



UCI Division of
Career Pathways

CAREER TOOLKIT

Discover · Connect · Succeed

UCI DIVISION OF CAREER PATHWAYS

EVENTS

The Division of Career Pathways hosts a variety of events each year - from career fairs to job shadow and networking opportunities. Learn more about these events and how to prepare for them by visiting career.uci.edu.

Part-Time Job Fair

- FALL QUARTER -

Learn more about part-time job opportunities on or near campus.

Fall Career Fair

- FALL QUARTER -

Employers will be recruiting students from all majors and backgrounds for a variety of opportunities.

STEM Career Fair

- FALL QUARTER -

Meet with employers from STEM fields and learn more about available part-time, full-time, and internship opportunities.

Law School Fair

- FALL QUARTER -

Meet representatives from law schools across the country and learn more about the application process.

- PART OF -

**GRADUATE AND
LAW SCHOOL WEEK**

Graduate & Professional School Fair

- FALL QUARTER -

Speak with a variety of school admissions and test prep company representatives.

- PART OF -

**GRADUATE AND
LAW SCHOOL WEEK**

Internship & Career Fair

- WINTER QUARTER -

Meet employers seeking Anteaters for part-time, full-time, and internship opportunities.

- PART OF -

EXPERIENCE EXPO

Health Professions Fair

- SPRING QUARTER -

Meet school admissions representatives from graduate school programs in a variety of health professions.

- PART OF -

PRE-HEALTH CAREER WEEK

Spring Career Fair

- SPRING QUARTER -

Catch the last career fair of the year! Employers will be hiring students from all majors and backgrounds.

Special Events

CAREER DISCOVERY SERIES

- WINTER QUARTER -

Industry-specific career panels and networking sessions

JOB SHADOW PROGRAM

- SPRING BREAK -

Shadow a professional for a day and learn more about a career

Handshake

Handshake is the Division of Career Pathways' comprehensive online career services platform. Use Handshake to discover internship options, connect with employers, and prepare for a successful search by viewing and enrolling in workshops and labs. Current students already have an account.

Log in with your UCINetID and password at

uci.joinhandshake.com



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Contact Information

career.uci.edu

100 Student Services 1
(across from Student Center Starbucks)

career@uci.edu

949-824-6881

“Figure out who you want to be in the future and take time to discover your core values.”



UC IRVINE ALUMNI PROFILE

Maria T. Khan

BA International Studies

Current Graduate Student at Carnegie Mellon

DESCRIBE YOUR CAREER TRAJECTORY SINCE GRADUATION

“After graduating with a degree in International Studies from UC Irvine, I was selected to participate in an intensive, graduate-level public affairs fellowship program. As a Fellow for Coro Southern California, I had the opportunity to view public affairs through the lens of private and public sectors. Over the span of 9 months, I was placed in seven different organizations such as ABC7, LA County Department of Public Works, The Coca-Cola Company, and more.

While I was working full-time, I discovered what skills I brought to the table and what I felt that I was missing. At UC Irvine, I was provided an excellent skill set for ‘why’ learnings. My professional career after UCI focused

on ‘what’ learnings. Now that I knew why I was passionate about immigrant issues and what exactly I wanted to work on for immigrant communities, I started asking myself ‘how’ will I contribute to this work?”

WHAT WAS YOUR EXPERIENCE UTILIZING THE CAREER SERVICES AT UCI?

“Take advantage of the career services through the Division of Career Pathways at UC Irvine! I visited numerous times for resume reviews, mock interviews, workshops, internship advice, and more. I received a mock interview before my Coro interview. The feedback and encouragement she provided me truly helped me feel confident during my real interview.”

“Without all the assistance from DCP, I would have had a much more difficult time trying to set myself up for growth opportunities after graduation.”

WHAT IS ONE THING YOU WISH YOU WOULD HAVE DONE OR TAKEN ADVANTAGE OF?

“I never got a chance to attend UCDC! I truly wish I had taken advantage of the opportunity to live and work in DC for a summer!”

DO YOU HAVE ANY ADVICE FOR SOMEONE EXPLORING CAREER PATHS?

“There is no one way to explore career paths! Take time out to do what works for you whether that’s volunteering, reading a book, cultivating mentors, auditing a class, etc.”

SERVICES

Drop-In Advising

Brief drop-in career consultations and resume/cover letter reviews.

Note: Drop-In Advising times vary by quarter. Visit the Drop-In Advising page on career.uci.edu for current times.

Individual Career Counseling Appointments

Appointments with professional career engagement educators are available for career planning, job search, practice interviews and graduate school preparation.

SCHEDULE APPOINTMENTS ONLINE:

- From your Handshake homepage, select “Career Center” from the menu across the top of the page and then “Appointments”
- Click on “Schedule A New Appointment”

Handshake (Job and Internship Listings)

Handshake, the online job posting site for UCI students, lists part-time and full-time jobs, internships, work-study, and summer/seasonal positions. Use Handshake to register for DCP events.

Career Assessments

The Strong Interest Inventory, Myers-Briggs Type Indicator, SkillScan, and Values Survey are tools to help you gather information for career decision making.

On-Campus Interviews (OCI)

Companies conduct on-campus interviews at DCP during the academic year for job and internship positions.

Workshops

Presentations providing information about resume writing, interviewing techniques, job search strategies, internship planning, and graduate/professional school preparation.

Career and Graduate Student Resources

Directories and information regarding occupations, salary, employers, nonacademic career paths for PhD students, and graduate schools (available online).

Career Labs

Drop-in any time during our labs for hands-on help. Lab topics include resume, cover letter, LinkedIn, and finding a part-time job. Bring your laptop or borrow a tablet (first come basis).

How-To Guides

Our How-To Guides can help you with choosing a major, writing a resume/cover letter, interviewing, dining etiquette, and applying to graduate school (available online).

UCDC and Sacramento Internship Program (SIP)

Help students prepare as well as access resources to obtain summer internships in Washington, D.C. and Sacramento.

Career Discovery Series (CDS)

A series of panel presentations on various industries and careers. An opportunity to gain knowledge about particular career interests and to network with professionals.

STUDENT PATHWAYS

Discover | DEVELOP A FOCUS

- Create a Handshake account** and complete your profile
- Access Roadtrip Nation** and explore career options and majors
- Attend panels and information sessions** to explore industries and learn from experts in the field
- Identify career options** through career groups, workshops, and student organizations
- Participate in the Job Shadow Program** and observe employers during Spring Break
- Become career ready** by developing a plan for acquiring career readiness skills that employers value
- Research graduate and professional school options** through workshops, fairs, panels, and online resources
- Access tools and technologies** to assist with job search, resume writing, interview preparation, and more

Connect | DEVELOP NETWORKS AND BUILD SKILLS

- Use Handshake to apply for on/off-campus jobs and internships** and develop experience and skills
- Improve networking skills** and learn new ways to find employers and opportunities
- Explore DCP's Internship Pathways** to learn what to do before, during, and after an internship or campus job
- Receive feedback** on your resume, cover letter, and LinkedIn profile through online reviews, drop-ins, etc.
- Practice your interview skills** via workshops and online practice interviews like Big Interview
- Attend Experience Expo** to explore opportunities to gain skills
- Find an alumni mentor** via the UCI Alumni Association's online tool "The Anteater Network"
- Gather references** by cultivating relationships with faculty and supervisors
- Access tools and technologies** to connect with others, hone skills, and continue your job search

---→ EXPLORE PATHWAYS ONLINE:
CAREER.UCI.EDU/DCS

Succeed | BE CAREER READY AND FIND MEANINGFUL OPPORTUNITIES

- Use Handshake to apply for internships and jobs and keep your profile up to date**
- Access career readiness tools and learn how to effectively share your skills with employers**
- Conduct company and industry research with online tools including Vault, GoinGlobal, and more**
- Engage with employers at career fairs, employer info sessions, and on-campus interviews**
- Clarify post-graduation plans before graduation - opportunities, graduate/professional school admission, etc.**
- Discover how to maximize job offers in terms of salary, benefits, and other considerations**
- Share your first career or grad school destination via the Post-UCI Destination Survey on Handshake**
- Continue your development by exploring professional development through UCI Continuing Education and Alumni Association programs**
- Access tools and technologies to continue building networks and exploring opportunities**

*“You do not need to have it all figured out,
but you should have a plan and
a willingness to persevere and improve.
You will get better if you try.”*

*- David Berry Nelson
Associate Director
Purdue University
UCI ALUMNUS, PHD IN HISTORY*

LET'S GET CAREER READY!

Employers are looking for graduates who know how to use their strengths, interests, and abilities. Students can develop these eight Career Readiness skills to prepare them for the transition into the workplace, continuing education, and beyond!

PROBLEM SOLVING

Exercise sound reasoning, analytical thinking, and inventiveness; use knowledge and data to solve problems and make decisions.

PROFESSIONALISM

Demonstrate personal integrity, effective work habits, and a professional work image.

COMMUNICATION

Show understanding of audience's diverse needs in order to articulate thoughts and ideas clearly and effectively in written, verbal, and non-verbal forms.

TEAMWORK

Collaborate and work within a diverse team structure; negotiate and manage conflict.

LEADERSHIP

Draw upon interpersonal and organizational skills to motivate and develop others to achieve common goals.

TECHNOLOGY

Select and use appropriate technology to solve problems and accomplish goals.

