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# Technical Resume & Cover Letter Writing

**CONNECT. INSPIRE. EMPOWER**





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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**Describe the purpose of resumes and cover letters**



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**Identify the different structures of resumes and cover letters**



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**List and explain the components of resumes and cover letters**

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# Resumes

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# Why are Resumes Important?

Resumes are...



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**Your introduction**  
Create a strong first  
impression



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**A highlight of your experience**  
Establish your qualifications



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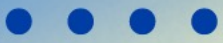
**A living document**  
Update on a regular basis to  
reflect new skills

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# Formatting your resume

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# Formatting your resume

## Chronological

- Presents education and experience in reverse chronological order
- Most commonly used format
- Easy to read quickly
- Most effective if most of your experience and education is related to the opportunity

## Functional

- Presents experience based on skills and abilities rather than by position
- Allows for emphasis on transferable skills
- Most effective for career changers, graduate students, and postdoctoral scholars

Many resumes are mixed format to highlight work history and transferable skills



## Job Landis

1234 Street Name · Riverside, CA 92521 · 555-555-5555 · First.Lastname@ucr.edu

### OBJECTIVE

To obtain a position as a Laboratory Research Assistant.

### EDUCATION

**B.S. Biological Sciences**, University of California, Riverside June 2019  
*Relevant coursework:* Molecular and Cellular Biology (Lab), Pathology, Neurobiology, Neuropharmacology

### LABORATORY SKILLS

SDS-PAGE	PCR/Cloning	ELISA
Electrophoresis	Spectrophotometry	Computer Data Analysis
Amino acid analysis	DNA/Extraction/Quantification	GC-MS

### RELATED EXPERIENCE

**Research Assistant**, Department of Molecular Biology, UC Riverside January 2017 – June 2018  
*Investigated the effects on body weight and bone growth of replacement injections of thyroid hormone and drugs that inhibit thyroid hormone production*

- Collaborated with a team of four students to prepare bone growth media for 8 sets of experiments
- Performed IM injections of varied concentrations in chickens to observe the effect on hormone production
- Ran 80 blood samples through gas chromatograph to check T1 levels and monitor changes in rate of thyroid hormone synthesis
- Analyzed chromatography results and communicated them with graduate supervisor on a weekly basis

**Cope Health Scholars**, Pomona Valley Hospital Medical Center, Pomona, CA May 2016 – June 2017

- Worked closely with staff performing tasks such as escorting patients, preparing charts, stocking rooms with supplies, running errands, answering phones, and light clerical tasks
- Provided patient care by taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Assisted with accurate billing and patient records by inputting patient information into electronic medical records software

### LEADERSHIP EXPERIENCE

**Peer Mentor**, Health Professions Advising Center, UC Riverside February 2017 – Present

- Share information and provide guidance to students on health professions programs
- Conduct 10-minute drop-ins to discuss service, leadership, and research opportunities
- Connect with students through shared professional interests in health careers

**Team Lead**, Best Burgers, Riverside, CA June 2016 – Present

- Place orders and perform cashiering duties in high-volume fast food establishment
- Suggested new method of packaging orders which reduced customer wait time by approximately 50%
- Promoted to Team Lead after 60 days

### CAMPUS INVOLVEMENT/COMMUNITY SERVICE

**Referee**, Intramural Basketball 2016 – Present  
**Volunteer**, Habitat for Humanity June 2015 – Present  
**Volunteer**, Mary S. Roberts Pet Adoption Center May 2017

### ADDITIONAL SKILLS

**Computer:** SPSS, Word, Excel, PowerPoint, Access  
**Language:** Bilingual in English and Spanish (written, verbal, and reading)

## SCOT HIGHLANDER

1234 Street Name • Riverside, CA 92521 • first.lastname@gmail.com • 555-555-5555

### OBJECTIVE

Seeking Mechanical Engineer I position with Northrop Grumman

### EDUCATION

**Bachelor of Science in Mechanical Engineering** June 2014  
University of California, Riverside, Riverside, CA

### TECHNICAL SKILLS

**Software:** ViewLogic, SolidWorks, ABAQUS, MatLab/Simulink, AutoCAD, PSpice  
**Programming:** JAVA, C/C++  
**Operating Systems:** Windows XP/NT, Unix (BSD, Solaris, Linux)

