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# Part-Time Job Search & Resume Writing

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# Agenda

## **Resume**

- What is a resume?
- Formatting
- Content
- Dos and Don'ts
- Resources

## **Job Search Strategies**

- Types of Part-Time Opportunities
- Job Search Resources
- Preparation before application



COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



TEAM WORK



NACE<sup>®</sup>

### CAREER READINESS COMPETENCIES

Obtaining requisite competencies that broadly prepare college graduates for a successful transition into the workplace.



EQUITY & INCLUSION



LEADERSHIP



CAREER AND SELF-DEVELOPMENT



TECHNOLOGY

# What You'll Learn Today

*At the end of this workshop, you will be able to...*



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Start developing your resume with your academic and non-academic experiences



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Identify how to build your resume writing skills and job search strategies



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List resources and tools to help you find job and experiential learning opportunities

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# Resume Writing

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## Divya Careers

first.lastname@ucr.edu · 555.555.5555 · Riverside, CA 92521 · linkedin.com/in/yourname

### OBJECTIVE

To obtain a Summer Marketing Internship position at Deckers Outdoor Corporation.

### EDUCATION

University of California, Riverside June 2021  
**Bachelor of Science, Business Administration, Marketing Emphasis**  
Relevant Coursework: Financial Evaluation, Marketing Management, Strategic Analysis

### MARKETING EXPERIENCE

The Highlander Newspaper, UC Riverside June 2020–Present  
**Advertising Account Executive**

- Manage more than 100 clients in designing their advertising campaigns and marketing related plans.
- Communicate with a team of 5 designers using Adobe software to develop effective advertisements.
- Raise approximately \$3,000 in advertising revenue each month.

Young & Rubicam, Irvine, CA July 2018–September 2019  
**Advertising Intern**

- Provided customer support for accounts including Hilton, Jenny Craig and Southern California Edison.
- Collaborated with a variety of departments including Account Management, Public Relations and Finance.
- Prepared monthly briefs, PowerPoint presentations, competitive reports and presentation boards.
- Delivered critical support during production of Jenny Craig commercials and Toshiba online media videos.

Strategic Analysis course, UC Riverside March 2018–June 2019  
**Global Challenge Business Simulation Project**

- Forecasted markets, implemented new technology initiatives, maintained budget and managed production.
- Achieved the Warren Buffet Award denoting the highest cumulative shareholder return and stock price.

### LEADERSHIP EXPERIENCE

Delta Sigma Pi, UC Riverside September 2019–June 2020  
**Vice President**

- Established a mentor program in which members' partner to provide tutoring and offer personal support.
- Developed online server to upload and share notes and readings from all classes taken by members.

TOMS Club, UC Riverside September 2018–June 2019  
**Member**

- Fundraised \$3,000 and created awareness to support projects and companies that help those less fortunate.
- Assisted in managing events and programs for the club.

### SKILLS

**Computer:** Minitab, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio  
**Social Media:** Instagram, Facebook, Twitter, Snapchat  
**Language:** Trilingual in English, Hindi, and Bengali

# Format

- Presents education and work experience in reverse chronological order

Most Recent



Least Recent

- Easy to read
- Effective
- Highlights most relevant experiences



# Header

**Divya Careers**

Contact Info, less white space

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521 · [linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)

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**SCOTTIE HIGHLANDER**

Contact Info, more white space

900 University Avenue ▪ Riverside, CA 92521

shighland001@ucr.edu ▪ 951-827-3631

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# Objective

**\*\*OPTIONAL\*\***

To obtain the [position] at [specific company].

To obtain a summer marketing internship position at Decker's Outdoor Corporation.

Or...

Recent history graduate with experience in administrative operations, seeking position with ABC Widgets as a Manager Trainee.



# Education

## EDUCATION

B.A., Business Administration, Marketing, University of California, Riverside

**June 2021**

A.A. University Studies, Chaffey College, Rancho Cucamonga, CA

**June 2019**

## Relevant Coursework

- Financial Evaluation
- Marketing Management
- Strategic Analysis

## Tips:

- Current information
- Dates on the right-hand side to avoid “white” space
- Include minors if relevant
- Only list schools from which you receive a degree
- **Relevant** courses or study abroad



## Experience - What is it?

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



# How do I talk about experience?

**TIP! USE ACTION WORDS + SPECIFY**

## Job Title: Cashier

Don't say: "Cleaned tables and assisted customers"

- *What did you do?* Processed food orders and performed cashiering duties
- *What skills did you build?* Reconciled \$1,500 in receipts every day

**Put it together:** Efficiently processed food orders and performed cashiering duties in high-volume restaurant establishment, reconciling \$1500+ in receipts nightly.

