

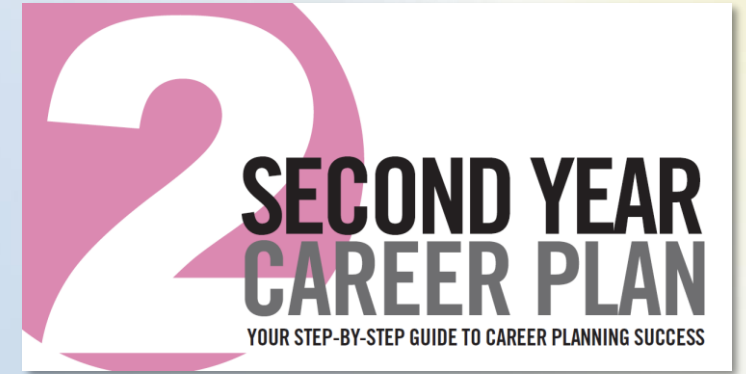
Second Year Career Plan

Your Step-by-Step Guide

CONNECT. INSPIRE. EMPOWER

Agenda

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



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...



**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

CONNECT. INSPIRE. EMPOWER



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 or check the posted workshop slides on the Career Center website
- Attend the Resume and Cover Letter Writing Studio at the Career Center
- Review resume samples at careers.ucr.edu

Take it to the next level

- Get your resume reviewed by your Career Specialist
- Continue adding to your resume as you gain experience
- Practice your interviewing using Mock Interview Sessions with Peer Advisors

Put your resume to use

- Upload your resume to Handshake and start applying to jobs/internships

HOME

EMPLOYERS

STUDENTS

EVENTS

OUTCOMES

CAMPUS PARTNERS

ABOUT US

Resume Resources

Resume Samples for
Undergraduate StudentsResume 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

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

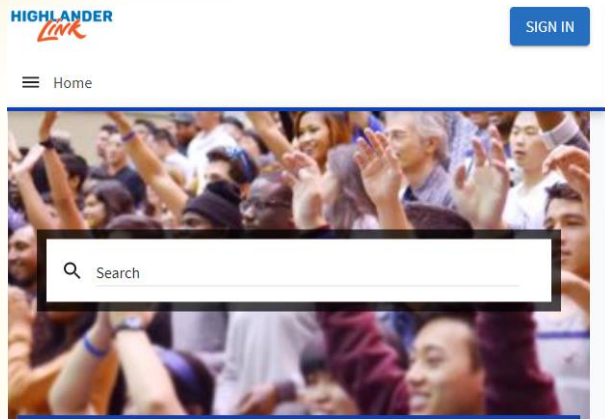
7. Campus Involvement, Volunteer, Extracurricular Activities*



Explore Careers

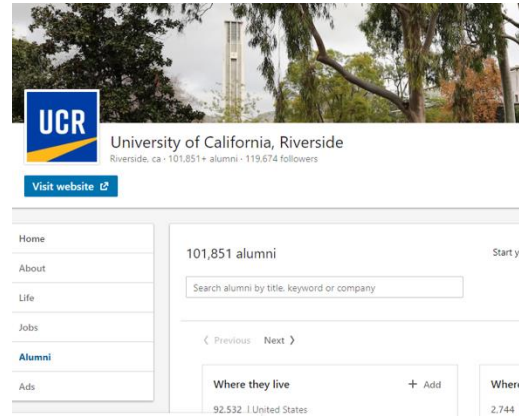
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Explore Careers



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, career fairs, information sessions, or join one of our Career Development Programs



Get a Summer Internship or Job

CONNECT. INSPIRE. EMPOWER

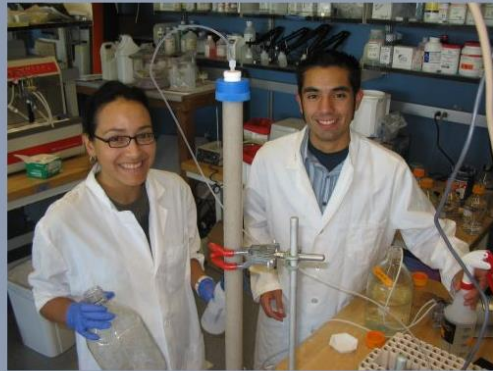
Get a Summer Internship or job

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](#)

A banner for the UC Washington Center. The background is a blue-tinted image of the US Capitol building. The text is in white and yellow. At the top, it says "UC WASHINGTON CENTER" in large yellow letters. Below that, in white, it says "SPEND A QUARTER IN WASHINGTON, DC AT THE UC WASHINGTON CENTER". In the center, it lists "INTERN", "LEARN", "NETWORK", and "TRAVEL" in white. At the bottom, it says "UCDC.UCR.EDU" in white.