### RELEVANT EXPERIENCE

Parker Aerospace, Irvine, CA April 2013 – Present

#### Mechanical Engineering Co-op

- Perform research and development on Parker's fuel inerting system
- Design physical test housings to analyze various system parameters
- Modify and reprogram various Matlab files and graphical user interfaces utilizing Pro-E
- Reduce data in efforts to determine useful correlations between system parameters for specified tests

Senior Design Project, UC Riverside, Riverside, CA

January 2012 – June 2013

#### Three-Wheeled Vehicle Design Team Project

- Collaborated with five engineers to design and prove the concept of a fully automated three wheeled vehicle
- Designed and strategically configured the necessary mechanical and electrical components to test the model

Mechanics of Materials course, UC Riverside

September – December 2012

#### Centrifugally Stiffened Solar Sail, NASA

- Designed full scale concept of a self-deploying solar sail with three team members
- Constructed and modeled prototype deployment device for testing aboard the International Space Station

### WORK EXPERIENCE

Housing Department, UC Riverside, Riverside, CA

September 2010 – June 2012

#### Resident Advisor

- Facilitated the personal growth of 550 residents, encouraged and enforced the compliance of community standards, and addressed various security issues in crisis situations
- Served as the Leadership Advisor to the students and participated in training on inclusive diversity practices
- Recruited and interviewed future resident advisors as part of a selection committee

### CAMPUS LEADERSHIP

College of Engineering Ambassador

January 2012 – Present

- Provide tours to prospective students, organized recruitment events and arranged on-campus interviews
- Represent the College of Engineering in a public relations role while greeting industry representatives

### PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside  
American Society of Mechanical Engineers (ASME)  
Tau Beta Pi, National Engineering Honor Society  
Pi Tau Sigma, Mechanical Engineering Honor Society  
National Society of Collegiate Scholars (NSCS)

# Formatting your resume

## Getting past Applicant Tracking Systems (ATS)



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### Keywords

Review the job description to identify skills and responsibilities. Include them throughout your resume.



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### Simplified format

Columns, tables, graphics are not typically understood by an ATS – limit their usage



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### File type

.doc files can be warped when opened by hiring manager  
.pdf retains formatting, but scanned .pdf files are read as images and unreadable



# Components of Your Resume

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# Components of your resume

## Contact information and objective

Optional: physical address,  
GitHub, and LinkedIn

**Scotty Highlander**  
900 University Place, Riverside, CA 92507  
(951) 827 – 5555  
[shighlander@ucr.edu](mailto:shighlander@ucr.edu)  
[Linkedin.com/scottyhighlander](https://www.linkedin.com/scottyhighlander)

Always include name, phone  
number, and e-mail

OR

**Scotty Highlander**  
900 University Place, Riverside, CA 92507 | (951) 827 – 5555 | [shighlander@ucr.edu](mailto:shighlander@ucr.edu) |  
[Linkedin.com/scottyhighlander](https://www.linkedin.com/scottyhighlander)

### Objective

To obtain the Software Engineering Internship with ABC Company.

Optional: be specific or use it to  
explain a shift or "related field"





# Components of Your Resume

## Education

University of California, Riverside  
**Bachelor of Science, Chemical Engineering**  
GPA 3.5

June 2025

--OR--

University of California, Riverside  
**Bachelor of Science, Biochemistry**  
Relevant Coursework: Plant Biochemistry and Pharmacology of Metabolites

June 2025

--OR--

University of California, Riverside  
**Bachelor of Science, Electrical Engineering, GPA 3.73**  
Relevant Coursework: Digital Signal Processing, Foundations of Robotics

