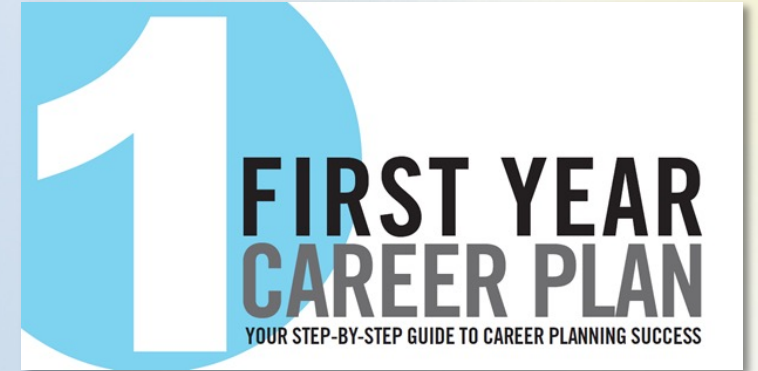# First Year Career Plan

Your Step-by-Step Guide

UC RIVERSIDE
Career Center

Agenda

- **Know yourself**

- **Explore majors**

- **Create a resume**

- **Get involved**

FIRST YEAR CAREER PLAN
YOUR STEP-BY-STEP GUIDE TO CAREER PLANNING SUCCESS

CONNECT. INSPIRE. EMPOWER

UC RIVERSIDE
Career Center

COMMUNICATION

PROFESSIONALISM

CRITICAL THINKING

TEAM WORK

NACE®

CAREER READINESS COMPETENCIES

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

EQUITY & INCLUSION

LEADERSHIP

CAREER AND SELF-DEVELOPMENT

TECHNOLOGY

UC RIVERSIDE
Career Center

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

UC RIVERSIDE
Career Center

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.

KNOW YOURSELF

EXPLORE OPTIONS

TAKE ACTION

GAIN EXPERIENCE

Job Search

Further develop your skills, network and job search strategy.

TAKE ACTION

Reality-test fields of interest.

GAIN EXPERIENCE

Know Yourself

UC RIVERSIDE
Career Center

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

UC RIVERSIDE
Career Center

Explore Majors

Explore majors

Take advantage of Career Center resources
Utilize the "What Can I Do With This Major Tool"
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
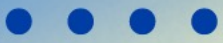Arts and Design
Business Development

Psychology

Healthcare Services
Education
Community and Social Services
Human Resources
Research
Information Technology

UC RIVERSIDE
Career Center

Create a Resume

UC RIVERSIDE
Career Center

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

UC RIVERSIDE | Career Center

Connect • Inspire • Empower

HOME   **EMPLOYERS**   **STUDENTS**   **EVENTS**   **OUTCOMES**   **CAMPUS PARTNERS**   **ABOUT US**

Resume Resources

Resume Samples for Undergraduate Students

Resume Samples for Graduate Students

Sample Resumes

Accounting

Arts

Biology

Business

Chemistry

Chemical Engineering

Computer Science

Education

Engineering First Year Student

Geology

Humanities

Marketing

Mechanical Engineering

Physics

Political Science

Psychology Resume

Public Policy

Sociology

Statistics

Resume Samples on Career Center Website

UC RIVERSIDE
Career Center

Main Sections on a Resume

Mo Lecule
Riverside, CA 92521 · 555-555-5555 · First.Lastname@ucr.edu

OBJECTIVE
To obtain a position as a Laboratory Research Assistant at XYZ company.

EDUCATION
Bachelor of Science, Biology, University of California, Riverside (UCR)   June 20XX
Relevant coursework: Molecular & Cellular Biology Lab, Pathology, Neurobiology, Neuropharmacology

LABORATORY SKILLS

SDS-PAGE	PCR/Cloning	ELISA
Electrophoresis	Spectrophotometry	Computer Data Analysis
Amino acid analysis	DNA/Extraction/Quantification	GC-MS

RESEARCH EXPERIENCE
Research Assistant, Department of Molecular Biology, UCR   January 20XX – January 20XX
Investigated the effects on body weight and bone growth of replacement injections of thyroid hormone and drugs that inhibit thyroid hormone production
- Collaborated with a team of four students to prepare bone growth media for eight sets of experiments
- Performed weekly IM injections of varied concentrations in chickens to observe and record the effect on hormone production
- Ran 80 blood samples through gas chromatograph to check T1 levels and monitored changes in the rate of thyroid hormone synthesis
- Analyzed chromatography results and communicated them with graduate supervisor on a weekly basis

