

First Year Career Plan

Your Step-by-Step Guide

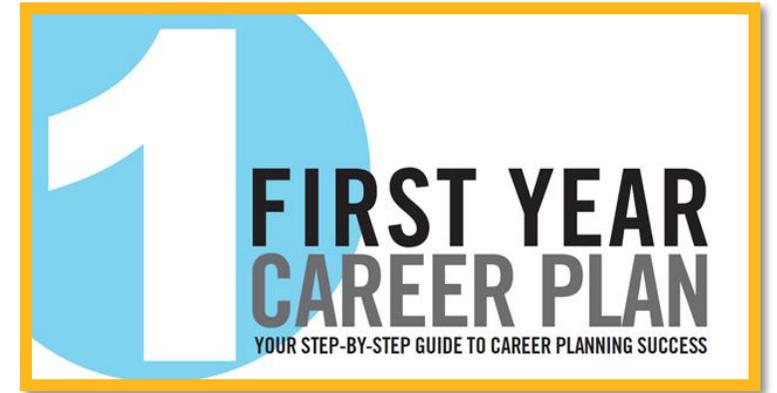
Careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.



Agenda

- **Know yourself**
- **Explore majors**
- **Create a resume**
- **Get involved**



CAREER DECISION MAKING PROCESS

KNOW YOURSELF

Identify your values, interests, personality type and skills.

EXPLORE OPTIONS

Research career options.

**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

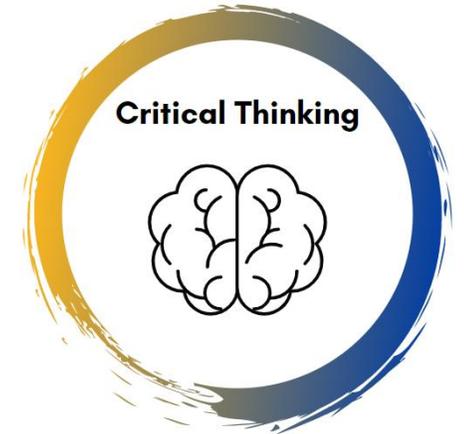
Reality-test fields of interest.

GAIN EXPERIENCE





NACE CAREER READINESS COMPETENCIES



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

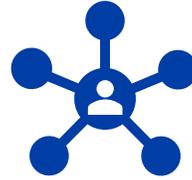


What You'll Learn Today

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



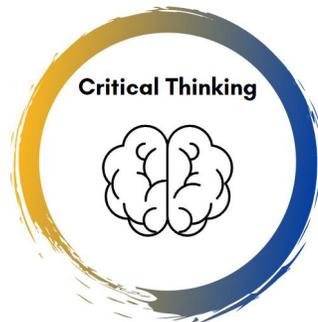
Describe how the Career Center can help you explore major options



Identify ways to get involved on campus



Start working on your resume





Know Yourself

Know yourself

Know your VIPS

Values

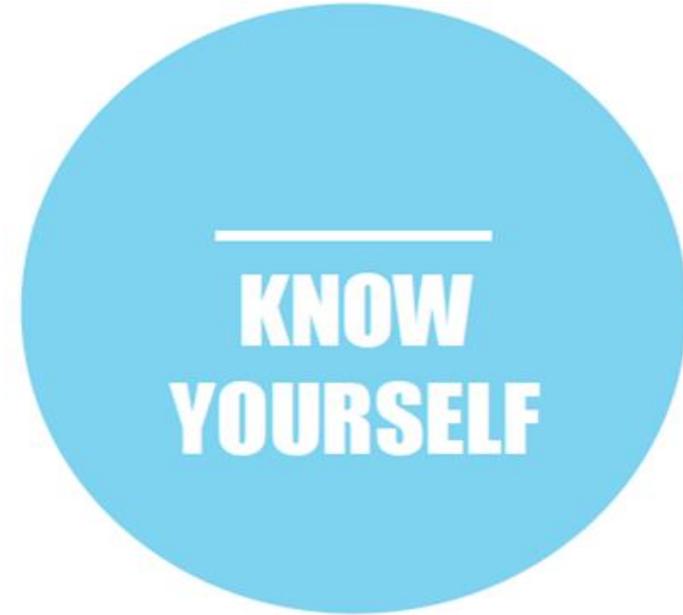
Interests

Personality

Skills

Not sure where to start?

