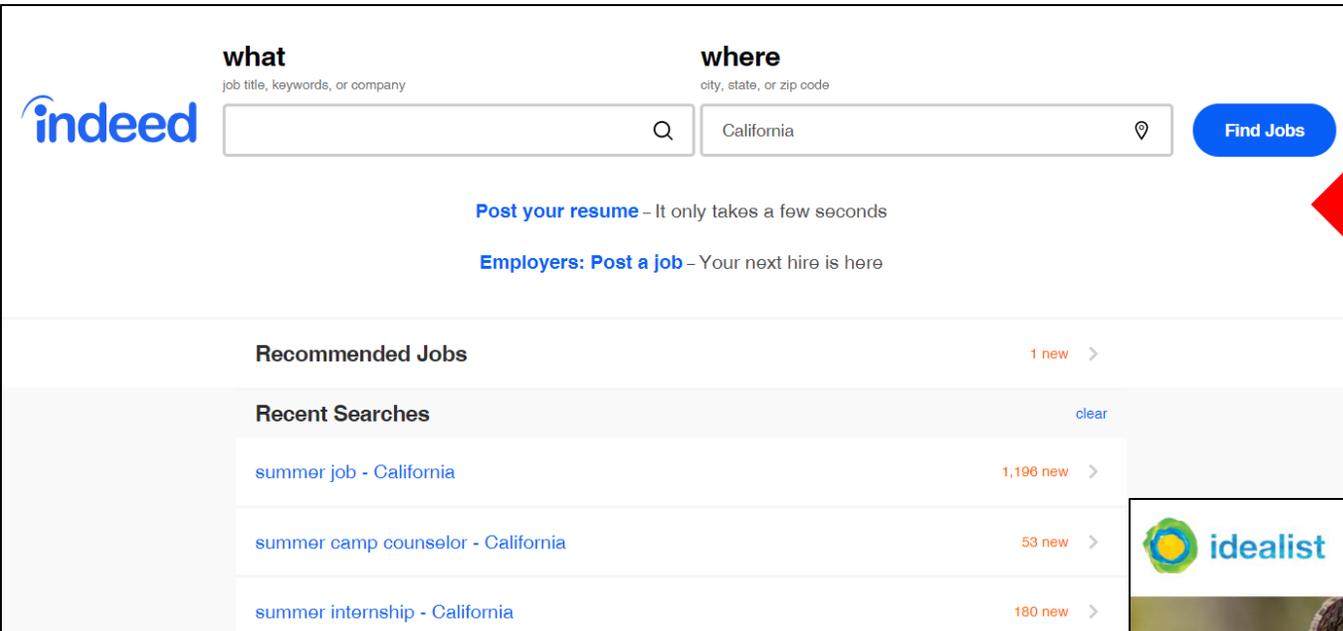
Girls Who Code | Los Angeles, CA

Source: Indeed, Posted: 05/13/2019 05:42:20 PM

Submit performance feedback for assigned teachers and TAs once summer program concludes. Clarify and remind teaching staff of details of engagement...

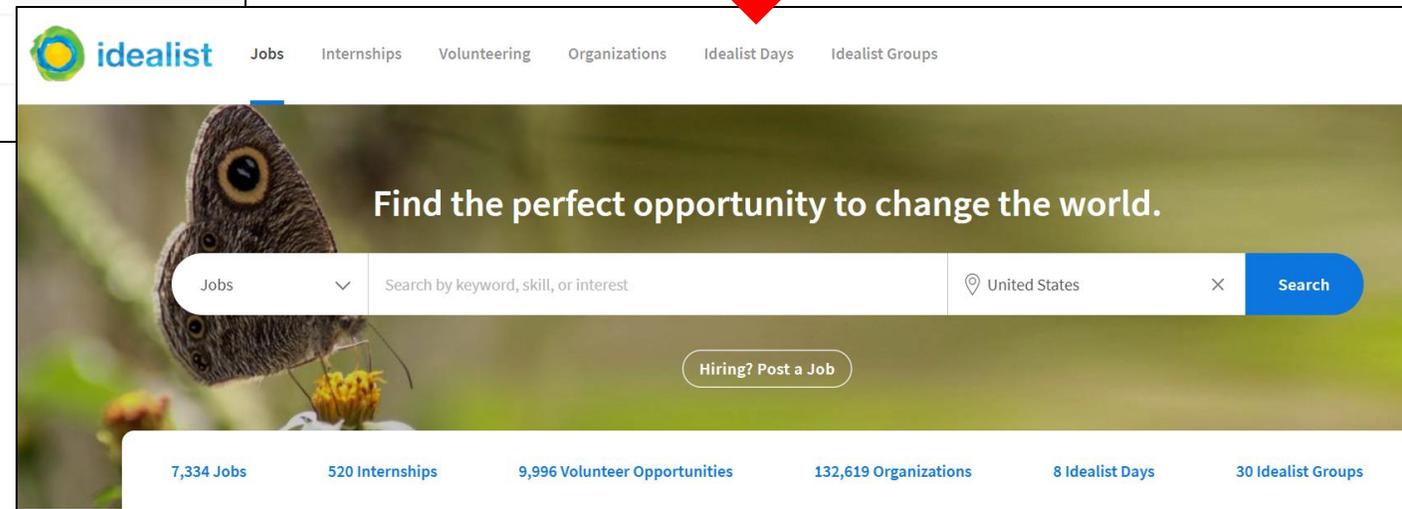
Pro Tip: Save
Your Search

Digital Job Boards



Indeed: Great for General Searches

Idealist: Great for Non-Profit Specific



Others to check-out:

