UCLA

CAREER GUIDE

FOR UNDERGRADUATE STUDENTS

A Planning Tool for Career Advancement

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 for dates, times and locations.

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For additional information, visit us online:

career.ucla.edu

01 UCLA Career Center

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

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 12twenty 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/channels/student for a full schedule of the Career Center's drop-in hours.

Career Assessments
Learn more about your personal preferences, skills, and career interests through assessments and card sorts, These are a variety available for free, including the Focus 2 career assessment which can be taken through 12twenty, 16 Personalities, the O*Net Interest Profiler, and the Stanford Meaningful Work Kit. Your results can be analyzed as part of the appointment counseling process.

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 our website.

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 during Summer Quarter, and is open to any undergraduate student, with or without work-study.

INTERNSHIP AND JOB OPPORTUNITIES

12twenty 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 12twenty or through our website. 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.

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

Recent UCLA undergraduate Alumni have 3 months of continued services after degree completion. Access includes Career Center career advising appointments, 15-minute drop-ins and attending our workshops and fairs. Services can be accessed through 12twenty. **career.ucla.edu/channels/alumni**

12twenty for Alumni
You are automatically granted 1 full year post-graduation of free 12twenty services, which includes access to Career Center events, career fairs, and job and internship opportunities.

Once the free 1-year subscription ends, you will have the opportunity to renew your 12twenty for Alumni account for $30 for 6 months.

12twenty 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 and GoinGlobal.

UCLA ONE (UCLA Alumni Affairs)
Provided by the UCLA Alumni Association, UCLA ONE 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. UCLA Alumni

02 Career Planning

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

YOUR CAREER JOURNEY

Whether you've identified your dream career or you are still exploring career options, having a good understanding of your own strengths, values, interests, and skills will help you make better decisions leading to career satisfaction. Self-awareness is the starting point for targeting the industries, organizations, and positions that best match your talents and personality.

Keep in mind that it's only natural that your dreams and aspirations change over time. Your developing 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 five 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

01 | Self-Assessment:
EVALUATE who you are and what you want

- Assess your interests, personality, skills, and values. The Career Center offers career assessments to aide you in this process.
- Speak with family, friends,mentors, and supervisors about how your interests and characteristics align with potential career options.
- Use LinkedIn and UCLA ONE to find professionals within industries you are interested in to learn more about how your interests match various industries.
- Meet with a career counselor to discuss your career aspirations and goals.

02 | Exploring the WOW (World of Work):
LEARN ABOUT careers that interest you

- Research career information online (job titles, companies, industries, job market trends). The Career Center offers a Career Exploration Resources sheet available on 12twenty.
- Conduct informational interviews with professionals to learn more about their career paths and industries.
- Attend career workshops, events, and conferences.
- Join student organizations and professional associations.
- Explore academic areas through a variety of GE courses.
- Shadow a professional in a field of interest.

03 | Developing Skills:
DEVELOP transferable skills through experiential education

- Participate in an internship. 12twenty, Forage, and Parker Dewey offer a variety of positions.
- Volunteer for a cause. Think about transferable skills you can gain.
- Get a part-time job.
- Gain practical on-campus experience such as research, writing for the newspaper, taking on a leadership role in a student group, etc.
- Reflect on what you've learned through your experiences.
- Consider what you enjoy the most and least to determine common themes you can discuss with a Career Counselor.

04 | Personal Branding:
PRESENT your skills

- Write a strong resume and cover letter.
- Develop an action plan with strategies to achieve your goals.
- Meet with a Career Counselor to discuss how you can implement your transferable skills.

05 | Executing:
TAKE ACTION

- Write a strong resume and cover letter.
- Develop thoughtful, polished application materials.
- Practice and enhance interviewing skills.
- Attend career fairs and recruiting events.
- Leverage your network.

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

Career & Self-Development

- Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Communication

- Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking

- Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion

- Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.

Leadership

- Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism

- Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork

- Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology

- Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

NACE

Source: Career Readiness Resources; www.naceweb.org>Career Readiness>Overview & Resources. Courtesy of the National Association of Colleges & Employers

FOUR-YEAR CAREER PLAN

FIRST YEAR:

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?
- What environments make me fulfilled and at my best?
- What activities/hobbies and skills do I do best naturally?
- What majors am I considering and why?
- What do I enjoy most/least about my chosen major?
- What problems do I want to solve?

If so, follow these six steps.

1. Explore majors through general education classes and develop your interests and skills through student organizations, sports, extracurricular activities, and part-time employment.
2. Reflect on all the activities and hobbies you have been involved with in your lifetime thus and how you felt when you engaged with those activities. This can say a lot about your likes/dislikes and your interests.
3. Get acquainted with Career Center resources. Learn about different occupations.
4. Talk about your career interests with parents, friends, professors, and other individuals who are already employed.
5. Register for 12twenty (ucla.12twenty.com) and schedule a counseling appointment. Take self-assessments to learn more about your interests, skills, values and strengths.
6. Study hard and keep your grades as high as possible.

SECOND YEAR:

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 types of problems/solutions/innovations do I want to address in my career?
- What have I learned from my research of the world of work in terms of market trends, world problems and how my skillset can be applied towards a solution?

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 12twenty.
2. Learn more about the job market by visiting the Career Center and by researching materials available online, including the online Occupational Outlook Handbook at 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.

THIRD YEAR:

Refine Your 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?

- What have I learned from my extracurricular activities/leadership/research experiences as they relate to my areas of interests?
- What have I learned about myself through my coursework and academic projects?
- What skills and qualifications have I gained that I enjoy most/least?
- What have I learned from mentors, professionals, and my research of career trends that I need to keep in mind when entering this field?
- How have my interests changed since my first year and how will this influence my career development moving forward?

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 and Graduate School Resource Series (GSRS) programming.

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. Job listings, networking events, workshops, and career fairs will help you identify prospective employers and career opportunities.

Are you asking these questions?

- What type of further education if any is required to enter this field?
- Am I ready to apply to professional school or would I benefit from a gap year to enhance my experiences and solidify my choice in my profession?
- What do I need to do to enhance my qualifications in this profession? What Jobs or roles can lead to my ideal profession?
- What entry level roles, industries, or fields, would contribute to my job satisfaction?

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 and be sure to sign on to UCLAOne.
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 12twenty campus interviews (OCR) and apply for jobs at ucla.12twenty.com.
6. Confirm your remaining degree requirements at the beginning of the year so there are no surprises when it comes time to graduate.

FOUR-YEAR ACTION PLAN

FIRST YEAR:

Fall Quarter

- ☐ Attend Welcome Week activities and other campus events.
- ☐ Explore and join a student organization on campus.
- ☐ Get to know faculty, counselors, administrators and campus leaders. Start building relationships. Become familiar with campus resources and use them during your college career.
- ☐ Attend Office Hours to introduce yourself to professors
- ☐ Register with 12twenty, the Career Center's online database featuring on and off-campus jobs and internships. Check 12twenty regularly for events, workshops, and fairs.
- ☐ Create a UCLA ONE account
- ☐ Explore the Career Guide for career information and tips.
- ☐ Check out ASUCLA for on-campus job opportunities.
- ☐ Develop a long-term academic plan with your Academic Advisor. Learn how to check registration times, access the schedule of classes, and check your DAR report to monitor your degree progress regularly.
- ☐ Check your College/School/Departmental website regularly for information pertaining to your academic area.
- ☐ Make sure to check your UCLA email regularly for campus notifications.

Winter and Spring Quarters

- ☐ Take Focus 2 assessment to learn about your personality, skills and interests.
- ☐ Make an appointment with a Career Center Counselor to discuss your Focus 2 results and your major selection. Identify your areas of interest and skill set.
- ☐ Reflect on your courses to identify which topics you enjoy learning and which do not come naturally to you. Use this insight to help you in selecting a major.
- ☐ Attend the CORE Career Development workshops series offered by the Career Center.
- ☐ Investigate internships, part-time jobs, summer jobs or volunteer experiences to begin building a resume.
- ☐ Assess your GPA after your first quarter(s) and discuss your progress with your Academic Advisor. Discuss your transition to college with your Advisor and/or Career Counselor for tips and support.
- ☐ Attend other campus events through your academic department and other campus centers.
- ☐ INTERNATIONAL STUDENTS: Investigate requirements for CPT & OPT through the Dashew Center to plan your internship/job opportunities based on your visa status.

SECOND YEAR:

Fall Quarter

- ☐ Choose and grow within a student organization.
- ☐ Learn about study abroad and global internship opportunities through the International Education Office.
- ☐ Access the UCLA Undergrad Research Center/Portal to become familiar with research opportunities on campus.
- ☐ Network with employers at career fairs or info sessions.
- ☐ Check out ASUCLA for on-campus job opportunities.
- ☐ Set up your LinkedIn profile. Check out alumni and different individuals in your major to network with.
- ☐ Create a Parker Dewey account to learn about micro-internship opportunities.
- ☐ Create a Forage account to learn about project opportunities with various companies.
- ☐ Explore summer internships on 12twenty and start applying as some companies start application processes early.
- ☐ Learn about occupations and industries using Firsthand and other career research websites provided below. Verify if the major you have declared is right for you. Declare a major if you have not yet done so.

Winter and Spring Quarters

- ☐ Grow into a leadership position within a student organization.
- ☐ Attend career fairs and employer info sessions to network and find internship opportunities.
- ☐ Use 12twenty to look for summer internships and start applying.
- ☐ Check your DAR report and follow-up with your Academic Advisor to ensure you are making progress. Clarify questions regarding your requirements and academic plan. Discuss your challenges with your advisor for support.
- ☐ Conduct informational interviews with professionals and alumni — find them through your personal network, LinkedIn, or UCLA ONE.
- ☐ Meet with a Career Counselor to discuss your career aspirations and concerns you may have related to your short-term and long-term career goals.
- ☐ Reflect on your coursework. How are you feeling in your major and/or minor? Do you need to make any changes to your course of study? Discuss with your Academic Advisor and Career Counselor.
- ☐ INTERNATIONAL STUDENTS: Investigate requirements for CPT and OPT through the Dashew Center to plan your internship/job opportunities based on your visa status.

THIRD YEAR:

Fall Quarter

- ☐ Take on new responsibilities as part of leadership position within a student organization.
- ☐ Update your resume as you build new skills in your leadership position/jobs/internships.
- ☐ Build your elevator pitch and be ready to share it with professionals at career fairs and info sessions.
- ☐ Search for and apply to internships for summer or during the academic year using 12twenty, Parker Dewey, and Forage.
- ☐ Continue to leverage LinkedIn and UCLA ONE to connect with professionals, conduct informational interviews, and find job/internship opportunities.
- ☐ Review job descriptions for your intended internships and careers to identify qualifications and skills needed to enter your field.
- ☐ Reflect on your skills and identify any gaps. What skills do you want to develop? What skills do you already feel confident in? Discuss this with your Career Counselor to help you identify next steps.
- ☐ Take online courses through LinkedIn Learning or Udemy to build new skills.
- ☐ Start thinking about your plans after graduation. Are you considering graduate school? Begin looking into programs and identifying prerequisites, requirements, exams, etc.

Winter and Spring Quarters

- ☐ Finalize applications for internships and prepare for interviews.
- ☐ Continue to attend career fairs and other employer info sessions to network and find internship opportunities.
- ☐ Attend Career Center events and workshops to help with application materials, interview prep, and other aspects of your career journey.
- ☐ Continue thinking about graduate school if you plan to attend after graduation. Start narrowing down options, studying for and registering for exams (GRE, LSAT, etc.).
- ☐ Identify who you will ask for recommendation letters and begin requesting them.
- ☐ Take a step back and reassess your responsibilities and plans. Which experiences are most helpful for you at this point? Which can be removed from your schedule? What skills do you still need to develop? How can you develop those skills? Make changes to your plans as needed to have more quality experiences.
- ☐ Review your course requirements, check your DAR report, and make sure you are on track to graduate in a timely manner.
- ☐ INTERNATIONAL STUDENTS: Investigate requirements for CPT & OPT through the Dashew Center to plan your internship/job opportunities based on your visa status.

FOURTH/FIFTH YEAR:

Fall Quarter

- ☐ Reflect on your last 3 years. What have you learned? Which experiences have been most helpful/least helpful? Where are you headed and what do you need to do to get there? Discuss these with your Career Counselor and Academic Advisor.
- ☐ Update your resume as you build new skills in your leadership position/jobs/internships.

Plan to attend graduate school immediately after graduation?

- ☐ Finalize grad school application materials and review with your Career Counselor. Submit applications by the deadlines (typically between Oct.-Nov.).
- ☐ Identify which faculty you want to keep in your network and continue to build relationships.
- ☐ Continue to monitor your academic progress, GPA, and ensure you are on track for timely graduation using the DAR report and by speaking to your Academic Advisor.

Plan to enter the job market immediately after graduation?

- ☐ Continue to review job descriptions for your intended careers to identify qualifications and skills needed to enter your field. Start applying to jobs for post-graduation.
- ☐ Work toward building the skills needed through online courses, projects, internships, and other extracurriculars.

Winter and Spring Quarters

- ☐ Continue to monitor your academic progress, GPA, and ensure you are on track for timely graduation using the DAR report and by speaking to your Academic Advisor.
- ☐ Continue to apply to jobs and ask your Career Counselor for support along the way.
- ☐ Continue attending Career Center events and job fairs.
- ☐ Review your course requirements, check your DAR report, and make sure you are on track too graduate in a timely manner.
- ☐ Prepare for transitioning out of college and think about what your lifestyle will look like post-graduation. Talk to your Career Counselor or Academic Advisor if you have concerns regarding your transition.
- ☐ INTERNATIONAL STUDENTS: Investigate requirements for CPT and OPT through the Dashew Center to plan your internship/job opportunities based on your visa status.

TWO-YEAR ACTION PLAN

If you are a student who has two years at UCLA, we have developed this accelerated timeline for you. You may have already begun your career journey at your former college or university, so you are welcome to refer to this list, or use the ones on the previous pages that outline four-year plans.

FIRST YEAR:

Fall Quarter

- ☐ Attend Welcome Week activities and other campus events
- ☐ Explore and join a student organization on campus
- ☐ Become acquainted with the Transfer Student Center and other campus centers that you find interesting
- ☐ Get to know faculty, counselors, administrators and campus leaders. Start building relationships. Become familiar with campus resources & use them during your college career
- ☐ Register with 12twenty, the Career Center's online database featuring on and off-campus jobs and internships. Check 12twenty regularly for events, workshops, and fairs each quarter
- ☐ Create a UCLA ONE account
- ☐ Attend HIRE UCLA, Engineering & Tech Fair, and other employer info sessions to network and find internship opportunities
- ☐ Become familiar with the UG Research Centers/Portal for research opportunities
- ☐ Develop a long-term academic plan with your Academic Advisor. Learn how to check your registration times, access the schedule of classes, and check your DAR report to monitor your degree progress regularly
- ☐ Check your College/School/Departmental website regularly for information pertaining to your academic area

Winter and Spring Quarters

- ☐ Attend the Core Career Development workshops series offered by the Career Center
- ☐ Make an appointment with a Career Counselor at the Career Center to discuss your career aspirations and obtain support for internship applications
- ☐ Solidify internships, on-campus involvement opportunities, research opportunities, and projects that you will be involved in to build skills and experience
- ☐ Assess your GPA after your first semester and discuss your progress with your Academic Advisor. Discuss your transition to UCLA with your Advisor and/or Career Counselor for tips and support
- ☐ Build your elevator pitch and be ready to share it with professionals at HIRE UCLA, E&T Tech Fair, and info sessions hosted by the Career Center
- ☐ Think about graduate school if you plan to attend after graduation. Start narrowing down options, studying for and registering for exams (GRE, LSAT, etc).).
- ☐ INTERNATIONAL STUDENTS: Investigate requirements for CPT & OPT through the Dashew Center to plan your internship/job opportunities based on your visa status

SECOND YEAR:

Fall Quarter

- ☐ Reflect on your experiences/skills. What have you learned? Which experiences have been most helpful/least helpful for you? Where are you headed and what do you need to do to get there? Discuss these with your Career Counselor and Academic Advisor
- ☐ Update your resume as you build new skills in your leadership position/jobs/internships

Plan to attend graduate school immediately after graduation?

- ☐ Finalize grad school application materials and review application materials with your Career Counselor. Submit applications by the deadlines (typically between Oct-Nov)
- ☐ Identify which faculty you want to keep in your network and continue to build relationships
- ☐ Continue to monitor your academic progress, GPA, and ensure you are on track for timely graduation using the DAR report and by speaking to your Academic Advisor

Plan to enter the job market immediately after graduation?