June 2025

Riverside City College  
**Associate of Science, Engineering**

June 2023

Always include school, degree you are seeking, graduation date

Optional items include GPA and relevant coursework

Include associate's degree(s) if earned



# Components of Your Resume

## *Skills*

### **Transferable**

- Communication (written and verbal)
- Problem solving
- Project management
- Facilitation, mediation, referral
- Interpersonal skills
- Assisting, representing, teaching
- Organization
- Time management
- Goal setting and implementation

### **Technical**

- Programming languages
- Software development
- Network technology
- Handheld inventory machines
- Technical devices
- Laboratory instruments
- Construction machinery
- Research techniques and tools
- Data science

# Components of Your Resume

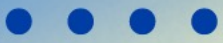
## *Sample technical skills*

- **Programming Languages:** C/C++, COBOL, SQL, PL/SQL, PLSQL Developer, TOAD (Quest), Oracle SQL Developer, Java, Basic
- **Web Technologies:** JSP, XML, HTML
- **Web and Application Server:** WebLogic, JBoss
- **Databases:** Oracle, 9I, 10g, 11g & SQL
- **Operating Systems:** Windows, XP, 7, UNIX (Sun Solaris), LINUX
- **Framework:** ITIL V3, HPSD, ServiceNow, Alarmpoint
- **Scripting Languages:** Python, PHP, Ruby, JavaScript, HTML
- **Network:** Design /Analysis of LANs/WANs, Routers, Switches, Firewalls, Protocol
- **Communications:** Digital and Analog , Fixed and Mobile Wireless, Satellite, Antenna Design, Telemetry
- **Microelectronics:** VHDL, FPGA, Microelectronic Manufacturing and Testing (MCM, SOC), Electronic Packaging, VLSI
- **Specialized Software:** arcGIS, Tableau, Oscilloscope, SCIEX OS

List ***MOST*** relevant skills at the top

Be prepared to speak about the skills you list in an interview

If it isn't relevant or you don't know it very well, don't feel obligated to include it



# Components of Your Resume

## *Experience*

- Paid or unpaid internships
- Formal or informal faculty research
- Class projects, labs, extensive assignments
- Externships or summer programs
- Service in student organizations
- Volunteer experiences
- Presentations or public speaking
- Work experience that developed transferable skills





# Components of Your Resume

## Sample experience

Senior Design Project, UC Riverside

September 2024 – Present

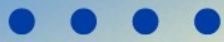
### Web Application Team Project

- **Collaborating with a team** of 4 interns over Slack to delegate tasks, track progress, and ensure project completion.
- **Developing a web application** with **Java** to streamline tutor scheduling for Academic Success Center.
- Developing **JavaScript code** and marking comments to maintain proper **coding hygiene**.
- Creating a PowerPoint of the staff training manual for a **presentation** and **web application demo to 5 managers**.

Start each statement with an action verb

Include accomplishments and numerical data when appropriate

Incorporate how you used **technical** and **transferable** skills into your statements



# Your resume in action

## *Sample job description*

### **Data Science Leadership Development Program (Entry-Level Position with a Science Services Company):**

The DSLDP prepares participants for roles of increasing responsibility through a combination of rotational assignments, structured learning, formalized feedback, and mentoring. Program participants will have the opportunity to interact with senior Data Science and IT leaders and participate in various key Data Science initiatives. Program participants will have 2 one-year rotation assignments during the two-year program. As part of the rotational program, candidates may rotate through locations including but not limited to: Massachusetts, Pennsylvania, California, etc. Geographic flexibility is required both during and upon completion of the program.