- SimplyHired.com
- Americorps.gov
- Careerbuilder.com

And many more can be found on our website:

<https://careers.ucr.edu/students/student-jobs/suggested-websites>



What Platforms Should You Use?

All of them are acceptable...
it's about HOW you use them!



**675+ Million
Members**

Manage your professional identity. Build and engage with your professional network. Access knowledge, insights and opportunities.



**Connect with the
world around you!**

Connect with family, friends, colleagues, peers. Join groups and learn about opportunities in your local area!



**It's what's
Happening**

From breaking news and entertainment to sports and politics, get the full story with all the live commentary



**Bringing You Closer
to People & Things**

Follow internship and company pages. Post content and spread knowledge. Create your brand and use IG for networking!

Digital: Social Media

General Tips – Good for All Social Media Channels

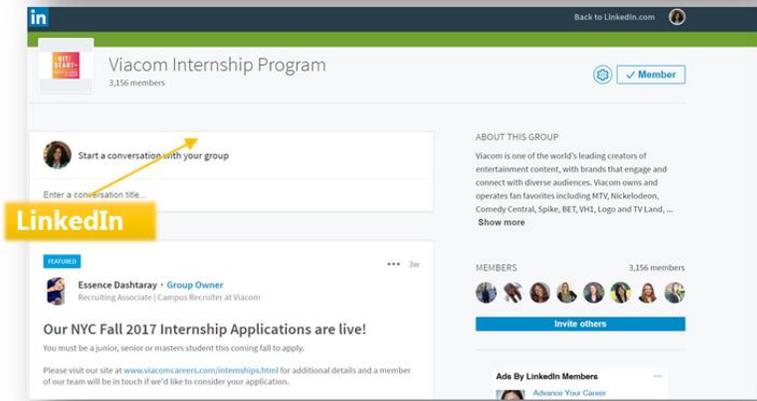
1

Follow Internship Pages

Use social media to follow **company internship pages** for up-to-date and D.I.T.L. information



Instagram



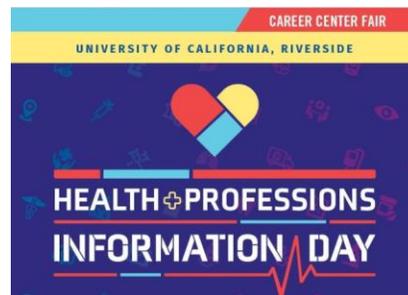
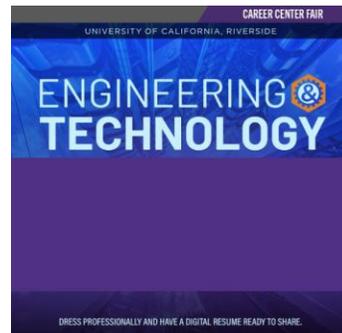
2

Hashtags

Search hashtags **#internlife** **#hiringinterns** **#internshipprogram** **#internship**, **#universityrelations**, etc.



In-Person & Virtual: Career Fairs



Fall Fairs

- Student Employment Fair
- STEM Career & Internship Fair
- Business & Diversity Expo
- Graduate, Professional, Law School Fair

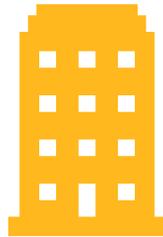
Winter Fairs

- Engineering & Technology Career Expo
- Education & Social Impact Fair

Spring Fairs

- Spring Career & Internship Fair
- Health Professions Information Day
- Just In Time Virtual Career Fair

In-Person & Virtual: Networking



Career Center:

Information Sessions/Tables
Job Discovery Series
Health Professions Week
Workshops with Employers



UCR Campus:

Student organization meetings
Events with the Student
Alumni Association / Alumni Center
Office Hours



Off Campus:

Employer Hiring Fairs
City Events
Professional
Organizations

Other Ideas: Consider Your Location

Visit retailers near you:

- University Village
- Canyon Springs
- Moreno Valley Mall
- Riverside Plaza
- Galleria at Tyler
- Victoria Gardens
- Ontario Mills
- Cabazon
- Lake Elsinore Outlets





Other Ideas: Consider Seasonal Jobs

What local opportunities are near you?

