Dear UCLA Undergraduate:

On behalf of the entire UCLA Career Center staff, I am pleased to present you with the 2017-18 Career Guide. It is our hope that this guide will equip you with the information and tools that will be helpful to you at every point of your personal career journey. Whether you are beginning to explore career options, creating your first resume/cover letter, pursuing an internship or job search, or preparing for an employment interview or life beyond UCLA—this guide can be a valuable resource. Much of the content is organized around the Career Center’s commitment to our students, the three C’s—Clarity, Confidence, and Connections. Our goal is for every UCLA student to: discover your future direction while exploring great-fitting career paths; develop the knowledge, experience, and skills necessary to demonstrate self-assurance in the pursuit of your career goals; expand your network and access to internships and job opportunities by engaging with employers and alumni.

The Career Guide is often cited by UCLA students as a very valuable resource. But it is intended to supplement, not replace, the many beneficial services we offer. In addition to one-on-one career advising, the Career Center offers dozens of workshops, career fairs, and other programs throughout the year that are designed to empower students to make informed career decisions. A master calendar of these events and programs can be found at career.ucla.edu/BV.

A significant investment of time and research was devoted to the creation of the Career Guide. I’d like to thank all the Career Center staff for their hard work in ensuring the Career Guide is a timely and useful resource. It is a reflection of the ongoing commitment and investment from the division of Student Affairs to offer students the best and most cutting edge career services possible.

It is a pleasure to serve such talented students at one of the world’s finest universities. I invite you to visit our main office which is located in the Strathmore building at 501 Westwood Plaza.

Wesley E. Thorne II
Director of the UCLA Career Center
PARTNERS

With sincere appreciation, we thank our Partners for their contributions to the UCLA Career Center. Gifts from these corporations or organizations play crucial roles in sustaining and building career development and employment services for UCLA students.

**Executive Partner**

![Charles Schwab](image1)

![IBM](image2)

![San Manuel Casino](image3)

**Senior Partner**

![Accenture](image4)

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![Kaplan](image7)

**Partner**

![AT&T](image8)

![Galileo](image9)

![L.E.K.](image10)

**Friends of the UCLA Career Center**


For the updated version of the above listings, please visit career.ucla.edu/partners. For information on how your company may become a Partner or lend support to another UCLA Career Center fund, please send an email to Wesley Thorne, Director, UCLA Career Center, at wthorne@career.ucla.edu or call 310.206.7774.
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## Advertising Support
- We would like to thank our advertisers for supporting
  the work we do for our undergraduates, graduates, and
  alumni.
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 gain Clarity, Confidence, and Connections in pursuit of your goals.

Gain **CLARITY** about your career direction and **CONFIDENCE** to achieve your goals:
- Career Counseling Appointments
- Drop-In Hours
- The JumpStart Series™
- Career Week
- Career Education Programs & Workshops

Gain **CONNECTIONS** to opportunities (jobs, internships, and graduate/professional schools):
- Career Fairs
- Networking Nights
- Information Sessions
- Internship & Job Postings in BruinView™
- On-Campus Recruitment Program
- Graduate & Professional School Fairs

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

**Second Floor**
- Counseling & Library Services (310.206.1915)
- Letters of Reference 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

**CAREER COUNSELING SERVICES**
Experienced career counselors 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 into BruinView™ and click on “Counseling Appointments” 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/career-counseling for a full schedule of all of the Career Center’s drop-in hours at locations across campus.

Career Assessments
Learn more about your personal preferences, skills, and career interests through assessments such as the Myers-Briggs, SkillScan Card Sort, and Strong Interest Inventory. These are offered through workshops and are also available as part of the appointment counseling process. We also offer the Focus 2 career assessment which can be taken through BruinView™ (please see the link on the home page).

**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 BruinView™ at career.ucla.edu/bv.

**STUDENT STAFF TEAMS**

**Peer Advisor Internship Program**
The Career Center’s Peer Advisors are available to assist students with orientation to our services, answers to “quick questions” while waiting for same-day counseling appointments, and personalized one-on-one assistance in our Career Library / Lab. The Peer Advisors are currently enrolled UCLA students who have been trained to assist you with your career-related issues. As fellow students, they can offer you a unique peer perspective. Check career.ucla.edu/career-counseling for Peer Advisor drop-in hours held at the Career Center.

**Hire UCLA Ambassador Internship Program**
“An Internship for Every Bruin!” Internship promotion is the primary goal of this student staff team, but the Hire UCLA Ambassadors are also your best resource for all employer opportunities and events, including BruinView™ listings, employer information sessions, networking events, and career fairs. Come meet with a Hire UCLA Ambassador in The Hub on the 2nd floor to receive a one-on-one consultation on searching for your #Bruinternship, and beyond! Please contact the Career Center or check out the Hire UCLA Ambassadors Facebook page for their office hours: facebook.com/hireUCLA.
CAREER RESOURCES

Information and Library Resources
A non-circulating collection of more than 1,000 books, directories, books of lists, and other reference materials are available at the UCLA Career Center Library.

The Hub: Internship Consultation
Come to “The Hub” to receive one-on-one advice and assistance on your internship search from a Hire UCLA Ambassador! Whether you’ve never logged on to BruinView™, or you’re seeking an internship in a specific industry, the Hire UCLA Ambassadors can support you on your #Bruinternship journey! The Hub is located in the Career Lab, on the second floor towards the back. Please contact the Career Center or check out the Hire UCLA Ambassadors Facebook page for their office hours: facebook.com/hireUCLA.

Letters of Reference (LOR) Service
The Career Center will accept and maintain your confidential reference letters and, upon your request, send them to the graduate and professional programs to which you are applying. Visit career.ucla.edu/LOR for more information about this web-based service.

INTERNSHIP AND JOB OPPORTUNITIES

BruinView™ 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 going to “Info Sessions, Fairs & Workshops” on BruinView™. 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. Visit career.ucla.edu/OCR for details. In order to be eligible to apply for OCR positions, students must first complete an OCR Orientation through MyUCLA. Log on to MyUCLA and click on “Finances and Jobs” to find the “On-Campus Recruitment Orientation” link.

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

ALUMNI CAREER SERVICES AND RESOURCES

Whether you are beginning your career journey, looking for new opportunities, or making a mid-career change, the UCLA Career Center offers resources and specialized fee-based services for University of California graduates. As a University of California graduate, you may access select UCLA Career Center services and resources by purchasing: BruinView™ for Alumni subscription (exclusively for UC graduates who are UCLA Alumni Association members), career coaching by Inside Track package, and Online Resume Critique. Letters of Reference (LOR) and Credentials File Services are available for UCLA alumni. For details: career.ucla.edu/AlumniServices.

BruinView™ for Alumni is an exclusive service available to eligible UC alumni. A six-month subscription costs $30 and can be renewed. For details: career.ucla.edu/BruinViewForAlumni

An active subscription includes access to:

- Exclusive BruinView™ Listings, available 24 hours a day on the web, with thousands of current full-time, part-time, and seasonal openings in Southern California and nationwide.
- Career Center Library and Lab access during regular business hours (Monday through Friday, 9am to 5pm).
- Admission to exclusive Career Center fairs and targeted events.

Online Resume Critique Service for Alumni
Alumni can have their resumes professionally reviewed for a reasonable fee (less than half the cost of the commercial marketplace). Your resume will be thoroughly examined by a professional career counselor. In five days or less, you’ll receive a personal email with constructive feedback and advice specifically geared to enhancing your resume for your targeted jobs. Purchase the Online Resume Critique Service: career.ucla.edu/AlumniOnlineResumeCritique.
YOUR CAREER JOURNEY

Career Development Is a Lifelong Process

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

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

There are 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

<table>
<thead>
<tr>
<th>Know Yourself</th>
<th>Explore Options</th>
<th>Gain Experience</th>
<th>Set Goals</th>
<th>Seek Goals</th>
<th>Enhance Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate who you are and what you want.</td>
<td>Learn about careers that interest you.</td>
<td>Clarify your direction through experiential education.</td>
<td>Determine what path you would like to pursue.</td>
<td>Develop skills to achieve your goals.</td>
<td>Continuously develop as a professional and seize opportunities for growth.</td>
</tr>
<tr>
<td>• Assess your interests, personality, skills and values</td>
<td>• Research career information online - job titles, companies, industries, job market trends</td>
<td>• Participate in an internship</td>
<td>• Reflect on what you have learned through your research and experiences</td>
<td>• Write a strong resume and cover letter</td>
<td>• Be diligent, hardworking and respectful to colleagues and supervisors</td>
</tr>
<tr>
<td>• Speak with family, friends, mentors, and supervisors about how your interests and characteristics align with potential career options</td>
<td>• Conduct informational interviews with professionals</td>
<td>• Volunteer for a cause</td>
<td>• Consider where you are and where you want to be</td>
<td>• Develop thoughtful, polished application materials</td>
<td>• Maintain positive relationships to build a strong network</td>
</tr>
<tr>
<td>• Meet with a career counselor</td>
<td>• Attend career programs, events and conferences</td>
<td>• Get a part-time job</td>
<td>• Develop an action plan with strategies to achieve your goals</td>
<td>• Practice and enhance interviewing skills</td>
<td>• Get involved with professional associations</td>
</tr>
<tr>
<td>• Join student organizations</td>
<td>• Explore academic areas through a variety of GE courses</td>
<td>• Gain practical on-campus experience such as research, writing for the newspaper, taking on a leadership role in a student group, etc.</td>
<td>• Meet with a Career Counselor</td>
<td>• Attend career fairs and recruiting events</td>
<td>• Seek opportunities for continuing education</td>
</tr>
<tr>
<td>• Shadow a professional in a field of interest</td>
<td></td>
<td>• Clarify your direction through experiential education.</td>
<td></td>
<td>• Leverage your network</td>
<td>• Regularly reevaluate your career goals, along with your values and priorities, which may shift over time</td>
</tr>
</tbody>
</table>
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?
Where do I fit in?
What do I do best?
What major should I choose?

If so, follow these five steps.

1. Explore majors through general education classes and develop your interests and skills through student organizations, sports, extracurricular activities, and part-time work.

2. Get acquainted with what's available at the Career Center Library. Read about different occupations.

3. Talk about your career interests with parents, friends, professors, and other individuals who are already employed.

4. Register for BruinView™ (career.ucla.edu/BruinView) and schedule a counseling appointment. Complete the On-Campus Recruitment Orientation found on MyUCLA under the “Finances and Jobs” tab. Take self-assessments to learn more about your interests, skills, values and strengths.

5. Study hard and keep your grades as high as possible.

SOPHOMORE 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’s out there?

If so, follow these five steps.

1. Continue to expand your knowledge of career options. Make a list of those which sound interesting and update your “Industry Preferences” on BruinView™.

2. Learn more about the job market by visiting the Career Center Library, and by researching materials available online, including the Occupational Outlook Handbook online at www.bls.gov/ooh.

3. Conduct informational interviews with people who work in career industries of interest to you. Spend a day on the job with a professional. Sign onto UCLAone.com to connect with Bruin alumni.

