

Second Year Career Plan

Step-by-Step Guide

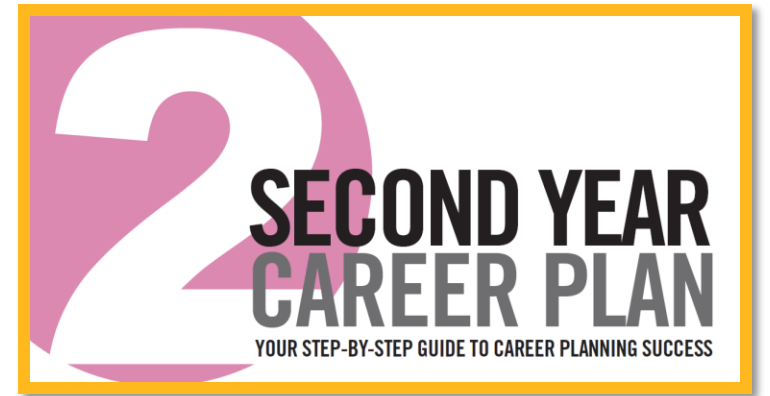
Careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.



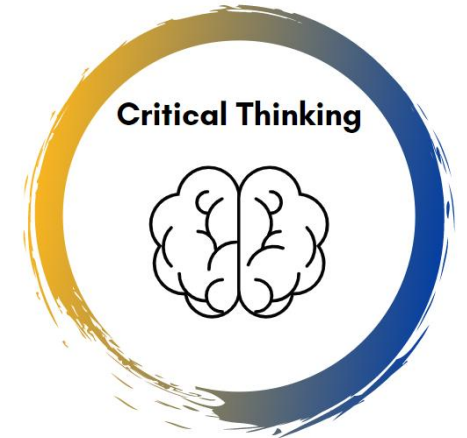
Agenda

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





NACE CAREER READINESS COMPETENCIES



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



What You'll Learn Today

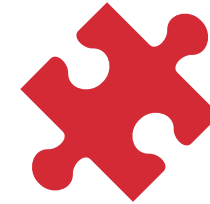
At the end of this workshop, you will be able to...



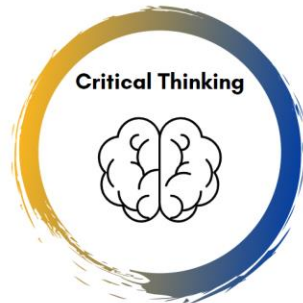
List tools to help you
decide on a major



Identify how to build your
resume writing and
interviewing skills



Describe different
opportunities to gain
experience



An aerial photograph of the University of California, Riverside campus at dusk. The image is overlaid with a semi-transparent blue filter. In the center, a tall, slender clock tower stands prominently. The text "Choose a Major" is written in large, white, sans-serif font across the middle of the image. A small yellow arrow points towards the top of the clock tower. In the bottom right corner, the UC Riverside Career Center logo is visible.

Choose a Major

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

CHOOSE A
MAJOR



Focus[™]2



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



Build Your Resume Writing & Interviewing Skills

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



+ 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*

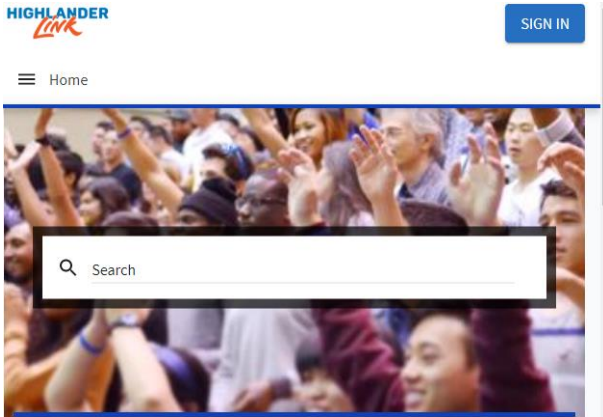
1  **Divya Careers**
first.lastname@ucr.edu · 555.555.5555 · Riverside, CA 92521 · linkedin.com/in/yourname

