CAREER TOOLKIT

EVENTS

The Division of Career Pathways hosts a variety of events each year - from career fairs and graduate school fairs to 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 and 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 and Career Fair
- WINTER QUARTER -

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

Health Professions Graduate School 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

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

CAREER TOOLKIT

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Contact Information

career.uci.edu

100 Student Services 1
(across from Student Center Starbucks)

career@uci.edu

949-824-6881

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.**

Workshops and Webinars

Presentations providing information about resume writing, interviewing techniques, job search strategies, internship planning, and graduate/professional school preparation. Visit our online library of recorded webinars and panels.

Career Guides

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

Career Assessments

Focus 2 is a free tool to help you gather information on majors and jobs for career decision making.

Career and Grad Student Resources

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

UCDC Internship Program

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

Handshake Interviews

Companies conduct Handshake interviews at DCP during the academic year for job and internship positions.

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.

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.

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!

CRITICAL THINKING
Identify and respond to needs based on an understanding of situational context and logical analysis of relevant information.

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 AND SELF-DEVELOPMENT
Proactively develop self and career through continual personal and professional learning, awareness of strengths and weaknesses, navigation of career opportunities, and networking to build relationships.

EQUITY AND INCLUSION
Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

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, & 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 and LinkedIn 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? A great way to start networking is 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 professional that are already working in the field. Conducting an informational interview (or informational meeting) 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 HAVE A CONVERSATION WITH**
  How do you find people to have a meeting with? 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, or they may know people who do. Career centers, alumni offices, professional associations, and religious organizations are other places to find potential people to have a conversation with. 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 meetings. Contact the people you hope to meet by email, making it clear that you want information and not a job. Start with an email contact first and follow up with a phone call. This gives the professional advanced notice of your intentions before you put them on the spot during your phone call. You should also mention how you found the person's name and if someone suggested you contact them.

- **PREPARE TO MEET**
  Now that you have an appointment, the next setp is to get ready for the meeting by researching the occupation and the organization, creating a resume, and developing questions.

- **RESEARCH**
  Knowing something about the occupation and company will help you develop specific questions, show your enthusiasm for the job, and help you look more professional.

- **RESUME**
  Bring a copy of your resume to demonstrate seriousness and professionalism. You can also ask the people you meet with to give you feedback on your resume; this may help you gain relevant advice to be more competitive for a certain field.

Develop Questions

The most critical part of preparing for an informational interview is to decide which questions will help you evaluate whether the career is a good fit for you. You want to gain information to help you imagine yourself in the job and to see whether you would enjoy it. See the next page for some suggested questions.

• CONDUCT THE MEETING

Informational interviews are more casual than job interviews, but you should still make a positive and professional first impression. On the day of the meeting, you should dress like you are going to an interview. Arrive early and be polite to everyone you meet. You are leading the meeting so start by thanking the professional for his or her time. You should also monitor the time and end the converstaion within the specified time. Thank them for spending time with you and for the information they provided. After the meeting, 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. Take a moment to reflect on the following: What did you like? Did you uncover any new concerns about or advantages to teh occupation? Did you discover another occupation you might want to learn about? Do you think you would be happy in this type of job or in this type of organization? It is important not to base decisions on the opinions of one individual or company environment. Try to conduct a few meetings in an occupation and confirm the information you learn through other sources. 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 are your job responsibilities?

5. Are these duties the same for everyone with this job title?

6. What kind of individual (in terms of talent and personality) would be best suited to this position?

7. What are the prospects for someone entering your field today?

8. What advice would you give someone entering your field today?

9. What advice would you give on applying for and finding a job in this field?

10. Are there any other sources of information you might suggest to learn more about this field?

11. What function or services does your office provide?

12. Are there any other jobs that are similar to yours but with different job titles?

13. Do you have any contacts I might benefit talking with?

BUILD YOUR HANDSHAKE PROFILE

Why should you have a Handshake profile?