CAREER MANAGEMENT

Identify and articulate relevant skills, knowledge, and experiences in pursuit of career opportunities; self-advocate and identify areas of professional growth.

INTERCULTURAL FLUENCY

Value, respect, learn from, and interact with people from diverse cultures, races, ages, genders, sexual orientations, religions, nationalities, abilities, and socioeconomic backgrounds.



CONNECTING WITH EMPLOYERS ONLINE

Division of Career Pathways Website | [CAREER.UCI.EDU](https://career.uci.edu)

The Division of Career Pathways' website is your gateway to career resources from across the UC Irvine campus and beyond. Find digital guides, videos, resources and more.

Handshake | [UCI.JOINHANDSHAKE.COM](https://uci.joinhandshake.com)

Handshake is the Division of Career Pathways' comprehensive online career services platform.

Use Handshake to...

- Discover internship, part-time, and full-time job opportunities through searching by major
- Search for internships and job opportunities on and off-campus targeted to UCI students
- Connect with employers and students who previously worked for those companies through the comment function on postings and information sessions
- Prepare for a successful search by viewing and enrolling in upcoming workshops and career labs

LinkedIn | [LINKEDIN.COM - GROUP ID #2961300](https://www.linkedin.com/groups?gid=2961300) | SEARCH FOR "UC IRVINE DIVISION OF CAREER PATHWAYS"

Join the Division of Career Pathways LinkedIn group. You'll be able to connect with DCP staff, student staff, UCI alumni, and our employer partners. Learn more at <https://www.linkedin.com/groups?gid=2961300> or search for "UC Irvine Division of Career Pathways" under LinkedIn groups. Also consider joining the "UCI Alumni" group (ID #28617).

The Anteater Network | [ANTNET.UCI.EDU](https://antnet.uci.edu)

Find an alumni mentor via the UCI Alumni Association's online tool, "The Anteater Network: Connect the Zots!" Explore the network and build purposeful connections.

Social Media | [@UCICAREER](https://twitter.com/UCICAREER)

Follow the Division of Career Pathways on Facebook, Twitter, and Instagram to learn more about our events, workshops, and discover helpful career advice.

CREATE YOUR ONLINE PROFILE

Your online presence shapes a potential employer's first impression of you. Keep these tips in mind when creating your online profile.

LinkedIn, Handshake, Anteater Network, and other Professional Profiles

OVERVIEW

Employers check these profiles when they want more information about you. LinkedIn is the most popular, with over 40 million student and recent-grad accounts. Employers view Handshake profiles when reaching out for targeted recruiting opportunities.

TIPS FOR SUCCESS

A completed professional profile shows employers you are serious about finding career opportunities. This is your opportunity to market yourself beyond a resume because profiles provide links and highlights in a succinct, easy-to-view page.

Be sure to include: a professional profile image; a brief summary/bio; experience, accomplishments, and education; organizations or groups you belong to; and relevant skills.

Did you know? You can customize your auto-generated LinkedIn URL to one that includes your name (www.linkedin.com/in/YourName). Promote your profile by adding this URL to your signature line, business card, or resume.

Social Media Profiles

OVERVIEW


Your social media profiles (Facebook, Instagram, Twitter, etc.) can be powerful tools as well. They show potential employers what you're passionate about, what you do for fun, and additional skills you possess. Social media is also a great way to start the networking process with organizations you're interested in.

TIPS FOR SUCCESS

Always be mindful of what you post on social media. The words and images you share publicly can show employers that you're good at communication, teamwork, problem solving, attention to detail, and other important skills. If you're not willing to curate a professional-friendly, responsible social media profile, consider setting it to private.

Be sure to include: a professional-friendly profile image, a brief bio, links to any online portfolios or projects.

Did you know? If you're shy about networking in person, start the process by reaching out to an organization through one of their online profiles. Engage with organizations through their social media platforms by commenting on a post, asking questions, or using their hashtags in your own posts.



CRAFT YOUR ONE-MINUTE INTRO

Whether you are attending a career fair, employer information session, or sitting next to someone at a coffee shop, it is always good to be prepared and have a professional introduction ready. Here are some tips for crafting your own one-minute introduction.

Craft Your One-Minute Introduction

WHO AM I? (e.g., name, university, class standing, major)

Example: Hi, my name is John. I'm a Psychological Sciences major at UCI and I'm graduating next June.

WHAT AM I SEEKING? (e.g., a job or internship, exposure to a certain field, information about an industry)

Example: I'm really interested in a career in Human Resources.

WHAT CAN I OFFER? (e.g., highlight relevant experience, skills, achievements)

Example: I worked as an office assistant last year and oversaw a busy front desk, and helped process new employee paperwork.

WHAT IS MY OBJECTIVE? (e.g., learn about opportunities in a field, start a conversation, make a connection)

• **Additional Recommendation: End with a question**

Example: I researched [Company Name] and saw that it has entry-level jobs at its L.A. office. Can you tell me more about those opportunities?

Your Turn

WHO AM I?

WHAT AM I SEEKING?

WHAT CAN I OFFER?

WHAT IS MY OBJECTIVE?



INFORMATIONAL INTERVIEWS

One of the best ways to gather information on a career is by talking with professionals who are already working in the field. Conducting an informational interview is learning about a job and seeing if it fits your interests, skills, and personality. An informational interview is not asking for a job, rather it is gaining information about a career.

- **FIND PROFESSIONALS TO INTERVIEW**

The easiest way to start is to ask people you already know. Family members, friends, neighbors, teachers, or past coworkers may work in the occupation you want to explore. Utilize social media sites, such as LinkedIn, to identify individuals who are working in your field of interest.

- **CONNECT WITH CONTACTS**

After finding people to consult, you are ready to arrange interviews. Contact the people you hope to meet by email, mentioning how you found the person's name, and making it clear that you want info, not a job.

- **PREPARE FOR THE MEETING**

Now that you have an appointment, the next step is to get ready for the interview by researching the occupation and the organization, creating a resume, and developing questions.

- **CONDUCT THE INTERVIEW**

Informational interviews are more casual than job interviews, but you should still make a positive and professional first impression. Arrive early, dress professionally and be polite to everyone you meet. After the interview, show your gratitude by writing a thank you note within 24 hours.

- **EVALUATE THE CAREER INFORMATION**

Hopefully you'll leave every informational interview with new insights about the career you want. It is important not to base decisions on the opinions of one individual or company environment. You can further test an occupation through a job shadowing experience or an internship to gain more knowledge before you choose a career.

Suggested Questions

1. How did you get into this field?
2. What do you like most/least about your job?
3. What is a typical day like?
4. What kind of individual (in terms of talent and personality) would be best suited to this position?
5. What advice would you give on applying for and finding a job in this field?
6. Are there any other sources of information you might suggest to learn more about this field?

5 JOB & INTERNSHIP STRATEGIES

A successful job or internship search will utilize several of these strategies:

1

Networking

- Discuss career goals with people close to you
- Discuss career goals with faculty, coworkers
- Conduct informational interviews
- Attend the Career Discovery Series (Winter Quarter)
- Join professional organizations
- Inquire directly with employers
- Join and actively use LinkedIn

RECOMMENDED RESOURCES: DCP LinkedIn Group (group ID #2961300), OC Networking Directory (ocnetworkingdirectory.com), Campus Organizations (campusorgs.uci.edu), Anteater Network (antnet.uci.edu)

2

Internships

- Attend internship-related workshops and visit Career Pathways' Internship Coordinator
- Search for internships on Handshake
- Visit the Internship Pathways section of career.uci.edu

RECOMMENDED RESOURCES: Handshake (uci.joinhandshake.com)

3

Internet Postings

- Search Handshake
- Review company and employment postings
- Search job boards specific to your field

RECOMMENDED RESOURCES: Handshake (uci.joinhandshake.com)

4

On-Campus Recruiting

- Participate in the On-Campus Interview Program (OCI)
- Attend Employer Information Sessions

RECOMMENDED RESOURCES: Handshake (uci.joinhandshake.com)

5

Career Fairs

- Attend Career Fairs
 - The Division of Career Pathways holds fairs in the fall, winter, and spring quarters
 - Check out fairs in the community

RECOMMENDED RESOURCES: Career Fairs, Events on Handshake (uci.joinhandshake.com)

DO

- Tailor your resume/cover letter
- Exhaust all of your resources
- Research employers
- Keep track of your correspondence
- Dress professionally
- Consider employment agencies
- Be open to all types of organizations
- Wait to discuss salary until after the offer
- Plan ahead
- Stay encouraged

INTERNSHIPS

Take the fast lane toward your career goals with internships.

Reasons to Get an Internship

- Test drive different career options
- Gain hands on experience
- Apply your coursework knowledge to the "real world"
- Build a professional network
- Increase your marketability for future jobs and grad school

How to Land an Internship

- **Research your career interests.** Narrow your career interests before you begin your internship search in order to target internships based on your major or career goals. There are a multitude of internships and they vary greatly for every career field.
- **Seek internship advice.** Stop by the UCI Division of Career Pathways during Drop-In Advising hours or make an individual appointment with a career engagement educator or internship coordinator to discuss your personal career goals, ask specific internship questions, and develop an action plan to start your internship search.
- **Begin the internship search.** Utilize a variety of methods and resources to help you with your internship search.
- **Prepare to apply.** Research the requirements and the application process for every internship you want to apply for because these may vary. You will most likely need to create a tailored resume and cover letter.
- **Practice your interviewing skills.** Participate in a practice interview and receive feedback from a trained professional to help you improve your chances of landing the internship.