### **Qualifications:**

- Students completing a Bachelor's degree; preferred majors: Mathematics, Data Science, Computer Science, Computational and Data Science & Engineering
- GPA of 3.2 or greater
- Strong desire and motivation to develop a career as a future leader in Data Science
- Related work or internship experience strongly desired
- Ability to manage, plan, and prioritize projects
- Experience in data collection & analysis
- Demonstrated leadership aptitude, learning agility, and adaptability
- Understanding of existing & emerging technologies

# • • • • Your resume in action

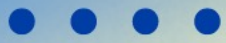
## *Sample job description*

### **Data Science Leadership Development Program (Entry-Level Position with a Science Services Company):**

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### **Qualifications:**

- Students completing a **Bachelor's degree**; preferred majors: **Mathematics**, Data Science, Computer Science, Computational and Data Science & Engineering
- GPA of 3.2 or greater
- Strong **desire and motivation to develop a career as a future leader** in Data Science
- Related work or internship experience strongly desired
- **Ability to manage, plan, and prioritize projects**
- Experience in **data collection & analysis**
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# Your resume in action

## *Qualification:*

- Students completing a **Bachelor's degree**; preferred majors: **Mathematics**, Data Science, Computer Science, Computational and Data Science & Engineering
- **GPA of 3.2 or greater**

## **Scotty Highlander**

(951) 827 – 5555 | [shighlander@ucr.edu](mailto:shighlander@ucr.edu) | [Linkedin.com/scottyhighlander](https://www.linkedin.com/in/scottyhighlander)

## **Objective**

To apply mathematics knowledge in a rotational position that assists IT professionals as part of a future career in Data Science.

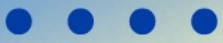
University of California, Riverside

**Bachelor of Science, Mathematics**

**GPA 3.54**

June 2025





# Your Resume in Action

## *Qualification: skills*

### TECHNICAL SKILLS

**Programming/Scripting Languages:** C/C++, Python, SQL

**Operating Systems:** Linux, Windows

**Specialized Programs:** Matlab, R, Tableau

**General:** **Data collection, data cleaning, data analysis**

### ADDITIONAL SKILLS

**Standard Software:** Microsoft Word, Excel, Outlook, PowerPoint, Zoom

**Languages:** Fluent in Spanish and English

Separating skills lets you prioritize space on your resume

Even with multiple skills sections, stick to technical skills only

# Your Resume in Action

## Tailoring Qualifications:

- Related work or internship experience strongly desired
- **Ability to manage, plan, and prioritize projects**
- Experience in **data collection & analysis**
- Demonstrated **leadership aptitude, learning agility, and adaptability**
- Understanding of **existing & emerging technologies**

### RELATED WORK EXPERIENCE

KITU Life, New York, NY (Remote)

June 2024 – August 2024

#### Data Analyst Intern

- **Analyzed** 15 months of sales **data** to identify key trends and presented findings to management.
- Collaborated with cross-functional teams to **prioritize projects** supporting merchandising, pricing, and business forecasting in a remote work environment.
- **Managed** the development, distribution and analysis of a standard weekly, monthly, and quarterly reporting **project** to ensure various business teams received standardized information.

### LEADERSHIP EXPERIENCE

Afsana Hindi Film Dance Team, UCR

April 2023 – May 2024

#### Member

- Exercised **learning agility** by memorizing 2-3 dance choreographies per week.
- Demonstrated **adaptability** and flexibility in the face of scheduling and venue changes.



# 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

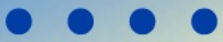
**Put it together:** Efficiently processed food orders and performed cashiering duties in high-volume restaurant establishment, reconciling \$1500+ in receipts nightly.

