

# Job Search Prep & Tips

Careers.ucr.edu  
951-827-3631



# Current job market

## The hiring process



---

### **The applicant pool**

Depending on the position, hundreds, if not thousands, of people apply



---

### **Resumes are reviewed**

Can be reviewed electronically or by a person

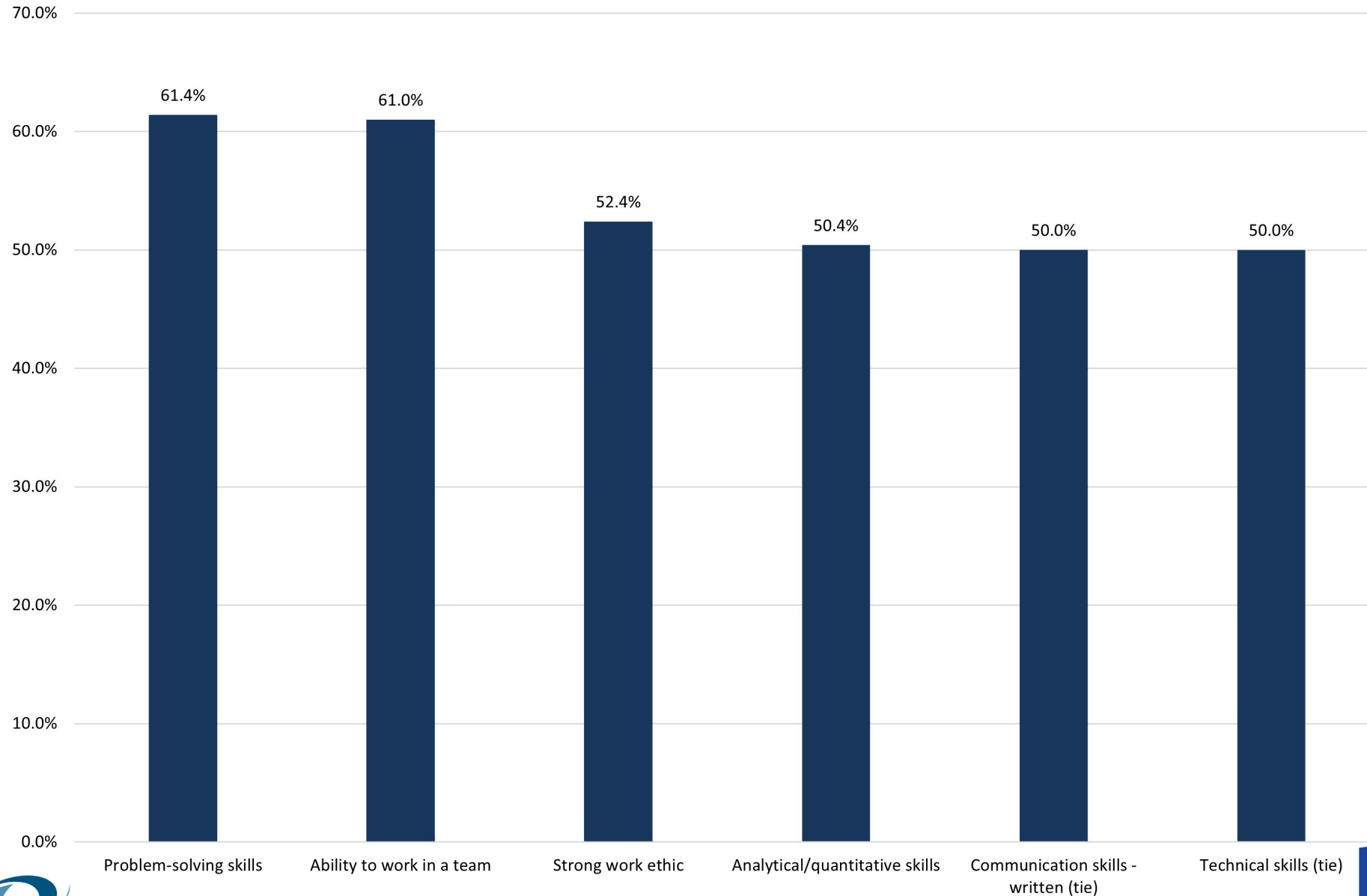


---

### **Interview phase**

Typically 2-6 applicants are interviewed per opening

# FIGURE 1: TOP 5 ATTRIBUTES EMPLOYERS SEEK ON CANDIDATE'S RESUME



**Percent of respondents identifying attribute as very/extremely important**

*Source: Job Outlook 2023, National Association of Colleges and Employers*



# Assess your job search

Research the marketplace: What do you already know?