Have internship questions? Schedule an appointment with our internship coordinator or a career engagement educator on Handshake (uci.joinhandshake.com).

Internship Search

- Handshake Job & Internship Listings
- On-Campus Interview (OCI) Program
- Career Fairs
- Networking
- Company Websites
- Internship Search Engines
- Division of Career Pathways Internships
- UCI Internship Programs

Maximize Your Internship

Make sure the internship is project-based and you are obtaining meaningful work experience. Deliver high quality work and strive to exceed expectations. Take the initiative to seek additional responsibilities when you have completed your work. Develop mentor relationships with professionals across the organization. Maintain your network after the internship is over for future referrals and letters of recommendation.

Evaluating an Internship

1. Does the internship have a defined beginning and end?
2. Is the supervisor experienced in the area in which you are working?
3. Is there a clear learning component (or components) to the internship?
4. Are the skills you will gain applicable to future employment?
5. Will the resources necessary for the internship be provided by the organization?
6. Is there a feedback/evaluation process?
7. Is the internship paid?
8. If unpaid, does the company have at least one person in a full-time role similar to your internship?

*If you answered **no** to any of the questions above, take a moment to think about how valuable this component is to you. If you are unsure, internship advising is a good place to get additional information and insights.*

Division of Career Pathways Internship Programs

- **UCDC Internship Program** - A summer internship program that allows you to live, learn, and intern in our nation's capital. Learn more at <http://www.ucdc.uci.edu>.
- **Sacramento Internship Program** - A summer internship program that connects students with career-related internship opportunities in public service, while providing a UCI presence in the state capital. For more information, go to <http://www.statecap.uci.edu>.
- **Peer Consultant Internship Program** - An academic year-long internship program where students help fellow students with their career, resume, interviewing, job search, academic major, and graduate school concerns through one-on-one drop-in advising. For more information, go to <http://career.uci.edu/peer-program>.

UCI Internship Programs

You can learn more about the internship programs available at UCI by visiting <http://career.uci.edu/students/undergraduate/find-an-internship/uci-internship-programs/>

RESUME GUIDE

Overall Formatting

- Most are only one page
- Margins between 0.5 to 1" top, bottom, left and right
- 10 to 12 point font
- Dates should be right-aligned and it is recommended months are written out
- No unusual fonts
- Must have consistent formatting - bullet points, dates, bolding, italics, etc.
- No colors or logos
- No tables or templates

Name and Contact Information

- Formal name, at top of page
- For students with a preferred name, list your preferred name in parenthesis. Keep your given name on the resume if it aligns with the email address you choose to list. This helps the employer identify you and prevents any confusion down the road in the hiring process.

For example:

PETER ANTEATER
Irvine, CA 92697 | (949) 555-5555 | peter@uci.edu | www.linkedin.com/in/peteranteater

PETER (FRED) STUDENT
Irvine, CA 92697 | (949) 555-5555 | peter@uci.edu

- Mailing address. You can optionally leave off the street address.
- Phone number
- Email address, either UCI or personal account, as long as it is professional and you check it often
- *Optional Links*: LinkedIn URL, Github site or online portfolio

Education

- Do not list high school
- Start with University of California, Irvine and graduation date (month and year)
- Formal degree title on next line:
- Bachelor of Arts in Psychological Science OR B.A. in Psychological Science
- Minor(s) - *if applicable*
- GPA (if above 3.00) - list this two decimal places and do not round up. Most employers prefer cumulative GPA. *Optional*: List your major GPA if it is a significant improvement from your cumulative GPA.
- Honors/Awards (Dean's List, Campuswide Honors Program, etc.)
- *Optional*:
 - Relevant Coursework. List 3-5 course titles (not course codes) required/preferred by employer or directly related to position
 - Community college. Include name of school/program and area of study (listed in same format as your UCI education)
 - Study abroad. Include name of school/program and area of study listed in same format as your UCI education

For example:

University of California, Irvine June 20XX
Bachelor of Arts in Sociology
GPA: 3.25

Santa Ana College May 20XX
Associate of Arts in Liberal Arts
GPA: 3.11

University of California, Irvine June 20XX
Bachelor of Arts in Sociology
Bachelor of Arts in Spanish

University of California, Irvine June 20XX
B.A. in Sociology
Minor in Management

Pompeu Fabra University, Barcelona, Spain Spring 20XX
University of California Education Abroad Program

Related Projects or Related Course Projects - Optional

- List the name of the project and dates of the project on the same line
- Write out bullet-points as if it were an experience (please refer to EXPERIENCE section below)

Business Communication Team Project, Irvine, CA January 20XX-March 20XX
Company Analysis

- Researched management performance and structure of Company XYZ by conducting online research and interviewing senior-level executives

Fabflix January 20XX-March 20XX
Co-leader

- Worked in a group of 3 to create a website with functionality similar to Netflix (browsing, searching, and purchasing movies from a remote server)

Experience

- Include your job title, organization name, city and state and dates you worked at that organization
- Bold either the organization name OR the job title (not both)
- Use verb-led phrases to describe your accomplishments and results. Quantify with numbers, percentages (%), money (\$), etc.
- List experience in reverse chronological order

Activities, Volunteer Experience or Leadership Experience

- Format the same as you would your work experience
- Include professional societies, Greek affiliations, student organizations, volunteer positions

Skills and Interests - Tangible "Hard" Skills, not "Soft" Skills (e.g. "team player," "attention to detail")

- Computer or laboratory skills
- Language skills - capitalize languages and describe level of competency (i.e. conversational, proficient, fluent, etc.). Do not list "English" when applying to positions in the U.S. as this is assumed
- *Optional:* Interests (make them interesting, i.e. "ran LA marathon" vs. "running")

ACTION VERBS

LEADERSHIP/MANAGEMENT

achieved	administered	assigned	attained	chaired	conducted	contracted	consolidated
coordinated	decided	delegated	developed	directed	enforced	evaluated	exceeded
executed	founded	implemented	improved	incorporated	increased	inspired	launched
led	managed	motivated	organized	outlined	oversaw	planned	prioritized
produced	proposed	recommended	reevaluated	rejected	reported	reviewed	scheduled
spearheaded	supervised	surpassed					

COMMUNICATION

addressed	arbitrated	arranged	authored	communicated	corresponded	counseled	developed
defined	directed	drafted	edited	enlisted	formulated	influenced	interpreted
lectured	marketed	mediated	moderated	motivated	negotiated	persuaded	presented
promoted	publicized	published	reported	summarized	spoke	translated	wrote

ORGANIZATION/DETAILED

activated	altered	assembled	approved	arranged	catalogued	classified	collected
compiled	completed	described	dispatched	edited	estimated	executed	gathered
generated	implemented	inspected	listed	maintained	modified	monitored	observed
operated	organized	planned	prepared	processed	proofread	purchased	recorded
reduced	retrieved	screened	streamlined	systematically			

TEACHING

adapted	advised	clarified	coached	coordinated	critiqued	defined	developed
enabled	encouraged	evaluated	explained	facilitated	graded	guided	informed
initiated	instructed	lectured	presented	set goals	stimulated	taught	tested
tutored	updated						

CREATIVE

acted	applied	composed	conceived	conceptualized	created	designed	developed
directed	established	fashioned	formed	formulated	illustrated	instituted	integrated
introduced	invented	originated	perceived	performed	presented	produced	refined

PEOPLE SKILLS

advised	aided	assessed	assisted
coached	collaborated	coordinated	counseled
demonstrated	diagnosed	educated	encouraged
facilitated	guided	helped	inspired
maintained	modeled	referred	rehabilitated
represented	supported		

RESEARCH

analyzed	clarified	collected	conceived
critiqued	detected	diagnosed	disproved
evaluated	examined	extracted	identified
inspected	interpreted	interviewed	investigated
organized	researched	reported	reviewed
searched	studied	summarized	surveyed
systematized	wrote		

FINANCIAL

adjusted	allocated	analyzed	appraised
audited	balanced	budgeted	calculated
compared	computed	estimated	forecasted
projected	raised	reevaluated	reconciled
		researched	sold

TECHNICAL

assembled	built	calculated	computed
designed	devised	engineered	fabricated
inspected	maintained	operated	overhauled
programmed	remodeled	repaired	solved
trained	upgraded		

RESUME STRUCTURE

CONTACT INFORMATION

Dana Parker

dparker@uci.edu | 714-614-0000 | Irvine, CA

- Limit your resume to one page
- Include your contact info (with a professional email address)

EDUCATION

EDUCATION

Bachelor of Arts in Studio Art

University of California, Irvine

GPA: 3.42

Dean's Honor List, 4 quarters

Relevant Coursework

- Interdisciplinary Digital Arts
- History of Intermedia
- Projects in Public Art Advanced Drawing
- Advanced Color Photography

- Use a professional font in sizes 10-12

- Use bolding to make key info stand out

- List your GPA if 3.0 or higher

June 20XX

- Begin phrases with action verbs
- Write phrases as opposed to complete sentences

EXPERIENCE

EXPERIENCE

Claire Trevor School of the Arts; University of California, Irvine

October 20XX-Present

Peer Advisor

- Assist students with scheduling upcoming courses and resolve current scheduling conflicts
- Attend monthly meetings for information related to academic counseling services
- Perform office duties including answering phones, filing, making copies and faxes
- Enhance interpersonal skills through individual contact with students and administration

ADDITIONAL CATEGORIES

ADDITIONAL CATEGORIES

Photographers' Society; University of California, Irvine

January 20XX-Present

Member

- Participate in meetings and discussions related to the methods, arts and equipment for photography

Circle K; University of California, Irvine

September 20XX-Present

Member

- Attended a Circle K conference focusing on leadership training
- Participate in various service events around the local community working with children and at-risk youth

SKILLS

Computer: Flash 5; Adobe Photoshop, Illustrator, Premiere; Corel Draw; Quirk; Microsoft Publisher, Word, PowerPoint

Language: Conversational French

- Additional categories can include skills, awards, activities, research, etc.

