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# Part-Time Job Search & Resume Writing

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# Agenda

## **Resume**

- What is a resume?
- Formatting
- Content
- Do's and Don'ts
- Resources

## **Job Search Strategies**

- Types of Part-Time Opportunities
- Job Search Resources
- Preparation before application



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.



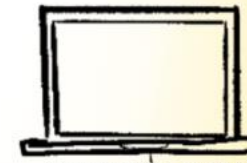
EQUITY & INCLUSION



LEADERSHIP



CAREER AND SELF-DEVELOPMENT



TECHNOLOGY

# What You'll Learn Today

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



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Start developing your  
resume with your  
academic and non-  
academic experiences



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Identify how to build your  
resume writing skills and  
job search strategies



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List resources and tools to  
help you find job and  
experiential learning  
opportunities

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# Resume Writing

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## Divya Careers

first.lastname@ucr.edu · 555.555.5555 · Riverside, CA 92521 · linkedin.com/in/yourname

### OBJECTIVE

To obtain a Summer Marketing Internship position at Deckers Outdoor Corporation.

### EDUCATION

University of California, Riverside

June 2021

**Bachelor of Science, Business Administration, Marketing Emphasis**

Relevant Coursework: Financial Evaluation, Marketing Management, Strategic Analysis

### MARKETING EXPERIENCE

The Highlander Newspaper, UC Riverside

**Advertising Account Executive**

June 2020–Present

- 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

**Advertising Intern**

July 2018–September 2019

- 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.

Strategic Analysis course, UC Riverside

**Global Challenge Business Simulation Project**

March 2018–June 2019

- 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.

### LEADERSHIP EXPERIENCE

Delta Sigma Pi, UC Riverside

**Vice President**

September 2019–June 2020

- 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

**Member**

September 2018–June 2019

- 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.

### SKILLS

**Computer:** Minitab, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio

**Social Media:** Instagram, Facebook, Twitter, Snapchat

**Language:** Trilingual in English, Hindi, and Bengali

## Format

- Presents education and work experience in reverse chronological order

**Most Recent**



**Least Recent**

- Easy to read
- Effective
- Highlights most relevant experiences



## Header

**SCOTTIE HIGHLANDER**

900 University Avenue ▪ Riverside, CA 92521

shighland001@ucr.edu ▪ 951-827-3631

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← Contact Info separate, more white space

**Divya Careers**

first.lastname@ucr.edu ▪ 555.555.5555 ▪ 123 Street Name, Riverside, CA 92521 ▪ [linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)

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← Combined, create less white space



## Objective

**\*\*OPTIONAL\*\***

To obtain the [position] at [specific company].

To obtain a summer marketing internship position at Decker's Outdoor Corporation.

Or...

Recent history graduate with experience in administrative operations, seeking position with ABC Widgets as a Manager Trainee.



# Education

## EDUCATION

University of California, Riverside (UCR)

**June 2021**

**B.A., Business Administration, Marketing**

Chaffey College, Rancho Cucamonga, CA

**June 2019**

**A.A. University Studies**

**Relevant Coursework:** Financial Evaluation, Marketing Management, Strategic Analysis

### Tips:

- Current information
- Dates on the right-hand side to avoid “white” space
- Include minors if relevant
- Only list schools from which you receive a degree
- **Relevant** courses or study abroad



## Experience - What is it?

- Paid or unpaid
- Presentations or public speaking
- SERVICE in student organizations
- Formal or informal faculty research
- Volunteering and internships
- Class projects, labs, MAJOR assignments

# How do I talk about experience?

**TIP! USE ACTION WORDS + SPECIFY**

## Job Title: Cashier

Don't say: "Cleaned tables and assisted customers"

- *What did you do?* Processed food orders and performed cashiering duties
- *What skills did you build?* Reconciled \$1,500 in receipts every day

**Put it together:** Efficiently processed food orders and performed cashiering duties in high-volume restaurant establishment, reconciling \$1500+ in receipts nightly.