- A complete profile makes you 5x more likely to be proactively sourced by a recruiter
- 40% of students with a public profile have received a message from an employer
- 66% of juniors/seniors with a public profile have received a message from an employer
- Handshake uses artificial intelligence to customize your search based on your profile information, career interests, and search patterns
- DCP emails information about upcoming events, jobs, and internships based on profile data
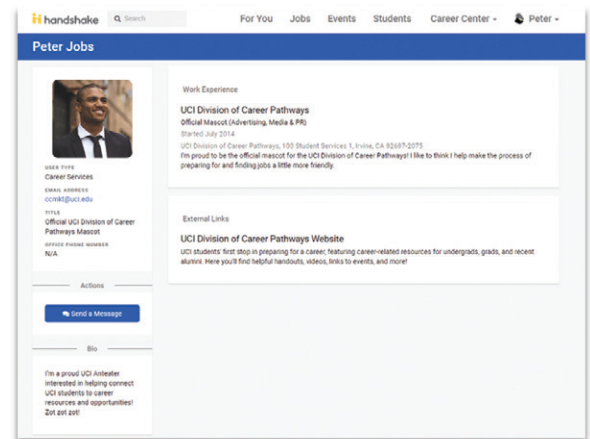
Build a Strong Handshake Profile
A lot of information can be pulled from your resume andpopulated into your Handshake profile:
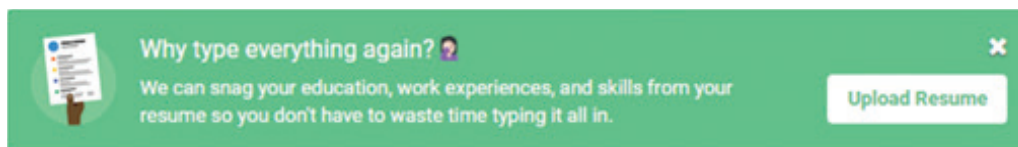
BASIC INFORMATION
- **Name** - Can be edited, but keep to your legal name with preferred name in parenthesis (ex. Samuel (Sam) Smith)
- **Professional Photo** - Be sure you are making a professional impression
- **Class Year** - you can change/edit this
- **College/School within UCI** - ex. School of Social Sciences
- **Time Period** - months and years enrolled at UCI
- **Graduation Date** - the term and year you expect to complete your degree
- **Major** - add the major(s) you expect to complete
- **Minor** - add the minor(s) you expect to complete
- **GPA** - this comes from the Registrar's Office. DCP updates information from the Registrar once per quarter
- **School** - can add if transferred from a community college or other university
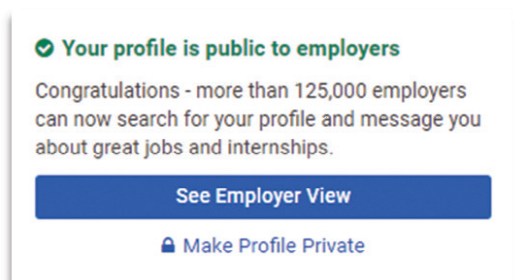- **Work Authorization** - select your work authorization status

More About You

- **Work Experience**

- **Organizations/Extraurricular**

- **Skills** - Include both technical and non-technical skills because employers may use specific key words in their searches. This can be languages you speak, computer skills, as well as using multiple words to describe the same skills (ex. marketing, social media marketing, digital marketing, online marketing, product marketing, etc.)

- **Courses** - List courses that are related to the types of positions you are targeting

- **Projects** - List projects that are related to the types of positions you are targeting

- **Upload Documents** - Including resume, unofficial transcript, cover letters, or other documents. Cover letters should be tailored. You have the option to publicize your default resume, allowing employers to view and download the document. You can upload multiple versions of any of your documents to apply to specific positions

- **Short Bio** - This is your space to express yourself. Include your goals, experiences or skills and maybe one or two fun facts about yourself. This could be similar to your summary on LinkedIn.

- **Social Links** - Be sure to link to professional sites only such as LinkedIn, an online portfolio of your work, etc.

Your Career Interests

This is an important aspect for UCI Division of Career Pathways to more effectively communicate with you and also impact AI results. Career interests are questions prompted on login, but students can also access all career interest questions through the dropdown menu under their name.