TRACY L. McCORMACK

98 Campus Dr., Irvine, CA 92697 • (949) 555-1234 • mccormack32@uci.edu

EDUCATION	University of California, Irvine Bachelor of Arts in Psychological Science Minor in Management <i>Relevant Coursework:</i> Organizational/Industrial Psychology, Introduction to Marketing, Principles of Accounting, Micro- and Macro-Economics, Managerial Finance	June 20XX
	Santa Ana College Associate of Arts in Liberal Arts	May 20XX
EXPERIENCE	Bleu Skye Design Studio - Newport Beach, CA <i>Marketing Assistant</i> <ul style="list-style-type: none">• Create print and web designs, concepts, and publications to promote company to potential clients• Collaborate with Marketing Coordinator to develop innovative online marketing strategies, achieving approximately 35% increase of online traffic to company's website• Promote major events through word of mouth, print, and social media, resulting in an increase of 50% attendance within four months• Create weekly newsletters utilizing HTML, CSS, and Adobe Illustrator that inform clients of new services	June 20XX - Present
	Fit for Life Activity Center - Irvine, CA <i>General Activities Leader; Office Administrator</i> <ul style="list-style-type: none">• Publicize over 90 different recreational activities on a quarterly basis to customers• Coordinate and supervise approximately 10 planned activities a month with groups ranging from 10 to 100• Construct a new organizational system utilizing Microsoft Excel to merge existing client database with target market database	January 20XX - Present
	Outreach OC - Fountain Valley, CA <i>New Member Educator</i> , February 20XX - Present <ul style="list-style-type: none">• Taught a 10-week-long leadership educational program to a class of 80 students• Created and executed a month long recruitment campaign that increased participation by 40%• Conducted and evaluated over 160 interviews with active and new members to assign mentor-mentee relationships	September 20XX - Present
	<i>Fundraising Coordinator</i> , June 20XX - February 20XX <ul style="list-style-type: none">• Organized and monitored 20 fundraisers within a three month period, raising over \$4,000 in revenue• Collaborated with a committee of active members to formulate new fundraising strategies, resulting in \$800 profit and \$300 future fundraising credit• Managed the chapter's budget of \$24,000 by keeping track of revenue, expenses and processing timely reimbursements	
ACTIVITIES	<i>Student Intern</i> , Office of Student Conduct, Irvine, CA <i>Webmaster</i> , Outreach OC, Irvine, CA	September 20XX - June 20XX June 20XX - December 20XX
SKILLS	Extensive knowledge of Microsoft Office Suite, Adobe Photoshop, Adobe Illustrator Experience with Sony Vegas, HTML, CSS PHP, and MySQL	

Peter Anteater

62600 Arroyo Drive
Irvine, CA 92617

(949) 555-1212
anteater@uci.edu

EDUCATION

University of California Irvine, Irvine, CA

June 20XX

B.S., Biological Sciences

Minors in **Psychological Science** and **Medical Anthropology**

Orange County EMT, Lake Forest, CA

November 20XX

Emergency Medical Technician Certification

EXPERIENCE

UCI Medical Center, Pigazzi Lab, Orange, CA

May 20XX - Present

Research Student, Department of Surgery

- Care for animals pre- and post-surgeries by checking their blood glucose and weight and monitoring their progress and recovery
- Observe research supervisor during 5-10 surgeries per week and provide assistance as needed
- Make solutions needed for specific procedures each day, as well as cleaning, organizing, and preparing lab apparatus, such as glassware and surgical tools

Irvine Urgent Care, Irvine, CA

March 20XX - Present

Medical Assistant Intern

- Take patient vitals and record chief complaint and medical history into medical database to report to physician
- Perform various procedures such as breathing treatments, urine analysis, and strep test
- Maintain rooms by cleaning, organizing, and ensuring that rooms are properly stocked throughout the day
- Support busy office staff by organizing and labeling patients' medical files, greeting patients and making phone calls to confirm appointments

American Medical Student Association (AMSA), Irvine, CA

September 20XX - June 20XX

Community Service Chair and Co-Publicity Chair

- Collaborated with Clinic in the Park and Higher Ground to provide health education, screenings, and social service connections in underserved communities of Orange County
- Organized and promoted club meetings, fundraisers, and volunteer events through word of mouth and posting to social media outlets each week
- Developed fundraising strategy and assembled team of five to participate in American Cancer Society's "Relay for Life" event as team captain
- Mentored ten underclassmen through weekly group meetings by providing insight on different kinds of resources and opportunities available on- and off-campus

OCEMT Clinical Rotations, Anaheim, CA

September 20XX - November 20XX

West Anaheim Medical Center (WAMC) Emergency Room and CARE Ambulance Services

- Supported physicians, nurses, and emergency care technicians in patient care as needed by taking vitals and applied EKG leads on patients
- Provided assistance and observed EMTs and firemen transporting 911 and IFT patients to emergency rooms

Skills

Laboratory: Enzyme characterization, RIAs, ion-exchange chromatography, gel electrophoresis, protein assays, plasma preps, aseptic techniques, use of radioisotopes, HPLC, cell fractionation

Language: Fluently speak, read, and write Tagalog and Ilocano

Computer: Microsoft Word, PowerPoint, Excel, Canva Design

KEN CARSON

123 Stanford Ct., Irvine, CA 9262
(949) 123-4567 • kenneth.s.carson@uci.edu

EDUCATION

University of California Irvine, Irvine, CA June 20XX
B.S. Degree in Mechanical Engineering, Specialization in Mechanical System Design

Art Center School of Design, Pasadena, CA December 20XX
Product and Transportation Design Course

ENGINEERING PROJECT EXPERIENCE

UCI Formula SAE Race Team September 20XX - Present
Lead Chassis Engineer

- Lead a team of 6-8 students in the design of a lightweight, chrome-moly space frame chassis to conform to SAE rules, and successfully integrate other vehicle subsystems for 20XX race car
- Manage a team of 6 students to manufacture and assemble the prototype chassis and to package components for final assembly

UCI Engineering Design in Industry Program: The Dolphin Project March 20XX - June 20XX
Team Member

- Collaborated with a team of 5 engineers to perform a design and feasibility study of the energy savings of a bulbous nose design to a 30 ft displacement yacht with expected savings are in the range of 30%

Extreme Gravity Racing January 20XX - September 20XX
Lead/Team Member

- Led team for the UCI Extreme Gravity Racer Event by managing a 4 person team to construct a steel tube space frame chassis
- Helped design and construct the UCI Extreme Gravity Racer which won the 20XX Most Innovative Design Award
- Independently responsible for the CNC machining of components for innovative steering system

LEADERSHIP EXPERIENCE

UCI Student Section, American Society of Mechanical Engineers May 20XX - June 20XX
President

- Facilitated weekly board meetings to discuss weekly progress on projects as well as organization's overall goals and mission to support 80 member club of mechanical engineering students at UCI
- Organized social and professional events such as professional visits from Kiewit Pacific and Northrop Grumman, as well as an annual Engineering Alumni Night and Engineers' Week BBQ

ACTIVITIES

UCI Student Chapter, Society of Automotive Engineers May 20XX - June 20XX
Member

- Collaborated with team of 10 on the 20XX Formula SAE car restoration project to update and test the car for the FSAE practice event

TECHNICAL SKILLS

Drawing: Perspective drawing, basic rendering, Adobe Photoshop and Illustrator

Design: Solidworks, Mathematica, CosmoWorks

Manufacturing: FeatureCam, CNC/manual mill and lathe, TIG and MIG welding

Reporting: Matlab, Labview, Microsoft Office

AWARDS

Excellence in Engineering Design, 20XX

Department of Mechanical and Aerospace Engineering Service Award, 20XX

Most Innovative Design Award, Extreme Gravity Racer, 20XX

David Reyes

114 E. Peltason Dr., #5

Irvine, CA 92695

dreyes@uci.edu • (949) 555-1234

dreyes.wordpress.com

EDUCATION	University of California, Irvine Bachelor of Arts in Studio Art	June 20XX
EXPERIENCE	California Pizza Kitchen, San Bernardino, CA Host <ul style="list-style-type: none">• Greeted and seated over 200 guests per night and provided quality customer service at a fast-paced restaurant• Trained 5 hosts and provided guidance to other staff through hands-on training and real-time feedback• Maintained constant, clear communication with wait staff and other front-of-house staff to ensure quality service	Sept. 20XX - Aug. 20XX
	Arts for All, Colton, CA Art Teaching Assistant Volunteer <ul style="list-style-type: none">• Collaborated with an art teacher to discuss upcoming activities to instruct a class of 20 second graders on painting, drawing and sketching skills each week• Developed a lesson plan and personally conducted a class lesson on watercolor to students• Utilized teaching and Spanish language skills in a bilingual setting	July 20XX - Dec. 20XX
LEADERSHIP EXPERIENCE	Key Club, Fontana, CA President <ul style="list-style-type: none">• Chaired weekly member meetings for a community service organization to share club updates, upcoming events and goals with over 100 members• Managed a cabinet of 5 officers and 10 committee members to plan and brainstorm over 50 service projects throughout the year• Outreached to teachers, school administrators and community leaders via email and in-person meetings to expand service opportunities for students Treasurer <ul style="list-style-type: none">• Managed all finances for the budget of \$750, including allocating funds across projects• Spearheaded the Walk-a-Thon and KC Bake Sale fundraisers which generated over \$500 from each event	Sept. 20XX - June 20XX Sept. 20XX - June 20XX
ACTIVITIES	Photographers' Society, University of California, Irvine Member <ul style="list-style-type: none">• Participate in weekly meetings and discussions related to the methods, arts, and equipment for photography	January 20XX - Present
SKILLS	Languages: Fluent in Spanish Computer: Proficient with Microsoft Office, Adobe Creative Suite, HTML, InDesign	

