

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**

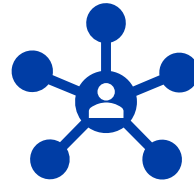


What You'll Learn Today

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



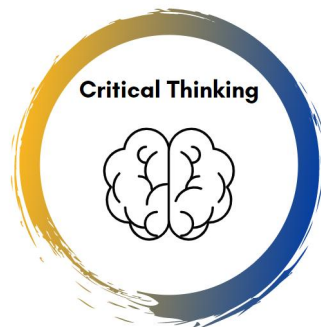
Describe how the Career Center can help you explore major options



Identify ways to get involved on campus

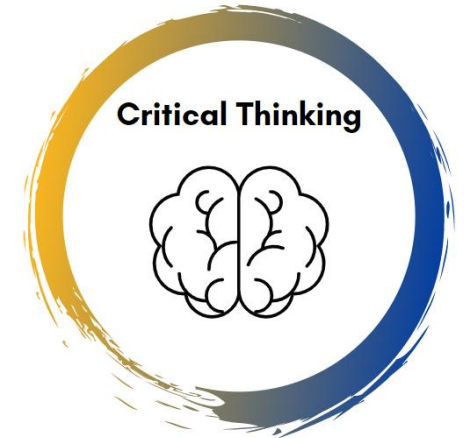


Start working on your resume





NACE CAREER READINESS COMPETENCIES



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



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



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 background shows a cityscape and distant mountains under a twilight sky. A small yellow chevron graphic is positioned above the text.

Know Yourself

Know yourself

Know your VIPS

Values

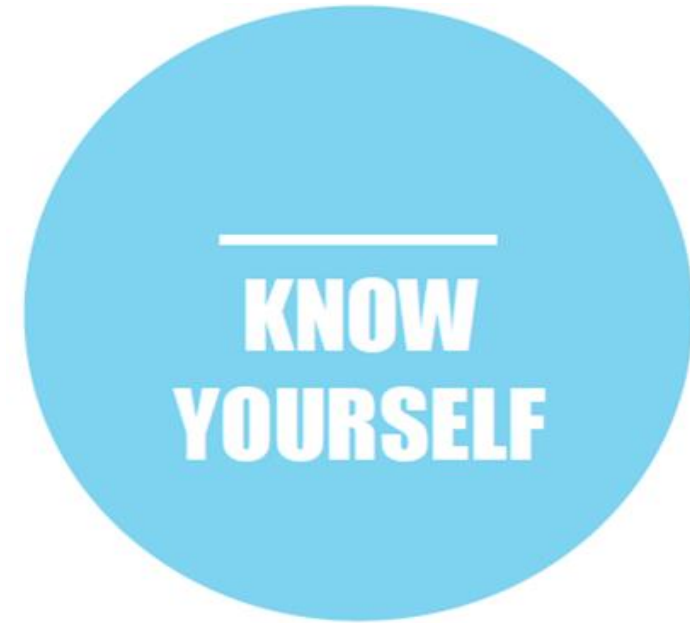
Interests

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

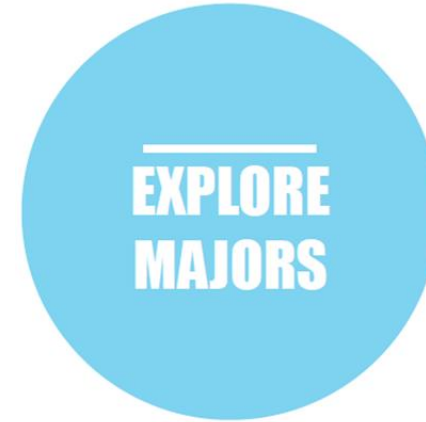
Attend the *Making a Major Decision* workshop
Take the FOCUS 2 career assessment in your Handshake account

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

How to Access UCR Handshake

go.ucr.edu/ucrhandshake

OR

**Career Center Website
(careers.ucr.edu)**



**R'Web Portal
(See the logo below)**





Steps to success you can take today

Attend an event

Learn more about employers or roles you're interested in, directly from the source.



Reply to US Navy

US Navy messaged you 6 days ago and would love to hear back.



University of California, Riverside (UCR) Career Center →

View your school's resources

Get Virtual Face Time with Employers

Virtual career fair

Nov 3

Graduate, Professional & Law School Virtual Fair 2021



University of California, Riverside (UCR)

Virtual career fair

Oct 27

Public Service & Social Impact Virtual Career & Internship...



University of California, Riverside (UCR)

Virtual career fair

Oct 13

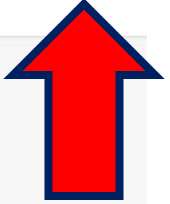
Science, Technology, Engineering and Math...



University of California, Riverside (UCR)

[View all events →](#)





Build your Profile Faster

Upload your resume and we will help you complete your Handshake profile.