## Accomplishments/Awards:

Don't say: "Got Arts Achievement Award"

- *What was it for?* Arts Achievement Award for leading the Riverside Arts Initiative
- *What did you do in the experience?* Assisted in local communities to explore arts through collaborative work and engagement through interactions and activities

**Put it together:** Achieved the Arts Achievement Award for leading the Riverside Arts Initiative, allowing local communities to explore arts through collaborative examination, engaging interaction, and thoughtfully planned activities.

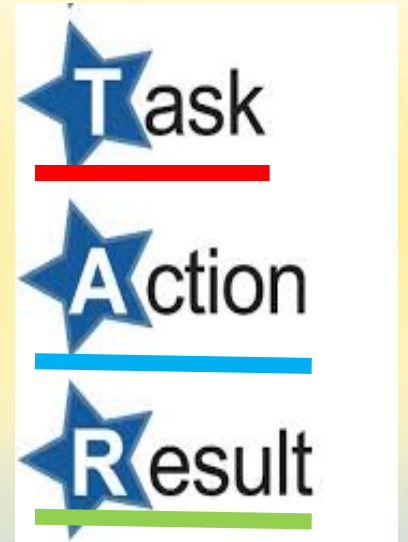


## Experience Examples/TAR Method

### Lifeguard

Sand Point Country Club, Temecula, CA      June 2017 –  
September 2019 (Summers)

- Taught summer swimming classes for up to 15 children ages five to ten by executing new swimming techniques to focus on core techniques and safety
- Monitored swimming areas for rule violations and drowning victims
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas





# Experience – Put to Practice

## What type of experiences do you have?

- Make a list of all of the different types of experiences that you have had
  - *Don't worry if it "doesn't relate" to your future career – remember we're looking for transferable skills!*

## What did you do?

- List any and all tasks and/or accomplishments you did or have had in that role

## Ask yourself questions:

- For each of the tasks ask yourself questions like:
  - How did I do this?
  - Why did I do this?
  - How much or how often was this done?
  - What was the result?

**Put it all together to create your experience section!**

**Take 5 minutes to work on one experience you have!**

***Make sure to at least have three completed bullet points!***



# Skills

## Computer Skills / Technical Skills

- Software/Hardware: Minitab, Adobe CS, MATLAB, Microsoft Office (Word, Excel, PowerPoint, Access), Visio, etc.
- Programming: C/C++, html, Windows, UNIX, etc.
- Social Media: Instagram, Snapchat, Facebook, Twitter

## Language Skills

- Language: Bilingual in [language 1] and [language 2], Conversational, etc.

## Laboratory Skills

- Lab Skills: SDS-PAGE, PCR/Cloning, ELISA, Electrophoresis, Spectrophotometry, Computer Data Analysis, Amino acid analysis, Microscopy, DNA/Extraction/Quantification, etc.



# Other Resume Sections

## Activities, Campus Involvement, Professional Affiliations, etc

### PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside

American Society of Mechanical Engineers (ASME)

September 2018-Present

Tau Beta Pi, National Engineering Honor Society

September 2018-Present

Pi Tau Sigma, Mechanical Engineering Honor Society

2018, 2019

National Society of Collegiate Scholars (NSCS)

2018, 2019

## Relevant Coursework

### RELEVANT COURSEWORK

- Financial Evaluation, Marketing Management, Strategic Analysis

## Laboratory Skills (\*if you are applying to a lab position)

### LABORATORY SKILLS

SDS-PAGE

PCR/Cloning

ELISA

Electrophoresis

Spectrophotometry

Computer Data Analysis

Amino acid analysis

DNA/Extraction/Quantification

GC-MS

## BONUS: Tailor your experience sections

- Volunteer Experience
- Work Experience
- Leadership Experience
- Research Experience
- Industry specific: non-profit, marketing, retail, engineering, etc



## Additional Tips

- One page maximum
- 10-second glance: most relevant first
- Tailor your resume to the position
- Use industry language to describe experience
- All relevant experience, paid or unpaid
- High school experience (Remove Junior year, unless it is your only experience)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses
- Error free (both spelling and grammar)



