

UCLA

# CAREER GUIDE

for Undergraduate Students

A Planning Tool for Career Advancement

Dear UCLA Undergraduates,

We are excited that you have discovered the UCLA Career Guide. This guide is designed to be a resource for you during every step on your career journey at UCLA and beyond. Engaging with the Career Center and our resources is one of the most important things you can do during your time at UCLA. Whether you're exploring career options, writing a resume and cover letter, or searching for the right internship or on-campus job, the Career Center is here to support you and this Career Guide is the perfect place to start.

One of our primary goals is to demystify the career exploration process and to support you as you begin to look for internships and career opportunities. The Career Center is for ALL UCLA students no matter where you are in the career exploration or job search process. We want to welcome you to visit and utilize the services of the Career Center. We offer many services and programs to support you on your career journey, including one-on-one career counseling sessions, workshops on everything from resume writing to side hustles, career fairs, networking events, on-campus interviews and more. This is your Career Center!

This Career Guide will help familiarize you with many of the documents and processes involved in career exploration and job searches. You will want to keep this guide handy throughout your time at UCLA as it will help you at each stage of your journey. Please also take a look at our master calendar of events and check out our internship and job listings, all of which can be found on our new Handshake platform [ucla.joinhandshake.com](https://ucla.joinhandshake.com).

UCLA students are smart, hard-working, resilient, and pro-active. Use this guide to explore career pathways that match your skills and interests. Use it to learn how to expand your competencies and to present them to employers in a way that lets them see your talents and abilities. Use the Career Center's services to develop the confidence you need to go after what you want in life. Employers want to hire our graduates and we want to help you find the right fit.



**Christine H. Wilson**

Director of the UCLA Career Center

# HOW TO USE THIS GUIDE:

This Career Guide is meant to serve as a tool to assist you in preparation for your future. Use this guide throughout your journey here at UCLA:

- As a reference to the most current career preparation practices
- To learn about career exploration and the range of options and opportunities available to you, and
- As a resource and planning tool

This guide has been divided into sections that address the most common questions encountered along the student journey. Look for the following icons for quick tips and reference points.



**Worksheets**



**Quick Tips**

The UCLA Career Center looks forward to helping you work towards your career goals. In addition to this guide, we encourage you to stop by our office, visit our website and attend our numerous programs and workshops throughout the year.

## Events to Remember

Hire UCLA (Fall and Winter)  
Spring Forward Career Fair (Spring)  
Engineering & Technical Fair (Fall and Winter)  
Admit UCLA: Grad and Professional School Fair (Fall)  
Information Sessions (Quarterly)  
Health School Fair (Spring)  
Career Week (Spring)

Visit [career.ucla.edu](https://career.ucla.edu) for dates, times and locations.

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*For additional resources such as supplemental materials visit us online*

[career.ucla.edu](https://career.ucla.edu)



# UCLA Career Center

The Career Center is a place to explore how you fit in the world.  
Explore opportunities and find your way.

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The Career Center is much more than “the place to go to find a job” when you’re ready to graduate. In fact, we’re here for you from the first day you arrive at UCLA! Regardless of what stage of the career development process you are in, the Career Center has services and programs to help you discover your life goals, develop your skills, and make meaningful connections.

## OUR LOCATION

501 Westwood Plaza, Strathmore Building (North Entrance),  
2nd and 3rd Floors, Los Angeles, CA 90095-1573

### Second Floor

- Career Education & Engagement Services (310.206.1915)
- Room 200 for Programs & Workshops

### Third Floor

- Industry Relations & On-Campus Recruiting (310.206.1902)
- Conference Rooms A & B for Programs & Workshops
- Interview Rooms

## CAREER GUIDANCE SERVICES

Experienced Career Engagement Educators will help you clarify your career preferences, explore career options, target and organize your job search, prepare application materials, and investigate employment and graduate school opportunities.

### Schedule an Appointment

30-minute appointments are available Monday through Friday. Log in to Handshake to sign up.

### Drop-Ins

For quick help with your resume, cover letter, or job/ internship search, stop by for a 15-minute session. Check [career.ucla.edu](https://career.ucla.edu) for a full schedule of all of the Career Center’s drop-in hours at locations across campus.

### Career Assessments

Learn more about your personal preferences, skills, and career interests through assessments such as the Myers-Briggs, SkillScan Card Sort, and Strong Interest Inventory. These are offered through workshops and are also available as part of the appointment counseling process. We also offer the Focus 2 career assessment which can be taken through Handshake.

## Workshops and Events

Enhance your career knowledge and job search efforts by attending one of the many targeted programs offered throughout the year. Topics include: Career Planning and Exploration, Job and Internship Search, Graduate and Professional School Planning, Interview Preparation, Personal Statement, and more. To view the complete workshop schedule and to register for workshops, please visit Handshake.

## STUDENT STAFF TEAMS

### UCLA Career Peers

The UCLA Career Peers are a team of students whose mission is to increase the career readiness of UCLA undergraduate students. Their goal is to help students stay agile amidst the growing competitiveness of both the post-graduation job market and graduate school application process, specifically by helping them gain and maximize valuable experiential learning opportunities. The UCLA Career Peers aim to increase campus-wide knowledge of the UCLA Career Center’s resources and make them accessible to all students. Through their events, workshops, presentations, 1:1 consultations, and social media engagement, the UCLA Career Peers share career education, networking, internship, and job opportunities targeted to UCLA undergrads. A dedication to providing all students the information they need to successfully navigate their career paths throughout and beyond college is the heart of their purpose.

The UCLA Career Peers Internship Program typically recruits once per year in Winter Quarter, and is open to any undergraduate student, with or without work-study.

## INTERNSHIP AND JOB OPPORTUNITIES

### Handshake Listings

Thousands of full-time and internship positions throughout California, nationwide, and internationally are advertised online exclusively for UCLA students and eligible alumni. In addition, hundreds of part-time and seasonal opportunities are available on campus and throughout the greater Los Angeles area.

### Information Sessions

Employer presentations give you a chance to learn more about companies and career fields. They provide an overview of entry-level positions, career paths, training programs, and other company information. Schedules and sign-up information are accessed by clicking on “Events” on Handshake. Students are encouraged to show up early in order to network with the presenters. This is a great way to get some valuable one-on-one time with an employer.

### On-Campus Recruitment (OCR)

Many employers conduct interviews on campus with undergraduate and graduate students for entry-level career opportunities, summer jobs, and internships through the On-Campus Recruitment program. All students must first complete an OCR Orientation through MyUCLA in order to be eligible to apply for OCR positions. Log on to MyUCLA and click on “Finances and Jobs” to find the “On-Campus Recruitment Orientation” link.

### Fairs and Targeted Events

Our fairs and targeted recruitment events provide convenient one-stop shopping for positions with Fortune 500 corporations, as well as small and mid-size companies, non-profits, government, and school districts. These events are held every quarter and provide wonderful opportunities to develop contacts with recruiters, explore career options, and identify current full-time positions, summer jobs, and internships.

### Graduate and Professional School Fairs

Meet with representatives from graduate and professional schools to explore the opportunities of post-graduate education. This is a great opportunity for students to talk to campus recruiters from colleges and universities across the country.

## ALUMNI CAREER SERVICES AND RESOURCES

### Handshake for Alumni

Handshake for Alumni is an exclusive service available to UC alumni. An active subscription includes access to:

- Thousands of exclusive job listings at diverse organizations worldwide.
- Customized job searches tailored to your interests.
- Entrance to all of our career fairs and networking events
- Access to online resources such as Vault, InterviewStream, and GoinGlobal.

### UCLAOne.com (UCLA Alumni Affairs)

Provided by the UCLA Alumni Association, UCLAOne is your one-stop-shop to meet your professional needs and connect with UCLA. By joining, you can leverage the collective power of the vast alumni network. You can search, share jobs, find alumni events, seek/provide mentoring opportunities, and connect easily with other Bruins. It's free!

### Networking Events & Alumni Networks

Be informed and get connected with career programs and events designed specifically for UCLA Alumni. Pursue your interests. Develop your skills. Expand your professional network. [alumni.ucla.edu](http://alumni.ucla.edu).

# 02

## Career Planning

Career Development is a lifelong process. This is how you can maximize your career journey.

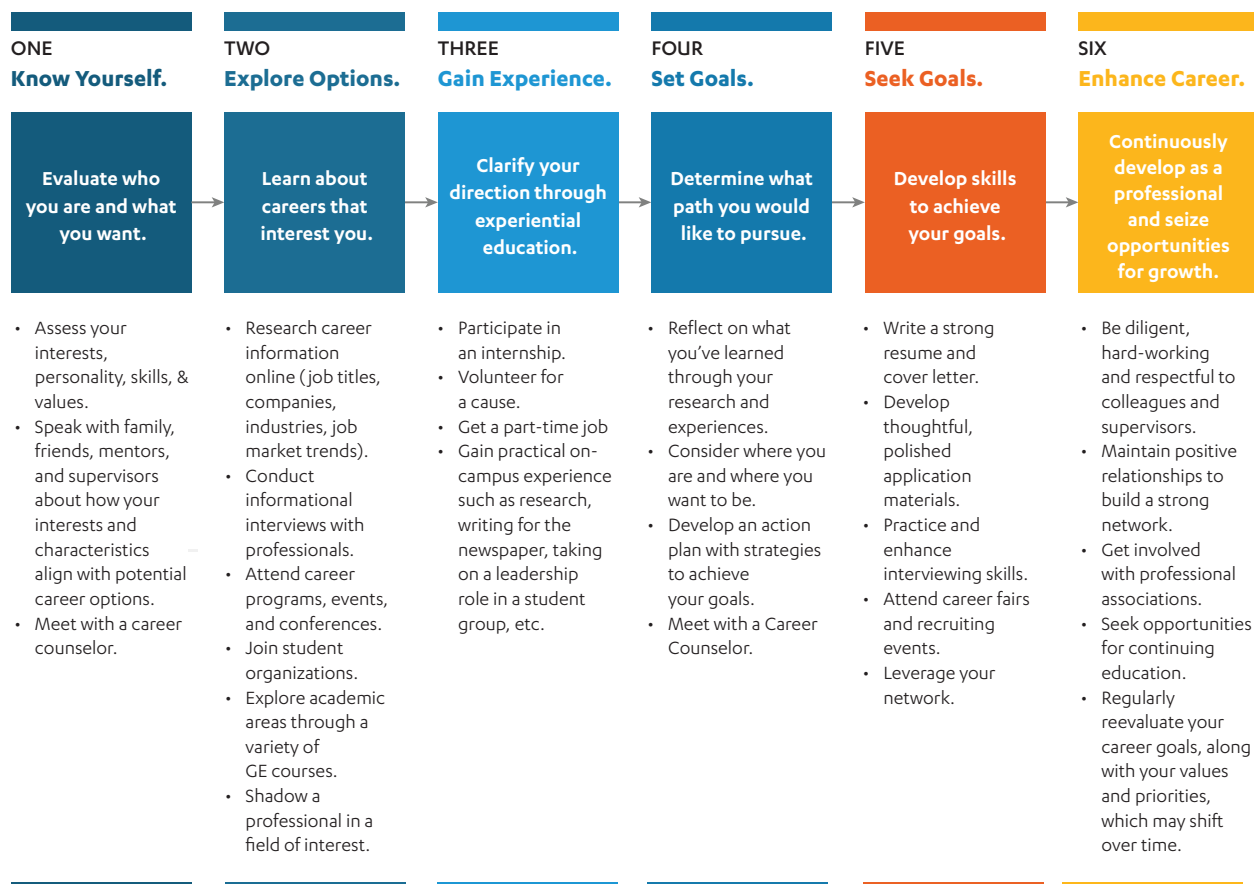
### YOUR CAREER JOURNEY

Are you headed toward your dream career? When you are focused and know your strengths and interests, you can target the industries, organizations, and positions that best match your talents and personality.

Your immediate goal should be to make the best career choices possible at this point in your life. Keep in mind; it's only natural that your dreams and aspirations may change over time. Changing interests and personal circumstances, combined with the rapidly evolving nature of the world of work, will require you to remain flexible and make numerous career related decisions throughout your lifetime.

There are six stages in the career development process (see chart below), each of which you may visit at multiple points throughout your life. They often overlap and may occur in any order. However, it is important to start by knowing yourself.

### CAREER DEVELOPMENT PROCESS



# Are You Career Ready?

NACE's 8 career readiness competencies represent the skills, experiences, and attributes that employers look for when recruiting. Mastering the skills below, will prepare you for a successful transition into the workplace.



## Critical Thinking/ Problem Solving

- Exercises sound reasoning
- Obtains, interprets, and uses knowledge, facts, and data
- Demonstrates originality and inventiveness



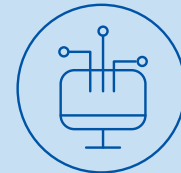
## Professionalism/ Work Ethic

- Demonstrates effective work habits and personal accountability
- Demonstrates integrity and ethical behavior
- Able to learn from mistakes



## Oral/Written Communications

- Clearly articulates thoughts & ideas
- Able to express ideas to others
- Writes effectively and clearly



## Digital Technology

- Leverages existing digital technologies
- Adapts new and emerging technologies



## Leadership

- Leverages the strengths of others to achieve common goals
- Uses interpersonal skills to coach and develop others
- Organizes, prioritizes, and delegates work



## Teamwork/ Collaboration

- Builds collaborative relationships with colleagues and customers
- Able to work within a team structure
- Can negotiate and manage conflict



## Global/ Intercultural Fluency

- Values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions
- Demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individual differences



## Career Management

- Articulates personal skills, strengths, knowledge and experiences
- Identifies areas necessary for professional growth
- Takes the steps necessary to pursue opportunities



Source: Career Readiness Resources; [www.nacweb.org/Career-Readiness/Overview & Resources](http://www.nacweb.org/Career-Readiness/Overview-&-Resources).  
Courtesy of the National Association of Colleges & Employers

# FOUR YEAR CAREER PLAN

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## FIRSTYEAR :

### A Time of Self Discovery

As you begin your college education, it is perfectly okay not to know what you want to do later in life. Take time now to learn as much as you can about your skills, personality, lifestyle preferences, interests, and values. This information will help you choose a major so you can begin to explore the exciting world of career possibilities that await you!

#### Are you asking these questions?

- Who am I?
- Where do I fit in?
- What do I do best?
- What major should I choose?

#### If so, follow these five steps.

1. Explore majors through general education classes and develop your interests and skills through student organizations, sports, extracurricular activities, and part-time work.
2. Get acquainted with Career Center resources. Learn about different occupations.
3. Talk about your career interests with parents, friends, professors, and other individuals who are already employed.
4. Register for Handshake ([ucla.joinhandshake.com](https://ucla.joinhandshake.com)) and schedule a counseling appointment. Complete the On-Campus Recruitment Orientation found on MyUCLA under the "Finances and Jobs" tab. Take self-assessments to learn more about your interests, skills, values and strengths.
5. Study hard and keep your grades as high as possible.

## SECONDYEAR:

### Expand Your Career Horizons

Continue to explore and gather information about career fields. The best resources are people who work in the career fields that interest you. Summer jobs, internships, and volunteer activities will provide first-hand insights.

#### Are you asking these questions?

- I know my major, but what can I do with it?
- What career options do I have?
- What's out there?

#### If so, follow these five steps.

1. Continue to expand your knowledge of career options. Make a list of those which sound interesting and update your "Career Interests" on Handshake.
2. Learn more about the job market by visiting the Career Center and by re-searching materials available online, including the online Occupational Outlook Handbook at [www.bls.gov/ooh](https://www.bls.gov/ooh).
3. Conduct informational interviews with people who work in career industries of interest to you. Spend a day on the job with a professional. Sign onto UCLAone.com to connect with Bruin alumni.
4. Pursue internships, part-time and summer jobs, and volunteer activities to gain work experience and learn more about your work preferences.
5. Attend career fairs and other career-related programs to increase your knowledge of a range of occupations.



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## THIRDEAR:

### Narrow the Options

Internships and summer employment will help you acquire new skills, learn more about careers, and develop a network of contacts. Aim for outstanding academic performance, especially in your major.

#### Are you asking these questions?

- I'm looking at several career options—which is the best for me?
- 
- What do I need to do to prepare for this career?
- 
- How have my interests changed since my first year and how will this influence my present action?

#### If so, follow these six steps.

1. Narrow down your choices and discuss your career ideas with a career counselor. Are you satisfied with your early decisions?
2. Research companies and work environments. Pinpoint organizations with job titles that use your skills and for which you believe you are a good match.
3. Begin to establish professional contacts through informational interviews (see Chapter 3) to assist with your career exploration and job search campaign.
4. Continue to gain career-related work and internship experience.
5. Start preparing for graduate school if your career choice requires an advanced degree. Check admission requirements, testing dates, and timelines for applications.
6. Attend the annual Admit UCLA: Graduate and Professional School Fair in October.

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## FOURTH/FIFTH YEAR:

### Make a Career Decision

Plan ahead and set reasonable career goals for yourself. Remember that this is just one in a long line of career decisions. Your first job will not be your last and you don't know where it might lead you, so keep an open mind. Remember that graduate school applications, letters of reference, and test scores must be submitted early. Handshake on-campus interviews (OCR), job listings, and career fairs will help you identify prospective employers and career opportunities.

#### Are you asking these questions?

- What types of jobs are available?
- How do I find the job that's right for me?
- Should I go to graduate school now or later?

#### If so, follow these six steps.

1. Discover successful job search strategies by attending workshops at the Career Center and consulting with a career counselor.
2. Prepare for your first job. Talk with UCLA alumni about their first year on the job and some of the challenges you can expect. Join the UCLA Alumni Association at [www.alumni.ucla.edu](http://www.alumni.ucla.edu) and be sure to sign on to [UCLAone.com](http://UCLAone.com).
3. Use your contacts to identify job opportunities and get referrals using LinkedIn.
4. Explore all opportunities. Attend career fairs and employer info sessions
5. Register for Handshake campus interviews (OCR) and apply for jobs at [ucla.joinhandshake.com](http://ucla.joinhandshake.com).
6. Confirm your remaining degree requirements at the beginning of the year so there are no surprises when it comes time to graduate.

# 03

## Career Exploration

Early career exploration is important. Embrace opportunities to explore your interests, values, and skills.

### THE INFORMATIONAL INTERVIEW

One of the best ways to find out what an industry, company, or position is really like is to speak with people in careers you're considering. No one else can give you a better sense of the real life experiences, the challenges and opportunities, the specifics and perhaps hidden demands, and the drawbacks and limitations of the career field.

What exactly is an informational interview? An informational interview is a conversation with a professional in a career field you are considering, which will help you gather information and advice to assist in your career planning process.

#### What Are the Benefits of Conducting an Informational Interview?

- Provides you with a realistic grasp of a career, industry, or company you're considering.
- Evaluate whether your career of interest is compatible with who you are (personality, interests, values, skills, and lifestyle).
- Receive specific suggestions and ideas on where to acquire experience.
- Expand your network of contacts for future opportunities
- Gain referrals to other professionals for additional perspectives.