Learn industry trends

**OCCUPATIONAL OUTLOOK HANDBOOK**

[www.bls.gov/ooh/](http://www.bls.gov/ooh/)

Discover the responsibilities of jobs of interest



[www.onetonline.org/](http://www.onetonline.org/)

Get an insider's perspective on an organization



[www.glassdoor.com](http://www.glassdoor.com)



# Job Search Strategies

- **Start today!**
- Bookmark websites
- Create job post alerts
- Keep a database (Excel, Google Sheets, etc) - [Sample](#) available from Vanessa
  - Areas you are interested in
  - Jobs that catch your eye
  - List of companies/institutes
  - List of people you would like to speak
- Save the job posts you see/like as a pdf file; mark the skills they want

# Formatting

## CV

- Academic credentials, funding, teaching, services, awards
- No restriction on length
- One inch margins, 12 point font size, double spaced
- Avoid including personal information, hobbies, interests, and irrelevant work experience

## Resume


- Relevant skills, work experience, relevant information higher up on resume, target to the position
- 1 to 2 pages
- 1/2 – 1 inch margins, single spaced, 10 to 12 point font size
- Avoid unedited list of publications, presentations, conferences, courses taught, past 10 years of experience

# ➤ Applicant Tracking System (ATS)

- Use nouns indicating specific job functions, skills, responsibilities (see detailed job description to select key words to use)
- Look for repetitive wording in the job description and include keywords in skills and experience sections

*“An estimated 95% of Fortune 500 companies currently use an ATS to manage their applicant tracking process, (Amy Elisa Jackson, Glassdoor)”*

# Applicant Tracking System (ATS)

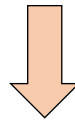
- Forget “fancy fonts”, flashy symbols , colored paper, & borders
- Please, NO TABLES (even with invisible lines)
- 10 - 12 point size (text only), standard font
- Avoid **bolding** too many things
- Use MS Word files when submitting, most prefer Word over other formats
- Write/tailor your resume to the job descriptions – your resume is written for your audience/employers!!!!!! Generic resume with minimal keywords do not work.



# Chronological Format

- Easy to read, most commonly used and preferred by employers
- Presents education and work experience in reverse chronological order

Recent



Oldest

- Very effective if majority of education and work experience is related to objective

# Main Sections on a Resume

1. Contact Information

2. Education

3. Experience

4. Skills (can be placed after education or after experiences)

5. Leadership, Volunteer and other Experience Sections

1



**Scottie Bear**  
Riverside, CA | 951-827-3631 | scottie.bear@email.ucr.edu

## EDUCATION

University of California, Riverside (UCR)

**Master of Public Policy (GPA: 3.8)**

Expected May 2024

- Relevant Coursework: Public Policy Analysis, Economics for Public Policy, Statistics, Program Evaluation

**Bachelor of Arts in Political Science (GPA: 3.6)**

May 2021

- Minors: Economics, Environmental Studies

## POLICY RELATED EXPERIENCE

School of Public Policy, UCR

**Graduate Research Assistant**

September 2023 – Present

- Conduct literature reviews and gather data from various sources for policy analysis
- Design and carry out qualitative and quantitative research studies, such as surveys, interviews, and experiments
- Analyze data using statistical software and methods to identify patterns and insights

Office of the Mayor, Riverside, CA

**Policy Intern**

June 2023 - August 2023

- Researched and analyzed large sets of data on housing and homelessness policies to inform new city initiatives
- Drafted memos summarizing policy options and recommendations for senior staff
- Attended meetings with stakeholders and community groups to gather feedback on proposed policies

Stanford Environmental Law Clinic, Stanford, CA

**Undergraduate Research Assistant**

June 2021 - August 2021

- Conducted literature reviews and policy analyses on environmental regulations
- Drafted sections of amicus briefs submitted to state and federal courts