# Part-Time Job Search Strategies

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## Type of Part-Time Opportunities

- Student On-Campus Employment
- Internships (paid or un-paid)
- Part-Time Jobs Off-Campus
- Research Opportunities
- Volunteer Opportunities
- Student Organizations

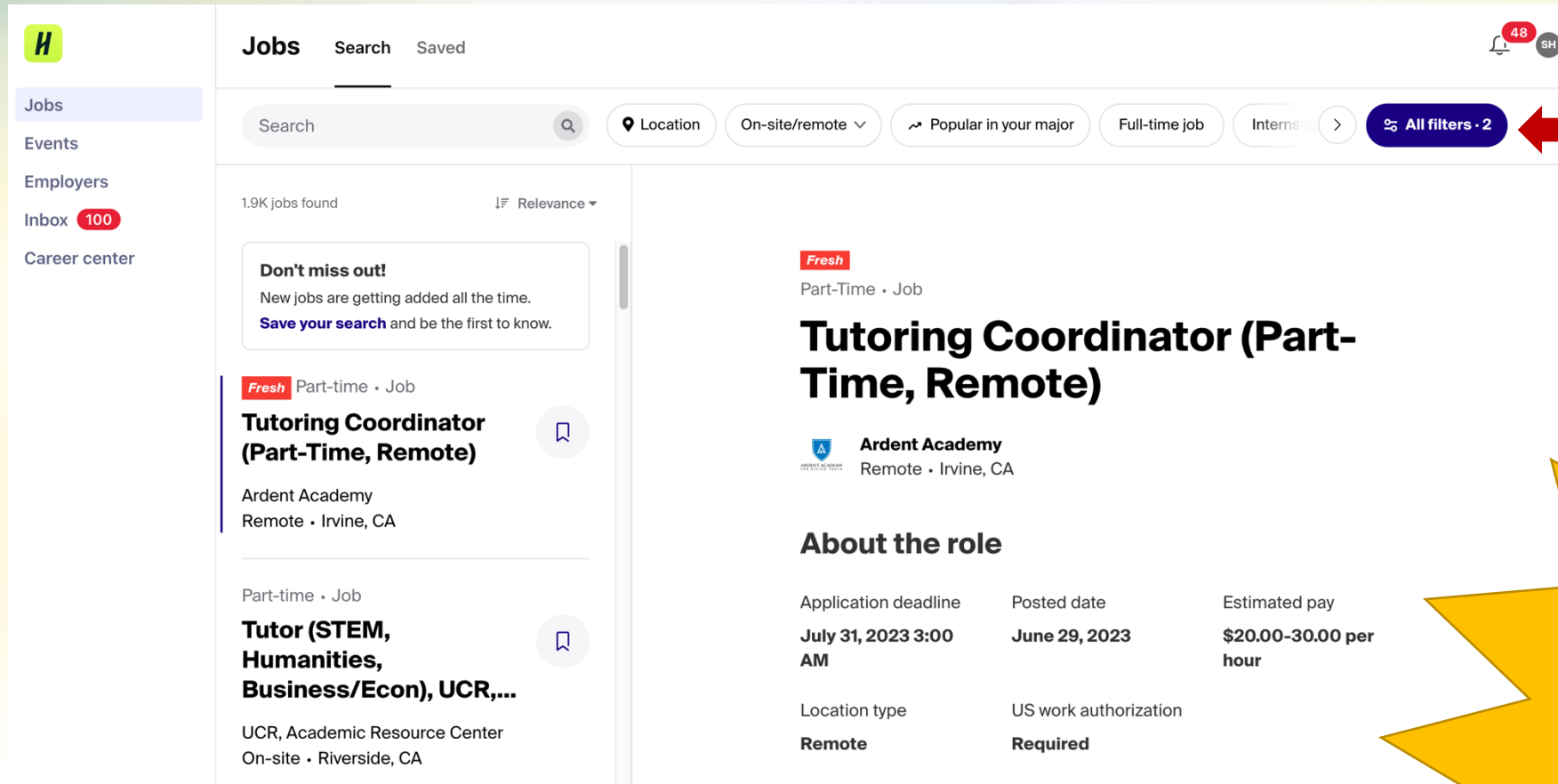




# Job Search Resources

- **Career Center**
  - Career Specialist/Peer Advisor appointments
  - Career Center Library & rotational flyers/magazines
- **Digital Resources**
  - Handshake
  - LinkedIn
  - Job Boards
  - Social Media
- **In-Person/Virtual Opportunities**
  - Career Fairs
  - Networking Events