## Accomplishments/Awards:

Don't say: "Got Arts Achievement Award"

- *What was it for?* Arts Achievement Award for leading the Riverside Arts Initiative
- *What did you do in the experience?* Assisted in local communities to explore arts through collaborative work and engagement through interactions and activities

**Put it together:** Achieved the Arts Achievement Award for leading the Riverside Arts Initiative, allowing local communities to explore arts through collaborative examination, engaging interaction, and thoughtfully planned activities.

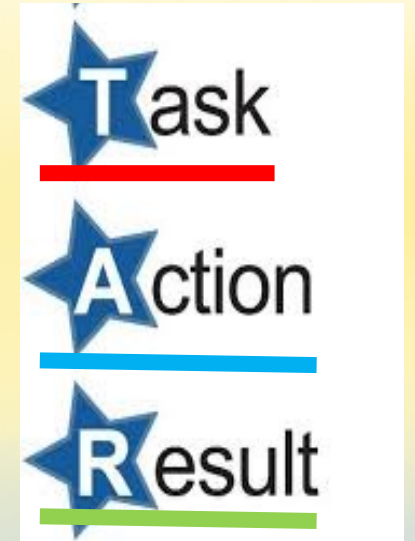


## Experience Examples/TAR Method

### Lifeguard

Sand Point Country Club, Temecula, CA                      June 2017 –  
September 2019 (Summers)

- Taught summer swimming classes for up to 15 children ages five to ten by executing new swimming techniques to focus on core techniques and safety
- Monitored swimming areas for rule violations and drowning victims
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas







# Skills

## Computer Skills / Technical Skills

- Software/Hardware: Minitab, Adobe CS, MATLAB, Microsoft Office (Word, Excel, PowerPoint, Access), Visio, etc
  - Programming: C/C++, html, Windows, UNIX, etc
  - Social Media: Instagram, Snapchat, Facebook, Twitter
- ## Language Skills
- Language: Bilingual in [language 1] and [language 2], Conversational, etc

## Laboratory Skills

- Lab Skills: SDS-PAGE, PCR/Cloning, ELISA, Electrophoresis, Spectrophotometry  
Computer Data Analysis, Amino acid analysis, Microscopy,  
DNA/Extraction/Quantification, etc



# Other Resume Sections

## Activities, Campus Involvement, Professional Affiliations, etc

### PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside

American Society of Mechanical Engineers (ASME)

September 2018-Present

Tau Beta Pi, National Engineering Honor Society

September 2018-Present

Pi Tau Sigma, Mechanical Engineering Honor Society

2018, 2019

National Society of Collegiate Scholars (NSCS)

2018, 2019

## Relevant Coursework

### RELEVANT COURSEWORK

- Financial Evaluation, Marketing Management, Strategic Analysis

## Laboratory Skills (\*if you are applying to a lab position)

### LABORATORY SKILLS

SDS-PAGE

PCR/Cloning

ELISA

Electrophoresis

Spectrophotometry

Computer Data Analysis

Amino acid analysis

DNA/Extraction/Quantification

GC-MS

## BONUS: Tailor your experience sections

- Volunteer Experience
- Work Experience
- Leadership Experience
- Research Experience
- Industry specific: non-profit, marketing, retail, engineering, etc



## Additional Tips

- Two page maximum
- 10-second glance: most relevant first
- Tailor your resume to the position
- Use industry language to describe experience
- All relevant experience, paid or unpaid
- High school experience (Juniors + remove this)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses
- Error free (both spelling and grammar)



# Part-Time Job Search Strategies

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# Type of Part-Time Opportunities

- Student On-Campus Employment
- Internships (paid or un-paid)
- Part-Time Jobs Off-Campus
- Research Opportunities
- Volunteer Opportunities
- Student Organizations