## VOLUNTEER EXPERIENCE

Voter Registration Drive Volunteer, City of Riverside, CA

March 2024 – Present

- Maintain accurate records and data on voter registration activities and results
- Conduct outreach and promotional activities such as pop-up events to raise awareness about voter registration opportunities
- Assisted in managing social media accounts for the organization to increase engagement

## SKILLS

Computer: Microsoft Office, STATA, Tableau, Qualtrics, SPSS

Social Media: Instagram, Facebook and Tiktok

2



3



3



5



4



**PROFESSIONAL SUMMARY**

Accomplished researcher with over 5 years of specialized experience in autonomous vehicle technologies, focusing on advanced materials and systems integration. Possesses deep expertise in developing cutting-edge materials for vehicle components and novel algorithms for enhanced performance. Demonstrates a proven track record in project management, efficiently allocating budgets and securing industry funding. Strong leadership skills are evidenced through successful cross-functional team coordination and mentorship of junior researchers. This combination of technical knowledge, project management acumen, and leadership ability positions the candidate to drive innovation and lead high-impact research initiatives in autonomous vehicle development.

**EDUCATION**

University of California, Riverside (UCR) <b>Ph.D., Electrical Engineering</b>	June 2024
<b>Areas of Expertise:</b> Intelligent autonomous vehicles, climate impact on power systems	
University of XXXXXX, Tehran, Iran <b>M.S., Electrical Engineering</b>	June 2019
<b>B.S., Mechanical Engineering</b>	Jun 2017

**TECHNICAL SKILLS**

**Software:** Solid Works, AutoCAD, Nano Pattern Generation System (NPGS), COMSOL, JMP  
**Nanofabrication:** Nanosphere lithography, wet/dry etching, E-beam/optical lithography

**ELECTRICAL ENGINEERING EXPERIENCE**

Multi-Laboratory Autonomous Vehicle Research Study, UCR Department of Engineering <b>Team Lead</b>	May 2022 – Present
<ul style="list-style-type: none"> <li>Lead and organize a team of 8 engineering faculty and postdoctoral researchers 5 research laboratories</li> <li>Identify laboratory equipment needs and balanced a budget of \$12,000 purchasing supplies and instruments quarterly</li> <li>Collaborate with colleagues to develop 3 peer-reviewed publications, conferences presentations and successful grant proposals</li> <li>Manage the integration of research findings from diverse subfields including computer vision, machine learning, and sensor technology</li> <li>Develop and maintain partnerships with industry sponsors, securing an additional \$50,000 in funding</li> <li>Represent the research group at national conferences, presenting findings and networking with potential collaborators</li> </ul>	

TechDrive Innovations, San Francisco, CA <b>Autonomous Vehicle Intern</b>	June 2023 - August 2023
--	-------------------------

- Researched advanced materials for lightweight, durable sensor housings

- Tested various polymer composites to optimize weather resistance for exterior components
- Evaluated heat-dissipating materials to enhance performance of onboard computing systems
- Developed prototypes for impact-resistant casings for LIDAR and camera systems
- Analyzed data from material fatigue tests to improve long-term durability of vehicle parts
- Collaborated with cross-functional teams to integrate new materials into existing designs

Department of Electrical Engineering, UCR <b>Senior Research Associate</b>	September 2020 – May 2022
<ul style="list-style-type: none"> <li>Collected and analyzed electrically gated graphene-on-diamond devices and compared them with graphene-on-oxide devices</li> <li>Synthesized thermal interface materials using graphene filler and reported findings in a 20 page technical report</li> <li>Secured grant funding and oversaw budget costs for 2 research projects</li> </ul>	

STARTUP Company, Madrid, Spain <b>Electrical Design Engineer Intern</b>	June 2019– August 2019
<ul style="list-style-type: none"> <li>Analyzed electrical data to study stress/strain on transistor performance and compact modeling</li> <li>Worked with a team of 4 lab engineers to create test structures on materials characterization</li> <li>Presented project findings at the 2018 Texas Instruments annual conference to an audience of 50 participants</li> </ul>	