4. Pursue internships, part-time and summer jobs, and volunteer activities to gain work experience and learn more about your work preferences.

5. Attend career fairs and other career-related programs to increase your knowledge of a range of occupations. Visit career.ucla.edu/FTE.
JUNIOR YEAR: NARROW THE OPTIONS

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

Are you asking these questions?

I’m looking at several career options— which is the best for me?

What do I need to do to prepare for this career?

How have my interests changed since my first year and how will this influence my present action?

If so, follow these six steps.

1. Narrow down your choices and discuss your career ideas with a career counselor. Are you satisfied with your early decisions?

2. Research companies and work environments. Pinpoint organizations with job titles that use your skills and for which you believe you are a good match.

3. Begin to establish professional contacts through informational interviews (see Chapter 3) to assist with your career exploration and job search campaign.

4. Continue to gain career-related work and internship experience.

5. Start preparing for graduate school if your career choice requires an advanced degree. Check admission requirements, testing dates, and timelines for applications.

6. Attend the annual Admit UCLA: Graduate and Professional School Fair in October. For more information, visit career.ucla.edu/FTE.

SENIOR 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. BruinView™ on-campus interviews (OCR), job listings, and career fairs will help you identify prospective employers and career opportunities.

Are you asking these questions?

What types of jobs are available?

How do I find the job that’s right for me?

Should I go to graduate school now or later?

If so, follow these five steps.

1. Discover successful job search strategies by attending workshops at the Career Center and consulting with a career counselor.

2. Prepare for your first job. Talk with UCLA alumni about their first year on the job and some of the challenges you can expect. Join the UCLA Alumni Association at www.alumni.ucla.edu and be sure to sign on to UCLAone.com.

3. Use your contacts to identify job opportunities and get referrals using LinkedIn.

4. Explore all opportunities. Attend career fairs and employer info sessions. Register for BruinView™ campus interviews (OCR) and apply for jobs at career.ucla.edu/BV.

5. Confirm your remaining degree requirements at the beginning of the year so there are no surprises when it comes time to graduate.
THE INFORMATIONAL INTERVIEW
One of the best ways to find out what an industry, company, or position is really like is to talk with people in careers you’re considering. No one else can give you a better sense of the real life experiences, the challenges and opportunities, the specifics and perhaps hidden demands, and the drawbacks and limitations of the career field.

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

What Are the Benefits of Conducting an Informational Interview?
• Provides you with a realistic grasp of a career, industry, or company you’re considering by talking to current professionals.
• Evaluate whether your career of interest is compatible with who you are (personality, interests, values, skills, and lifestyle).
• Receive specific suggestions and ideas on where to acquire experience.
• Expand your network of contacts for future opportunities
• Gain referrals to other professionals for additional perspectives.

Are Informational Interviews Only for Students Ready to Graduate?
Not at all. Informational interviews are appropriate for first-year students through alumni. If you are in the process of choosing an academic major, making career choices, beginning a job search, or transitioning to a different career, the informational interview can be an excellent tool to explore your options and increase your career knowledge. We recommend signing on to UCLAone.com to connect with Bruin alumni.

What Are Some Typical Subjects Discussed About the Industry or Organization During the Informational Interview?
• Work Environment
• Industry Trends
• Lifestyle
• Ideal Skill Set/Qualifications
• Challenges/Rewards
• Career Path of Interviewee
• Typical Compensation
• Career Ladder of Field

How Does the Informational Interview Work?
The informational interview works best if it is done in person in the setting that you are interested in working (i.e., a hospital, investment bank, consulting firm, or nonprofit organization, etc.). However, it can also be done by telephone or Skype.

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

INFORMATIONAL INTERVIEWING CHECKLIST

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

The Informational Interview
• For a face-to-face meeting, dress in professional attire.
• If you meet at the company’s site, ask in advance if the contact is willing to give you a tour.
• For email or phone, correspond and speak professionally.
• Express your appreciation to them for taking the time to speak with you.
• Ask the questions you’ve prepared in advance (see samples that follow).
• Jot down notes.
• Be mindful of the time.
• Ask the contact for their business card and whether you may follow up with them in the future.
After Your Informational Interview

- Within 24 hours, send the contact a thank you card or email. A hand-written thank you note is recommended.
- As you continue to explore, keep the contact updated about your progress.
- If you’ve decided to pursue the field, ask the contact if they would be willing to review your resume and provide feedback.
- If you were given any recommendations (i.e., a web link, book or article, a contact) be sure to mention what you have done with that recommendation. For example, “Thank you for recommending that I contact Ms. Jones. She and I have a call scheduled for next week.”
- Request to connect with the individual on LinkedIn.

REQUESTING AN INFORMATIONAL INTERVIEW

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

Setting Up an Informational Interview

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

Example of Letter

Dear______:

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

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

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

Sincerely,
Your Name
contact info: email, telephone #

Example of Telephone 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.

Preferably, use a landline indoors, alone, in a quiet space, with your notes, paper, and pen.

QUESTIONS TO ASK

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

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

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

- 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?

INTERNSHIPS

The Inside Track to Your First Full-Time Job
More than ever, employers today look at an entry-level job candidate’s track record of “real world” experiences and accomplishments before extending an offer for a permanent position. They rely heavily on internships and summer programs to assess the skills, abilities, and qualifications of potential full time employees.

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

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

Benefits of Working As an Intern

• Gain valuable real world experience and learn new skills.
• Explore and test different career possibilities before making a long-term commitment.
• Demonstrate to future employers your interest in your chosen career field.
• Make contacts and develop important networking and mentoring relationships.
• Prove yourself on a trial basis to a potential employer.

INTERNSHIP PLANNING

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

• What is the primary reason you’re looking for an internship or summer job? To earn money? Test out career alternatives? Gain experience to add to your resume? Develop career-related skills?
• What are you interested in doing? Where? With whom? In what type of organization?
• What skills can you bring to the job? Why should you be hired instead of any other college student?
• Is money an issue? How much money do you need? What is the bare minimum?
• Can you afford to do an unpaid internship or volunteer work that might relate more directly to your career objective?
• Will you need to relocate? What impact will this have on your financial situation? Does the employer provide any assistance relocating?
• Will you get class credit? (Offered through Center for Community Learning or department based internship courses.)
• Is the position likely to provide an entrée into your dream career?
• Is it important for your internship experience or summer work to tie in with your academic pursuits and career goals?

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

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

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

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

The job search process is a job itself. An effective job search will incorporate a variety of strategies. Look over the list below for tips on how to best navigate each approach.

CHECKLIST FOR AN EFFECTIVE JOB SEARCH

- Use a Job Search Tracking Sheet to keep track of important information including resume submissions, interviews, networking contacts, and follow-up notes. Download this Excel file at career.ucla.edu/CareerGuide in the Supplemental Materials section.
- Determine how much time you will spend on your job search each week, block off your schedule and be sure to follow through.
- Complete the On-Campus Recruitment (OCR) Orientation to gain access to on-campus interviews with top companies.

SEARCHING ONLINE

- Utilize the UCLA Career Center’s online resources including BruinView™ and On-Campus Recruitment.
- 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.
- Conduct a targeted search.
  - Utilize BruinView’s™ “Saved Search” feature to get auto updates on new postings and opportunities.
  - Utilizing various Company & Industry Research Resources, identify the types of organizations you would like to work for, develop a targeted list, and research companies.
  - Look directly on the employers’ sites for open job and internship postings.
- Social Media
  - Actively use LinkedIn, UCLAone.com and social media to effectively brand and market yourself.
  - See our Social Media Do’s and Don’ts in the Job Search on this page.
  - View LinkedIn for Students tutorials to ensure you are leveraging LinkedIn to its full capacity!

TAKE IT OFFLINE

- Attend Career Fairs. See the current schedule at career.ucla.edu/FTE then log on to BruinView™ to register. Review the How to Prepare for a Career Fair on page 13.
- Information Sessions: Attend company presentations to learn more about companies of interest, their opportunities for students and to make individual connections with company representatives. Check BruinView™ > Info Sessions for the current schedule.
- Join professional associations and student organizations:
  - Professional associations are groups of people who currently work in a given profession. They often host conferences, workshops, and networking events and are a great way to learn more about a career and meet people who may be able to help guide you. There is often a discounted membership rate for students.
  - Find a list of professional associations at www.directoryofassociations.com.
  - Search for UCLA student organizations at www.studentgroups.ucla.edu Filter by category to find groups relevant to your career interests.
- Volunteer to gain experience and expand your network.
- Leverage your network: Identify, list and prioritize your current contacts using the My Personal Network Worksheet. Download this PDF file at career.ucla.edu/CareerGuide in the Supplemental Materials section.
- Utilize LinkedIn to discover your hidden network.
- Reach out to contacts to schedule informational interviews (see page 10).

SOCIAL MEDIA IN THE JOB SEARCH: DO’S AND DON’TS

DO:
- Take inventory of your current social media use. Revisit platforms that may be inactive and be sure to keep all profiles up-to-date and delete anything that is questionable.
- Be consistent. Make sure all of your social media accounts show the same job and education history.
- Use social media to expand your network and to show interest in the field you are entering by sharing articles and actively participating in discussions.
- Create or enhance your existing LinkedIn account. Not sure where to begin? Check out https://university.linkedin.com/linkedin-for-students for resources to help students learn how to utilize LinkedIn effectively.
- Join and participate in LinkedIn groups related to your career interests. Initiate and participate in discussions. Be sure to check your spelling, grammar and use professional courtesy when doing so.
- Follow companies in your industry in order to learn more and show your interest.
• Use your social media account to connect with people who can refer you to the jobs that you desire. Connect with recruiters you met at career fairs, hiring managers you have interviewed with in the past, or peers who work in similar positions.

• Express your interest in a new position and ask for their help. If you have an interview lined up, get insightful information about the company from an insider.

DON’T:

• Post anything you will regret later. There is a chance it may be seen by prospective employers, a colleague or colleagues, a former boss, etc. Think twice before posting questionable photos, potentially offensive comments, or criticisms against current or former employers.

• Use poor grammar or spelling in your profile or when sending a message to contacts. Also, avoid sending generic messages; always customize your message for each person and position.

• Be passive. It is called social media for a reason. Show your passion and interests by engaging with other users, professional groups, or brands.

• Wear inappropriate clothing in profile photos. You don’t have to wear a three-piece suit in your photos, however, a business casual outfit is recommended.

• Assume your information is private. Check your privacy settings for all social media platforms. With new updates and constant changes to privacy policies, double-check to see what is visible on your public profile.

• Spend too much time on social media. As you take control of your online persona, go out and live it!

HOW TO PREPARE FOR A CAREER FAIR

Reasons to Attend

• Access recruiters from national and international companies at a convenient campus location.

• Increase your chances of receiving an interview by making a personal connection instead of relying solely on your resume.

• Explore different fields, industries, company cultures, and career opportunities.

• Gain valuable employment information and job search advice from seasoned professionals.

• Find out about available positions and submit your resume in person to company recruiters.