- ☐ Continue to review job descriptions for your intended careers to identify qualifications & skills needed to enter your field. Start applying to jobs for post-graduation
- ☐ Work toward building the skills needed through online courses, projects, internships, and other extracrurriculars

Winter and Spring Quarters

- ☐ Continue to monitor your academic progress, GPA, and ensure you are on track for timely graduation using the DAR report and by speaking to your Academic Advisor
- ☐ Continue to apply to jobs and ask your Career Counselor for support along the way
- ☐ Continue attending Career Center events, job fairs, and workshops
- ☐ Review your course requirements, check your DAR report, and make sure you are on track too graduate in a timely manner
- ☐ Prepare for transitioning out of college and think about what your lifestyle will look like post-graduation. Talk to your Career Counselor or Academic Advisor if you have concerns regarding your transition
- ☐ INTERNATIONAL STUDENTS: Investigate requirements for CPT & OPT through the Dashew Center to plan your internship/job opportunities based on your visa status

Resources

for both Four-Year and Two-Year Action Plans

12twenty
UCLA ONE
Transfer Student Resource Center
Dashew Center for International Students and Scholars
Student Organizations, Leadership, and Engagement (SOLE)
UCLA Community Calendar
Undergraduate Research Center - Sciences
Undergraduate Research Center - Humanities, Arts and Social Sciences
Parker Dewey
Forage
ASUCLA Campus Jobs

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. Industry professionals can best share real life experiences, challenges and opportunities, hidden demands, and the drawbacks and limitations of the field.

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.
- Offers an opportunity to conduct a self-assessment to evaluate whether your career of interest is compatible with who you are (personality, interests, values, skills, and lifestyle).
- Generates ideas and specific suggestions on where to acquire experience.
- Expands your network of contacts for future opportunities.
- Increases opportunities for 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 LinkedIn and UCLA ONE 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 can be conducted in person, over the phone, or through video meeting platforms.

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).
- ☐ If in person, bring materials to take notes and copies of your resume

During the Informational Interview

- ☐ Dress in business or smart casual attire. (See Chapter 9 for more information on professional dress.)
- ☐ When communicating over email, social platforms, and phone, use professional etiquette. (See Chapter 9 for more information on professional etiquette.)
- ☐ Ensure you have a strong cellular and internet connection and that you are in a quiet space, with your notes, so that you can give the interview your full attention.
- ☐ Express your appreciation to them for taking the time to speak with you.
- ☐ Ask the questions you've prepared in advance.
- ☐ Ask the contact for their business card and connect with them on LinkedIn to follow up in the future.
- ☐ Ask the contact if you can keep them updated on your career exploration and progress.

After Your Informational Interview

- ☐ Within 24 hours, send the contact a thank you card or email. A hand-written thank you note is recommended.
- ☐ Personalize the message by including key takeaways from your conversation, additional comments, or further questions.
- ☐ 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."

REQUESTING AN INFORMATIONAL INTERVIEW

How Do I Set Up an Informational Interview?

We recommend a written request through email, LinkedIn or UCLA ONE, and your personal connections and networks. The message, sent via email or social platforms, 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.

Request An Interview

- Introduce yourself and reasons for connecting.
- Make it clear you are not asking for a job/internship.
- Mention how you came across their professional profile to generate a conversation.
- Ask for a brief meeting at a time that's convenient for that person.
- If you plan to conduct the interview in person, always request to meet in a public space, such a café.

Develop an Outline or Scripts

Before your informational interview, create an outline or script of what you are going to say. It may be helpful to rehearse out loud.

Be Prepared with Questions

Develop your questions to expand your current knowledge about the field. Depending on the interest and willingness of your contact, you may have an opportunity to ask more specific company and industry related questions.

Common Informational Interview Questions

- 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 _____,

My name is Bella Bruin, and I am a student at UCLA. I came across your profile on LinkedIn and was inspired by your career journey. As a _____ major interested in pursuing a career in _____, I am eager to connect with professionals in the field. At this time I am not looking for a job, but am interested in learning as much as I can about _____ as a career field.

I was wondering if you might be willing to share your experience and offer advice on how I might better prepare to break into the field. I would greatly appreciate a 30 minute in person meeting or video call to get your perspectives on the challenges and opportunities in your field. Please let me know if you would be willing to schedule a time, and if so, when you might be available.

Thank you,
Bella Bruin

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
Internships and summer programs provide prospective employers and graduate programs an opportunity to observe your content knowledge and skills. An internship or summer job gives you a chance to explore and test your career interests on a short-term basis. You can gain 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.

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.

INTERNSHIP PLANNING

It's important to give some thought to your goals for the internship or summer employment. Here are some things to think about:

Reasons you may be looking for an internship or summer job:

- Develop career-related skills
- Gain experience to test out career paths and alternatives
- Earn an income

Planning factors:

- Deciding on a paid or unpaid internship or volunteer opportunity might depend on your career objectives.
- Have you created an internship plan that aligns with the industry hiring timeline? Please see Chapter 5 for industry hiring timelines.
- Your career interests, populations you want to support or problems you want to solve, and organization type
- Your skillset and values that you contribute that will set you apart from others.
- Relocation planning. Will taking this internship at this location impact your financial situation? Some employers may provide assistance relocating.
- Do you need to receive course credit? See the Center for Community Learning or department-based internship courses early in the process for credit options.
- 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 ALTERNATIVES

Summer and Part-Time Employment
Summer and part-time work (especially if it is relevant to your career goal) can lead to great opportunities, and should be a vital component in any job search strategy. Many employers understand the need to work while in school and value candidates who successfully balance work with academics and extracurricular activities.

Temporary Employment
Opportunities range from one day assignments and limited-term projects to longer term commitments. Most often these positions can be found through 12twenty, Parker Dewey, Forage , as well as 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 skills to your resume and demonstrate your commitment to you community.

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 researched 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 GO 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 (Pre-Health, Pre-Law, or Pre-MBA) Advising appointment at the Career Center** to discuss preparation for graduate or professional school including: exploring your career interests and options; application process and timeline; personal statement development and review; guidance on requesting letters of recommendation (LORs); preparing for the admissions 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 relevant experience through work/internships or volunteering.** 12twenty is a great resource for seeking and applying to opportunities.
- ☐ **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 and JusticeCorps scholarship programs.
- ☐ **Get involved in research** at UCLA or other campuses within the UC Network. Connect with 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, teaching assistants (TA), and supervisors to obtain letters of recommendation. How? Visit office hours, try to take multiple courses with the same faculty member and, if possible, ask about opportunities to support their research or help them in the classroom.
- ☐ **Become a Learning Assistant (LA)** for a course, which is a great way to develop a strong relationship with faculty. See the Undergraduate Learning Assistants (LA) Program in the Sciences at UCLA.
- ☐ **Keep track** 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 as well as. joining the UCLA Pre-law Society.
- ☐ Attend the various Career Center pre-law events and workshops to connect and network with law students, attorneys, judges, and other legal professionals.

Additional Health or Medical School specific items:

- ☐ Visit 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 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
- ☐ **Attend the Career Center's Pre-Health/Pre-Med events and workshops** to meet admissions officers and healthcare professionals.

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 that of other applicants?
- 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 other people read it and offer their feedback. Since there is no objective "right" or "wrong" way to write a statement, it will 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, such as a supervisor or manager.

Letters of recommendation should be written by individuals you know professionally and not by relatives, friends, or roommates.

How to Ask

- Send an e-mail, follow up with a phone call or in-person meeting.
- 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 your current 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 send the letters directly to the schools, provide instructions and any necessary materials.

When to Ask

- At least 6 weeks before the deadline, but earlier is better.
- Provide the submission instructions along with the deadline.
- Try to avoid high traffic times for requesting letters (late Fall Quarter and late Spring Quarter) or times when professors/staff may be leaving for summer or winter breaks.
- NOTE: If you are applying to medical school please know that UCLA does NOT provide "committee" letters
- 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 two weeks prior to the deadline.
- 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.

Relevant Career Center Resources

- Career Center's YouTube Channel
- Events/Workshops: You can attend events/workshops throughout the academic year to learn more or prepare for the graduate/professional school application process. To learn about upcoming events and to register, please visit the Career Center website or 12twenty.

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 which can be taken through 12twenty, 16 Personalities, the O*Net Interest Profiler, and the Stanford Meaningful Work Kit.
- Conduct an informational interview with a professional in an industry of interest (Chap. 3).

USE THE INTERNET TO OPTIMIZE YOUR SEARCH

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, 12twenty, Indeed, LinkedIn, Google Jobs, or Idealist.
- Make sure to use filters such as location, job type, experience level, remote/on-site, etc. and save the posts you like.
- Utilize 12twenty's "Saved Search" feature to get auto updates on new postings and opportunities.
- Take screenshots of the postings you apply to, or copy/paste them into Word or Google Docs to save as a reference for later if you are invited to interview.

Make Your Resume Public

On 12twenty, 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 professionals
- Attend the Career Center's "Inside Careers" or "JumpStart" Workshops for professional panels

Get Involved

- Join a professional association
- Join an on-campus student club/organization

Seek Mentorship

- Participate in the UCLA Alumni Association Mentor Program
- Conduct Informational Interviews
- Connect with Faculty
- Use your personal networks

HOW TO PREPARE FOR A CAREER FAIR

Reasons to Attend

- Access recruiters 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 12twenty.

- 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 12twenty, application instructions in case you have questions, Check Glassdoor 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.
- Dress appropriately. See Chapter 9 for examples.

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.
- 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.
  - Please note that many recruiters now prefer digital copies of resumes. Be prepared to offer both a printed and digital resume.
  - 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.

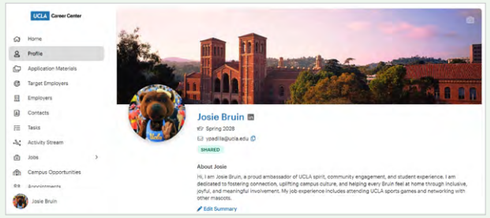
12twenty | QUICK TIPS TO MAXIMIZE 12twenty: YOUR FIRST STOP TO CAREER DISCOVERY

12twenty should be your first point of access for career exploration and job/internship opportunities. Below are some tips on how 12twenty can assist you with your search:

ucla.12twenty.com

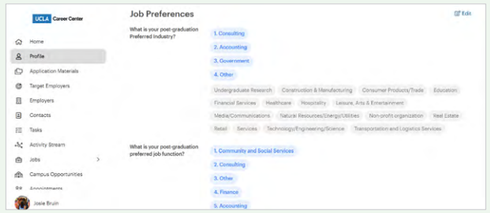
CREATE AND UPDATE YOUR 12twenty PROFILE

Employers can view 12twenty profiles to identify and reachout to potential interns and employees. **To make your profile visible**, hover over your profile picture on and select account settings. Select "Yes" to making your profile visible. Be sure to complete your profile, including: Professional Photo, Professional Summary, Preferences, and Uploading your Resume to increase your chances of attracting employers' attention.



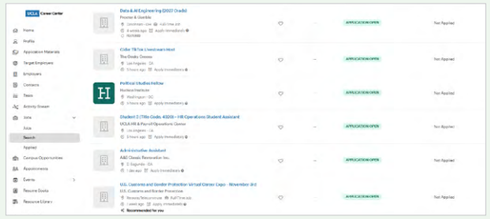
UPDATE YOUR JOB PREFERENCES

Update the **Job Preferences** section in your profile, and 12twenty will suggest relevant job and internship opportunities tailored to you. To access this section, click the "Edit" button in the job preferences section.



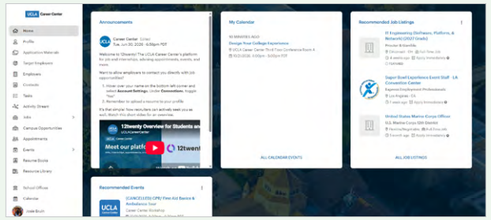
SEARCH FOR JOBS & INTERNSHIPS ON 12twenty

There are job and internship opportunities on 12twenty at any given time. All employers who post through 12twenty are looking to hire Bruins! Go to the **Jobs** tab, and **Filter** your search by job type, industry, function, and work authorization. You can **Save** 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**.



12twenty TAILORS ITS CONTENT...FOR YOU!

The more you utilize 12twenty, the more it tailors its content to your interests and goals. Click on your home page for recommended events, job listings and announcements. You can navigate through each section of the navigation menu to explore employers, recruiter contacts, jobs, appointments, events, and a resource library.



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 12twenty 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)

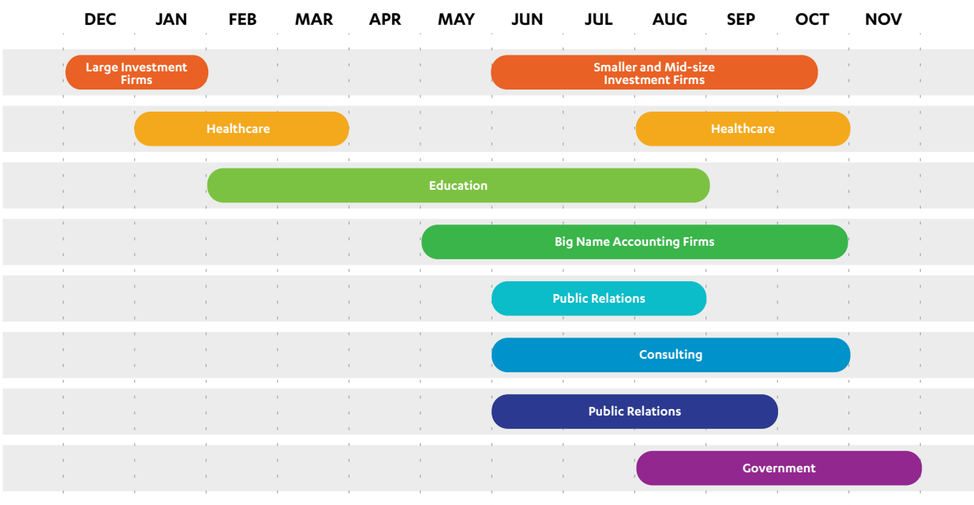
■ Know WHERE to find jobs & internships
Your first stop will be 12twenty under the "Jobs" tab. We recommend that you use the "Saved Search" feature so you can be alerted about new opportunities. Additional sites include: Indeed, LinkedIn & Idealist.

■ 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.



Industries that hire on a rolling basis (Full-time):

- Advertising
- Boutique Consulting
- Boutique Investment and Trading
- Entertainment
- Environment/Outdoor Rec
- Financial Advising
- Graphic Design
- Information Technology
- Marketing
- Non-Profit
- Outdoor Recreation
- Start-ups

Industries that hire on a rolling basis (Internships):

- Advertising
- Boutique Consulting
- Boutique Investment and Trading
- Entertainment
- Financial Advising
- Graphic Design
- Marketing
- Non-Profit
- Social Media

Avoiding Fraudulent Employers & Scams

While positions listed on12twenty 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
- Glassdoor

Do take time to familiarize yourself with common employment scams.

Visit the 12twenty Help Center for advice on the best practices for avoiding fraudulant jobs.

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

Email: questions@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 it's hard to verify their info, including:

- Phone Number
- Company Name
- Business Address
- Company Email
- Company Website
- How long the company has operated

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

- Social Security Number (SSN)
- Bank Account Info (and never cash or deposit a check on the employer's behalf)
- Address
- Credit Card Numbers
- MyUCLA Login Credentials

06 Networking & Personal Branding

Networking and branding are key components of career success. Demonstrating your personal brand and building a quality network will help you forge opportunities to advance your career.

Don't know where to start? Follow these tips to connect with professionals, to expand your network, and develop your personal brand.

NETWORKING

Research indicates that a majority jobs and internships are filled through networking. Networking refers to the process of building and maintaining relationships with professionals in your field of interest. It involves connecting with peers, colleagues, friends, etc. who can provide guidance, support, and opportunities for your career development. Networking is crucial as you explore and advance in your career. Aspects of networking assist with:

- Long-term career growth
- Building your confidence
- Cultivating opportunities
- Professional and skill development

USE LINKEDIN AND UCLA ONE TO OPTIMIZE YOUR NETWORKING SEARCH

Navigate LinkedIn and UCLA ONE to:

- Connect with people, organizations, and communities around the globe within your field of interest.
- Explore the types of jobs & internships UCLA alumni or your peers within your major have secured.
- Conduct informational interviews and coffee chats with alumni who have interesting careers or share similar interests.
- Join professional groups on LinkedIn to receive updates and information pertaining to your field of interest

Note: Attend the Career Center's quarterly Networking & LinkedIn Search Strategies workshop!

TIPS FOR NETWORKING

Professionalism isn't just about what you do—it's about how you do it. By practicing these tips consistently, you'll establish a strong foundation for your professional journey.