Castle Park

Disneyland

Knott's Berry Farm

Sea World

Magic Mountain

Hotels / Ski Resorts

Retail/Department Stores

Things to Have Ready

- **Resume, Cover Letter, References**
- **Utilize StandOut for interview prep!**
(<https://ucr.standout.com/login>)
- **Schedule a mock interview or job search appointment with your career specialist**

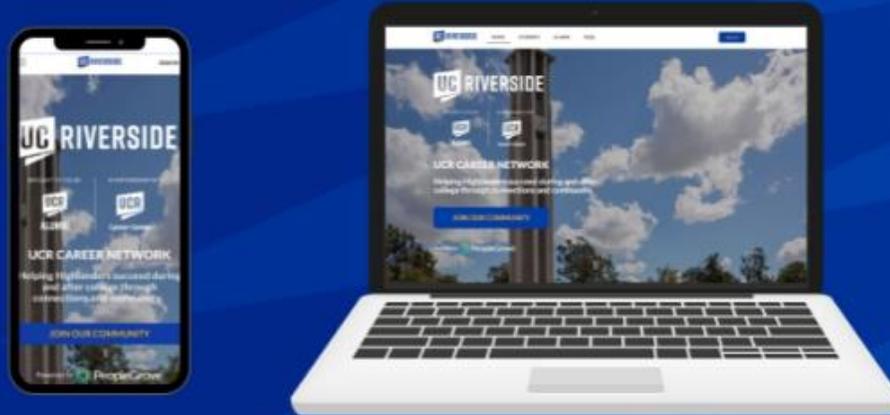
BEWARE OF JOB

FRAUD

Learn the red flags to look out for in your job search.

-  They're asking you to shop for them.
-  You have to send them money.
-  The job sounds too good to be true.
-  The job they offer isn't the one you applied for.
-  They won't meet you in person.
-  You can't verify their information.
-  They're asking for personal information.
-  You'll be working from home.

Learn more about job fraud and how to protect yourself at careers.ucr.edu or contact a career counselor today.



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](https://careernetwork.ucr.edu)



Questions?

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

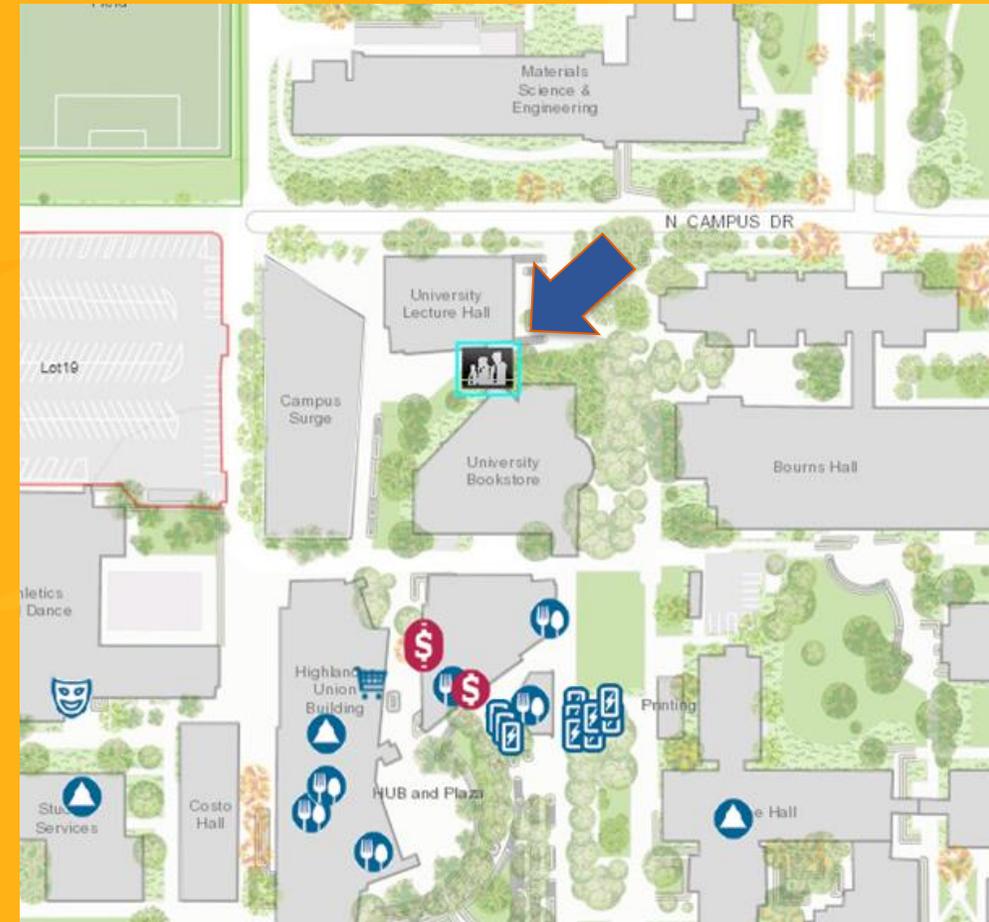
Drop-in Hours:

Mon. - Fri. (days & times vary)

View drop-in schedule on our website <https://careers.ucr.edu/>



Career Center



careers.ucr.edu • (951) 827-3631



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Connect with us!



UC RIVERSIDE | Career Center

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Connect. Inspire. Empower