

Part Time Job Search & Resume Writing



Resume

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

Job Search Strategies

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



What You'll Learn Today

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



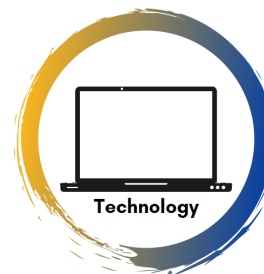
**Start developing your
resume with your
academic and non-
academic experiences**



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

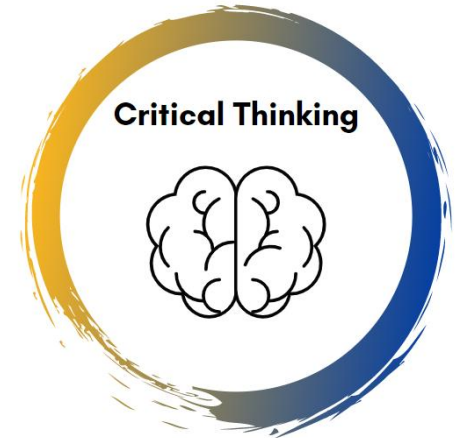


**List resources and tools to
help you find job and
experiential learning
opportunities**





NACE CAREER READINESS COMPETENCIES



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





Resume Writing



Formatting

- Easy to read
- Presented recent to oldest (reverse chronological order)
- Dates right aligned
- Consistent formatting
- No large blank spaces

Divya Careers

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521 · linkedin.com/in/yourname

OBJECTIVE

Obtaining 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 2019 – Present

- Manage more than 100 clients and their advertising needs.
- Design advertising campaigns and marketing related plans utilizing AdPro software.
- Create and work with designers using Adobe software to develop effective advertisements.
- Raise approximately \$3,000 in advertising revenue each month.

Young & Rubicam, Irvine, CA

Advertising Intern

July 2019 – September 2018

- 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 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 2019 – June 2018

- 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 2018– June 2019

- 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 2016 – June 2017

- Fundraised and created awareness to support projects and companies that help those less fortunate.
- Assisted in managing events and programs for the club.

WORK EXPERIENCE

Bob's Big Boy, Riverside, CA

Server

January 2016 – August 2016

- Provided excellent customer service in a fast paced environment.
- Maintained cashier drawer and ensured accurate daily cash records.

SKILLS

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

Social Media: Instagram, Facebook, Twitter, Snapchat

Language: Trilingual in English, Hindi, and Bengali

Header

Divya Careers

← Contact Info, less white space

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521 · linkedin.com/in/yourname

SCOTTIE HIGHLANDER

← Contact Info, more white space

900 University Avenue ▪ Riverside, CA 92521

shighland001@ucr.edu ▪ 951-827-3631



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

B.A., Business Administration, Marketing, University of California, Riverside

June 2021

A.A. University Studies, Chaffey College, Rancho Cucamonga, CA

June 2019

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

Experience – What should I highlight?

- **Not job title, but tasks and actions**

Cashier...Try this:

- *Operated cash register and balanced \$1500 in receipts*

- **Accomplishments, not duties**

Responsible for sales...Try this:

- *Awarded associate of the month for record-setting sales*

- **Use “action” words**

Responsible for tutoring students... try this:

- *Established positive rapport with 15, 6th graders, assisting them in Language Arts*

Experience Examples/TAR Method

WORK EXPERIENCE

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
- Spearheaded entertainment activities sponsored by country club
- Supervised coworkers during assigned shifts at check-in and concession stand





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 (*only if you have used this in a professional capacity)

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 (Juniors + remove this)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses
- Error free (both spelling and grammar)



Part-Time Job Search Strategies

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**
- **Digital**
 - Handshake
 - Career Shift
 - LinkedIn
 - Job Boards
 - Social Media
- **In-Person**
 - Career Fairs
 - Networking Events



Handshake

handshake Search jobs, employers, events Jobs Events Q&A Students Messages Career Center Natasha


Job Search


Job Search Applications Employers On-Campus Interviews


summer California, United States of America

Full-Time Job Part-Time Internship On-Campus 2 Filters Clear All

1-25 of 72 items Relevance

**Lifeguard (Summer)**
City of Carlsbad
Part-Time Job
Carlsbad, CA
Apply before Wednesday, 7/31
All Employer Preferences Match

**Summer Intern**
CTBC Bank Corp USA
Part-Time Internship
Los Angeles, CA
Apply before Thursday, 5/23

**Summer Intern**
Ankit Consulting Services, Inc.
Part-Time Internship
Apply before Sunday, 6/30

My Favorite Jobs 0

Be first to know about new jobs matching this search

Get Email Alerts

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

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

Career Shift

Jobs Events Q&A Students Messages Career Center NS Natasha

sha.