Making Your Profile Public

By making your profile public, it will allow employers that are connected to your school to view your profile.

> ✓ **Your profile is public to employers**
>
> Congratulations - more than 125,000 employers can now search for your profile and message you about great jobs and internships.
>
> **See Employer View**
>
> 🔒 Make Profile Private

Note: Your profile will not be public to employers that have not been approved by your school or anyone without a Handshake account. UCI Division of Career Pathways does our best to evaluate every employer request in an effort to ensure legitimacy and accuracy of information provided.

Approved employers will see the following fields in your profile name:
Name, Photo, Education, Work Experience, Classes, Projects, Skills, Bio, Organizations/Extracurricular, and Social Links. Employer cannot see certain fields (marked with a symbol), such as Work Authorization, Gender, Ethnicity, and Email Address.

LINKEDIN

Why should you be LinkedIn?

• More than 750 million members in 200 countries and territories

• More than 3 million Company Pages, in over 150 countries

• 85% of employers say online profiles influence hiring decisions

• Your LinkedIn activity impacts your Google ranking

• 40% of users check LinkedIn daily
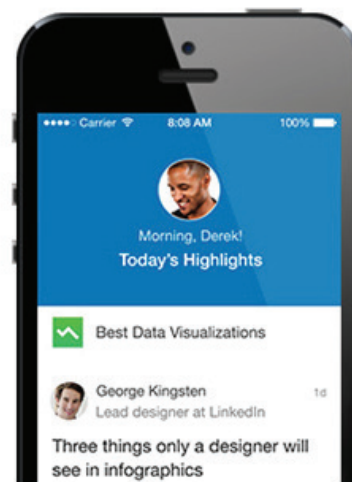
Build a Strong LinkedIn Profile

• **HEADLINE:** Use your title to describe yourself and indicate if you are actively job hunting. Make it fit the job you want.

• **PHOTO:** Use a professional photo and if possible, place yourself in a field-appropriate context

• **ABOUT:** Your professional bio. Use the space to tell your story and what you are seeking. Make it short and concise

• **EXPERIENCE:** Be thorough and include the accomplishments that don't fit in the resume. LinkedIn will suggest connections based on your past experience and education

• **EDUCATION:** List the college you've attended, including community college if appropriate. Additional sections: website(s), portfolio, organizations, projects, honors and awards, courses, etc. Choose your categories carefully or highlight relevant skills and experiences

• **ORGANIZATIONS:** Add activities and societies you participated in during your college years

• **GROUPS:** Join those that match your brand (look at others' profiels in your industry for ideas). Participate in and post your own discussions to engeage with others and build a presence

• **RECOMMENDATIONS:** Request strong recommendations from your contacts. Aim for one per experience, preferably from direct supervisors

• **URL:** Customize your auto-generated URL (www.LinkedIn.com/in/YourName). Promote your profile by adding your URL to your signature line, business card, or resume

• **STATUS UPDATES:** Update your status regularly. Link to articles/resources, announce events you are attending and new projects you're working on. This will bring you up in the Google rankings

• **SKILLS & ENDORSEMENTS:** Add any relevant skills you have to your profile as these are used to determine search results

Visit our website at www.career.uci.edu to find more helpful tips on making your LinkedIn stand out. Don't forget to register via Handshake for our "Are You LinkedIn?" workshops!

Build Your Network

- **CONNECT** with family, friends, professors, Division of Career Pathways staff, bosses -- everyone you know! Always send a personal note
- **WRITE PERSONALIZED CONNECTION REQUESTS.** Check their contact settings first and indicate why you want to connect with them
- **UPLOAD YOUR ADDRESS BOOK** from your email accounts but be sure to only connect with people you know or with whom you have some real connection
- **JOIN ALUMNI, UNIVERSITY, AND DIVISION OF CAREER PATHWAYS GROUPS.** You can reach out personally to people in your groups to build your network further
- **SEARCH FOR WARM CONTACTS LIKE ALUMNI AND INDUSTRY MEMBERS.** What groups are they in? Join those groups and participate
- **LOOK UP PEOPLE YOU MEET** in person and connect with them
- **REQUEST INTRODUCTIONS** to people you do not know but someone in your network is connected to. Indicate why you want to connect. You will need to write your connection requesting that they introduce you. Note: Do not ask for a job
- **MAINTAIN YOUR NETWORK.** Thank them for their help and keep them up to date. Think quality over quantity when it comes to your connections