1. **Career Fairs & Info Sessions**
   - **Employers and recruiters:** Be prepared to introduce yourself and engage in conversation with employers and recruiters when attending career fairs, info sessions, or other career events.
2. **On-Campus**
   - **Professors:** Attend office hours and/or serve as a Research Assistant for labs to expand your connection with professors.
   - **Peers:** Engage in study groups, join student organizations/clubs, and attend events on campus in order to meet and connect with fellow Bruins.
3. **Jobs & Internships**
   - **Supervisors & Colleagues:** Continue to maintain these professional relationships during and after your jobs/internships by sharing your experiences, asking questions, and checking-in regularly.
   - **Personal Community**: Think about family, friends, neighbors, and other groups or affiliations that can support your career endeavors.

PERSONAL BRAND

WHAT IS A PERSONAL BRAND?

A personal brand is an intentional and strategic expression of your value.

Your personal brand is a combination of your image and reputation. It is a presentation of you, your abilities, and the value you bring to the world.

Your personal brand is showcased through your elevator pitch, resume, cover letters, interviews, LinkedIn and 12twenty profiles, and more.

WHY SHOULD I CREATE A PERSONAL BRAND?

Defining and communicating your personal brand can help you:

- Attract projects, promotions, and job opportunities that are aligned with your skills and interests.
- Expand your network and connect with people who have similar personal and professional interests.
- Gain clarity in your goals and a better sense of your authentic self while increasing confidence.

HOW DO I CREATE A PERSONAL BRAND?

Get to know yourself:

- What are your strengths, accomplishments, and skills?
- What do people come to you for?
- What have you overcome?
- What is your mission?
- What is your unique proposition? What sets you apart

Determine how you want to portray yourself to the world:

- What do you want to be known for?
- What do you represent?
- What do you stand for?
- Who is your audience? Who will benefit from your story?

Portray yourself and your goals clearly:

- Demonstrate your strengths, skills, knowledge, and values through your platforms like LinkedIn and 12twenty.
- Be mindful of what you put on your personal social media accounts as these can be seen by recruiters and other professionals in your industry.
- Highlight skills and knowledge on your documents such as your resume and cover letter.
- Reflect your brand in your actions and in how you convey your goals to others. Be consistent in how you represent yourself virtually and in real life.

THE 4 Cs OF PERSONAL BRANDING

Clarity: having a clear understanding of yourself and what you stand for. Expressing your "why" is key.

Consistency: articulating your brand consistently across online and in-person interactions. For online presence – be mindful of your visuals, tone, and posting schedule.

Content: creating and sharing information that reflects your brand.

Connection: building relationships and effectively conveying your brand to others

Adapted from https://www.linkedin.com/pulse/unveiling-4cs-personal-branding-abida-malik/

07 Generative Artificial Intelligence

Utilizing Gen AI in Career Preparation & Development.

Generative Artificial Intelligence (Gen AI) platforms have grown in popularity and are helpful tools that can assist with many daily tasks. When it comes to career preparation, students may use platforms (e.g. Copilot, Gemini, and ChatGPT) to elevate their professional application documents, facilitate a successful job search, and even explore different industries and opportunities. The UCLA Career Center encourages students to be knowledgeable on the use of these resources, and understanding the limitations and the ethical obligations of using AI in the job and internship search process. Please refer to UCLA Generative AI Guides and Training website for further information.

AI is convenient and relatively easy to use, but we encourage students to also use the professional assistance that the UCLA Career Center can provide that can help to further personalize the results. So, if you use AI to develop your professional materials or to explore the world of work, follow up with an in-person or virtual visit to the UCLA Career Center. To illustrate the potential of Gen AI in your career journey, let's explore these practical applications.

EXPLORING CAREER PATHWAYS WITH GEN AI

Gen AI can be a valuable tool in exploring potential career paths. By leveraging AI, you can gain insights into your interests, skills, and potential career options in the world of work. However, Gen AI can provide information that may not completely accurate or may be entirely false. Please use due diligence when utilizing this tool.

IDENTIFYING POTENTIAL CAREER PATHS

Leverage Your Skills and Interests: Clearly articulate your skills and interests to a Gen AI tool to receive tailored career suggestions. For example, you can start with a prompt such as, "Identify potential career paths based on my skills in [list specific skills] and my interests in [list specific interests]" or "Identify potential career paths based on my major [list major(s)/minor(s)] and my resume below [attach or copy and paste resume or portions of resume]. Be sure when pasting your resume that you exclude any personal information like name, phone, email, school, employers/company names, or other content by which you may be identified.

Explore Diverse Options: Gen AI can suggest a wide range of career paths, including those you may not have considered. Be open to exploring new possibilities and expanding your horizons. If you want more information, do not be afraid to build on your previous prompt by asking a follow up question. For example, "What does a person in content acquisition do in the music industry and what is a typical job description?"

GAINING DEEPER INSIGHTS

Request Additional Information: Once you have a list of potential career paths, ask the AI platform to provide more details about specific roles, required education, and industry trends. For example, "What degree(s) or certificates are required for this position?" and/or "What are steps in attaining this education/certificate". This will offer a foundational roadmap to help you decide what path is best for you.

Identify Necessary Skills: Understand the key skills and qualifications needed for your desired career path. Use this information to develop a targeted skill-building plan. For example, ask "What skills are typically needed for a manufacturing engineer that I can learn in general college-level classes or from joining UCLA organizations ?"

Note: Reach out to your department academic counselor or advisor to gain updated information on available course listings specific to UCLA.

CONSIDERING FURTHER EDUCATION

Explore Educational Options: Gen AI can suggest educational paths, such as graduate programs or certifications, to enhance your career prospects. You can also use Gen AI to suggest program degrees or certificate names that you can use as keywords in an online search engine.

Note: Though there may be degrees that do not exist exactly as generated by AI, use them as ways to expand your search for a program/opportunity that is right for you.

Evaluate Program Fit: Research the suggested programs to determine if they align with your career goals and personal aspirations. Gen AI can give you a general idea of programs, but it is always best to learn about the program on the program's official website.

Remember: While AI can provide valuable insights, it's essential to conduct thorough research and explore multiple resources to make informed career decisions. Use Gen AI as a starting point for your career exploration journey, and supplement its information with additional research and networking. See Chapter 6 for further tips on networking.

LEVERAGING GEN AI FOR AN EFFICIENT JOB/INTERNSHIP SEARCH

Precision Matching: Gen AI revolutionizes the job search by analyzing your resume and matching your skills with suitable job openings. These tools compare your qualifications with job descriptions across various industries, helping you focus on roles that align with your career path. This targeted approach increases your chances of securing interviews for positions that truly fit your profile.

Tip: Create a prompt for suggestions of keywords that can be used when setting up a job alert. You can also ask Gen AI to create a list of platforms where you can create personalized job alerts.

Informed Applications: Beyond matching and alerts, Gen AI provides detailed insights into potential employers. By aggregating data on company culture, employee reviews, and industry trends, AI helps you make informed decisions about where to apply. Additionally, AI assists in starting and crafting tailored resumes/cover letters and application materials, ensuring each submission is professional and customized to the job at hand. This combination of insights and personalization brings you closer to securing the job you desire.

ENHANCING YOUR RESUME

Gen AI provides different perspectives when crafting and refining resumes through:

- **Optimizing Keywords:** Many companies use applicant tracking systems (ATS) to filter resumes. Gen AI tools can analyze job descriptions/posts and suggest keywords that align with the role, increasing your chances of passing the initial screening. An example of a prompt would be, "Based on the following job description, what would be the top 5-skills required of an exceptional candidate for [copy and paste job description]?"
- **Personalizing Content:** Gen AI can tailor your resume to specific job applications, ensuring that your skills and experiences match the requirements of each position. By using Gen AI, you can receive drafts of customized bullet points and summaries that reflect your unique background. It is important to note that you must provide the information in order to personalized it (i.e. resume, summary of past experiences, etc.).
- **Identifying Gaps:** Advanced Gen AI tools can highlight areas that need improvement, such as missing skills or unclear job descriptions, and offer suggestions for enhancement based on vast datasets. You may consider asking Gen AI to list specific skill or gaps in your resume based on a job description you are applying for.
- **Tip:** While Gen AI can provide valuable insights, always review the final product to ensure it accurately reflects your unique experiences and voice.

ASSISTANCE WITH INTERVIEWS

Preparing for interviews can be daunting, but Gen AI can be a powerful ally in building your confidence.

- **Common Industry-Specific Questions:** You can utilize Gen AI to provide you with common questions typically used in your target industry. Gen AI can also suggest potential questions you can ask the employer at the end of your interview based on the job description and the company website.
- **Mock Interviews:** AI-driven platforms like Copilot and Gemini can simulate real interview scenarios, providing practice questions and immediate feedback on your responses.
- **Example prompt:** You are a recruiter for top companies and interview hundreds of candidates in business. Can you please conduct a job interview for me, with the top 5 questions in the industry. Please pause after you ask each question. Afterwards, provide me with constructive feedback for my answers.
- **Feedback and Improvement:** Gen AI can identify patterns in your responses and suggest ways to improve, ensuring you are well-prepared for a variety of questions.
- **Tip:** Use Gen AI tools to practice, but also seek feedback from peers, mentors, and/or the Career Center to gain diverse perspectives on your interview performance and aspects that would not be tracked, such as non-verbal cues, tone, etc.

EXPANDING YOUR NETWORK

Networking is a crucial aspect of career development; Gen AI can help you connect with the right people more efficiently:

- **Social Media Insights:** Gen AI tools can analyze your LinkedIn profile and suggest adjustments that can improve your visibility and brand for certain industries.
- **Content Suggestions:** If you have trouble on what to post, you can use Gen AI to suggest relevant content, or assist in formulating a post on recent experiences you want to share, helping you stay active and visible.
- **Tip:** Remember to engage authentically and build genuine relationships. Review all content to make sure it is true to your voice and your beliefs/values, and take the time to meet with people in your network to build connections and your career community.

CRAFTING EFFECTIVE PROMPTS LIKE A B.R.U.I.N.

It is essential to provide effective prompts to generate specific and personalized results.

To make the most of Gen AI for resume building, cover letter writing, job searching, and career preparation in general, it is essential to provide strong, clear prompts. The B.R.U.I.N. prompt guide can get you started in creating effective prompts that yield high-quality results:

B. Begin with a Clear Basic Prompt: Start with a straightforward and specific prompt that clearly states your objective. For example, "Create a resume summary for a digital marketing professional with five years of experience." This sets a clear direction for the AI to follow.

R. Review the Generated Output: After the AI generates content, review it thoroughly. Check if it aligns with your goals, accurately represents your experience, and matches the tone and style you want. This ensures the content is relevant and polished.

U. Utilize Established Formats and Examples: Guide the AI by requesting content in recognized formats or templates. For instance, ask it to generate a cover letter following a standard structure, ensuring the result is professional and organized.

I. Incorporate Specific Details and Keywords: Enhance the AI's output by including key details and industry-specific keywords. This can involve asking the AI to emphasize certain skills or achievements that are important for the job you're targeting.

N. Navigate Through Iteration and Refinement: Improve the content by iterating—make adjustments, refine prompts, and ask the AI to focus on specific aspects. Repeating the process helps you achieve a final product that meets your expectations.

By following the B.R.U.I.N. method, you can effectively harness the power of AI to create high-quality career documents and enhance your job search efforts.

Tip: The B.R.U.I.N. method can be applied across various career development tasks, ensuring that AI-generated content is tailored, effective, and aligned with your goals. While AI can be a valuable tool, it's essential to maintain a human touch and ensure your documents accurately reflect your unique qualifications and personality.

EXAMPLE

Using B.R.U.I.N. to Create a Strong Bullet Point

B. Begin with a Clear Basic Prompt

Start by giving the AI a clear and specific prompt using "I" statements:

Prompt: "I want to generate a resume bullet point for my experience leading a social media campaign for a campus organization that increased event attendance."

R. Review the Generated Output

Review the AI-generated bullet point to ensure it captures the key achievements and is well-structured:

Generated Bullet Point: "Increased event attendance by 30% through a social media campaign for a campus organization."

Assess whether the bullet point reflects your role and accomplishments.

U. Utilize Established Formats and Examples

Guide the AI to follow the recommended format (Action Verb + Task + Result) and provide more structure to your request:

Refined Prompt: "I want a resume bullet point using the Action Verb + Task + Result format. I led the social media campaign and want to emphasize the increase in attendance."

Revised Output: "Led a social media campaign, increasing event attendance by 30%."

I. Incorporate Specific Details and Keywords

Enhance the AI's output by including specific strategies, tools, and details relevant to your role:

Prompt Addition: "I want to include specific strategies and tools I used, such as Facebook event pages and Instagram Stories to promote the event."

Enhanced Bullet Point: "Led a social media campaign, increasing event attendance by 30% through targeted promotion using Facebook event pages and Instagram Stories."

N. Navigate Through Iteration and Refinement

Refine the bullet point further by asking the AI to focus on particular aspects, and repeat the process if needed:

Further Refinement Prompt: "I want the bullet point to also highlight my role in planning and using data to optimize the campaign. For example, I used Facebook Analytics to refine our strategy."

Final Bullet Point Using B.R.U.I.N.: "Led and planned a social media campaign that increased event attendance by 30%, using Facebook event pages, Instagram Stories, and Facebook Analytics to optimize promotion strategies."

The final bullet point showcases your leadership, planning, and use of specific tools and strategies in a college experience, in detailed, impactful resume content.

From here, you can further refine the bullet point to make sure it aligns with your accomplishments and connects to the role you are applying for. You can also adjust words directly, or ask for other words that align with the position (i.e., can you replace "led" with another action verb that aligns with the position description: (copy and paste position description). You can reiterate and continue to strengthen the bullet point with more prompts. Lastly, we recommend connecting with a mentor/career counselor and/or a professional in the field to provide comments on your resume.

BE WARY OF OVERELYING ON GEN AI

While Gen AI offers numerous benefits, be wary of overuse, as it can hinder your creativity and identity and lead to ethical concerns.

AUTHENTICITY

Employers value authenticity and personal effort. While AI can be a helpful tool for resume and cover letter writing, along with interview preparation, it's important to remember that your professional documents and interview responses should be authentic and reflect your unique skills and experiences. Overusing AI-generated content can make your applications and communications appear generic and impersonal. Do not rely solely on AI-generated content; use it as a starting point and personalize it with your own voice and perspective.

SKILL DEVELOPMENT

Relying too heavily on Gen AI can hinder your personal skill development. It's crucial to actively engage in the resume-building, interview preparation, and networking processes to hone your skills.

BIAS IN AI TOOLS

Be aware that AI tools can sometimes perpetuate biases present in the data they are trained on. Carefully review any AI-generated suggestions and ensure they accurately represent your qualifications and experiences.

ETHICAL CONSIDERATIONS

Be mindful of the ethical implications of using AI. Ensure that the tools you use comply with data privacy regulations and that you understand how your data is being utilized.

By using Gen AI strategically and thoughtfully, you can leverage its power to enhance your resume, prepare for interviews, and build a strong network. Remember, Gen AI is a tool, and the most effective career development strategies involve using Gen AI in conjunction with your own skills, knowledge, and human touch.

Tip: Companies may include hidden prompts in their position description that a human would see and disregard, but a Gen AI model would follow. Be sure to read thoroughly if you prompt with a position description.

MORE INFORMATION ON GEN AI

Check out guidelines and resources offered by UCLA on Gen AI here: UCLA Digital & Technology Solutions.

GENERATIVE AI TOOLS

Below are generative AI tools that follow commercial safety and privacy practices to the campus community outlined by the UCLA Digital & Technology Solutions page on Available AI Tools.

Copilot

Overview: Microsoft's Copilot (formerly Bing Chat Enterprise) provides an AI-powered chat powered by GPT-4 and DALL-E. You can ask complex questions and get responses based on information from the web.

Access: Browse to Microsoft's Copilot page, and use your UCLA logon credentials to authenticate (or your school/department provided logon credentials for your Office 365 environment). For additional details and step-by-step guide to use your UCLA Logon credentials, visit the log into O365 knowledge article.

Gemini

Overview: Google's Gemini Chat (formerly Bard) is a generative artificial intelligence tool, powered by a large language with the same name (Gemini). You can ask complex questions and get responses based on information from the web.

Access: Browse to Google's Gemini page and use your UCLA logon credentials to authenticate. For additional details and step-by-step guide to use your UCLA Logon credentials to log into Google Workspace and Gemini, visit the Google Workspace for UCLA Eligibility and Activation page.

08 Resumes, Cover Letters & References

Resumes, cover letters, and references work together to present your qualifications and make a strong impression.

RESUMES

Your resume is a powerful marketing tool to land an interview. It is an important part of your branding and application process, and must be clear, concise, appealing, and informative. Employers typically scan a resume for no more than 10 seconds. Take advantage of that time by crafting a resume that demonstrates how you meet their needs.