## 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.



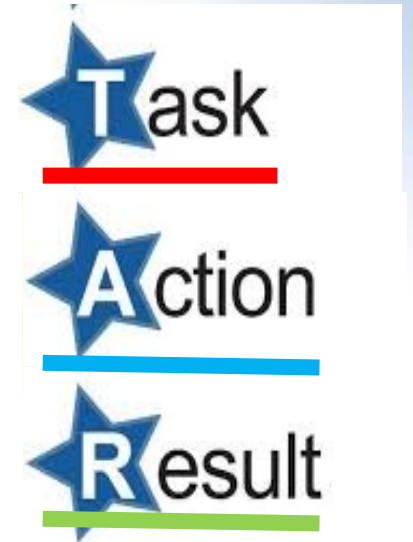
# Experience Examples/TAR Method

## Academic Resource Center, UCR

*Peer Mentor*

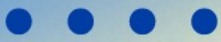
September 20xx – June 20xx

- Deliver academic support for students encountering academic difficulty to aid in skills and study habits to achieve success in their undergraduate education.
- Tutor 1<sup>st</sup> and 2<sup>nd</sup> year UCR students in mathematics using broad-based strategies and techniques to promote critical thinking and problem-solving.
- Collaborate on a team of 25+ peer mentors to lead group study sessions to help nontraditional students succeed in their courses and their professional development.
- Designed and implemented new virtual strategies using Zoom & Slack to onboard new mentors and mentees during COVID-19 which resulted in sustainable curriculum for all incoming new mentors.



What are the **tasks**, **actions** & **results** in this resume description?





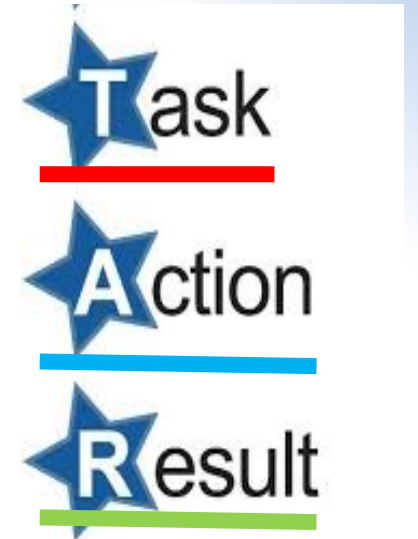
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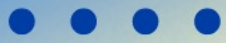
# Resume Checklist

- One page maximum
- Most relevant → least
- Tailor to the position!!
- Use industry language to describe experience
- All relevant experience, paid or unpaid
- High school experience (only if you are a 1<sup>st</sup>/2<sup>nd</sup> year)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses (past vs. present depending on experience status)
- Error free (both spelling and grammar)
- Save as a PDF



## **NOTE:**

Employers only read for 10-20 seconds,  
***make those count!***



## What **NOT** to Include in a Resume

- Your picture
- Your age, marital status or any other demographic information
- References, instead create a separate document (unless the job description says otherwise)





# Cover Letters

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# Why are cover letters important?

Cover letters help you...



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## Express interest authentically

Share your passion for the organization – connect to their mission, vision, and/or values



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## Connect your skills to their opportunity

Focus on the skills and qualifications they are seeking



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## Tell your story

Expand on important parts of your resume, or share informal experiences



# Formatting your Cover Letter

**CONNECT. INSPIRE. EMPOWER**



# Formatting your cover letter

## Review the job description

### Data Science Leadership Development Program (Entry-Level Position with a Science Services Company):

The DSLDP prepares participants for roles of increasing responsibility through a combination of rotational assignments, structured learning, formalized feedback, and mentoring. Program participants will have the opportunity to interact with senior Data Science and IT leaders and participate in various key Data Science initiatives. Program participants will have 2 one-year rotation assignments during the two-year program. As part of the rotational program, candidates may rotate through locations including but not limited to: Massachusetts, Pennsylvania, California, etc. Geographic flexibility is required both during and upon completion of the program.

### Qualifications:

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- **Ability to manage, plan, and prioritize projects**
- Experience in **data collection & analysis**
- Demonstrated **leadership aptitude, learning agility, and adaptability**
- Understanding of **existing & emerging technologies**



# Formatting

**Scotty Bear**  
Riverside, CA | (555)-555-5555 | [scottytbear@ucr.edu](mailto:scottytbear@ucr.edu)

← Same header as resume to **"brand"** your documents

Sept. 4, 2024

Ms. Christina Brown  
Vice President | Bright Green Talen  
4500 First St., Los Angeles, CA 90210

Dear Ms. Brown,

← Instead of "To Whom it May Concern, use name of Hiring/Selection Committee/Manager"

I am eager to apply for the Community Outreach Coordinator position following the job description found on Handshake. As an undergraduate student majoring in psychology, I was intrigued by Bright Green's dedicated mission to support positive change within the community. I am excited for the prospective opportunity to apply my knowledge, leadership skills, and interest in environmental sciences in this role.