LinkedIn for Your Job Search

- **DETERMINE WHAT KIND OF POSITION YOU WANT** by viewing LinkedIn profiles. Use the Advanced Search option for help
- **ONCE YOU KNOW, CLICK THE JOBS TAB** and enter the term to search for jobs advertised on LinkedIn. It will also suggest jobs that match your skills and interests. Use the Advanced Search option to refine your job search. Check to see if anyone in your network works or has worked for the company and reach out to them for more information
- **SEARCH YOUR NETWORK USING THE ADVANCED SEARCH OPTION** for people who have worked in the position you are interested in. Reach out to them and ask for help
- **SEARCH FOR AND FOLLOW COMPANIES OF INTEREST.** Check for new openings, see trends and charts. See where people worked before and after those companies -- to get more prospects. Search for and follow those companies
- **APPLY THROUGH LINKEDIN.** Note: Your profile is attached to your application
- **DO YOUR HOMEWORK BEFORE AN INTERVIEW.** Research the company and people interviewing you on LinkedIn. This will give you an edge over those less prepared.

5 JOB & INTERNSHIP STRATEGIES

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

1 Networking

☐ Discuss career goals with people you know
☐ Discuss career goals with faculty
☐ Conduct informational interviews
☐ Attend panels at the Division of Career Pathways
☐ Join professional organizations
☐ Inquire directly with employers
☐ Join and actively use LinkedIn

RECOMMENDED RESOURCES: UCI Division of Career Pathways LinkedIn Group, Anteater Career Network, Campus Organizations (campusorgs.uci.edu)

2 Internships

☐ Attend internship workshops and webinars
☐ Search for internships on Handshake
☐ Make an appointment to meet with a career educator

RECOMMENDED RESOURCES: UCI Division of Career Pathways LinkedIn Group, Campus Organizations (campusorgs.uci.edu)

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 employer panels, events, and interviews on campus
☐ Attend employer information sessions

RECOMMENDED RESOURCES: Handshake (uci.joinhandshake.com)

5 Career Fairs

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

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

Additional considerations:

DO

- Start early
- Tailor your resume/cover letter
- Exhaust all of your resources
- Wait to discuss salary with offer
- Keep track of your correspondence

- Dress professionally
- Consider employment agencies
- Be open to small companies
- Research employers

For more advice, stop by Drop-In Advising or make an appointment with a career counselor

Job Preparation

DETERMINE WHAT KIND OF WORK YOU ARE LOOKING FOR:
1. Industries   2. Functions   3. Job Titles

IDENTIFY WHERE YOU WANT TO WORK:
1. Company   2. Work Setting   3. Location

PREPARE YOUR RESUME:
1. Attend a resume workshop or webinar at the UCI Division of Career Pathways (register on Handshake at uci.joinhandshake.com)
2. Have your resume reviewed durinng Drop-In Advising

RESEARCH THE JOB MARKET:
1. www.bls.gov/ooh | online.onetcenter.org
2. Research the employment outlooks
3. Determine the salary range (salary.com)

Job Search Strategies

- HANDSHAKE (online job and internship listings)
- NETWORKING CONTACTS (UCI alumni, former supervisors, professors, family, friends, etc.)
- INTERNET JOB LISTINGS
- CAREER FAIRS
- DIRECT INQUIRY (contact employers you would like to work for)
- TEMPORARY/EMPLOYMENT AGENCIES

KEEP IN MIND...

- *The average job search takes about six months!*
- *Only 10-20% of jobs are ever published, which means 80-90% of jobs remain hidden in the job market*
- *Using multiple job search strategies will yield better results*
- *Obtaining a job is a process. Don't get discouraged if you don't get an interview for every application*

FOR MORE...