#### Are Informational Interviews Only for Students Ready to Graduate?

Not at all! Informational interviews are appropriate for first-year students through alumni. If you are in the process of choosing an academic major, making career choices, beginning a job search, or transitioning to a different career, the informational interview can be an excellent tool to explore your options and increase your career knowledge. We recommend signing on to [UCLAone.com](http://UCLAone.com) to connect with Bruin alumni.

#### What are some typical subjects discussed during the Informational Interview?

- Work Environment
- Industry Trends
- Ideal Skill Set/Qualifications
- Challenges/Rewards
- Career Path of Interviewee
- Lifestyle
- Typical Compensation
- Career Ladder of Field

#### How Does the Informational Interview Work?

The informational interview works best if it is done in person in the setting that you are interested in working (i.e., a hospital, investment bank, consulting firm, or nonprofit organization, etc.). However, it can also be done over the phone or Skype.

#### How Do I Set Up an Informational Interview?

Our career educators recommend a written request followed by a phone call. This professional and respectful approach can have a more favorable response. The letter, sent via email, serves as a preliminary introduction to help communicate the intent of your request—to gather information and advice about a career option (not to ask for a job). Remember, this is their first impression of you. Be formal and professional in your correspondence.

### INFORMATIONAL INTERVIEWING CHECKLIST

#### Searching and Preparing

- ☐ Research the field, company, and/or organization that you want to know more about.
- ☐ Consult with family, friends, faculty, co-workers, bosses or supervisors, UCLA Alumni, or LinkedIn.com to find people in your area of interest to speak with.
- ☐ Contact the person via email or phone.
- ☐ Arrange a convenient time for the contact to meet such as a lunch or a coffee break (no more than 30 minutes).
- ☐ Be prepared to speak about yourself (major, interests, interest in the field, your experiences, etc.).
- ☐ Have a list of specific questions ready to ask (be mindful of the contact's time and schedule).
- ☐ Bring a professional folder with a notepad inside, pen, and copies of your resume.

#### During the Informational Interview

- ☐ For a face-to-face meeting, dress in professional attire.
- ☐ If you meet at the company's site, ask in advance if the contact is willing to give you a tour.
- ☐ For email or phone, correspond and speak professionally.
- ☐ Express your appreciation to them for taking the time to speak with you.
- ☐ Ask the questions you've prepared in advance.
- ☐ Jot down notes.
- ☐ Be mindful of the time.
- ☐ Ask the contact for their business card and whether you may follow up with them in the future. After Your Informational Interview
- ☐ Within 24 hours, send the contact a thank you card or email. A hand-written thank you note is recommended.

### After Your Informational Interview

- ☐ As you continue to explore, keep the contact updated about your progress.
- ☐ If you've decided to pursue the field, ask the contact if they would be willing to review your resume and provide feedback.
- ☐ If you were given any recommendations (i.e., a web link, book or article, a contact) be sure to mention what you have done with that recommendation. For example, "Thank you for recommending that I contact Ms. Jones. She and I have a call scheduled for next week."
- ☐ Request to connect with the individual on LinkedIn.

## REQUESTING AN INFORMATIONAL INTERVIEW

### Develop an Outline or Script

Before you attempt to schedule an informational interview, develop an outline or script of what you are going to say. This will decrease your anxiety and increase your chances of getting the results you want. It may be helpful to rehearse out loud after you plan the kinds of things you will communicate.

### Set Up Your Interview

- Say who you are and why you want to get together.
- Make it clear you are not asking for a job.
- Mention a personal referral or mutual interest to stimulate conversation.
- Ask for a brief meeting at a time that's convenient for that person.

Ensure you have a strong cellular connection, preferably indoors (or, ideally, use a landline). Make sure you are in a quiet space, with your notes, paper, and pen so that you can give the interview your full attention.

### Be Prepared with Questions

You should develop basic questions about the career field to fit your particular knowledge and experience level. Depending on the interest and willingness of your contact to talk, you may have an opportunity to ask more specific personal, company, and industry questions.

Do some research about the career in advance in order to develop thoughtful, intelligent questions and make the most of the interview.

Based on your research, choose a few questions to keep within your meeting time frame.

- Please describe a typical day as a \_\_\_\_\_.
- How did you get started? What was your path?
- What is your educational background?
- What do you find most/least satisfying about your job? Rewards? Challenges?
- What skills/qualities does it take to be successful in this field?

- What are the entry-level jobs in this field? What does the career ladder look like?
- What trends/developments do you see affecting career opportunities?
- How would you advise I gain the skills and experience necessary to enter this career field?
- What is the "culture" of your company?
- Are there additional resources you suggest that I look into that would be beneficial for me?
- Do you have suggestions of other people I can be referred to—to learn more?
- May I contact you in the future, should I have any more questions?

### Example of Email

Dear \_\_\_\_\_:

*I am a communications major at UCLA and am interested in a journalism career. Joe Bruin suggested that you might be willing to share your work experiences and offer advice on how I might better prepare to break into the field.*

*At this time, I am not looking for a job, but am interested in learning as much as I can about journalism as a career field.*

*I would greatly appreciate a few minutes of your time to get your perspectives on the challenges and opportunities in journalism. I will contact you next week to try and arrange a time that would be convenient for you to meet.*

*Sincerely,  
Your Name  
contact info: email, telephone #*

### Example of Phone Scripts

*Hello . . . my name is \_\_\_\_\_.*

*Joe Bruin suggested I call you because I am doing some research on careers in journalism. He thought you would be a good person to answer some questions I have about the profession. I could meet you for coffee or lunch one day. Or, if it is more convenient, I could call back at a time when you might have 15 or 20 minutes to spare. Do you think you might be able to find some time for me?*

*Hello. . . my name is \_\_\_\_\_.*

*I recently heard you speak at a Los Angeles Journalism Club meeting. I'm a senior at UCLA and am interested in a journalism career. I'm not looking for a job at this time, but I'd really appreciate the opportunity to discuss some questions about this career field. Could I schedule 15 or 20 minutes with you at your convenience? If so, I'd be happy to meet you at your office.*

## INTERNSHIPS

### The Inside Track to Your First Full-Time Job

More than ever, employers today look at an entry-level job candidate's track record of "real world" experiences and accomplishments before extending an offer for a permanent position. They rely heavily on internships and summer programs to assess the skills, abilities, and qualifications of potential full time employees.

Internships and summer programs provide prospective employers an opportunity to observe your content knowledge, initiative, creativity, skills, values, interests, and other personal attributes, which are a few of the intangible qualities that don't come through on a resume and manifest themselves only briefly during an interview.

An internship or summer job gives you a chance to explore and test your career interests on a short-term basis. You'll be able to get a realistic idea of what the career industry is all about, decide whether the job is one you enjoy, and evaluate whether you "fit" into the company culture. It's definitely a two-way street!

### Benefits of Working As an Intern

- Gain valuable real world experience and learn new skills.
- Explore and test different career possibilities before making a long-term commitment.
- Demonstrate to future employers your interest in your chosen career field.
- Make contacts and develop important networking and mentoring relationships.
- Prove yourself on a trial basis to a potential employer.
- Will you get class credit? (Offered through Center for Community Learning or department based internship courses.)
- Is the position likely to provide an entrée into your dream career?
- Is it important for your internship experience or summer work to tie in with your academic pursuits and career goals?

*Remember: There does not have to be a direct connection. You may feel a real need to take a break from your studies and explore an industry that may not have an obvious connection to your major.*

### INTERNSHIP PLANNING

It's important to give some thought to your goals for the internship or summer job. Here are questions to consider:

- What is the primary reason you're looking for an internship or summer job? Develop career-related skills? Gain experience to add to your resume? Test out career alternatives? To earn money?
- When does your intended industry begin hiring? When should you begin preparing? See our timeline on the inside front cover.
- What are you interested in doing? Where? With whom? In what type of organization?
- What skills can you bring to the job? Why should you be hired instead of any other college student?
- Is money an issue? How much money do you need? What is the bare minimum?
- Can you afford to do an unpaid internship or volunteer work that might relate more directly to your career objective?
- Will you need to relocate? What impact will this have on your financial situation? Does the employer provide any assistance relocating?

### Summer and Part-Time Jobs

Summer and part-time work (especially if it is relevant to your career goal) can lead to great opportunities, and it should be a vital component in any job search strategy. Many employers are impressed with a person who has had to work their way through school and has still managed to maintain a good academic record and excel in extracurricular activities.

### Temporary Employment

Opportunities range from one day assignments to longer term commitments. Most often these positions can be found through employment service firms and include a diversity of professional and technical opportunities.

### Community Service and Volunteer Work

Involvement in social, political, cultural, performing arts, religious, and public service organizations can add valuable experience and leadership responsibilities to your resume. What are your interests? What issues and causes do you strongly support? Volunteer your services and get involved.

# 04

## Graduate & Professional School

Thinking about Graduate School? Here's how to decide if Grad school is the right fit for you.

### OVERVIEW OF GRADUATE & PROFESSIONAL SCHOOLS

Higher than a bachelor's degree, an advanced or graduate degree is generally a master's or doctorate degree. Usually a graduate school degree is research based, especially PhD programs. A professional degree centers on curriculum and experiences that lead to better preparation for a career. An advanced degree is required for certain professions such as allopathic (MD) and osteopathic (DO) doctors and attorneys (JD), which in the US are required doctoral degrees for the respective professions. Popular professional master's degrees including the MBA (business), MSN (nursing), and MS in Engineering. There are innumerable academic master's and doctoral degrees covering at least as many areas as undergraduate degrees. Typically with a full-time schedule, a master's degree will take one or two years to complete and a doctorate degree will take three to five years (usually more with a research and a dissertation; seven years would not be unusual for completion of an academic PhD). Gradschools.com is a good place to start a search of thousands of graduate degree options.

#### DECIDING TO GO TO GRADUATE OR PROFESSIONAL SCHOOL

##### Ideal reasons include:

- A clear sense of the desired career with an advanced degree helpful, if not necessary, for entry or advancement
- A love for scholarly pursuit, especially when the goal is a research based doctorate degree; expect immersion in several years of studying and doing research in a particular academic discipline
- Making a career change that has little or no connection to your undergraduate major
- Working intentionally toward a goal versus postponing career decisions avoiding a job search.

If you're unsure, answering questions like these can help in evaluating your decision to pursue an advanced degree:

- What do I want to accomplish in my lifetime?
- What are my long-term and short-term professional goals?
- Is graduate school necessary for me to achieve these goals?
- Am I simply postponing my career planning and decision making?
- Will the amount of time and money spent on a program ultimately translate into greater career mobility and financial possibilities?
- Am I willing to meet the extensive research, course work and major paper demands of another academic program?
- Would continuing education alternatives, such as University Extension, vocational school, community college, or professional seminars and workshops assist in achieving my goals?

#### APPLYING TO GRADUATE OR PROFESSIONAL SCHOOL

Keep in mind that thorough research and information gathering for your area of interest is critical. The checklist

and timeline that follow provide general information and guidelines. Although successful applicants prepare and apply for advanced degrees in diverse ways and within varying timeframes, it is best to begin as early as possible to build a strong academic foundation, a competitive undergraduate GPA, and positive, significant working and academic relationships. You will need a competitive GPA and usually two to three letters of recommendation to successfully apply to graduate and professional degree programs. Many programs require a standardized exam such as the MCAT, GMAT, LSAT or GRE. You may see required GPAs listed at 3.0; however, most competitive GPAs are higher especially for doctorate degree programs and highly ranked universities. Some prep programs in medicine and law have competitive GPAs in the 3.25 to 3.5 range.

#### Graduate & Professional School Preparation Checklist

The following are general recommendations of activities to engage in throughout your time at UCLA in order to gain exposure to career options and develop relevant skills and experiences to make yourself competitive for admissions. These are not mandatory in order to be admitted and a candidate may be successful without completing a number of these steps.

- ☐ **Attend relevant events at the Career Center** including:
  - ☐ JumpStart Series
  - ☐ Admit UCLA: Graduate & Professional School Fair
  - ☐ Health School Fair & Conference
  - ☐ Information Sessions by Graduate and Professional Schools
  - ☐ Workshops on topics including Personal Statements, Interview Preparation, Resume Writing, and more
- ☐ **Maintain a strong GPA.** GPA typically weighs more heavily in

admissions decisions than major, so declare a major in which you can perform well.

- ☐ **Meet with an academic advisor in your major or College counseling unit** (College Academic Counseling, Academic Advancement Program, Athletics, or Honors Program) to discuss course planning, major selection and degree requirements.
- ☐ **Schedule a Graduate or Pre-Professional School Advising appointment at the Career Center** to discuss any non-academic aspect of preparing for graduate or professional school including: exploring your career interests and options; application process and timeline; personal statement critique; guidance on asking for letters of recommendation; preparing for the interview; searching and applying for research, internships, and other experiential opportunities; and more.
- ☐ **Get involved in student organizations** or service projects through the Community Programs Office (CPO). Consider joining groups that are relevant to your interests and offer opportunities to serve the community and/or develop your leadership skills. After a year in an organization, consider moving into a leadership role or initiating your own student organization or service project.
- ☐ **Gain internship, work, or volunteer experience** relevant to your career goals. Seek and apply to opportunities in Handshake.
- ☐ **Visit the Center for Community Learning** for information on service learning courses, community-based research, internships for academic credit, the Civic Engagement Minor, and AmeriCorps scholarship programs.
- ☐ **Get involved in research** at UCLA or other campuses. See the Undergraduate Research Center-Sciences or Undergraduate Research Center-Humanities, Arts & Social Science for information about options, programs, and research scholarships.
- ☐ Apply for special summer pre-professional or research programs.
- ☐ **Develop relationships** with faculty and supervisors in order to be able to obtain strong letters of recommendation. How? Visit office hours, try to take multiple courses with the same faculty member if possible, ask about opportunities to support their research or help them in the classroom.
- ☐ **Keep a journal** of your meaningful experiences, accomplishments, challenges, and realizations to draw from for your application essays and interviews.

#### ***Additional Law-School specific items:***

- ☐ Consider applying for the UCLA Law Fellows Program or another appropriate law school prep program.
- ☐ Attend the Career Center's Law JumpStart program to meet admissions officers and attorneys.

#### ***Additional Health or Medical School specific items:***

- ☐ Visit [prehealth.ucla.edu](http://prehealth.ucla.edu)

## **APPLICATION TIMELINE**

The following are general recommendations to use as a guide when planning for graduate or professional school. Most deadlines for Fall admission are between December and March of your senior year if you do not plan to take a gap year. Some schools follow a different schedule, so be sure to check with your prospective programs for specific deadlines and adhere to them carefully.

### **The Year Before Applying**

- ☐ **Register and study for the entrance exam** (MCAT, LSAT, GMAT, GRE, etc.).
  - ☐ Consider taking a free practice exam early on in order to understand your baseline and where you need to place most of your studying efforts.
  - ☐ Give yourself about three months to study. Try to take the exam several months prior to the application deadline so you have time to re-take the exam if needed.
- ☐ **Research your graduate programs** of choice.
  - ☐ Familiarize yourself with deadlines and requirements, as they vary by program.
  - ☐ Create a list of schools with their deadlines, requirements, and essay prompts.
- ☐ **Request letters of recommendation.**
  - ☐ Provide recommendation letter writers with a copy of your resume, transcript, and a summary of aspects of your academic/professional/personal life accomplishments for consideration.
  - ☐ Store your letters confidentially with Interfolio Dossier or a similar service until you are ready to apply.
- ☐ **Begin developing your personal statement** at least three months before applying to ensure you have sufficient time to gain various perspectives and go through multiple revisions.
- ☐ **Obtain official transcripts** from all post-secondary institutions you have attended.
- ☐ **Complete the central application** for professions who accept one (medical school and most health professions, law school, and others).
- ☐ **Practice your interview skills** utilizing InterviewStream, a mock interview at the Career Center, or a mock interview with any trusted friend, mentor, or relative.
- ☐ **Complete the FAFSA.**

### ***Additional Law School specific items:***

- ☐ **Attend a Law School Forum** to meet law school recruiters face-to-face.
- ☐ **Pay for the Credential Assembly Service (CAS)** long before your first law school application deadline.
- ☐ **Register with the Candidate Referral Service (CRS)** so law schools can recruit you.

- ☐ **View your Academic Summary Report** in your LSAC.org account once all US/Canadian undergraduate transcripts have been summarized to ensure completion and accuracy.

#### **Additional Health or Medical School specific items:**

- ☐ Visit [prehealth.ucla.edu](http://prehealth.ucla.edu)

### **AFTER SUBMITTING YOUR APPLICATION**

- ☐ **Maintain a strong GPA.**
- ☐ **Continue to stay involved in relevant activities and positions.**
- ☐ **Complete secondary/supplemental applications** if applicable (this is the case if you initially applied to multiple programs through a central application service, most commonly for medical school, other health schools, and law school).
- ☐ **Continue to practice** and prepare for interviews.
- ☐ **Meet with college and major advisors** to review graduation requirements.
- ☐ **Accept your offer of choice** and submit your deposit (notifying other schools of your decision) or keep track of waiting list results.
- ☐ **Send thank you notes** to faculty and others who have helped you. Let them know the outcome of your application and thank them for their help.

### **WRITING YOUR PERSONAL STATEMENT**

Graduate programs may ask you to submit a Personal Statement, a Statement of Purpose, or both. Both documents are opportunities to set yourself apart and

demonstrate what makes you unique from other applicants who may have similar grades, scores, and extracurricular experiences.

Personal Statement	Statement of Purpose
Storytelling of experiences related to who you are & how they shaped your interest in the field.	Focuses on your reasons for applying; include professional & intellectual & research interests and the expertise you have gained
Tell a Story: For personal statements, engage the reader, use a writing style that is fresh and active. Don't be afraid to use dialogue and descriptive language. Back up statements with examples and details.	Show That You Know Something: The main section explains what you know and who you are. Show knowledge of your field (e.g., a specific research focus) or your profession. Show how you will impact the field, or what has impacted you in the pursuit of your field.
Have an Angle: Even if your life has been less than dramatic, you still have a story to tell. The best approach to the "angle" is to find a THEME that can unify all your paragraphs.	Focus on Your Specific Research or Professional Interests Within a Particular Field: Detail how your academic and professional experiences have developed those research or professional interests and prepared you to pursue them at a higher academic level. Include courses, experts whose work you admire or aligns with your interests, and factors such as internship opportunities or opportunities provided by the school's location
Pay Special Attention to Your "Lead": In the first paragraph, you will either grab attention or you will lose it. Use the lead to set the tone and direction for the statement. Note: the lead can, but does not have to be an attention grabbing story. The goal of the lead is for the readers to know who you are and what your goal is by the end of the first paragraph.	Your Research Interests & the Program: Explain how your research interests can be pursued at this particular institution in this particular program.