[Upload a Resume](#)

Your handshake Profile Page



Kimberly Kampen
University of California,
Riverside (UCR)
Freshman

My Journey

What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

Education

UCR University of California, Riverside (UCR) primary education

[Add School](#)

Your profile is 15% complete



[Add Primary Education](#)

[Add Work Experiences](#)

[Add Organizations](#)

Work & Volunteer Experience





Jobs

Events

Employers

Messa

Jobs

Saved

Search

Location

Full-time job

Internship

Part-time

On-campus

All filters

9.6K jobs found

Relevance

Full-time • Job

Sales Consultant

Paychex, Inc.
Washington, DC and 4 more



Full-time • Job

Membership Sales Advisor

Forward
San Francisco, CA



Full-time • Job

Sales Associate

Forward
San Francisco, CA



Full-Time • Job

Sales Consultant



Paychex, Inc.
Washington, DC and 4 more

About the role

Application deadline

**December 1, 2021
10:55 AM**

Posted date

June 7, 2021

Estimated salary

\$51,000.00 Per year

Company division

Sales

US work authorization

Required



Apply





University of California, Riverside (UCR)

What can we help you find?

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

About

Mission

The University of California, Riverside will transform the lives of the diverse people of California, the nation, and the world through the discovery, communication, translation, application, and preservation of knowledge - thereby enriching the state's economic, social, cultural, and environmental future.

Contact Information

Website

<http://www.careers.ucr.edu/>

Phone

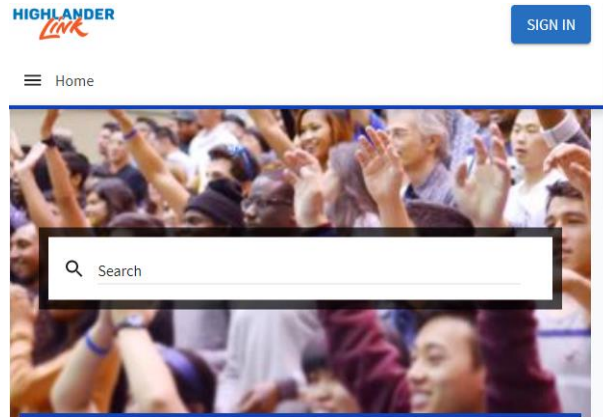
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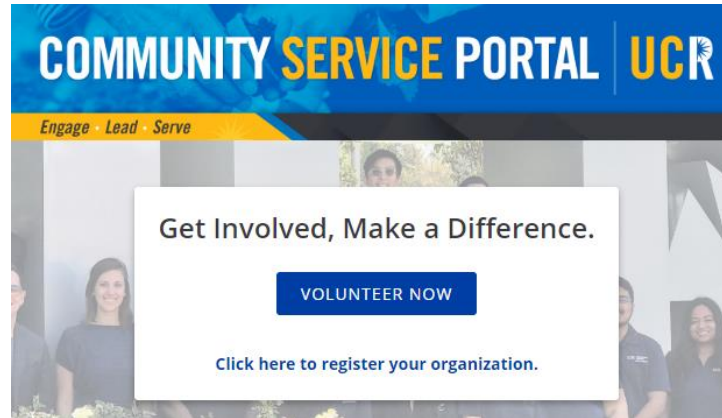
Get Involved

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

Career Development Programs



Guiding You to Career Success

UCR's Career Center partners with many other departments to offer a variety of programs to assist all students on their career path, providing guidance on resume writing, job searching and interviewing. The Career Center also provides specialized programming for underrepresented student groups, including first-generation college students, undocumented students, and student veterans.



ASPIRE

A partnership with UCR's Student Disability Resource Center, ASPIRE (Abilities-focused Students: Planning, Informing, Resource building, Exploring employment) is a career-development and professional-leadership program focused on the enhancement and exploration of career skills and transferable life skills for undergraduate students with disabilities. Information about the program for 2020-2021 will be available soon. Stay tune!

CAREER PLANNING

[Careers in Your Major »](#)

[College-Specific Milestones »](#)

[First Year-Senior Career Plan »](#)

[Student Spotlight »](#)

[Career Development Programs »](#)

[Job Discovery Series »](#)



Employers: [Click to Log into Your Handshake Account](#)

Students & Alumni: [Click to Log into Handshake via CAS or \(netid\)@ucr.edu Account](#)

[Employers](#) [Students](#) [Alumni](#)





ASPIRE (Abilities-focused Students: Planning, Informing, Resource building, Exploring employment)



The Butterfly Project (A partnership between the Career Center and Undocumented Student Programs)



Get HIRED (Help International students Reach Employment Destinations)



Operation VETS (Veteran, Employment, Transition, Success)



ORBITS (Obtain Resources, Become Informed, Target Success) for 1st Generation College Students



Major Events: Career & Information Fairs

Fall Quarter

- Work-Study/On-Campus Student Employment Job Fair
- Business & Diversity Expo
- Science, Technology, Engineering and Math (STEM) Career & Internship Fair
- Graduate, Professional & Law School Information Day Fair

Winter Quarter

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

Spring Quarter

- Spring Job Fair: Career Night
- Health Professions School Information Day
- Just in Time Career Fair

Online Resources/Virtual Career Center

Online Workshops and Resources

Can't visit the Career Center [during office hours](#)? No problem! Use the online workshops, presentations, videos and handouts in our "Virtual Career Center." Find a job, practice your interviewing skills, polish your resume and more.