• Expand your network of contacts.

Before the Event

• Look up the list of participating employers in advance to strategize which companies you would like to meet. The list of participating employers can be found in the “Info Sessions, Fairs & Workshops” section of BruinView.

• 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) | What internships/positions they are seeking to fill on their website or BruinView | Application instructions in case you have questions | Check Glassdoor.com to read company review information from employees

• Prepare your 30-second Elevator Pitch! Practice with your roommate, parents, and friends or prepare your pitch with a career counselor during an appointment (see worksheet on page 14). Check out InterviewStream—a free online resource we offer, to practice your pitch.

• Dress appropriately. “Business Casual” or “Business Professional” depending upon the culture of the industries/companies you are interested in. When in doubt, dress in professional attire. Visit our website for specific examples: career.ucla.edu/DressForSuccess.

What to Bring

• Copies of resume in a folder or padfolio/portfolio.

• Allow adequate time, come as early as possible.

• A list of employers by preferred companies and plan to visit and approach as many 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. Access the Career Fair Action Plan at career.ucla.edu/CareerGuide.

During the Event

• Map targeted employers using the map given to students upon entering. Some events use a career fair app. Be sure to download it in advance so that you are comfortable navigating its features.

• Be ready to introduce yourself (see Elevator Pitch Worksheet on page 14).

• 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 off their table.

• Be courteous, friendly, and polite.

• Look up the job posting(s) of companies you are interested in speaking with. All career fair recruiters are required to post a job in order to participate.
• Between speaking with representatives, take breaks to take notes with a fresh mind.
• Visit the candidate area hosted by the Career Center Table if you have any questions, need tips, or advice.
• What are employers looking for?
  Enthusiasm | Motivation | Teamwork | Initiative | Commitment | Leadership | Communication
  Knowledge of field or organization | Problem-solving

• At the end of the conversation:
  > Ask what the next step will be.
  > Leave them with a copy of your resume, and ask them how they prefer to be contacted.
  > Ask them for their business card so that you can follow-up.
  > THANK them for their time and for the information they provided you.
• Before leaving make the necessary notes on your action plan for follow up.

After the Event
• Within 24 hours, follow-up with the recruiters you met via email or LinkedIn connection request. Send a customized message reminding them of who you are, what you discussed, and reinforcing that you are interested in an opportunity with their company.
• If they gave you any instructions on how to apply for their position, or directed you to any resources, let them know that you have followed through on their advice and are looking forward to the next step.
• Ask them when you should expect to hear from them regarding next steps in the process.
• Check BruinView™ to see which companies are scheduled for Information Sessions. Attend as many as you are interested in, even for companies you already met at the fair—you are more likely to make an impact and be remembered if they meet you multiple times!

ELEVATOR PITCH WORKSHEET

How to Introduce Yourself in 30 Seconds
• Smile + Handshake + Enthusiasm

Step 1) Introduction / Headline—What do you want them to remember about you?
  > Your Name
  > Year in School
  > Major
  > Positions you are seeking or future career goals

Step 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

Step 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.
EMAIL CORRESPONDENCE WITH EMPLOYERS

Drafting and sending professional emails is a vital component of the job search process. Whether you are sending a thank you email, applying for a job, or following-up on your application, it is important you remain professional by using formal and grammatically correct language. Below you will some templates you can use when corresponding with employers. In addition, you can utilize drop-in counseling to consult with a counselor regarding written correspondence.

THANK YOU EMAIL TEMPLATE

When you meet a recruiter or employer at a networking event like a career fair or information session, it is important that you follow up with them. By following up with the employer you are showing your interest and commitment to the position, and it also helps you stand out from other candidates.

Tips:
- Keep it short and concise
- Highlight something you talked about in your conversation/interaction
- Express again your interest in their company
- Attach your resume

APPLYING TO A JOB EMAIL TEMPLATE

Some positions will require that you email an employer your resume and cover letter to a direct contact, so it is important that your email makes a good first impression.

Tips:
- Indicate which position you are interested in
- Give some general background information (name, school, major, etc.)
- Briefly highlight some skills that make you qualified for the job
- Attach your resume and cover letter

Dear [Employer Name],

My name is [insert name] and I am interested in the [role name] at [company name] which was listed on your website. I am currently a [class standing] studying [insert major] at University of California, Los Angeles (UCLA). Due to my extensive experience working in team settings and [list a skill], along with UCLA’s rigorous curriculum I believe I am a strong candidate for this position. I have attached my resume and cover letter for your review, so please let me know if you have any questions. I look forward to speaking with you further about my qualifications.

Sincerely,

[Insert Name]

FOLLOW-UP EMAIL TEMPLATE

It is appropriate to follow-up with an employer if you have already completed their application or sent in your resume/cover letter. The follow-up email is a great way to show that you are still interested in the position and to find out where you are in the application process. It is suggested to follow up between 5-10 business days from the submission of your application. Lastly, it is recommended to send no more than two follow-up emails. The Career Center staff are available for further consultation if you need specific advisement.

Tips:
- Indicate which position you applied for and when
- Indicate your interest in the position
- Use a positive tone when writing your email (avoid showing frustration)
- Include your contact information
- Include your resume and cover letter again

Dear _________________,

I hope this email finds you well. I have applied for the ____________ position through BruinView™ on (include exact date), and would like to inquire about the status of my application. I am very excited about the possibility of working for (include company’s name), because (include a reason based on your knowledge of the company and your understanding of the position, highlighting the connection between your skills and the responsibilities you would have in that position).

For your convenience I have attached a copy of my resume and cover letter, previously submitted with the application. If you need additional information regarding my professional experiences or qualifications, please don’t hesitate to contact me. I appreciate your time and consideration and look forward hearing from you soon.

Sincerely,

Full Name
AVOIDING FRAUDULENT EMPLOYERS & SCAMS

Protect Yourself From Fraudulent Employers
While BruinView positions have been screened, the Career Center cannot guarantee the accuracy of information listed by the employer.

DON'T
Don't trust listings with incorrect or illegitimate information:
- Grammar/Spelling Errors
- Unrealistic Wages: i.e. $80/hour
- Near Instant Response Times

DO
Do your own research on employers. Listed below are helpful sites you can use to verify companies:
- Better Business Bureau: (http://www.bbb.org/us/consumers/)
- Hoovers: (http://www.hoovers.com)

DON'T
Don't trust an employer if it's hard to verify their information, including:
- Phone Number
- Company Name
- Business Address
- Company Email
- Company Website

DO
Do take time to familiarize yourself with common employment scams:
- Common Job Scams: www.thebalance.com/common-job-scams-and-how-to-avoid-them-2062172

DON'T
Don't provide private info over the phone or email, such as:
- Social Security Number (SSN)
- Bank Account Info
- Address
- Credit Card Numbers
- MyUCLA Login Credentials

Please contact the Career Center if you notice a suspicious and potentially fraudulent listing.

Email: bruinview@career.ucla.edu  Phone: (310) 206-1915
5 RESUMES AND COVER LETTERS

THE RESUME

Your resume is a powerful marketing tool to land an interview. It’s an important part of your total package, and must be clear, concise, appealing, and informative.

Employers typically scan a resume for no more than 15 to 30 seconds. Take advantage of that time by crafting a resume that is clear, concise, and quickly demonstrates how you meet their needs.

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

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

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

Consider the Following as You Get Started

Have you:

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

Emphasize the Results

Show measurable results to an employer. Quantifying and qualifying your accomplishments gives prospective employers a sense of how you went about an assignment or project and the bottom-line results of your performance. Numbers speak volumes to people who make hiring decisions.

Similarly, qualifying your results is also important so prospective employers could see the impact of your services. For example, “Collaborated with counselor to provide student service to enhance and support academic and personal growth.”

For example, this sentence, “Organized all sorority philanthropic events which resulted in contributions of over $4000” is much more impressive than “Organized all sorority philanthropic events.”

Here’s another example of how quantifying your accomplishments can be quite powerful, “Developed tact and diplomacy in dealing with customers in a fast-paced environment” is more effective than “Served food.”

The statement, “Commended for efficiency and accuracy in completing office duties” gives you more mileage than, “Responsible for typing and filing.”
# Resume Content

<table>
<thead>
<tr>
<th>Categories</th>
<th>Essentials</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Categories</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td>Name (16-18 pts.), address, phone #, email, and web address (optional).</td>
<td>Make sure email address and your phone's voicemail greeting are “employer appropriate.”</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>Name of school, degree earned or seeking (i.e., BS, BA, MS, MA, PhD), major and minor, expected graduation date (month and year), and GPA (if required or if above 3.0).</td>
<td>List highest degree first. Include study abroad. High school should be omitted after sophomore year (or earlier).</td>
</tr>
<tr>
<td>EXPERIENCE</td>
<td>Job title, company name, location (city, state), dates of experience, bulleted points describing your actions, skills, and accomplishments (see pg. 20 for help creating strong bullets).</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Additional Categories</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OBJECTIVE</td>
<td>A specific, concise, one-sentence description of the position desired.</td>
<td>For a specific position, include the title and company name. For general use (career fair or networking event), either omit or state the field, industry, and/or type(s) of positions you are seeking.</td>
</tr>
<tr>
<td>QUALIFICATIONS SUMMARY</td>
<td>List of all of your qualifications for the position (tailored to the job posting).</td>
<td>Typically toward the top of the resume, after EDUCATION.</td>
</tr>
<tr>
<td>SKILLS</td>
<td>Categorize the relevant skills you possess. Categories may include:</td>
<td>List only the skills you can perform with little or no supervision. State your proficiency level with languages and programs (fluent, advanced, proficient, intermediate, basic, exposure to, etc.).</td>
</tr>
<tr>
<td>• Languages</td>
<td></td>
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</tr>
<tr>
<td>• Computer</td>
<td></td>
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</tr>
<tr>
<td>• Laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RELEVANT COURSEWORK / PROJECTS</td>
<td>List course titles (not numbers) of relevant courses, in order of relevance. If a lab, include (Lab) after title.</td>
<td>May be listed separately or as a subsection under Education.</td>
</tr>
<tr>
<td>HONORS and AWARDS</td>
<td>Students and recent grads can include academic honors, awards, and scholarships.</td>
<td>May be listed separately or as a subsection under Education. Include the date or # of quarters received.</td>
</tr>
<tr>
<td>CREATE YOUR OWN TARGETED HEADING(S)</td>
<td>Instead of a general EXPERIENCE section, consider creating headings to clearly demonstrate that you have experience relevant to what the employer is seeking.</td>
<td>Examples may include: MANAGEMENT EXPERIENCE, LEADERSHIP EXPERIENCE, WRITING EXPERIENCE, MARKETING EXPERIENCE, etc.</td>
</tr>
<tr>
<td>RESEARCH</td>
<td>List the research project, department/lab/organization name, dates, and description of the project, methods, and findings.</td>
<td>Use same format as EXPERIENCE section.</td>
</tr>
<tr>
<td>PUBLICATIONS</td>
<td>Cite publications using the correct format for your discipline (MLA, APA, etc.). Bold your name.</td>
<td>Identify if still in submitted status. May also indicate if peer-reviewed.</td>
</tr>
<tr>
<td>LEADERSHIP</td>
<td>List office(s) held, organization, dates, and a brief description of accomplishments.</td>
<td>Use same format as EXPERIENCE section.</td>
</tr>
<tr>
<td>ACTIVITIES / VOLUNTEER</td>
<td>List membership in any clubs, sports, or community service experiences.</td>
<td>May not include a description, depending upon the depth of your involvement. Only include those that are unique, specific, and/or require skill/dedication. OK: Jiu-Jitsu, Tennis, Portraiture Not: Reading, Nature, Music</td>
</tr>
<tr>
<td>INTERESTS</td>
<td>List outside hobbies, interests and talents.</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATIONS/LICENSES</td>
<td>List if applicable to the position or field.</td>
<td></td>
</tr>
<tr>
<td><strong>Do not include:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCES</td>
<td>Do not state “References available upon request,” as this is assumed.</td>
<td>Type your Reference list on a separate page. Take with you to the interview.</td>
</tr>
<tr>
<td>PERSONAL INFORMATION</td>
<td>In the U.S. it is inappropriate to include marital status, citizenship, date of birth.</td>
<td>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.</td>
</tr>
<tr>
<td>PICTURES</td>
<td>Do not include a photo of yourself.</td>
<td></td>
</tr>
</tbody>
</table>
# Resume Format