Your tasks for today

Make your profile visible so employers can find you

[Make Profile Public](#)

- My School
- Appointments
- Resources**
- Surveys

Resource Library

Search resources...

CareerShift
by Anonymous

Move into the fast lane by finding the companies, jobs and contacts with which you can pursue career opportunities that best fit your personal goals and aspirations. CareerShift provides all the online tools and links to keep you organized for success. Please use the UCR...

UCR Career Center

Internship Placement Form
by Anonymous

Internship Placement Form You must complete this form in order to receive a 198-I form or Learning Agreement. Please fill out each question accurately. Click on "Internship Placement Form" above to access form. Already completed the form and need to resubmit? click here

UCR Career Center

Work Study Placement Form 18-19
by Anonymous

ONLY students that have received a Work-Study award as part of their Financial Aid package are eligible to apply for Work-Study Jobs. PRIOR TO YOUR INTERVIEW: 1. PRINT your Work-Study Placement Form <https://vcsaweb.ucr.edu/wwsf> 2. PRINT the job description and attach to the...

UCR Career Center Work-Study

Career Shift

Search Job Listings

Keywords: ?

Company Name: ?

☒ ALL KEYWORDS ☐ ANY KEYWORDS ☐ HIGHLIGHT SEARCH RESULTS

☒ SEARCH BY AREA ☒ ADVANCED SEARCH

Area Criteria

Country: ?

Location (city, state, province, area, region, etc.): ?

State/Province: x x

Postal/Zip Code: Zip Radius: ?

Advanced Criteria

Job Type: x ?

Job Source: x ?

Sort By: ? x

Search & Filters:

- **Keywords:** Job, Internship, something more specific?
- **State:** California
- **City/Metro Region:** LA
- **Job Type:** Part-Time
- **Published Within:** 7 days

Pro Tip: Search often & Filter for Recent Postings

Career Shift

Search Results

Page 1 of 8 | 159 Found Jobs

 Save Search



Summer Intern ¹²

Agency Arts | Glendale, CA

Source: Indeed, Posted: 05/16/2019 09:30:06 PM

Looking for a summer intern for an artist agency. Representing Artists, Directors, Photographers and Animators....

 FIND CONTACTS

SHARE JOB 

 LOCATE THIS JOB ¹²

 SAVE FOR LATER



Summer Marketing Intern ¹²

Helpr | Santa Monica, CA

Source: Helpr, Posted: 05/15/2019 03:26:20 AM

Helpr offers subsidized backup childcare to working parents at leading companies like Snap and Bird. When an employer partners with Helpr to pick up the cost...

 FIND CONTACTS

SHARE JOB 

 LOCATE THIS JOB ¹²

 SAVE FOR LATER



Summer School Teacher ¹²

Brain Gym Education | Los Angeles, CA

Source: Indeed, Posted: 05/14/2019 07:30:18 PM

We are currently looking for a teacher for our summer school program. We are an afterschool program located in Koreatown, Los Angeles, California...

 FIND CONTACTS

SHARE JOB 

 LOCATE THIS JOB ¹²

 SAVE FOR LATER



Assistant Instructor ¹²

Engineering for Kids Los Angeles | Los Angeles, CA

Source: Indeed, Posted: 05/15/2019 02:45:27 AM

NOW HIRING ASSISTANT INSTRUCTORS FOR SUMMER. We are currently hiring assistant instructors for summer programs throughout Los Angeles to help lead instructors...