- *Attend a Job Search Strategies workshop of webinar at the Division of Career Pathways (check Handshake for times and details)*
- *Make an appointment with a career counselor -- they will have resources pertaining specifically to your area of interest!*

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 counselor 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.** Utilize Big Interview to watch instructional videos on preparing for an interview, answering common questions, and even practice conducting a virtual mock interview by choosing from their extensive Question Library.

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

Internship Search

- **Handshake Job & Internship Listings**
- **Campus Interview 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. Develop mentor relationships with professionals across the organization. Take the initiative to seek additional responsibilities when you have completed your work. Maintain your network after the internship is over for future referrals and letters of recommendation.

RESUME GUIDE

Overall Formatting

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

<div align="center">

PETER ANTEATER

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

</div>

<div align="center">

PETER (FRED) STUDENT

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

</div>

- If you would like to include your pronouns on your resume, you can add them under your name.
- 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. If you received an associate degree, 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				RESEARCH			
advised	aided	assessed	assisted	analyzed	clarified	collected	conceived
coached	collaborated	coordinated	counseled	critiqued	detected	diagnosed	disproved
demonstrated	diagnosed	educated	encouraged	evaluated	examined	extracted	identified
facilitated	guided	helped	inspired	inspected	interpreted	interviewed	investigated
maintained	modeled	referred	rehabilitated	organized	researched	reported	reviewed
represented	supported			searched	studied	summarized	surveyed
				systematized	wrote		

FINANCIAL				TECHNICAL			
adjusted	allocated	analyzed	appraised	assembled	built	calculated	computed
audited	balanced	budgeted	calculated	designed	devised	engineered	fabricated
compared	computed	estimated	forecasted	inspected	maintained	operated	overhauled
projected	raised	reevaluated	reconciled	programmed	remodeled	repaired	solved
		researched	sold	trained	upgraded		

TRACY L. McCORMACK

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

EDUCATION

University of California, Irvine June 20XX
Bachelor of Arts in Psychological Science
Minor in Management
Relevant Coursework: Organizational/Industrial Psychology, Introduction to Marketing,
Principles of Accounting, Micro- and Macro-Economics, Managerial Finance

Santa Ana College May 20XX
Associate of Arts in Liberal Arts

EXPERIENCE

Bleu Skye Design Studio - Newport Beach, CA June 20XX - Present
Marketing Assistant
- 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

Fit for Life Activity Center - Irvine, CA January 20XX - Present
General Activities Leader; Office Administrator
- 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

Outreach OC - Fountain Valley, CA September 20XX - Present
New Member Educator, February 20XX - Present
- 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

Fundraising Coordinator, June 20XX - February 20XX
- 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

Student Intern, Office of Student Conduct, Irvine, CA September 20XX - June 20XX
Webmaster, Outreach OC, Irvine, CA 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
B.S., Biological Sciences
Minors in **Psychological Science** and **Medical Anthropology**

June 20XX

Orange County EMT, Lake Forest, CA
Emergency Medical Technician Certification

November 20XX

EXPERIENCE

UCI Medical Center, Pigazzi Lab, Orange, CA
Research Student, Department of Surgery

May 20XX - Present

- 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
Medical Assistant Intern

March 20XX - Present

- 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
Community Service Chair and Co-Publicity Chair

September 20XX - June 20XX

- 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 10 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
West Anaheim Medical Center (WAMC) Emergency Room and CARE Ambulance Services

September 20XX - November 20XX

- 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 92697
(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

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

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

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**	June 20XX
	Bachelor of Arts in Studio Art	

EXPERIENCE

California Pizza Kitchen, San Bernardino, CA   Sept. 20XX - Aug. 20XX
Host
- 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

Arts for All, Colton, CA
Art Teaching Assistant Volunteer   July 20XX - Dec. 20XX
- 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

LEADERSHIP EXPERIENCE

Key Club, Fontana, CA   Sept. 20XX - June 20XX
President   Sept. 20XX - June 20XX
- 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   Sept. 20XX - June 20XX
- 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

ACTIVITIES

Photographers' Society, University of California, Irvine   January 20XX - Present
Member
- Participate in weekly meetings and discussions related to the methods, arts, and equipment for photography

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   June 20XX
B.S. in Computer Science
GPA: 3.25

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 ensure 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 recapcha, 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   June 20XX
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

University of Barcelona, Spain   Summer 20XX
UC Educational Abroad Program (UCEAP)

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

CURRICULUM VITAE vs RESUME

What is a Curriculum Vitae (CV)?