<table>
<thead>
<tr>
<th>Do’s &amp; Don’ts</th>
<th>Tech Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LENGTH</strong></td>
<td></td>
</tr>
<tr>
<td>• 1 page for undergraduate students and recent grads. Fill the page completely.</td>
<td></td>
</tr>
<tr>
<td>• 2 pages may be acceptable for grad students and others with extensive relevant experience.</td>
<td></td>
</tr>
<tr>
<td>• <strong>Size:</strong> 10-12 points</td>
<td></td>
</tr>
<tr>
<td>• <strong>Type:</strong> Any that is easily legible (including Arial, Book Antiqua, Calibri, Cambria, Helvetica, Times). Use the same font throughout.</td>
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</tr>
<tr>
<td>• <strong>Color:</strong> Black is preferred. Color may be difficult for some to see and/or not industry-appropriate.</td>
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</tr>
<tr>
<td><strong>FONT</strong></td>
<td></td>
</tr>
<tr>
<td>• At top of resume, centered or justified to left or right.</td>
<td>To insert a bullet in the middle of a line of text, in MS Word select Insert &gt; Symbol &gt; Choose.</td>
</tr>
<tr>
<td>• Name should be larger by at least 4 points.</td>
<td></td>
</tr>
<tr>
<td>• If you have a preferred name, include it in parentheses between your first and last.</td>
<td>To add a line under your section headings, in MS Word go to Home &gt; Paragraph &gt; select the Bottom Border Icon.</td>
</tr>
<tr>
<td>• May include contact information on one line, separating address, phone, and email with a bullet.</td>
<td></td>
</tr>
<tr>
<td><strong>MARGINS</strong></td>
<td></td>
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<tr>
<td>• .5” to 1” on all sides</td>
<td></td>
</tr>
<tr>
<td><strong>NAME &amp; CONTACT</strong></td>
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<tr>
<td>• Left justified (preferred) or centered.</td>
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<tr>
<td>• ALL CAPS and bold (preferred).</td>
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</tr>
<tr>
<td>• May include a bottom border line.</td>
<td></td>
</tr>
<tr>
<td><strong>CATEGORY HEADINGS</strong></td>
<td></td>
</tr>
<tr>
<td>• Typical items to bold include Name and Headings.</td>
<td></td>
</tr>
<tr>
<td>• You may bold whatever content is most relevant to the position, remaining consistent throughout the resume:</td>
<td></td>
</tr>
<tr>
<td>• EDUCATION: your university and/or degree.</td>
<td></td>
</tr>
<tr>
<td>• EXPERIENCE: your position title and/or company.</td>
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</tr>
<tr>
<td><strong>BOLD</strong></td>
<td></td>
</tr>
<tr>
<td>• List all dates along the same margin (right preferred).</td>
<td>To create a bullet list in MS Word go to Home &gt; Paragraph &gt; select the Bullet List icon.</td>
</tr>
<tr>
<td>• Best to include months and years for each experience (instead of year only, or quarter/season).</td>
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</tr>
<tr>
<td>• You may format dates as numbers (09/20XX), words (September 20XX), or abbreviate (Sept. 20XX). Be consistent.</td>
<td></td>
</tr>
<tr>
<td><strong>DATES</strong></td>
<td></td>
</tr>
<tr>
<td>• Experience descriptions should be in bullet list format.</td>
<td>Resume paper is sold at office supply stores and the UCLA Bookstore.</td>
</tr>
<tr>
<td>• Use either • or ●. Avoid dashes, arrows, check boxes, or diamonds.</td>
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</tr>
<tr>
<td><strong>BULLETS</strong></td>
<td></td>
</tr>
<tr>
<td>• Include white space between the sections of your resume. The space should go before each section heading (not necessary after each section heading).</td>
<td></td>
</tr>
<tr>
<td>• Include a space between each item within each section so it’s clear where one ends and the next begins.</td>
<td></td>
</tr>
<tr>
<td><strong>SPACING</strong></td>
<td></td>
</tr>
<tr>
<td>• When printing your resume, use 8-1/2” x 11” resume paper in white or ivory.</td>
<td></td>
</tr>
<tr>
<td><strong>TABLES/TEXT BOXES</strong></td>
<td></td>
</tr>
<tr>
<td>• Avoid these and other complex formatting, as they may make your resume difficult to scan for keywords.</td>
<td></td>
</tr>
</tbody>
</table>
# Build Your Bullet Points

<table>
<thead>
<tr>
<th>What did you DO?</th>
<th>HOW did you do it?</th>
<th>ELABORATE with details.</th>
<th>What were the RESULTS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Your duties, responsibilities, projects)</td>
<td>(Specific tools, resources, or technology; transferrable skills)</td>
<td>(How often? What was the purpose? Who else was involved? How many? Use #’s when possible.)</td>
<td>(What did you accomplish or improve? Did you meet or exceed a goal? Did you create something new? Use #’s when possible.)</td>
</tr>
<tr>
<td>Example 1</td>
<td>Directed customers to items</td>
<td>Developed a new merchandising strategy</td>
<td>Increased average daily store revenue by 9% and average sales per customer by 12%.</td>
</tr>
<tr>
<td></td>
<td>• 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%.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example 2</td>
<td>Participated in client meetings</td>
<td>Used PowerPoint, presentation skills</td>
<td>Met weekly with traders on Interest Rate Swap desk. Presented on the interest rate movement in major international markets</td>
</tr>
<tr>
<td></td>
<td>• Prepared and presented weekly PowerPoint presentations highlighting interest rate movement in major international markets to traders on Interest Rate Swap desk.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Now it’s your turn:**

1. 
   - 

2. 
   - 

3. 
   - 
ACTION VERBS
(Arranged by Industry and/or Skill)

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

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

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

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

Interpersonal / Teamwork
Adapted
Advised
Advocated
Aided
Answered
Arranged
Cared for
Clari
Coached
Collaborated
Contributed
Cooperated
Counseled

(continued on next page)
Oral / Written Communication
Addressed
Advertised
Arbitrated
Arranged
Articulated
Authoried
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Demonstrated
Described
Developed
Directed
Discussed
Drafted
Edited
Enlisted
Explained
Expressed
Familiarized
Formulated
Furnished
Illustrated
Incorporated
Informed
Influenced
Interpreted
Interviewed
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Published
Recruited
Reconciled
Reinforced
Referred
Reported
Resolved
Responded
Solicited
Specified

Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

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

Sales / Marketing
Achieved
Attained
Completed
Conceived
Delivered
Earned
Exceeded

Expanded
Generated
Increased
Improved
Launched
Led
Marketed
Promoted
Resolved
Restored
Saved
Shaped
Succeeded
Surpassed
Transformed
Won

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

Technical
Adapted
Applied
Assembled
Automated
Built
Calculated
Computed
Conserved
Constructed
Controlled
Converted
Debugged
Designed
Determined
Developed
Diagnosed
Drafted
Engineered
Fabricated
Fortified
Installed
Inspected
Installed
Maintained
Monitored
Operated
Overhauled
Prevented
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Retrieved
Solved
Specialized
Standardized
Studied
Upgraded
Utilized
FULL NAME
City, State · Phone Number · Email Address

OBJECTIVE (OPTIONAL)
Briefly and succinctly, state the type of job and the industry you prefer.

EDUCATION
University of California, Los Angeles
BA/BS, Major Field of Study
- Expected graduation date (month, year)
- 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).
Community College
AA/AS, Field of Study

SKILLS
- Computer: (State your computer skills and proficiency level)
- Languages: Include Foreign Language Proficiency
- Lab:
- Social Media:

EXPERIENCE
Experience can be divided into RELEVANT EXPERIENCE or a category that reflects similar experiences (e.g. Teaching Experience, Marketing Experience, Research Experience, etc.)

Employer Name, City, State
Position Title
- Dates
- 3-5 bullet points.
- Avoid descriptions of duties and tasks;
DEMONSTRATE your skills through results and accomplishments.

LEADERSHIP EXPERIENCE
Club/Organization Name, City, State
Position Title
- Dates
(Format the same as above)

COMMUNITY/VOLUNTEER EXPERIENCE
ACTIVITIES
HONORS/AWARDS

State the Honor/Award received and provide the date (month, year) or # of quarters received.
TARGET YOUR RESUME TO THE JOB

(one size does not fit all)

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

Tips:
- Use the keywords from the job posting and the targeted industry
  (Online applications are often matched to keywords in the 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 on your “fit”

Targeting to the job applies to all sections of the resume.

The following 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 PowerPoint presentation development
• Monitoring for client and competitor coverage
• Developing media coverage books, including scanning, clipping, formatting, printing and binding
• Press kits, marketing kits and media coverage books
• Collection, analysis and reporting of internet data for purposes of understanding and optimizing web usage
• General office administration tasks such as managing the subscription database and sorting mail
• Media relations
• Compiling agency marketing kits

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

GENERAL RESUME (Before)

Financial Relations Board, Los Angeles, CA Jan. - Sept. 20XX
Investor Relations & Account Intern
• Assisted with materials for client meetings, including presentations and printed information
• Reviewed newspapers and internet for company information

Terri Hines & Associates, Burbank, CA Summer 20XX
Publicity/Marketing Intern
• Assisted with events and promotions
• Contributed in brainstorm 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
• Offered peer group and investor targeted research, drafted and issued press releases, prepared and delivered presentations using PowerPoint
• 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 brainstorm 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 press awards.
• 40 hours/week
MASAKO BRUIN
405 Hilgard Avenue ∙ Los Angeles, CA 90024 ∙ (310) 825-4321 ∙ Mbruin@ucla.net

OBJECTIVE
A management trainee position in retail merchandising.