Andrew Hamilton

(510) 555-0505

ahamilton@gmail.com

EDUCATION

University of California, Irvine
B.S. in Computer Science
GPA: 3.25

June 20XX

TECHNICAL SKILLS

Programming Languages: C, C++, C#, Java, Python, HTML, SQL, x86 Assembly, Shell Scripting

Operating Systems: Mac (Sierra, El Capitan), Windows (10, 7), Linux (BASH)

Concepts: Network protocols (TCP, UDP, DHCP, DNS, etc.), data structures

Software: Office 365, Salesforce, Active Directory, MySQL, Microsoft Development Tool, DeployStudio

EXPERIENCE

RingCentral

IT Deskside Intern | Belmont, CA

June 20XX-September 20XX

- Imaged company laptops for over 50 employees, both Macs and PCs, to insure consistency and software standards
- Helped employees troubleshoot tech-related issues of varying complexity through one-on-one phone and deskside support
- Set up and deployed desks, equipment, and accounts for new employees as well as current employees
- Utilized company's Active Directory to manage user accounts and grant individual security and access to systems and software

PROJECTS

Fabflix

Co-leader

January 20XX-March 20XX

- Co-led a group of 3 to create a website with functionality similar to Netflix (browsing, searching, and purchasing movies from a remote server)
- Implemented on AWS using a variety of Javascript, servlets, HTML, Apache Tomcat, AJAX, CSS files, and XML files to create the website while also being linked to a MySQL database
- Increased scalability and security by implementing recaptcha, cookies, and load balancing via master-slave instances

MoveIt!

Project Leader

January 20XX-March 20XX

- Led a group of 3 to create a 2.5-D multiplayer platform game where one user uses a keyboard to guide a cube to the end of a level, while another user uses a mouse to move platforms and provide assistance
- Personally added the physics, mechanics, and level design of the game

ACTIVITIES

Video Game Development Club

Programmer/Developer | Irvine, CA

September 20XX - June 20XX

- Developed video games from scratch in groups of 4 to 5 people using C# and Unity game engine
- Presented projects during monthly meetings to over 60 members to share design and best practices
- Taught weekly workshops to new members to learn about programming, design, and production

Citrus Hack 20XX

1st Place in Best VR/AR Hack | 2nd Place in Best Gaming Hack

April 20xx-June 20XX

- Created an augmented reality game that produced 3D models whenever a Pokemon card was scanned, and used that model to play an endless wave survival game
- Collaborated in a team of 5 using the Unity editor and Vuforia

Diana Perez

200 Main Street
Fullerton, CA 92838

(714) 777-6666
dianaperez@uci.edu

EDUCATION

University of California, Irvine

Bachelor of Arts, Public Health Policy

Bachelor of Arts, Social Ecology

GPA: 3.61

Coursework: Water Resource Policy, Environmental Sustainability, Public Policy Management, Environmental GIS

Honors: Dean's Honor List (4 quarters), Eco Fund Grant Recipient

June 20XX

University of Barcelona, Spain

UC Educational Abroad Program (UCEAP)

Summer 20XX

RELATED EXPERIENCE

Agency for Environmental Service • Washington, D.C.

June 20XX-August 20XX

Communications Intern

- Compiled and organized the improvement recommendations from agency's annual survey for Board of Directors
- Created summaries of agency's products, designed to more effectively synthesize the work being done to key stakeholders
- Developed presentations using Prezi to visually highlight the use of models by Global Climate Team's research
- Monitored trade news publications for news regarding agency's products and publications

City of Laguna Hills • Laguna Hills, CA

September 20XX-December 20XX

Environmental Intern

- Designed 12 miles of trail/bike paths, reaching 4,700 homes and 8,500 residents, using existing infrastructure to promote self-directed physical activities, and improve community members' health
- Participated in the writing of the Solar Energy Grant targeting school communities
- Edited the city's first Sustainable Operations Strategic Plan designed to promote environmentally sustainable operations internally over the next 15 years

LEADERSHIP EXPERIENCE

Center for Environmental Affairs • Irvine, CA

June 20XX-Present

Research Associate, School of Social Ecology

- Conduct an independent research project involving an analysis of climate change from a historical and cultural perspective
- Survey relevant investors and the public to compile data for presentation at board meeting
- Facilitate conversations between students, senior staff, and researchers to implement environmentally sustainable solutions

Associated Students University of California Irvine • The Eco Fund • Irvine, CA

June 20XX-June 20XX

Sustainability Commissioner

- Hired and supervised 7 members of the student funding board to manage, distribute, and promote the availability of \$115,000 in student fee monies for sustainable projects
- Acted as a representative to the UCI Eco Committee, the UCI Environmental Group, and the Orange County Community Sustainability Coalition
- Received a record 45 applications, approving 33 sustainability-focused applications for over \$100,000

SKILLS

ArcGIS, Adobe Photoshop/InDesign, Microsoft Office Suite, Cascade CMS

Field Measurements Depth at Breast Height (DBH), Crown Light Exposure, Dissolved Oxygen, pH, Turbidity

RESUME vs. CV

Resumes and curriculum vitae (CV) give an overall picture of your experience, skills, and other important details recruiters may be looking for - with some minor differences:

Resumes

are typically one page summarizing your skills, experiences, and accomplishments. An effective resume succinctly describes your education and experience as it relates to your targeted position. Find examples on career.uci.edu.

CVs (Curriculum Vitae)

contain more details than a resume and often include four additional sections:

- research experience
- teaching/mentoring experience
- publications or poster presentations
- references

Adapt your resume into a CV by adding the sections above.

VMock

Upload a PDF copy of your resume and receive instant feedback based on presentation, impact, and competencies. Get started at vmock.com/uci.

Resume Advice Videos

Learn how to make your resume stand out by watching these videos by CareerSpots and Big Interview:

- **MAKE YOUR RESUME POP** (CareerSpots video link) - goo.gl/DhPsYH
- **STAND OUT RESUMES** (CareerSpots video link) - goo.gl/YKGCXK
- **TAILOR RESUMES AND COVER LETTERS** (CareerSpots video link) - goo.gl/6qWopU
- **RESUME CURRICULUM** (Big Interview video link) - <https://uci.biginterview.com/members/curriculum/resume>
- **RESUMES AND COVER LETTERS** (Big Interview video link) - <https://uci.biginterview.com/members/essentials>

TIP: Use tools like VMock and Big Interview's Resume Curriculum to build your resume.



If you need assistance or would like to have your resume or CV reviewed, bring a printed copy to the Division of Career Pathways during Drop-In Advising hours

COVER LETTERS

Sample Cover Letter Format

Your Full Name
Street Address
City, State and ZIP

Date

Contact Name
Title
Company or Organization Name
Street Address
City, State and ZIP

Dear _____:

PARAGRAPH 1 - Introduction and Interest

- State your reason for contacting this organization and the position you are seeking
- Introduce yourself with major, year in school, what school you attend, etc.
- Express your interest in the position by referring to the responsibilities of the job description and what you would be excited to contribute, to offer, etc. as well as the field and industry of the company
- Show you have conducted research on the company through informational interviews, meeting someone at a career fair, following them in the news and/or social media, etc. (optional)

PARAGRAPH 2 - Match Yourself to the Opportunity

- Relate your relevant interests, skills, and abilities to the organization you are contacting. Highlight specific elements of your background which relate to the position
- Use action verbs to connect your experiences to the job description
- Avoid repeating your resume with lists of your accomplishments. Instead, write specific examples and stories of *how* you have developed the key skills

PARAGRAPH 3 - Re-express Interest and Closing

- Reaffirm your interest in the position and recap how your skills and/or experiences are a good fit for the position
- Express your desire to arrange an interview and indicate how you can best be reached
- You can include "I am enclosing/attaching my resume for your consideration"
- Lastly, thank the interviewer for his or her consideration

Sincerely,

Type Your Full Name

Sample Cover Letter

Evan Lee
12345 Stanford Avenue
Irvine, CA 92617

March 7, 20XX

Karen Packard
Recruiting Manager
Enterprise Rent-A-Car
987 Corporation Drive
Irvine, CA 92602

Dear Ms. Packard:

I am a senior majoring in Psychological Science at the University of California, Irvine, and I would like to join the Enterprise Rent-A-Car team as an Entry-level Management Trainee. After reviewing the job description on Handshake and the Enterprise website, I know this position is an excellent match for my interest in sales. I would be excited to bring my enthusiasm to provide the exceptional customer service you pride yourselves in with each of your clients. I was also excited to learn that the core values at Enterprise, such as service, hard work, community, and fun align well with my own work values.

