Dear UCLA Undergraduates,

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

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

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

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

Christine H. Wilson
Director of the UCLA Career Center

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INDUSTRY RECRUITING TIMELINE

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

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Prepare for Recruiting Season!

Take your first steps towards career preparation. Here are 4 things that you can do today to prepare for recruiting season!

1. Activate your Handshake account at: ucla.joinhandshake.com
2. Research the companies you're interested in.
3. Update your resume and reach out to references.
4. Visit the Career Center for access to more resources and career advice.
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

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Senior Partner

Deloitte  enterprise

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Northrop Grumman  The Princeton Review

Friends of the UCLA Career Center

Adobe Systems  EY (Ernst & Young)  PwC
Amazon  FTI Consulting, Inc.  Redfin
Amgen Inc.  Google  Sandia National Laboratories
Analysis Group  Insight Global  SanDisk
AppFolio  Intel Corporation  Texas Instruments
City of Los Angeles  KPMG LLP (Audit, Tax and Advisory Services)  Visa Inc.
DaVita  Ex Consultants Agency  Wells Fargo

For the updated version of the above listings, please visit career.ucla.edu. For information on how your company may become a Partner or lend support to another UCLA Career Center fund, please send an email to recruiting@career.ucla.edu or call 310.206.1915.

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For additional resources such as supplemental materials and webshops, visit our website:
career.ucla.edu

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815.393.7878 | CRM@beacon.com
The Career Center is a place to explore how you fit in the world. Explore opportunities and find your way.

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

OUR LOCATION

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

Second Floor
• Career Education & Engagement Services (310.206.1915)
• Letters of Reference Services (310.206.1915)
• Room 200 for Programs & Workshops

Third Floor
• Industry Relations & On-Campus Recruiting (310.206.9021)
• Conference Rooms A & B for Programs & Workshops
• Interview Rooms

CAREER GUIDANCE 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 in to Handshake to sign up.

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

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

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

STUDENT STAFF TEAMS

UCLA Career Peers

The UCLA Career Peers are a team of students whose mission is to increase the career readiness of UCLA undergraduates. Their goal is to help students stay agile amidst the growing competitiveness of both the post-graduation job market and graduate school application process, specifically by helping them gain and maximize valuable experiential learning opportunities. The UCLA Career Peers aim to increase campus-wide knowledge of the UCLA Career Center’s resources and make them accessible to all students. Through their events, workshops, presentations, 11 consultations, and social media engagement, the UCLA Career Peers share career education, networking, internship, and job opportunities targeted to UCLA undergrads. A dedication to providing all students the information they need to successfully navigate their career paths throughout and beyond college is the heart of their purpose.

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

INTERNSHIP AND JOB OPPORTUNITIES

Handshake Listings

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

Information Sessions

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

On-Campus Recruitment (OCR)

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

Fairs and Targeted Events

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

Graduate and Professional School Fairs

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

ALUMNI CAREER SERVICES AND RESOURCES

Handshake for Alumni

Handshake for Alumni is an exclusive service available to UC alumni. An active subscription includes access to:
• Thousands of exclusive job listings at diverse organizations worldwide.
• Customized job searches tailored to your interests.
• Entrance to all of our career fairs and networking events.
• Access to online resources such as Vault, InterviewStream, and CoStarGlobal.

Career Coaching by Inside Track

As a UCLA alumnus, you have access to online career support thanks to a new partnership between the UCLA Career Center, UCLA Alumni Affairs, and UCLA Extension. Learn more at career.ucla.edu.

UCLAOne.com (UCLA Alumni Affairs)

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

Networking Events & Alumni Networks

Learn more at UCLAOne.com (UCLA Alumni Affairs)

Be informed and get connected with career programs and events designed specifically for UCLA Alumni. Pursue your interests. Develop your skills. Expand your professional network. alumni.ucla.edu.

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Career Development Process

ONE: Know Yourself

- Evaluate who you are and what you want.
- Learn about careers that interest you.
- Clarify your direction through experiential education.
- Determine what path you would like to pursue.
- Develop skills to achieve your goals.
- Continuously develop as a professional and seize opportunities for growth.

FOUR: Set Goals

- Research career information online (job titles, companies, industries, job market trends).
- Conduct informational interviews with professionals.
- Attend career programs, events, and conferences.
- Join student organizations.
- Explore academic areas through a variety of classes.
- Shadow a professional in a field of interest.
- Reflect on what you’ve learned through your research and experiences.
- Consider where you are and where you want to be.
- Develop an action plan with strategies to achieve your goals.
- Meet with a career counselor.
- Write a strong resume and cover letter.
- Develop thoughtful, polished application materials.
- Practice and enhance interviewing skills.
- Attend career fairs and recruiting events.
- Leverage your network.
- Be diligent, hard working, and respectful to colleagues and supervisors.
- Maintain positive relationships to build a strong network.
- Get involved with professional associations.
- Seek opportunities for continuing education.
- Regularly reevaluate your career goals, along with your values and priorities, which may shift over time.

