

**DID
YOU
KNOW**



You can see a Career Counselor or Peer Advisor for a 10-minute Drop-in meeting. No appointments needed!









M – Th: 10am to 3pm

F: 10am to 12pm

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 or contact a career counselor today.

UCRCareerCenter

UCRCareerReady



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UNIVERSITY OF CALIFORNIA
UCRIVERSIDE | Career Center

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



First Year Career Plan

**KNOW
YOURSELF**

**EXPLORE
MAJORS**

**CREATE A
RESUME**

**GET
INVOLVED**

FIRST Year Career Plan

Your step-by-step guide to career planning success

KNOW YOURSELF

Identify your values, interests, personality type, skills and strengths.

EXPLORE OPTIONS

Research career options.

Career Decision Making Model

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



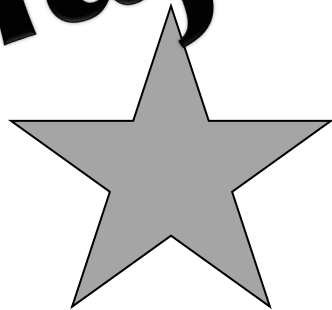
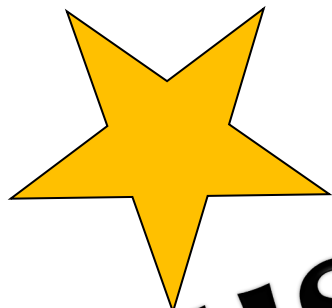
We Recommend

- ✓ Meet with a career counselor
- ✓ Learn about our career assessments
- ✓ Speak with family, friends, mentors and colleagues about your strengths and interests, and how they align with potential majors and careers.



**KNOW
YOURSELF**

**Famous people
& their college
majors**



Former President Obama graduated from Columbia University with a Bachelor of Arts Degree in _____

A. Psychology

B. Pre-med

C. Law

★ D. Political Science



J.K. Rowling (*Author; Harry Potter series*)–
Bachelor of Arts in _____ from University
of Exeter in the UK.

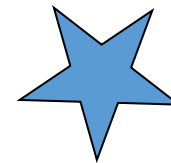
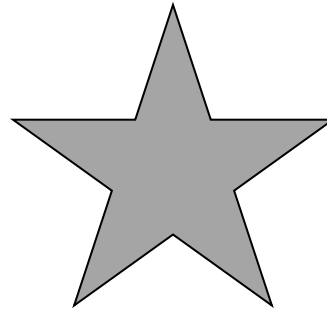
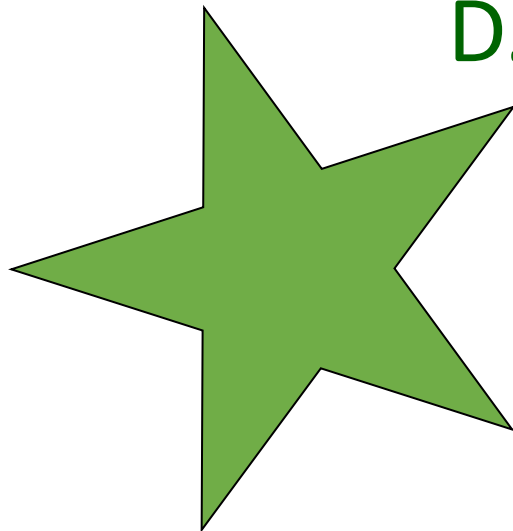
A. Drama