- Meet with your Career Specialist
- Consider taking a career assessment
- Speak with your friends, family, mentors, and colleagues about your ideas





Explore Majors

Explore majors

Take advantage of Career Center resources

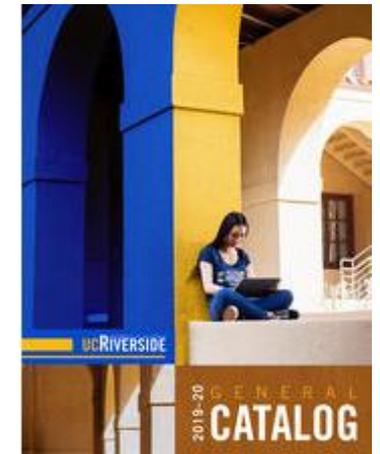
Attend the *Making a Major Decision* workshop
Take the FOCUS 2 career assessment in your Handshake account

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





Explore majors

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



Create a Resume



Create a resume

Get started

Attend the *Resume Writing* workshop
Review samples at careers.ucr.edu

Take it to the next level

Get it reviewed by your Career Specialist
Continue adding to it as you gain experience

Put it to use

Upload to Handshake and start applying



+ 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](#)

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 Relevant Coursework: Financial Evaluation, Marketing Management, Strategic Analysis
6 	
4 	MARKETING EXPERIENCE The Highlander Newspaper, UC Riverside June 2020–Present Advertising Account Executive <ul style="list-style-type: none">• 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 July 2018–September 2019 Advertising Intern <ul style="list-style-type: none">• 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 March 2018–June 2019 Global Challenge Business Simulation Project <ul style="list-style-type: none">• 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.
4 	LEADERSHIP EXPERIENCE Delta Sigma Pi, UC Riverside September 2019–June 2020 Vice President <ul style="list-style-type: none">• 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 September 2018–June 2019 Member <ul style="list-style-type: none">• 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



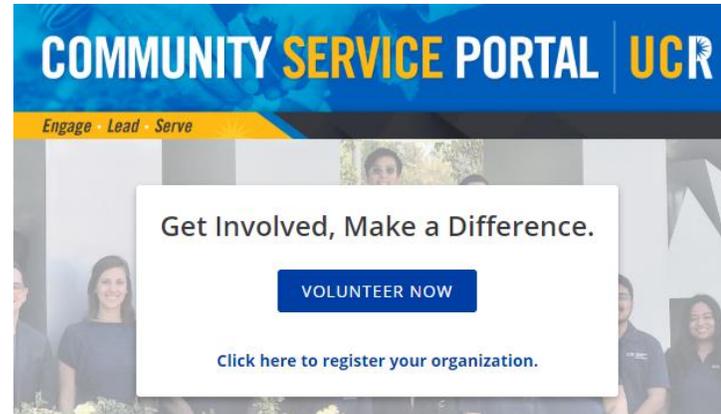
Get Involved

Get involved



[Highlanderlink.ucr.edu](https://highlanderlink.ucr.edu)

Over 500 organizations –
academic, professional, and
personal interests



[Communityservice.ucr.edu](https://communityservice.ucr.edu)

