

careers.ucr.edu | (951)827-3631

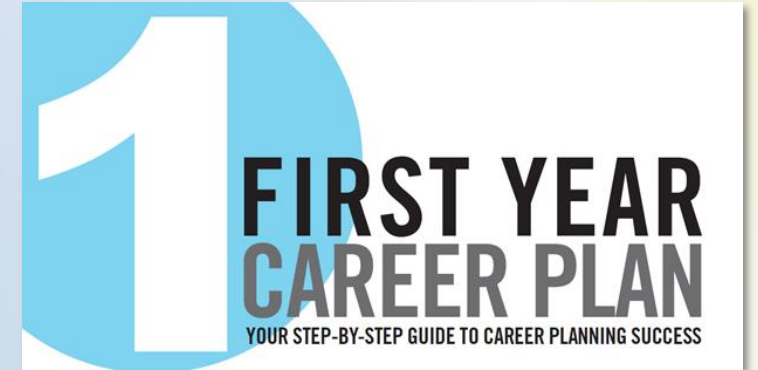
First Year Career Plan

Your Step-by-Step Guide

CONNECT. INSPIRE. EMPOWER

Agenda

- **Know yourself**
- **Explore majors**
- **Create a resume**
- **Get involved**



CONNECT. INSPIRE. EMPOWER



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

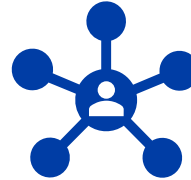


What You'll Learn Today

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



Describe how the Career Center can help you explore major options



Identify ways to get involved on campus



Start working on your resume



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Know Yourself

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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

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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



Create a Resume

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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 or a Peer Advisor at the Career Center
- Continue adding to it as you gain experience

Put it to use

- Upload to Handshake and start applying to jobs!



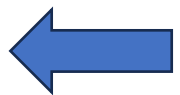
Resume Resources

Resume Samples for Undergraduate Students

Resume Samples for Graduate Students

Sample Resumes

- [Accounting](#)
- [Arts](#)
- [Biology](#)
- [Bioengineering](#)
- [Business](#)
- [Chemistry](#)
- [Chemical Engineering](#)
- [Computer Science](#)
- [Education](#)
- [First Year Student](#)
- [Geology](#)



- [Humanities](#)
- [Marketing](#)
- [Mechanical Engineering](#)
- [Physics](#)
- [Political Science](#)
- [Psychology](#)
- [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

Electrophoresis

Amino acid analysis

PCR/Cloning

Spectrophotometry

DNA/Extraction/Quantification

ELISA

Computer Data Analysis

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

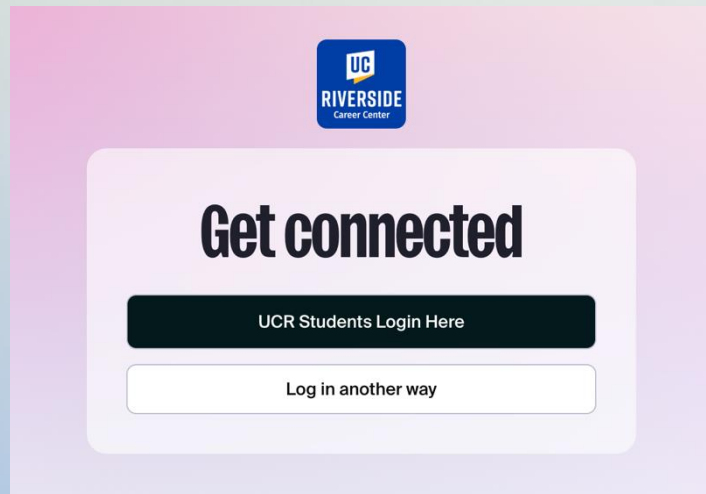
7. Campus Involvement, Volunteer, Extracurricular Activities*

How to Access UCR Handshake

go.ucr.edu/ucrhandshake

OR

Career Center Website
(careers.ucr.edu)



R'Web Portal
(See the logo below)



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People

Employers

Career center



University of California, Riverside (UCR)

View your school's resources



Land more interviews with an ATS-ready resume

90% of employers use AI to screen resumes — make sure yours stands out.