A CV is used to summarize your skills, experiences, and accomplishments for academic employment. This is different from a resume, which succinctly describes your education and experience as it relates to your targeted position. Typically, academic positions at four year universities and community colleges require CVs.

When should you use a CV over a resume?

A curriculum vitae is typically used when applying for:

- Academic positions
- Some graduate school programs
- Employment overseas
- Grants, fellowships, awards
- International organizations
- Research positions

Formatting your CV:

- **REQUIRED SECTIONS:** A CV should contain your name, email address and phone number, mailing address, education, references, and links to your online portfolio and LinkedIn profile.

- **ADDITIONAL RECOMMENDED SECTIONS:** Consider adding additional information that highlights your knowledge and achievements. Some examples include links to publications and presentations, professional affiliations, leadership experience, awards and honors, research experience, specialized skills, etc.

Have your resume reviewed with 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

- **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.

COVER LETTERS

A cover letter is your opportunity to tell the employer what you are applying for and why you are a good match for the position and the organization. You should submit a tailored, well-written cover letter every resume, whether for an intenrship or job. While a resume provides a summary of your skills and experience, a cover letter takes it a step further by allowing you to highlight your specific qualifications.

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

Focus 2

• **ORIENTATION** to the career planning process & how to be career ready. Develop a road map of your goals and experiences to plan for your future

• **ASSESSMENT RESULTS -** Identify occupations and majors at UCI matching your personal attributes

• **EXPLORE SUGGESTED MAJORS** that match your personal attributes and navigate career options to make informed decisions

LEARN MORE AT
**CAREER.UCI.EDU/FOCUS-2-CAREER/**

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
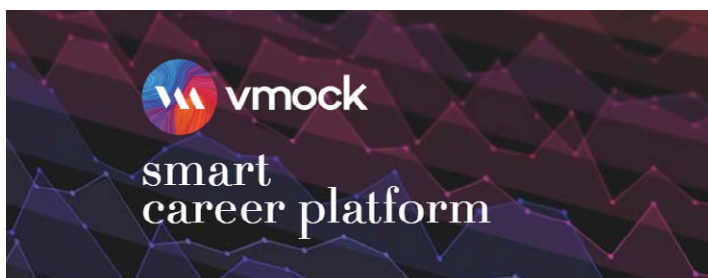
VMock

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

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

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/workingwardrobes

- **CAREER SPOTS** (CAREER.UCI.EDU/CAREERSPOTS)
  Quick, informative videos on a variety of topics, including career readiness, internships, and career advice

- **VMOCK** (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

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
- Prepare your computer set-up, a neutral background and a good internet connection for virtual interviews

WHAT TO RESEARCH:

- Company mission and values
- Products and services
- Culture and management style
- Organizational structure
- Financial conditions and plans for growth
- Major competitors
- Job responsibilities and opportunities for advancement
- Location and remote opportunities

WHERE TO RESEARCH:

- Company website
- career.uci.edu, Anteater Career Network, and Handshake (uci.joinhandshake.com)
- Onetonline.org
- Google, LinkedIn, Glassdoor
- Current/former employees, interns, alumni

10 Rules of Interviewing

1. MAKE A STRONG FIRST IMPRESSION: Be respectful to everyone you interact with, remember to be on time, smile and be aware of your non-verbal body language.

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 measureable 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 e-mail to the interviewers restating your interest and thanking them for their time.

10. EVALUATE THE INTERVIEW: Reflect on your experience and review your performance. What did you do well and what can you improve upon for next time?

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 experience 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 accomplishment 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 conflict 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 an ideal employee?
- ☐ What additional qualities does the job require that we haven't discussed?
- ☐ How does the current or former occupant's background and experience differ from mine?