B. French

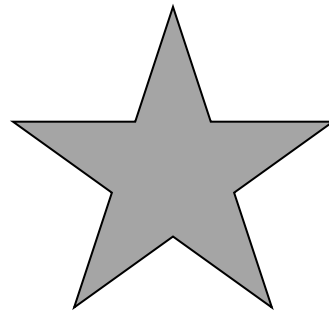
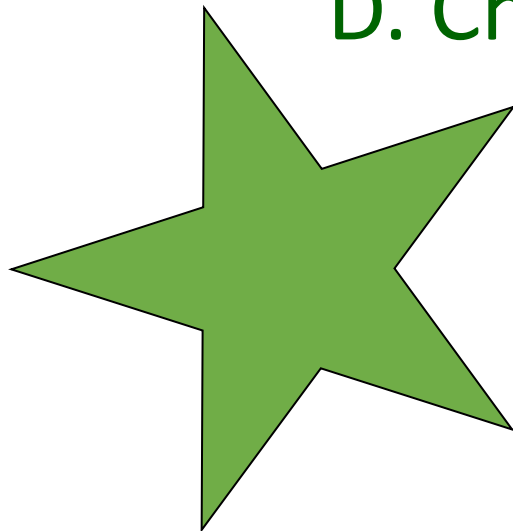
C. English

D. Creative Writing



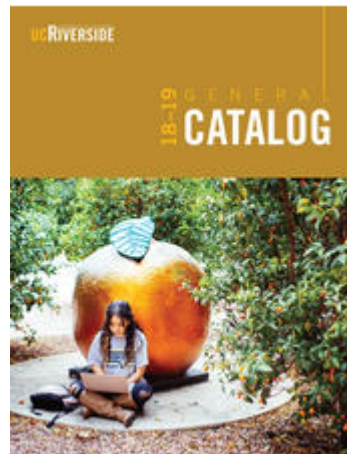
Ken Jeong graduated from the Duke University and majored in _____

- ★ A. Zoology
- B. Drama
- C. Literature
- D. Chemistry



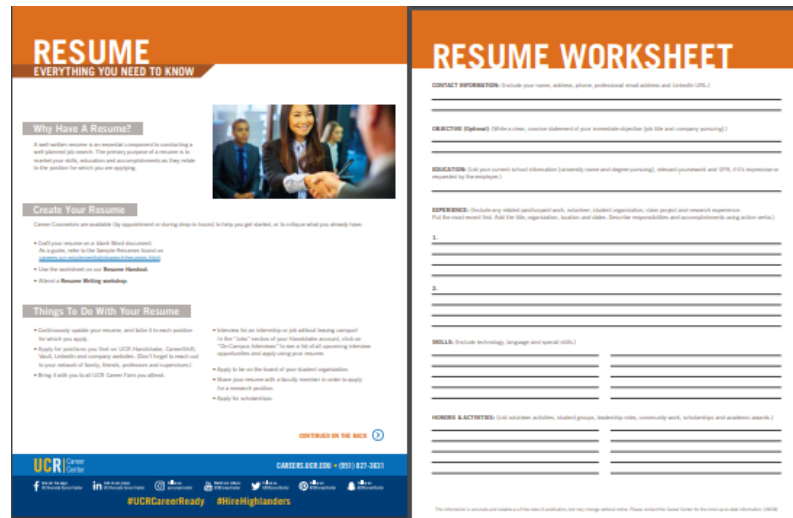
We Recommend

- ✓ Attend a *Choosing a Major* workshop
- ✓ Explore the UCR General Catalog:
catalog.ucr.edu
- ✓ Talk to your academic advisor
- ✓ Take the Focus 2 career assessment by logging into your UCR Handshake account



We Recommend

- ✓ Attend a *Resume Writing Workshop*
(Bring your laptop or tablet)
- ✓ Find resume samples at careers.ucr.edu
- ✓ Upload your resume into UCR Handshake
- ✓ Continue to add to your resume as you gain more experience



Create an Effective Resume Quickly

With the help of our resources, online Resume Builder and professional feedback, you can craft a standout resume fast

— 1. Resume and Cover Letter Samples

Organize your information with worksheets and advice from our Resume Guide. Use real-world examples as models.

Resume Resources

 [Resume Guide](#) 

 [Action Verbs for Resumes](#) 

Sample Resumes

Sample –  [First Year Student](#) 

Sample –  [Limited Experience](#) 

Sample –  [Engineering](#) 

Sample –  [Marketing](#) 

Sample –  [Biology](#) 

Sample –  [Humanities](#) 

Sample –  [Accounting](#) 

Sample –  [Bioengineering, Grad Student](#) 

Sample –  [Functional Resume, Grad Student](#) 

Katniss Aberdeen

1234 Street Name | Riverside, CA 92507
kaber001@ucr.edu | (951) 555-5555 | linkedin.com/kaberdeen

OBJECTIVE

To obtain the Resident Advisor position with UCR Housing Services.