 2K resumes optimized with Sidekick

Upload resume

or drag and drop to upload

Beta. Sidekick uses AI to suggest resume improvements; review all output before using. [Learn more.](#)[Top jobs for you >](#)Dependable Source Corp ...
Non-Profit - Other

Administrative Assistant

\$15/hr · Full-time job

United States (Remote) · 5 days ago · **New**Doc Wealth
Accounting

HR Intern

\$14/hr · Full-time job

United States (Remote) · 1 week ago

Amazon
Internet & Software

Area Manager Intern - Summer 202...

\$28.84/hr · Full-time job

Rialto, CA (Onsite) · 4 days ago · **New**UCR, Department of Anthr...
Higher Education

Student Assistant

\$16.90/hr · Part-time job

Riverside, CA (Onsite) · 1 week ago

Not what you're looking for? [Update career interests.](#)

0/4

Complete profile >

0 of 4 items completed

 Get the app

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[Career Center](#)

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KK



Build your Profile Faster

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

[Upload a Resume](#)

Your Handshake Profile
Page



Add Photo

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...

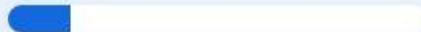
Education



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

Profile

Lauren Chang

1 follower · 1 following

UCR '27 · Business Administration

Riverside, CA

Share

Edit

Add links to profile

Make sure employers can see your full story

Add a link

Overview

Posts 0

Profile viewers

0/4

Complete profiles get 2x more outreach

0 of 4 items completed

Autofill from resume

Or complete manually

Add at least 1 project or 1 work experience

Add at least 1 skill

Add an employer-visible resume

Add a profile photo

Looking for

Internship + 1 more

Accounting + 3 more

View all

33

LC

People you might know

PS

UCR Alum · Business ..

Follow

UCR Alum · Business ..

Follow

UCR Alum · Business ..

Follow

KL

UCR '28 · Business Ad.

Follow

JS

UCR Alum · Business ..

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See more

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Events

People

Employers

Career center

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Complete profile >

0 of 4 items completed

Get the app

JobsSearchSavedOptimize resumeNew

Describe a job you want

10K+ jobs foundSort byMost relevant

Want to see more relevant jobs?
Update career interests



Doc Wealth

HR Intern

\$14-20/hr · Internship

Remote · 1wk ago

Bookmark

Close



Amazon

Area Manager Intern - Summer 2027 (California), University Recruiting

\$28.84/hr · Internship · May 31—Aug 30

Rialto, CA · 4d ago

Bookmark

Close



UCR, Department of Anthropology/S...

Student Assistant

\$16.90/hr · On campus · Sep 13—Jun 29

Riverside, CA · 1wk ago

Bookmark

Close



Walters Wholesale Electric Co

HR Intern

\$18/hr · Internship · Aug 9, Dec 20

Bookmark

Close

UCR collectionsLocationFull-time jobInternshipPart timeFilters



Doc Wealth

Accounting

HR Intern

Posted 1 week ago · Apply by September 2, 2026 at 8:59 PM

Save

Share

Apply externally

At a glance



\$14–20/hr



Remote, based in United States

Work from home



Internship

Full-time



US work authorization required

Job description



[Jobs](#)[Events](#)[Employers](#)[Messages](#)

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[Career Center](#)