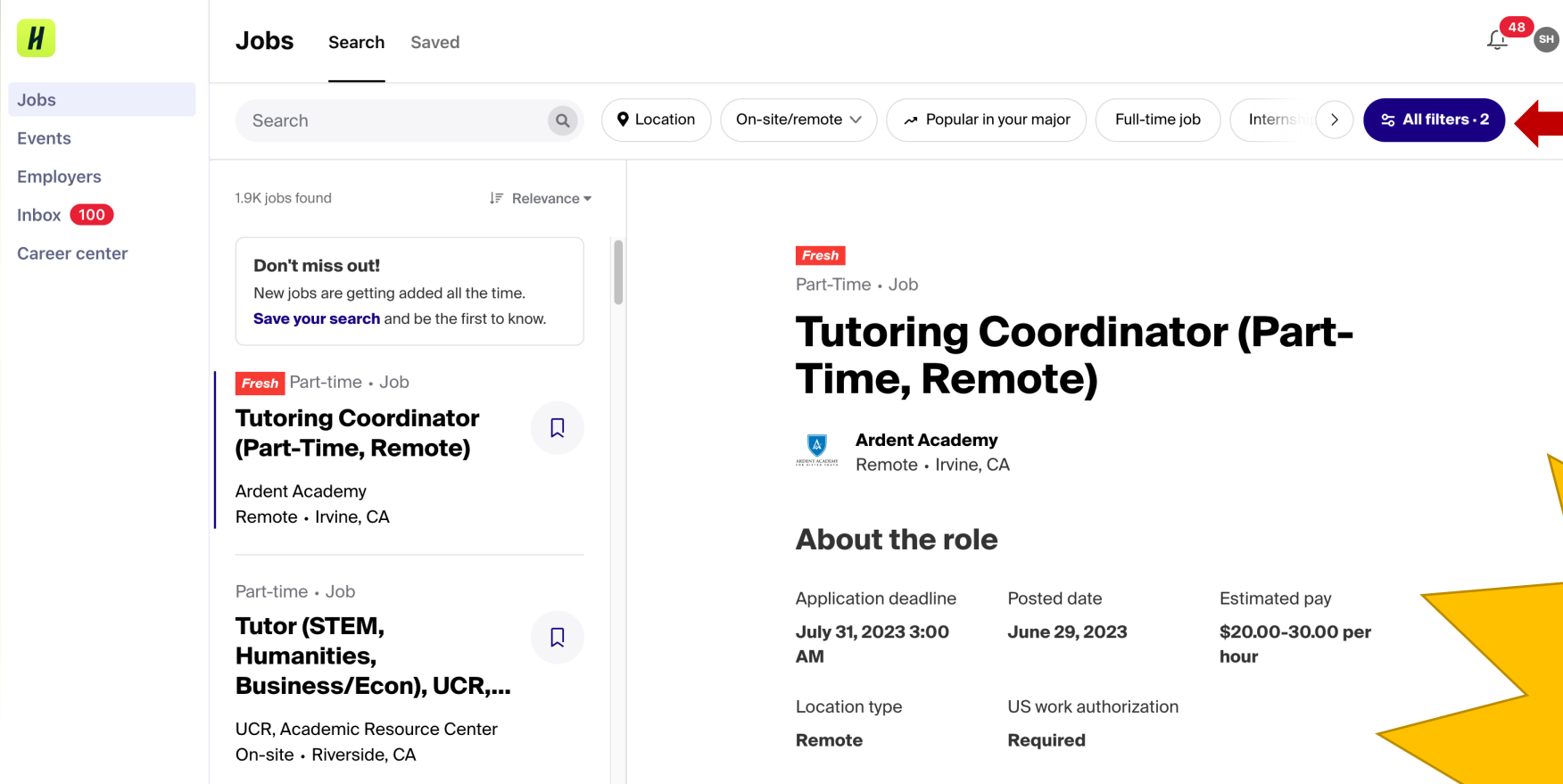




# Job Search Resources

- **Career Center**
- **Digital**
  - Handshake
  - LinkedIn
  - Job Boards
  - Social Media
- **In-Person/Virtual**
  - Career Fairs
  - Networking Events