# Handshake



The screenshot shows the Handshake job search interface. On the left is a sidebar with navigation links: Jobs, Events, Employers, Inbox (100), and Career center. The main header has tabs for Jobs, Search, and Saved. Below the header is a search bar and several filter buttons: Location, On-site/remote, Popular in your major, Full-time job, Internship, and a button labeled 'All filters · 2'. A red arrow points from a text box to this 'All filters · 2' button. The search results show 1.9K jobs found, sorted by Relevance. Two job listings are visible in the sidebar: 'Tutoring Coordinator (Part-Time, Remote)' by Ardent Academy and 'Tutor (STEM, Humanities, Business/Econ), UCR,...'. The main content area displays a detailed view of the 'Tutoring Coordinator (Part-Time, Remote)' job by Ardent Academy, including the application deadline (July 31, 2023 3:00 AM), posted date (June 29, 2023), estimated pay (\$20.00-30.00 per hour), location type (Remote), and US work authorization (Required).

**Jobs** Search Saved

Search Location On-site/remote Popular in your major Full-time job Internship > All filters · 2

1.9K jobs found Relevance

**Don't miss out!**  
New jobs are getting added all the time.  
[Save your search](#) and be the first to know.

**Fresh** Part-time · Job  
**Tutoring Coordinator (Part-Time, Remote)**  
Ardent Academy  
Remote · Irvine, CA

Part-time · Job  
**Tutor (STEM, Humanities, Business/Econ), UCR,...**  
UCR, Academic Resource Center  
On-site · Riverside, CA