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THIRD 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. Propose 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.

FOURTH/FIFTH YEAR: MAKE A CAREER DECISION
Plan ahead and set reasonable career goals for yourself. Remember that this is just one in a long line of career decisions. Your first job will not be your last and you don’t know where it might lead you, so keep an open mind. Remember that this is just one in a long line of career decisions.

Are you asking these questions?

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

If so, follow these six steps.

1. Discover successful job search strategies by attending workshops at the Career Center and consulting with a career counselor.
2. Prepare for your first job. Talk with UCLA Alumni about their first year on the job and some of the challenges you can expect. Join the UCLA Alumni Association at www.alumni.ucla.edu 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.
5. Register for Handshake campus interviews (OCR) and apply for jobs at uclajoinhandshake.com.
6. Confirm your remaining degree requirements at the beginning of the year so there are no surprises when it comes time to graduate.

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

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

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

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

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

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

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

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

INFORMATIONAL INTERVIEWING CHECKLIST

Search and Prepare
• 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 to find people in your area of interest to speak with.
• Contact the person via email or phone.
• Arrange a convenient time for the contact to meet such as a lunch or a coffee break (no more than 30 minutes).
• Be prepared to speak about yourself (major, interests, career, the informational interview can be an excellent tool to explore your options and increase your career knowledge). 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.

Informational Interview Process
• Prepare for your interview with copies of your resume.
• Find out the contact’s name, title, and area of interest to speak with.
• For a face-to-face meeting, dress in professional attire.
• For email or phone, correspond and speak professionally.
• If you meet at the company’s site, ask in advance if the contact’s time and schedule permit.
• Jot down notes.
• Ask the contact for their business card and whether you can follow up with them in the future.
• Ask the questions you’ve prepared in advance.
• Set down notes.
• Be mindful of the time.

Informational Interviews and Beyond
• Ask the questions you’ve prepared in advance.
• Be mindful of the time.
• Do not be afraid to ask questions.
• Follow up with the contact after the interview.
• Connect with Bruin alumni.

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After Your Informational Interview

- Within 24 hours, send the contact a thank you card or email. A handwritten 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 Mr. 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

- Be sure if 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 Phone Scripts

Hello... my name is...

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

Hello... my name is...

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

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

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 in 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 content knowledge, initiative, creativity, skills, values, interests, and other personal attributes, which are a few of the intangible qualities that don’t come through on a resume and manifest themselves only briefly during an interview.

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

Benefits of Working As an Intern

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

INTERNSHIP PLANNING

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

- What are the primary reason you’re looking for an internship or summer job? Develop career-related skills? Gain experience to add to your resume? Test out career alternatives? To earn money?
- When does your intended industry begin hiring? When are employers likely to need your services? To earn money?
- What is the primary reason you’re looking for an internship or summer job? Develop career-related skills? Gain experience to add to your resume? Test out career alternatives? To earn money?
- When does your intended industry begin hiring? When are employers likely to need your services?
JOB SEARCH STRATEGIES & CORRESPONDENCE

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

ORGANIZE YOUR JOB SEARCH

• Use a Job Search Tracking Sheet to keep track of the positions you’ve applied for.
• Determine how much time you will spend on your job search each week, block off your schedule and be sure to follow through.

Searching Online

• Utilize the UCLA Career Center’s online resources including Handshake 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 Handshake’s “Saved Search” feature to get auto updates on new postings and opportunities.
  • Utilize 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 employer’s sites for open job and internship postings.
• Social Media:
  • Actively use LinkedIn, UCLAone.com and social media to effectively brand and market your self.
  • See our Social Media Do’s and Don’ts in the Job Search section on this page.
  • View LinkedIn for Students tutorial to ensure you are leveraging LinkedIn to its full capacity!

Take It Offline

• Attend Career Fairs. Log in to Handshake to see the current schedule and register. Review the How to Prepare for a Career Fair on page 18.
• 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 Handshake 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 directoryofassociations.com
  • Search for UCLA student organizations at 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.
  • 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. Revise 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 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.
• Research 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 passions 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, get 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 diverse 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 employer’s profile and research companies you are interested in. When in doubt, dress in “Professional” depending upon the culture of the industries/companies you are interested in. When in doubt, dress in professional attire.
• Prepare your 30 Second Elevator Pitch: Practice with your roommates, parents, and friends or prepare your pitch with a career counselor during an appointment. 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.