CONCEPTULATIZE YOUR RESUME

Prior to building your resume, reflect on your experiences and skills. Conduct an inventory of your achievements and abilities.

- Work and volunteer experiences
- Projects and research
- Academic coursework
- Campus involvement

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 relevant experience and knowledge fit with the position and organization
- Technical and transferable skills
- Interpersonal skills and initiative

There are multiple strategies for demonstrating your fit for the position and organization. One method for building a resume focuses on reflecting on specific examples of where and how each experience and skill had an impact or accomplishment. This can 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?
- 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?
- Demonstrated leadership skills and teamwork?
- Been recognized for outstanding work?
- Coordinated an event or project?
- Trained others in a job role or a new skill?

Emphasize the Results

If possible, demonstrate measurable results to an employer. Quantifying and qualifying your accomplishments can provide prospective employers with a sense of how you managed and prioritized an assignment or project. Numbers speak volumes to people who make hiring decisions. Qualifying your results is also important so prospective employers can see the impact of your work. Here are a few examples of how you can turn your bullet points into powerful statements that demonstrate your accomplishments.

Original: "Organized all sorority philanthropic events."
Rewrite: "Organized all sorority philanthropic events which resulted in contributions of over $4000."

Original: "Provided customer service."
Rewrite: "Developed tact and diplomacy when dealing with customers in a fast-paced environment."

Original: "Responsible for filing."
Rewrite: "Implemented an improved system for maintaining customer data."

Building a Resume

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

RESUME FORMAT

Name & Contact

- At top of resume, centered or justified to left or right. Name should be larger by at least 4 points.
- If you have a preferred name, include it in parentheses between your first and last.
- May include contact information on one line, separating address, phone, and email with a bullet.

TECH TIP:
To insert a bullet in the middle of a line of text, in MS Word select Insert > Symbol > Choose.

Margins & Spacing

- 0.5" to 1" on all sides
- Balance text and white space. Providing space between sections of your resume makes it easier to scan quickly. The space should go before each section heading (not necessary after each section heading).
- Include a space between each item within each section so that it's clear where one ends and the next begins.
- Be consistent. Ensure spacing is the same throughout the document.

Font Format

- Size: 10-12 points
- Font: Any that is easily legible (i.e. Arial, Calibri, Cambria, Helvetica, Times). Use the same font throughout.
- Color: Black is preferred. Color may be difficult for some to see and/or not industry-appropriate.
- Typical items to bold include Name and Headings.
- You may bold whatever content is most relevant to the position:
  - EDUCATION: your university and or degree.
  - EXPERIENCE: your position title and/or company.

Tables & Text Boxes
Avoid these and other complex formatting, as they may make your resume difficult to scan for keywords.

Length

- 1 page is recommended for entry level positions.
- 2 pages may be acceptable for students with extensive relevant experience.
- If you exceed 1 page, ensure the most relevant information is on the first page. It is not advised to exceed 2 pages for entry level positions.

Paper
When printing your resume, use 8-1/2" x 11" resume paper in white or ivory.

TECH TIP:
Resume paper is sold at office supply stores and the UCLA Bookstore.

Bullets

- Experience descriptions should be in bullet list format.
- Use either solid round or square bullets or dashes. Avoid, arrows, check boxes, or diamonds.

TECH TIP:
To create a bullet list in MS Word go to Home > Paragraph > select the Bullet List icon.

Dates

- List all dates along the same margin (right preferred)) in reverse chronological order.
- You can abbreviate the months August-February but NOT March-July. For example, September 20xx, or Sept. 20xx. Be consistent.
- You may format dates as numbers (09/20xx), words (September 20xx), or abbreviate (Sept. 20xx). Be consistent.

Category Headings

- Left justified (preferred) or centered.
- ALL CAPS and bold (preferred).
- May include a bottom border line.

TECH TIP:
To add a line under your section headings, in MS Word go to Home > Paragraph > select the Bottom Border icon.

RESUME CONTENT *(Building a powerful resume continued)*

ESSENTIAL CATEGORIES

Contact Information

- Name (16-18 pts.), city, state, phone #, email, and LinkedIn profile or any links to portfolios and web pages that showcase your work.
- Make sure email address and your phone's voicemail greeting are "employer appropriate."

Education

- Name of school, degree earned or seeking, major and minor, expected graduation date (month and year), and GPA (if required or if above 3.5).
- Spell out the name of the degree, i.e., Bachelor of Science, Bachelor of Art, etc.
- List current degree first. You can include study abroad. High school should be omitted after sophomore year.

Experience

- Job title, company name, location (city, state), dates of experience, bullet points describing your actions, skills, and accomplishments.
- 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.
- For non-traditional students with an extensive work history, only include relevant experiences from the past 10-12 years.

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

Objective

- Objectives are no longer considered a necessary part of a resume and are not recommended.

Qualifications/ Professional Summary (Optional)

- A statement tailored to the position reflective of your relevant qualifications for the position
- If including, place at the top of the resume, before EDUCATION

Skills

- Categorize the relevant skills you possess. Categories may include: Languages, Computer, Laboratory.
- List only the skills you can perform with little or no supervision. With languages other than English, state your proficiency level (fluent, advanced, proficient, etc.).

Relevant Coursework/ Projects

- List course titles (not numbers) of relevant courses, in order of relevance. If a lab, include (Lab) after title.
- May be listed separately or as a subsection under Education.

Honors & Awards

- Students and recent grads can include academic honors, awards and scholarships.
- May be listed separately or as a subsection under "Education".
- Include name of award-granting organization, and the dates or quarters it was received.

Create Your Own Targeted Heading(s)

- 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)

Research

- List the research project, department/lab/organization name, dates, and description of the project, methods, and findings.
- Use same format as "Experience" section.

Publications

- Cite publications using the correct format for your discipline (MLA, APA, etc.). Bold your name.
- Identify if still in submitted status. May also indicate if peer-reviewed.

Leadership

- List office(s) held, organization, dates, and a brief description of accomplishments
- Use same format as "Experience" section.

Activities / Volunteer

- List membership in any clubs, sports, or community service experiences.
- May not include a description, depending upon the depth of your involvement.

Interests

- Personal interests and hobbies are generally not considered appropriate for a resume and are not recommended. Exceptions include if the interest or hobby is highly relevant to the role or represents a significant achievement.

Certifications/Licenses

- List if applicable to the position or field.

DO NOT INCLUDE

References

- Do not state "References available upon request," as this is assumed.
- Type your Reference list on a separate page.
- Only submit if asked.

Personal Information

- In the U.S. it is inappropriate to include marital status, citizenship, date of birth.

Pictures

- Do not include a photo of yourself.
- 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.

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? — What were your duties, responsibilities, and/or projects?

+

HOW DID YOU DO IT? — Specific tools, resources, or technology (transferable skills)

+

ELABORATE WITH DETAILS. — How often? What was the purpose? Who else was involved? How many? (Use numbers when possible.)

+

WHAT WERE THE RESULTS? — 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	Who: Cross-functional team Why: To increase sales	Increased average daily store revenue by 9% and average sales per customer by 12%

FINAL BULLET POINT:
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	How often: Weekly Purpose: Information Sharing	Met weekly with traders on Interest Rate Swap desk. Presented on the interest rate movement in major international markets

FINAL BULLET POINT:
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

FINAL BULLET POINT:

WHAT	HOW	ELABORATE	RESULTS

FINAL BULLET POINT:

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
Audience	Academics, researchers or teachers	Potential employers, graduate and professional programs, and networking contacts
Goal	To obtain an academic or research position, grant or fellowship	To obtain employment or market yourself
Structure & Format	Complete history of your academic credentials – research, teaching, awards, funding, service	Highlight of your recent and relevant skills and work experience When applying for jobs, resumes are targeted specifically to the job description
Focus	Your academic achievements and your scholarly potential	Relevant experience and demonstrated skills through accomplishments that demonstrate you are the ideal candidate
Unnecessary Info	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, accomplishments, and activities that are not relevant to the position
Length	Flexible	The length of your resume is to be determined by your work experiences, skill, and activities One page highly recommended for entry level positions

Basic Resume Template

Full Name
City, State · Phone Number · Email Address · LinkedIn URL

EDUCATION 1
University of California, Los Angeles
BA/BS, Major Field of Study — Expected Graduation date (month, year)
- Minor(s) (if any) **GPA**: (List if 3.0 or above)
- **Relevant Coursework:** (Optional. List course titles not numbers, of the 3-5 courses you have taken that are most relevant to the position.)
- Other optional sections: Honors/Awards or Activities relevant to your academic institution

Community College — Graduation Date
AA/AS, Field of Study

EXPERIENCE
**Note: 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 — Start Date-End Date
Position Title
- 3-5 bullet points in action statement format highlighting what you did + how you did it (skills used) + results
- DEMONSTRATE your skills through relevant duties, tasks, results and accomplishments. 2
- Start each bullet-point with an action verb. Refer to pages 26-27 for sample action verbs.
- Aim to include data on your resume wherever possible.
- Include transferable skills to showcase how you did each task.
- Tailor your bullet-points to the job you're applying for.

LEADERSHIP EXPERIENCE
Club/Organization Name, City, State — Start Date-End Date
Position Title
(Format the same as above)

COMMUNITY SERVICE EXPERIENCE
Club/Organization Name, City, State — Start Date-End Date
Position Title
(Format the same as above)

SKILLS 3
- Computer: (State your computer skills and proficiency level)
- Languages: Include Foreign Language Proficiency
- Other categories may include laboratory, social media, or other depending on relevance to position

HONORS/AWARDS
**Note: This can be listed under the Education section or in its own category here.*
- Name of Honor/Award — Date award was granted

CERTIFICATIONS
- List any relevant certifications in bullet-point format — Date certificate was earned

1. Study Abroad can be listed in the Education section.
2. Bullets should begin with action verbs (see pages 21-22).
3. These are optional skill categories that can be included if preferred.

Undergraduate Curriculum Vitae (CV) Template

Name

Los Angeles, CA | Name@ucla.edu | linkedin.com/Name
555-555-5555

Education

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

Research

Assistant, Johansen Lab, UCLA Biology Department 2023-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 2024-Present
Introduction to Biology, BIO 101 (3 courses) Fall 2024, Winter 2025

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 applies 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 through 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 brainstorms 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 brainstorms 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

Targeted Resume: Management

Font: Times New Roman

MASAKO BRUIN

Los Angeles, CA • (555) 555-5555 • mbruin@ucla.edu • linkedin.com/in/masakobruin **1**

EDUCATION

University of California, Los Angeles (UCLA) **Los Angeles, CA**
Bachelor of Arts in English **June 20xx**
- GPA: 3.62, Dean's List (20xx)
- Relevant Coursework: Accounting I&II, Statistics, Business Writing, Marketing, Economics

SKILLS

Proficient in Microsoft Word, Excel, and PowerPoint; Salesforce; Tableau

RELEVANT EXPERIENCE

ABC Corporation **Santa Monica, CA**
Assistant Manager **January 20xx - Present**
- Manage 15 customer accounts and provide targeted services based on customer need and preference **2**
- Utilize Salesforce to manage customer data, streamline sales processes, and oversee local operations, and marketing campaigns
- Schedule and supervise a staff of seven to ensure sales goals are achieved
- Increase sales volume by 25% within a 6-month period through enhanced knowledge of inventory and effective communication

DEF Group **Los Angeles, CA**
Sales Coordinator **August 20xx - June 20xx**
- Successfully streamlined closing process for new accounts
- Trained sales staff on the use of new software
- Facilitated onboarding process for new sales agents
- Drafted, compiled, and edited a 20 page marketing plan for regional sales department

XYZ Enterprises **Los Angeles, CA**
Executive Assistant **June 20xx - July 20xx**
- Provided administrative support to several C-Suite executives
- Scheduled both internal and external meetings
- Arranged travel and accommodations, managed multiple calendars, and composed correspondence
- Enhanced administrative skills and became proficient in the use of Word, Excel and Power Point software

PROFESSIONAL AFFILIATIONS

Secretary, UCLA Alumni Association **Sept 20xx - June 20xx**
Member, Project Management Institute (PMI) **Sept 20xx - June 20xx**

1. Using bullets can be a great way to separate your contact details.
2. Use PRESENT tense for current experiences and PAST tense for completed tasks or positions you've already ended.

Targeted Resume: Editor

Font: Calibri

MASAKO BRUIN

Los Angeles, CA | (555) 555-5555 | Mbruin@ucla.edu | linkedin.com/in/masakobruin

---

EDUCATION

Bachelor of Arts in English

UNIVERSITY OF CALIFORNIA, LOS ANGELES (UCLA) — Expected June 20xx

- GPA: 3.58 [1]
- **Independent Research Project:** Wrote a 40 page report on Latino influences on mainstream popular American culture. Researched current periodicals covering cultural, educational, economic and social issues.

WRITING EXPERIENCE

Contributing Writer

PACIFIC TIES, UCLA — May 20xx - Sept 20xx

- Authored 10+ engaging articles on Asian American issues for special interest newsletter and organization webpage, reaching 1000+ readers.
- Conducted research on mental health disparities within the Asian American Community, identifying cultural barriers and the significance of familial values.
- Interviewed 8 leading mental health professionals to gather expert insights on culturally-competent treatment options and prevention strategies.

Program Coordinator/Editor

ASIAN EDUCATION PROJECT, UCLA — August 20xx - June 20xx

- Compiled and edited a 20-page training manual for volunteers outlining presentation talking points of
  academic subjects, such as math, science and English.
- Expanded program to include 5 additional elementary schools through marketing efforts utilizing Facebook, LinkedIn and Instagram.
- Recruited and trained 10 volunteers to work with 50 elementary school children.

RELATED EXPERIENCE

Assistant Manager — November 20xx - Present

Sales Associate — June 20xx -October 20xx

SANDS FURNITURE, Santa Monica, CA

- Created ad copy and developed promotional materials to market furniture, increasing sales by 20%
- Composed a wide variety of business correspondence to maintain relationships with customers, suppliers, and business patrons.

SKILLS

- Computer: Microsoft Suite (Word, Excel, PowerPoint), Google Workspace (docs, sheets, drive).
- Marketing/Design: Adobe Photoshop, Web Design, Wix, Squarespace.
- Bilingual Spanish/English (oral and written translation); Japanese (Conversational).

1. Round GPA to two decimal points.

Business Resume Sample

Font: Calibri

WAI KONG (PETER) BRUIN [1]

Los Angeles, CA

(555) 555-5555 | pbruin@ucla.edu | linkedin.com/in/peterbruin

EDUCATION

University of California Los Angeles | Los Angeles, CA — June 20xx

Bachelor of Arts, Business Economics

Minor in Accounting, Specialization in Computing

- Cumulative GPA: 3.83 [2]
- National Champion – DECA Business Plan Competition (20xx)
- Relevant Coursework: Finance, Managerial Accounting, Computer Science, Statistics, International Trade

UCLA Travel Study | London, England — Summer 20xx

- Studied International Business Law & Taxation within the European Union

PROFESSIONAL EXPERIENCE

Platelet Asset Management, Ltd. | Central, Hong Kong

Wealth Management Intern — June 20xx - September 20xx

- 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 [3]

Beacon Economics | Los Angeles, CA

Intern — January 20xx - April 20xx

- 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

UCLA Daily Bruin | Los Angeles, CA

Account Executive — March 20xx - December 20xx

- 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

LEADERSHIP AND CAMPUS INVOLVEMENT

UCLA Bruin Consulting| Los Angeles, CA — June 20xx - June 20xx

Finance and Outreach Director

- Collaborated with a 9-person board to implement over 7 professional events for 450+ members quarterly [4]
- 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% [5]

UCLA Undergraduate Business Society | Los Angeles, CA — September 20xx - October 20xx

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

Strategy & Operations Healthcare Case Competition | UCLA

Team Leader — April 20xx

- Led a team of 4 to develop strategic and operational recommendations for new market entry
- Created strategic plan for partnership with a major pharmaceutical corporation to gain advanced sales

SKILLS [6]

- **Computer:** Experienced in Excel, Power Point, Word; Adobe InDesign, Photoshop; basic C++
- **Language:** Intermediate Fluency in Spanish; Conversational Farsi

1. If you have adopted an American first name, indicate this in parentheses. 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. Round GPA to two decimal points.
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

Font: Calibri

JESSICA BRUIN

Los Angeles, CA · (555) 555-5555 · jbruin@ucla.edu · linkedin.com/in/jessicabruin

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 [1]

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

PRICEWATERHOUSECOOPERS 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.

