

# Transfer Career Plan

*Your Step-by-Step Guide*

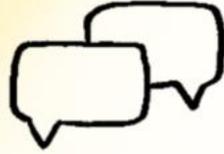
**CONNECT. INSPIRE. EMPOWER**

# Agenda

- **Get Involved**
- **Build your resume and interviewing**
- **Gain experience and network**
- **Research graduate and professional schools**



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COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



TEAM WORK



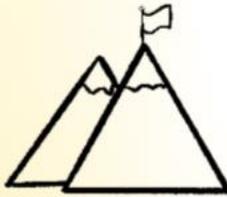
NACE<sup>®</sup>

CAREER READINESS COMPETENCIES

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



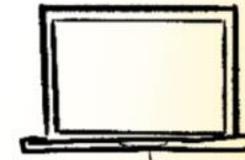
EQUITY & INCLUSION



LEADERSHIP



CAREER AND SELF-DEVELOPMENT



TECHNOLOGY



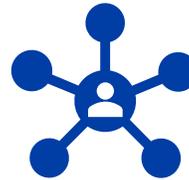
# What You'll Learn Today

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



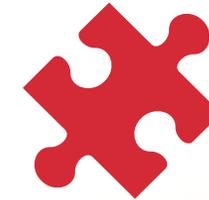
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**Describe different opportunities to gain experience**



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**Identify ways to get involved on campus**



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**List what to consider when thinking about graduate or professional school**

# 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

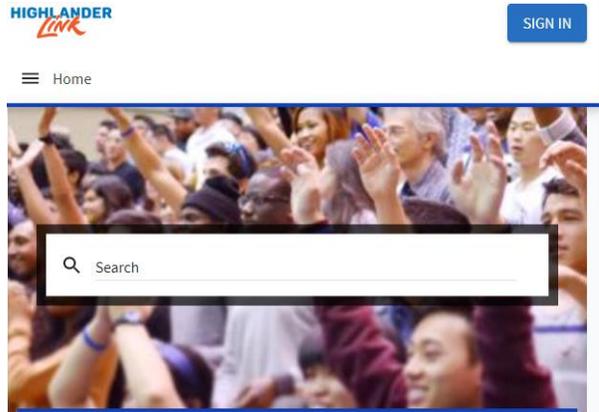


# Get Involved

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# 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**

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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](https://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 our 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\*



# Gain Experience & Network

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# 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](#)



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UC WASHINGTON CENTER

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NETWORK  
TRAVEL

[UCDC.UCR.EDU](http://UCDC.UCR.EDU)

**COMMUNITY SERVICE PORTAL | UCR**

*Engage • Lead • Serve*

Get Involved, Make a Difference.

[VOLUNTEER NOW](#)

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

**UC**

**RIVERSIDE**

Career Center



**UC RIVERSIDE** | International Affairs



**UC RIVERSIDE**

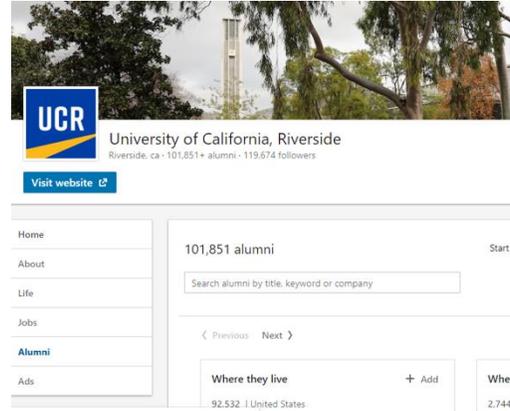
Career Center

# 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



# Research Graduate/Professional Schools

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# 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



**GRADSCHOOLS.COM**  
The #1 Graduate School Directory in the Nation

**GRE**

**GMAT**  
Graduate Management Admission Test

**MCAT**  
Medical College  
Admission Test

**LSAT**  
Law School Admission Test

# QUESTIONS

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# location

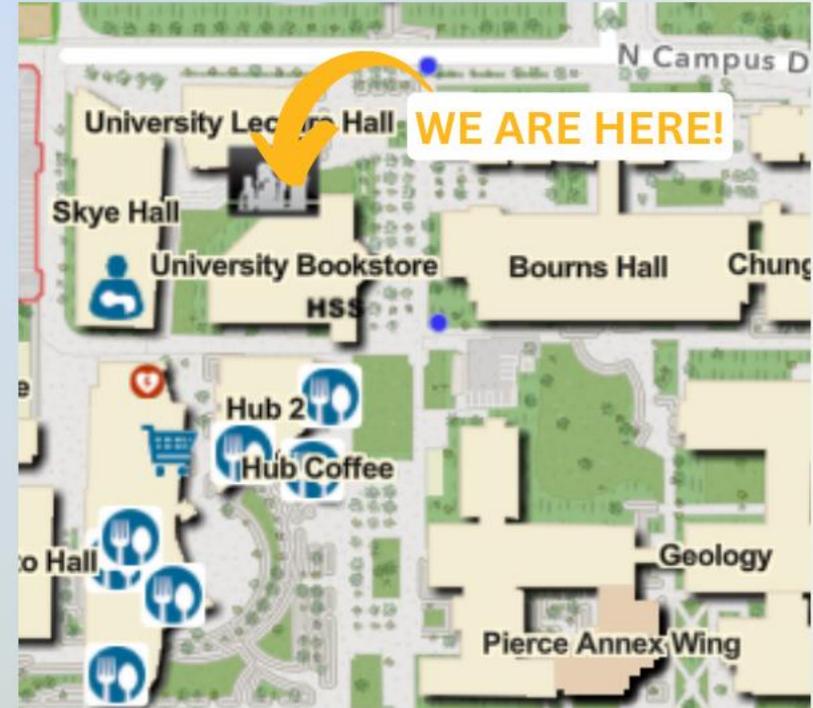
ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

# 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](https://Excel.ucr.edu)