EDUCATION
University of California, Los Angeles
Bachelor of Arts in English
• GPA: 3.46
• Relevant Coursework: Elementary Accounting, Statistics, Business Writing, Research Methods, and an independent research project.

EXPERIENCE
Assistant Manager
SANDS FURNITURE, Santa Monica, California
January 20XX - Present
• Schedule and supervise a staff of seven employees to ensure sales goals are achieved and ample coverage during shifts.
• Increased sales volume by 25% in just six months through enhanced knowledge of inventory and effective communication.
• Joined firm as sales associate; rapidly promoted to Assistant Manager.

Program Coordinator
ASIAN EDUCATION PROJECT, UCLA
August 20XX - June 20XX
• Trained 15 new volunteers to work with at-risk elementary school children to enhance their overall GPA.
• Wrote, compiled and edited a 20 page manual for training volunteers.
• Expanded the program to include five additional elementary schools.
• Began as volunteer; selected for promotion to Program Coordinator.

Office Assistant
THOMAS TEMPORARIES, INC., Sherman Oaks, California
June 20XX - July 20XX
• Provided clerical support for several large corporate offices and law firms.
• Enhanced administrative skills and became proficient in the use of Word, Excel and PowerPoint software.
• Received several offers for permanent employment based on excellent performance.

SKILLS
• Programs: Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Access.
• Languages: Fluent in Spanish; Conversational in Japanese.

HONORS & ACTIVITIES
• Deans List (20XX)
• Contributing Writer, “Pacific Ties, UCLA” (student special interest newspaper)
TARGETED RESUME: EDITOR

MASAKO BRUIN
405 Hilgard Avenue, Los Angeles, CA 90024. (310) 555-5555. Mbruin@ucla.edu

OBJECTIVE: An entry-level position on a newspaper editorial staff.

EDUCATION
Bachelor of Arts in English
UNIVERSITY OF CALIFORNIA, LOS ANGELES Expected June 20XX
  • GPA: 3.46
  • 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 articles targeting Asian American issues for special interest newspaper.
  • Researched community issues and interviewed prominent community leaders.

Program Coordinator/Editor
ASIAN EDUCATION PROJECT, UCLA Aug 20XX - June 20XX
  • Compiled and edited a 20 page training manual for volunteers.
  • Expanded program to include five additional elementary schools.
  • Recruited and trained volunteers to work with at-risk elementary school children.

RELATED EXPERIENCE
Assistant Manager
SANDS FURNITURE, Santa Monica, California Nov 20XX - Present
  • 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
  • Joined firm as sales associate; rapidly promoted to assistant manager within 6 months of employment.

Office Assistant
THOMAS TEMPORARIES, INC., Sherman Oaks, California Jan-Nov 20XX
  • Enhanced administrative skills and became proficient in the use of computers.
  • Received four offers for permanent employment based on excellent performance.

SKILLS
  • Proficient in Microsoft Word, PowerPoint, Adobe Photoshop, Web Design, and Blogging.
  • Bilingual Spanish/English (oral and written translation); Conversational Japanese.
BUSINESS RESUME SAMPLE

BENJAMIN BRUIN
330 De Neve Dr, Room #C5-315 ∙ Los Angeles, CA 90024
(310) 555-5555 ∙ bbruin@ucla.net

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; Major GPA: 3.86; SAT: 2310
• National Champion - DECA Business Plan Competition (2014)
• 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
Jefferies & Company, Inc. ∙ Century City, CA | June 20XX - September 20XX
Wealth Management Intern
• Assisted Managing Director in creating performance reports and asset allocation proposals for 20 high-income clients
• Identified new opportunities to realize capital gains and maintain credit quality, coupon rate, and maturity
• Collaborated closely with 2 financial advisors on preparing investment plans for existing and prospective clients

Beacon Economics ∙ Los Angeles, CA | January 20XX - April 20XX
Intern
• Conducted literature reviews and gathered data analyzing shortage of future Allied Healthcare workers
• Created written reports and PowerPoint presentations to assist in gaining media coverage of recent research findings

UCLA Daily Bruin ∙ Los Angeles, CA | March 20XX - December 20XX
Account Executive
• Implemented innovative marketing strategies to develop stronger partnerships with potential 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
• 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%

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 | April 20XX
Team Leader
• 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
• Computer: Experienced in Excel, PowerPoint, Word, Adobe InDesign, Photoshop; basic C++
• Language: Intermediate Fluency in Spanish; Conversational Farsi
• Interests: Classical piano, camping in the Sierras, scuba diving, Sudoku

Created using the Calibri font.

Some employers may ask for SAT Scores; include the breakdown if your quantitative score helps emphasize your quantitative abilities.

Consider breaking the traditional grammatical rule if you want to add extra emphasis to a number less than 10.

The “+” symbol can be a great way to show an estimate or can be used in place of words like “more than” or “over.”

Use symbols instead of writing out the words “percentage” or “dollar,” as in 25% or $2 million.

Include categories to highlight your skills.
ACCOUNTING RESUME SAMPLE

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

EDUCATION

UNIVERSITY OF CALIFORNIA, LOS ANGELES
Los Angeles, CA
Bachelor of Arts, Business Economics
Minor in Accounting
• Cumulative GPA: 3.76; Accounting GPA: 3.9
• Honors: 20XX William Sharpe Fellow; UCLA Dean’s List
• Activities: Beta Alpha Psi, Student Accounting Society, Undergraduate Business Society, Delta Sigma Pi
• CPA Eligible (September 20XX)

RELEVANT COURSEWORK
Principles of Accounting
Intermediate Accounting
Management Accounting
Tax Principles and Policy
Macroeconomic Theory
Microeconomic Theory

EXPERIENCE

PRICEWATERHOUSECOOPERS LLP
Los Angeles, CA
Tax Intern
August 20XX
• Audited Quarterly tax provisions of companies such as Bruin Corp, Fast Bruin, and Bruin Net
• Collaborated with a team to advise major companies on international tax structuring strategies
• Performed a tax review and compliance for Bruin Enterprise Corporation

SONY PICTURES
Los Angeles, CA
Accounting Intern
June 20XX
• Prepared bank reconciliations for 45+ corporate, production, and international bank accounts on a monthly basis
• Researched and resolved discrepancies in account activity and actively verified bank balances
• Analyzed accounting data, performed revenue validation tests, and created cash allocation schedules
• Processed international employee expense reimbursements and retrieved supporting statements

LEADERSHIP

DELTA SIGMA PI, UCLA
Los Angeles, CA
Vice President
September 20XX - March 20XX
• Compiled and created Annual Business Report and submitted final copy to the National Chapter
• Managed financial statements, recorded activities, and contacted employers to support organization’s efforts

PRICEWATERHOUSE COOPERS CASE COMPETITION
Los Angeles, CA
Tax Project - Team Leader
November 20XX
• Led a team of five students to develop an effective healthcare reform proposal for a small fictitious company
• Analyzed data, assisted team members with finalizing and delivering the group presentation in front of the judges

GIRL SCOUTS OF AMERICA
Los Angeles, CA
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, PowerPoint, and Adobe Photoshop and QuickBooks
• Language: Fluent in Mandarin
JAMES BRUIN
501 Westwood Plaza, Los Angeles, CA, 90095 • 310-555-5555 • bruin@ucla.net

EDUCATION
University of California, Los Angeles
Bachelor of Arts, Sociology Expected June 20XX
• GPA: 3.3
• Awarded the Chancellor’s Service Award
• Relevant Coursework: Child Development, Social Psychology of Higher Education, Understanding Gifted Students, and Academic Success in your Undergraduate Experience

CERTIFICATIONS: CBEST, CSET, CPR

TEACHING EXPERIENCE
Tutor, Project Literacy, UCLA Sept. 20XX-Present
• Tutor a 4th grade student in a low-income, urban community on a weekly basis in math, science, and English
• Assist the student in developing personal learning strategies
• Review homework, create flashcards, and engage the student in the learning process
• Consult with teachers and parents regarding student progress and attendance, resulting in 20% improvement in attendance within two months

Undergraduate Section Leader, Sociology Department, UCLA Sept. 20XX-Dec. 20XX
• Led section of 15 students through discussion of course material and review for midterm
• Utilized learning theories to create interactive lessons and student-run discussion
• Assisted students in selecting topic and writing a 20-page research paper
• Oversaw the development of a training manual for future section leaders

Workshop Leader, “Academics in the Commons,” UCLA Sept. 20XX-June 20XX
• Trained to provide educational workshops to fellow undergraduates to enhance their college experience
• Presented 4 workshops per quarter, on topics including: “Preparing for Law School,” “Transfer Adjustment,” and “Study Skills” with average attendance of 50 students
• Utilized technology to engage students through visual and interactive learning

Swim Instructor / Lifeguard, YMCA, Los Angeles, CA Summers 20XX, 20XX
• Taught 30-minute swim lessons to students, ranging from 2 years old to adults
• Presented safety workshops to educate the students on issues including: pool safety, community health, and handling emergency situations
• Evaluated mastery of techniques for advancement to the next skill level

LEADERSHIP EXPERIENCE
Resident Assistant, Office of Residential Life, UCLA Sept 20XX-Present
• Assisted 90 first-year students with the high school to college transition
• Facilitated roommate contracts and effectively handled counseling situations
• Created 7 active and passive programs per quarter on academics, personal growth, citizenship and community development
• Awarded Hall of Fame programming award for canned food drive
• Served as part of a rotating duty team enforcing on-campus housing policy
ANDY BRUIN
405 Hilgard Avenue, Los Angeles, CA 90095
(310) 825-4321 abruin@ucla.net

EDUCATION

University of California, Los Angeles (UCLA)  
Bachelor of Arts, Economics, Computing Specialization  
Expected December 20XX

Fresno City College  
Associate of Science, Mathematics  
June 20XX

RELEVANT COURSEWORK


COMPUTER SKILLS

• Programming Languages: HTML, XML, ASP, Visual Basic, PHP, Java, JavaScript
• Operating Systems & Environments: Windows 7, Windows XP
• Application Software: Microsoft Office 2010, 2007 (Word, Excel, PowerPoint, Access, Outlook, Publisher) Adobe Photoshop, Final Cut Pro

PROJECTS

Computer Science Students Association (CSSA), UCLA  
September 20XX- Present

Active Member
• Collaborated with a team of 5 students on designing a computerized chess game using artificial intelligence problem solving.
• Designed CSSA’s homepage using HTML, XML, and Java and UX design concepts to engage users

VOLUNTEER EXPERIENCES

Habitat for Humanity  
Summers 20XX, 20XX

Volunteer
• Participated in local chapter’s fundraising events and assisted with logistics, registration and set-up
• Designed marketing flyers utilizing Microsoft Publisher
• Created a short video of the chapter’s accomplishments with Final Cut Pro (www.abchh.com)
• Collaborated as a team with other college students and people from the community on building homes

Camp Grow Summer Camp  
Summers 20XX, 20XX

Recreation Assistant
• Organized and led arts and sports activities for 50+ children ages 6-13 on daily basis
• Collaborated with camp counselors and other staff on managing conflicts, while providing a fun and safe environment
• Became CPR certified in order to respond to unexpected injuries or crises

ACTIVITIES / HONORS

Computer Science Students Association, UCLA
Webmasters Student Group, UCLA
UC Regents Scholars, UCLA

For those who have creative / technical / programming skills, employers like to see what you’ve done—provide a link to your work.
JENNIFER BRUIN
Los Angeles, CA (XXX) XXX-XXXX jbruin@ucla.edu

SUMMARY OF QUALIFICATIONS

Accomplished marketing professional consistently recognized for outstanding performance in the retail industry. Innovative in using social media platforms to expand brand recognition and promote new product and services. Proven successful at increasing employee retention and satisfaction through ground-breaking training programs. Fluent in English and Spanish.