Teaching Resume Sample

Font: Arial

JAMES BRUIN

Los Angeles, CA | 555-555-5555 | jbruin@g.ucla.edu | linkedin.com/in/jamesbruin

EDUCATION

University of California, Los Angeles — Expected June 20xx
Bachelor of Arts, Sociology, GPA 3.3

- Awarded the Chancellor's Service Award, March 20xx
- **Relevant Coursework:** Child Development, Social Psychology of Higher Education, Understanding Gifted Students

CERTIFICATIONS

- CBEST — Earned May 20xx
- CSET — Expires October 20xx

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
- Teach learning strategies, such as check-in & clarify and concept mapping, for student to implement in classroom
- Engage student in learning process by reviewing homework and creating flashcards to assess understanding
- Consult with teachers and parents regarding student progress, resulting in 20% improvement in attendance and grades within two months

Undergraduate Section Leader, Sociology Department, UCLA — Sept. 20xx – Dec. 20xx

- Led a section of 15 students through discussion of course material and review for midterm to enhance learning
- Utilized Cognitive Learning Theory to create a safe space for interactive discussions and activities allowing students to better understand the course material
- Facilitated an activity for students to reflect and explore interests in order to solidify a 20-page research paper topic
- Collaborated with a group of 4 section leaders to develop a training manual for future section leaders

Workshop Leader, "Academics in the Commons," UCLA — Sep. 20xx – June 20xx

- Provided educational workshops to undergraduate students to enhance their college experience through building community and campus knowledge
- Presented 4 workshops per quarter on topics including "Preparing for Law School," "Transfer Adjustment," and "Study Skills" with average attendance of 50 students per workshop
- Utilized technology, such as PowerPoint, Padlet, and CANVA, to engage students through visual and interactive learning

Swim Instructor / Lifeguard, YMCA, Los Angeles, CA — June-Aug. 20xx, 20xx

- Taught 30-minute swim lessons to students, ages 2 years to adults, through 1:1 coaching
- 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

- Assist 90 first-year students with the high school to college transition by community building
- Facilitate roommate contracts and effectively resolve conflicts between residents by mediating misunderstandings and helping students strengthen communication skills
- Create 7 programs per quarter on academics, personal growth, citizenship and community development
- Enforced on-campus housing policy and safety regulations by conducting room checks on a regular basis

SKILLS

- Language: French (conversational), Spanish (expert)
- Computer: MS Office, Google Suite, Canva Graphic Design, Canvas, Blackboard, Moodle, Sage, Matlab

Transfer Student Resume

Font: Arial

ANDY BRUIN

Los Angeles, CA | (555) 555-5555 | abruin@ucla.edu

EDUCATION

University of California, Los Angeles (UCLA) **Expected December 20xx**
Bachelor of Arts, Economics and Computing Specialization GPA 3.7 1
- Relevant Courses: Compiler Construction, Artificial Intelligence, Algorithms & Complexity

Fresno City College (FCC) **June 20xx**
Associate of Science, Mathematics GPA 3.9
- Relevant Courses: Systems Programming, Computer Architecture, Operating Systems, Modeling, Network Fundamentals, Programming Languages

TECHNICAL SKILLS

- **Programming Languages: HTML, XML, ASP, Visual Basic, PHP, Java, JavaScript**
- **Operating Systems & Environments: Windows 7, Windows XP**
- **Application Software: Microsoft Office (Word, Excel, Power Point, Access, Outlook, Publisher)**
- **Adobe Photoshop, Final Cut Pro**

PROJECTS

Computer Science Students Association (CSSA), FCC **September 20xx- Present**

- **Artificial Intelligence:** Collaborated with a team of 5 students to design a computerized chess game for a high school outreach program using ChatGPT 4.0's problem-solving feature
- **Web Design:** Designed CSSA's homepage using HTML, XML, Java and UIUX design concepts to engage 300+ users and promote organization visibility and outreach

LEADERSHIP & COMMUNITY INVOLVEMENT

Habitat for Humanity **July-September 20xx, 20xx**
Volunteer
- Coordinated local chapter's fundraising events and strategically organized volunteer duties, registration and set-up and clean-up
- Devised 15+ marketing flyers utilizing Microsoft Publisher to promote organization events on Instagram and LinkedIn to 2,500+ followers
- Published a 10 minute video on website and social profiles of annual chapter's projects and accomplishments with Final Cut Pro (abchh.com)
- Led a team of seven college students and community members to construct 15 homes within an eight-week time period

Summer Advanced Growth Camp
Recreation Assistant **June-August 20xx, 20xx**
- Scheduled and facilitated accessible arts and sports activities to engage 50+ children ages 6-13 on daily basis
- Partnered with eight camp counselors and administrative staff on managing peer-to-peer conflicts aimed to establish an inclusive and safe environment while providing developmental growth to campers

ON-CAMPUS ACTIVITIES AND HONORS

Computer Science Students Association, UCLA **September 20xx-Present**
Webmasters Student Group, UCLA (webmastersucla.com) **January 20xx-Present** 2
UC Regents Scholars, UCLA **March 20xx**

1. 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.
2. For those who have creative/technical skills, provide a link to your work .

Student Athlete Resume Sample

Font: Calibri

Josie Bruin

Los Angeles, CA | (555) 555-555 | josieb@ucla.edu

EDUCATION

University of California, Los Angeles (UCLA) Los Angeles, CA
Bachelor of Arts, History **Expected June 20xx**
- GPA: 3.86
- Relevant coursework: Economic History of Europe, US Urban History, History of Science and Technology

INTERCOLLEGIATE ATHLETICS EXPERIENCE

UCLA Women's Soccer Los Angeles, CA
Team Captain **June 20xx - Present**
- Lead team discussion on how to inclusively plan strategic game plays which results in strengthening team rapport
- Meet with coaches weekly to coordinate practice drills and exercises that will enhance players' endurance and mobility

Team Member **August 20xx – May 20xx**
Competed at Division I level in the Southern California Intercollegiate Athletic Conference
- Practiced 20-25 hours weekly and traveled while maintaining full course load and other campus commitments
- Collaborated directly with coaches and captain on strategy and team-building to increase team participation
- Served as a mentor to potential recruits and current freshmen and sophomore class

UCLA Soccer Camps Los Angeles, CA
Soccer Instructor **Summers 20xx - 20xx**
- Taught soccer foundational skills to 25+ children ages 5-14 in a fun, non-competitive environment daily
- Developed weekly lesson plans and goals designed and customized to fit various skill levels and learning styles
- Tracked progress notes and communicated with parents, guardians, and other coaches regarding the athletes' progress
- Promoted additional UCLA-sponsored athletic clinics resulting in a 20% revenue increase for the athletic department

ENDORSEMENTS & AWARDS

Nike, Inc. **July20xx - Present**
- Negotiated and secured a sponsorship agreement with Nike, resulting in a strategic partnership that enhanced brand visibility and credibility, driving a 32% increase in market reach within 10 months.
- Orchestrated a digital marketing campaign using social media platforms to amplify brand presence and engagement, resulting in 50,000 new followers on social media platforms and consumer interaction

Academic All-American Award, College Sports Information Directors of America **Awarded 20xx**

LEADERSHIP EXPERIENCE

Bruin Athletic Council, UCLA Los Angeles, CA
Council Member **September 20xx - Present**
- Collaborate with members on coordinating events and creating a strong communication line between student-athletes and UCLA athletic administrators to enhance the on-campus student-athletic experience
- Review and debate NCAA policies and procedures with the board members of the UCLA Bruin Athletic Council

Student Athlete Mentoring Program, UCLA
Recruiting Coordinator **March 20xx - Present**
- Provide holistic wellness support in 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 100+ undergraduate peers in the student-athlete community
- Recruited over 30+ new members by sharing events and wellness resources that help support mental health

WORK EXPERIENCE

Chili's Bar & Grill Los Angeles, CA
Server **June 20xx – October 20xx**
- Created a friendly environment to deliver excellent customer service daily to 75+ customers in a fast-paced restaurant
- Guided guests through and promoted new/seasonal menu items, demonstrating knowledge of the food and ingredients

COMMUNITY INVOLVEMENT

UCLA Parenting and Children's Friendship Program Los Angeles, CA
Volunteer Coordinator **April 20xx – February 20xx**
- Educated groups of 10+ parents on the topics of increasing children's cooperation to reduce conflict using strategies such as how to promote peaceful interactions amongst family members and how to create calmer daily routines
- Designed and led training for 10+ groups of parents teaching to create and promote family harmony for children ages 2 to 12 by setting firm, but fair limits on unsafe or oppositional behavior

SKILLS

- Language: Spanish, fluent
- Computer: Google and Microsoft Office Suite, Adobe Photoshop and Illustrator

Technical Resume Sample

Font: Times New Roman

JESSIE BRUIN

Los Angeles, CA | (555) 555-5555 | jessie.bruin12@g.ucla.edu | linkedin.com/in/jessiebruin 1

EDUCATION

University of California, Los Angeles *June 20xx*
B.S. Mechanical Engineering, Technical Breadth in Civil and Environmental Engineering
Certificate in Russian Language and Culture for Engineers
- **GPA** 3.5
- **Honors:** Dean's List (Winter/Spring 20xx)
- **Relevant Coursework:** 2

Intro to Manufacturing Processes
Advanced Strength of Materials (In Progress)
Introduction to Mechanisms and Mechanical Systems
Intro to Transportation Engineering
Intro to CAD and Drafting
Computer Programming with MATLAB

TECHNICAL SKILLS

Computer: Proficient in Microsoft Office, SolidWorks, MATLAB, Photoshop, RaspberryPi 3
Machines: Mill, Lathe, Waterjet, Drill press, Band saw, Tapping machine, etc.

ENGINEERING RESEARCH

Smart Grid Energy Research Center, UCLA *January 20xx- Present*
Undergraduate Researcher 4
- Design 6 icons and a logo for a smart iOS EV charging app using Photoshop
- Pitch 3 innovative ideas to make the app more user-friendly resulting in 50% more engagement 5
- Wrote an app description for beta testing and helped pass the beta review within a 48 hour window
- Generate appropriately sized icons for another EV charging app and helped publish it in national journal

ENGINEERING PROJECTS

Bruin Racing Formula SAE *September 20xx- Present*
Controls Sub Team Member
- Machine various parts of race car using different machining operations, like waterjet, mill, lathe, etc.
- Design minor parts of the brake system using a 3D CAD software-SolidWorks
- Collaborate with an interdisciplinary team to discuss strategies to increase workflow efficiency in regards to design, sponsorship, and membership engagement
- Researched cost effective components and inventoried every part of the design, saving club up to $300

Department of Mechanical Engineering, UCLA *January 20xx- Present*
Senior Design Project-Systems Engineer 6
- Act as a systems engineer within a team of 5 to design an autonomous air-propelled robot utilizing CADD
- Utilize 3-D modeling for the ball delivery system and conducted testing to ensure accuracy and quality
- Assist the manufacturing and assembly of robot by coding with C++/Java for final testing

ACTIVITIES

UCLA Club Water Polo, *Vice President* *September 20xx - June 20xx*
Bruin Racing Club, *Member* *April 20xx- Present*

ADDITIONAL SKILLS

Languages: Fluent in Spanish

1. Include your LinkedIn or website for your projects
2. Only list upper division and/or relevant courses; no more than 6
3. List your level of proficiency
4. Show how you use your technical skills in your bullets
5. Quantify- show results
6. Class projects can be included

Pre-Health Resume Sample

Font: Times New Roman

Joseph Bruin

Los Angeles, CA • 555-555-5555 • jbruin@ucla.edu

EDUCATION

University of California, Los Angeles **Los Angeles, CA**
BS Physiological Science **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 **Los Angeles, CA**
Care Extender, Ronald Reagan Medical Center **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 **Los Angeles, CA**
Intern **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 **Los Angeles, CA**
Research Assistant **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 **Los Angeles, CA**
Child Care Provider **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 **Los Angeles, CA**
Community Representative for Hedrick Summit **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 **Los Angeles, CA**
Volunteer **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

Font: Arial

Lindsay Bruin

Los Angeles, CA • 555-555-5555 • LindsayBruin@ucla.edu • linkedin.com/in/LindsayBruin

EDUCATION

University of California, Los Angeles — Los Angeles, CA
Bachelor of Science, Molecular, Cellular, Developmental Biology — Expected June 20xx
GPA: 3.6
Coursework includes: Biochemistry, Organic/Inorganic Chemistry

LAB SKILLS

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

RELEVANT EXPERIENCE

AMGEN — Thousand Oaks, CA
Supply Quality Management, Corporate Quality — June 20xx - Present
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

University of California, Los Angeles — Los Angeles, CA
Department of Molecular, Cellular & Developmental Biology — May 20xx - June 20xx
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

University of California, Los Angeles — Los Angeles, CA
Chemistry Department — August 20xx - May 20xx
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

ACTIVITIES

UCLA Rock Wall — Los Angeles, CA
Climbing Instructor — September 20xx - Present
- Supervise climbers' safety in gym and teach belaying technique courses for new climbers
- Collaborate with other instructors to provide assistance to climbers and maintain their safety at all times
- Teach climbers how to use equipment safely and responsibility

First Year Student Resume

Font: Calibri

Fletcher Bruin

Los Angeles, CA | 555-555-5555 | fbruin@ucla.edu | linkedin.com/in/fletcherbruin

EDUCATION

University of California, Los Angeles, Los Angeles, CA
Bachelor of Science, Undeclared Life Science — Expected June 20xx 1

Thomas Jefferson High School , Oakland, CA — June 20xx

LEADERSHIP EXPERIENCE

Sproul Residential Hall, Los Angeles, CA
Assistant Social Chair — September 20xx-Present
- Develop and implement innovative team-building activities for residential community of 50 students, fostering sense of belonging and collaboration within the residential halls.
- Spearhead the implementation of a Discord server, increasing community engagement by 25% through consistent communication and virtual interactions, such as polls and building-related discussion topics.
- Collaborate with a 4-member leadership team to brainstorm creative ideas and plan weekly social events to facilitate community building that connected over 200 students from multiple residential halls.

Thomas Jefferson High School Warrior Press, Oakland, CA
Assignment Editor — September 20xx-June 20xx
- Managed 6 staff members efficiently assign news coverage, ensuring timely and accurate reporting of 10+ articles a semester while fostering a collaborative and productive work environment.
- Researched over 50 potential news stories and led weekly editorial meetings, resulting in the development of 3+ impactful articles for each edition.
- Communicated with advisor, section editors, writers and photographer to identify and prioritize stories for publication and the optimal presentation to engage readers..

CUSTOMER SERVICE EXPERIENCE

Steve Fisher's Steak and Eggs, Berkeley, CA
Host — August 20xx
- Delivered quality customer service in a fast-paced environment by efficiently managing a 15-party waitlist, handling reservations and handling issues to maintain a 90% customer satisfaction rating.
- Supported front-of-house operations by assisting in serving food and beverages to over 100 customers daily, ensuring timely delivery and exceptional guest satisfaction.
- Processed cash and credit card payments using the Square POS system, while resolving customer complaints through problem-solving and offering solutions based on company training.

AFFILIATIONS

UCLA Undergraduate Business Society — September 20xx-Present

SKILLS 2

MS Office Suite (Word, Excel, PowerPoint, and Outlook); Google Workspace; Adobe Photoshop and Acrobat; Dreamweaver; Canva

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, PowerPoint, Access, and Outlook. If you are not familiar with all the programs in the suite, list those that you are familiar with.

Creative Resume

Font: Helvetica

Janelle Bruin

Los Angeles, CA I 555-555-5555 I jbruin@g.ucla.edu I personal website

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

MARKETING/COMMUNICATION 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

Font: Calibri

Sandra E. Bruin

Los Angeles, CA | (555) 555-5555 | linkedin.com/in/SandraBruin

EDUCATION

University of California, Los Angeles — Los Angeles
Bachelor of Arts in Political Science — Expected June 20xx

- GPA: 3.59

Relevant Courses: Business Law, Labor Policy, International, Comparative and American Politics, Community Development, Grassroots Organizing, Macro Economics
University of Chiang Mai, Thailand Education Abroad Program — Summer 20xx

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

SKILLS

- **Legal Research Platforms:** Westlaw, LexisNexis
- **Computer Softwares:** Microsoft Word, Excel, Power Point
- **Languages:** Basic Spanish, Conversational Thai, and Intermediate French

CERTIFICATIONS or ACHIEVEMENTS

Latham & Watkins, White Collar Defense & Investigations
Virtual Experience Program Participant-Forage OR Parker Dewey — July 20xx

- Composed efficient search terms for investigation document review and identified keywords to navigate research for uncovering potential fraudulent activity.
- Drafted discovery questions for a witness interview to seek more information about the incident.
- Honed effective and strategic communication in legal correspondence to gain response and engagement.
- Applied U.S. Sentencing Guidelines for penalty calculation by grouping and analyzing multiple charges effectively with consideration to the defendant's history and case background.
- Responded to client with case analysis and calculated penalties to enhance informed decision of client.