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KIK



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

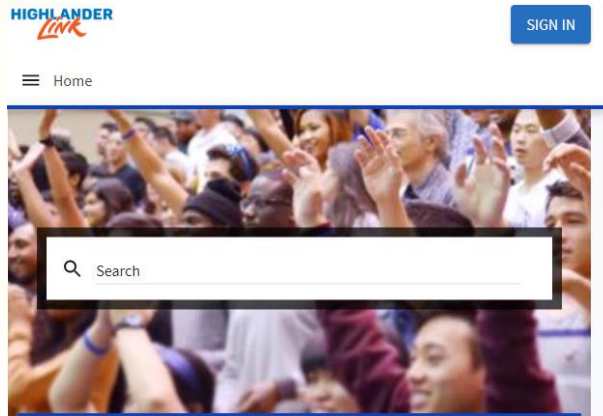
(951) 827-3631



Get Involved

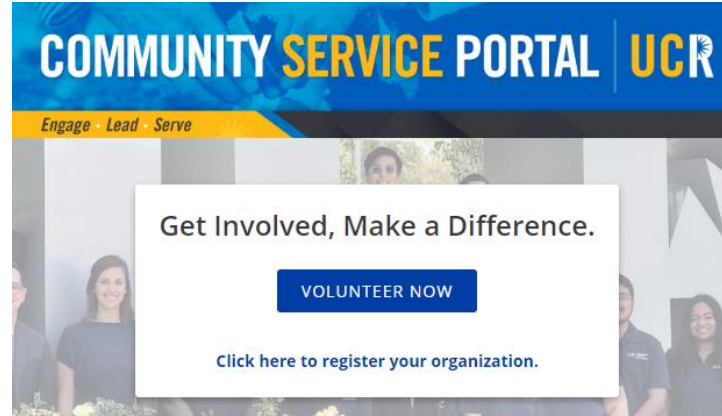
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Get Involved



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



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



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

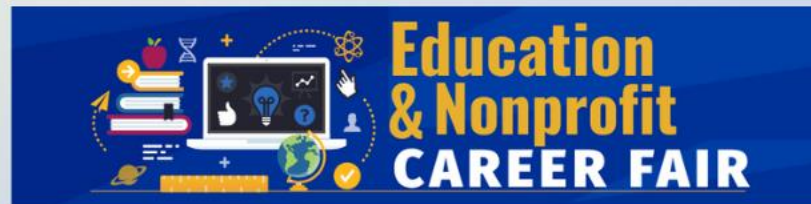
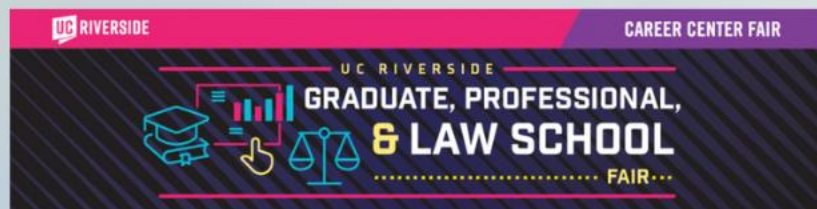