*Adapted from the UCLA Undergraduate Writing Center's "Writing Personal Statements."*





### TIPS FOR THE WRITING PROCESS:

- Remember that the personal statement should be personal. Use this opportunity to stand out from the crowd. Who are you? How is your story different from others'?
- Avoid repeating information they already know from your application or resume.
- Start several months before the application is due so you have time to write multiple drafts.
- Have multiple people read it and offer their feedback. Since there is no objective "right" or "wrong" way to write a statement, it will be beneficial to hear the perspectives of various people.

## ASKING FOR LETTERS OF RECOMMENDATION

### Before You Ask

- Make sure to have all the proper forms required for the school, program, or award.
- Draft a list of your accomplishments, achievements or personal characteristics that you would like the letter writer to address.
- Update and revise your resume, as it pertains to the current goal.
- Draft a personal statement or brief explanation of why you are applying to this program, school, award, internship, etc.

### Who Should You Ask?

Professors who have taught you, supervisors, advisors who know you very well, person in the profession whom you have shadowed or with whom you've worked.

Letters of recommendation should not be written by relatives, friends, roommates, or anyone who does not know you well enough to write a strong and personalized letter.

### How to Ask

- Send an e-mail, follow up with a phone call
- Go to office hours or schedule an appointment
- Ask if there is anything the letter writer would like you to bring (resume, copy of paper, list of achievements, personal statement, etc.)

### What to Bring

- Your letter to the author, explaining what the letter is for and thanking them for their time
- Copy of targeted resume
- List of accomplishments, skills or personal characteristics you'd like the author to address
- Confidentiality Waiver
- Additional forms required (if any)

If you are not using an electronic filing service and are requesting the author to mail the letters directly to the schools, provide stamped, addressed envelopes.

### When to Ask

- At least 3-6 weeks before the deadline, but earlier is better (even months early)
- Let them know what the deadline is and exactly where the letter should be sent.
- Try to avoid high traffic times for requesting letters (late Fall Quarter and late Spring Quarter) or times when profs/staff may be leaving for summer or winter breaks.
- START EARLY – Make it a point to start building relationships with professors, supervisors, mentors and professionals as early as possible.

### Follow-Up

- If you have not heard from the letter writer, send a friendly reminder one week prior to the deadline (e-mail or phone call).
- Send a thank you letter after they have submitted the letter (or as part of your gentle reminder)
- Inform the writer of the outcome of your application, once complete.



## 05

# Job & Internship Search Strategies

The job search process is a job itself. An effective job search will incorporate a variety of strategies.

Don't know where to start? Follow these easy tips to find opportunities or connect with professionals who might lead you to one.

## PREPARE YOURSELF BEFORE THE SEARCH

In order to find an opportunity that aligns with your personality, interests, and values it is important to explore the Career Development Process (Chap. 1 pg. 6). Follow these suggestions to help get you clarity on what positions might fit you:

- Reflect and write down your interests, skills, and passions.
- Take a Career Assessment like Focus 2, MBTI, or Strong Interest Inventory and from the results narrow down your top 5 occupations.
- Conduct an informational interview with a professional in an industry of interest (Chap. 3 pg. 10)

## USE THE INTERNET TO OPTIMIZE YOUR SEARCH

*Navigating the Internet: Quick Tips for an Effective Online Search*

### Keyword Search

Putting “Math Jobs” into a search engine is not the best method to finding an opportunity that matches your skills or interests. When searching for an opportunity it is recommended to include your skill, location, and job function into the search bar. For example, “event planner internship Los Angeles” or “data analyst entry level job San Francisco”.

### Use a variety of Job Posting Sites

Use various general and industry-specific Job Search Websites to search and apply for open positions.

- Use search agents or job alerts in order for websites to automatically send you new job postings. Examples, Handshake, Indeed, LinkedIn, Google Jobs, or Idealist.
- Make sure to save the posts you like.
- Utilize Handshake’s “Saved Search” feature to get auto updates on new postings and opportunities, screenshot postings, or Copy/Paste positions into Word.

### Make Your Resume Public

On Handshake, we recommend making your resume “public” so employers can view it. Other sites like LinkedIn or Indeed also allow you to post your resume to their site.

NOTE: Make sure to have a Career Center staff member review it before posting.

## NETWORK YOUR WAY TO YOUR NEXT OPPORTUNITY

80% of jobs are filled through networking so be sure to make it a key strategy in your job search toolkit. Here are a few things you can do to expand your network:

### Attend Employer Recruiting Events

- Career Fairs
- Company Information Sessions
- On Campus Interviewing
- Networking Events

### Connect with Alumni Professionals

- Create a LinkedIn or UCLA ONE account to connect with alumni or professionals
- Attend Inside Careers or JumpStart Workshops for professional panels

### Get Involved

- Join a Professional Association
- Join an on-campus student club/organization
- Attend off-campus networking events or Meet-Ups

### Seek Mentorship

- Conduct Informational Interviews
- Connect with Faculty
- Use your personal networks



## HOW TO PREPARE FOR A CAREER FAIR

### Reasons to Attend

- Access recruiters from national and international companies at a convenient campus location.
- Increase your chances of receiving an interview by making a personal connection instead of relying solely on your resume.
- Explore different fields, industries, company cultures, and career opportunities.
- Gain valuable employment information and job search advice from seasoned professionals.
- Find out about available positions and submit your resume in person to company recruiters.
- Expand your network of contacts.

### Before the Event

- Look up the list of participating employers in advance to strategize which companies you would like to meet. The list of participating employers can be found in the “Events” section of Handshake.

- Research companies to create a targeted list of companies you are interested in approaching. Use the Career Fair Action Plan to keep track of your research so you can have an informed and relevant conversation at the Fair.
  - › What should you research?  
Company website, company mission and basic information, products, competitors current news topics related to them (i.e. Google News), internships/positions they are seeking to fill on their website or Handshake, application instructions in case you have questions, Check Glassdoor.com to read company review information from employees
- Prepare your 30-second Elevator Pitch! Practice with your roommate, parents, and friends or prepare your pitch with a career counselor during an appointment. Check out InterviewStream—a free online resource to practice your pitch.
- Dress appropriately. “Business Casual” or “Business Professional” depending upon the culture of the industries/companies you are interested in. When in doubt, dress in professional attire.

### What to Bring

- Copies of resume in a folder or padfolio/portfolio.
- Allow adequate time, arrive as early as possible.
- Your completed “Career Fair Action Plan”—a prioritized list of companies you plan to visit, including relevant research, questions for them and space to take notes.

### During the Event

- Map targeted employers using the map given to students upon entering. Some events use a career fair app. Download it in advance so that you are comfortable navigating its features.
- Be ready to introduce yourself (see “The 30 Second Elevator Pitch”).
- Be flexible and wait your turn to talk to employers or speakers. It is not unusual to have long lines for certain employers.
- Respect their materials and ask before taking anything from their table.
- Be courteous, friendly, and polite.
- Look up the job posting(s) of companies you are interested in speaking with. All career fair recruiters are required to post a job in order to participate.
- Between speaking with representatives, take breaks to take notes with a fresh mind.
- Visit the candidate area hosted by the Career Center if you have any questions, need tips, or advice.
- What are employers looking for?
  - › Enthusiasm, Motivation, Teamwork, Initiative, Commitment, Leadership, Communication, Knowledge of field or organization, Problem-solving ability
- At the end of the conversation:
  - › Ask what the next step will be.
  - › Leave them with a copy of your resume, and ask how they prefer to be contacted.
  - › Ask them for their business card so that you can follow-up.
  - › Thank them for their time and for the information they provided you.
- Before leaving make the necessary notes on your action plan for follow up.

## PERFECT YOUR PITCH

An effective elevator pitch can be the difference between making a meaningful connection and a lost opportunity. Questions like, “What do you do for work?” and “What are you most interested in?” could very well lead to your next opportunity. A good elevator pitch should be brief, memorable, and interesting. Take time to practice using the guidelines below.

### *The 30 Second Elevator Pitch: How to Introduce Yourself in 30 Seconds*

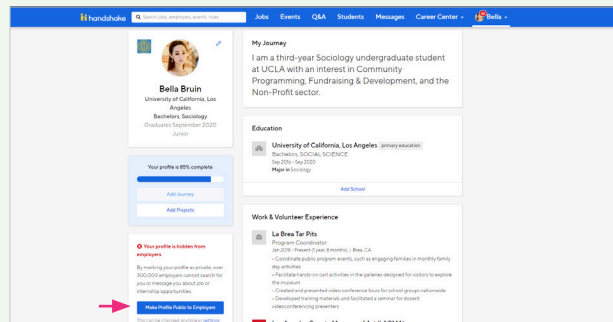
- 1. Introduce Yourself**—What do you want them to remember about you?
  - Your Name
  - Year in School
  - Major
  - Positions you are seeking or future career goals
- 2. Value Proposition**—Major achievements and transferable skills targeted to the person/company/industry. Incorporate your story so you are memorable.
  - Relevant skills and experiences
  - Why you are interested in this company
- 3. The Ask**—What do you want from this interaction?
  - Build upon your existing knowledge of the company and position
  - Demonstrate your curiosity and sincere interest in their opportunities
  - Establish a connection with the person
  - Here are some sample questions to get you started:
    - › I am very interested in your \_\_\_\_ position because \_\_\_\_\_. Can you tell me what you look for in a successful candidate?
    - › I noticed on your company website that \_\_\_\_\_. Can you tell me more about that and how it might impact the work of the person in this position?
    - › What training opportunities are available for new employees?
    - › What challenges and opportunities are associated with the position?
    - › What is the typical career path for people who start in this position?
    - › How do you see the jobs in this field changing over the next five years? What can I do to prepare myself for such changes?
    - › What are the backgrounds of other employees in your company or department?
    - › How would you describe the company culture?

Make sure you respond to their answers with relevant information about yourself and/or ask follow-up questions that demonstrate that you are listening and engaged in the conversation.

Handshake should be your first point of access for career exploration and job/internship opportunities. Below are some tips on how Handshake can assist you with your search:

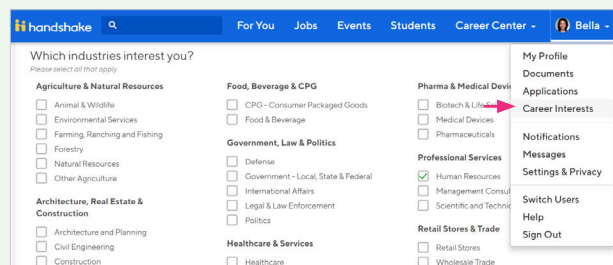
### UPDATE YOUR HANDSHAKE PROFILE

Employers view Handshake profiles to identify and reach out to potential interns and employees. **Making your profile public** and uploading your resume to your profile will increase your chances of attracting employers' attention. Fill out the sections of your profile including—Professional Photo, Get to Know Me (Professional Summary), Education, Work Experience, Organizations/ Extracurriculars, Courses, & Projects Skills.



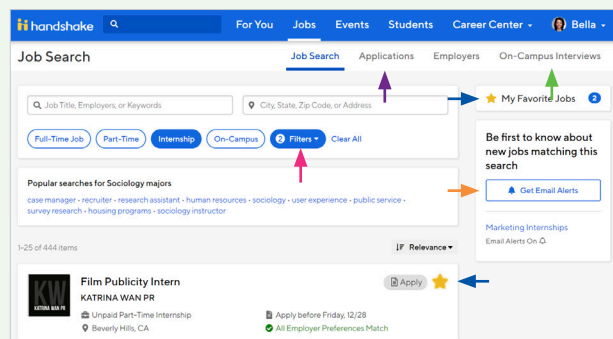
### UPDATE YOUR CAREER INTERESTS

Update the **Career Interests** section in your profile, and Handshake will suggest relevant job & internship opportunities tailored to you. To access this section, click your name in the upper right hand corner of the page, and select Career Interests. Areas that are addressed in Career Interests include: Job Type (Internship/Part-time/Full-time), Location, Job Roles/Functions, & Industry Interests.



### SEARCH FOR JOBS & INTERNSHIPS ON HANDSHAKE

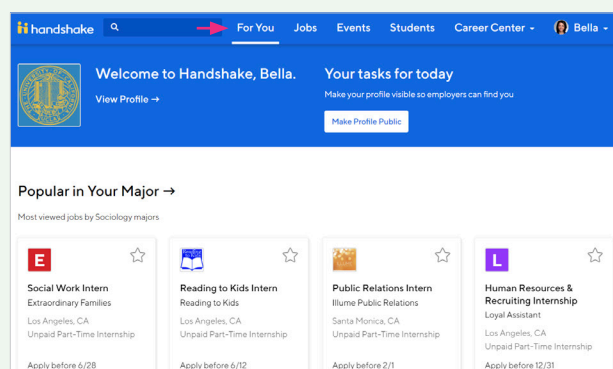
There are around 10,000 job & internship opportunities on Handshake at any given time. All the employers who post through Handshake are looking to hire Bruins! Go to the Jobs tab, and **Filter** your search by job type, industry, function, and work authorization. You can **Favorite** jobs that you want to come back to later, and you can create custom **Email Alerts** daily or weekly keeping you updated on current openings. Keep track of your **Applications** and their status, and keep an eye out for **On-Campus Interviews**.



### HANDSHAKE TAILORS ITS CONTENT...FOR YOU!

The more you utilize Handshake, the more it tailors its content to your interests and goals. Click the **For You** tab at the top of the page to see information such as: Jobs & internships popular in your major, Upcoming Career Center events, Trending student questions, & Popular internship reviews by your peers.

[ucla.joinhandshake.com](https://ucla.joinhandshake.com)





## Landing the Job or Internship You Want

A quick review of the following career search tips can help you land that dream job or internship opportunity.

### ■ Know WHERE to start

It's important to gain clarity around what positions will align with your interests, values or personality. If you're unclear about which positions fit you, we recommend scheduling a Career Counseling appointment, taking Career Assessments (like Focus 2), or exploring the "Discovery" page of your Handshake account.

### ■ Know WHEN to apply

Learn about when certain industries are hiring for internships or full-time entry level jobs. (see industry recruiting timeline below)

### ■ Know WHERE to find jobs & internships

Your first stop will be Handshake under the "Jobs" tab. We recommend that you use the "Saved Search" feature so you can be alerted

about new opportunities. Additional sites include: Indeed, LinkedIn & Idealist.

### ■ Know HOW to increase your chances

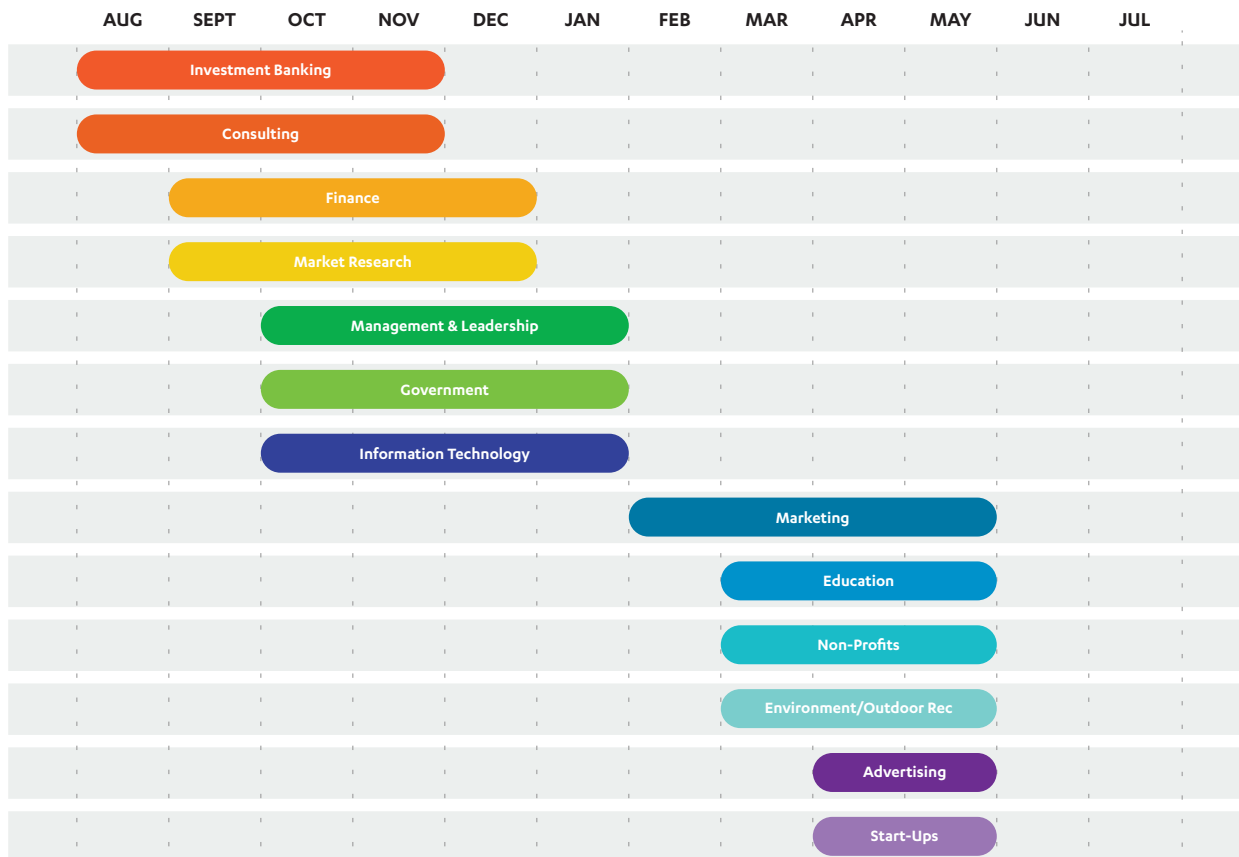
Create a strong online brand presence by creating a LinkedIn account and update other platforms by removing any questionable content. In addition, be sure to network with recruiters and other professionals so that you can get referrals.

### ■ Know WHY networking is important

Over 80% of positions are filled through networking. We recommend that you attend Career Center recruiting events like Career Fairs, Information Sessions, and On-Campus Interviews. In addition, be sure to create a LinkedIn or a UCLAOne Account.

## Industry Recruiting Timeline

Below is a snapshot of recruiting periods throughout the year by industry. Keep in mind that this list is not exhaustive. There are exceptions that vary by organization. Some organizations recruit throughout the year. Be sure to draft a list of top organizations you would like to work for to stay on top of their deadlines.



# Avoiding Fraudulent Employers & Scams

While Handshake positions have been screened, the Career Center cannot guarantee the accuracy of information listed by the employer.