 FIND CONTACTS

SHARE JOB 

 LOCATE THIS JOB ¹²

 SAVE FOR LATER



Summer Site Lead (Instructional Coach) ¹²

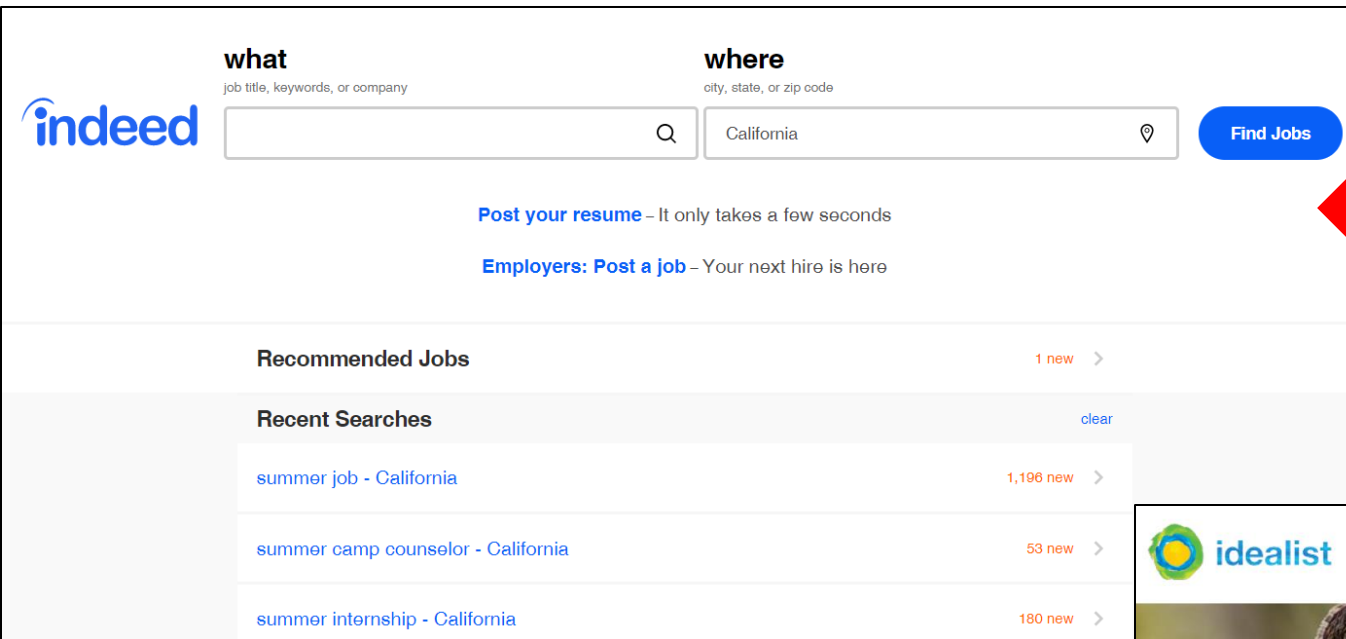
Girls Who Code | Los Angeles, CA

Source: Indeed, Posted: 05/13/2019 05:42:20 PM

Submit performance feedback for assigned teachers and TAs once summer program concludes. Clarify and remind teaching staff of details of engagement...

