

DID
YOU
KNOW











Many employers are interested in engaging **1st** & **2nd** year students via *Early Identification Programs?*

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



**Like.
Follow.
Share.**

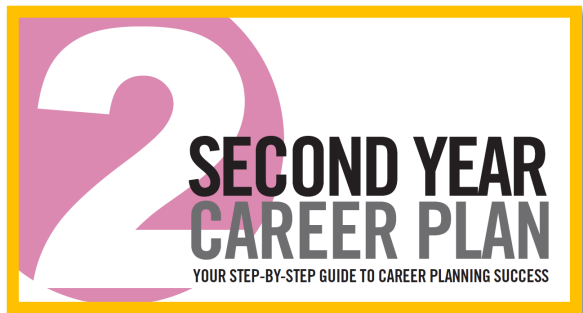
UNIVERSITY OF CALIFORNIA
UCRIVERSIDE | Career Center

 | UCRiversideCareerCenter

      | ucrcareercenter

CONNECT. INSPIRE. EMPOWER.

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



Second Year Career Plan

**CHOOSE A
MAJOR**

**BUILD RESUME
WRITING &
INTERVIEWING
SKILLS**

**EXPLORE
CAREERS**

**GET A SUMMER
INTERNSHIP
OR JOB**

SECOND Year Career Plan

Your step-by-step guide to career planning success

We Recommend

- ✓ Meet with a career counselor
- ✓ Take a career assessment.

- **Strong Interest Inventory (SII)**

The SII evaluates your interests and uses them to suggest majors, internships and careers. The goal is to help you find career options that are satisfying and well suited to what you love. You must schedule an appointment for an evaluation.

- **Myers-Briggs Type Indicator (MBTI)**

The MBTI looks at your personality type and how it will tie into career options and work relationships. The goal is to help you find a career that is suited to your personality. You must schedule an appointment for an evaluation. The MBTI is often taken with the SII.

- **CareerLeader**

CareerLeader measures patterns of business-related interests, values and abilities. It is appropriate for students interested in any type of business career, regardless of major. You do not need to schedule an appointment for an evaluation; stop by during [drop-in hours](#). (\$20)

- **Focus 2**

Focus 2 is our free assessment tool. It combines career, UCR major exploration, decision making and action planning. You can log into [Handshake](#) [🔗](#) and take it right now!



CHOOSE A
MAJOR

We Recommend

- ✓ Attend a *Choosing a Major* workshop
- ✓ Explore the UCR General Catalog:
catalog.ucr.edu
- ✓ Meet with your academic advisor
- ✓ Explore UCR Alumni on LinkedIn



**CHOOSE A
MAJOR**



TARGET

Deloitte.



KOHL'S

**EXPLORE
CAREERS**

Google



PEPSICO

We Recommend

- ✓ Get involved in a student organization and/or volunteer for a cause that interests you

HighlanderLink @ UCR

- ✓ Conduct an informational interview with a professional in a career that interests you
- ✓ Check out the Career Center Calendar
- ✓ Explore UCR alumni on LinkedIn



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
- ✓ Attend an *Ace the Interview* workshop



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

- ✓ Use your UCR Handshake account
- ✓ EIPs, OCI, UCDC, UC Sacramento
- ✓ Use [LinkedIn](#)
- ✓ Attend Career Center job fairs, internship and part time job events
- ✓ Find additional job and intern listings, as well as opportunities abroad at careers.ucr.edu
- ✓ Explore study abroad opportunities at international.ucr.edu/abroad

GET A SUMMER
INTERNSHIP
OR JOB

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



#UCRCareerReady

CAREERS.UCR.EDU • (951) 827-3631