## DO

### **Do your own research on employers.**

Listed below are helpful sites you can use to verify companies

- Better Business Bureau
- [www.bbb.org/us/consumers](http://www.bbb.org/us/consumers)
- Hoovers [www.hoovers.com](http://www.hoovers.com)

### **Do take time to familiarize yourself with common employment scams.**

Common Job scams:

[www.thebalancecareers.com/common-job-scams-and-how-to-avoid-them-2062172](http://www.thebalancecareers.com/common-job-scams-and-how-to-avoid-them-2062172)

### **Do contact the Career Center if you notice a suspicious or potentially fraudulent listing.**

Email: [help@career.ucla.edu](mailto:help@career.ucla.edu)

Phone: (310)206-1915

## DON'T

### **Don't trust listings with incorrect or illegitimate information:**

- Grammar/spelling errors
- Unrealistic Wages: i.e. \$80/hour
- Near instant response times

### **Don't trust an employer if its hard to verify their info, including:**

- Phone Number
- Company Name
- Business Address
- Company Email
- Company Website

### **Don't provide private info over the phone or email, such as:**

- Social Security Number (SSN)
- Bank Account Info
- Address
- Credit Card Numbers
- MyUCLA Login Credentials



## Resumes & Cover Letters

Your resume is a powerful marketing tool to land an interview.

It's an important part of your total package, and must be clear, concise, appealing, and informative. Employers typically scan a resume for no more than 15 to 30 seconds. Take advantage of that time by crafting a resume that is clear, concise, and quickly demonstrates how you meet their needs.

### HOW TO BUILD YOUR RESUME

**Make a list of special qualities that set you apart from other applicants. Employers will be looking for examples of:**

- How your skills/experience/knowledge fit with the position/industry/organization.
- Your ability to deal with high-pressure situations.
- Willingness to assume responsibility.
- A high energy level.
- Strong interpersonal skills and initiative.

Think of specific examples of where and how each skill or attribute led to a tangible result or achievement. Include work experience, internships, volunteer activities, clubs and organizations, research projects, sports, etc.

**Consider the following as you get started. Have you:**

- Identified and/or helped solve any problems?
- Instituted any new methods, systems, or procedures?
- Acquired industry-specific knowledge?
- Done something faster, better, or cheaper?
- Increased membership, participation, or sales?
- Saved your organization money or reduced waste?
- Suggested a new service, product, or project?
- Re-organized or improved an existing system?
- Refined the nature of an existing task?
- Maintained a consistently high level of performance?
- Demonstrated leadership skills and exhibited good team player skills?
- Reached out for more work or more responsibility?
- Achieved results with little or no supervision?
- Motivated others?
- Coordinated an event or project?
- Trained another person? What were the results?
- Tutored anyone? Did their grades improve?

### Emphasize the Results

Show measurable results to an employer. Quantifying and qualifying your accomplishments gives prospective employers a sense of how you went about an assignment or project and the bottom-line results of your performance. Numbers speak volumes to people who make hiring decisions. Qualifying your results is also important so prospective employers can see the impact of your services. Here are a few examples of how you can turn your bullet points into powerful statements that demonstrate your accomplishments.

**Instead of:** "Organized all sorority philanthropic events."

**Write this:** "Organized all sorority philanthropic events which resulted in contributions of over \$4000."

**Instead of:** "Served food."

**Write this:** "Developed tact and diplomacy when dealing with customers in a fast-paced environment"

**Instead of:** "Responsible for typing and filing."

**Write this:** "Commended for efficiency and accuracy in completing office duties"



# Building a Powerful Resume

Writing a stand out resume requires the perfect combination of formatting and content. Make sure your resume is easy to read, understand, and digest.

## RESUME FORMAT

<p><b>Name &amp; Contact</b></p> <ul style="list-style-type: none"> <li>At top of resume, centered or justified to left or right. Name should be larger by at least 4 points.</li> <li>If you have a preferred name, include it in parentheses between your first and last.</li> <li>May include contact information on one line, separating address, phone, and email with a bullet.</li> </ul> <p><b>TECH TIP:</b> To insert a bullet in the middle of a line of text, in MS Word select Insert &gt; Symbol &gt; Choose.</p>	<p><b>Margins &amp; Spacing</b></p> <ul style="list-style-type: none"> <li>0.5" to 1" on all sides</li> <li>Include white space between the sections of your resume. The space should go before each section heading (not necessary after each section heading).</li> <li>Include a space between each item within each section so that it's clear where one ends and the next begins.</li> </ul>	<p><b>Font Format</b></p> <ul style="list-style-type: none"> <li>Size: 10-12 points</li> <li>Font: Any that is easily legible (ie Arial, Calibri, Cambria, Helvetica, Times). Use the same font throughout.</li> <li>Color: Black is preferred. Color may be difficult for some to see and/or not industry-appropriate.</li> <li>Typical items to bold include Name and Headings.</li> <li>You may bold whatever content is most relevant to the position: <ul style="list-style-type: none"> <li>EDUCATION: your university and or degree.</li> <li>EXPERIENCE: your position title and/or company.</li> </ul> </li> </ul>
<p><b>Tables &amp; Text Boxes</b></p> <p>Avoid these and other complex formatting, as they may make your resume difficult to scan for keywords.</p>	<p><b>Length</b></p> <ul style="list-style-type: none"> <li>1 page for undergraduate students and recent grads. Fill the page completely.</li> <li>2 pages may be acceptable for grad students and others with extensive relevant experience.</li> </ul>	<p><b>Paper</b></p> <p>When printing your resume, use 8-1/2" x 11" resume paper in white or ivory.</p> <p><b>TECH TIP:</b> Resume paper is sold at office supply stores and the UCLA Bookstore.</p>
<p><b>Bullets</b></p> <ul style="list-style-type: none"> <li>Experience descriptions should be in bullet list format.</li> <li>Use either ▪ or •. Avoid dashes, arrows, check boxes, or diamonds.</li> </ul> <p><b>TECH TIP:</b> To create a bullet list in MS Word go to Home &gt; Paragraph &gt; select the Bullet List icon.</p>	<p><b>Dates</b></p> <ul style="list-style-type: none"> <li>List all dates along the same margin (right preferred).</li> <li>Best to include months and years for each experience (instead of year only, or quarter/season).</li> <li>You may format dates as numbers (09/20xx), words (September 20xx), or abbreviate (Sept. 20xx). Be consistent.</li> </ul>	<p><b>Category Headings</b></p> <ul style="list-style-type: none"> <li>Left justified (preferred) or centered.</li> <li>ALL CAPS and bold (preferred).</li> <li>May include a bottom border line.</li> </ul> <p><b>TECH TIP:</b> To add a line under your section headings, in MS Word go to Home &gt; Paragraph &gt; select the Bottom Border icon.</p>



## RESUME CONTENT *(Building a powerful resume continued)*

### ESSENTIAL CATEGORIES

Contact Information	Education	Experience
<ul style="list-style-type: none"> <li>Name (16-18 pts), address, phone #, email, and web address (optional)</li> <li>Make sure email address and your phone's voicemail greeting are "employer appropriate."</li> </ul>	<ul style="list-style-type: none"> <li>Name of school, degree earned or seeking (i.e., BS, BA, MS, MA, PhD), major and minor, expected graduation date (month and year), and GPA (if required or if above 3.0)</li> <li>List highest degree first. Include study abroad. High school should be omitted after sophomore year (or earlier).</li> </ul>	<ul style="list-style-type: none"> <li>Job title, company name, location (city, state), dates of experience, bullet points describing your actions, skills, and accomplishments</li> <li>May include any type of experience: paid and unpaid positions, internships, military service, volunteer, leadership – anything you've done that's relevant to the position you're seeking.</li> </ul>

### ADDITIONAL CATEGORIES (include only those that best represent your qualifications for the position)

Objective	Qualifications Summary	Skills	Relevant Coursework/ Projects
<ul style="list-style-type: none"> <li>A specific, concise, one-sentence description of the position desired.</li> <li>For a specific position, include the title and company name. For general use omit or state the field, industry, type(s) of positions you are seeking.</li> </ul>	<ul style="list-style-type: none"> <li>List of all of your qualifications for the position (tailored to the job posting).</li> <li>Typically toward the top of the resume, after EDUCATION</li> </ul>	<ul style="list-style-type: none"> <li>Categorize the relevant skills you possess. Categories may include: Languages, Computer, Laboratory</li> <li>List only the skills you can perform with little or no supervision. State your proficiency level with languages and programs (fluent, advanced, proficient, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>List course titles (not numbers) of relevant courses, in order of relevance. If a lab, include (Lab) after title.</li> <li>May be listed separately or as a subsection under Education.</li> </ul>
Honors & Awards	Create Your Own Targeted Heading(s)	Research	Publications
<ul style="list-style-type: none"> <li>Students &amp; recent grads can include academic honors, awards and scholarships.</li> <li>May be listed separately or as a subsection under "Education". Include date or # of quarters honors, awards, &amp; scholarships received.</li> </ul>	<ul style="list-style-type: none"> <li>Instead of a general "Experience" section, consider creating headings to demonstrate that you have experience relevant to what the employer is seeking. (Management/Leadership/ Marketing Experience)</li> </ul>	<ul style="list-style-type: none"> <li>List the research project, department/lab/organization name, dates, and description of the project, methods, &amp; findings.</li> <li>Use same format as "Experience" section.</li> </ul>	<ul style="list-style-type: none"> <li>Cite publications using the correct format for your discipline (MLA, APA, etc.). Bold your name.</li> <li>Identify if still in submitted status. May also indicate if peer-reviewed.</li> </ul>
Leadership	Activities / Volunteer	Interests	Certifications/Licenses
<ul style="list-style-type: none"> <li>List office(s) held, organization, dates, and a brief description of accomplishments</li> <li>Use same format as "Experience" section.</li> </ul>	<ul style="list-style-type: none"> <li>List membership in any clubs, sports, or community service experiences.</li> <li>May not include a description, depending upon the depth of your involvement.</li> </ul>	<ul style="list-style-type: none"> <li>List outside hobbies, interests and talents.</li> <li>Only include those that are unique, specific, and/or require skill/dedication. OK: Jiu-Jitsu, Tennis Not: Reading, Nature, Music</li> </ul>	<ul style="list-style-type: none"> <li>List if applicable to the position or field.</li> </ul>

### DO NOT INCLUDE

References	Personal Information	Pictures
<ul style="list-style-type: none"> <li>Do not state "References available upon request," as this is assumed.</li> <li>Type your Reference list on a separate page. Take with you to the interview.</li> </ul>	<ul style="list-style-type: none"> <li>In the U.S. it is inappropriate to include marital status, citizenship, date of birth.</li> </ul>	<ul style="list-style-type: none"> <li>Do not include a photo of yourself.</li> <li>May be appropriate for an acting or modeling position or if applying for a job in a country in which it is customary to include a photo.</li> </ul>





## Build Your Bullet Points

Below is a formula for creating detailed bullet points. Use the examples below to practice creating your own.

WHAT DID YOU DO?	+	HOW DID YOU DO IT?	+	ELABORATE WITH DETAILS.	+	WHAT WERE THE RESULTS?
What were your duties, responsibilities, and/or projects?		Specific tools, resources, or technology (transferable skills)		How often? What was the purpose? Who else was involved? How many? (Use numbers when possible.)		What did you accomplish or improve? Did you meet or exceed a goal? Did you create something new? (Use numbers when possible.)

WHAT	HOW	ELABORATE	RESULTS
Directed customers to items	Developed a new merchandising strategy		Increased average daily store revenue by 9% and average sales per customer by 12%
<b>FINAL BULLET POINT:</b> Developed merchandising strategy to direct customers to higher margin products that increased average daily store revenue by 9% and average sales per customer by 12%.			

WHAT	HOW	ELABORATE	RESULTS
Participated in client meetings	Used Power Point, presentation skills		Met weekly with traders on Interest Rate Swap desk. Presented on the interest rate movement in major international markets
<b>FINAL BULLET POINT:</b> Prepared and presented weekly Power Point presentations to highlight interest rate movement in major international markets to trainers on Interest Rate Swap desk.			

### Now it's your turn:

WHAT	HOW	ELABORATE	RESULTS
<b>FINAL BULLET POINT:</b>			

WHAT	HOW	ELABORATE	RESULTS
<b>FINAL BULLET POINT:</b>			

# Action Verbs for resumes & cover letters

(Arranged by Industry and/or skill)

## ANALYTICAL / RESEARCH

Analyzed	Detected	Extracted	Invented	Researched	Surveyed
Assessed	Determined	Formulated	Investigated	Reviewed	Systematized
Clarified	Diagnosed	Gathered	Located	Screened	Tested
Collected	Evaluated	Identified	Measured	Searched	Validated
Compared	Examined	Inspected	Observed	Specified	
Conducted	Experimented	Interpreted	Organized	Solved	
Critiques	Explored	Interviewed	Proved	Summarized	

## CREATIVE

Began	Created	Drew	Founded	Invented	Photographed
Combined	Customized	Entertained	Illustrated	Modeled	Revised
Composed	Designed	Established	Initiated	Modified	Revitalized
Conceptualized	Developed	Fashioned	Integrated	Originated	Shaped
Condensed	Devised	Formulated	Introduced	Performed	

## FINANCIAL

Administered	Audited	Controlled	Estimated	Prepared	Researched
Adjusted	Balanced	Corrected	Forecast	Programmed	Retrieved
Allocated	Budgeted	Cut	Managed	Projected	Tabulated
Analyzed	Calculated	Decreased	Marketed	Purchased	Trimmed
Appraised	Computed	Determined	Measured	Reconciled	
Assessed	Conserved	Developed	Planned	Reduced	

## INTERPERSONAL/TEAMWORK

Adapted	Coached	Encouraged	Insured	Negotiated	Supplied
Advised	Collaborated	Ensured	Interacted	Prevented	Supported
Advocated	Contributed	Expedited	Intervened	Provided	Volunteered
Aided	Cooperated	Facilitated	Involved	Referred	
Answered	Counseled	Focused	Listened	Rehabilitated	
Arranged	Demonstrated	Furthered	Mediated	Represented	
Cared for	Diagnosed	Guided	Moderated	Resolved	
Clarified	Enabled	Initiated	Motivated	Simplified	

## LEADERSHIP/MANAGEMENT

Accomplished	Contracted	Enhanced	Initiated	Oversaw	Saved
Acted	Controlled	Enlisted	Inspected	Pioneered	Scheduled
Advanced	Converted	Ensured	Instigated	Planned	Secured
Administered	Coordinated	Established	Instituted	Presided	Selected
Analyzed	Decided	Executed	Integrated	Prioritized	Shaped
Appointed	Decreased	Founded	Introduced	Produced	Solidified
Approved	Delegated	Generate	Led	Recommended	Spearheaded
Assigned	Developed	Handled	Lowered	Recruited	Stimulated
Attained	Directed	Headed	Managed	Reorganized	Streamlined
Authorized	Dispatched	Hired	Merged	Replaced	Strengthened
Chaired	Diversified	Hosted	Modified	Represented	Supervised
Completed	Eliminated	Improved	Motivated	Restored	Terminated
Considered	Emphasized	Incorporated	Organized	Reviewed	Trimmed
Consolidated	Enforced	Increased	Overhauled	Revitalized	Verified

## ORAL / WRITTEN COMMUNICATION

Addressed	Consulted	Drafted	Interpreted	Presented	Solicited
Advertised	Contacted	Edited	Interviewed	Promoted	Specified
Arbitrated	Conveyed	Enlisted	Joined	Proposed	Spoke
Arranged	Convinced	Explained	Judged	Publicized	Suggested
Articulated	Corresponded	Expressed	Lectured	Published	Summarized
Authored	Debated	Familiarized	Listened	Reconciled	Synthesized
Clarified	Defined	Formulated	Marketed	Recruited	Translated
Collaborated	Demonstrated	Furnished	Mediated	Referred	Wrote
Communicated	Described	Illustrated	Moderated	Reinforced	
Composed	Developed	Incorporated	Outlined	Reported	
Condensed	Directed	Informed	Participated	Resolved	
Conferred	Discussed	Influenced	Persuaded	Responded	

## ORGANIZATION

Approved	Contained	Filed	Operated	Registered	Submitted
Arranged	Compiled	Generated	Ordered	Reserved	Supplied
Catalogued	Coordinated	Implemented	Organized	Responded	Standardized
Categorized	Corrected	Incorporated	Planned	Restructured	Systematized
Charted	Corresponded	Logged	Prepared	Reviewed	Updated
Classified	Distributed	Maintained	Processed	Scheduled	Validated
Coded	Expedited	Monitored	Provided	Screened	Verified
Collected	Executed	Obtained	Recorded	Set up	

## SALES / MARKETING

Achieved	Delivered	Generated	Led	Restored	Surpassed
Attained	Earned	Increased	Marketed	Saved	Transformed
Completed	Exceeded	Improved	Promoted	Shaped	Won
Conceived	Expanded	Launched	Resolved	Succeeded	

## TEACHING/TRAINING

Adapted	Coordinated	Evaluated	Influenced	Schooled	Transmitted
Advised	Critiqued	Explained	Informed	Set goals	Tutored
Appraised	Demonstrated	Facilitated	Instilled	Simulated	
Clarified	Developed	Focused	Instructed	Stimulated	
Coached	Educated	Guided	Motivated	Taught	
Communicated	Enabled	Individualized	Persuaded	Tested	
Conducted	Encouraged	Indoctrinated	Rehabilitated	Trained	

## TECHNICAL

Adapted	Conserved	Developed	Installed	Programmed	Retrieved
Applied	Constructed	Diagnosed	Maintained	Rectified	Solved
Assembled	Controlled	Drafted	Monitored	Regulated	Specialized
Automated	Converted	Engineered	Operated	Remodeled	Standardized
Built	Debugged	Fabricated	Overhauled	Repaired	Studied
Calculated	Designed	Fortified	Prevented	Replaced	Upgraded
Computed	Determined	Inspected	Printed	Restored	Utilized

## CV vs. Resume

A Curriculum Vitae (CV) may be requested in lieu of a resume, typically for academic, scholarly or research opportunities. For undergraduate students, the differences between a CV and a resume are limited. See the following chart and template for guidance on what content to include.