EDUCATION

University of California, Los Angeles (UCLA) December 20XX
Bachelor of Arts, Sociology
• GPA: 3.56
• Relevant coursework: Business Communication, Role of Social Media in Today’s Society, Statistics
• Honors: Dean’s List
• Activities: Bruin Marketing, Sports and Entertainment Business Network at UCLA

BUSINESS SKILLS

MARKETING
• Utilized various social media platforms such as Facebook and Twitter to increase brand recognition and promote new product lines and sales events
• Organized and directed market research projects to determine customer needs
• Collaborated with marketing staff on designing new marketing materials such as flyers, online weekly newsletter to clients and suppliers
• Composed detailed reports on survey results for corporate management team

SALES
• Collaborated closely with sales team in designing engaging merchandise displays, which resulted in a 15% revenue increase over a three-month period
• Reviewed and analyzed sales data to identify trends ensuring ample inventory of high in demand products
• Communicated with an array of customers to assist them in product selection, processing returns, exchanges, and online orders resolving conflicts as they arise

MANAGEMENT
• Created and implemented a training program for existing and new staff members to improve customer service and satisfaction
• Led weekly meetings to update employees on new products and services
• Conducted monthly staff surveys to solicit new ideas on how to improve sales and customer satisfaction
• Worked closely with management on conflict resolution and creating a collaborative work environment

EMPLOYMENT HISTORY

Macy’s Culver City, CA
Senior Sales Associate September 20XX-Present
• Selected Best Sales Associate for three consecutive quarters

Zara Inc. Culver City, CA
Sales/Stock Associate September 20XX-Present
• Awarded “Employee of the Month” five times in two years
• Named “Best Teammate” by management and colleagues in 20XX

SKILLS

Computer: Proficient in Microsoft Office, experienced user of various Social Media Platforms
Language: Fluent in Spanish, Intermediate Italian, and Conversational Portuguese
JENNIFER BRUIN
501 Westwood Blvd., Los Angeles, CA 90095  │  (310) 555-555  │  jenbruin@seas.ucla.net

OBJECTIVE
Full time electrical engineering position focused on integrated circuit design

EDUCATION
University of California, Los Angeles
Bachelor of Science, Electrical Engineering
Major GPA 3.5, Cumulative GPA 3.3
Expected June 20XX

Relevant Coursework: Circuit Analysis, Analog Circuits, Digital Design, Laser Laboratory,
Semiconductor Device Design, Integrated Circuit Components

TECHNICAL SKILLS
C, C++, Matlab, SPICE, HTML, XML, and JAVA

Institute of Electrical and Electronic Engineers (IEEE), Student Chapter, UCLA  September 20XX - Present
Project Manager
• Initiated pc-board electronics projects for members using a computer program to design pc-board
  layout and fabrication.
• Increased member base by 50% during recruitment campaign.

EXPERIENCE
Raytheon, El Segundo, CA  Summer 20XX
Engineering Intern
• Assisted with designing a man-machine interface for system planning device.
• Tested integrated circuits to ensure operation and compatibility.
• Obtained U. S. Industrial Secret Clearance.

ENGINEERING PROJECTS
Electrical Engineering Department, UCLA  Winter 20XX
Circuit Analysis
• Worked on eight-bit ADC using successive approximation method in CMOS.
• Created layout and performance analysis of D-FF using MNOS and CMO.
• Designed and conducted SPICE analysis of dual stage operational amplifiers.

Electrical Engineering Department, UCLA  Fall 20XX
Digital Circuit Design
• Designed, implemented, and debugged digital logic circuits.
• Programmed in AHDL in conjunction with the Altera 610 EPLD.

LEADERSHIP
Eta Kappa Nu, Electrical Engineering Honor Society, UCLA  March 20XX - Present
Information System Coordinator
• Maintained organization’s website to ensure and functionality of links and content.
• Tutored members in C++, HTML, XML, and JAVA.

AFFILIATIONS
Society of Women Engineers (SWE), UCLA
National Society of Black Engineers (NSBE), UCLA
TERRY BRUIN
501 Westwood Blvd., Los Angeles, CA 90095 | (310) 555-555 | terryb@ucla.net

EDUCATION
University of California, Los Angeles
Bachelor of Arts, History
Expected June 20XX

EXPERIENCE
Team Member, UCLA Women’s Volleyball
August 20XX - Present
• Compete at Division I level in one of the nation’s most recognized conferences
• Practice up to 25 hours per week and travel while maintaining full course load and meeting other related commitments
• Consult with coaches and team captain on strategy and team building exercises
• Serve as a mentor to potential recruits and current freshmen class orienting them to university resources and culture

Volleyball Instructor, UCLA Volleyball Camps
Summers 20XX - 20XX
• Taught communication and teamwork skills to children ages 5-14
• Developed weekly lesson plans and goals customized to various skill and learning levels
• Communicated with parents, students and other coaches
• Promoted additional UCLA-sponsored clinics resulting in improved attendance and revenue for the athletic department

Server, Chili’s Bar & Grill
Summer 20XX
• Provided excellent, friendly customer service which resulted in positive evaluations from patrons
• Quickly learned complex order-entry system and trained new servers on the system
• Polished interpersonal skills and assisted the manager in scheduling 20 staff members ensuring sufficient coverage during peak and off-peak shifts

COMMUNITY SERVICE
Outreach Volunteer, Sierra Club
Spring 20XX
• Educated groups of 25-30 children in 4th and 5th grades about conservation and the environment
• Assisted outreach manager, educators and other staff on local field trips (hikes, nature walks and visits to the aquarium)
• Collaborated with other volunteers to create fun and interactive activities to inspire children about the environment

SKILLS
• Computer: Mac and PC; Microsoft Word, Excel, and PowerPoint; Adobe Photoshop and Illustrator
• Language: Spanish (fluent)
• Professional: team building, leadership, presentation, public speaking, time management
BIOTECHNOLOGY / SCIENCE RESUME SAMPLE

Lindsey Bruin
Los Angeles, CA  555-555-5555  bruin_lindsay@ucla.net

OBJECTIVE
Seeking an entry-level Manufacturing Associate or Quality Associate position in order to develop a foundation for an opportunity in project management or regulatory affairs.

EDUCATION
UNIVERSITY OF CALIFORNIA, LOS ANGELES
Los Angeles, CA
Bachelor of Science, Molecular, Cellular, Developmental Biology
Overall GPA: 3.6; Major GPA: 3.75
Coursework includes: Biochemistry, Organic/Inorganic Chemistry

LAB TECHNIQUES / SKILLS
• Assays
• Protein purification
• Gel electrophoresis
• PCR
• Autoclave
• Spectroscopy

RELEVANT EXPERIENCE
AMGEN
Thousand Oaks, CA
Supply Quality Management, Corporate Quality
June 20XX - Present
• Assessed and resolved non-compliance issues with 10+ major suppliers
• Evaluated and changed material specifications within a defined change control system
• Updated 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
Fletcher Bruin
Los Angeles, CA
310-555-5555 | fbruin@ucla.net

EDUCATION
University of California, Los Angeles, Los Angeles, CA
Bachelor of Science, Undeclared Life Science
Expected June 20XX

High school is acceptable on a resume during your freshman and sophomore years, once you’re a junior it can be omitted.

Thomas Jefferson High School, Oakland, CA
June 20XX

LEADERSHIP EXPERIENCE
Sproul Residential Hall, Los Angeles, CA
Assistant Social Chair
September 20XX-Present
- Coordinate team-building activities for residential community of 50 students.
- Collaborate with 4-member leadership team and participate in bi-weekly meetings.
- Brainstorm creative ideas and plan weekly social events to facilitate relationship building amongst residents.
- Develop promotional campaigns resulting in 25% increase in fall quarter program attendance.

Thomas Jefferson High School Warrior Press, Oakland, CA
Assignment Editor
September 20XX-June 20XX
- Oversaw staff of six for award-winning student newspaper.
- Researched news stories and organized weekly meetings to discuss potential article topics for upcoming edition.
- Collaborated with advisor, section editors and writers to identify and prioritize stories for publication.
- Assigned topics and reviewed content and submissions.
- Worked closely with photographer and assisted with selection of images for each article.

CUSTOMER SERVICE EXPERIENCE
Steve Fisher’s Steak and Eggs, Berkeley, CA
Host
August 20XX
- Provided quality customer service in a fast paced, high volume establishment.
- Assisted staff with serving food and beverages to 100+ customers daily.
- Resolved customer complaints and polished multi-tasking capabilities.
- Processed cash and credit card payments, and informed customers about daily specials and new menu items.

COMMUNITY OUTREACH EXPERIENCE
Rosemary Meadows Senior Center, Richmond, CA
Volunteer
January 20XX-June 20XX
- Led 25 residents in weekly creative art projects.
- Kept detailed records of attendance for Gold Star Program.
- Collaborated with staff on preparing and serving meals and provided assistance with clean-up.

AFFILIATIONS
UCLA Undergraduate Business Society
September 20XX-Present

SKILLS
Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver; Type over 75 wpm

Please note that Microsoft Office includes Word, Excel, PowerPoint, Access, and Outlook. If you are not familiar with all programs in the suite, list those that you are familiar with. You can determine your typing speed online at www.typingtest.com
Wai Kwong (Peter) Lee

CURRENT: 1234 Strathmore Street, Los Angeles, CA 90025 • Phone: (310) 869-5432 • waiwong@ku.edu
PERMANENT: 843 Tung Lung House Flat 4, 6/B Kowloon, Hong Kong • Phone: (123)-4567-8910 • linkedin/WLee/

OBJECTIVE
To obtain a software engineering position with emphasis on communication software development.