UC WASHINGTON CENTER

SPEND A QUARTER IN
WASHINGTON, DC AT THE
UC WASHINGTON CENTER

INTERN
LEARN
NETWORK
TRAVEL

UCDC.UCR.EDU

A banner for the Community Service Portal at UCR. The top part has a blue background with the text "COMMUNITY SERVICE PORTAL" in white and "UCR" in yellow. Below that, it says "Engage • Lead • Serve" in white. The main part of the banner features a photograph of several students smiling. Overlaid on the photo is a white box with the text "Get Involved, Make a Difference." in black, a blue button with "VOLUNTEER NOW" in white, and a link "Click here to register your organization." in black.

COMMUNITY SERVICE PORTAL | **UCR**

Engage • Lead • Serve

Get Involved, Make a Difference.

VOLUNTEER NOW

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

The logo for the UC Riverside Career Center. It features a blue square with a white "UC" logo in the top left corner. Below the logo, the word "RIVERSIDE" is written in large white letters, and "Career Center" is written in smaller white letters below it.

UC

RIVERSIDE

Career Center

The logo for UC Riverside International Affairs. It features the "UC RIVERSIDE" logo in blue and white, followed by the text "International Affairs" in blue.

UC RIVERSIDE | International Affairs

The logo for the UC Riverside Career Center. It features a blue square with a white "UC" logo in the top left corner. Below the logo, the word "RIVERSIDE" is written in large white letters, and "Career Center" is written in smaller white letters below it.

UC RIVERSIDE

Career Center

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

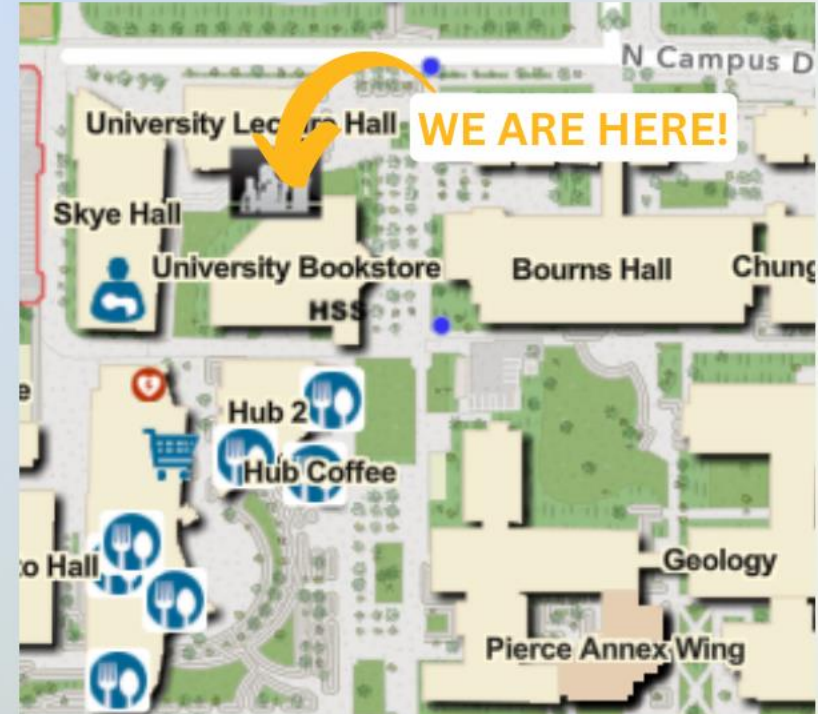
location

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

CONNECT. INSPIRE. EMPOWER



Post-Workshop Survey