	CV	Resume
<b>Audience</b>	Academics, researchers or teachers	Potential employers and networking contacts
<b>Goal</b>	To obtain an academic or research position, grant or fellowship	To obtain a position in any industry outside of academia
<b>Structure &amp; Format</b>	Complete history of your academic credentials – research, teaching, awards, funding, service	Brief snapshot of your most relevant skills and work experience. Most relevant skills and experiences should be in the first 1/3 of the resume. Resumes are targeted specifically for the job description
<b>Focus</b>	Your academic achievements and your scholarly potential	Relevant experience and demonstrated skills through accomplishments that prove you can do the job well
<b>Unnecessary Info</b>	Activities not related to academic pursuits (i.e., personal information, irrelevant work experience, hobbies, etc)	Unabridged list of publications, presentations, conferences attended, courses taught. Work or accomplishments that are not relevant to the position
<b>Length</b>	Flexible	1-2 pages (One page highly recommended)

# Basic Resume Template

Full Name	
City, State · Phone Number · Email Address · LinkedIn URL	
<b>OBJECTIVE (Optional)</b> Briefly and succinctly, state the type of job and the industry you prefer.	
<b>EDUCATION</b>	1
University of California, Los Angeles	
BA/BS, Major Field of Study	Expected graduation date (month, year)
<ul style="list-style-type: none"><li>• GPA: (List if 3.0 or above)</li><li>• Relevant Coursework: (Optional. List course titles not numbers, of the 3-5 courses you have taken that are most relevant to the position).</li></ul>	
Community College	
AA/AS, Field of Study	
<b>SKILLS</b>	2
<ul style="list-style-type: none"><li>• Computer: (State your computer skills and proficiency level)</li><li>• Languages: Include Foreign Language Proficiency</li><li>• Other categories may include laboratory, social media, or other depending on relevance to position</li></ul>	
<b>EXPERIENCE</b> Experience can be divided into RELEVANT EXPERIENCE or a category that reflects similar experiences (e.g. Teaching Experience, Marketing Experience, Research Experience, etc.)	
Organization, City, State	Dates
Position Title	
<ul style="list-style-type: none"><li>• 3-5 bullet points.</li></ul>	
DEMONSTRATE your skills through relevant duties, tasks, results and accomplishments.	
<b>LEADERSHIP EXPERIENCE</b>	3
Club/Organization Name, City, State	Dates
Position Title	
(Format the same as above)	
<b>COMMUNITY/VOLUNTEER EXPERIENCE</b>	
<b>ACTIVITIES</b>	4
<b>HONORS/AWARDS</b>	
Name of Honor/Award	Dates

1. Study Abroad can be listed in the Education section.

2. These are optional skill categories that can be included if preferred

3. Bullets should begin with action verbs (see pages 21-22).

4. These are examples of other sections that can be included. If you were an active member participant, simply state the name of the organization with dates of involvement.

# Undergraduate Curriculum Vitae (CV) Template

## Name

(Updated month, date, year)

Human@ucla.edu

111.111.1111 (cell)

Hr123 (Skype)

## Education

B.A. English, University of California, Los Angeles, expected June 15, 20xx

## Research

Assistant, Johansen Lab, UCLA Biology Department 2012-present

novel model of X in Y Lab, resulting in 3 publications and 2 conference presentations.

Consider including:

- Research Experience
- Publications
- Presentations
- Invited Presentations & Panels
- Columns
- Other Publications (Op-ed, editorial, photography, etc.)

## Teaching Experience

Teaching Assistant, UCLA Biology Department 2010-Present

Introduction to Biology, BIO 101 (3 courses) Fall 2014, Winter 2015

Consider Including:

- Teaching Assistant
- Learning Assistant
- Tutor
- Advising & Mentoring

## Service

Consider Including:

- Professional Affiliations
- Conference Participation
- Journal Reviewing
- Leadership Roles in Student Organizations
- Committee Service
- Community Service

## Discipline-Specific Sections (if relevant)

Consider Including:

- Media Contributions
- Clinical Experience
- Professional Experience
- Curatorial Experience
- Design Experience
- Research Projects
- Exhibits
- Recitals
- Performances
- Languages
- Translations
- Archival Experience
- Policy Experience
- Skills (Tech/Lab/Software)

# Target Your Resume to the Job

ONE SIZE DOES NOT FIT ALL

**Your Skills + Their Need = Connection**

- Make it easy for the employer to see your fit for the job
- Do not assume they will “know what you mean” - be specific
- Use action verbs to demonstrate what you have accomplished
- Use the job posting as a guideline for targeting your resume

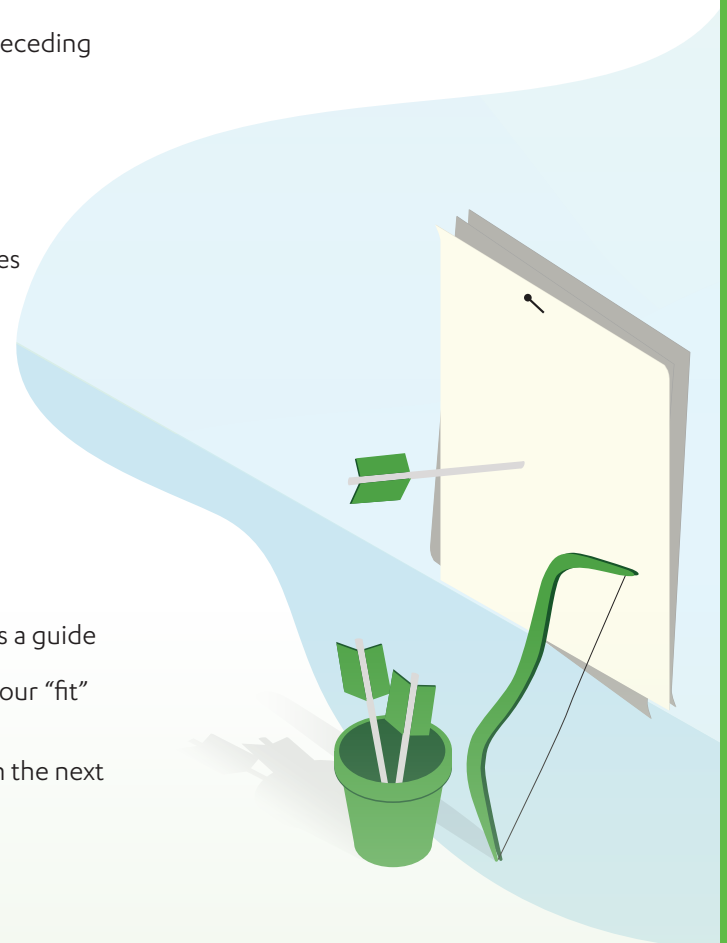
## Steps to Target Your Resume

1. Create a great resume following the guidelines in the preceding pages of this chapter
2. Review the job description
  - Read the specific skills and qualifications: underline words/phrases that match your background
  - Read the job responsibilities: underline words/phrases that match your background
  - Take an inventory of your experiences: how and where have you applied these skills?

## Tips

- Use the keywords from the job posting in the targeted industry (Online applications are often matched to keywords in job posting for screening out resumes)
- If the job posting is very limited, find similar jobs to use as a guide
- The cover letter will also be targeted and can elaborate your “fit”

Targeting to the job applies to all sections of the resume. On the next page is an example of only one section.



# EXAMPLE: TARGETING A RESUME

## INTERNSHIP POSTING: PUBLIC RELATIONS

### WHO WE WANT

Our ideal candidate is a numbers person who loves market research and analytics. This person must also be proactive, organized, and an excellent communicator who works well in teams and independently.

### TYPICAL INTERNSHIP RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Developing media lists/databases
- Drafting press releases and pitch emails
- Identifying and compiling editorial calendar lists
- Creating briefing sheets in preparation for media interviews
- Assisting with Power Point presentation development
- Monitoring for client and competitor coverage
- Developing media coverage books, including scanning, clipping, formatting, printing and binding
- Press kits, marketing kits and media coverage books
- Collection, analysis and reporting of internet data for purposes of understanding and optimizing web usage
- General office administration tasks such as managing the subscription database and sorting mail
- Media relations
- Compiling agency marketing kits

### SKILLS AND REQUIREMENTS

- Strong research and analytical skills are a must! Commitment to a full-time schedule for three months: 8:30A - 5:30P, Monday thru Friday
- BA/BS in English, Journalism, Communications or related field or equivalent work experience
- Proficient in Microsoft Office and strong Internet research skills

### GENERAL RESUME (BEFORE)

#### Financial Relations Board, Los Angeles, CA Jan.- Sept. 20xx Investor Relations & Account Intern

- Assisted with materials for client meetings, including presentations and printed information
- Reviewed newspapers and internet for company information

#### Terri Hines & Associates, Burbank, CA Summer 20xx Publicity/Marketing Intern

- Assisted with events and promotions
- Contributed in brainstorming to pitch ideas to clients (print, television, radio, online, and grassroots efforts)
- Assisted at pre-screenings of films, etc.

### TARGETED RESUME (AFTER)

#### Financial Relations Board, Los Angeles, CA Jan.- Sept. 20xx Investor Relations & Account Intern

- Drafted and issued press releases based upon targeted research.
- Prepared and delivered presentations using Power Point.
- Conducted media monitoring, developed media lists and databases, completed investor and media outreach.
- Compiled press kits, marketing kits and media coverage books

#### Terri Hines & Associates, Burbank, CA Summer 20xx Publicity/Marketing Intern

- Applied strong research and analysis skills to monitor internet usage using Google analytics
- Assisted in publicity and promotions department; client base included Paramount, Sony Pictures, Disney, Focus Features
- Secured and coordinated promotional events, assembled and mailed press packets, followed up with clients
- Contributed in brainstorming to pitch ideas to clients (print, television, radio, online, and grassroots efforts)
- Assisted at pre-screenings of films, promotional events, press junkets, and television interviews by coordinating set-up and prize awards.
- 40 hours/week



Font: Century Gothic

405 Hilgard Avenue · Los Angeles, CA 90024 · (310) 825-4321 · Mbruin@ucla.edu

## EDUCATION

June 20xx

- ## EXPERIENCE

January 20xx - Present

- August 20xx - June 20xx

- June 20xx - July 20xx

- ## SKILLS

Languages: Fluent in Spanish; Conversational in Japanese.

Contributing Writer, "Pacific Ties, UCLA" (student special interest newspaper)

- Resumes & Cover Letters | 33

# Targeted Resume: Editor

Font: Calibri

<b>MASAKO BRUIN</b> 405 Hilgard Avenue, Los Angeles, CA 90024. (310) 555-5555. Mbruin@ucla.edu	
<b>OBJECTIVE:</b> An entry-level position on a newspaper editorial staff.	
<b>EDUCATION</b> <b>Bachelor of Arts in English</b> UNIVERSITY OF CALIFORNIA, LOS ANGELES (UCLA) Expected June 20xx	
<ul style="list-style-type: none"><li>GPA: 3.46</li><li><b>Independent Research Project:</b> Wrote a 40 page report on Latino influences on mainstream popular American culture. Researched current periodicals covering cultural, educational, economic and social issues.</li></ul>	
<b>WRITING EXPERIENCE</b> <b>Contributing Writer</b> PACIFIC TIES, UCLA May 20xx - Sept 20xx	
<ul style="list-style-type: none"><li>Authored articles targeting Asian American issues for special interest newspaper.</li><li>Researched community issues and interviewed prominent community leaders.</li></ul>	
<b>Program Coordinator/Editor</b> ASIAN EDUCATION PROJECT, UCLA August 20xx - June 20xx	
<ul style="list-style-type: none"><li>Compiled and edited a 20 page training manual for volunteers.</li><li>Expanded program to include five additional elementary schools.</li><li>Recruited and trained volunteers to work with at-risk elementary school children.</li></ul>	
<b>RELATED EXPERIENCE</b> <b>Assistant Manager</b> SANDS FURNITURE, Santa Monica, CA November 20xx - Present	
<ul style="list-style-type: none"><li>Created ad copy and developed promotional materials to market furniture, increasing sales by 20%</li><li>Composed a wide variety of business correspondence to maintain relationships with customers, suppliers, and business patrons</li><li>Joined firm as Sales Associate; rapidly promoted to Assistant Manager within 6 months of employment.</li></ul>	
<b>Office Assistant</b> THOMAS TEMPORARIES, INC., Sherman Oaks, CA January-November 20xx	
<ul style="list-style-type: none"><li>Enhanced administrative skills and became proficient in the use of computers.</li></ul>	
<b>SKILLS</b> <ul style="list-style-type: none"><li>Proficient in Microsoft Word, Power Point, Adobe Photoshop, Web Design, and Blogging.</li><li>Bilingual Spanish/English (oral and written translation); Conversational Japanese.</li></ul>	

1. To add a line under your contact information in MS Word, go to "Borders and Shading" and select the "\_\_\_\_\_" grid .
2. Round GPA to two decimal points.

# Business Resume Sample

Font: Calibri

<b>WAI KONG (PETER) LEE</b> Los Angeles, CA (310) 555-5555 · email@ucla.edu	1
<b>EDUCATION</b> <b>University of California Los Angeles</b>   Los Angeles, CA Bachelor of Arts, Business Economics Minor in Accounting, Specialization in Computing • Cumulative GPA: 3.83; Major GPA: 3.86; SAT: 2310 • National Champion – DECA Business Plan Competition (20xx) • Relevant Coursework: Finance, Managerial Accounting, Computer Science, Statistics, International Trade <b>UCLA Travel Study</b>   London, England • Studied International Business Law & Taxation within the European Union	2
<b>PROFESSIONAL EXPERIENCE</b> <b>Platelet Asset Management, Ltd.</b>   Central, Hong Kong Wealth Management Intern • Assisted Managing Director in creating performance reports and asset allocation proposals for 20 high-income clients • Identified new opportunities to realize capital gains and maintain credit quality, coupon rate, and maturity • Collaborated closely with 2 financial advisors on preparing investment plans for existing and prospective clients <b>Beacon Economics</b>   Los Angeles, CA Intern • Conducted literature reviews and gathered data analyzing shortage of future Allied Healthcare workers • Created written reports and Power Point presentations to assist in gaining media coverage of recent research findings <b>UCLA Daily Bruin</b>   Los Angeles, CA Account Executive • Implemented innovative marketing strategies to develop stronger partnerships with existing clients • Generated 20 new clients and over \$15,000 in sales within the first 3 months of employment	3
<b>LEADERSHIP AND CAMPUS INVOLVEMENT</b> <b>UCLA Bruin Consulting</b>   Los Angeles, CA Finance and Outreach Director • Collaborated with a 9-person board to implement over 7 professional events for 450+ members quarterly • Planned and hosted UCLA's largest annual Consulting Fair with over 20 firms and 250+ attendees • Developed and implemented innovative marketing campaign that increased event attendance by 70% <b>UCLA Undergraduate Business Society</b>   Los Angeles, CA Investment Banking Workshop Participant • Selected to participate in a 6-week intensive workshop series on valuation techniques, merger & acquisition models, restructuring and market/industry trends led by top investment banking firms <b>Strategy &amp; Operations Healthcare Case Competition</b>   UCLA Team Leader	4
<b>SKILLS</b> • <b>Computer:</b> Experienced in Excel, Power Point, Word; Adobe InDesign, Photoshop; basic C++ • <b>Language:</b> Intermediate Fluency in Spanish; Conversational Farsi • <b>Interests:</b> Classical piano, camping in the Sierras, scuba diving, Sudoku	5
	6

1. If you have adopted an American first name, indicate this in parenthesis. If your name is difficult to pronounce, consider including the phonetic spelling beneath your name. Don't include personal information (e.g., marital or health status, religion, ethnicity, photograph, hobbies, or employment status).
2. Some employers may ask for SAT Scores; include the breakdown if your quantitative score helps emphasize your quantitative abilities.

3. Consider breaking the traditional grammatical rule if you want to add extra emphasis to a number less than 10.
4. The "+" symbol can be a great way to show an estimate or can be used in place of words like "more than" or "over."
5. Use symbols instead of writing out the words "percentage" or "dollar," as in 25% or \$2 million.
6. Include categories to highlight your skills.

# Accounting Resume Sample

JESSICA BRUIN

Los Angeles, CA · (310) 206-1931 · jjbruin@ucla.net. linkedin.com/yourname

EDUCATION

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Los Angeles, CA

Bachelor of Arts, Business Economics

Expected June 20xx

Minor in Accounting

- Cumulative GPA: 3.76; Accounting GPA: 3.9
- Honors: 20XX William Sharpe Fellow; UCLA Dean's List
- Activities: Beta Alpha Psi, Student Accounting Society, Undergraduate Business Society, Delta Sigma Pi
- CPA Eligible (September 20XX)

RELEVANT COURSEWORK

Principles of Accounting

Intermediate Accounting

Management Accounting

Tax Principles and Policy

Macroeconomic Theory

Microeconomic Theory

EXPERIENCE

PRICEWATERHOUSECOOPERS LLP

Los Angeles, CA

Tax Intern

August 20xx

- Audited Quarterly tax provisions of companies such as Bruin Corp, Fast Bruin, and Bruin Net
- Collaborated with a team to advise major companies on international tax structuring strategies
- Performed a tax review and compliance for Bruin Enterprise Corporation

SONY PICTURES

Los Angeles, CA

Accounting Intern

June 20xx

- Prepared bank reconciliations for 45+ corporate, production, and international bank accounts on a monthly basis
- Researched and resolved discrepancies in account activity and actively verified bank balances
- Analyzed accounting data, performed revenue validation tests, and created cash allocation schedules
- Processed international employee expense reimbursements and retrieved supporting statements

LEADERSHIP

DELTA SIGMA PI, UCLA

Los Angeles, CA

Vice President

September 20xx- March 20xx

- Compiled and created Annual Business Report and submitted final copy to the National Chapter
- Managed financial statements, recorded activities, and contacted employers to support organization's efforts

PRICEWATERHOUSE COOPERS CASE COMPETITION

Los Angeles, CA

Tax Project – Team Leader

November 20xx

- Led a team of five students to develop an effective healthcare reform proposal for a small fictitious company
- Analyzed data, assisted team members with finalizing and delivering the group presentation in front of the judges

GIRL SCOUTS OF AMERICA

Gold Award Recipient

April 20xx

- Planned and executed a community-wide book drive generating 1,240 books for a library in Botswana
- Developed curriculum about Botswana and Africa and taught the material to a class of 25 elementary school students

COMMUNITY INVOLVEMENT

UCLA Volunteer Income Tax Assistance (VITA)

Los Angeles, CA

Income Tax Preparer

September 20xx - Present

- Provide support to low-income residents filing their income tax to make sure they meet federal and state tax regulations
- Assist clients in filling out 1040 Individual Tax forms and answer questions regarding deductions and refund policies

SKILLS

- Computer:** Proficient in Microsoft Word, Excel, Power Point, and Adobe Photoshop and QuickBooks
- Language:** Fluent in Mandarin

1. Consider listing "Relevant Coursework" in its own section. This is especially important for industries like Accounting that require specific coursework.