| | |
|--|--|
| 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 |



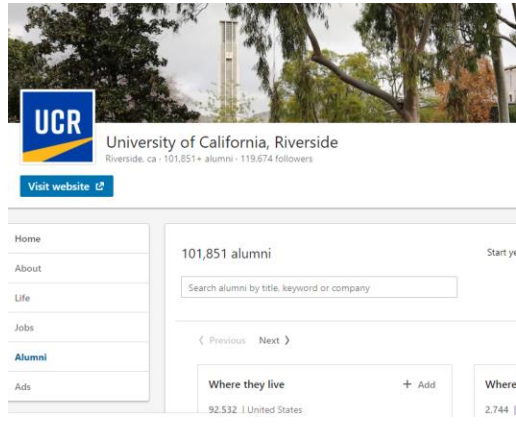
Explore Careers

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



Get a Summer Internship or Job

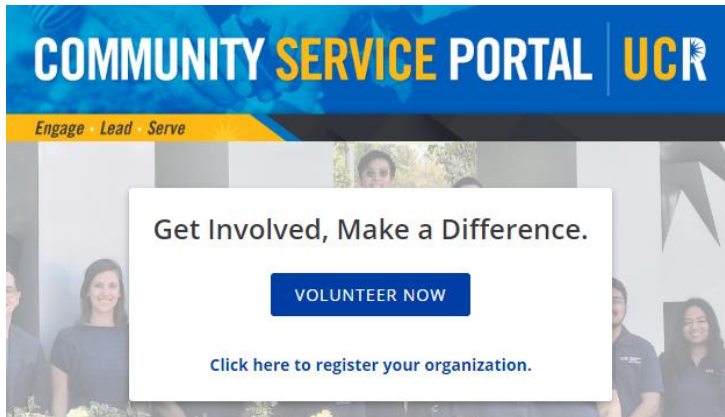
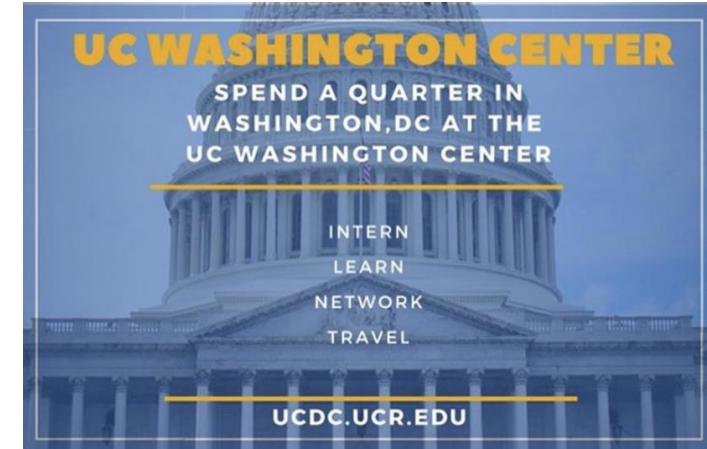
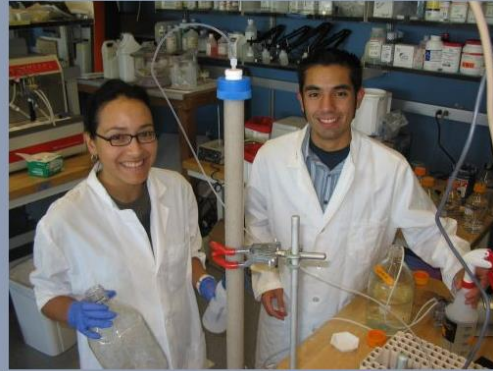
Get a summer internship or job

Undergraduate Research Portal and Opportunities

uResearch Portal

The uResearch Portal is a one-stop shop for students to find opportunities to participate in faculty-mentored research, scholarship, and creative activities. The portal also allows faculty to advertise, track, manage applications, and select students for research roles. All disciplines are represented and opportunities come in a combination of options for students to get course credit, be paid, and/or gain volunteer experience.

[GO TO THE PORTAL](#)





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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