HEALTHCARE EXPERIENCE
Cope Health Scholars, Pomona Valley Hospital Medical Center, Pomona, CA   May 20XX – December 20XX
- Worked closely with staff performing tasks such as escorting patients, preparing charts, stocking rooms with supplies, running errands, answering phones, and light clerical tasks
- Provided quality patient care by taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Assisted with accurate billing and patient records by inputting patient information into electronic medical records software

LEADERSHIP EXPERIENCE
Peer Mentor, Health Professions Advising Center, UCR   February 20XX – Present
- Provide guidance to students on health profession related resources, opportunities, and handouts.
- Connect with students through shared professional interests and lead one-on-one 10-minute drop-in appointments with students to discuss service, leadership, and research opportunities

Team Lead, Best Burgers, Riverside, CA   June 20XX – Present
- Successfully process food orders and perform cashiering duties in high-volume fast-food establishment
- Implemented new packaging order method that successfully reduced customer wait time by approximately 50%
- Promoted to Team Lead after 60 days of employment for excellent customer service and leadership

CAMPUS INVOLVEMENT/COMMUNITY SERVICE
Referee, Intramural Basketball, UCR   May 20XX – Present
Volunteer, Habitat for Humanity, Riverside, CA   June 20XX – Present

TECHNICAL SKILLS
Computer: SPSS, Word, Excel, PowerPoint, Access
Language: Bilingual in English and Spanish (written, verbal, and reading)

1. Name + Contact Information
2. Objective (optional)
3. Education
4. Experience
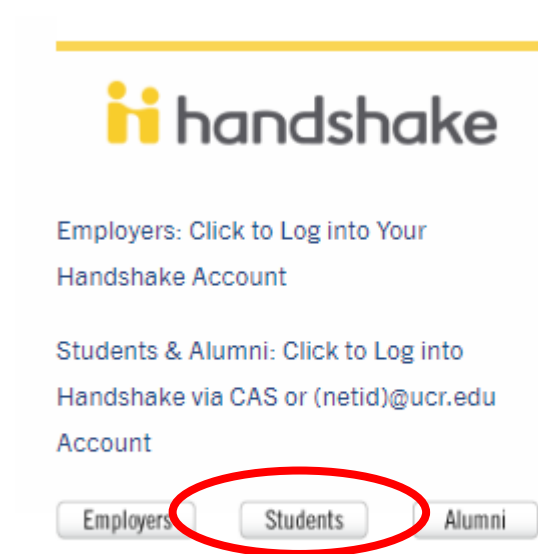5. Skills
6. Relevant Coursework
7. Campus Involvement, Volunteer, Extracurricular Activities*

UC RIVERSIDE
Career Center

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. →

UC RIVERSIDE Career Center

University of California, Riverside (UCR) Career Center →
View your school's resources

Get Virtual Face Time with Employers

Nov 3
Virtual career fair
Graduate, Professional & Law School Virtual Fair 2021
University of California, Riverside (UCR)

Oct 27
Virtual career fair
Public Service & Social Impact Virtual Career & Internship...
University of California, Riverside (UCR)

Oct 13
Virtual career fair
Science, Technology, Engineering and Math...
University of California, Riverside (UCR)

View all events →

Messages 14   Career Center   KK 11
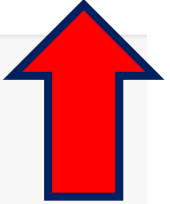
Build your Profile Faster

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

Add Photo

My Journey

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

Type your introduction...

Your profile is 15% complete

Add Primary Education

Add Work Experiences

Add Organizations

Education

University of California, Riverside (UCR) primary education

Add School

Work & Volunteer Experience

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.
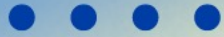
Contact Information