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# Teaching Resume Sample

## JAMES BRUIN

501 Westwood Plaza, Los Angeles, CA, 90095 • 310-555-5555 • bruin@ucla.net

### EDUCATION

#### University of California, Los Angeles (UCLA)

Bachelor of Arts, Sociology

Expected June 20xx

- GPA: 3.3
- Awarded the Chancellor's Service Award
- **Relevant Coursework:** Child Development, Social Psychology of Higher Education, Understanding Gifted Students, and Academic Success in your Undergraduate Experience

**CERTIFICATIONS:** CBEST, CSET, CPR

### TEACHING EXPERIENCE

#### Tutor, Project Literacy, UCLA

Sept. 20xx-Present

- Tutor a 4th grade student in a low-income, urban community on a weekly basis in math, science, and English
- Assist the student in developing effective learning strategies
- Review homework, create flashcards, and engage the student in the learning process
- Consult with teachers and parents regarding student progress and attendance, resulting in 20% improvement in attendance within two months

#### Undergraduate Section Leader, Sociology Department, UCLA

Sept. 20xx-Dec. 20xx

- Led section of 15 students through discussion of course material and review for midterm
- Utilized learning theories to create interactive lessons and student-run discussion
- Assisted students in selecting topic and writing a 20-page research paper
- Oversaw the development of a training manual for future section leaders

#### Workshop Leader, "Academics in the Commons," UCLA

Sept. 20xx-June 20xx

- Provided educational workshops to fellow undergraduates to enhance their college experience
- Presented 4 workshops per quarter, on topics including: "Preparing for Law School," "Transfer Adjustment," and "Study Skills" with average attendance of 50 students
- Utilized technology to engage students through visual and interactive learning

#### Swim Instructor / Lifeguard, YMCA, Los Angeles, CA

Jun.-Aug. 20xx, 20xx

- Taught 30-minute swim lessons to students, ages 2 years old to adults
- Presented safety workshops to educate students on pool safety, community health, and handling emergency situations
- Evaluated mastery of techniques for advancement to the next skill level

### LEADERSHIP EXPERIENCE

#### Resident Assistant, Office of Residential Life, UCLA

Sept. 20xx-Present

- Assisted 90 first-year students with the high school to college transition
- Facilitated roommate contracts and effectively resolved conflicts between residents
- Created 7 programs per quarter on academics, personal growth, citizenship and community development
- Awarded Hall of Fame programming award for canned food drive
- Served as part of a rotating duty team enforcing on-campus housing policy

# Transfer Student Resume

Font: Arial

<b>ANDY BRUIN</b> 405 Hilgard Avenue, Los Angeles, CA 90095 (310) 825-4321 abruin@ucla.net	
<b>EDUCATION</b>	
<b>University of California, Los Angeles (UCLA)</b> Bachelor of Arts, Economics, Computing Specialization	<b>Expected December 20xx</b>
<ul style="list-style-type: none"><li>GPA</li><li>Relevant Courses: Compiler Construction, Artificial Intelligence, Algorithms &amp; Complexity</li></ul>	
<b>Fresno City College</b> Associate of Science, Mathematics	<b>June 20xx</b>
<ul style="list-style-type: none"><li>GPA</li><li>Relevant Courses: Systems Programming, Computer Architecture, Operating Systems, Modeling, Network Fundamentals, Programming Languages</li></ul>	
<b>COMPUTER SKILLS</b>	
<ul style="list-style-type: none"><li><b>Programming Languages:</b> HTML, XML, ASP, Visual Basic, PHP, Java, JavaScript</li><li><b>Operating Systems &amp; Environments:</b> Windows 7, Windows XP</li><li><b>Application Software:</b> Microsoft Office (Word, Excel, Power Point, Access, Outlook, Publisher) Adobe Photoshop, Final Cut Pro</li></ul>	
<b>PROJECTS</b>	
<b>Computer Science Students Association (CSSA), FCC September 20xx- Present</b> <ul style="list-style-type: none"><li><b>Artificial Intelligence:</b> Collaborated with a team of 5 students on designing a computerized chess game using artificial intelligence problem solving</li><li><b>Web Design:</b> Designed CSSA's homepage using HTML, XML, and Java and UX design concepts to engage users</li></ul>	
<b>LEADERSHIP &amp; SERVICE</b>	
<b>Habitat for Humanity</b> Volunteer	<b>July-September 20xx, 20xx</b>
<ul style="list-style-type: none"><li>Participated in local chapter's fundraising events and assisted with logistics, registration and set-up</li><li>Designed marketing flyers utilizing Microsoft Publisher</li><li>Created a short video of the chapter's accomplishments with Final Cut Pro (<a href="http://www.abchh.com">www.abchh.com</a>)</li><li>Collaborated as a team with other college students and people from the community on building homes</li></ul>	
<b>Camp Grow Summer Camp</b> Recreation Assistant	<b>June-August 20xx, 20xx</b>
<ul style="list-style-type: none"><li>Organized and led arts and sports activities for 50+ children ages 6-13 on daily basis</li><li>Collaborated with camp counselors and other staff on managing conflicts, while providing a fun and safe environment</li></ul>	
<b>ACTIVITIES / HONORS</b>	
Computer Science Students Association, UCLA Webmasters Student Group, UCLA UC Regents Scholars, UCLA	

- If you transferred from a junior college but didn't receive an Associates degree, you can state under UCLA that you transferred from "xyz college" with "x" GPA.
- For those who have creative/technical skills, provide a link to your work .

# Student Athlete Resume Sample

Font: Calibri

## TERRY BRUIN

Los Angeles, CA 90095 | (310) 555-555 | terryb@ucla.net

### EDUCATION

**University of California, Los Angeles (UCLA), Los Angeles, CA**

**Bachelor of Arts, History**

**Expected June 20xx**

- GPA: 3.56
- Relevant coursework: Economic History of Europe, US Urban History, History of Science and Technology

### EXPERIENCE

**UCLA Women's Volleyball, Los Angeles, CA**

**Team Member**

**August 20xx - Present**

- Compete at Division I level in one of the nation's most recognized conferences
- Practice 20-25 hours weekly and travel while maintaining full course load and related commitments
- Work directly with coaches and team captain on strategy and team building exercises
- Serve as a mentor to potential recruits and current freshmen class

**UCLA Volleyball Camps, Los Angeles, CA**

**Volleyball Instructor**

**Summers 20xx - 20xx**

- Taught volleyball skills to 25+ children ages 5-14 in a fun, non-competitive environment on daily basis
- Developed weekly lesson plans and goals customized to various skill levels and learning styles
- Communicated with parents and other coaches regarding the athletes' progress
- Promoted additional UCLA-sponsored clinics resulting in increased revenue for the athletic department

**Chili's Bar & Grill, Los Angeles, CA**

**Server**

**Summer 20xx**

- Provided excellent customer service in a fast-paced restaurant environment
- Guided guests through new/seasonal menu items, demonstrating knowledge of the food and ingredients

### LEADERSHIP EXPERIENCE

**Bruin Athletic Council, UCLA, Los Angeles, CA**

**Council Member**

**September 20xx - Present**

- Collaborate with members on organizing events and creating a strong communication line between student-athletes and UCLA athletic administrators in order to enhance the student experience of UCLA athletes
- Review and debate NCAA rules

**Student Athlete Mentoring Program, UCLA, Los Angeles, CA**

**Recruiting Coordinator**

**March 20xx - Present**

- Trained to provide basic counseling related to suicide prevention, alcohol and drug abuse, stress, sexual harassment and misconduct, bystander awareness, and eating disorders
- Mentor and provide emotional/academic support to peers in the student athlete community
- Raise awareness, recruit potential members and promote a healthy lifestyle for all college students

### VOLUNTEER EXPERIENCE

**Sierra Club, Los Angeles, CA**

**Outreach Volunteer**

**April 20xx**

- Educated groups of 25-30 children in 4th and 5th grades about conservation and the environment
- Collaborated with volunteers to create interactive and fun activities to promote recycling

### SKILLS

- **Computer:** Microsoft Word, Excel, and Power Point; Adobe Photoshop and Illustrator

Font: Times New Roman

Los Angeles, CA | (310)207-1942 | luna.bruin12@g.ucla.edu | linkedin.com/in/lunabruin

June 20xx

Computer Programming with MATLAB

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# Pre-Health Resume Sample

## JOSIE BRUIN

Los Angeles, CA 90278 · 310-222-3333 · jbruin@ucla.edu

### EDUCATION

University of California, Los Angeles  
BS Physiological Science

Los Angeles, CA  
Expected June 20xx

- GPA 3.75
- **Activities:** Society for Physical and Occupational Therapists (SPOT)

### CERTIFICATIONS

- CPR, First Aid, BLS

### CLINICAL EXPERIENCE

UCLA CARE EXTENDER PROGRAM  
Care Extender, Ronald Reagan Medical Center

Los Angeles, CA  
May 20XX-present

- Assist doctors and nurses with patient care and transport, restock supplies for nursing stations and rooms
- Provide support to medical staff, observe minor procedures and shadow physicians regularly

UCLA SPORTS MEDICINE INTERNSHIP PROGRAM  
Intern

Los Angeles, CA  
September 20XX-March 20XX

- Assisted in the rehabilitation and prevention of injuries of varsity athletes during games and practices
- Observed and utilized rehab techniques, including the use of modalities and soft tissue mobilization
- Evaluated and treated a wide variety of athletic injuries including non-orthopedic issues, under the supervision of physicians and physical therapists

### RESEARCH EXPERIENCE

UCLA RESEARCH LABORATORY  
Research Assistant

Los Angeles, CA  
October 20XX - Present

- Analyze relationship between programmed death receptor-ligand 1 in tumor growth and pathogenesis
- Conduct Polymerase Chain Reaction experiments to amplify selected sections of DNA and RNA to analyze knockout mice
- Perform Gel Electrophoresis to separate charged molecules to generate the oral cancer mice model

### WORK EXPERIENCE

SELF-EMPLOYMENT  
Child Care Provider

Los Angeles, CA  
June 2013-present

- Provided care and supervision to 8 children ages 2-12 on weekly basis
- Prepared meals, assisted with feeding, bathing; regulated play and bed times based on parents request

### LEADERSHIP EXPERIENCE

RESIDENT GOVERNMENT COUNCIL  
Community Representative for Hedrick Summit

Los Angeles, CA  
September 20XX-May 20XX

- Provide feedback to Residential Directors and work towards improving life for student residents
- Collaborate on creating and implementing social activities for students to promote friendships

### COMMUNITY INVOLVEMENT

BURRITO PROJECT  
Volunteer

Los Angeles, CA  
June 20XX-September 20XX

- Prepared 1,000+ burritos for homeless and women's shelters on a weekly basis
- Assigned individual tasks and organized volunteers at different stations to improve work flow

### SKILLS

- **Laboratory:** Assays, PCR, Autoclave, Protein Purification
- **Computer:** Microsoft Suite, Google Docs, Social Media Experience (Facebook, Instagram, Twitter)
- **Language:** Basic knowledge of Spanish

# Biotechnology / Science Resume Sample

## Lindsay Bruin

Los Angeles, CA 555-555-5555 bruin\_lindsay@ucla.net

### OBJECTIVE

Seeking an entry-level Quality Associate position in regulatory affairs.

### EDUCATION

#### UNIVERSITY OF CALIFORNIA, LOS ANGELES

##### Bachelor of Science, Molecular, Cellular, Developmental Biology

Overall GPA: 3.6; Major GPA: 3.75

Coursework includes: Biochemistry, Organic/Inorganic Chemistry

Los Angeles, CA

Expected June 20xx

### LAB SKILLS

- Assays
- Protein purification
- Gel electrophoresis
- PCR
- Autoclave
- Spectroscopy

### RELEVANT EXPERIENCE

#### AMGEN

##### Supply Quality Management, Corporate Quality

Quality Assurance Intern

- Assess and resolve non-compliance issues with 10+ major suppliers
- Evaluate and change material specifications within a defined change control system
- Update company supplier database using Excel to track engagement and facilitate mass communication initiatives

Thousand Oaks, CA

June 20xx - Present

#### UNIVERSITY OF CALIFORNIA, LOS ANGELES

##### Department of Molecular, Cellular & Developmental Biology

Lab Assistant

- Generated lab strains for projects (Bordetella strain with Tetracycline resistance)
- Assisted with numerous lab projects under the supervision of Post Docs (competition assays)
- Prepared plasmid samples with micro centrifuge protocol using micro columns or phenol / chloroform precipitation
- Disposed of biological and hazardous waste following safety protocols
- Cleaned and sterilized equipment/stock solutions
- Maintained sterile supplies in lab abiding lab safety policies and procedures

Los Angeles, CA

May 20xx - June 20xx

#### UNIVERSITY OF CALIFORNIA, LOS ANGELES

##### Chemistry Department

Lab Assistant / Clerk

- Cleaned toxic spills (mercury) and disposed of waste (organic solvents, acids and bases)
- Maintained equipment and monitored supplies inventory
- Prepared stock solutions and set up labs for use
- Stocked commonly used chemicals
- Maintained NMR functionality

Los Angeles, CA

August 20xx - May 20xx

### ACTIVITIES

#### UCLA Rock Wall

Climbing Instructor

- Supervise climbers' safety in gym and teach belaying technique courses for new climbers

Los Angeles, CA

September 20xx - Present

# First Year Student Resume

Font: Calibri

<b>Fletcher Bruin</b>	
Los Angeles, CA   310-555-5555   fbruin@ucla.net	
<b>EDUCATION</b>	
<b>University of California, Los Angeles</b> , Los Angeles, CA Bachelor of Science, Undeclared Life Science	Expected June 20xx
<b>Thomas Jefferson High School</b> , Oakland, CA	June 20xx
<b>LEADERSHIP EXPERIENCE</b>	
<b>Sproul Residential Hall</b> , Los Angeles, CA Assistant Social Chair	September 20xx-Present
<ul style="list-style-type: none"><li>• Coordinate team-building activities for residential community of 50 students.</li><li>• Collaborate with 4-member leadership team and participate in bi-weekly meetings.</li><li>• Brainstorm creative ideas and plan weekly social events to facilitate relationship building amongst residents.</li><li>• Develop promotional campaigns resulting in 25% increase in fall quarter program attendance.</li></ul>	
<b>Thomas Jefferson High School Warrior Press</b> , Oakland, CA Assignment Editor	September 20xx-June 20xx
<ul style="list-style-type: none"><li>• Oversaw staff of six for award-winning student newspaper.</li><li>• Researched news stories and organized weekly meetings to discuss potential article topics for upcoming edition.</li><li>• Collaborated with advisor, section editors and writers to identify and prioritize stories for publication.</li><li>• Assigned topics and reviewed content and submissions.</li><li>• Worked closely with photographer and assisted with selection of images for each article.</li></ul>	
<b>CUSTOMER SERVICE EXPERIENCE</b>	
<b>Steve Fisher's Steak and Eggs</b> , Berkeley, CA Host	August 20xx
<ul style="list-style-type: none"><li>• Provided quality customer service in a fast paced, high volume establishment.</li><li>• Assisted staff with serving food and beverages to 100+ customers daily.</li><li>• Resolved customer complaints and polished multi-tasking capabilities.</li><li>• Processed cash and credit card payments, and informed customers about daily specials and new menu items.</li></ul>	
<b>COMMUNITY OUTREACH EXPERIENCE</b>	
<b>Rosemary Meadows Senior Center</b> , Richmond, CA Volunteer	January 20xx-June 20xx
<ul style="list-style-type: none"><li>• Led 25 residents in weekly creative art projects.</li><li>• Kept detailed records of attendance for Gold Star Program.</li><li>• Collaborated with staff on preparing and serving meals and provided assistance with clean-up.</li></ul>	
<b>AFFILIATIONS</b>	
<b>UCLA Undergraduate Business Society</b>	September 20xx-Present
<b>SKILLS</b>	
Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver; Type over 75 wpm	

1. High School is acceptable on a resume during your freshman and sophomore years; once you're a junior, it can be omitted.
2. Please note that Microsoft Office includes Word, Excel, Power Point, Access, and Outlook. If you are not familiar with all the programs in the suite, list those that you are familiar with.
3. You can determine your typing speed online at [www.typingtest.com](http://www.typingtest.com). Only include typing speed if it is a qualification for the position you are applying for.

# Creative Resume

## Janelle Bruin

Los Angeles, CA | (xxx) xxx-xxxx | jbruin@g.ucla.edu | Personal Website URL/LinkedIn URL

### EDUCATION

#### University of California, Los Angeles (UCLA)

Bachelor of Arts, Design Media Arts

Expected June 20xx

Minor, Visual and Performing Arts Education

- GPA: 3.5
- Relevant Coursework: Tangible Media, Network Media, Narrative, Interactivity, Video and Animation

### EXHIBITIONS

Blue Spiral 3, Group Exhibition, UCLA Undergraduate Exhibition

20xx

Arts Electronica, Solo Exhibition, Aces Gallery, Culver City, CA

20xx

Breaking the Rules, Solo Exhibition, Cresta Gallery, San Francisco, CA

20xx

### RELEVANT EXPERIENCE

#### High Pressure Zone

Los Angeles, CA

Print Designer

May 20XX – Present

- Collaborate on a team of 10 to create high-quality print materials.
- Curate final products for clients such as Walmart, ZipRecruiter, City of West Hollywood, KPMG, and Walmart.

#### IMAX

Los Angeles, CA

Creative Marketing & Design Intern

June 20XX – August 20XX

- Supported the Creative Marketing Team on global brand initiatives; assisted launch of the new IMAX Brand Campaign (IMAX Films To The Fullest) by supporting design and video asset creation
- Connected with exhibitors about film title translations and versioned out languages for print and digital assets.
- Brainstormed and executed videos for different social media platforms (rotoscoping, zoom-in's, animation).

#### 18th Street Arts Center

San Francisco, CA

Communications & Marketing Intern

January 20XX – June 20XX

- Designed visual content using Adobe for social media outreach and event campaigns which occurred weekly throughout the summer season.
- Connected with external guests attending and supporting community programs.

### LEADERSHIP EXPERIENCE & EXTRACURRICULARS

#### Student Committee of the Arts (SCA)

UCLA

Programming & Events

September 20XX – Present

- Organize on and off campus programming to provide extracurricular enrichment for undergraduate students interested in the arts and bring creative spaces to local communities.
- Produce creative digital content for 3+ events per quarter to attract students to the SCA's quarterly programs.

#### AIGA, UCLA Student Chapter

UCLA

Content Designer

May 20XX – Present

- Develop material ranging from video, photography, graphic design, broadcasting, and other forms of media.
- Construct differentiated content to engage students through innovative programming and intentional strategy.

### SKILLS

Technical/Software: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, HTML, Maya, Adobe Premier Pro

Platforms: OS X, Windows, Google Cloud, WordPress

\*Other headers to consider: Commissions, Performances, Projects, Website Publications

# Pre-Law Resume

## Sandra E. Bruin

501 Westwood Plaza., Los Angeles, CA, 90095 | (310) 555-5555 | AmandaBruin@ucla.net

### EDUCATION

Bachelor of Arts in Political Science

Expected June 20xx

#### University of California, Los Angeles

- Major GPA: 3.46, Overall GPA: 3.59
- Coursework includes: Principles of Thinking and Philosophy, Business Law, Labor Policy, International, Comparative and American Politics, Ethnic Studies, Community Development, Statistics, Grassroots Organizing, Macro Economics, and Calculus.

Education Abroad Program

Summer 20xx

#### University of Chiang Mai, Thailand

- Completed a 15-page independent research report on Thai student civic involvement, including community service and voting behaviors.

### LEGAL RELATED EXPERIENCE

Reebok International Ltd., Los Angeles, CA

September 20xx - Present

Legal Intern

- Conduct extensive web-based and conventional legal research for athletic apparel corporation.
- Develop concise legal advertising guidelines for marketing department on use of certain descriptive terms.
- Prepare presentations for supervisor on legal aspects of Internet privacy and intellectual property.
- Areas of legal research also included employment, sales, and contracts.

### ADDITIONAL EXPERIENCE

American Red Cross, Long Beach, CA

Summer 20xx

Summer Youth Services Coordinator

- Joined organization as youth services staff; rapidly promoted to Lead Coordinator.
- Directed continual expansion of youth involvement in Red Cross health and disaster preparedness programs.
- Supervised and actively involved over 100 youth volunteers in programs and services.

