

Transfer Career Plan

Step-by-Step Guide

Careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.



Agenda

Get involved

Build your resume and interviewing skills

Gain experience and network

Research graduate and professional schools



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



What You'll Learn Today

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



Describe different opportunities to gain experience

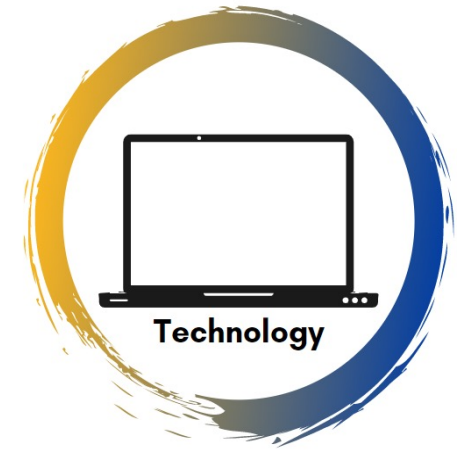


Identify ways to get involved on campus

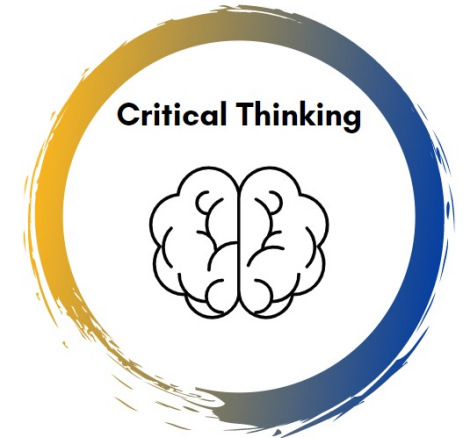


List what to consider when thinking about graduate or professional school





NACE CAREER READINESS COMPETENCIES



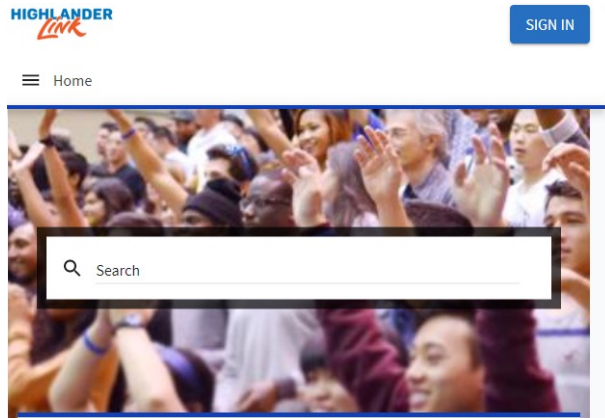
Obtaining requisite competencies that broadly prepare college graduates for a successful transition into the workplace.





Get Involved

Get involved



Highlander Link

Over 500 organizations – academic, professional, and personal interests



Transfer Student Services


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



Career Center

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





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



Gain Experience & Network

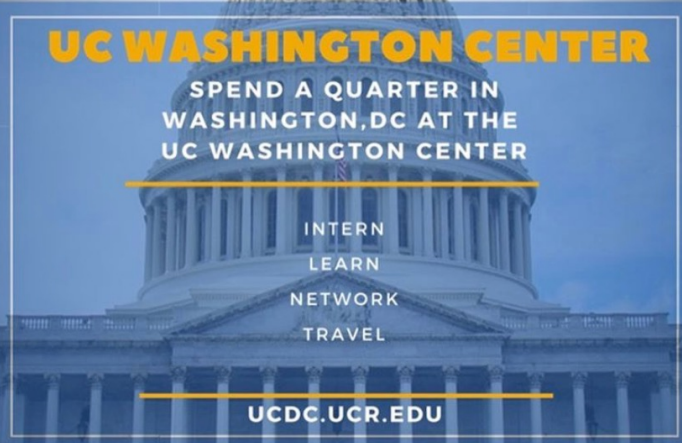

Gain experience

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](#)

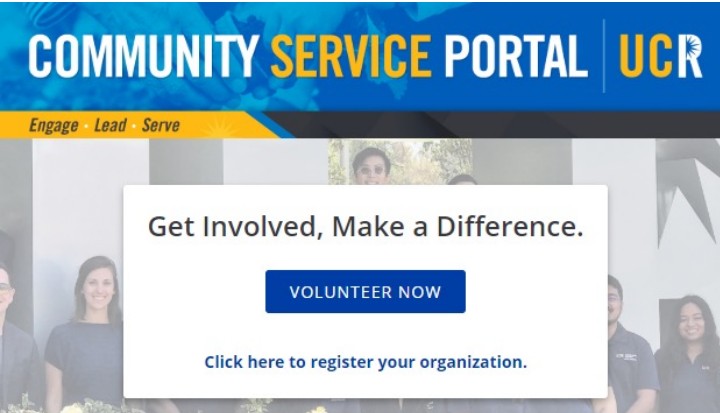


UC WASHINGTON CENTER

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WASHINGTON, DC AT THE
UC WASHINGTON CENTER

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COMMUNITY SERVICE PORTAL | UCR

Engage · Lead · Serve

Get Involved, Make a Difference.

[VOLUNTEER NOW](#)

[Click here to register your organization.](#)

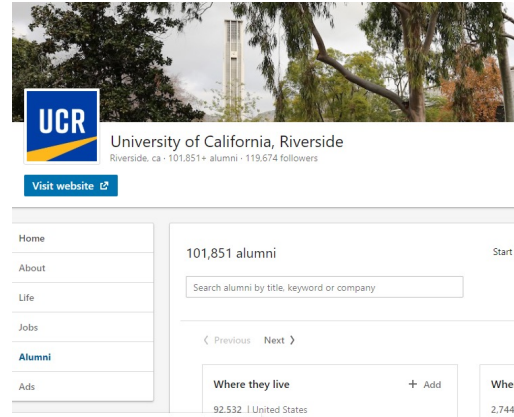


Network



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



**Research
Graduate/Professional
Schools**

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



RESEARCH GRADUATE
& PROFESSIONAL
SCHOOLS





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



Connect with us!



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#UCRCareerReady

#UCRCareerCenter

#HireHighlanders

Connect. Inspire. Empower