RELEVANT EXPERIENCE

JusticeCorps (Americorps Program) — Los Angeles, CA
JusticeCorps Member — Oct.20xx - Present

- Facilitated 20+ litigants to file legal documentation regarding the dissolution of marriage, parentage/custody cases, unlawful detainer, and requests for order to navigate the complex legal system.
- Utilize Adobe editor/reader to review, edit, and revise legal documents containing 30+ pages.
- Liaisoned with attorney to address case questions and clarify court proceedings to educate and inform each client for 3+ hours to facilitate their self-advocacy in court.
- Coordinated with 3+ attorneys to review and process cases to be evaluated toward a resolution by judges.
- Applied feedback from 3+ attorneys and 7+ fellows during group dynamic case reviews to enhance professional development skills in public speaking, building positive client relationships, time management, and team building.

UCLA Bruin Leaders Project — Los Angeles, CA
Intern — Oct.20xx - Present

- Partnered with 8 team members to build leadership skills, manage group dynamics, and gain knowledge in branding strategies, social networking, and community outreach.
- Enhance knowledge in 5+ legal career options and networked with mentors to navigate professional development.

Reebok International Ltd. — Los Angeles, CA
Legal Intern — Sep. 20xx - Present

- Conduct extensive web-based and conventional legal research using Westlaw and LesisNexis to access legal resources such as case law statutes, periodicals, and case summaries for retail, employment, sales, and contracts.
- Develop strong legal writing skills by drafting and proofreading legal memos under supervision of attorneys
- Prepare presentations for supervisor on legal aspects of internet privacy and intellectual property

EY-Parthenon x 180 Degrees - Consulting Case Competition — Los Angeles, CA
Team Contestant — April 20xx - April 20xx

- Partnered with 4 team members to conduct research and brainstorm ideal companies to merge with in order to acquire an advantage against competitors in the sustainable sports and fashion industries.
- Researched market growth and trends, risks, mitigations, benefits of merging, and composed a competitive analysis of 5 competitors in the sustainable fashion industry.

LEADERSHIP EXPERIENCE

UCLA Pre-Law Society — Los Angeles, CA
President and Treasurer — Sep. 20xx-Present

- Plan and supervise events, including attorney presentations, LSAT prep forums, and discussions with law students.
- Collaborate with law school counselors to schedule information panels.
- Connect members to alumni for mentorship and support in selecting law schools and finding employment.

North Campus Curriculum Vitae (CV)

Font: Times New Roman

JENNIFER BRUIN

Los Angeles, CA | (555) 555-5555 | jay.bruin@g.ucla.edu

EDUCATION

University of California, Los Angeles (UCLA), Los Angeles, CA Expected June 20xx
Bachelor of Arts in Anthropology (GPA: 3.7)

- **Honors Thesis***:* Catchy Title: Descriptive Academic Title with Keywords
- **Advisor***:* Stephen Bruin, PhD
- **Relevant Coursework***:* Archaeological Fieldwork, Archaeology of Colonialism, Bioarchaeology, Ethics in Anthropology, Indigenous Archaeology, Theory in Contemporary Archaeological Practice

RESEARCH EXPERIENCE

Research Assistant, Bruin Archaeological Project June 20xx – Aug. 20xx

- Expedited excavation and preliminary analysis of human skeletal remains, faunal remains, and sherds
- Facilitated storage and transportation of 15K+ excavated artifacts for Bruin Museum

Senior Research Assistant, Bruin Archaeology Lab Sep. 20xx – Aug. 20xx

- Assisted in conservation, organization, and preliminary analysis of recently imported artifacts
- Developed protocols and workflows to manage work done by hybrid team of 10+ research assistants

Research Assistant, Bruin Archaeology Lab June 20xx – Aug. 20xx

- Assisted in conservation, organization, and preliminary analysis of recently imported artifacts

HONORS & AWARDS

Highest Achievement in Archaeology, *Bruin University Dept. of Anthropology* May 20xx
First Place Archaeology Student Paper Prize, *Bruin Institute of Archaeology* May 20xx
Summer Support Grant, *Bruin Institute of Archaeology* May 20xx
Anthropology Research Apprenticeship, *Bruin University Dept. of Anthropology* January 20xx
Fancy Undergraduate Fellowship, *Bruin University Dean of the College* ($25,000) March 20xx

TEACHING EXPERIENCE

Senior Teaching Assistant, ANTH 1720: Human Skeleton, Bruin University Jan. 20xx – Present

- Led group laboratory and tutoring sessions for groups of 20+ undergraduate and graduate students

Teaching Assistant, ANTH 1720: Human Skeleton, Bruin University Jan. 20xx – May 20xx

- Led group laboratory and tutoring sessions for 10+ undergraduate students

Student Teacher, Think Like an Archaeologist, Bruin Museum Sep. 20xx – Dec. 20xx

- Taught basic archaeological concepts and writing skills to upper elementary and middle school students

PUBLICATIONS AND PRESENTATIONS

Bruin, J., 20xx. Fancy Title: Academic Description. *Small Journal of Culture and Society, 20(1), 5-10.*

"Preliminary Results of Preliminary Analysis at the Bruin Archaeological Project Site." Poster presented at the Fancy Academic Association Conference. Providence, RI, January 20xx.

"An Analysis of Teaching Practices in Human Skeletal Anatomy." Poster presented at the Bruin University Undergraduate Research Symposium. Los Angeles, CA, October 20xx.

MEMBERSHIPS

Smaller Specialized Academic Association June 20xx - Present
Fancy Academic Association June 20xx - Present

LANGUAGES

Intermediate Spanish and Advanced Filipino

SKILLS

Data Analysis: Excel, R
Data Visualization: Tableau
Archaeological: Excavation, Human Skeletal Analysis

STEM Curriculum Vitae (CV)

Font: Times New Roman

Jay Bruin

Los Angeles, CA | (555) 555-5555 | jay.bruin@g.ucla.edu

EDUCATION

University of California, Los Angeles (UCLA), Los Angeles, CA Expected June 2025
Bachelor of Science in Biochemistry (GPA: 3.7)

- **Relevant Coursework**: Biology, Physics, Intensive General Chemistry, Chemistry Laboratory, Introduction to Computer Science (Java), Probability and Statistics

RESEARCH EXPERIENCE

Research Fellow, Bruin University Biological Sciences Department May 2024 – Nov.2024
Advisors: Fancy Scientist, Noted Scientist, Other Scientist

- Designed and engineered probiotics to invade BRUIN cells and release shRNAs to knockdown oncogenes.
- Developed project goals and methods, built and tested the genetic circuits with cell culture work
- Led introductory workshops and tours for high school students.

Research Assistant, Bruin University Biological Sciences Department Sep. 2022 – Aug. 2023

- Assisted in experiments and logistics to support project focused on XYZ clinical outcomes.
- Developed protocols and workflows to manage work done by hybrid team of 10+ research assistants.

HONORS & AWARDS

Highest Achievement in Biochemistry, *Bruin University Biological Sciences Department* May 2025
First Place Biochem Student Paper Prize, *Bruin Institute of Biochemistry* May 2025
Summer Support Grant, *Bruin Institute of Biochemistry* May 2024
Research Apprenticeship, *Bruin University Biological Sciences Department* ($750) Jan. 2024
Fancy Undergraduate Fellowship, *Bruin University Dean of the College* ($25,000) March 2023

PRESENTATIONS

"shRNA Induced Oncogene Silencing as a Therapeutic Method for Cancer-specific Gene Therapy"
Poster at the Bruin University Biological Sciences Research Symposium, Los Angeles, CA, April 2025

"shRNA Induced Oncogene Silencing as a Therapeutic Method for Cancer-specific Gene Therapy"
Lecture presented at The Symposium Symposium, Boston, MA, November 2023

"An Analysis of Teaching Practices in Biochemistry." Poster presented at the Bruin University Undergraduate Research Symposium. Los Angeles, CA, October 2023.

TEACHING EXPERIENCE

Intro to Biology, Senior Teaching Assistant, Bruin University Jan. 2024 – Present
Intro to Biology, Teaching Assistant, Bruin University Jan. 2023 – May 2023

page 1 of 2

MEMBERSHIPS

Smaller Specialized Academic Association May 2023 - Present
Fancy Academic Association June 2022 - Present
Pacific Physician Scientist Association May 2020 - Present

TECHNICAL SKILLS

Computational: AutoDock Vina, AutoDock Tools, PyRx, PyMol, JMol, WinCoot (COOT for Windows), BLAST, JPred, PSIPRED, SWISS-MODEL, Arduino, MobaXterm, Sublime Text 3 (with Java), Cyberduck, Microsoft Office Suite, R, Benchling

Wet Lab: Genetic engineering and cloning, expression of target protein in E. coli using auto-inducing media with shaking, purification of target protein using metal affinity and size exclusion chromatography, SDS-PAGE (sodium dodecyl sulfate polyacrylamide gel electrophoresis)

LANGUAGES

Fluent Spanish and Basic Japanese

page 2 of 2

Cover Letters & References

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

- Provide a brief overview of your 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

- Do not exceed one page.
- Follow standard business letter format.
- Write clearly and concisely, and check your letter for spelling and grammar.
- Use the same font and heading that you used for your resume.

FOCUS ON WHAT YOU HAVE TO OFFER

- Address the employer's "wish list."
- Start by reviewing the job description to understand what the employer is looking for in a candidate and to assess their needs.
- "Show not tell"— use specific examples from past experiences and accomplishments to describe how your skills and expertise can benefit the employer.
- Communicate in "your voice."

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. LinkedIn or the company website is a good source to find this information.
- Make sure you have the correct spelling of their name and job title.
- It is recommended to address the letter using the person's full name, i.e. "Dear Jesse Smith," however if you prefer to address the letter using the person's last name (with Mr. or Ms.), make sure you have confirmed the person's gender pronouns before doing so.
- If you are unable to confirm their gender pronouns, address the letter with both the first and last name. 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 [company name] Hiring Manager" or "Dear [organization/department name] 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 here.

- 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 and convey your voice."
- 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 12twenty).

Your Name — 1
City, State
Phone number, Email

Date

Name of Contact
Title
Name of Organization
Address
City, State Zip Code

Dear _____, — 2

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. — 3

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

Sincerely,

Sign Your Name Here — 4

Your name typed

Enclosure: Resume — 5

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 "[Company Name] 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. Only include an enclosure if you are submitting a physical copy of your application materials. This is not needed for an online submission. Possible additional documents that may be requested include an unofficial transcript, writing sample, or salary history.

Cover Letter Template – Finance Internship

Samuel Bruin
sbruin@g.ucla.edu | Westwood, CA | (555) 555-5555 | linkedin.com/in/samuelbruin

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January 10, 20XX

Karen Robinson
David Wells, Inc.
P.O. Box 0000
Border Town, Texas 72000

RE: Summer 20_ Internship

Dear Karen Robinson,

I am very interested in applying for an internship with David Wells, Inc. Having interned several summers for financial organizations and worked as a representative at First Financial, Inc., I have obtained hands-on experience in finance and consulting, which has confirmed my commitment to working within the industry.

Through my exposure to the daily business operations at First Financial, I learned:

- How to read financial reports, manage client relationships, and conduct market research, in addition to developing a deep understanding of financial products and the current regulatory environment.
- That financial services are paramount in providing individuals with the investment strategies and information they need to achieve their financial goals.
- That meeting customer needs in professional manner through personal contact is primary to success in the financial industry, and support your efforts to keep contacts face-to-face as opposed to utilizing impersonal internet services.

I have long admired the values and mission embodied by David Wells, Inc. Your commitment to putting customers at the center of your work aligns with my desire to have a positive impact on people's futures. A drive to succeed combined with my knowledge and previous experiences makes me a strong candidate for an internship at David Wells, Inc. I welcome an interview at your convenience to further discuss my qualifications and prospects for serving your company.

Thank you for your time and consideration.

Sincerely,

Samuel Bruin

Cover Letter Template – Marketing

Josie Bruin
Los Angeles, CA | Josiebruin@gmail.com | (555)-555-5555 | linkedin.com/in/josiebruin

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July 20, 20XX

Bob Smith
Talent Acquisition Partner
Snapchat
1234 La Jolla Blvd.
La Jolla, California, 90000

Dear Bob Smith and Hiring Committee,

As a motivated, innovative, and detail-oriented professional with experience contributing to strategic messaging, I am excited to apply to Snapchat. I am a fourth-year Communications student, minoring in Digital Humanities at UCLA. The Marketing and Digital Communications Specialist position, which I learned about through LinkedIn, aligns well with my transferable skills and experiences. With a versatile background in marketing and a desire for creative storytelling, I am eager to contribute to your team.

As a marketing manager at UCLA, I lead a team of 10 marketing interns in executing content creation and analyzing trends through our social media channels. For example, I managed our social media platforms and promoted content relating to current industry trends. This experience has equipped me with a strategic mindset and the ability to implement effective marketing strategies that engages our campus, students, and family audiences. In addition, my experience as an editor for the Daily Bruin, has allowed me to refine my writing skills and strive to improve the quality of our multimedia work with diverse collaborations. This experience strengthened my ability to coordinate with members in the community to efficiently deliver work on time.

I am particularly drawn to Snapchat Inc.'s commitment to creativity and innovation in digital marketing. I look forward to the opportunity to develop promotional advertisements and enhance brand recognition. With a strong foundation in digital marketing and cross-functional programs, I am eager to contribute to Snapchat's vision and collaborate with the Sales team to achieve exceptional results.

Thank you for considering my application.

Sincerely,
Sign Your Name Here
Your name typed

Cover Letter Template – Computer Science

Simone Bruin
Los Angeles, CA | (555) 555-5555 | simone.bruin@g.ucla.edu | linkedin.com/in/simonebruin

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October 5, 20XX

Derek Freeman
Senior Manager, Software Engineering
ZipRecruiter
604 Arizona Ave.
Santa Monica, CA 90401

Dear Derek Freeman,

I am writing to express my interest in the Software Engineering internship at ZipRecruiter, as discussed with Shania Jones at the recent career fair at the UCLA campus. Our conversation about the innovative solutions that ZipRecruiter is developing to connect job seekers with employers solidified my enthusiasm for joining your team. As a third-year Computer Science major, I am excited about the opportunity to contribute my programing skills and experience to the impactful work being done at ZipRecruiter.

Throughout my coursework, I have developed a strong foundation in computer science principles, including algorithms, data structures, and software engineering. I have honed my programming skills in languages such as Python, Java, and C++, and I am proficient in various development environments. My academic projects have allowed me to work collaboratively and I have been able to apply my problem-solving abilities to real-world challenges, such as developing a mobile application for campus navigation and creating a machine learning model to predict student performance.

In addition to my technical skills, I have gained valuable experience through internships and extracurricular activities. Last summer, I interned at ABC Technologies, where I contributed to the development of a web-based application that improved user engagement by 20%. This experience taught me the importance of writing clean, maintainable code and adhering to best practices in software development. I also participated in the UCLA Hackathon, where my team won first place for creating an innovative solution to streamline on-campus services using augmented reality.

Meeting with Ms. Jones at the career fair provided me with valuable insights into ZipRecruiter's culture and mission. I am particularly drawn to your company's commitment to leveraging technology to make the job search process more efficient and effective for both job seekers and employers. The opportunity to work alongside a talented and dedicated team at ZipRecruiter is incredibly exciting to me.

I am eager to contribute my strong technical background and enthusiasm for innovation to the opportunity. Thank you for considering my application. I look forward to discussing how my background, skills, and aspirations align with the goals of your team.

Sincerely,

[Signature Here]

Simone Bruin

Reference List Example

- Business address is optional to include unless the employer states otherwise.
- References should not be listed on a resume. They should be on a separate document.
- Only provide references if requested.
- Most employers will ask for 3-5 references (preferably from previous supervisors or work colleagues).

Roger Bruin 1
Los Angeles, CA • 555.555.5555 • rbruin@ucla.edu • linkedin.com/in/rogerbruin 2

REFERENCE LIST

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

Brenda Smith
Owner, Market Café
1111 Montana Ave.
Santa Monica, CA 90403
(555) 555-5555
bsmith@market.com
Relationship: Employer

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

1. Use the same heading as your resume to create a "letterhead" for your documents
2. Note: Street addresses are no longer necessary for job applications. Only include: Name of Reference, Job Title, Email, Phone Number, and Relationship to Candidate

09 Successful Interviewing

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

Feeling nervous about interviews is natural, but being prepared to effectively present your skills and competencies will help ease the anxiety and increase your confidence. The pointers in this chapter will help you plan, prepare, and practice for a great interview.

INTERVIEW FORMATS

There are several types of interviews. Below is a summary of common formats to be aware of.

Screening Interviews: There are normally three types of screening interviews:

- Phone
- Pre-Recorded Videos
- Live Video

Screening interviews are the first step in the interview process. Typically, the HR representative of the company will conduct this round and the questions will be more general to gauge your interest and overall fit.