### LEADERSHIP EXPERIENCE

UCLA Pre-Law Society

September 20XX-Present

President and Treasurer

- Plan and supervise all Society events, which include presentations by area attorneys, an LSAT preparation course forum, and informal discussions with UCLA Law School students.
- Collaborate with law school counselors to schedule information panels with various law schools.
- Create an alumni network that will aid Society members in choosing law schools and finding employment.

United Cambodian Students of UCLA

September 20XX-June 20XX

President and Treasurer

- Revitalized the morale of the organization by stressing individual needs and re-assessing the importance of members.
- Supervised a leadership board consisting of eight personnel and a membership comprised of 30 members.
- Drafted and administered the addition of a mentorship and internship program to UCS.

### SKILLS

- Computer Software: Microsoft Word, Excel, Power Point
- Language: Basic Spanish
- Computer Research: Westlaw, LexisNexis



## Writing A Stand Out Cover Letter

A cover letter should communicate your strong interest in the company and your enthusiasm for the position or internship you're applying for.

### PURPOSE OF THE COVER LETTER

- Brief overview of qualifications.
- Differentiate yourself from the crowd.
- Captivate the attention of the reader.
- Communicate interest in the organization.
- Convince the employer of your skills and accomplishments.

### RULES FOR COVER LETTERS

- Address the employer's "wish list".
- Assess the employer's needs.
- Actively promote yourself.

### FOCUS ON WHAT YOU HAVE TO OFFER

- Describe how your skills, expertise, and past accomplishments can benefit the employer.
- Follow standard business letter format.
- Write clearly and concisely, and check your letter for spelling and grammar.
- Use the same font and paper that you used for your resume.

### SEND YOUR LETTER TO A SPECIFIC INDIVIDUAL

- Ideally, the letter should be addressed to the person who is likely to make employment decisions. It may take some resourcefulness on your part to identify this person, but the letter will probably be better received.
- Make sure you have the correct spelling of their name and title before submitting.
- If you cannot find the name of the person the letter is addressed to, you may use a title that is specific such as "Dear Hiring Manager" or "Dear Internship Coordinator".
- Don't forget to sign your letter (You can scan it and include it as a jpg or pdf).

### COVER LETTER SAMPLES

You can see multiple cover letter samples in your Vault account (access through Handshake homepage).

- Resist the temptation to take a "fill-in-the-blank" approach based on the samples.
- Do not use the exact same language found in a sample. Your cover letter should be a reflection of you.
- A cover letter need not stick to a set structure or outline as long as it effectively communicates your fit for the company and position as well as your desire to work for them.



# Cover Letter Template

See multiple cover letter examples in your Vault account (access through Handshake)

1

Your Name

Address, City, State, Zip Code

Phone number, Email

---

Date

Name of Contact

Title

Name of Organization

Address

City, State Zip Code

2

Dear \_\_\_\_\_,

**INTRODUCTION:** State the position or type of work for which you are applying. Identify how you heard of the position (e.g., UCLA Career Center or through a business contact / referral). Briefly (in one or two sentences) introduce yourself and explain your interest in the job and something about the company that attracts you (will show your ambition, passion, and interest).

**SELL YOURSELF:** Expand on why you're qualified for the position. Highlight two or three major accomplishments that demonstrate your initiative, creativity, follow through, communication skills, and problem-solving capabilities. Be sure to draw a connection between the needs of the current job opening and the skills you can bring to the job. Research the company and industry beforehand.

**ASK FOR AN INTERVIEW:** Reemphasize your interest, politely thank the employer for their time, and request an interview.

Sincerely,

4

*Sign Your Name Here*

Your name typed

5

Enclosure: Resume

1. Use the same heading as your resume to create a "letterhead" for your documents.
2. If you cannot find the name of the contact, consider addressing the letter to "Hiring Manager" or "Internship Coordinator."
3. The "SELL YOURSELF" section can be either one or two paragraphs.
4. When sending an electronic copy, either insert a JPG of your signature, or use a script font.
5. You might also include other documents requested in the job description. For example, an unofficial transcript, writing sample, or salary history.

# Reference List Example

**Roger Bruin**

501 Westwood Plaza · Los Angeles, CA 90095 · 310.555.5555 · rbruin@ucla.net

1

## REFERENCE LIST

**Mr. Samuel Rivers**

Director, Big Brothers Big Sisters of LA  
800 South Figueroa St. Suite 620  
Los Angeles, CA 90017  
(310) 555-5555  
sr@bbbslaie.org  
Relationship: Supervisor

**Ms. Brenda Smith**

Owner, Market Café  
1111 Montana Ave.  
Santa Monica, CA 90403  
(310) 999-9999  
bsmith@market.net  
Relationship: Employer

**Dr. Sally Wonder**

English Professor, University of California, Los Angeles  
158 Humanities Building  
Los Angeles, CA 90095  
(310) 555-5555  
wonder@ucla.net  
Relationship: Professor

1. Use the same heading as your resume to create a "letterhead" for your documents.



## 07

# Successful Interviewing

The interview is the single most important part of an employer's selection process.

But there's no need to get butterflies or sweaty palms if you're prepared to effectively package and present your passion and fit for the position. The pointers in this chapter will help you plan, prepare, and practice for a great interview.

## INTERVIEW FORMATS

### On-Campus Recruitment (OCR)

Nearly 200 top employers conduct interviews at the UCLA Career Center through the OCR program each year. To learn more about the protocols and best practices, first complete the OCR Orientation in My UCLA > Finances & Jobs tab.

**One-on-One:** One interviewer.

**Screening:** Before inviting you to interview, an employer may screen you via phone or video (Skype, etc.). The interviewer asks pre-qualifying questions to determine if you should advance to an interview.

**Panel:** Two or more interviewers. Be sure to make eye contact with each panelist as you answer each question.

**Group:** You are interviewed with a group of other candidates. Often used to evaluate your teamwork skills and how you operate in a group setting.

**Case:** Commonly used for consulting positions to evaluate your thought process. You are given a complex problem and are asked to formulate a solution under tight time constraints. See Career Library for preparation resources.

**Presentation:** Evaluates your public speaking and communication skills. Practice to ensure you stay within the time frame allocated.

**Day-Long (or more):** Over the course of one or more days, candidates participate in multiple interview segments with different interviewers and varying formats. May include interviews over a meal. Be sure to remain professional and utilize proper dining etiquette. Make sure you are rested and energized to last all day. Especially if you are introverted, use the breaks to sit quietly by yourself and recharge.



## PHONE INTERVIEW TIPS:

1. **Be ready** at least five minutes prior to the time the employer is scheduled to call you.
2. **Prevent interruptions.** Turn off notifications and find a quiet place to conduct the interview. If you share a living space, post a "Do Not Disturb" sign.
3. **Use a landline,** if possible, for better call quality and reduced risk of dropped calls. If using a mobile phone, make sure your ringer is audible and that you have adequate signal strength and battery life.
4. **Use your notes.** This is one main benefit to phone interviews. Be prepared to take notes as well.
5. **Smile.** Even though they can't see you, smiling during the interview will convey enthusiasm.

## VIDEO INTERVIEW TIPS:

In addition to the Phone Interview Tips:

1. Test your equipment (webcam, speakers, and microphone) ahead of time to prevent technical glitches from occurring during the interview.
2. Position your camera so that your background is clean, professional and free of distractions. A neutral wall is recommended with the light source in front of (not behind) you.
3. If available, the Career Center will allow you to utilize a small room for your virtual interview. Please visit the Career Center 2 days before your interview to check for availability.

# 9 STEPS TO ACING THE INTERVIEW

Want to ace your next interview? Here are 9 steps to help you prepare.

## BEFORE THE INTERVIEW

### Step 1: Do Your Research

Candidates who know the employer's business and the requirements of the position are most likely to make it to the next round of interviews. Research will help you prepare appropriate points to emphasize and questions to ask. It will also give you a head start in responding to such interview questions as "What do you know about our company?" and "Why are you interested in working for this company?"

- Study the job posting carefully. Come up with examples of how you have demonstrated the skills and qualifications they are seeking through your past experiences.
- Visit the company website and familiarize yourself with their:
  - › Mission Statement
  - › Products & Services
  - › Locations / Size
  - › Current News / Announcements
- Think of ways to connect your own values, experiences, and skills to demonstrate a fit with their company.
- Use InterviewStream, an extremely effective online tool found on Handshake.
- Visit **Glassdoor.com** and **Indeed.com** to read employee reviews, interview tips, and salary information related to the company.
- Follow the company on various social media outlets so you understand their brand, culture, and current announcements.

### Step 2: Showcase Yourself

- Be prepared to introduce yourself and give an overview of your relevant past experiences in about three minutes.
- Review the resume and cover letter you submitted and prepare yourself to elaborate on all experiences and skills you indicated.
- Brainstorm your past accomplishments and challenging situations.
- Come up with CARR stories that demonstrate that you possess the skills that the position requires. (see the CARR Method at the end of this chapter).
- Know your strengths and how you can relate them to the position.
- Know one of your primary weaknesses and how you are managing it.

### Step 3: Practice

After you have brainstormed talking points in Step 1 & 2, practice your answers to common questions aloud. Sometimes our thoughts don't come across as we intended when we speak out loud.

- Practice answering the most common interview questions aloud. See Common Interview Questions section on page 45.
- Use InterviewStream to video record yourself and watch it back so you can see how you come across, if you exhibit any distracting verbal fillers or non-verbal cues, and if your responses are too short, too long, or disjointed. Aim for focused, two to three minute responses to each question.
- While we encourage you to schedule a mock interview with a career engagement educator in order to receive feedback from an experienced professional, it is also valuable to practice with friends and family.

### Step 4: Prepare Questions for Them

A typical interview concludes with an opportunity for you to ask questions of the interviewer(s). Be prepared with thoughtful questions in order to demonstrate your preparedness, interest in the position/company; and to help you determine whether the position is right for you. An interview is a two-way street to determine mutual fit.

The questions you ask should:

- Build upon the research you conducted in Step 1.
- Do not ask questions you could have found the answer to online.
- Demonstrate that you are trying to determine whether you could see yourself working there.
- Allow the interviewers to offer their own personal perspectives. This will engage them and open up a two-way conversation.

Sample Questions to Ask:

- How does this position fit into the overall organizational structure?
- What percentage of time would be devoted to each of the responsibilities of the position?
- What are the main opportunities or challenges or associated with this position?
- What is the nature of the training program and supervision provided to new employees?
- What are the backgrounds of other employees I would be working with in this position?
- What is the management style and corporate culture?
- What are the characteristics of your most outstanding employees in a similar position?

### Step 5: Dress for Success

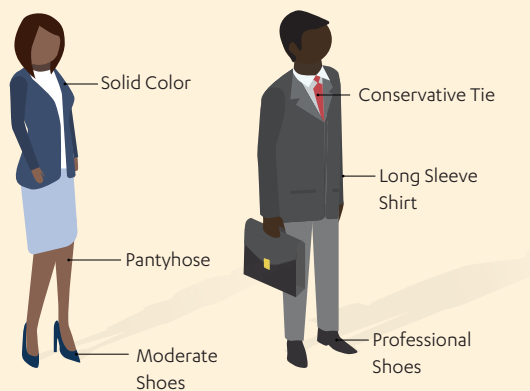
Business professional attire is generally expected at all interviews unless the employer indicates that business casual attire is acceptable. Make sure they are clean, and press your outfit ahead of time.

Guidelines:

- Clean, free of wrinkles and tears, comfortable fit.
- Suits: Pant suits and skirt suits are acceptable. Skirts should be no shorter than knee-length.
  - › Dark colors are more professional (black, navy), though a lighter colored suit (gray, beige) may be appropriate, depending upon company culture.
- Shirts: Solid color. Covers the chest.
- Tie: A conservative pattern or solid color. Not necessary for those who identify as female.
- Shoes: Close-toed dress shoes in a solid dark or neutral color. Heels or flats are acceptable. If heels, no more than two inches high.
- Socks (if wearing pant suit): Solid dark color that matches or complements suit.
- Accessories: Minimal and subtle. Avoid bringing a purse or bag, if possible. A leather portfolio for your resumes, notepad, and pen is recommended.

### Business Professional Attire

When in doubt, dress professionally for all interviews.



### Business Casual Attire

This is only acceptable if it's indicated by the employer.



## INTERVIEW DAY

### Step 6: Manage Your Time

- Prepare in advance so you can relax the night prior to the interview and get plenty of sleep.
- If you have a morning interview, set out your clothes and materials the night before.
- Give yourself more time than you think you need to get to your interview. Traffic and parking difficulties are not acceptable excuses for being late. You should check-in at the reception desk 10-15 minutes early.

### Step 7: Communicate Effectively

These communication tips will help ensure that you are demonstrating politeness, confidence in yourself, and enthusiasm for the position:

- Follow the interviewer's lead.
- Have positive energy—smile.
- Have a firm handshake.
- Maintain eye contact.
- Answer questions fully and concisely (two to three minutes).
- Speak in a relaxed, conversational style while maintaining professionalism.
- Check your tone and rate of speech.
- Pay attention to the interviewers' nonverbal cues and adapt accordingly.
- Avoid verbal fillers such as "like, um, and you know".
- Exhibit appropriate body language:
  - › Open posture
  - › Minimal hand gestures
  - › Avoid fidgeting (tapping feet, swiveling chair, touching face/hair, etc.)

At the end of the interview you will have an opportunity to ask questions of the interviewers:

- After asking your questions, ask about the next steps in the process (Is there another round of interviews? What format will they be? When will you be notified?).
- Collect business cards from all interviewers.
- Take initiative to shake hands with all interviewers and thank them for their time.

## AFTER THE INTERVIEW

### Step 8: Evaluate the Interview

Take time to reflect on the interview. Write down any interview questions you can remember, notes of what you learned, key facts, and the interviewers' names. You will be able to use these items to help prepare you if you get a second interview and for writing the thank you notes.

### Step 9: Send Thank You Letter

Always send a thank you letter or email to each person on the interview committee within 24 hours of an interview. It is a professional courtesy that demonstrates your

enthusiasm and appreciation for the opportunity to interview. A thoughtful letter may be the difference between getting the job or not. The letter may be sent via email or a handwritten thank you note.

- Thank the interviewer for his or her time and interest in meeting with you and explaining the position.
- Reiterate the skills, strengths, and abilities you can bring to the job.
- Refer to something specific you discussed in the interview to remind them of your conversation.
- Perhaps describe how your interest was intensified after learning something specific from one of the questions you asked at the end.
- Express your interest in the position.
- See “Example of Thank You Letter” on the next page.

## 20 COMMON INTERVIEW QUESTIONS

1. Tell us about yourself.
2. What is your understanding of the position and why are you interested in it?
3. How have your past experiences prepared you for this position?
4. How does this position align with your long-term and short-term career goals?
5. What do you know about our company, our products, and our mission statement?
6. In what significant ways can you contribute to our organization?
7. What are your greatest strengths and weaknesses?
8. Tell us about a time when...
9. Describe an example of when you showed...
10. Tell us about one of your greatest accomplishments
11. Describe what you would consider to be the ideal job.
12. What would you do if your colleagues were not doing their share of the work?
13. Describe your decision making process.
14. What kind of boss do you prefer?
15. How do you feel about working in an unstructured environment?
16. Why should we hire you instead of another candidate?
17. Who is your role model and why?
18. If one of your professors or former supervisors were to evaluate you, what would he or she say?
19. Do you have anything else you would like us to know about you?
20. Do you have any questions for us?

*\*Be sure to practice your responses to these and other questions on InterviewStream. Visit Handshake > Career Center > Resources to access this helpful tool.*

## HOW TO ANSWER BEHAVIORAL QUESTIONS:

### The CARR Method

Behavioral questions aim to assess a particular skill or quality through an example of how you handled a situation in the past. The idea is that past behavior indicates future performance. Behavioral questions typically start with “Tell me about a time when...” or “Give an example of when you...”

Desirable Skills	Behavioral Interview Questions
<b>Leadership</b>	Give an example that demonstrates what type of leader you are.
<b>Decision Making</b>	Tell me about a time when you had to make a split-second decision.
<b>Teamwork</b>	Describe a time when a team member disagreed with your ideas. What did you do?
<b>Initiative</b>	Give an example of a time you were given no direction, but took the initiative to get something done.
<b>Organization</b>	Tell me about a time when you were overwhelmed by too many competing responsibilities. How did you prioritize your tasks?
<b>Problem Solving</b>	Give me an example of when something you tried to accomplish failed.
<b>Communication</b>	Describe a time when you were able to successfully convince someone to see things your way.

*The CARR method will allow you to formulate a thorough and concise response that will fully address the question and demonstrate how the example is relevant to the position you are interviewing for.*

<b>Context</b>	Describe a specific event or situation. Give enough detail and context for the interviewer to understand. Draw from campus, work, or community experiences.
<b>Action</b>	Describe the action that you took to address the situation. If you are describing a group project, focus on your role.
<b>Result</b>	What did you accomplish? If not a success, what did you learn?
<b>Relate</b>	How does this relate to the position you’re applying for?

# Thank You Letter Example

Kahrears Scentor

321 Belmont Ave., #106, Los Angeles, CA 99999, (555) 555-5555 Kahrear@ucla.net

May 27, 20XX

Ms. Joanna Lastname  
Human Resources  
Wealth Management Fictitious Name  
12345 Wilshire Blvd., Sixteenth Floor  
Century City, CA 99999

Dear Ms. Lastname:

Thank you for giving me the opportunity to meet with you and discuss the Financial Analyst position. I enjoyed speaking with you and learning more about Wealth Management Fictitious Name and your department. [Insert something specific you learned during the interview that particularly interested or excited you.]

My enthusiasm for the position and interest for working for Wealth Management Fictitious Name were greatly strengthened as a result of our interview. I am confident that my academic background and work experience provide a good fit with your requirements of the job. I can tell that those are qualities you value in an employee and I believe I have demonstrated those through [insert a brief recap of an accomplishment or experience you discussed during the interview].

Please feel free to contact me at (555) 555-5555 or by email to Kahrear@ucla.net if you would like me to provide you with any additional information. Thank you again for the interview and your consideration.

Sincerely,

*Kahrears Scentor*

Kahrears Scentor



# Negotiating a Compensation Package

Knowing how to negotiate will make this conversation less daunting.

Some employers may expect you to negotiate your salary and often ask about your expectations on application forms or during the interview. Advanced preparation will not only maximize the potential for a better compensation package, but will also show that you've done your homework and know your value and the "market rate" of the position.

Whether you get what you think you deserve will depend primarily on:

- How well you lay the groundwork and deliver your request.
- The salary range the employer has in mind and the budget available.

## THE REALITY OF SALARIES

The salary for many jobs is usually flexible within a pre-determined range. Most employers know what they are willing to pay for a particular position. On occasion, an employer may be willing to come up with more money or additional benefits to accommodate your particular skills and abilities. Under these circumstances, you are in an excellent position to negotiate an attractive compensation package.