SUMMARY OF QUALIFICATIONS
• Three years of experience developing dynamic and interactive databases
• Proven communication skills as demonstrated through campus leadership, multiple presentations
• Tutor 10+ international students in reading, writing and English language conversation
• Fluent in English, Chinese (Mandarin and Cantonese), and Malay. Proficient in French and conversational Russian
• Proficient in Microsoft Office, SPSS, PageMaker, Dreamweaver, and C++
• Traveled extensively throughout Asia, France and Russia and developed a solid understanding of the cultures and customs

EDUCATION
Bachelor of Science, Computer Science
University of California, Los Angeles-Los Angeles, CA (UCLA) • Sep 20XX-Present
• Relevant Coursework: Computer animation, Design and Digital Systems, Mathematical Model and Methods for Computer Science
• GPA: 3.5/4.0

Associates of Science, Computer Science
The University of Hong Kong Pokfulam, Hong Kong • June 20XX
• Globally Recognized and Ranked as the #1 university I both Hong Kong and China
• GPA: 3.6/4.0

RELEVANT EXPERIENCE
Systems Analyst / Programmer
Academic Technology Services - University of California, Los Angeles • August 20XX - Present
• Created the personnel database for the Department of Educational Services to facilitate access and utilization of information and class demographics
• Analyzed, designed and implemented the Job Matching Program for the University Career Center
• Assisted the implementation of inter-departmental computer communications systems (Outlook) to enhance communication efforts
• Wrote FOCUS programs to extract information from student records database
• Established supercomputer connection with XYZ State University to facilitate network configurations
• Coordinated and presented training sessions for computer users in the Department of Student Affairs for professional development

Computer Logistics Analyst
Pacman Security Enterprises, LLC- Pokfulam, Hong Kong • June 20XX-May 20XX
• Collaborated with 5 engineers to design and prove the concept of a fully automated program that stores security information for home security system
• Designed and strategically configured the necessary programming components to test the security application to collect passwords, remote configuration, and present time status uploading it on the app for remote access for the homeowners
• Established connection between the systems to collect the same information ensuring validity, security, and functionality

LEADERSHIP EXPERIENCE
Member of Kappa Alpha Psi Fraternity - (UCLA) • August 20XX-Present
Vice President of International Students Association - (UCLA) • August 20XX-20XX

HONORS & AWARDS
Dean’s List - UCLA • Jan 20XX - Present
Recipient of Academic Scholarship; $4000- UCLA Department of Computer Engineering • June 20XX
THE COVER LETTER

A cover letter should communicate your strong interest in the company and your enthusiasm for the position/internship you are applying for.

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

Rules for Cover Letters
• Address the employer’s “wish list”.
• Assess the employer’s needs.
• Actively promote yourself.

Focus on What You Have to Offer
• Describe how your skills, expertise, and past accomplishments can benefit the employer.
• Follow standard business protocol.
• Write clearly and concisely, and check your letter for spelling and grammar.
• Use the same font and paper that you used for your resume.

Send Your Letter to a Specific Individual
• Ideally, the letter should be addressed to the person who is likely to make employment decisions. It may take some resourcefulness on your part to identify this person, but the letter will probably be better received.
• Make sure you have the correct spelling of their name and title before mailing.
• If you cannot find the name of the person the letter is addressed to, you may use a title that is specific such as “Dear Hiring Manager” or “Dear Internship Coordinator”.
• Don’t forget to sign your letter, if sending a hard copy.

Additional Cover Letter Resources
Meet with a Career Counselor during drop-in hours or schedule an appointment for a one-on-one cover letter critique. For more information, please go to career.ucla.edu/CareerCounseling.

See multiple cover letter samples in your Vault account (access through BruinView™ homepage).

View the cover letter webshop at career.ucla.edu/resume.
COVER LETTER TEMPLATE

Your Name
Address, City, State, Zip Code
Phone number, Email

Date

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

Dear ___________

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

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

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

Sincerely,

Sign Your Name Here
Your name typed

Enclosure: Resume
You might also include other documents requested in the job description. For example, an unofficial transcript, writing sample, or salary history.

See multiple cover letter samples in your Vault account (access through BruinView®).

Use the same heading as your resume to create a “letterhead” for your documents.

If you cannot find the name of the contact, consider addressing the letter to “Hiring Manager” or “Internship Coordinator.”

The “SELL YOURSELF” section can be either one or two paragraphs.
INTERNSHIP COVER LETTER SAMPLE

NOTE: This is just one example of how to tailor a career letter to a specific job description. Do not copy any of the language or feel that you need to stick to this format. Your cover letter should be as unique as you!

JESSICA BRUIN
501 Westwood Plaza | Los Angeles, California 90095 | (310) 206-1931 | jjbruin@ucla.edu

January 06, 20XX

Internship Program
Walt Disney Studios
500 South Buena Vista Street
Burbank, CA 91521

Dear Internship Coordinator:

I would like to be considered for the Walt Disney accounting internship program posted on UCLA’s BruinView™ website. I am currently a junior and majoring in Business Economics with a minor in Accounting at the University of California, Los Angeles. My academic integrity and work experience have given me the essential skills to excel as a member of your team.

My interests in accounting first started last year when I had the opportunity to volunteer with low income residents and help them with their federal and state income tax returns. My coursework in accounting, finance, and management has provided the strong quantitative and analytical skills mentioned in your internship posting.

This internship program provides a great opportunity for me to apply my communication, organizational, creative, and quantitative skills in a collaborative and interactive environment. For the past two years I have worked as a student assistant for the UCLA Anderson School of Management. This position requires organization, effective communication, and technical skills, as I am responsible for scheduling appointments and interfacing with prominent alumni and professionals. Having such an important role, I have truly learned how to effectively manage my time to balance my work, school, and leadership commitments. This position has provided me with an opportunity to develop strong communication and computer skills from using programs like Excel and PowerPoint in addition to learning how to prioritize tasks to ensure all projects are completed in a timely manner.

I believe that I will provide an immediate benefit to the Accounting team at Disney because I am a dedicated and determined individual. Thank you for your time and consideration, I look forward to scheduling an interview where I can talk more about my interests and qualifications.

Sincerely,

Jessica Bruin

Emphasis in ACCOUNTING. Finance, Business Administration, or related field is desired. General accounting and business process knowledge related to financial statements, revenue recognition, account reconciliation, amortization, etc.

Strong proficiency in Microsoft Office, with an emphasis in EXCEL AND POWERPOINT. EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS. Ability to adapt behavior and approach to different people and situations, including working well independently and with teams. Maturity, self-confidence, and tactful assertiveness. Only students who are actively enrolled in a college and working towards a degree will be considered for this opportunity.
Roger Bruin
501 Westwood Plaza ∙ Los Angeles, CA 90095 ∙ 310.555.5555 ∙ rbruin@ucla.net

REFERENCE LIST

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

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

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

Use the same heading as your resume to create a “letterhead” for your documents.
The interview is the single most important part of an employer’s selection process. But there’s no need to get butterflies or sweaty palms if you’re prepared to effectively package and present your passion and fit for the position. The pointers in this chapter will help you plan, prepare, and practice for a great interview.

INTERVIEW FORMATS

On-Campus Recruitment (OCR)
Over 100 top employers conduct interviews at the UCLA Career Center through the OCR program each year. To learn more and become eligible for this program, first complete the OCR Orientation in My UCLA > Finances & Jobs tab.

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

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

Video Interview Tips:
In addition to the Phone Interview Tips:
1. **Test your equipment** (webcam, speakers, and microphone) ahead of time to prevent technical glitches from occurring during the interview.
2. **Position your camera** so that your background is clean, professional and free of distractions. A neutral wall is recommended with the light source in front of (not behind) you.

If available, the Career Center will allow you to utilize a small room for your virtual interview. Please visit the Career Center the morning of your interview to check for availability.

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

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

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

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

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

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

9 STEPS TO ACING THE INTERVIEW

Before the Interview

**Step 1: Do Your Research**
Candidates who know the employer’s business and the requirements of the position are most likely to make it to the next round of interviews. Research will help you prepare appropriate points to emphasize and questions to ask. It will also give you a head start in responding to such interview questions as “What do you know about our company?” and “Why are you interested in working for this company?”

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

Step 2: Showcase Yourself
• Be prepared to introduce yourself and give an overview of your relevant past experiences in about three minutes.
• Review the resume and cover letter you submitted and prepare yourself to elaborate on all experiences and skills you indicated.
• Brainstorm your past accomplishments and challenging situations.
• Come up with CARR stories that demonstrate that you possess the skills that the position requires. (see the CARR Method at the end of this chapter).
• Know your strengths and how you can relate them to the position.
• Know one of your primary weaknesses and how you are managing it.

Step 3: Practice
After you have brainstormed talking points in Step 1 & 2, practice your answers to common questions aloud. Sometimes our thoughts don’t come across as we intended when we speak out loud.
• Practice answering the most common interview questions aloud. See Common Interview Questions section on page 45.
• Use InterviewStream (on your BruinView™ home page) to video record yourself and watch it back so you can see how you come across, if you exhibit any distracting verbal fillers or non-verbal cues, and if your responses are too short, too long, or disjointed. Aim for focused, two to three minute responses to each question.
• While we encourage you to schedule a mock interview with a career counselor in order to receive feedback from an experienced professional, it is also valuable to practice with friends and family.

Step 4: Prepare Questions for Them
A typical interview concludes with an opportunity for you to ask questions of the interviewer(s). Be prepared with thoughtful questions in order to demonstrate your preparedness, interest in the position/company, and to help you determine whether the position is right for you. An interview is a two-way street to determine mutual fit.

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

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

Step 5: Dress for Success
Business professional attire is generally expected at all interviews unless the employer indicates that business casual attire is acceptable (please see below for photos demonstrating each). Make sure to select, clean, and press your outfit ahead of time.

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

**Step 6: Manage Your Time**
- Prepare in advance so you can relax the night prior to the interview and get plenty of sleep.
- If you have a morning interview, set out your clothes and materials the night before.
- Give yourself more time than you think you need to get to your interview. Traffic and parking difficulties are not acceptable excuses for being late. You should check-in at the reception desk 10-15 minutes early.

**Step 7: Communicate Effectively**
These communication tips will help ensure that you are demonstrating politeness, confidence in yourself, and enthusiasm for the position:
- Follow the interviewer’s lead.
- Have positive energy—smile.
- Have a firm handshake.
- Maintain eye contact.
- Answer questions fully and concisely (two to three minutes).
- Speak in a relaxed, conversational style while maintaining professionalism.
- Check your tone and rate of speech.
- Pay attention to the interviewers’ nonverbal cues and adapt accordingly.
- Avoid verbal fillers such as “like, um, and you know”.
- Exhibit appropriate body language:
  - Open posture
  - Minimal hand gestures
  - Avoid fidgeting (tapping feet, swiveling chair, touching face/hair, etc.)

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

**AFTER THE INTERVIEW**

**Step 8: Evaluate the Interview**
Take time to reflect on the interview. Write down any interview questions you can remember, notes of what you learned, key facts, and the interviewers’ names. You will be able to use these items to help prepare you if you get a second interview and for writing the thank you notes.

**Step 9: Send Thank You Letter**
Always send a thank you letter or email to each person on the interview committee within 24 hours of an interview. It is a professional courtesy that demonstrates your enthusiasm and appreciation for the opportunity to interview. A thoughtful letter may be the difference between getting the job or not.