Pro Tip: Save
Your Search

Digital Job Boards



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

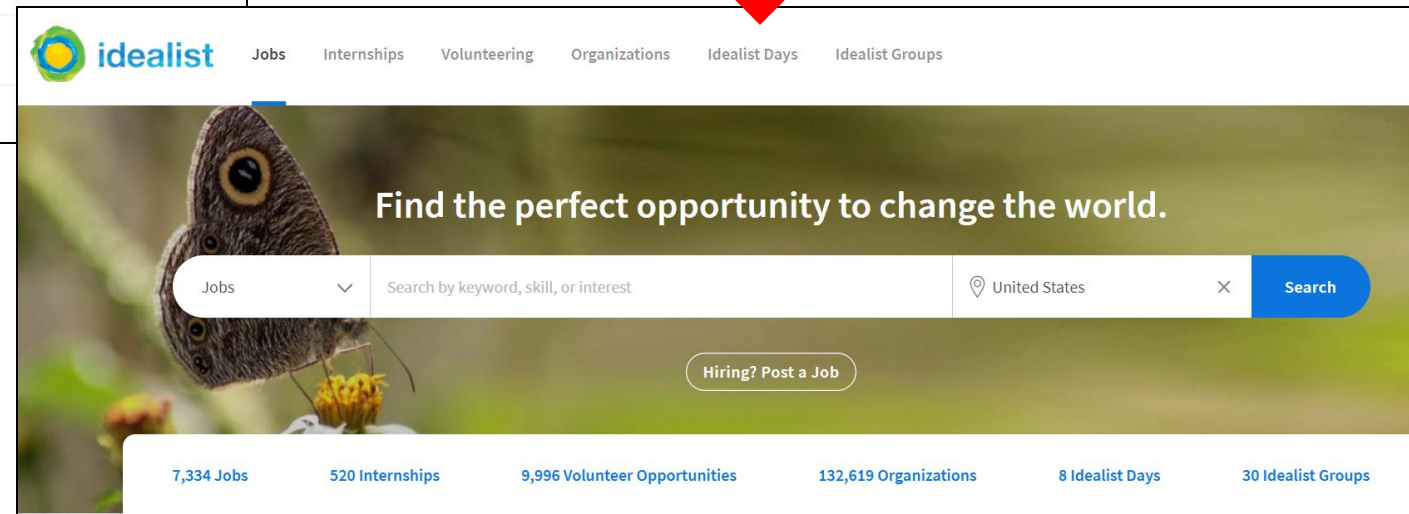
Idealist: Great for Non-Profit Specific

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



What Platforms Should You Use?