# Handshake

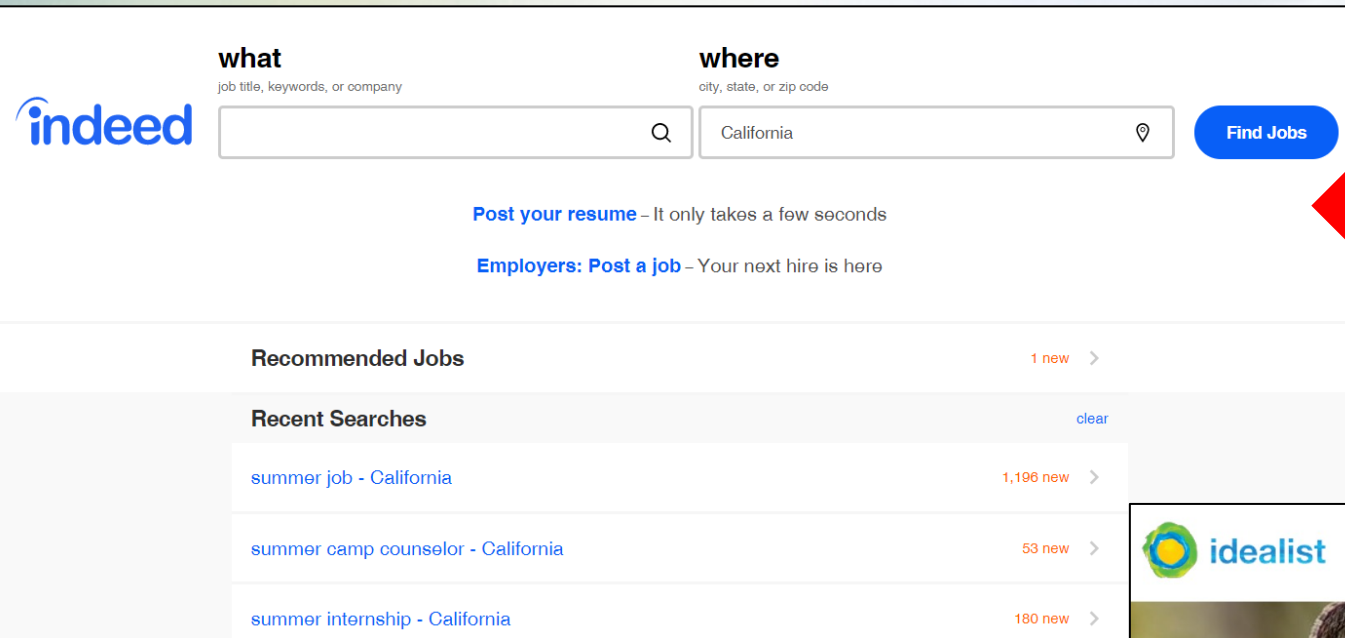


The screenshot shows the Handshake job search interface. At the top, there are navigation tabs for 'Jobs', 'Search', and 'Saved'. A search bar is present with a search icon. Below the search bar, there are filter buttons for 'Location', 'On-site/remote', 'Popular in your major', 'Full-time job', and 'Internship'. A blue button labeled 'All filters - 2' is highlighted with a red arrow. The main content area shows a list of job results. The first result is for 'Tutoring Coordinator (Part-Time, Remote)' at Ardent Academy, located in Irvine, CA. The job is marked as 'Fresh' and 'Part-time'. The second result is for 'Tutor (STEM, Humanities, Business/Econ), UCR, ...' at UCR, Academic Resource Center, located in Riverside, CA. The job is also marked as 'Part-time'.