I look forward to applying my strong communication and leadership skills in a management training program. Last year as a Resident Assistant, I worked on a team of 8 members to foster the academic, social, and cultural programming in the residence hall. In this role I was responsible for the well-being of 50 first-year students which helped me develop and refine my management skills. This included making the effort to personally get to know each of my residents by checking in throughout the week to see how they were adjusting to college life. I would not only share my own personal experiences and advice but also connect them with various people, offices and resources on campus. It was through this experience that I became aware of my passion for leadership and teamwork and where I learned the importance of effective interpersonal communication. I am eager to bring these skills as a successful Management Trainee at Enterprise.

I would welcome the opportunity to meet with you and discuss my qualifications in greater detail. Please feel free to contact me at elee@uci.edu or 949.123.4567. Thank you in advance for your consideration.

Sincerely,

Evan Lee

Sample Cover Letter

Model Anteater

67890 Campus Drive | Irvine, CA 92697 | anteater@uci.edu

October 1, 20XX

Mark Lewis
Marketing Manager
XYZ, Inc.
54321 Alphabet Circle
Irvine, CA 92604

Dear Mr. Lewis:

I am writing to be considered for the marketing internship I heard about through a fellow classmate and current Marketing Intern, Zach Jones, at XYZ, Inc. I am a junior at the University of California, Irvine, pursuing a B.A. in Business Administration with a specialization in Marketing. I am very interested in joining your team and using my social media and direct marketing knowledge in a cutting-edge company like XYZ, Inc. After reading the job description and speaking with Zach about his experiences, I am excited about the possibility of helping your company grow its online presence and social media followers through innovative promotions.

My prior experience makes me a great fit for this position. As the Vice President of Membership for the UCI Marketing Club, I increased membership this year by 30% using Facebook and Twitter to reach out to students across the campus. I was successful in doing this by posting videos, photos and testimonials of our past events to showcase the benefits of joining the club. For my project in Marketing Research, I analyzed the marketing campaigns of several of the employers who recruit on our campus to see which methods were most effective for increasing student turnout at their events. Based on these experiences, I have developed a strong understanding of how to connect with the college age community which I am sure would be helpful to increasing this target market for XYZ, Inc.

I have included my resume and look forward to talking with you in more detail about how I might contribute to your team. Please feel free to reach me at anteater@uci.edu or 949.456.7890.

Thank you for your consideration.

Sincerely,

Model Anteater

Model Anteater

ONLINE CAREER RESOURCES

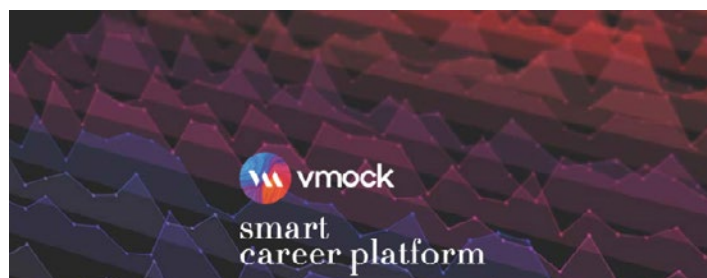


Internship Pathways Modules

- **BEFORE APPLYING** - Includes internship basics, exploring industries, and identifying career skills
- **APPLICATION & SELECTION** - Includes resumes and cover letters, promoting your online image, how to ace the interview, and evaluating your offers
- **DURING & AFTER** - Includes how to stand out and make connections during and after an internship

LEARN MORE AT

**CAREER.UCI.EDU/
INTERNSHIP-PATHWAYS**



VMock

Upload a PDF copy of your resume and receive instant feedback to get into the Green Zone:

- **RECEIVE PERSONALIZED RECOMMENDATIONS** based on Presentation, Impact and Competencies
- **IMPROVE YOUR REUME** with line-by-line feedback
- **SHARE YOUR RESUME AND FEEDBACK** with others outside the platform

LEARN MORE AT

VMOCK.COM

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CareerSpots Career Advice Videos

Quick, informative videos on a variety of topics:

- **BE CAREER READY** - Includes topics like career management, digital technology, and leadership
- **INTERNSHIPS** - Includes topics like preparation, internship search, the interview and your experience
- **CAREER ADVICE** - Includes topics like job search tips, resumes and cover letters, networking, and interviews

LEARN MORE AT

CAREER.UCI.EDU/CAREERSPOTS



Big Interview

An online system that combines training and practice to help you improve your interview technique and build your confidence through:

- **MOCK INTERVIEWS**
- **INTERVIEW QUESTIONS**
- **INTERVIEW FEEDBACK**
- **VIDEO TRAINING**
- **STEP-BY-STEP INTERVIEW ANSWER BUILDER**

LEARN MORE AT

UCI.BIGINTERVIEW.COM

DRESS FOR AN INTERVIEW

Appropriate Interview Attire

What you wear to an interview or on the job is a representation of you and your professionalism. Each organization and industry has its own standards and expectations, and it's important to do your research or ask questions to ensure you dress appropriately for your interview and for your first day at your new position. When in doubt, it's better to dress more conservative than casual to demonstrate to the interviewer that you take the occasion seriously.

Business Professional

- Suits (jacket and pants/skirt) should be matching colors (dark or neutral)
- Lighter colors can be worn under the suit jacket
- Stick to solid colors and avoid stripes or bright prints
- Shoes should be close-toed or dress shoes with heels no more than 1-2"
- Carry a portfolio, professional bag, or simple purse
- Bring essentials only

Business Casual

- Clothes should be tailored, in good condition, and wrinkle/lint-free
- Skirts and dresses should be knee-length while standing and cover the thigh while seated
- Hair should be well-groomed and trimmed
- Nails and makeup should be natural in style and neat
- Jewelry and fragrance should be modest and mild
- Belts should match the color of your shoes and attire
- Avoid anything that distracts from the substances of your responses to interview questions

Adapted from the infographic by NACE

- **CAREER SPOTS** ([CAREER.UCI.EDU/CAREERSPOTS](https://career.uci.edu/careerspots))

Quick, informative videos on a variety of topics, including career readiness, internships, and career advice

- **VMOCK** ([VMOCK.COM/UCI](https://vmock.com/uci))

Upload a PDF copy of your resume and receive instant feedback based on presentation, impact, and competencies

- **CAREER LABS**

Drop in any time during our labs for hands-on help



NEED CLOTHING?

Working Wardrobes is a local non-profit which offers UC Irvine students a package deal for professional interview attire. See details at career.uci.edu.

A FINAL CHECK

Make sure that you have...

- Neatly trimmed hair
- Clothes free of holes, snags, missing buttons, or lint
- Close-toed shoes (polished)
- Appropriate jewelry if wearing
- Clean hands and fingernails

INTERVIEW TECHNIQUES

WHAT TO BRING

- Padfolio, notebook and pen
- Copies of your resume
- Transcripts / portfolio (if requested)
- Questions for the employer
- Calendar
- List of references
- Directions
- Examples of your work

Before the Interview

- Explore your strengths, weaknesses, interests, and career goals
- Research the employer
- Review the job description
- Prepare for commonly asked interview questions and potential questions to ask the interviewer
- Practice aloud
- Review your resume

WHAT TO RESEARCH:

- History of the organization and locations
- Products and services
- Culture and management style
- Organizational structure
- Financial conditions and plans for growth
- Major competitors
- Job responsibilities and opportunities for advancement

WHERE TO RESEARCH:

- Company website
- career.uci.edu
- Google, onetonline.org, glassdoor.com, vault.com, wetfeet.com, online newspapers
- Orange County Business Journal
- LinkedIn
- Current and former employees and interns

10 Rules of Interviewing

- 1. MAKE A STRONG FIRST IMPRESSION:** Get the interview off to a good start by being on time and greeting the interviewer with a smile and a confident handshake.
- 2. RESEARCH THE ORGANIZATION:** Demonstrate knowledge of the company by including information from your research in your answers. The organization's website and LinkedIn are great places to start.
- 3. KEEP YOUR RESPONSES FOCUSED:** Your answers should be between 30 seconds and 2 minutes long.
- 4. USE STRONG EXAMPLES AND QUANTIFY WHEN POSSIBLE:** Show the interviewer that you have certain qualities and skills, rather than telling them, by providing specific examples. Including measurable information gives you greater credibility.
- 5. REPEAT YOUR STRENGTHS:** Know your top three strengths as they relate to the position, and reiterate them throughout the interview. Remember to include strong examples of your strengths.
- 6. PREPARE SUCCESS STORIES:** Fully developed examples from previous experiences can help you respond to any behavioral interview question an employer may ask.
- 7. PUT YOURSELF ON THEIR TEAM:** Show that you are a good fit by positioning yourself as a member of the team. Use organization-specific language and refer to products and services.
- 8. ASK QUESTIONS:** By asking questions, you convey interest and enthusiasm to the interviewer. Avoid questions regarding salary and benefits.
- 9. FOLLOW UP:** Send a thank you note within 24 hours to the interviewer restating your interest and thanking them for their time.
- 10. EVALUATE THE INTERVIEW:** Reflect on your experience and review your performance. What went well? What can improve?