## WHAT IS YOUR BARGAINING POWER?

As a general rule, employers will negotiate within a range, but rarely exceed it unless you are an exceptional candidate. Most state and federal government jobs have rigid, non-negotiable salary scales based on education and experience.

- Entry-level base salaries are usually subject to no more than 10 percent of the original salary offered. Note that many top employers have set, non-negotiable salaries at this level.
- Mid-level positions typically have a negotiation range of between 10 and 20 percent.
- Higher-level management and executive positions offer the greatest opportunities for negotiation.

## TIPS TO HELP YOU EFFECTIVELY NEGOTIATE

### Evaluate Your Worth

Assess your value and importance to the organization. Know your skills and what they are worth to the employer. Be sure to clearly communicate your strengths and capabilities during the interview.

### Determine the Going Rate

Salary surveys are fairly easy to access and will provide an industry wide perspective. However, you will need to take into account differences in the cost of living, which may be significantly higher in a large metropolitan area than in a smaller city, town, or rural area. Before relying on salary

data, check whether it is current and from a reputable source.

### Research the Job Market

Scan newspapers and trade publications for classified ads or browse Internet job listings to get an idea of what similar positions pay for a person with your education, background, and experience. Check with professional organizations. Ask friends and networking contacts. Call employment agencies or search firms.

### Take a Hard Look at Your Salary Requirements

Construct a basic budget by listing your expected monthly expenses. Your actual paycheck will reflect income tax and other deductions. Use the Monthly Budget Worksheet on page 53 to get started.

### Have an Amount in Mind

Decide what you want and what you'll accept. This means knowing three important figures:

- Your "dream" salary—the most you can ask for without fear of alienating your prospective employer.
- Your bottom line—the lowest figure you'd settle for.
- Your goal—a realistic amount you think you have a good chance of getting.

### Be Ready to Compromise

Most employers are willing to negotiate, but they also need to know that you are willing to as well. A heavy-handed "pay me what I'm worth or else" ultimatum is not recommended. If the employer comes close to what you're after, you'll have to decide whether to settle on this figure.

### Emphasize Your Skills and Abilities, Not Your Needs

Avoid presenting your request in terms of how you will benefit (e.g., pay off your student loans or buy a new car). Instead, point out how the company will benefit by the experience and contributions you will make.

## HANDLING SALARY QUESTIONS

There are many books and resources, including UCLA Career Center counselors, available to provide assistance in preparing for this part of your job search process. Here are just a few tips on how to respond to salary questions:

### What are Your Salary Requirements?

One appropriate response might be: "I understand the current market rate in Los Angeles for this job is \$40,000-45,000."

Another approach: summarize the requirements of the position as you understand them, and then ask the interviewer what the company's normal salary range is for that type of position.

### How Much Did You Earn in Your Last Job?

Salary history may be used to help determine compensation that will be offered and sometimes a salary history is required. For a first full time job, past pay may not be a good rubric for establishing future salary. While a straight forward answer concerning previous earnings is best; it is often worthwhile to gather additional information to effectively address this issue. It might enable you to better negotiate compensation. Reassure the employer that you are confident you will be able to reach a mutual agreement if there is a good match between your qualifications and the company's needs.

### The Salary Range for This Position is \$40,000 to \$45,000 Is That What You Were Expecting?

It is important that you think this question through before the interview. You need to do your research about salaries and the market rate for that position within that area of the country or world.

After the interviewer poses this question to you, if the salary offered is less than what you were expecting, consider politely telling the interviewer that it is close to your expectations but that you were thinking in terms of \$43,000 to \$45,000. This keeps you within their price range but keeps the conversation open for further discussion.

This strategy can be a delicate one, especially during challenging economic times. Most salary negotiation conversations will happen live, whether in person or over the phone, so it is important that you back up your request with the research you collected about similar jobs in that area. There is a good chance that the interviewer may ask you why you think your salary should be higher, so you should be prepared to answer clearly without hesitation. Be prepared with materials and resources you can share with the employer.

## Where to Get Salary Information

A general search on the Internet will provide links to numerous general and profession-specific salary surveys, a salary IQ test, and salary negotiating strategies.

Numerous references, such as the following, are available at public and university libraries, bookstores, and newsstands.

- General periodicals such as U.S. News and World Report or Working Woman
- Major newspapers
- Trade journals
- Websites:

### JobStar: Profession-Specific Salary Surveys

<http://jobstar.org/tools/salary/sal-prof.cfm>

### NACE Salary Calculator

[www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.phpsalary.com](http://www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.phpsalary.com)  
[glassdoor.com/salaries](http://glassdoor.com/salaries)

## BENEFITS

### Part of the Compensation Package

It's important to keep in mind that your total compensation is based on more than just your salary. Other benefits may be worth at least one third of your compensation.

Many employee benefits are considered standard. They come with the job and are not subject to negotiation.

However, an increasing number of companies offer flexible benefit packages which give employees a variety of choices and "perks." Most entry-level employees can expect a basic benefit package consisting of:

- Health, dental, disability, and life insurance.
- Paid vacation, sick leave, and holidays.

### A More Comprehensive Benefits Package Might Include:

- |                                  |   |
|----------------------------------|---|
| • Cell Phone                     | • Profit-sharing & savings plans        |
| • Child & Day Care services      | • Relocation expenses                   |
| • Company Car                    | • Retirement & 401(k) plans             |
| • Computer Equipment             | • Stock and equity options              |
| • Corporate Discounts            | • Supplementary pay plans               |
| • Cost of living adjustments     | • Telecommuting                         |
| • Desirable office & furnishings | • Termination agreement (severance pay) |
| • Education & training programs  | • Unpaid leave time                     |
| • Expense accounts               | • Concierge services                    |
| • Flexible work schedule         |   |
| • Maternity or parental leave    |   |
| • Preferred parking              |   |
| • Professional membership dues   |   |

*Note: Please keep in mind that this is just a sample of possible (not guaranteed) benefits.*



## 09

# Evaluating Job Offers

At least half of your waking day will be spent at work. Take time to evaluate how the position fits into your short and long-term lifestyle.



## DECISION MAKING CRITERIA

When you receive a job offer, it's important to consider more than just your paycheck. Take time to evaluate how it will help you reach your career goals, provide opportunities for job satisfaction, enjoyment, and personal growth. Use the worksheet below to help discover what's important to you when deciding upon a job offer.

	5- Perfect Fit	4- Good Fit	3- Neutral	2- Somewhat of a Fit	1 – Poor fit
YOUR SCORE	FACTORS TO CONSIDER FOR EVALUATING JOB OFFERS				
The Position					
	Attractiveness of the core responsibilities in the position.				
	Application of skills and experiences (are there opportunities for them to be utilized in a meaningful way?)				
	The work itself (routine or project-based).				
	The size of the work group and your role in it.				
	Direct reports (does anyone report to you?)				
	Percentage of time dedicated to traveling.				
The Company					
	The size of the company. (Is it a large, multinational conglomerate or small startup company?)				
	Reputation of the company.				
	Company values (i.e., welcoming and value people of differing cultural, ethnic, or racial backgrounds).				
	Supervisor (management style, frequency of day-to-day supervision, etc.).				
	Amount of independence and decision making provided through this position.				
Work Environment					
	Culture of the company—structured organization vs. unstructured				
	Office space—cubicle, shared office, etc.				
	Expected hours to put in.				
Co-Workers					
	Level of comfort in working with the people you will be dealing with.				
	Diversity of staff.				
Potential for Advancement					
	Compatibility with your career plans.				
	Opportunities to move cross functionally.				
	Opportunities for upward mobility.				
	Opportunities for transfer and/ or relocation.				
	Opportunities for professional development.				
Compensation and Benefits					
	Competitiveness of base salary.				
	Quality of benefits, including medical and dental coverage.				
	“Perks” of the job such as a health club membership, company car, or expense account.				
Performance Evaluation					
	The formal appraisal system to evaluate your performance.				
	The measurement of performance goals.				
	Salary increases and bonuses.				
	Affect of individual performance on annual bonus or profit-sharing potential?				

If you selected mostly 4 and 5, then the position being evaluated may be a good fit. However ratings of mostly 1 and 2 indicate that you may want to reconsider taking the position, or determine if there are other factors that outweigh items on this list (thus making the job worth your consideration). If your ratings were dominated with 3 (or a combination of 1, 2, and 3), you may want to evaluate what is missing from this position. Ultimately, it's important to assess whether you would be satisfied accepting a job that lacks factors that you consider to be important.



## RECRUITMENT POLICIES

The Career Center believes that students should have sufficient time to make important career and internship decisions. With this in mind, we have implemented specific Employer Recruitment Policies to guide on-campus recruiting activities, posted on the Career Center website. As a student you should be aware of the guidelines set forth for employers who recruit on-campus at UCLA.

You should be knowledgeable of these policies, found on our website at [career.ucla.edu/OCR/Student-Responsibilities](https://career.ucla.edu/OCR/Student-Responsibilities) prior to participating in the recruitment process.

Per these guidelines, students participating in on-campus recruiting are responsible for:

- Accepting an offer of employment only after careful consideration and honoring professional commitments.
- Understanding that backing out after accepting an offer of employment is unacceptable.

A student rejecting an offer after having previously accepted (reneging), for any reason, is a serious recruiting violation and may be subject to repercussions—through the Career Center and potentially Academic Affairs.

## HANDLING MULTIPLE OFFERS AND OFFER DEADLINES

In the generally fast-paced employment market, you may face the dilemma of what to do if you receive multiple employment offers, and how to handle offer deadlines given by employers when you are still interested in or engaged with other organizations. If possible, meet with a career counselor who can help you assess the situation and evaluate options.

Here are some valuable suggestions and guidelines for handling multiple offers and offer deadlines:

- The best employment decisions tend to be made without pressure and with the greatest amount of information. You are more likely to make good long-term employment decisions when given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which you are currently engaged.
- Communication is key. Maintain regular contact with the employer from the time the offer is received.
- If you are waiting on a preferred employer, find out how far they have proceeded with your application and when you are likely to hear of their decision.
- Contact the employer who has made you the offer and ask if they are prepared and willing to extend the offer acceptance deadline, if needed. This is a common practice and does not automatically imply that their offer is second best, especially if

you explain that you want to complete the interviewing cycle in which you are currently engaged in order to make the most informed decision.

- If the employer does insist on your making a decision quickly, you might consider whether you want to work for an organization which is pressuring you to make a hasty choice. Do not stretch their patience too much, though, they deserve to know your decision within a reasonable amount of time so they can offer the position to someone else, should you withdraw or decline.
- It is usually best not to accept an offer that you are not comfortable with, or to “hedge your bets” in case your preferred offer doesn’t come through. You’ve successfully secured one offer—you can do it again. Do not accept an offer under pressure with the intention of reneging.
- It is your responsibility to do as much self-assessment and employer research as possible to be in the best position to make informed decisions.
- Employers should not improperly influence and affect your job acceptance.

## Additional Pointers

- Be sure to give yourself time to reflect on any offer extended to you.
- Ask for the offer in writing so there won’t be any misunderstandings later.
- If you decide the job offer meets your criteria, call the employer to accept and follow with written confirmation of your acceptance. Restate your understanding of the agreed upon terms, such as starting date, position title, salary, and benefits. An employment offer letter may be provided to you by the employer.
- Once you have accepted an offer, write a polite and tactful letter declining other offers you may have received.

# 10 Your First Position

Transitioning from student to an internship or full-time employee is one of the most exciting times of your life!

This significant career accomplishment welcomes new people and new opportunities. As a new employee, it will serve you well to become acquainted with the organizational culture. You will be evaluated on your ability to “catch on” and “fit in.” This is the time when all of your observational, investigative, and analytical skills will come in handy. The things you do first on a new job build a foundation and send important messages to colleagues, customers, and your boss.

## WHAT TO WEAR TO WORK

Your professional appearance matters. Certain attire is accepted in different organizations and in different parts of the country. You may have heard the saying that if you want to move up, dress like the person two levels ahead of you.

### Rules on Professional Appearance

- If you want the job, look the part.
- If you want the promotion, look promotable.
- If you want respect, dress as well or better than the industry standard.
- If your organization has “casual Fridays,” take your cue from your supervisor. Lean toward a more conservative look to be on the safe side.

### Observe Individuals at Work

As a student, when you go to employer information sessions or visit the work setting on an interview, look at what the employees wear. Is it a dark blue suit or faded blue jeans?

Politely ask about the dress code at work. Just like different industries use different professional jargon, they may also dress differently. Dress can be very conservative in some professions or companies, and very casual in others.



## MAKE THE MOST OF THE FIRST THREE MONTHS—YOUR FIRST POSITION AND BEYOND

*\*Adapted from The First 90 Days by Michael Watkins & Your First 90 Days In A New Job by William Robinson*

### Month I—Study the Organizational Culture

- Learn about the environment including the culture and personality of the organization; keen observation skills and tactful questions are useful in this process.
- Know how your role and position fit into the larger picture.
- Create a positive personal brand.
- Establish relationships; including informally over coffee and lunch with colleagues.

### Month II—Increase Your Professional Acumen

- Inquire about best practices.
- Learn the what and the why of procedures.
- Actively participate in meetings; set a goal to contribute verbally at least once per meeting.
- Keep a record your professional development and accomplishments.
- Journal and reflect on a regular basis.
- Track metrics for yourself and your department.

### Month III—Exceed & Enhance Performance

- Do what is asked and also what is needed.
- Take initiative using acceptable approaches; know how to set limits and when to seek approval.
- Identify your strengths and capitalize on them.
- Know your developmental needs and seek opportunities for growth.
- Set “SMART” career goals (Specific, Measurable, Attainable, Relevant, & Time-bound).

## 4 TIPS FOR YOUR FIRST JOB: FINANCES, JOB BENEFITS, AND INVESTING IN YOUR FUTURE

Typically, a recent graduate's goals include getting an apartment, new clothes for work, and paying off student loans. It is also important to start saving money for emergencies and your future. Even if it is a small amount at first, be proactive. Learn to live with less. Paying attention to this type of advice will help you find long term financial success and security.

In this challenging economy, it is more important than ever to control your spending and not live beyond your means. Planning your budget (and sticking to it) will keep stress levels down so you can focus on excellent performance in your first job after college. The following are some tips for you to consider.

### 1. Prepare for Short-Term Financial Responsibilities

Learn how to develop and stick to a budget, which expenses are necessary, and how much you should designate for optional expenses including eating out and leisure activities. If you have student loans, discover options and set up a plan that works for you. Seek information from a financial aid officer, government agencies and other sources. Contact your lender's representatives or visit their website to discover a host of various options including full payment schedules, deferments, interest-only payments, and salary-based payments.

### 2. Set Aside Emergency Cash

As soon as possible, begin to build up a savings account equal to six to twelve months of expenses. This will cover any potential lapse in employment. Use a well-known and reputable bank or credit union.

#### *\*Financial Information DISCLAIMER*

*This financial information is of a general nature, not intended to be specific advice, and should not to be relied upon as a substitute for professional financial advice. This generalized information does not take into account your individual objectives, financial affairs, or needs. You should talk to your financial advisor before making any decisions about your individual situation. Additional resources can be found at [career.ucla.edu](http://career.ucla.edu).*

### 3. Protect Yourself From Financial Risk

When you first start out, your main source of protection from financial risk will probably be insurance. You may already be familiar with car insurance requirements in California, but make sure you consider having Health and Disability Insurance too. An unexpected illness may pop up; if you are not covered, it can wipe out your savings and more, not to mention limit your medical options.

If you are between jobs, consider purchasing temporary health insurance. If you do not have dependents who need your financial help, life insurance may not be as important, but if your employer offers it, consider taking it. Do not miss the cut-off date. Often there is a short sign-up period once you start your new job. If you miss the cut-off date, you may be out of luck. Check all of your options carefully in the beginning.

### 4. Save for the Future

- Become knowledgeable on the basics of finance and investing. Go to the library and check out well-known, reputable books for beginners, watch financial television shows, and do searches on the Internet so you can grasp this important information as soon as possible.
- Start setting savings goals (e.g., emergency funds for 6-12 months, a car for basic transportation, your first home, a family, retirement) and focus on ways to reach your goals.
- Employers often provide savings plans or access to savings and investments where your contributions are deducted directly from your paycheck. This could be a wonderful benefit for you but find out the pros and cons before you make any decisions.
- Many employers also offer retirement savings plans such as 401(k) or 403(b) plans, which can help to decrease your current taxable income and save for the future.
- Many employers will match a portion of your savings, investment and retirement funds. That can be like free money. Carefully check this out before making any decisions.
- Equities (e.g., stocks, real estate), bonds (e.g., treasury or corporate notes), and mutual funds are common types of investments you may want to consider. Make sure you consult with reputable financial experts and think it through before making any decisions. Obtain more than one opinion to make sure you enhance your options.
- Start saving early. Through compounding, your retirement account can grow very quickly.



# Monthly Budget Worksheet

How much money do I need to make each month?

Monthly Expenditures	
<b>LIVING EXPENSES</b>	
Rent (Does your apartment building require you to pay for parking? If so, add that in.)	
Renter's Insurance (optional)	
Electricity	
Natural Gas	
Water	
Cellular Services	
Internet / Cable / Telephone Services	
Groceries / Restaurant Food & Beverage (Example. \$10 / day x 30 days = )	
Clothing / Footwear / Dry-Cleaning	
Personal Care (Haircuts, Health Club, etc.)	
Household Items (Kleenex, Detergent)	
Computer / Office Supplies (paper, printer cartridges)	
<b>TRANSPORTATION EXPENSES</b>	
Car / Lease Payment	
Vehicle Insurance	
Gasoline	
Repairs & Maintenance	
Registration, License, etc.	
Work Parking / Public Transportation	
<b>HEALTH EXPENSES</b>	
Medical (Doctor, Dentist, Optometrist, Prescriptions)	
Health / Life Insurance (Premium and Co-Pay)	
<b>OTHER EXPENSES</b>	
Recreation, Entertainment	
Subscription Services	
Gifts	
<b>CREDIT / LOAN REPAYMENTS</b>	
Educational Loans	
Credit Card:	
Credit Card:	
Personal Loans:	
<b>SAVINGS &amp; INVESTMENTS</b>	
Savings (Special Goals, Holidays, etc.)	
Savings (Unexpected Events, Replacements, etc.)	
Investments	
Charitable Giving, Alumni Donations	
<b>Monthly Expenditure</b>	
<b>x 10% for the Unexpected</b>	
<b>Total Monthly Expenditure</b>	
Monthly Income	
Net monthly wages ("net" = actual take-home pay after payroll taxes & benefits)*	
Other monthly income, family allowances and benefits	
Total Monthly	
*If you only know your gross income, multiply that figure by 25% to estimate payroll taxes and then subtract gross. Example: \$30,000 x 25% = \$7500. \$30,000 - \$7500 = \$22,000 net (take-home pay).	
Totals	
Total Monthly Income	
Total Monthly Expenditure	
Cashflow Position +/-	