Pre-recorded Video Interviews: The employer will give you instructions on how to join the interview. You will be instructed to answer pre-recorded interview questions in a timed format. Similar to a phone interview, this is a pre-screening process. Though it may feel unnatural to record yourself, treat this process as a Live Video Interview.

Live Video Interviews: These are typically conducted virtually using various platforms such as Zoom, Google Meets, etc. Similar to an in-person interview, this format will be a live conversation between you and the interviewers.

One-on-One Interviews: These can be done either virtually or in-person where there is one interviewer and one interviewee. This type of interview can be seen at any point throughout the hiring process. The questions can range from broad to in-depth that gauge your qualifications, competencies, characteristics, and company fit.

Panel Interviews: This type of interview usually consists of two or more interviewers conducting the interview simultaneously. These can also be done in-person or virtually. Be sure to make eye contact with each panelist as you answer each question..

Group Interviews: You are interviewed with a group of other candidates. There may be one or more interviewers and multiple interviewees simultaneously. This type of interview is often used to evaluate your teamwork skills and how you operate in a group setting. Be aware of the group dynamics. It's crucial to find a balance between standing out among the group while also giving others space to shine.

Case Interviews: This type of interview is used to evaluate your critical thinking skills. You are given a complex problem and are asked to formulate a solution under tight time constraints. It's important to demonstrate your thought process and explain your reasoning as opposed to finding the "right" answer. In addition to evaluating your analysis of the problem, the interviewer is also observing how you handle a stressful situation.

Presentations: Employers will give a prompt in advance and ask you to deliver a presentation during your interview (virtual or in-person). The presentation is used to evaluate your public speaking, communication, and presentation skills as well as your knowledge on the given topic. It's important to practice to ensure that 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. These may include interviews over a meal. Be sure to remain professional and use proper dining etiquette. Be mindful of down-time and breaks during the day because you are still being evaluated.

INTERVIEW TIPS

ON-CAMPUS RECRUITMENT (OCR) TIP:

Top employers conduct interviews at the UCLA Career Center through the On-Campus Recruitment (OCR) program each year. You can find these opportunities through **12twenty** using the job search filter and selecting the 'Interviewing on campus' check box.

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 phone with adequate signal strength and battery**, and ensure your ringer is audible to avoid missing the call.
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.** Rooms can be requested same-day, based on availability. A valid UCLA ID is required.

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. Describe your decision-making process.
13. What type of supervisor allows you to do your best work?
14. How do you feel about working in an unstructured environment?
15. Why should we hire you instead of another candidate?
16. Who is your role model and why?
17. If one of your professors or former supervisors were to evaluate you, what would they say?
18. Do you have anything else you would like us to know about you?
19. Do you have any questions for us?

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.
- Visit Glassdoor.com to view 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. It is easier to understand how our answers come across when we practice them out loud.

- Practice answering the most common interview questions aloud. See Common Interview Questions section on page 65.
- Aim for focused, two-to-three-minute responses to each question.
- While we encourage you to schedule a mock interview with a career 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. Ask follow-up questions to information you've learned through your research.
- 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?
- What opportunities will there be for professional development? Is there room for growth in the responsibilities of the position?

Step 5: Dress for Success

Your interview attire should be comfortable and bring out your confidence. It's generally recommended to dress up, though it's a good idea to research the company culture to determine the level of formality. Professional attire appropriate for the setting is always recommended for entry-level full-time positions.

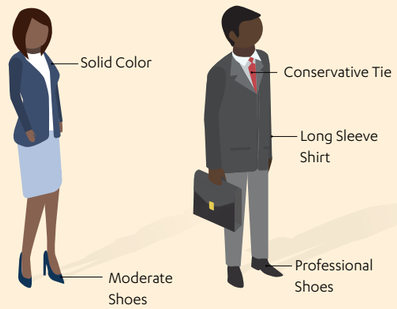
Gender-neutral interview attire follows the same 'rules' as gender-specific outfits. In short: your clothes should fit well, be clean, and be in good condition.

General 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 or season.
- Shirts: Solid color and covers the chest.
- Tie: A conservative pattern or solid color.
- Shoes: Close-toed dress shoes in a solid dark or neutral color. Heels (no more than two inches high) or flats are acceptable.
- 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.

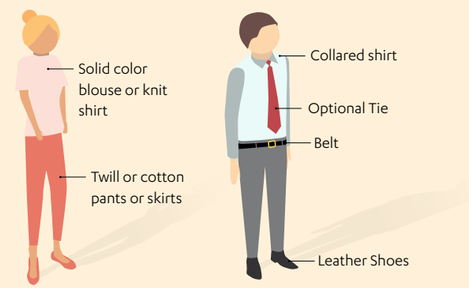
Business Professional Attire

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 5-10 minutes before the interview start time, but don't expect to be seen until your scheduled interview time.

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.
- Maintain a moderate tone and rate of speech. Avoid speaking too quickly or too slowly.
- 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.

(continued on the next page)

Step 9: Send Thank You Letter

Always send a thank you email to the main interviewer(s) within 24 hours. It is a professional courtesy that demonstrates your enthusiasm and appreciation for the opportunity to interview. A thoughtful note may be the difference between getting the job or not.

- 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 in the position grew 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 Email" on the next page.

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
Leadership	Give an example that demonstrates what type of leader you are.
Decision Making	Tell me about a time when you had to make a split-second decision.
Teamwork	Describe a time when a team member disagreed with your ideas. What did you do?
Initiative	Give an example of a time you were given no direction, but took the initiative to get something done.
Organization	Tell me about a time when you were overwhelmed by too many competing responsibilities. How did you prioritize your tasks?
Problem Solving	Give me an example of when something you tried to accomplish failed.
Communication	Describe a time when you had to communicate difficult news to a customer or supervisor.

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 for which you are interviewing.

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

Thank You Email Example

Dear [First and Last Name]:

Thank you for giving me the opportunity to interview for the **Position Title** at **Company X**. I enjoyed speaking with you and learning more about **Company X** and your department. **[Insert something specific you learned during the interview that particularly interested or excited you.]**

My enthusiasm for the position and interest in working for **Company X** were greatly strengthened as a result of our interview. I am confident that my academic background and work experience provide a solid foundation and have prepared me to succeed in the **Position Title** role. **[Insert one or two specifics example of knowledge, and skills relevant to the job as discussed during the interview.]**

Thank you again for the interview and your consideration. I look forward to hearing back from you soon. Please feel free to contact me at **(555) 555-5555** or by email to **Email Address** if you would like me to provide you with any additional information.

Sincerely,

Email Signature

Full Name

10 Negotiating a Compensation Package

Understanding negotiation techniques can empower you in conversations.

Employers often expect candidate to negotiate their compensation and often ask about salary expectations on application forms or during the interview. Preparation will not only maximize the potential for a better compensation package, but demonstrate an understanding of the labor market rate and value you bring to an organization.

Compensation packages will depend primarily on:

- Your justification for why you deserve the salary and benefits you negotiate.
- The salary range the employer has established 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 fixed range. 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. For example, if the offered salary is $50,000 you should negotiate for an increase of no more than $5,000. 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

Calculate Your Market Value
Assess your value and importance to the organization. Know how in demand your skills are 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. Refer to list of websites elsewhere in this chapter.

Research the Job Market
Review current job postings to get an idea of what similar positions pay. A strategy for researching is to check with professional organizations and ask friends and networking contacts.

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. While still a student, visit the UCLA Financial Wellness office for support with planning and budgeting your post-graduation finances. Use the Monthly Budget Worksheet on page 78 to get started.

Have an Amount in Mind
Decide on a salary range you will 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 compromise. A heavy-handed "pay me what I'm worth or else" ultimatum is not recommended. If the employer comes close to what you are asking, you will 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 $50,000-55,000."

Another approach is to ask the interviewer what the company's normal salary range is for that position. Note: this should not take the place of your own research on local salaries for the position type.

How Much Did You Earn in Your Last Job?
Know your rights. In some states, including California, employers are prohibited from asking about salary history in your job application and interview. Salary Transparency Laws also require some employers with 15 or more employees to include salary ranges on job postings.

The Salary Range for This Position is $40,000 to $55,000. Is That What You Were Expecting?
It is important that you reflect on this question before the interview.

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 $53,000 to $55,000. 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 should happen live, whether in person, remotely, 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. Have materials and resources ready to share with the employer.

Where to Get Salary Information
Conduct research using salary websites, such as the following:

- U.S. Bureau of Labor Statistics
- Educate to Career
- Payscale.com
- Salary.com
- Glassdoor

If salary is non-negotiable, consider negotiating benefits.

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 approximately 50 percent 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
- Child & Day Care services
- Company Car
- Computer Equipment
- Corporate Discounts
- Cost of living adjustments
- Desirable office & furnishings
- Education & training programs
- Expense accounts
- Flexible work schedule
- Maternity or parental leave
- Preferred parking
- Professional membership dues
- Profit-sharing & savings plans
- Relocation expenses
- Remote work options
- Retirement & 401(k) plans
- Stock and equity options
- Supplementary pay plans
- Termination agreement (severance pay)
- Unpaid leave time
- Concierge services

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

11 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. 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 to utilize your skills and knowledge 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?).
	Amount of time dedicated to traveling.
	The Company
	The size of the company. (Is it a large, multinational conglomerate or small startup company?)
	History and reputation of the company.
	Company mission and values (i.e., welcoming 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.
	Physical office space—cubicle, shared office, etc.
	Work schedule flexibility/set hours/option to work remotely.
	Co-Workers
	Team vs. independent contribution.
	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.

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 and offer of employment is unacceptable and very unprofessional. This can affect your brand and potential future opportunities.

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/or 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.

12 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, clients, and your supervisor.

WHAT TO WEAR TO WORK

A wardrobe is a visual representation of your BRAND! While every company has their unique dress codes and culture, it is important to keep in mind that your appearance creates an impression.

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.

Consider these tips on Professional Appearance

- If you want the job, dress the part.
- If your organization has "casual Fridays," take your cue from your supervisor. Lean toward a more conservative look to be on the safe side.
- Always look professional, clean, and put together.
- Find a style that is "authentically you" and fits with your personal brand. Create a look that allows you to feel your best every day on the job and is appropriate for the company's culture and dress code.
- During fairs, Information sessions, networking events, workshops, and interviews, observe employee attire to gain insight into appropriate dress at the organization.
- If you are unsure, politely ask about the company's dress code. 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.

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).

THE VARIOUS TYPES OF DRESS CODES:
Business professional, business casual, smart casual or casual.

BUSINESS PROFESSIONAL/FORMAL

Can be described as: Dressed up, traditional, conservative
Where you might find it: Government, finance, law

- Matching suits (pant suits or skirt suits), usually dark color suit paired with a lighter shirt underneath
- Button down shirts (always tucked in for a clean look)
- A necktie or other simple accessory
- Dress shoes, (black or brown go with most outfits)
- Business Professional may be the norm during meetings with clients or when making presentations, with business casual acceptable on other days.

On a Budget

Keep it simple. You don't need a dozen suits; get one or two suits and build around that. Choose black, grey, navy blue, brown slacks/skirts and purchase matching tops that include button down shirts, and mix and match with a possible blazer. This dress code is all about simplicity, so there's no need to buy a large number of items. You can find good deals during sales seasons.

On the downside, taking care of business professional attire can be time-consuming and expensive. Suits (both jackets and pants/skirts) need to be dry cleaned every four or five wears (or about once a week). Though it can be pricey, you may still want to incorporate dry cleaning costs into your budget. Not adhering to the "dry clean only" label risks ruining the fabric.

Get to Know the Office Culture

As you meet with new colleagues, you can inquire about dress code norms in the office. Additionally, take the time to observe your colleagues before you start to mix things up. If appropriate, you can also add more color to your outfits and accessories.

BUSINESS CASUAL

Can be described as: Polished but comfortable
Where you might find it: Media and marketing firms, non-profits, education

- Dress pants or skirts
- Well-tailored dresses
- Professional shirts and sweaters
- Nice shoes or loafers

Business Casual tends to be the most common dress code in the U.S. Like business professional, this dress code is best kept simple but offers more freedom to mix things up, depending on the culture of the organization. The key here is to be simple and clean, to match, and for your clothing to fit appropriately.

On a Budget

Casual is in the name, so think slacks/skirts and blouses/shirts. You can get away with several pieces that all mix and match together nicely. Be aware of the care instructions to optimize the life of the garment.

Mixing It Up

Business casual lends itself to weaving some self-expression into a professional wardrobe. Printed or patterned shirts, fun-colored pants, cool accessories, a sport coat or blazer can all elevate your workwear. There are also more comfortable yet still professional looking footwear options for all genders.

Variant: Summer Business Casual

Lots of offices, especially those in warmer climates, will slightly alter their dress code for the summertime to help staff stay cool. Summer dress code doesn't necessarily mean you can wear shorts, but you can likely fold in polos, and cooler fabrics (like linen) into your wardrobe. Be cautious about wearing sandals to work as they might not be safe, comfortable, or professional.

SMART CASUAL

Can be described as: Individual, dressed down, neat
Where you might find it: Media and marketing firms, non-profits, education

- Dark jeans or casual pants
- Dresses and skirts
- Untucked shirts and more casual sweaters
- Nice shoes

On a Budget

Take your current wardrobe and dress it up a little. Choose your cleanest, simplest clothes and elevate them with blazers or jewelry. Pair your jeans with dress shoes, throw a sport coat over a regular button down, or add some nicer shirts or pants to your existing wardrobe.

This style is the least "defined" of the four basic dress codes because there aren't any hard and fast rules. It's more about the feeling of being "dressed up" for work without the need for specialty clothing. Don't be afraid to overdress especially for big meetings or important events.

Variant: Commuter Casual

While most employees drive themselves to work, more and more are getting to work on subways, buses and bicycles. If you're going to be commuting this way, your work wardrobe will also need to be comfortable enough to withstand a walk, a crowded train, or a bike ride. There are lots of companies making clothes that are both professional and sturdy for commuters. However, if you're on a budget, there's nothing wrong with changing your clothes once you get to the office. A popular hack is to wear sneakers while commuting and then changing into more office appropriate shoes after you arrive.

Variant: Summer Business Casual
Lots of offices, especially those in warmer climates, will slightly alter their dress code for the summertime to help staff stay cool. Summer dress code doesn't necessarily mean you can wear shorts, but you can likely fold in polos, and cooler fabrics (like linen) into your wardrobe.

CASUAL – MINIMAL TO NO DRESS CODE

Can be described as: Comfortable, informal
Where you might find it: Small companies, the arts, tech companies

- Jeans or casual pants
- Dresses and skirts
- Comfortable shoes, sneakers
- T-shirts, hoodies, and polos

The Basics
You shouldn't have to buy anything special or brand new to fit in at your new office. Just make sure all the clothes you have are well-fitting, clean, and in good condition.

Mixing It Up
It is important not to dress too casually at the expense of your brand and work culture. If you're going to mix things up, go for smart casual some days or wear your favorite outfits to give you a confidence boost.

VIDEO CALL DRESS CODE

Video calls are common but figuring out an appropriate look is often tricky. Remember that your presentation of yourself continues even if you are online, so ensure that you look presentable and professional. No exceptions. It is very important that you show up on time and presentable.

- If you need to be off camera for a few minutes, communicate that in the chat and then close your camera.
- If you are not actively talking during the meeting, stay muted so you don't inadvertently disrupt the conversation.
- Video calls do tend to skew more casual than in person, but dress in a professional manner appropriate to the audience.

Make Smart Observations
Observing what your colleagues wear on video calls is crucial. Many offices have different rules for working from home as opposed to being in office. There is no harm in asking what the expectations are for video calls.

Dress Up as Opposed to Down
You are always better off overdoing it than under doing it. It's a little awkward to be the only one in a button up on a video call of people in t-shirts, but it's much worse to show up in an overly casual top when others are wearing suits.

"Zoom Pants" Are Up to You
Wearing pants is not optional but REQUIRED. However, if you know you are not moving or your zoom pants won't show, then it is okay to be comfortable. Do not forget the camera is still on, so make sure whatever can be seen (including if you move or need to get up from your desk) is appropriate.

In General, Keep It Simple
Neutral colors that are smart and well-fitting will always work. Be aware that not every clothing item you own will look good on screen — patterns can be distracting, and some colors can reflect light differently. Utilize backgrounds to avoid showing your private space or people moving in the background.

COMMUNICATION AND EMAIL ETIQUETTE

Presenting a Professional Image

Visual Impression
While not all cultures are the same, in the U.S., making eye contact is an important part of making a good impression. Be aware of your facial expression and body language. Are you conveying that you are honest, open, and confident? Your appearance should indicate good grooming while still being authentically "you." Your style is your individual expression of yourself. Everything a person observes about you should make them feel comfortable in your presence. While dressing professionally may not guarantee you the position to which you aspire, NOT looking the part guarantees you won't make it past initial impressions.