Typical Interview Questions

PERSONAL

- Tell me about yourself
- What are your major strengths and weaknesses?
- What motivates you to put forth your greatest effort?
- What achievements from your past work experience are you most proud of?

SCHOOL BACKGROUND

- How does your college education relate to this job?
- What extracurricular activities did you participate in and what did you learn from those experiences?
- What was the most difficult course you took? How did you handle it?

WORK EXPERIENCE

- What prior work experience have you had and how does it relate to this job?
- How would your past supervisors describe you?
- What were your most significant accomplishments in your prior work experience?
- What did you enjoy most about your previous work experience? Least?

EMPLOYER KNOWLEDGE

- Why are you interested in this position?
- Why are you interested in this particular company?
- What attracts you to this particular industry?

GOALS AND OBJECTIVES

- Please describe your ideal work setting
- What major accomplishments would you like to achieve in your life and why?
- What are your career interests?

BEHAVIORAL QUESTIONS - USE BART (Background, Action, Result, Tie it back)

- Tell me about a difficult situation and how you resolved it
- Describe a situation when you had multiple tasks to complete under very tight time constraints
- Describe a time when you sold your colleague/supervisor on an idea
- Tell me about a time when you worked on a project as part of a team. What role did you play?
- Describe a time when you failed at something. What would you have done differently?
- Describe a situation when you took a leadership role

SAMPLE QUESTIONS TO ASK

- How is job performance measured?
- What are the biggest challenges associated with this position?
- What would a typical project/assignment be like?
- How would you describe the ideal employee?
- What additional qualities does the job require that we haven't discussed?

During the Interview

- Arrive early - 10-15 minutes before the interview
- Greet the employer and/or associates with a confident smile and handshake
- When responding to questions, organize your thoughts and then answer
 - Give examples using BART (Background, Action, Result, Tie it back to the position)
 - Answers should be positive/concise
 - Do not identify a weakness essential to the job
- Prepare for commonly asked interview questions and potential questions to ask the interviewer
- Practice aloud
- Review your resume

After the Interview

- Ask questions - have 3-5 prepared
- Thank the interviewer and determine next steps
- Reaffirm your interest in the position
- Ask for a business card and send a thank you letter or email within 24 hours
- Re-evaluate interview questions and your responses - reflect on your performance and take notes for future reference

BEHAVIOR-BASED QUESTIONS

Behavior-Based Questions

Behavioral interviews are a way for employers to seek proof that you can do what you say you can do. The theory behind behavioral interviews is that the best predictor of future performance is past performance. Behavioral interview questions require the interviewee to provide *concrete* examples of times they have performed the skills needed for the job.

The B-A-R-T Approach: Background, Action, Results, and Tie Back

Answer behavioral interview questions with the "BART" approach to keep your responses concise and organized. Use the table below to help develop your answers.

Example: Tell me about a time you demonstrated leadership.

BACKGROUND Briefly describe the situation relating to the skill <i>~20 seconds</i>	ACTION What did YOU specifically do in the situation to demonstrate the skill? <i>~45-60 seconds</i>	RESULT What was the result of your actions? Should always be positive <i>~20 seconds</i>	TIE BACK Connect what you learned from this experience back to the position <i>~5-10 seconds</i>
Last year I was the VP of Membership for the American Marketing Association.	During the fall quarter, I developed and implemented a marketing campaign to increase awareness about our club on campus and grow our membership. I organized outreach tables, made announcements in management classes and sent out weekly emails to publicize our events.	As a result, we doubled our membership from 25 to 50 members over the course of 4 months.	What I learned from this experience is marketing is effective not only via email and online, but for students, incredibly effective to meet them where they are. This is something I can and am eager to do as a Campus Brand Ambassador for your company.

“Be open minded and try something if you feel interested in it.”



UC IRVINE ALUMNI PROFILE

Jose Bejar

UCI Alumnus

*BA Psychology and Social Behavior and Criminology, Law and Society
AmeriCorps Member Team Leader, City Year Los Angeles*

HOW HAS UC IRVINE SHAPED YOUR CAREER?

“Going into college, I knew once I graduated I wanted to give back to my community in Los Angeles. As a first-generation Latino, coming to UCI was a privilege I worked hard for. However, my first two years at college were difficult for me. I felt like I was not prepared enough to be here. My ELA and math skills were not as great as some of my peers and I was not used to the rigor like they were. I kept this in the back of my head. Fast forward to my 4th year, my experience as a Peer Consultant made me realize that I find it fulfilling to help others. During my last year at UCI, I wanted to become a Career Counselor. At the same time, my experience at UCI Extended Day Center

opened my eyes to the inequity there is in education. I definitely noticed the huge gap in skills between the students there and the students back in LA. I acknowledged that these students have more resources than the students back home did. I shared this experience with the career engagement educators and expressed how I wanted to give back to my community. They connected me with Natasha, the City Year recruiter at UCI, and I applied to City Year!”

DO YOU HAVE ANY ADVICE FOR SOMEONE EXPLORING CAREER PATHS?

“Tell everyone what type of job you're looking for. It's nice to have multiple people reach out to you about opportunities they hear about and think you'd be a good fit for.”

“I learned the most by talking to the career engagement educators. They always had insightful advice and reached out to me about opportunities they thought I would be a great fit for.”

WHAT IS YOUR CURRENT ROLE?

“I am currently a Team Leader for City Year Los Angeles. My main role is to support the First Year AmeriCorps Members. I also assist my Program Manager and help run the after-school program.”

WHAT DO YOU FIND CHALLENGING? WHAT DO YOU ENJOY MOST?

“Some of the challenges in this position are remaining emotionally constant and being responsive to conflict instead of resistant. The days can be long sometimes and it can be difficult avoiding getting too emotionally invested. That said, I enjoy forming relationships with the students and seeing the light bulb moment when they understand something. It's great to watch them grow.”

THANK YOU CORRESPONDENCE

When to Send a Thank You

- After meeting with an employer such as at an information session, career fair, panel event, etc.
- After a job or internship interview
- After someone helps you with your job search process (e.g., refers your resume to someone else, offers to introduce you to someone in their network, etc.)

Format

- It is acceptable and sometimes even preferred to use email, since it is the quickest way to correspond. This is especially the case following an interview if they are making decisions quickly
- You may also send handwritten thank you cards or letters, when appropriate, in addition to the email
- If you interviewed with multiple interviewers, send a unique email/letter to each person
- Keep it clear, concise and free of typos or grammatical errors

Content

- Thank the employer or networking contact for their time and anything specific they shared in terms of advice, resources, referrals, etc.
- Express gratitude for the opportunity to interview or for job search assistance
- Reaffirm your interest in their company, employer, or industry
- Jog the person's memory to remind them of your conversation and mention aspects of the interview, conversation or meeting that were of particular interest to show you were listening
- Clarify an answer or add something that you may not have mentioned during the interview or conversation that is relevant to your job search or to your application

“Start early and find people who are going to be your champions, mentors, and support system. Don't look at relationships and meeting people as transactional, but relational.”

- Nithin Jilla
Executive Director
DREAM FOR SCHOOLS
UCI ALUMNUS, COMPUTER SCIENCE



Samples

Dear Mr. Reyes,

Thank you for taking the time to speak with me this morning about your experience working as a Transportation Planner with the City of Irvine. I was excited to hear of the variety of responsibilities you have from planning and budgeting, to collaborating with so many colleagues across departments. I will definitely look into the resources you shared with me and will also reach out to Mr. Gomez with the County of Orange Transportation Department soon. I appreciate the great advice and for introducing me to someone within your network.

Thank you again for your time and I look forward to staying in touch.

Sincerely,

Dear Ms. Cho,

Thank you for the opportunity to interview for the Laboratory Assistant position at Allergan. After learning more about the specific projects and responsibilities, I am very eager to bring my laboratory experience and analytical skills to help you with ongoing and future projects. As mentioned, having worked at the Beckman Laser Institute & Medical Clinic last summer, I have been successful in working collaboratively with other colleagues under tight deadlines while maintaining a high attention to detail.

Please let me know if you need any additional information as you are making decisions. Thank you again for your consideration and I look forward to hearing from you soon.

Sincerely,

“Networking throughout the years has allowed me to become more comfortable speaking with people who are older and more experienced than me. This has been highly valuable because I have multiple people I can always reach out to for mentorship and guidance.”

- Melany Im
Advanced Tax Staff
Holthouse Carlin & Van Trigt LLP
UCI ALUMNA, BUSINESS ADMINISTRATION

EVALUATING COMPANY BENEFITS

After months of searching, weeks of interviewing, finally - success! You got an offer, or maybe you were very successful and got more than one. Now what? Before you accept or reject, take time to evaluate the offer(s). Don't be swayed by salary alone; consider the entire compensation package. Ask for a few days to think it over. Companies offer both hard and soft benefits - some are negotiable, some are not.

Hard Benefits

1. INSURANCE

This may include: medical, dental, vision, prescriptions, disability, and life insurance. What would your monthly premium or payment per visit be? How much would it cost to add a family member to your plan?

2. RETIREMENT

Does your company offer 401(k) or an equivalent? Do they contribute to a retirement account?