EDUCATION

University of California, Riverside (UCR), Riverside, CA

Bachelor of Science in Psychology, GPA 3.6

June 2019

Related Coursework: Adolescence and Emerging Adulthood, Social Psychology, Sociology of Education

EVENT PLANNING EXPERIENCE

Nothing But Nets, UCR

Fundraising Project

January 2016 – June 2016

- Participated in a student-led organization dedicated to educating, advocating, and fundraising for the United Nations to send nets to African countries to help stop the spread of malaria.
- Collaborated with a group of seven students raising over \$10,000 for research, mosquito net distribution, and literature.
- Researched the effects of malaria and developed promotional materials including posters and flyers for in-class presentations.
- Conducted 12 presentations to student organizations and classes to facilitate fundraising efforts and promote awareness of the malaria epidemic in Africa.

WORK EXPERIENCE

In-N-Out Burger, Riverside, CA

Shift Leader

April 2015 – Present

- Train and supervise ten staff members. Provide input for new hire performance reviews and identify areas for additional training.
- Demonstrate ability to enforce policies and procedures in a leadership capacity.
- Record and deliver 35 bank deposits that was completed on a weekly basis.
- Enforce proper food sanitation policies and procedures with team members during staff meetings.

Cashier

October 2014 – April 2015

- Provided outstanding customer service using effective interpersonal and problem-solving skills.
- Maintained accurate inventory count of all products utilizing Excel databases that was visible for all staff to review.

ACTIVITIES

Member, Psychology Club, UCR

October 2015 – Present

- Research social climates of University setting.
- Serve as an ambassador recruiting and promoting club information to classes on campus

SKILLS

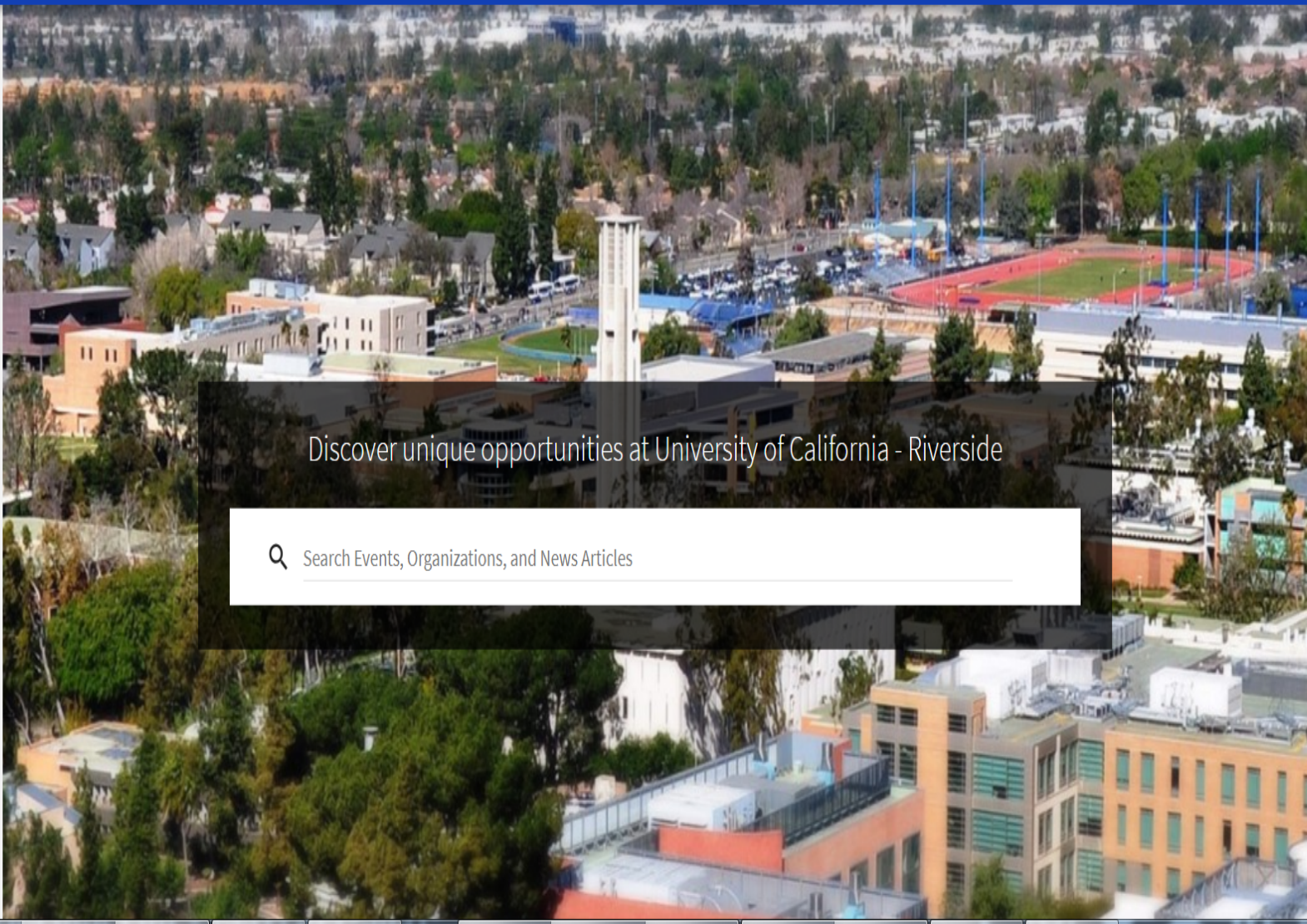
Computer: Microsoft Word, Excel and Access in PC and Mac platforms