During the Interview

- Arrive early - 10-15 minutes before the interview
- Greet the employer and/or associates with a smile and confidence
- 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
- Be aware of non-verbal behaviors -- posture, voice, eye contact, and smile
- Relax and enjoy the conversation

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 *~20 seconds*	ACTION What did YOU specifically do in the situation to demonstrate the skill? *~45-60 seconds*	RESULT What was the result of your actions? Should always be positive *~20 seconds*	TIE BACK Connect what you learned from this experience back to the position *~5-10 seconds*
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.

PROFESSIONAL CORRESPONDENCE

It is important to learn how to correspond with employers and other professionals, whenever you are communicating with them.

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

Samples - Thank You Correspondence

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,

Sample - Interview Correspondence

Dear Ms. Jones:

I want to thank you for the opportunity to interview with you next Wednesday. I am excited to talk with you about your company and how my skills match your position.

I am looking forward to meeting you at your office on Wednesday, May 21st at 3:00 p.m.

Sincerely,

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 eduction/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 and 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.
- ☐ Use resources such as the **AAUW StartSmart free online Salary Negotiation workshop** to build your confidence
- ☐ 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.

PROFESSIONAL ETIQUETTE

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/

CONSIDERING GRAD SCHOOL

Research Your Prospective Schools

• **TALK WITH** professors, graduate students, or other UCI staff

• **MEET WITH** people working in that industry or studying in that field

• **CHECK OUT** the Occupational Outlook Handbook by visiting www.bls.gov/ooh/

• **IDENTIFY** prospective schools and seek information on their best programs. Check out US News Ranking for Graduate School, Gradschools.com, and Petersons.com.

Evaluate the Various Graduate Schools

• **DEPARTMENT**
Certain institutions are known forparticular programs. Check out the U.S. News & World Report Best Graudate Schools online.

• **FACULTY**
Research the reputation and areas of specialization of the faculty

• **PROGRAM**
Each school has a different curriculum and philosophy. Make sure they meet your educational goals.

• **FACILITIES**
Find out about the libraries, laboratories, and research facilities. WHat is the depth of the library collection in your particular field of interest?

• **SIZE**
There are advantages and disadvantages to both small and large universities

• **PLACEMENT**
Where are graduates hired after completing the program?

• **DEGREE REQUIREMENTS**
Review all requirements such as residency, unit requirements, language requirements, examinations, candidacy, and thesis or dissertation

Prepare for the Admissions Process

- **COMPLETE YOUR BACHELOR'S DEGREE**

- **AIM FOR A MINIMUM 3.0 GPA**
  Some schools average your last two years of school, or the courses in your field of concentration

- **2-3 LETTERS OF RECOMMENDATION**
  Choose individuals who know you academically and/or professionally and will give you the best recommendation. The job title or status of that person does not usually matter; however, at least one reference should be a professor. Before asking for a recommendation, meet with your reference to discuss your career goals and inform them about the program(s) you're interested in

- **STATEMENT OF PURPOSE**
  Read the prompt carefully. State why your aptitude, skills, values, and interests are aligned with the particular graduate program. This is a qualitative way to show your eligibility, not quantitative like GRE scores, transcripts, and grades

- **ADMISSION TESTS**
  In most cases, the Graduate Records Exam (GRE) will be required. Check with each school to identify the appropriate exam

- **APPLICATION**
  Read instructions carefully and meet all requirements and deadlines

Finance Your Education

- **FELLOWSHIPS -** Given to students witht he expectation that they will maintain and achieve good standing

- **LOANS -** Explore school, private, and govertment options. Repayment of loans can vary

- **REVIEW** national scholarships, grants, and corresponding deadlines

- **ASSISTANTSHIPS -** You receive a monthly stipend for which you perform services realted to your field

- **GRANTS -** Like fellowships, these are gifts to graduate students that do not have to be repaid

- **WORK-STUDY -** This type of financial aid assists graduate students by providing job opportunities within the institution or in a public or non-profit agency for up to 20 hours per week

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

UCI Division of
Career Pathways