

**DID
YOU
KNOW**



If you plan on going to graduate and professional schools right after college, you need to apply during Fall of your senior year.

**DID
YOU
KNOW**











Top 2 Factors influencing employers' decision to hire:

1. Completed an internship with your organization
2. As an internship experience in your industry

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



Transfer Career Plan

**GET INVOLVED IN
CAREER & CAMPUS
RESOURCES**

**BUILD YOUR
RESUME &
INTERVIEWING
SKILLS**

**GAIN EXPERIENCE
& NETWORK**

**RESEARCH GRADUATE
& PROFESSIONAL
SCHOOLS**

TRANSFER 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



On-Campus Resource:

- Talk to your academic advisor
- Visit Transfer and Commuter Lounge

Campus Involvement:

- Highlander link
- Student Life

Career Center Involvement:

- Quarterly calendar of events
- Job Discovery Employer Panels
- Networking Events
- Graduate and Professional School Panels

On-Campus Career Center Resource:

- Meet with a Career Counselor
- Drop-In Vs. Appointment



**GET INVOLVED IN
CAREER & CAMPUS
RESOURCES**

We Recommend

- ✓ Attend the ***Ace the Interview and/or Interviewing for Introverts*** workshop.
- ✓ Practice your interview skills with our Mock Interview appointments
 - ✓ *Schedule an appointment with a career counselor to get feedback!*
 - ✓ *Practice actual interview questions with a counselor*
 - ✓ *Talk interview logistics with a counselor*
 - ✓ *Bring in interview questions you anticipate for future interviews*



BUILD YOUR
RESUME &
INTERVIEWING
SKILLS

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

- ✓ Talk to everyone you know (Be intentional)

Strategically build relationships for a future opportunities (ex. attending events, volunteering, part-time work etc.)

- ✓ Attend internship related workshops, events & Career Fairs

- ✓ Create or enhance your LinkedIn profile

- ✓ Conduct information interviews

Leverage your position as a college student to meet those in industries you are curious about



Consider these factors

- ✓ Determine if grad school is a necessary step for career choice
- ✓ Research the occupation: Occupational Outlook Handbook, O*NET
- ✓ Research graduate school requirements:



Preparing for Graduate & Professional Schools



PREPARING FOR
GRADUATE &
PROFESSIONAL
SCHOOLS

[What is Graduate School? »](#)

[How and When Do I Apply? »](#)

[What Tests Are Required? »](#)

[How Do I Pay for Grad School?
»](#)

[How Do I Get Letters of
Recommendation? »](#)

[What You Should Know Before Graduate School](#)

RESEARCH GRADUATE
& PROFESSIONAL
SCHOOLS

- ✓ Write your personal statement – Visit the Academic Resource Center (ARC) for help
- ✓ Get letters of recommendation – 2-3 months in advance!
- ✓ Utilize the ARC's test prep seminars

Get to know faculty
Letter of recommendation

MCAT
Medical College
Admission Test

LSAT
Law School Admission Test

GMAT[®]
Graduate Management Admission Test

GRE[®]



Personal statement
Graduate exam preparation

Connect. Inspire. Empower.

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
UCR Career Center

Come See Us!



#UCRCareerReady

CAREERS.UCR.EDU • (951) 827-3631