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



**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!

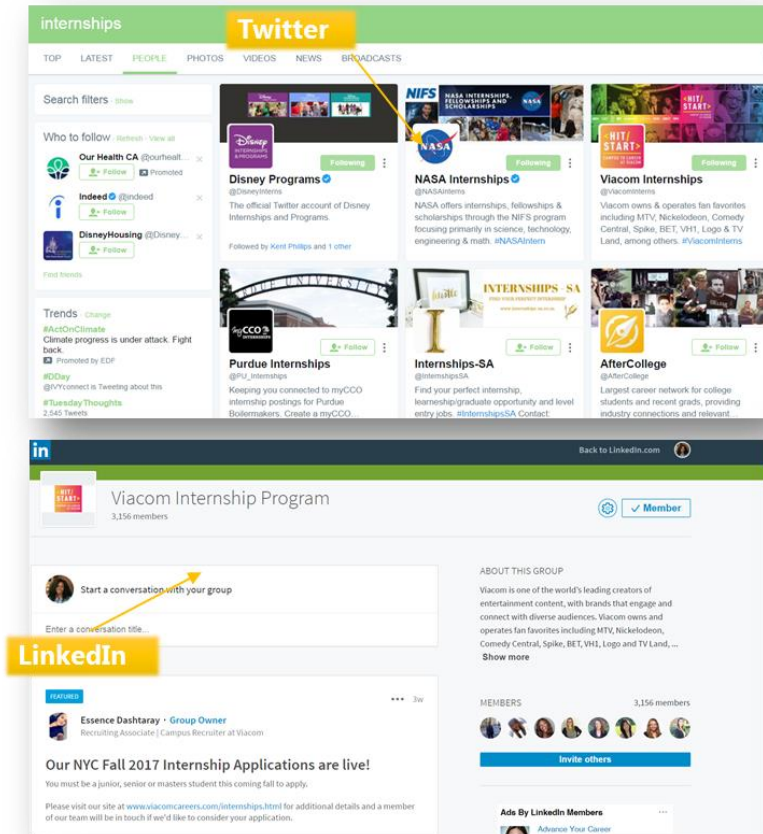
Digital: Social Media

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



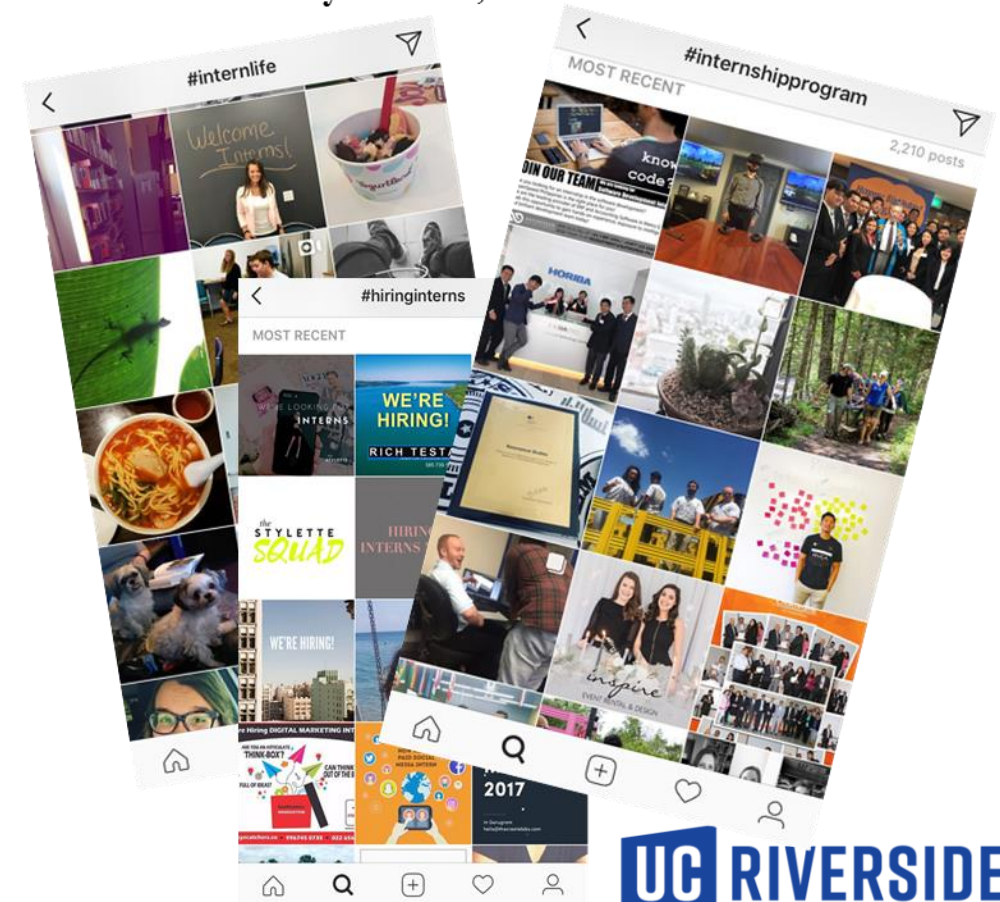
Instagram



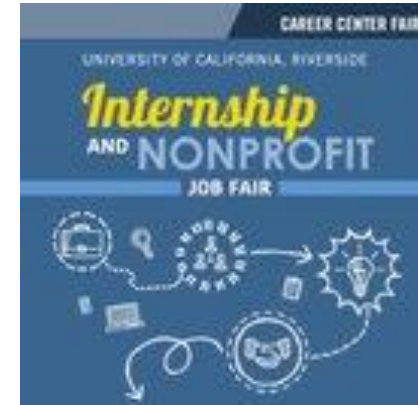
2

Hashtags

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

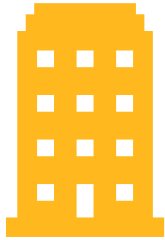


In-Person & Virtual: Career Fairs



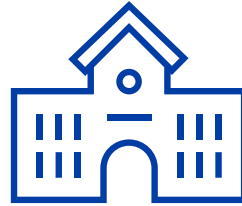
- The Diversity Job Fair
- Education Job Fair
- Graduate/Professional School Information Fair
- Health Professions School Information Fair

In-Person & Virtual: Networking



Career Center:

Information Sessions/Tables
Job Discovery Series
Health Professions Week
Workshops with Employers



UCR Campus:

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



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 Seasonal Jobs

What local opportunities are near you?

Castle Park

Disneyland

Knott's Berry Farm

Sea World

Magic Mountain

Hotels / Ski Resorts









Retail/Department Stores

Things to Have Ready

- **Resume, Cover Letter, References**
- **Utilize StandOut for interview prep!**
- **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 or contact a career counselor today.



Join the UCR Career Network, an online community for networking, mentoring, and job opportunities for alumni and students.

MENTORING

Matching process that connects current students with alumni or alumni with one another.

JOB SEARCH

Job board for those currently seeking employment or for alumni looking to hire other Highlanders.

NETWORKING

Discussion boards to meet and network with others who have similar career questions.

REGISTER AT [CAREERNETWORK.UCR.EDU](https://careernetwork.ucr.edu)



Questions?

Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:

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

*Individual counseling appointments available
Schedule on Handshake*

Drop-In Hours:

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



Career Center



careers.ucr.edu • (951) 827-3631



#HireHighlanders • #UCRCareerReady