

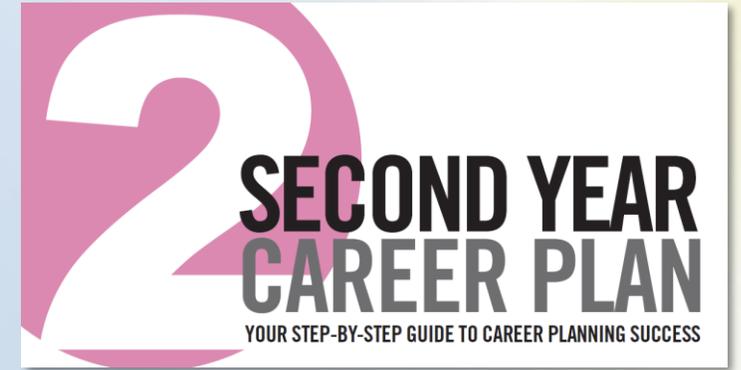
Second Year Career Plan

Your Step-by-Step Guide

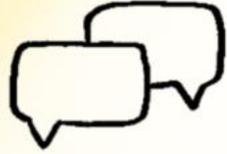
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Agenda

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



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COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



TEAM WORK



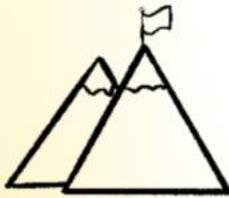
NACE[®]

CAREER READINESS COMPETENCIES

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



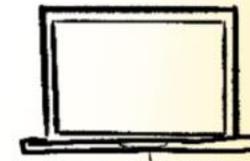
EQUITY & INCLUSION



LEADERSHIP



CAREER AND SELF-DEVELOPMENT



TECHNOLOGY



What You'll Learn Today

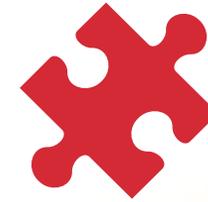
At the end of this workshop, you will be able to...



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



Choose a Major

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Choose a major

Take advantage of Career Center resources

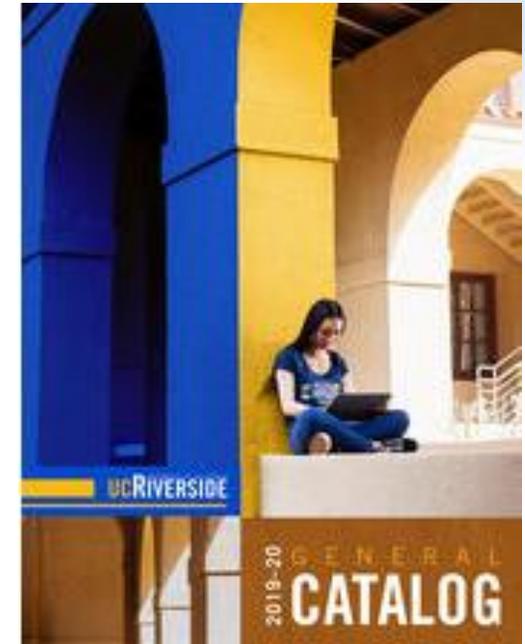
Consider taking a career assessment to help you decide

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

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

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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 Mock Interview Sessions

Put your resume to use

Upload your resume to Handshake and start applying



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](#)

Main Sections on a Resume

Mo Lecule

1 Riverside, CA 92521 • 555-555-5555 • First.Lastname@ucr.edu

2 OBJECTIVE

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

3 EDUCATION

Bachelor of Science, Biology, University of California, Riverside (UCR)