Email Etiquette
When sending emails, it is your responsibility to send well-crafted emails that are:

- Clear, concise, and understandable
- Easy to read
- Easy to reply to
- Structured and organized
- Free of grammatical errors and typos

Do not send inappropriate items to coworkers or others from a work or professional email account.

Before sending an email:

- Determine if email is the most appropriate way to convey your message. Would it be better to put it in a short message (Text, Slack or Teams) or should you have the conversation in person?
- The subject line should give the reader an idea of the content. It can include key words from your content or indicate an action (e.g., Reminder, Item Requested, Meeting Agenda)
- While "Dear _____" may be too formal as an email greeting, your salutation should reflect your relationship with the person you are contacting. If you are on a first name basis with the person, it may be fine to address it to them using their first name. However, if the relationship is more professional than close, you can use their first and last name or their title.
- Attachments are for transmitting detailed information that is too long to include in an email.
- Use an appropriate email signature that includes information on how to reach you.

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

Typically, a recent graduate's goals include finding a place to live, buying 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. Create a budget and stick to it. Developing and adhering to a solid financial plan and strategy can have long term benefits. A budget minimizes stress so that you can focus on excellent job performance in your first role 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 the UCLA Financial Education, Loan and Support Services (FELSS), 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.

If you have Federal student loans, the Federal Student Aid website is a great resource for information on student loan repayment.

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.*

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.

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.

Information about dress codes on the previous two pages adapted from https://resources.twc.edu/articles/what-should-i-wear-to-work

Monthly Budget Worksheet

How much money do I need to make each month?

Monthly Expenditures	
LIVING EXPENSES	
Rent (Does you apartment building require you to pay for parking? If so, add that in.)	
Renter's Insurance (optional)	
Electricity	
Gas	
Water	
Cell Service	
Internet / Cable	
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)	
TRANSPORTATION EXPENSES	
Car / Lease Payment	
Vehicle Insurance	
Gasoline	
Repairs & Maintenance	
Registration, License, etc.	
Work Parking / Public Transportation	
HEALTH EXPENSES	
Medical (Doctor, Dentist, Optometrist, Prescriptions)	
Health / Life Insurance (Premium and Co-Pay)	
OTHER EXPENSES	
Recreation, Entertainment	
Subscription Services	
Gifts	
CREDIT / LOAN REPAYMENTS	
Educational Loans	
Credit Card:	
Credit Card:	
Personal Loans:	
SAVINGS & INVESTMENTS	
Savings (Special Goals, Holidays, etc.)	
Savings (Unexpected Events, Replacements, etc.)	
Investments	
Charitable Giving, Alumni Donations	
Monthly Expenditure	
x 10% for the Unexpected	
Total Monthly Expenditure	
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 +/-	

13 Professionalism: Navigating Your Career Journey

In today's dynamic job market, professionalism is a critical skill that can set you apart from other candidates.

In today's dynamic job market, professionalism is a critical skill that can set you apart from other candidates. Whether you are a student exploring career options or a recent graduate entering the workforce, understanding and embodying professionalism is essential. In this chapter, we will explore what professionalism means, why it matters, and how you can cultivate it throughout your career journey.

WHAT IS PROFESSIONALISM?

Professionalism encompasses a set of behaviors, attitudes, and values that contribute to a positive work environment and effective collaboration. It extends beyond dressing appropriately or having a polished resume; it is about demonstrating integrity, respect, and accountability in all professional interactions. Here are key components of professionalism:

Ethics: Uphold high ethical standards by being honest, transparent, and fair. Avoid unethical practices such as plagiarism, dishonesty, or compromising confidentiality. Additionally, certain professions adhere to a specific code of ethics. Become familiar with your industry's guidelines.

Reliability and Punctuality: Show up on time for work and meetings, complete assignments as directed, and meet deadlines. Consistently deliver quality work and strive to exceed expectations.

Communication Skills: Effective communication (i.e., written, verbal, and non-verbal) is crucial. Listen actively, express yourself clearly, and adapt your communication style to different audiences.

Adaptability: Embrace change and demonstrate flexibility. Adapt to new technologies, work environments, and challenges.

Teamwork: Work well with others. Be open to feedback, appreciate diverse viewpoints, contribute to team goals, and resolve conflicts constructively.

Appearance: Dress appropriately for your industry and workplace. Maintain personal hygiene and grooming. See Chapter 10 for tips on the different types of professional dress.

3 TIPS ON NAVIGATING PROFESSIONALISM IN THE WORKSPACE

Professionalism isn't just about what you do—it's about how you do it. By practicing these tips consistently, you'll establish a strong foundation for your professional journey.

1. Active Listening and Observation

- Pay attention during meetings, presentations, and conversations. Active listening demonstrates respect and helps you understand expectations.
- Observe how experienced professionals communicate, dress, and handle workplace dynamics. Learn from their behavior.

2. Mind Your Digital Presence

- Social media matters! Review your online profiles and ensure they reflect a professional image. Remove any inappropriate content.
- Use LinkedIn to build a professional network. Connect with professors, alumni, and industry experts.

3. Time Management and Reliability

- Honor deadlines. Submit assignments, reports, and projects on time.
- If you commit to a task, follow through. Reliability builds trust with colleagues and supervisors

WHY DOES PROFESSIONALISM MATTER?

Professionalism plays a pivotal role in shaping your career trajectory and extends beyond the office walls.

A professional work environment directly influences job satisfaction and reduces stress. When colleagues treat each other with respect, communicate effectively, and uphold ethical standards, overall well-being improves. A positive workplace culture fosters collaboration and creativity.

Your reputation within your organization and industry is based on professional behavior. Word-of-mouth recommendations carry significant weight. Consistently exhibiting professionalism—whether in meetings, emails, or other interactions—builds trust and reliability.

In the realm of relationships, professionalism is paramount. Colleagues prefer working with individuals who are dependable, respectful, and responsive. Your behavior leaves a lasting impression and directly impacts work relationships.

Lastly, career advancement is closely tied to professionalism. Employers value individuals who demonstrate strong work ethics. Consistently adhering to professional standards can lead to promotions, salary increases, and expanded responsibilities. Remember that your actions today contribute to your future growth within the organization and industry.

CULTIVATING PROFESSIONALISM

Emotional Intelligence: Understand and manage your emotions. Show empathy and consider others' perspectives.

Conflict Resolution: Handle disagreements by focusing on solutions rather than blame.

Art of Communication: Craft timely emails, answer phone calls courteously, and be attentive in virtual meetings.

Cultural Competence: Understand diverse perspectives, adapt to different communication styles, and appreciate cultural nuances.

Mentorship: Seek out mentors who can guide your professional growth. A mentor provides insights, shares experiences, and helps you navigate challenges.

Work-Life Balance: Strive for balance. Overworking can lead to burnout. Prioritize self-care, maintain boundaries, and recharge to perform at your best.

AUTHENTIC PROFESSIONALISM: BEING TRUE TO YOURSELF

Authentic professionalism goes beyond adhering to external norms; it's about aligning your actions with your core values and beliefs.

Take time to understand your values, strengths, and areas for growth. Find opportunities to bring your natural talents, passions and values to the workplace.

Authentic professionalism is not about conforming—it's about being genuine, respectful, and true to who you are.

Professionalism is not a checkbox; it is a mindset. It shapes your reputation and influences career opportunities. Remember, you are not alone on this journey. Seek mentors, learn from experiences, and stay adaptable. Your professional growth awaits!

PROFESSIONAL & BUSINESS ETIQUETTE

In today's dynamic job market, professionalism is a critical skill that can set you apart from other candidates.

Etiquette can seem like an outdated word, but when it comes to your career, you want to ensure that you understand and practice professional etiquette. Going beyond social cues, professional and business etiquette encompasses how you portray your brand and indicates a level of respect for others.

Furthermore, etiquette is designed to help people feel comfortable and included. Etiquette, when done correctly, allows you to focus on the people you are with rather than worrying about behavior or manners.

There are various aspects of etiquette, but let's start with introductions.

INTRODUCTIONS

There are several types of situations where you may find yourself needing to introduce yourself or someone else to others. These situations may be at networking events, social gatherings, or professional meetings.

If you are introducing yourself to someone you have never met before, extend your hand in greeting (see **Forms of Greetings** below) and indicate your first and last name, along with your job title or current position (e.g., a Senior at UCLA) or any relevant information about yourself. Pro tip: This is the perfect time for your elevator pitch (see Chapter 5). If you are approaching more than one person, wait until there is a pause in the conversation before offering your greeting.

When introducing others, do so using their preferred title, first, and last name. Remember to speak slowly. It is helpful to repeat the names several times, clearly pronouncing all names and titles every time. An example is included in the next paragraph. Avoid using gender specific language (e.g., Mr., Miss, Mrs., Ms., businessman, chairwomen) unless the person you are introducing indicates their preference for this type of introduction.

Order of Introduction: When introducing people you know, introduce the person you wish to honor first. If you are introducing your professor to your family and you wish to honor your professor, you would introduce them first. Example: "Mom and Dad, this is Dr. Scarlorie, my physics professor. Dr. Scarlorie, these are my parents, Jean and Tomas Faste."

Remembering and Pronouncing Names: We all forget names on occasion. If you need to introduce someone and you do not remember their name, it is best to be open and honest about your predicament. You can reference where you know the person from or that you did not clearly hear their name (see the above note about speaking clearly and slowly when introducing someone.) "I apologize. I know we met at the conference last year, but I can't recall your name."

If you are unsure about the pronunciation of someone's name or how they wish to be introduced, feel free to ask. For example, you might say "Claire, I would like to introduce you to my friend, James, but I want to ensure I do so correctly. Can you please share how you pronounce your last name?" If you are introduced to someone and you did not understand their name, politely ask them to repeat it and then confirm the pronunciation. "I'm sorry, but I didn't fully catch your name when we were introduced a few moments ago. How is your last name pronounced?"

Forms of Greeting: Handshakes are still the primary form for greeting someone; however, other types of greetings have become more acceptable in the past few years.

Handshakes are usually performed using your right hand, unless there is a physical reason why a right hand cannot be used. When shaking hands, the webbing between your thumb and index finger should connect. Close your hand firmly, but not tightly, and shake up and down two to three times.

If you prefer not to shake hands you can place your right hand on your chest and give a slight bow. This will indicate to the other person that you are acknowledging them but also that you would prefer not to shake hands.

Fist or elbow bumps are not appropriate for formal or professional occasions and should only be used in more casual or informal settings. Hugging is more personal and is appropriate only with family and close friends, or in situations where it is commonly accepted. Hugging should not be initiated without first checking to see if the other person is receptive and open to being hugged.

Name Tags: Name tags should include first and last names, along with a title, company, or other relevant information. The information should be clearly handwritten or printed in a font size that is easy to read from several feet away.

The proper location for a name tag is on the right shoulder, level with your collarbone. The reason is so that when you extend your right arm to shake hands with someone, your name will be level with their eyesight. Placing your nametag in another location could cause the person to whom you are being introduced to search for your name in a way that may feel inappropriate or awkward for everyone.

Business Cards: It is appropriate to ask for a business card from someone with whom you wish to remain in contact. For example, you might say "I would love to keep in touch with you. Do you have a business card?"

If you have your own business cards, you may initiate the exchange by offering your card to the other person and asking if you may contact them. This will usually cause the other person to reciprocate by offering their own business card.

Digital business cards are increasingly common and available on most mobile devices. There are several apps or websites (Hi Hello is one that provides free digital cards) that will allow you to create your own digital card. As a student, a business card can contain your name, school, major and degree, expected graduation date, and contact information. You may also wish to include current research topics or academic and professional interests.

You should create a digital card before attending networking events or other professional settings. Printed business cards have become less common but are still used in some formal or business settings.

NETWORKING AT EVENTS

Bagel vs. Croissant: It is common at networking events to find yourself speaking to others in small groups. Be mindful that your group appear open and welcoming to someone from the outside. As a matter of good etiquette, you may even wish to invite someone to your group if they seem to be searching for people with whom to speak. In this instance, you want your group to be a croissant and not a bagel.

In his book *Croissants vs. Bagels: Strategic, Effective, and Inclusive Networking at Conferences*, Robbie Samuels introduces this helpful concept to keep in mind when making connections. A bagel is a closed circle of people. To someone outside of the circle, it appears to be unwelcoming and uninviting. If you are talking to others in a group, try to keep one side of the circle

open, like a croissant, thus inviting newer people to join in. When someone new joins, use the next opening in the conversation to introduce the people in your group and invite the newcomer to introduce themselves. "Hi, I'm [first and last name] and I'm a psychology major at UCLA, and this is [first and last name], a student in the education department. What is your name?"

When leaving your group, it is customary to let the person or persons next to you know that you are departing. A common way to excuse yourself is to simply say "I must be leaving, but it has been a pleasure to meet you" or "Please excuse me. I see someone else I must speak with, but it has been wonderful talking with you."

There is no need to stop the conversation or excuse yourself from the entire group. If there is someone in the group that you would like to remain in touch with, you can politely indicate a desire to speak with them by catching their eye and tilting your head to the side, silently asking them to step out of the group momentarily for a private conversation.

Food and Conversation
At many networking events hors d'oeuvres (pronounced or-'derv - rhymes with "preserve") or small plates of food may be served or passed, and beverages are common. Passed food (food offered by a server) is usually presented in small portions designed to be eaten in one or two bites and does not require utensils. When accepting, it is considered polite to take a napkin first and then only take one or two helpings at a time. Consume what you have taken before accepting more. Take small bites or sips that will allow you to focus on, and add to, the conversation. It is always helpful to remember that networking is about people, not food. If you are worried about being hungry, it is a good idea to eat something before the event so you can concentrate on meeting others and enjoying the conversation. Alcohol, if served, is best avoided or consumed only in moderation and only by individuals legally allowed to do so.

Keep in mind the following common method for ensuring you have one hand free to greet others when hors d'oeuvres are served with a small plate. Start by taking a cocktail napkin first and placing it in between your ring and middle finger of your left hand, with 2/3 of the napkin hanging free over the top of your hand. Then take the plate with the food with your left hand, holding it between your index and middle finger. This configuration will also allow you to balance your glass on your plate and secure it by the base with your thumb and index finger should you have a beverage. With your right hand empty, you can use it to eat the hors d'oeuvres and take sips from your glass. This will also allow you to reach the napkin to easily wipe your fingers should you need to greet someone. Alternatively, you can position yourself near a table where you can place your food and beverage, if needed.

Pro tip: Hor d'oeuvres (also known as finger-foods) are served at a reception or standing event. Appetizers are served seated, before a meal.

Final Thoughts
There are many other strategies for learning and practicing business and professional etiquette that we can't cover here. Consider doing further research into etiquette in social situations and when dining. Additionally you can check out various websites, read Robbie Samuels' book *Croissants vs. Bagels: Strategic, Effective, and Inclusive Networking at Conference*, or even take a course on etiquette. Hopefully, these tips will help you in creating social and business environments where people feel comfortable, respected, and included.

Additional Resources

All of the resources below can be accessed on our website.

12twenty

12twenty is the UCLA Career Center's platform that connects Bruins to career opportunities. Students can use it to search for jobs and internships; register for workshops, events, and fairs hosted by the UCLA Career Center; and make 1:1 appointments with a UCLA Career Center Counselor. **Log into the platform at ucla.12twenty.com**

interviewstream

InterviewStream is a mock interviewing tool that will help prepare you for your next interview. Create custom interviews with position-specific questions, and develop your skills. Record your mock interviews, and bring them into a career advising appointment for feedback.

Focus 2

FOCUS2 offers career assessment, exploration, and planning tools. Use FOCUS2 to match your interests, personality, values, and skills to different career options. Explore different occupations, and build a personalized career and education plan.

GoinGlobal

GoinGlobal is a career resource to aid your international job and internship search. GoinGlobal offers over 100 country and international city career guides, an international job and internship search portal, and a H1B sponsorship database.

vault

Vault offers detailed information on industries and professions. There are over 120 industry-specific career guides from accounting and law, to biotech and real estate. Find out what it is really like to work within a specific industry or profession including salary information, experience needed, and education requirements.

IMAGINE PHD

ImaginePhD is a career exploration and planning tool for students in the Humanities and Social Sciences. This resources helps bridge the knowledge gap between doctoral education and career possibilities. Assess your skills, interest, and values, and map out next steps for your education and career.

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 platform, 12twenty.

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.

Sincerely,

Carina Salazar
Executive Director for Career and Immersive Experiences
UCLA Student Affairs

UCLA Career Center

Strathmore Bldg
501 Westwood Plaza
2nd & 3rd Floors

career.ucla.edu

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