← 1<sup>st</sup>: Explain why are you writing, your purpose, and introduce yourself

I earned my Bachelor of Science in Environmental Studies with a minor in Psychology at the University of California, Riverside. During my undergraduate experience, I wrote my senior thesis on how community organizations integrate sustainability issues into traditional academic frameworks to prepare community members' efficiency in resource management. My educational preparation has equipped me to coordinate and manage community outreach programs.

← Body: Relevant points on qualifications, why you are a strong candidate. Use student organization, work, volunteer and academic experiences.

The role of a Community Outreach Coordinator requires the ability to work independently and manage large volumes of customers in a timely and organized manner with little to no supervision. During my previous experience, I directed and collaborated with a seven-member team and served 60 customers during the first hour. My team and I achieved a 15% increase in profit from that first hour alone. I would look forward to applying my ability to successfully lead a team in this role.

Another important qualification for this role is the ability to connect with community members to raise funds for this important work. In my role as Secretary of Phi Delta Epsilon, I cataloged the expenditures during a community health fair, where I kept 100% accuracy of all funds being used and raised. This experience confirmed my passion for improving the lives of community members through advocacy.

Overall, I am excited for the prospective opportunity to contribute my educational background in environmental science and fundraising skills to the Community Outreach Coordinator at Bright Green. Please feel free to contact me at [scottytbear@ucr.edu](mailto:scottytbear@ucr.edu) for your time and consideration of my application. I look forward to hearing from you.

← Last: Further express your enthusiasm and interest in the position/company.

Sincerely,  
Scotty Bear

Thank you







# Components of your Cover Letter

**CONNECT. INSPIRE. EMPOWER**



# Components of your Cover Letter

## Format

- Keep the contact information and format the same as resume (that is your "branding")
- Address the letter to a specific person if possible
  - Hiring Manager/Committee, Selection Committee/Team can also be used *if you do not know the person to address*

**Your Name**  
City, State | Phone | Email | LinkedIn (optional)

Date

Name of Contact Person

Title

Organization

Mailing Address

City, State, Zip Code

Dear Ms., Mr., Dr., (etc)

OR Hiring Committee/Manager/Team



# Components of your Cover Letter

## *Sample first paragraph*

I am excited to express my interest in the entry-level Data Science Leadership Development Program at Science Services XYZ. As a provisioner of scientific instrumentation, reagents, and software services, Science Services XYZ is on the forefront of facilitating cutting-edge research. It would be an honor to join the rotational program serving key Science Services XYZ Data Science and IT initiatives. Experiences and knowledge gained from my time as a Mathematics Major at UC Riverside prepared me for this position with **data analysis skills**, **project management experience**, and **leadership ability**.

What are you applying for?

Why are you interested?

Why are you a great candidate?



# Components of your Cover Letter

## *Sample body paragraph*

During my time as a B.S. in Mathematics, I developed **data collection and analysis skills** both through **applied coursework and a data analyst internship**. In these settings, I learned how to evaluate sources of error in **data collection** and the importance of data cleaning when managing data-reporting **projects**. For example, I once faced a situation in my internship in which two **outliers were drastically skewing the results of average sales data**. **After taking initiative and working with colleagues** to understand why those sales numbers were one-time pricing deals, we were able to readjust the dataset to provide a more realistic forecast. **Adapting** to changing datasets and providing updated analyses allowed me to help the team achieve success. **I would bring this same level of discernment to my data collection and analysis duties when supporting Data Science and IT initiatives at Science Services XYZ.**

Provide evidence of the skills you'll bring to the position

Demonstrate your skills – go beyond what is on your resume

Connect your experience to the description or to the skills you want to highlight





# Components of your Cover Letter

## *Sample conclusion paragraph*

I have a **strong desire to develop a career as a future leader in Data Science**. Connecting my **mathematics** knowledge, previous internship, and **leadership** experience from extracurricular activities, you can see that I am **motivated** to keep developing as a professional. If selected, I would bring **data analysis, project management** and **leadership** skills to this rotational program at Science Services XYZ. If you have any questions, please call me at [951-555-5555](tel:951-555-5555) or e-mail me at [scottbears@ucr.edu](mailto:scottbears@ucr.edu). Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