Website

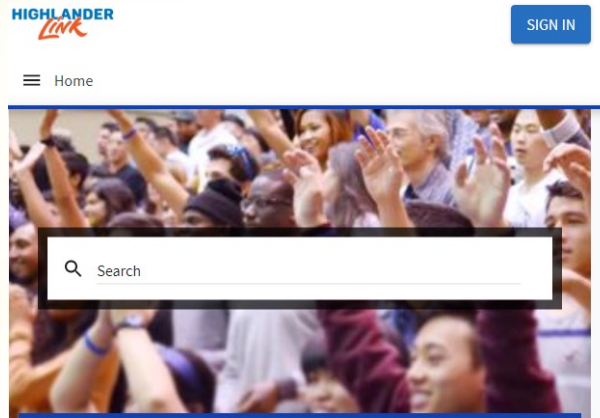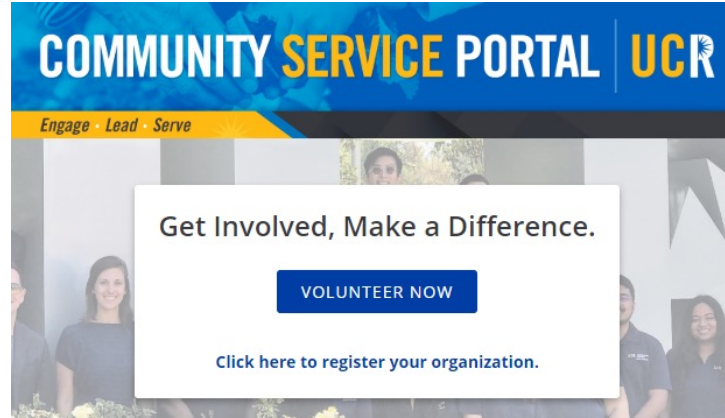http://www.careers.ucr.edu/

Phone

(951) 827-3631

Get Involved

UC RIVERSIDE
Career Center

Get Involved

Highlanderlink.ucr.edu
Over 500 organizations – academic, professional, and personal interests

Communityservice.ucr.edu
Seek out opportunities, upcoming events, and log your hours

Careers.ucr.edu
Attend workshops, information sessions, or join one of our Career Development Programs

UC RIVERSIDE | Career Center

Connect • Inspire • Empower

CAREER DEVELOPMENT PROGRAMS

CAREER DEVELOPMENT FOR SPECIALIZED GROUPS

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 students with disabilities (ASPIRE), first-generation college students (ORBITS), undocumented students (Butterfly Project), and student veterans (Operation VETS). Click on the name of the program to learn more about the program and who to contact.

ASPIRE   **Butterfly Project**   **Operation VETS**   **ORBITS**

UC RIVERSIDE
Career Center

Jobs and Internship Search

Career Access Program ——
for undergraduate students with disabilities

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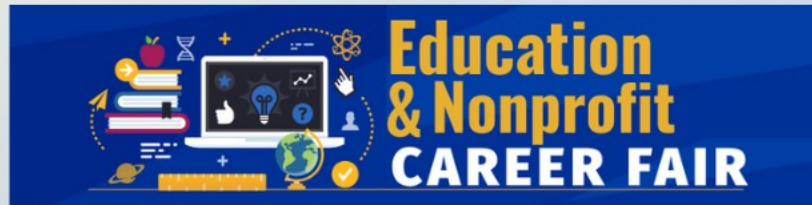and Undocumented Student Programs