The letter may be sent via email or a handwritten thank you note.
- Thank the interviewer for his or her time and interest in meeting with you and explaining the position.
- Reiterate the skills, strengths, and abilities you can bring to the job.
- Refer to something specific you discussed in the interview to remind them of your conversation.
- Perhaps describe how your interest was intensified after learning something specific from one of the questions you asked at the end.
• Express your interest in the position.
• See “Example of Thank You Letter” on page 46.

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... (see Behavioral Interview Questions on this page).
9. Describe an example of when you showed... (see Behavioral Interview Questions on this page).
10. Tell us about one of your greatest accomplishments.
11. Describe what you would consider to be the ideal job.
12. What would you do if your colleagues were not doing their share of the work?
13. Describe your decision making process.
14. What kind of boss do you prefer?
15. How do you feel about working in an unstructured environment?
16. Why should we hire you instead of another candidate?
17. Who is your role model and why?
18. If one of your professors or former supervisors were to evaluate you, what would he or she say?
19. Do you have anything else you would like us to know about you?
20. Do you have any questions for us?

Be sure to practice your responses to these and other questions on InterviewStream. Visit career.ucla.edu/interview to access this helpful tool.

HOW TO ANSWER BEHAVIORAL QUESTIONS: THE CARR METHOD

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

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

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

May 27, 20XX

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

Dear Ms. Lastname:

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

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

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

Sincerely,

Kahrear Scentor

Kahrear Scentor
Some employers may expect you to negotiate your salary and often ask about your expectations on application forms or during the interview. For Salary History Sample, please visit career.ucla.edu/CareerGuide.

Advance preparation will not only maximize the potential for a better compensation package, but also will show that you’ve done your homework and know your value and the “market rate” of the position.

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

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

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

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

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

TIPS TO HELP YOU EFFECTIVELY NEGOTIATE

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

Determine the Going Rate
Salary surveys are fairly easy to access and will provide an industry wide perspective. However, you will need to take into account differences in the cost of living, which may be significantly higher in a large metropolitan area than in a smaller city, town, or rural area. Before relying on salary data, check whether it is current and from a reputable source. The UCLA Career Center provides a salary calculator at career.ucla.edu/SalaryComparison.

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

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

Have an Amount in Mind
Decide what you want and what you’ll accept. This means knowing three important figures:

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

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

Emphasize Your Skills and Abilities, Not Your Needs
Avoid presenting your request in terms of how you will benefit (e.g., pay off your student loans or buy a new car). Instead, point out how the company will benefit by the experience and contributions you will make.
HANDLING SALARY QUESTIONS

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

What are Your Salary Requirements?
One appropriate response might be: “I understand the current market rate in Los Angeles for this job is $30,000-35,000.”

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

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

The Salary Range for This Position is $30,000 to $35,000. Is That What You Were Expecting?
It is important that you think this question through before the interview. You need to do your research about salaries and the market rate for that position within that area of the country or world.

After the interviewer poses this question to you, if the salary offered is less than what you were expecting, consider politely telling the interviewer that it is close to your expectations but that you were thinking in terms of $33,000 to $35,000. This keeps you within their price range but keeps the conversation open for further discussion.

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

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

Numerous references, such as the following, may be obtained at public and university libraries, bookstores, and newsstands.

• General periodicals such as U.S. News and World Report or Working Woman
• Major newspapers
• Trade journals
• Websites:
  NACE Salary Calculator
  www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php
  salary.com
  glassdoor.com/salaries

BENEFITS

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

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

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

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

A More Comprehensive Benefits Package Might Include Some of the Following:

• Cell phone
• Child and day care services
• Company car
• Computer equipment
• Corporate discounts
• Cost of living adjustments
• Desirable office and furnishings
• Education and training programs
• Expense accounts
• Flexible work schedule
• Maternity or parental leave
• Preferred parking
• Professional membership dues
• Profit-sharing and savings plans
• Relocation expenses
• Retirement and 401(k) plans
• Stock and equity options
• Supplementary pay plans
• Telecommuting
• 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.
8 EVALUATING JOB OFFERS

DECISION MAKING CRITERIA

At least half of your waking day will be spent at work performing your new job. Evaluate how the position fits into your short- and long-term lifestyle and career goals and how it will provide opportunities for job satisfaction, enjoyment, and personal growth. In addition to starting salary, what’s important to you when deciding upon a job offer? Use the worksheet below to help with evaluating your job offer(s). Using the scoring scale provided, please rate each of the following factors. 

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

If you selected mostly 4 and 5, then the position being evaluated may be a good fit. However, if your rating of mostly 1 and 2 indicates that you may want to reconsider taking the position, or decline the offer. If you received a combination of mostly 1 and 2 ratings, you may want to consider whether the position is worth the effort and investment you are making in terms of your time and energy. It is important to prioritize the most important factors that you consider to be important. A job that lacks 1 factor that you consider to be important may not be worth the effort and investment.
RECRUITMENT POLICIES

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

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

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

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

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

HANDLING MULTIPLE OFFERS AND OFFER DEADLINES

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

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

- The best employment decisions tend to be made without pressure and with the greatest amount of information. You are more likely to make good long-term employment decisions when given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which you are currently engaged.
- Communication is key. Maintain regular contact with the employer from the time the offer is received.
- If you are waiting on a preferred employer, find out how far they have proceeded with your application and when you are likely to hear of their decision.
- Contact the employer who has made you the offer and ask if they are prepared and willing to extend the offer acceptance deadline, if needed. This is a common practice and does not automatically imply that their offer is second best, especially if you explain that you want to complete the interviewing cycle in which you are currently engaged in order to make the most informed decision.
- If the employer does insist on your making a decision quickly, you might consider whether you want to work for an organization which is pressuring you to make a hasty choice. Do not stretch their patience too much, though, they deserve to know your decision within a reasonable amount of time so they can offer the position to someone else, should you withdraw or decline.
- It is usually best not to accept an offer that you are not comfortable with, or to “hedge your bets” in case your preferred offer doesn’t come through. You’ve successfully secured one offer—you can do it again. Do not accept an offer under pressure with the intention of reneging.
- It is your responsibility to do as much self-assessment and employer research as possible to be in the best position to make informed decisions.
- Employers should not improperly influence and affect your job acceptance.

ADDITIONAL POINTERS

- Be sure to give yourself time to reflect on any offer extended to you.
- Ask for the offer in writing so there won’t be any misunderstandings later.
- If you decide the job offer meets your criteria, call the employer to accept and follow with written confirmation of your acceptance. Restate your understanding of the agreed upon terms, such as starting date, position title, salary, and benefits. An employment offer letter may be provided to you by the employer.
- Once you have accepted an offer, write a polite and tactful letter declining other offers you may have received.
Transitioning from student to an internship and/or full-time employee is one of the most exciting times of your life. This significant career accomplishment welcomes new people and new opportunities. As a new employee, it will serve you well to become acquainted with the organizational culture. You will be evaluated on your ability to “catch on” and “fit in.” This is the time when all of your observational, investigative, and analytical skills will come in handy. The things you do first on a new job build a foundation and send important messages to colleagues, customers, and your boss.

**MAKE THE MOST OF THE FIRST THREE MONTHS—YOUR FIRST POSITION & 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; keep 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).

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

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

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

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

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

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

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

**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 be relied upon as a substitute for professional financial advice. This generalized information does not take into account your individual objectives, financial affairs, or needs. You should talk to your financial advisor before making any decisions about your individual situation. Additional resources can be found on the Career Center’s website at [career.ucla.edu/CareerGuide](http://career.ucla.edu/CareerGuide) under Supplemental Materials.

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

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

**Save for the Future**

- 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.

**CAMPUS RESOURCES: FINANCIAL PLANNING**
Please go to [career.ucla.edu/CareerGuide](http://career.ucla.edu/CareerGuide) in the Supplemental Materials section and download the Campus Resources: Financial Planning handout for information on:

- Student Loan Services and Collections
- Financial Supports Commission
- Graduate Division Fellowships and Financial Services
- Dashew Center for International Students and Scholars
- University Credit Union
- Free Financial Counseling
- Financial Aid and Scholarships Office
- Economic Crisis Response Team
- Helpful Links
# Monthly Budget Worksheet

**How much money do I need to make each month?**

<table>
<thead>
<tr>
<th>Monthly Expenditure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Expenses</td>
<td></td>
</tr>
<tr>
<td>Rent (Does your apartment building require you to pay for parking? If so, add that in.)</td>
<td></td>
</tr>
<tr>
<td>Renter’s Insurance (optional)</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
</tr>
<tr>
<td>Natural Gas</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
</tr>
<tr>
<td>Cellular Services</td>
<td></td>
</tr>
<tr>
<td>Internet / Cable / Telephone Services</td>
<td></td>
</tr>
<tr>
<td>Groceries / Restaurant Food &amp; Beverage (Example: $10 / day x 30 days =)</td>
<td></td>
</tr>
<tr>
<td>Clothing / Footwear / Dry-Cleaning</td>
<td></td>
</tr>
<tr>
<td>Personal Care (Haircuts, Health Club, etc.)</td>
<td></td>
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<tr>
<td>Household Items (Kleenex, Detergent)</td>
<td></td>
</tr>
<tr>
<td>Computer / Office Supplies (paper, printer cartridges)</td>
<td></td>
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<tr>
<td>Transportation Expenses</td>
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<tr>
<td>Car / Lease Payment</td>
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<tr>
<td>Vehicle Insurance</td>
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<tr>
<td>Gasoline</td>
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<tr>
<td>Repairs &amp; Maintenance</td>
<td></td>
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<tr>
<td>Registration, License, etc.</td>
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<tr>
<td>Work Parking / Public Transportation</td>
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<tr>
<td>Health Expenses</td>
<td></td>
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<tr>
<td>Medical (Doctor, Dentist, Optometrist, Prescriptions)</td>
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<tr>
<td>Health / Life Insurance (Premium and Co-Pay)</td>
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<tr>
<td>Other Expenses</td>
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<tr>
<td>Recreation, Entertainment</td>
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<tr>
<td>Subscription Services</td>
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<tr>
<td>Gifts</td>
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<tr>
<td>Credit / Loan Repayments</td>
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<tr>
<td>Educational Loans</td>
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<tr>
<td>Credit Card</td>
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<tr>
<td>Credit Card</td>
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<tr>
<td>Personal Loans</td>
<td></td>
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<tr>
<td>Savings &amp; Investments</td>
<td></td>
</tr>
<tr>
<td>Savings (Special Goals, Holidays, etc.)</td>
<td></td>
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<tr>
<td>Savings (Unexpected Events, Replacements, etc.)</td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td></td>
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<tr>
<td>Charitable Giving, Alumni Donations</td>
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</tr>
<tr>
<td>Monthly Expenditure</td>
<td></td>
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<tr>
<td>x 10% for the Unexpected</td>
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</tr>
<tr>
<td>Total Monthly Expenditure</td>
<td></td>
</tr>
</tbody>
</table>

## Monthly Income

<table>
<thead>
<tr>
<th>Net</th>
<th>monthly wages (&quot;net&quot; = actual take-home pay after payroll taxes &amp; benefits)*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Other monthly income, family allowances and benefits</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Total Monthly Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Monthly Expenditure</td>
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