June 20XX

6 Relevant coursework: Molecular & Cellular Biology Lab, Pathology, Neurobiology, Neuropharmacology

5 LABORATORY SKILLS

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

4 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

4 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

4 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

7 CAMPUS INVOLVEMENT/COMMUNITY SERVICE

Referee, Intramural Basketball, UCR May 20XX – Present

Volunteer, Habitat for Humanity, Riverside, CA June 20XX – Present

5 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

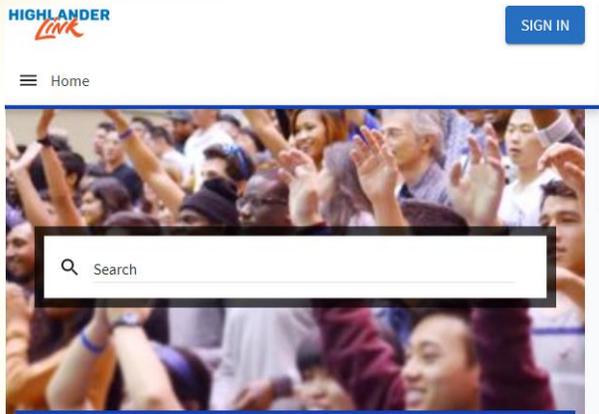
7. Campus Involvement, Volunteer, Extracurricular Activities*



Explore Careers

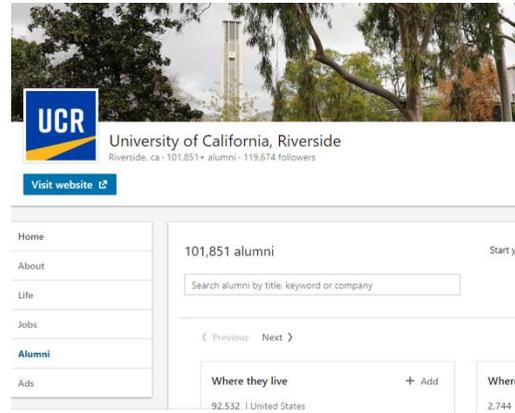
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Explore Careers



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

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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](#)



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QUESTIONS

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location

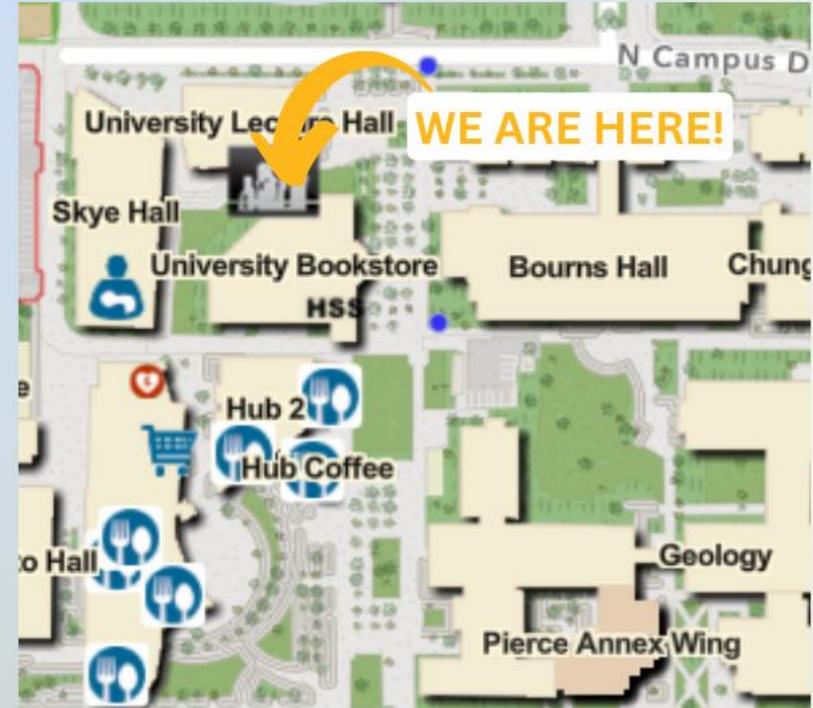
ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

hours

8 AM - 5 PM MONDAY-FRIDAY

website home

drop in hours



connect with us!



INSTAGRAM

@UCRCAREERCENTER



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ENROLL IN EXCEL + NOW!

Start anytime during your undergrad degree, **go at your own pace**, and **earn recognition** for the valuable career readiness skills you're already building on campus.

- Pick your Competency

IE: Career and Self Development, Technological Literacy, and MORE!

- Upload and Track Progress
- Earn Competency Badges
- Highlight Your Skills to Employers

Students enrolled by 10/31 will be entered into raffle to win a \$25 UCR dining gift card.



Excel.ucr.edu