**Fresh** Part-Time · Job  
**Tutoring Coordinator (Part-Time, Remote)**  
Ardent Academy  
Remote · Irvine, CA

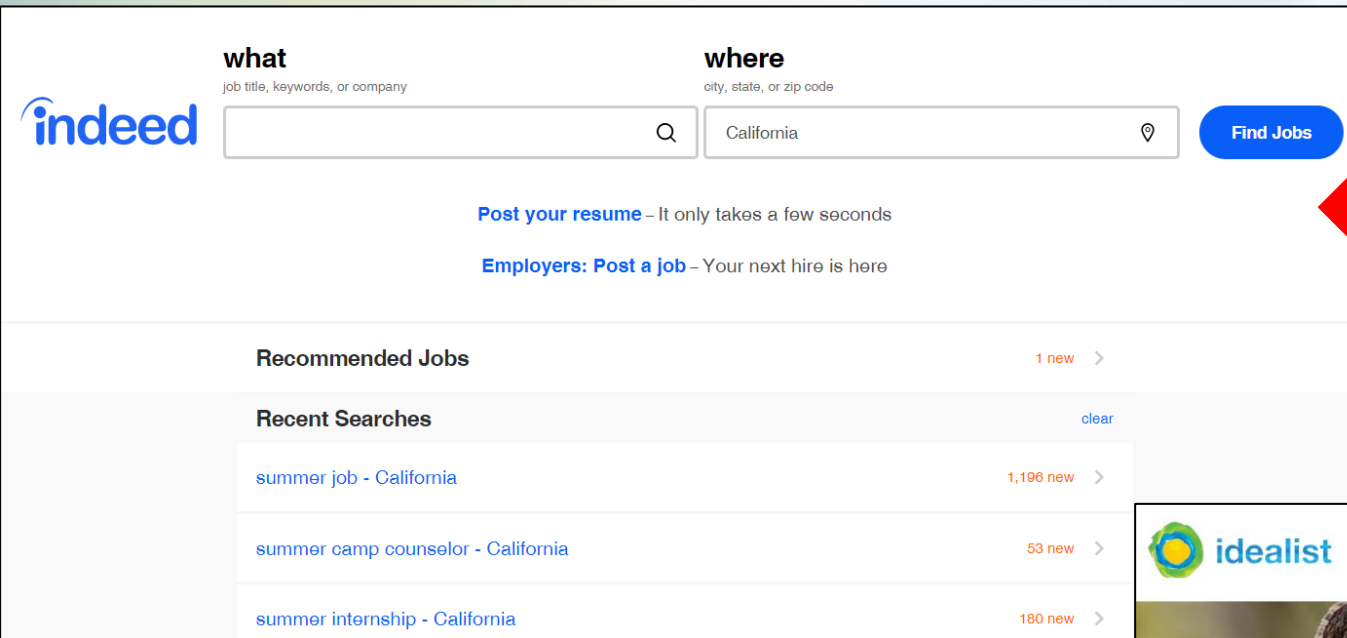
**About the role**

|                       |                       |                        |
|-----------------------|-----------------------|------------------------|
| Application deadline  | Posted date           | Estimated pay          |
| July 31, 2023 3:00 AM | June 29, 2023         | \$20.00-30.00 per hour |
| Location type         | US work authorization |                        |
| Remote                | Required              |                        |

- Filters: “paid” and “part-time”
- Searched locally within California

**PRO TIP:** Keep your search from being too specific to get more results

# Digital Job Boards



**indeed**

**what**  
job title, keywords, or company

**where**  
city, state, or zip code

California

**Find Jobs**

[Post your resume](#) – It only takes a few seconds

[Employers: Post a job](#) – Your next hire is here

**Recommended Jobs** 1 new >

**Recent Searches** clear

- [summer job - California](#) 1,196 new >
- [summer camp counselor - California](#) 53 new >
- [summer internship - California](#) 180 new >

**Indeed:** Great for General Searches

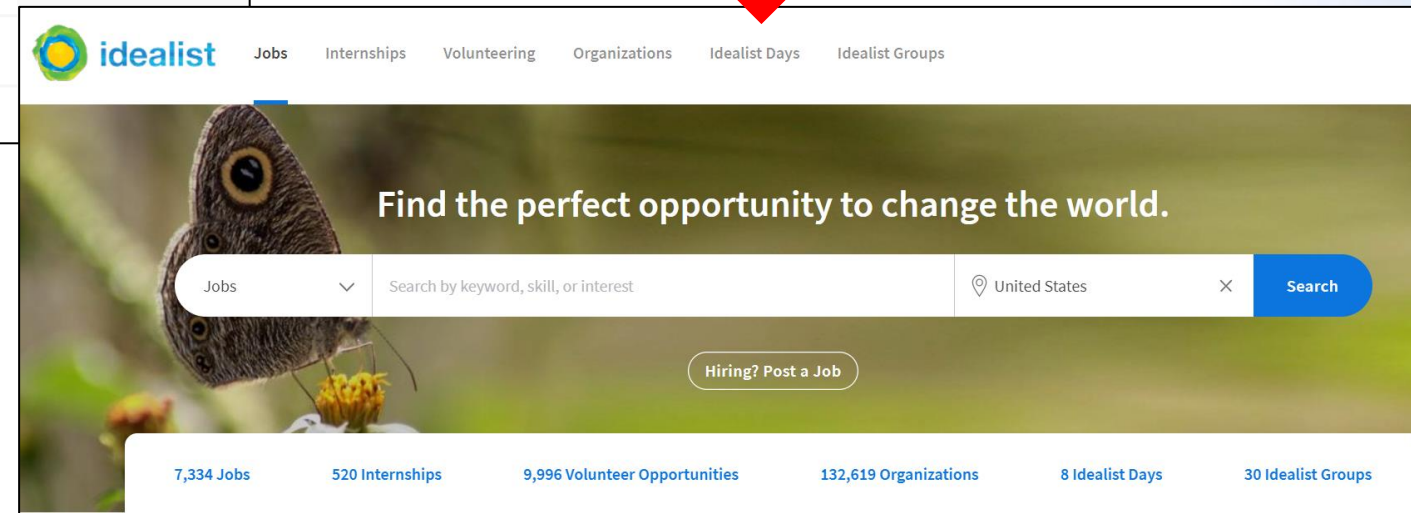
**Idealist:** Great for Non-Profit Specific