**LEADERSHIP EXPERIENCE**

Graduate Student Association (GSA), UCR <b>Vice President, Memberships</b>	January 2023 – Present
<ul style="list-style-type: none"> <li>Manage editing and production of GSA's website and redesigned user interface</li> <li>Collaborate with GSA President in facilitating monthly board council meetings consisting of 85 members and organized virtual meetings</li> </ul>	

**PROFESSIONAL MEMBERSHIPS**

<b>Member</b> , Institute of Electrical and Electronics Engineers	October 2020– Present
<b>Member</b> , American Association for the Advancement of Science	October 2020 – December 2022
<b>Member</b> , Association for Computing Machinery (ACM)	January 2020 – December 2021

**PUBLICATIONS (1 out of 6) Presentations (1 out of 4)**

**Tehrani, S.** and XXXX, E. Materials Characterization. Journal of New Technology. (In Press).  
**Tehrani, S.** and XXXXXXXX, J. Intelligent Autonomous Vehicles. Poster presentation delivered virtually at the Institute of Electrical and Electronics Engineers (IEEE) Conference, October, 2022.

**OTHER SKILLS**

**Computer:** Microsoft Word, PowerPoint, Excel, SPSS, LaTeX  
**Language:** Trilingual in English, Spanish and Farsi



# Experience

## What Counts?

- Paid or unpaid
- Presentations or public speaking
- SERVICE in student organizations
- Formal or informal faculty research
- Volunteering and internships
- Class projects, labs, MAJOR assignments

## Tailor Sections to Position of Interest

- Research Experience
- Leadership Experience
- Technical Experience
- Project Management Experience
- Event Planning Experience
- Writing Experience
- Administrative Experience
- Higher Education Experience









# ➤ Describing Experience Using TAR Method

- **Lead and organize** a team of 8 engineering faculty and postdoctoral researchers **overseeing 5 research laboratories**
- **Identify laboratory equipment needs** and balanced a budget of \$12,000 in order to **purchase supplies and instruments quarterly**
- **Collaborate with colleagues** to draft and finalize **3 peer-reviewed publications, conferences presentations and successful grant proposals**



# BEWARE OF JOB FRAUD

*Learn the red flags to look out for in your job search.*

-  They're asking you to shop for them.
-  You have to send them money.
-  The job sounds too good to be true.
-  The job they offer isn't the one you applied for.
-  They won't meet you in person.
-  You can't verify their information.
-  They're asking for personal information.
-  You'll be working from home.

Learn more about job fraud and how to protect yourself at [careers.ucr.edu](https://careers.ucr.edu) or contact a career counselor today.



# Job Search Sites

- [UCR Handshake](#)
- [LinkedIn Jobs](#)
- [HigherEdJobs](#)
- [Chronicle of Higher Education Jobs](#)
- [California Community Colleges Registry](#)
- [CareerShift](#)
- [USA Jobs](#)
- [Jooble](#)
- [Levels.fyi](#)
- [Science Careers](#)
- [Nature Careers](#)
- [BioCareers](#)
- [BioSpace](#)
- [Engineer Jobs](#)
- [Humanities and Social Sciences Jobs](#)
- [NIH Office of Intramural Training and Education - Jobs](#)
- Professional Societies

# How to Decode Job Descriptions

- Look for **themes & keywords** – repeated words
- Qualifications/minimal qualifications & requirements
  - Technical skills
  - Transferrable skills
- Location/remote?
- Missions/values
- Industry language vs academic language/terms
- Contract, full-time?
- For international students – work authorization language
  - E.g., US Work Authorization Needed; This role is not eligible for CPT, OPT or sponsorship now or in the future; Unrestricted work authorization needed.