*Scott Bears*

Scott Bears

Include next steps and tie your wrap up to the job description

List your contact information

Leave space for your handwritten signature – even if left blank



## Additional Tips

### Language:

- TAILOR!
- Avoid unprofessional language
- Pick the strongest and most relevant qualities
- Elaborate with past experience as examples!
- Demonstrate enthusiasm and originality
- Proofread for typos, grammar errors, and spelling

### Style:

- Should be one page (depends on industries)
- Use the same header style as Resume for polished look
- Font size: 10-12
- Margin size: 0.5-1 inch



# References

**CONNECT. INSPIRE. EMPOWER**



# References

## ***A reference is someone who:***

- Knows your work habits
- Has known you for a long (or significant) time
- Is credible
- Is ***not*** just a personal friend or your parent

## ***Contact your references beforehand to:***

- Ask if they are willing to give you a *positive* reference
- Double-check that their contact info is still current
- Verify name and job title





# References Format Samples

**SCOTT BEARS**

City, State | Phone | Email | LinkedIn URL

**Please Note:**  
Contact information  
on your reference  
page will be the same  
format as your  
resume

## REFERENCES

First and Last Name of Reference

Position Title

Company/Organization

Phone Number

Email Address

Professional Relationship (*e.g. former supervisor*)

# Next Steps

1. Create a 'Cover Letter Review' appointment with a Career Specialist via Handshake.
2. Upload your cover letter and resume to your completed Handshake profile.

Create an  
**Appointment:**  
[ucr.joinhandshake  
/appointments](https://ucr.joinhandshake.com/appointments)



# QUESTIONS

**CONNECT. INSPIRE. EMPOWER**

# location

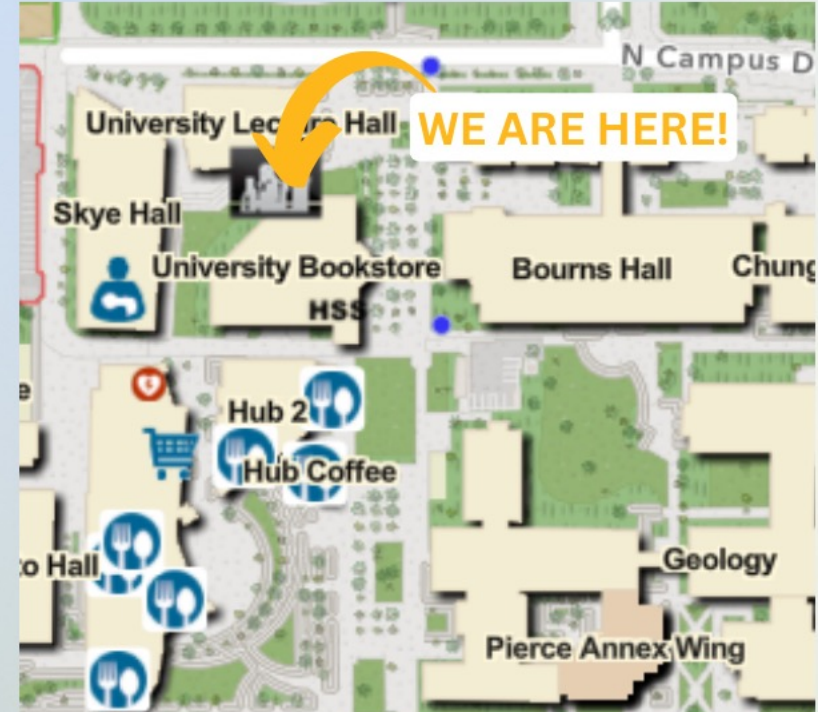
ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

# hours

8 AM - 5 PM MONDAY-FRIDAY

*website home*

*drop in hours*





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