Others to check-out:

- SimplyHired.com
- Americorps.gov
- Careerbuilder.com

And many more can be found on our website:

<https://careers.ucr.edu/students/student-jobs/suggested-websites>



**idealist** **Jobs** Internships Volunteering Organizations Idealist Days Idealist Groups

Find the perfect opportunity to change the world.

Jobs Search by keyword, skill, or interest United States **Search**

[Hiring? Post a Job](#)

7,334 Jobs 520 Internships 9,996 Volunteer Opportunities 132,619 Organizations 8 Idealist Days 30 Idealist Groups



# Connecting Virtually



**675+ Million Members**

Manage your professional identity. Build and engage with your professional network. Access knowledge, insights and opportunities.



**Connect with the world around you!**

Connect with family, friends, colleagues, peers. Join groups and learn about opportunities in your local area!



**It's what's Happening**

From breaking news and entertainment to sports and politics, get the full story with all the live commentary



**Bringing You Closer to People & Things**

Follow internship and company pages. Post content and spread knowledge. Create your brand and use IG for networking!

**All of them are acceptable...  
it's about HOW you use them!**

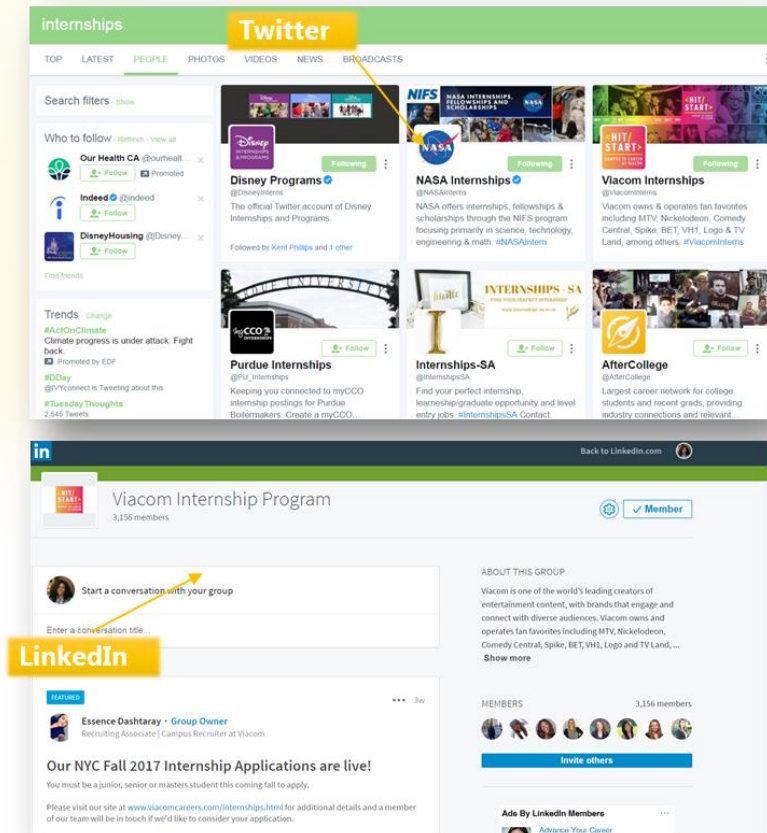
# Digital: Social Media

## General Tips – Good for All Social Media Channels

1

### Follow Internship Pages

Use social media to follow **company internship pages** for up-to-date and D.I.T.L. information