# Sample Job Description

## What transferable skills is this employer looking for?

### Research Associate and Project Coordinator, Concord Consortium

- Managing schedules and resources to meet project deadlines; facilitating the efficient running of the projects and the office
- Assisting in writing annual and final project reports and development of research papers
- Assisting in presentations at professional conferences
- General office management tasks, including coordinating with the East Coast office in matters relating to running the West Coast office, ordering supplies, coordinating with building manager, and handling expense reports for senior staff

#### Required qualifications:

- Master's or beyond in science or engineering, learning sciences, educational technology, computer science, or equivalent
- Technical adeptness and agility
- Good writer and editor
- Quick learner
- Good with people in small group and collaborative settings
- Good team player — willing to pitch in and do what needs to be done
- Familiarity with schools, classrooms, teaching, and education
- Data literate
- Willingness for out-of-state travel



# Sample Job Description

## What transferable skills is this employer looking for?

Research Associate and Project Coordinator,  
Concord Consortium

- Managing schedules and resources to **meet project deadlines**; facilitating the efficient running of the projects and the office
- Assisting in **writing annual and final project reports** and **development of research papers**
- Assisting in **presentations** at professional conferences
- General **office management** tasks, including coordinating with the East Coast office in matters relating to running the West Coast office, ordering supplies, coordinating with building manager, and handling expense reports for senior staff

### Required qualifications:

- Master's or beyond in science or engineering, learning sciences, educational technology, computer science, or equivalent
- Technical adeptness and agility
- **Good writer and editor**
- Quick learner
- Good with people in small group and **collaborative settings**
- Good **team player** — willing to pitch in and do what needs to be done
- Familiarity with schools, classrooms, teaching, and education
- Data literate
- Willingness for out-of-state travel

# ➤ Leveraging Your Transferable Skills

Now that you've identified your transferable skills, how do you leverage them to employers?

123 Main Street, Anytown, CA 12345 · 555-212-1234 · josephq@email.com

August 17, 2020

Jane Smith  
Director, Human Resources  
*Acme Company*  
123 Business Rd.  
Business City, CA 54321

Dear Ms. Smith,

I am interested in the author's assistant position at Acme Company, as advertised on LinkedIn. I am currently employed as legislative director for Assemblywoman Nora Kiel, Chairperson of the NYS Assembly. I believe that the skills and experiences I have gained at this position make me an ideal candidate for the job of author's assistant.

As legislative director, I have developed strong writing and editing skills. For example, one of my main duties is to prepare Assemblywoman Nora Kiel's personal legislation, which deals with issues related to her position as Senior Member of the NYS Assembly Standing Committee.

This duty requires meticulous writing and editing skills, and an ability to convey complex legal ideas clearly. I have prepared dozens of pieces of legislation and received praise for the clarity of my writing.

**Use your cover letter** - In your cover letter, focus on how your prior experience has prepared you for the new job. This is an opportunity for you to explain how your relevant transferable skills will benefit the organization, through specific examples.

# ➤ Leveraging Your Transferable Skills

Now that you've identified your transferable skills, how do you leverage them to employers?

**Talk about your relevant skills in interviews** – behavioral interview questions are a great time for you to highlight your transferable skills. Example - "Describe a situation when you had a conflict at work and how you handled it."

**Sample Answer:** *"While working on a project for a previous employer, one of my team members regularly challenged every solution I presented. He also had a tendency to interrupt and talk over others without listening to their input. I experienced a challenge in maintaining my patience when he interrupted others without listening. It reached a point where our respective managers counseled both of us on our behavior.*


*"To resolve this conflict, I had to recognize that I cannot change or control his behavior. I also acknowledged that this behavior, from both of us, was likely a result of stress due to the heavy workload of the project. Therefore, I adjusted my **own communication style** to increase empathy, avoid triggers and build patience with interruptions. We were able to complete the project and maintain polite correspondence whenever we needed to work together after that."*

✓ Professionalism; Good communication skills; Good problem-solving skills

# ➤ How to Decode Job Descriptions - Examples

<https://ucr.joinhandshake.com/edu/jobs/8921938>

<https://ucr.joinhandshake.com/edu/jobs/8832046>



**What questions do  
you have?**

**Location:** We are located in the Career Center Plaza.  
Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

**Hours:**  
Mon. - Fri. 8 am to 5 pm  
except Wed. 9 am to 5 pm

*Individual counseling appointments available  
Schedule on Handshake*

**Drop-In Hours:**  
Mon. - Thurs. 10 am-3pm  
Fri. 10 am-12 pm



## Career Center



careers.ucr.edu • (951) 827-3631



#HireHighlanders • #UCRCareerReady