Operation VETS —
Veteran, Employment, Transition, Success

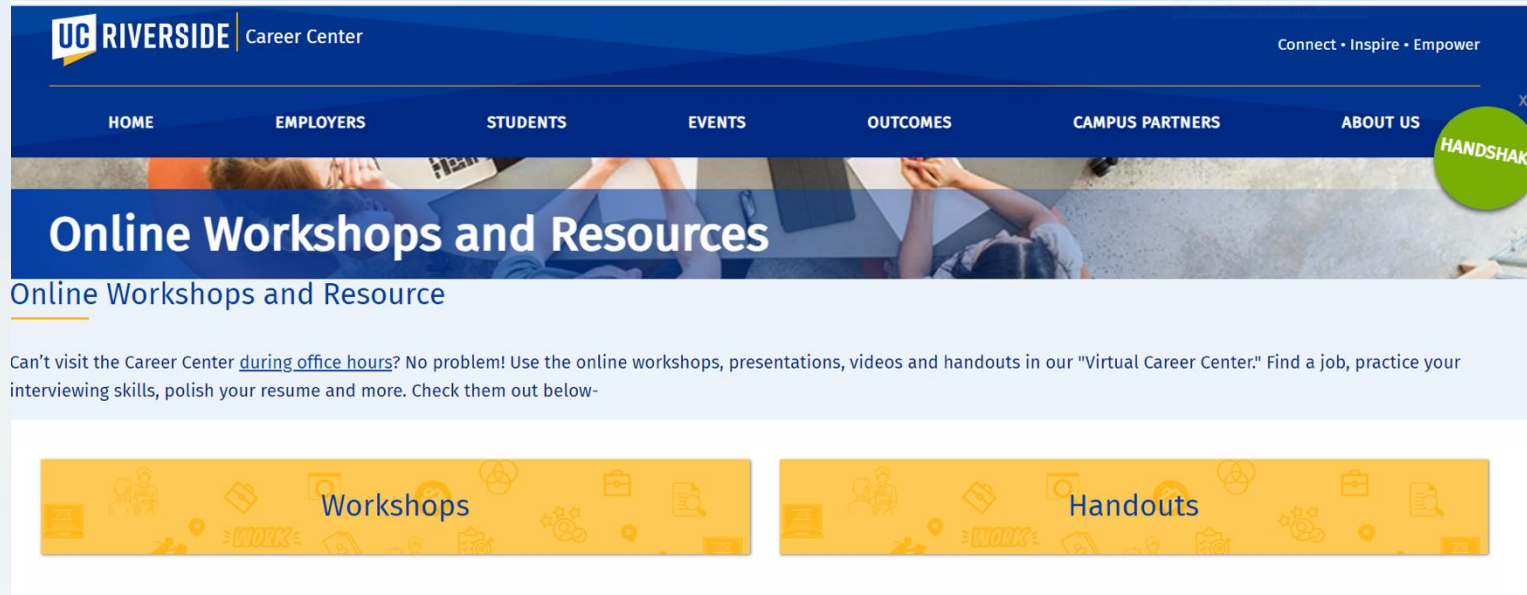


ORBITS —
(Obtain Resources, Become Informed, Target Success)
for 1st Generation College Students

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

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 dinning gift card.



Excel.ucr.edu

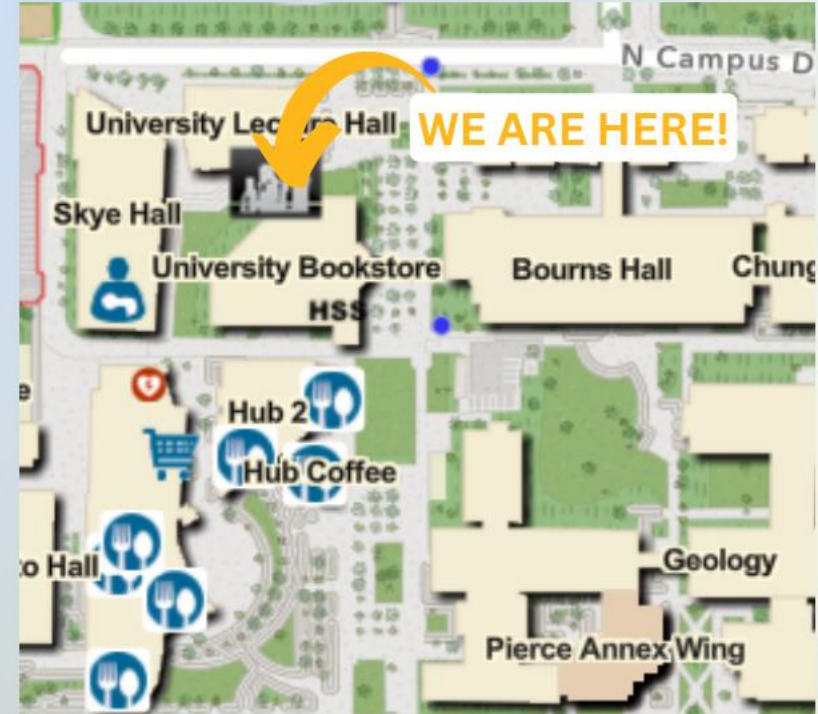
location

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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QUESTIONS

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Post-Workshop Survey