3. FLEXIBLE SPENDING ACCOUNTS

Tax-free dollars to pay for dependent care/certain medical expenses

4. VACATION TIME AND SICK TIME

5. RELOCATION EXPENSES

6. CHILD/ELDER CARE

7. TUITION REIMBURSEMENT

Soft Benefits

1. DRESS CODE

Business casual and dress-down Fridays

2. FLEX TIME

3. WORK FROM HOME/REMOTE

4. CORPORATE CULTURE

5. COMPANY GYM

6. EMPLOYEE DISCOUNTS

7. INVESTMENT AND STOCK OPTIONS

8. START DATE

FACTORS FOR CONSIDERATION

- Nature of the work
- Organizational culture
- Level of autonomy
- Travel
- Salary
- Mentoring
- Workplace diversity
- Stability of organization
- Quality of higher management
- Support for continuing education/advanced degree
- Prestige of organization
- Cost of living
- Level of responsibility
- Location
- Work hours
- Benefits
- Variety of work
- Stability of industry
- Advancement opportunities
- Training and development opportunities
- Opportunities to learn and grow in the job/company
- Transferability of skills/experience from job
- Work/life balance

If you need more information to make the decision, ask the company to tell you more. Many companies have benefit specialists in Human Resources who can guide you through the process. Also, ask your employed family and friends for their perspective.

Once you make your decision, call your contact to accept, state the terms you agreed to and your starting date. Ask them to send a letter outlining your agreement. If you are rejecting the offer, politely thank them for their time and interest.



NEGOTIATING A JOB OFFER

Congratulations! You got the offer! Now what?

PREPARE

- Use tools such as [glassdoor.com](https://www.glassdoor.com) and [salary.com](https://www.salary.com) to find salary ranges and averages for specific positions and companies. Be sure to research by region as cost of living can impact salary.
- Assess your costs including housing, gas, food, loans, etc. Knowing your needs allows you to assess if an offer is sufficient, or if you need to adjust your expenditures.
- Examine other elements of your offer and prioritize them. You may be able to negotiate things other than salary.
- If you aren't sure if it is appropriate to negotiate in your field, just ask! Reach out to colleagues or mentors, or ask your contact at the company. The worst they can say is "no."

Tips During Negotiation

• YOU DON'T HAVE TO ACCEPT IMMEDIATELY

Ask your company contact for their deadline and take time to examine the full compensation package. Ask for the offer in writing/email as well.

• NEGOTIATION IS A PROCESS, NOT A DEMAND

Have a salary range that you feel comfortable asking for, and be ready to negotiate other elements if salary is non-negotiable.

• KNOW YOUR VALUE TO THE COMPANY

You need to be able to justify why you are worth more, so think of what specific skills and experiences you bring that make you worth it.

Declining an Offer

• EXPRESS GRATITUDE

Thank the company for their time and interest in you. You want to maintain a positive relationship with the company in case you decide to work for them in the future.

• PROVIDE AN EXPLANATION

Briefly explain why you are declining and avoid saying anything negative about the company as your reason.

Receiving Multiple Offers

• CAREFULLY COMPARE EACH OFFER

If you receive more than one offer, look at the strengths and weaknesses of each, not just salary.

• IF THE OFFER FROM YOUR LESS PREFERRED COMPANY IS BETTER

Try to use your offer to bargain for a better offer from your first choice. Be careful about how you approach the negotiations and be prepared for your preferred company to say they can't match the other offer. Do not misrepresent the other offer, since the company may ask to see it before responding to your request.

• PROCEED WITH CAUTION

Do not attempt to pit companies against each other to create a bidding war. You want to start your new job on a positive note. If the negotiations are not handled correctly, the relationship can be soured and potentially result in the company withdrawing your offer.

ETHICAL CONSIDERATIONS WHEN ACCEPTING THE OFFER

- Once you accept an offer, you have made a commitment to work for that company. After accepting an offer, you should stop interviewing at other companies. If you are not ready to make that decision, ask the company making the offer to give you more time to consider before responding.
- Do not begin negotiations until you are ready to accept. Once you enter into negotiations, the company will expect you to accept the offer once you have agreed on the terms.

PROFESSIONALISM: TIPS TO SUCCEED

So you have landed your first position or internship! Making the transition from being a student to a professional can be a difficult one. There are strategies that you can follow to establish a positive first impression and ensure you are viewed as a colleague with career potential.

Why Does Being a Professional Matter?

- Helps to maintain positive communication
- Avoids misunderstandings
- Makes the workplace more satisfying and stress-free
- Enhances career potential

First Impressions Matter

People develop first impressions within a matter of minutes. Here are some tips to ensure you are making a positive first impression:

- Shake hands and smile as you greet people. Have a firm handshake to demonstrate confidence
- Look people in the eye when you are talking to them and demonstrate open body language
- Try to remember people's names. You may wish to make notes after meeting people with names and context
- Arrive on time! It is always impressive to arrive a bit early to work and meetings. If you cannot avoid running late, let your supervisor know
- Dress appropriately for the position. If you are unsure about dress code, ask your supervisor or human resources

*“Professional is not a label
you give yourself -
it's a description you hope
others will apply to you.”*

- David Maister



Phone, Email, and Social Media Etiquette

- Make sure your phone is on vibrate or "Do Not Disturb"
- Your employer and colleagues should be your #1 priority, not your phone calls, texts or emails. Find out what the office policy is regarding phone/email use in the workplace. Some may not allow a phone to be visible or used during your workday
- Business emails should always use formal language (not texting language and emoticons)
- Always include salutations and closings in emails
- Utilize the subject line of emails to include a short and specific description of your message
- Consistently check and respond to business messages
- Be very careful with "Reply All" and "BCC"
- Always double-check spelling, grammar, punctuation, and content before *hitting* "Send"
- On social media profiles, remain professional and avoid posting inappropriate comments or photos
- Use online search engines to check your online presence and see what shows up
- If you wouldn't say it in person, don't say it on social media

Overall Tips

- When beginning a new position, be an observer. Learn the company culture and respect others prior to making judgments
- Treat others with kindness and respect
- Be careful with your topics of conversation; avoid discussing politics, religion, and money



ALUMNI

We are proud of our Anteater alumni! Whether you seek career services, want to help current Anteater students, or are recruiting Anteaters for jobs and internships - the Division of Career Pathways is ready to help.

Seeking Career Services

- Visit our website to learn how to access Handshake (job portal), career fairs, and other career resources at <http://career.uci.edu/alumni/services-for-alumni/>

Interested in Mentoring UCI Students or Alumni?

- Connect with fellow alumni through the Anteater Network (<https://antnet.uci.edu/>) - an online resource to facilitate alumni and student mentoring relationships
- You can explore theme-based groups, find career resources, and most importantly - develop meaningful mentoring relationships

Recruiting for Jobs or Internships

- Find qualified candidates through Handshake - our online job portal. Create a free account to post full-time jobs, part-time positions, and internships
- You can review user profiles, schedule on-campus interviews, request information sessions, register for career fairs, and more
- Learn more at <http://career.uci.edu/recruiters/on-campus-recruiting/>



UC IRVINE ALUMNI PROFILE

Christian Johnson

UCI Alumnus, MBA

Leadership Development Program, Edwards Lifesciences

CEO, Seed Consulting Group

Forbes Nonprofit Council

HOW HAS UC IRVINE SHAPED YOUR CAREER?

"UCI had an influential impact on redirecting my career path toward working in a company that I am proud and honored to work for every day. The career

exploration process at UCI helped me to evaluate which companies were built upon a purpose, values, and aspirations that align strongly with my own. Through that process, I discovered Edwards Lifesciences. I applied for a summer MBA internship at Edwards, fell in love with the company, and decided that I would continue pursuing a career at Edwards."

DO YOU HAVE ANY ADVICE FOR SOMEONE EXPLORING CAREER PATHS?

"Invest significant time and energy into being 'in the trenches' of that job. This may involve volunteering, conducting research, consulting, internships, fellowship programs, or taking classes. You'll discover whether or not it's a good fit."

UCI DIVISION OF CONTINUING EDUCATION

Earning a degree is the starting point in your career journey - and the Division of Continuing Education (DCE) provides a spectrum of resources to support your professional growth at every stage along the way:

Certificate Programs

- Explore over 80 certificate and specialized studies programs that can advance your career - whether you're changing careers, preparing for a promotion, or increasing your earning power
- You can enroll in individual courses without enrolling in a certificate program

Career Launch

- Your undergraduate or graduate courses may qualify for transfer credit toward some of our high-demand programs such as Project Management, Business Administration, Human Resources, Digital Marketing, Contract Management, and more
- UCI Alumni Association members receive a 10% discount toward tuition fees

Career Planning Modules

- Sharpen your job search skills with three online modules: *Starting a Job Search*, *Ready to Network*, and *Communicating My Value*
- Each module provides simple guide with action items to support every step along the journey

Career Webinars

- Explore a library of webinars featuring strategies for enhancing your career at any stage including: advancement, social networking, relationship management, interviewing skills, salary negotiation, and much more

Career Success Specialization

- Through a partnership with Coursera, this is a series of open, online courses specifically designed to sharpen the skills needed to improve employability and advancement
- The courses may be taken in any order and each course can also be taken independently

CareerZot Blog

- Our blog shares information on the latest trends for performing at your best

LEARN MORE AT [CE.UCI.EDU](https://ce.uci.edu)