Social Media: Facebook, Twitter, Instagram, Snapchat

We Recommend

- ✓ Explore and join [UCR Student Organizations](#)
- ✓ Learn about [volunteer & research opportunities](#)
- ✓ Attend Career Center events
- ✓ Check out our Event Calendar at careers.ucr.edu
- ✓ Learn about the Career Center's [Career Development Programs](#)
- ✓ Learn about Early Identification Programs





Discover unique opportunities at University of California - Riverside

🔍 Search Events, Organizations, and News Articles

Community Services Programs



Get Involved, Make a Difference!

UCR students are dedicated to serving their communities — as shown by our #2 ranking for contribution to the public good and #3 ranking for community service participation and hours served by *Washington Monthly* magazine.

Career Development Programs

HOME CAREER PLANNING / CAREER DEVELOPMENT PROGRAMS

Career Development Programs



Guiding You to Career Success

UCR's Career Center offers 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 first-generation college students, undocumented students and student veterans.



ASPIRE

ASPIRE — Abilities-focused Students: Planning, Informing, Resource building, Exploring employment — is a career-development and professional-leadership program focused on the enhancement and exploration of career skills and transferable life skills for undergraduate students with disabilities. [Apply for the program here](#). For more information, contact: Vanessa Lee, wei.lee@ucr.edu, (951) 827-2827; or Glyn Wild, glynw@ucr.edu, (951) 827-4538.

CAREER PLANNING

[College-Specific Milestones »](#)

[First Year-Senior Career Plan »](#)

[Career Readiness Blog »](#)

[Student Spotlight »](#)

[Career Development Programs »](#)



UCR Handshake replaced SCOTLink as of July 1st, 2018. Please log in to create your profile.

[Employers](#)

[Students](#)

[Alumni](#)



ASPIRE (Abilities-focused Students: Planning, Informing, Resource building, Exploring employment)



The Butterfly Project (A partnership between the Career Center and Undocumented Student Programs)



Get HIRED (Help International students Reach Employment Destinations)



Internship Success Program



Operation VETS (Veteran, Employment, Transition, Success)



ORBITS (Obtain Resources, Become Informed, Target Success)

Connect. Inspire. Empower.

Come See Us!

Hours:

Mon. - Fri. 8 am to 5 pm
except Wed. 9 am to 5 pm

Drop-In Hours:

Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm



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