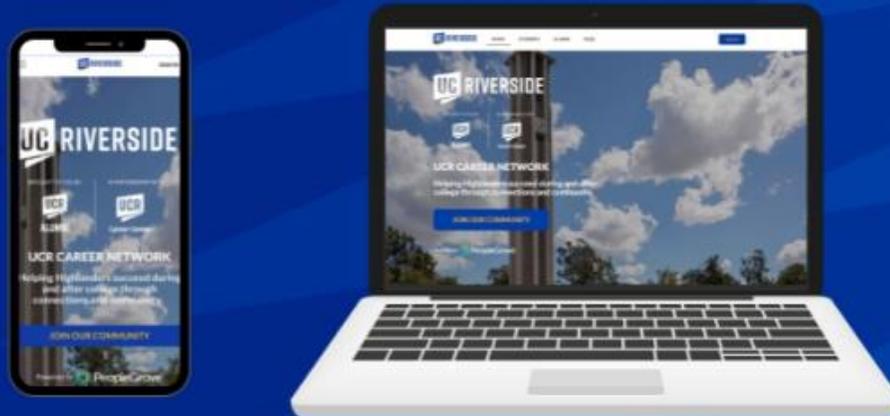
Seek out opportunities,
upcoming events, and log
your hours



[Careers.ucr.edu](https://careers.ucr.edu)

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





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.

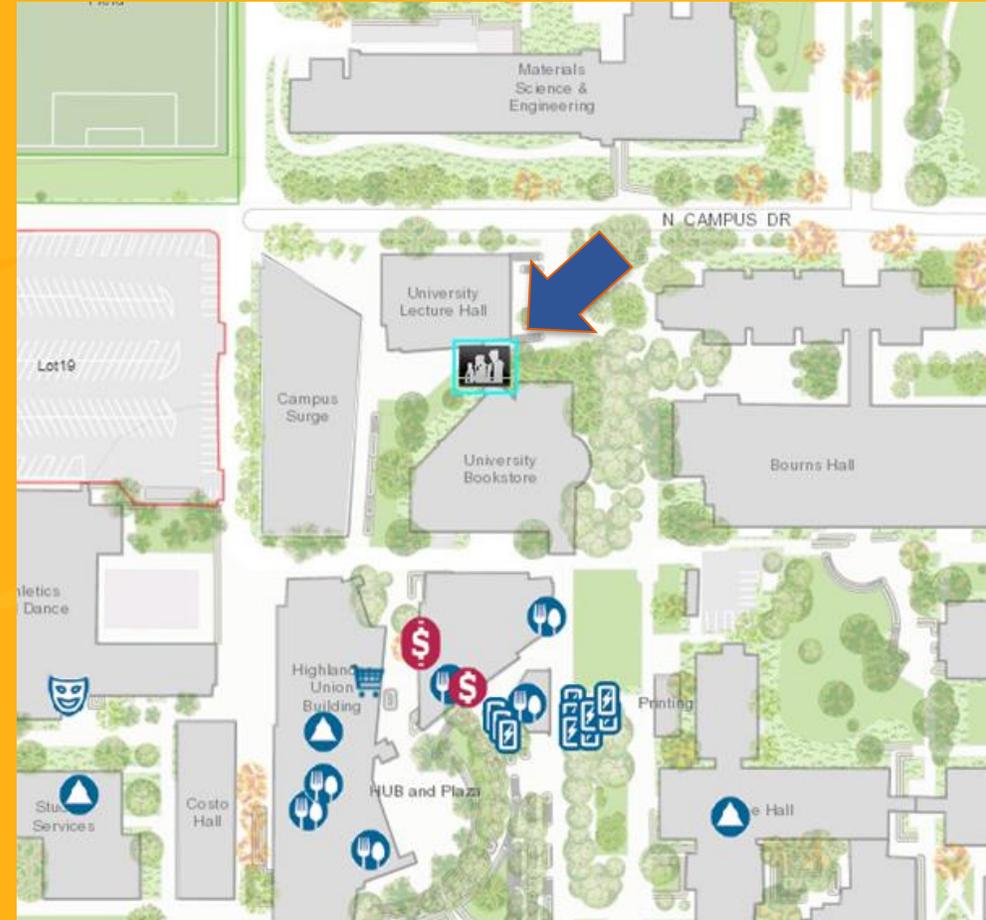
Hours:
Mon. - Fri. 8 am to 5 pm

*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



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Connect with us!



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Connect. Inspire. Empower