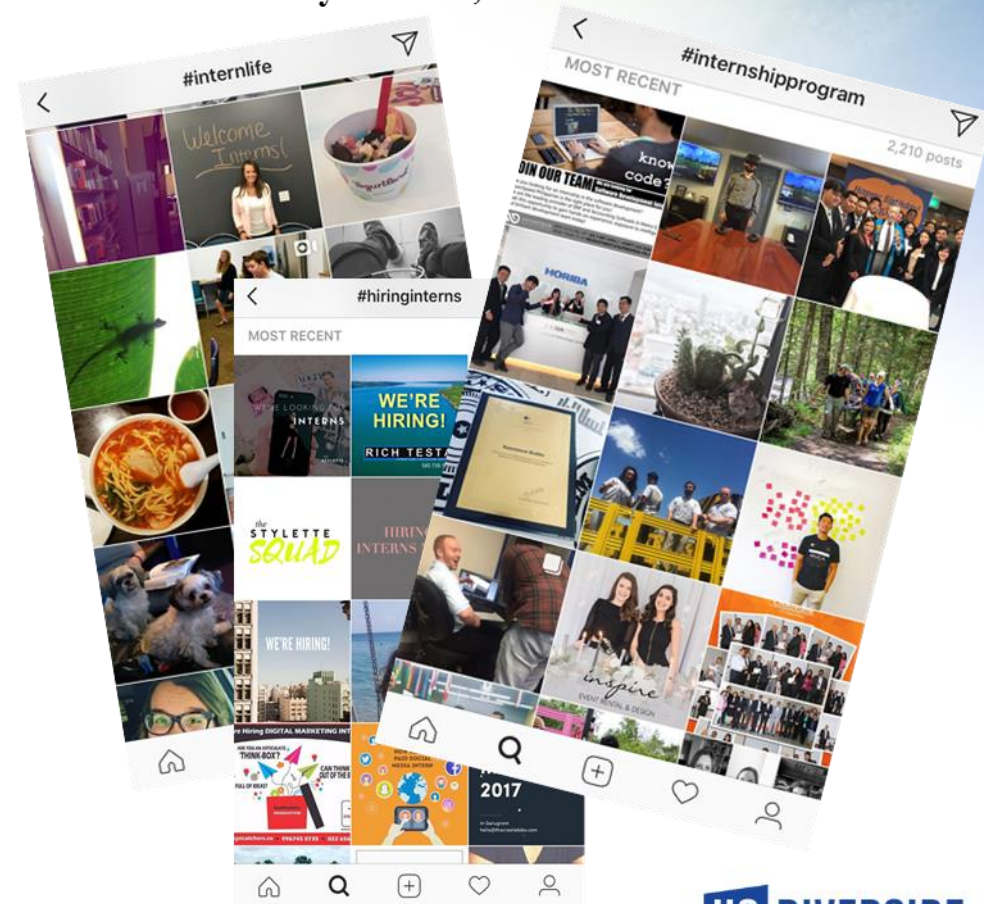
Instagram



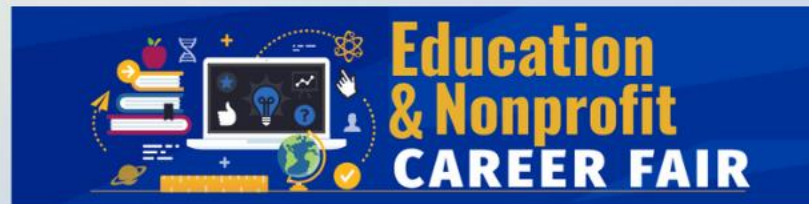
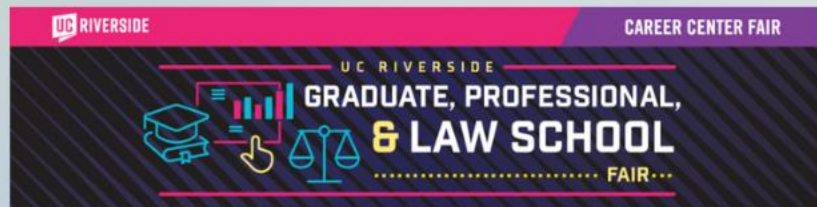
2

### Hashtags

Search hashtags #internlife #hiringinterns #internshipprogram #internship, #universityrelations, etc.