Operation VETS ——
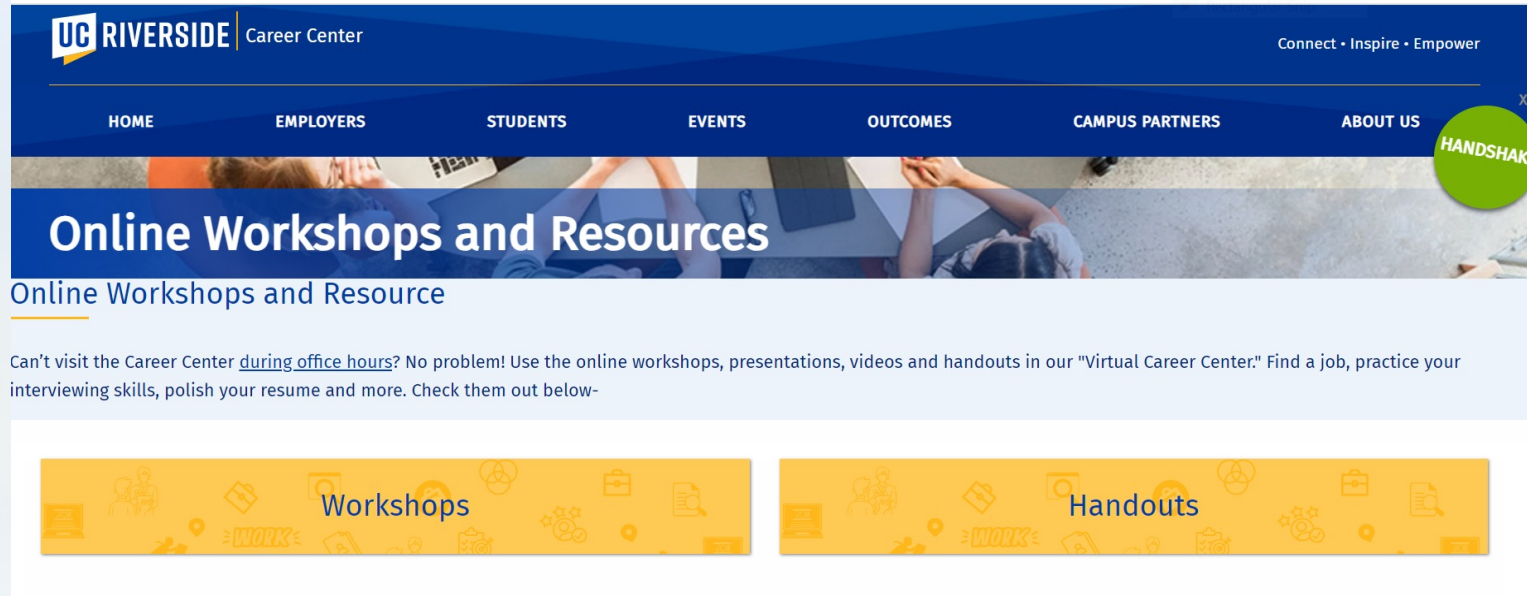Veteran, Employment, Transition, Success

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

CAREER FAIRS

Online Resources/Virtual Career Center

Events and Job Search
UCR Handshake

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

Company Information
Career Insider, Glassdoor

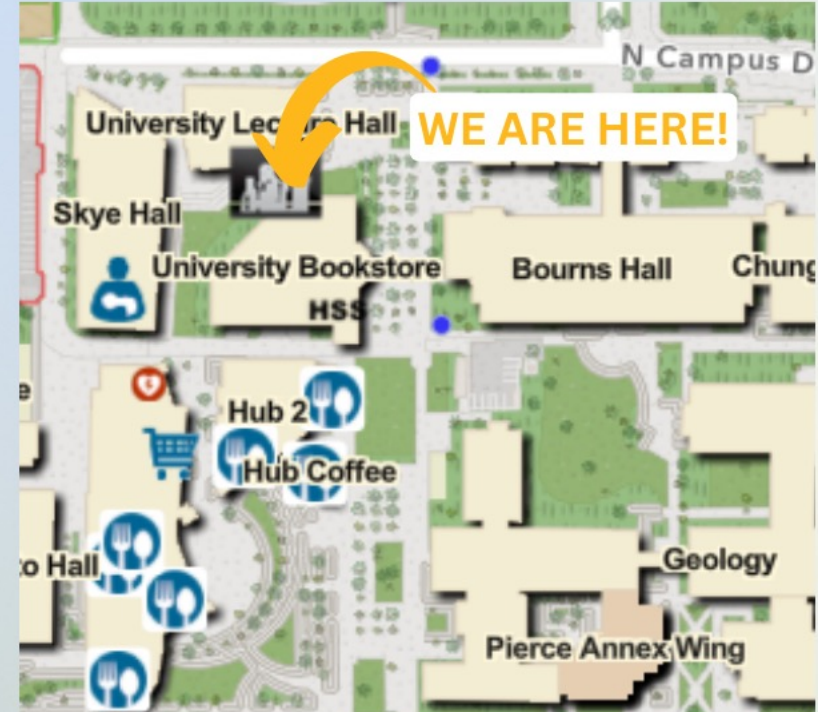# QUESTIONS

UC RIVERSIDE
Career Center

location

ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

hours

8 AM - 5 PM MONDAY-FRIDAY

website home *drop in hours*

WE ARE HERE!

career.ucr.edu | (951) 825-3631

UC RIVERSIDE
Career Center

connect with us!

INSTAGRAM

@UCRCAREERCENTER

CONNECT. INSPIRE. EMPOWER

UC RIVERSIDE
Career Center