OVERVIEW OF SERVICES
HANDOUTS
WORKSHOPS
WORK-STUDY
RESUMES
INTERVIEWING
NETWORKING
JOBS
INTERNSHIPS
VIDEO

Online Resource	PDF	Pre-Recorded Workshop
Ace the Interview	 Download	Video
All About Internships	 Download	Video
Cover Letter Writing	 Download	Video
Dining Etiquette	 Download	
Making a Great Impression on the Job	 Download	
How to Prepare for a Virtual Career Fair	 Download	Video
How to Work a Career Fair Room	 Download	
How to Make a Great Impression at a Career Fair	 Download	



UCR Handshake
Calendar of Events

Social Media
Facebook, LinkedIn, Twitter,
Pinterest, Instagram, Snapchat, YouTube

Company Information
Career Insider, CareerShift, Glassdoor



Questions?

location

ENTRANCE IS BETWEEN UNIVERSITY LECTURE HALL
AND SKYE HALL, UNDERNEATH THE UCR BOOKSTORE

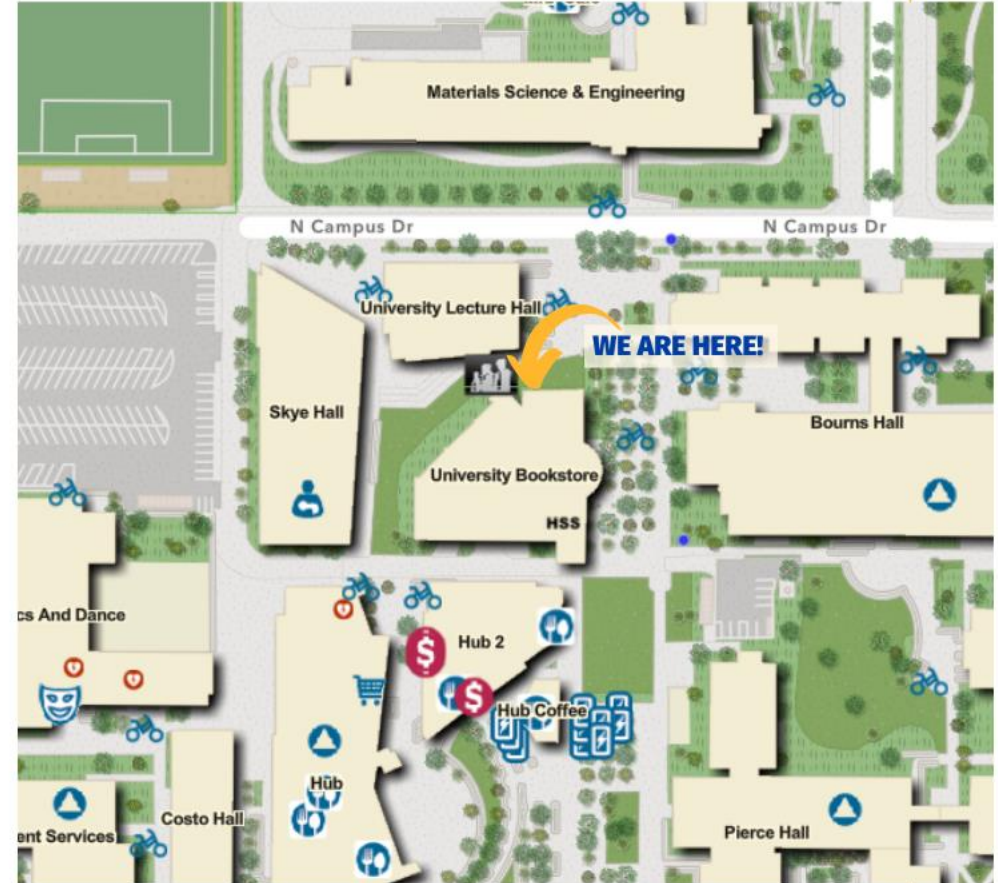
hours

MONDAY - FRIDAY: 8 AM TO 5 PM
EXCEPT WEDNESDAY: 9 AM TO 5 PM



drop-in hours

SPECIFIC TIMES ARE LOCATED ON WEBSITE HOME PAGE
(SCROLL DOWN TO SEE)



connect with us!

 **INSTAGRAM**

@UCRCAREERCENTER



CONNECT

INSPIRE

EMPOWER