Transfer Career Plan

Your Step-by-Step Guide

CONNECT. INSPIRE. EMPOWER

UC RIVERSIDE
Career Center

Agenda

- **Get Involved**

- **Build your resume and interviewing**

- **Gain experience and network**

- **Research graduate and professional schools**

TRANSFER CAREER PLAN
YOUR STEP-BY-STEP GUIDE TO CAREER PLANNING SUCCESS

UC RIVERSIDE Career Center

PROFESSIONALISM

COMMUNICATION

CRITICAL THINKING

TEAM WORK

EQUITY & INCLUSION

LEADERSHIP

CAREER AND SELF-DEVELOPMENT

TECHNOLOGY

NACE®

CAREER READINESS COMPETENCIES

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

UC RIVERSIDE
Career Center

What You'll Learn Today

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

Describe different opportunities to gain experience

Identify ways to get involved on campus

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.

KNOW YOURSELF

EXPLORE OPTIONS

TAKE ACTION

GAIN EXPERIENCE

Further develop your skills, network and job search strategy.

TAKE ACTION

Reality-test fields of interest.

GAIN EXPERIENCE

Job Search
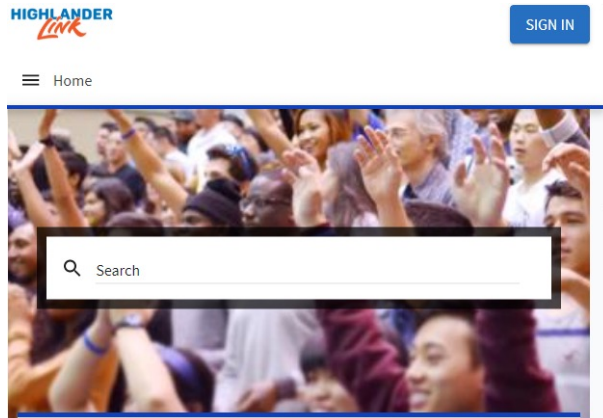
Get Involved

UC RIVERSIDE
Career Center

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
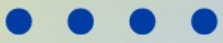

Career Center
Attend events, meet your Career Specialist, or join one of our Career Development Programs

Build Your Resume Writing & Interviewing Skills

CONNECT. INSPIRE. EMPOWER

UC RIVERSIDE
Career Center

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 StandOut

Put your resume to use
Upload your resume to Handshake and start applying

STANDOUT®

UC RIVERSIDE | Career Center

Connect • Inspire • Empower

HOME   **EMPLOYERS**   **STUDENTS**   **EVENTS**   **OUTCOMES**   **CAMPUS PARTNERS**   **ABOUT US**

HANDSH

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

UC RIVERSIDE
Career Center

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*

UC RIVERSIDE
Career Center

Gain Experience & Network

UC RIVERSIDE
Career Center

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

UC WASHINGTON CENTER

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

INTERN
LEARN
NETWORK
TRAVEL

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!

University of California, Riverside
Riverside, ca · 101,851+ alumni · 119,674 followers

Visit website

Home	
About	101,851 alumni
Life	Search alumni by title, keyword or company
Jobs	
Alumni	Previous Next
Ads	Where they live + Add
	92,532	United States
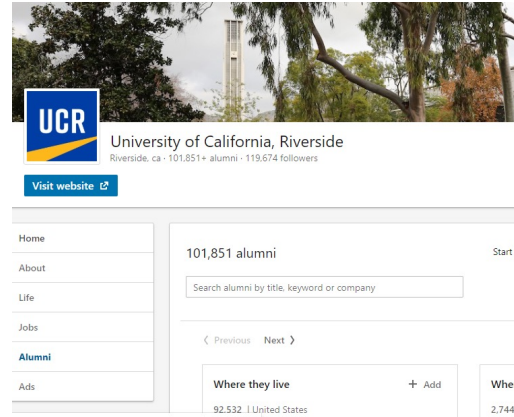
LinkedIn
See alumni career paths, conduct informational interviews, and build your network

UC RIVERSIDE
Career Center

Career Center
Attend workshops, information sessions, and career fairs

UC RIVERSIDE
Career Center

Research Graduate/Professional Schools
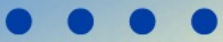
Research graduate and professional schools

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

PETERSON'S
A @elnet COMPANY

GradSchools.com
The #1 graduate school directory in the nation

GRE GMAT MCAT LSAT
       Graduate Management Admission Test Medical College Admission Test Law School Admission Test

UC RIVERSIDE
Career Center
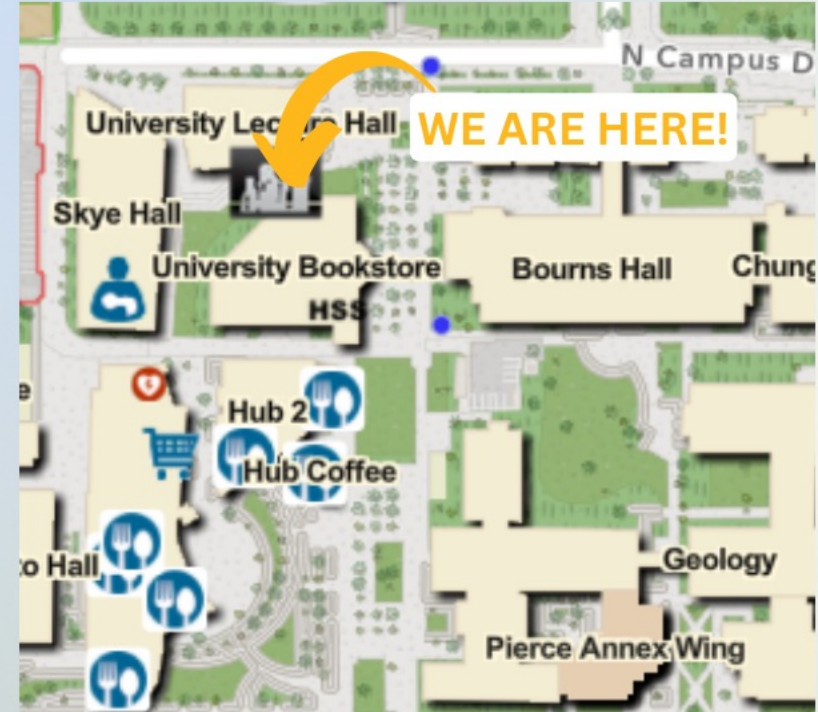
QUESTIONS

UC RIVERSIDE
Career Center

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*

WE ARE HERE!

career.ucr.edu | (951) 825-3631

UC RIVERSIDE
Career Center

connect with us!

INSTAGRAM

@UCRCAREERCENTER

CONNECT. INSPIRE. EMPOWER

UC RIVERSIDE
Career Center