As a transfer student, this is a crucial time to prepare for career success by building relationships, gaining experience for your resume, learning job search skills, and determining if you will need a graduate or professional degree for your career choice. We can help you get there.

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

During your time at UCR, follow the steps below to plan for your future career success.

- Talk to your academic adviser.
- Meet with a career counselor to set goals and assess your career interests.
- Join UCR student organizations. Explore your options online at [highlanderlink.ucr.edu](http://highlanderlink.ucr.edu) and [studentlife.ucr.edu](http://studentlife.ucr.edu).
- Attend Career Center events. Find out about them and register at [careers.ucr.edu](http://careers.ucr.edu).
- Visit the Transfer and Commuter Lounge to connect with other transfer students. It’s located on the first floor of the HUB across from HUB dining locations.
- Visit the Transfer Success Zone at the Academic Resource Center.
- Participate in the Career Center’s ORBITS program, Internship Success Program, and Transfer Career Plan workshop.

A resume markets your education, accomplishments, experience, and skills. Create or update yours for part-time jobs, internships, research, networking, graduate schools, study abroad, and other opportunities. Be sure to also practice your interviewing skills before applying to positions.

- Attend a Resume Writing workshop and an Ace the Interview workshop.
- Have your resume critiqued. Visit the Career Center Monday–Thursday, 10 a.m.–3 p.m. and Friday, 10 a.m.–12 p.m.
- Update your resume as you gain new experiences.
- Practice your interview skills by using the StandOut mock interview tool in the Resources section of your UCR Handshake account and scheduling a mock interview appointment with a career counselor.

While at UCR, build professional skills and experiences to add to your resume through internships, part-time work, campus involvement, research, and volunteering. Talk to people all around you to have “career conversations,” network, and eventually find a job.

- Learn about summer internship opportunities through the On-Campus Interview program. In the “Jobs” section of your UCR Handshake account, click on “On-Campus Interviews” to see a list of all upcoming interview opportunities and apply.
- Use the job and internship database in your UCR Handshake account as well as CareerShift and Career Insider.
- Find additional job and intern listings, as well as opportunities abroad, at [careers.ucr.edu](http://careers.ucr.edu) under Students.
- Create or enhance your LinkedIn profile by attending the Mastering LinkedIn workshop.
- Conduct informational interviews with people who work in your desired career field.
- Meet with your academic adviser and find out if your internship qualifies for academic credit.

Career exploration includes finding out if your desired career requires an advanced degree. Do some research now and discuss pursuing graduate school with a career counselor and faculty.

- Research occupations for job outlook, salary, education, training, etc.
- Research graduate school application deadlines and testing requirements.
- Write your personal statement. The Academic Resource Center offers assistance with this.
- Get letters of recommendation. Give faculty members one to three months of advance notice and share your resume or CV with them as well.
- Contact the Academic Resource Center for graduate exam preparation seminars including the GMAT, the GRE, the LSAT, and the MCAT.

For more information on this and other resources to prepare for your future career, stop by the Career Center, email careercounseling@ucr.edu, or call (951) 827-3631.

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (09/19)