- Filters: “paid” and “part-time”
- Searched locally within California

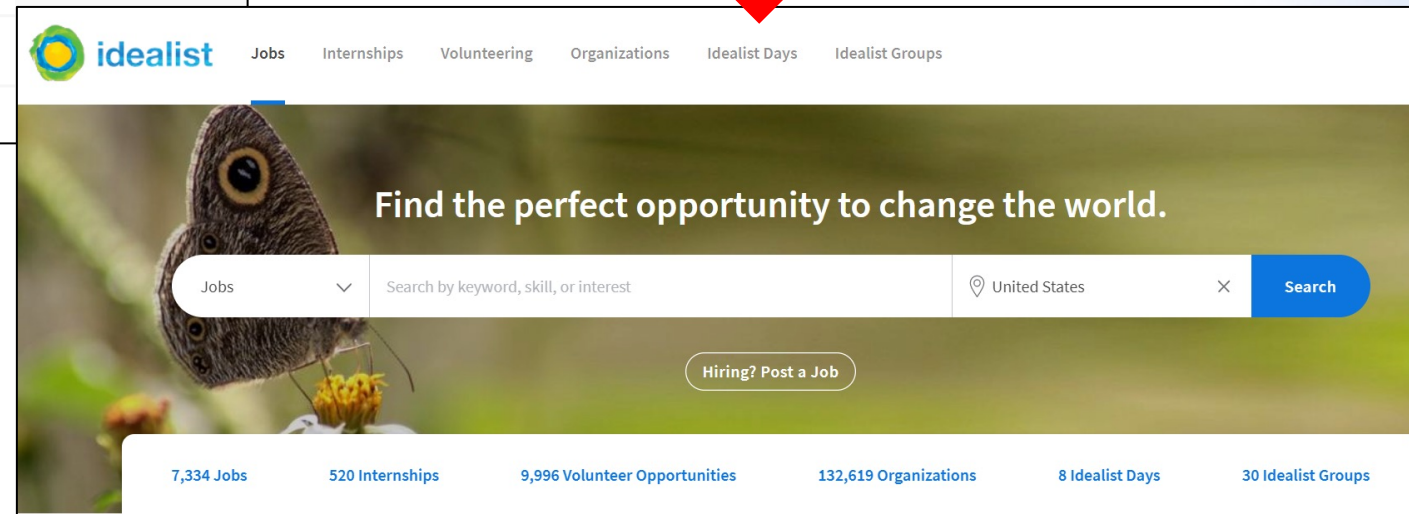


# Digital Job Boards



**Indeed:** Great for General Searches

**Idealist:** Great for Non-Profit Specific

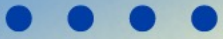


Others to check-out:

- SimplyHired.com
- Americorps.gov
- Careerbuilder.com

And many more can be found on our website:

<https://careers.ucr.edu/students/student-jobs/suggested-websites>



# Connecting Virtually



**675+ Million Members**

Manage your professional identity. Build and engage with your professional network. Access knowledge, insights and opportunities.



**Connect with the world around you!**

Connect with family, friends, colleagues, peers. Join groups and learn about opportunities in your local area!



**It's what's Happening**

From breaking news and entertainment to sports and politics, get the full story with all the live commentary



**Bringing You Closer to People & Things**

Follow internship and company pages. Post content and spread knowledge. Create your brand and use IG for networking!

**All of them are acceptable...  
it's about HOW you use them!**



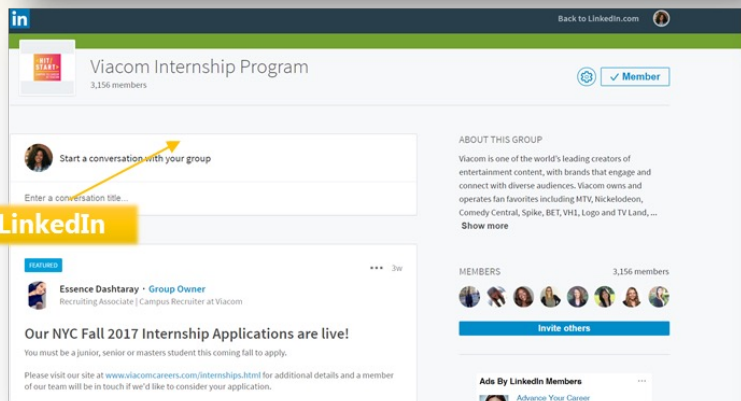
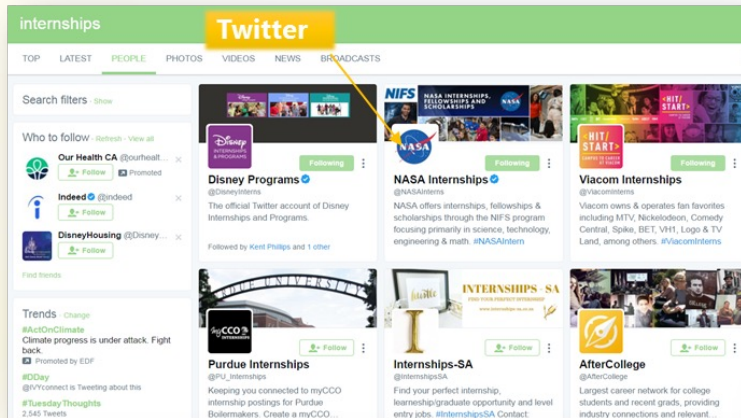
# Digital: Social Media

## General Tips – Good for All Social Media Channels

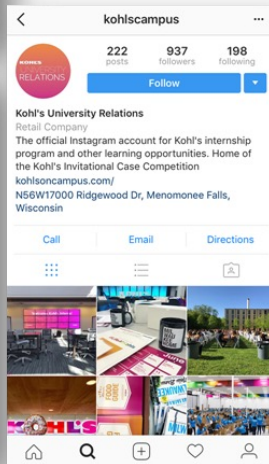
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### Follow Internship Pages