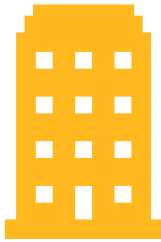


# CAREER FAIRS





# In-Person & Virtual: Networking



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## Career Center:

- Information Sessions/Tables
  - Ask Me Anything Series
- Health Professions Week
- Workshops with Employers



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## UCR Campus:

- Student organization meetings
  - Events with the Students
- Alumni Association / Alumni Center
  - Office Hours



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## Off Campus:

- Employer Hiring Fairs
  - City Events
- Professional Organizations



## Other Ideas: Consider Your Location

Visit retailers near you:

- University Village
- Canyon Springs
- Moreno Valley Mall
- Riverside Plaza
- Galleria at Tyler
- Victoria Gardens
- Ontario Mills
- Cabazon
- Lake Elsinore Outlets

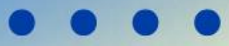




## Other Ideas: Consider Your Location

**What local opportunities are near you?**

Castle Park  
Disneyland  
Knott's Berry Farm  
Sea World  
Magic Mountain  
Hotels / Ski Resorts  
Retail/Department Stores



# Preparation

## Things to Have Ready

- Resume, Cover Letter, References
- Utilize Career Center to schedule a mock interview with a peer advisor
- Schedule a mock interview or job search appointment with your career specialist

# BEWARE OF JOB FRAUD

*Learn the red flags to look out for in your job search.*

-  They're asking you to shop for them.
-  You have to send them money.
-  The job sounds too good to be true.
-  The job they offer isn't the one you applied for.

-  They won't meet you in person.
-  You can't verify their information.
-  They're asking for personal information.
-  You'll be working from home.

Learn more about job fraud and how to protect yourself at [careers.ucr.edu](https://careers.ucr.edu) or contact a career counselor today.

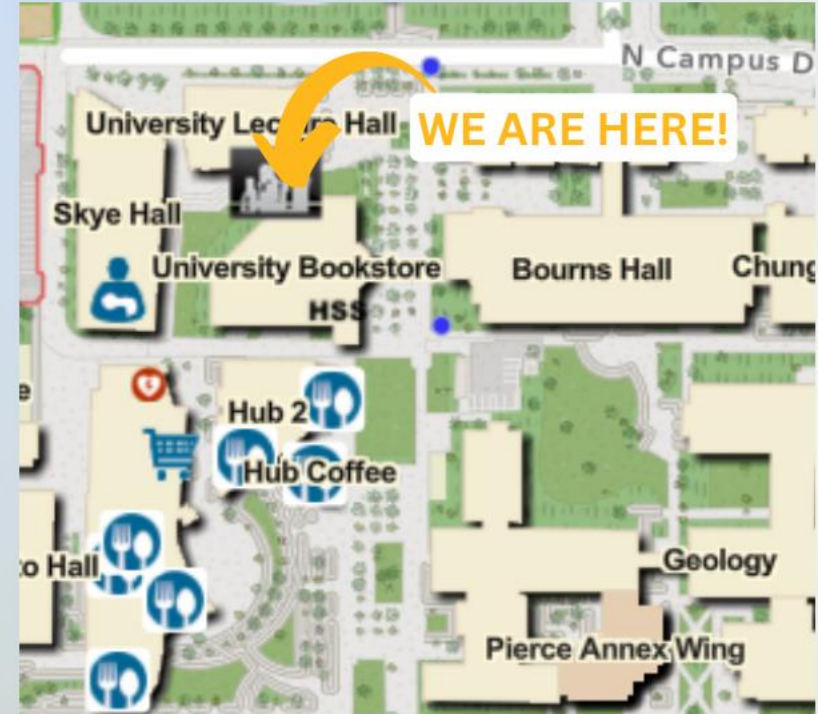
## location

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 dinning gift card.**



**Excel.ucr.edu**

# QUESTIONS

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## Post-Workshop Survey