Use social media to follow **company internship pages** for up-to-date and D.I.T.L. information



Instagram



2

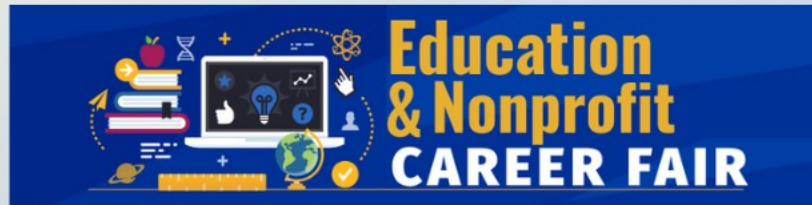
### Hashtags

Search hashtags **#internlife** **#hiringinterns** **#internshipprogram** **#internship**, **#universityrelations**, etc.



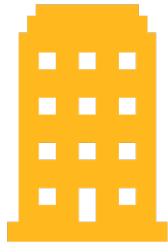


# CAREER FAIRS





# In-Person & Virtual: Networking



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## Career Center:

Information Sessions/Tables  
Ask Me Anything Series  
Health Professions Week  
Workshops with Employers



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## UCR Campus:

Student organization meetings  
Events with the Students  
Alumni Association / Alumni Center  
Office Hours



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## Off Campus:

Employer Hiring Fairs  
City Events  
Professional  
Organizations



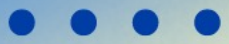


## Other Ideas: Consider Your Location

Visit retailers  
near you:

- University Village
- Canyon Springs
- Moreno Valley Mall
- Riverside Plaza
- Galleria at Tyler
- Victoria Gardens
- Ontario Mills
- Cabazon
- Lake Elsinore Outlets

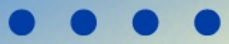




## Other Ideas: Consider Your Location

**What local opportunities are near you?**

Castle Park  
Disneyland  
Knott's Berry Farm  
Sea World  
Magic Mountain  
Hotels / Ski Resorts  
Retail/Department Stores



# Preparation









## Things to Have Ready

- Resume, Cover Letter, References
- Utilize StandOut for interview prep!  
(<https://ucr standout.com/login>)
- Schedule a mock interview or job search appointment with your career specialist



# 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.

# QUESTIONS

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# location

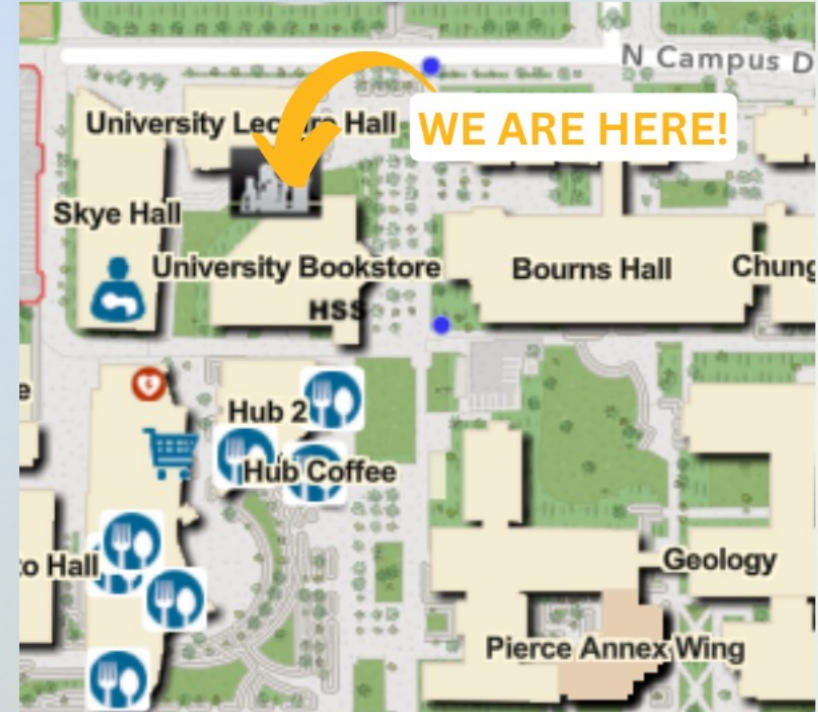
ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

# hours

8 AM - 5 PM MONDAY-FRIDAY

*website home*

*drop in hours*



connect with us!



INSTAGRAM

@UCRCAREERCENTER



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