What to Bring

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

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 “The 30 Second Elevator Pitch 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 ability
• 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 Handshake 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!

THE 30-SECOND ELEVATOR PITCH
How to Introduce Yourself in 30 Seconds
1. Introduce Yourself—What do you want them to remember about you?
   • Your Name
   • Year in School
   • Major
   • Positions you are seeking or future career goals
2. Value Proposition—Major achievements and transferable skills targeted to the person/company/industry. Incorporate your story so you are memorable.
   • Relevant skills and experiences
   • Why you are interested in this company
3. The Ask—What do you want from this interaction?
   • Build upon your existing knowledge of the company and position
   • Demonstrate your curiosity and sincere interest in their opportunities
   • Establish a connection with the person
   • Here are some sample questions to get you started:
     1) I am very interested in your _______ position because _______. Can you tell me what you look for in a successful candidate?
     2) 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?
     3) What training opportunities are available for new employees?
     4) What challenges and opportunities are associated with the position?
     5) What is the typical career path for people who start in this position?
     6) 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?
     7) What are the backgrounds of other employees in your company or department?
     8) 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 find some tips you can use when corresponding with employers. In addition, you can utilize drop-in counseling to consult with a counselor regarding written correspondence.

The Benefits of Sending a Thank You Email
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. This follow-up will show your interest and commitment to the position, and it also helps you stand out from other candidates.

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

Applying to a Job via Email
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
• Briefly highlight some skills that make you qualified for the job
• Attach your resume and cover letter

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 advice.

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 [Insert Full Name],

I hope this email finds you well. I have applied for the _______ position through Handshake on [insert exact date], and would like to inquire about the status of my application. I am very excited about the possibility of working for [insert company’s name], because [insert 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,

[Insert Full Name]
AVOIDING FRAUDULENT EMPLOYERS & SCAMS

DO vs. DON’T

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

DO

- Do your own research on employers.
- Listed below are helpful sites you can use to verify companies:
  - Hoovers: www.hoovers.com
- Do take time to familiarize yourself with common employment scams.
  - Common Job scams: www.thebalancecareers.com/common-job-scams-and-how-to-avoid-them-2062172
- Do contact the Career Center if you notice a suspicious or potentially fraudulent listing.
  - Email: help@career.ucla.edu
  - Phone: (310)206-1915

DON’T

- Don’t trust listings with incorrect or illegitimate information:
  - Grammar/spelling errors
  - Unrealistic Wages: i.e. $80/hour
  - Near instant response times
- Don’t trust an employer if it’s hard to verify their info, including:
  - Phone Number
  - Company Name
  - Business Address
  - Company Email
  - Company Website
- Don’t provide private info over the phone or email, such as:
  - Social Security Number (SSN)
  - Bank Account Info
  - Address
  - Credit Card Numbers
  - MyUCLA Login Credentials

RESUMES & COVER LETTERS

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

Emphasize the Results

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

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

Here’s another example of how quantifying your accomplishments can be quite powerful, “Developed tact and diplomacy when 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

ESSENTIAL CATEGORIES

Contact Information
- Name (16-18 pts), address, phone #, email, and web address (optional)
- Make sure email address and your phone’s voicemail greeting are “employer appropriate.”

Resume Content
- Name of school, degree earned or seeking (i.e., BS, BA, MA, MFA, PhD), major and minors, expected graduation date (month and year), and GPA (if required or if above 3.0)
- List highest degree first. Include study abroad. High school should be omitted after sophomore year (or earlier).

Experience
- Job title, company name, location (city, state), dates of experience, bullet points describing your actions, skills, and accomplishments (see pg 26 for help creating strong bullets)
- 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.

DO NOT INCLUDE
- Leadership
- DO NOT INCLUDE
- DO NOT INCLUDE
- DO NOT INCLUDE
- DO NOT INCLUDE
- DO NOT INCLUDE

Additional Categories (include only those that best represent your qualifications for the position):

Objective
- A specific, concise, one-sentence description of the position desired.

Qualifications Summary
- List all of your qualifications for the position (tailored to the job posting).
- Typically toward the top of the resume, after EDUCATION.

Skills
- Categorize the relevant skills you possess. Categories may include: Language, Computer, Laboratory.
- List only the skills you can perform with little or no supervision. State your proficiency level with language and programs (fluent, advanced, proficient, etc.).

Honors & Awards
- Students and recent graduates can include academic honors, awards, and scholarships.
- May be listed separately or as a subsection under Education. Include the date or # of quarters, honors, awards, and scholarships received.

Create Your Own Targeted Heading(s)
- Instead of a general EXPERIENCE section, consider creating headings to demonstrate that you have experience relevant to what the employer is seeking. (Management, Leadership, Marketing Experience)

Research
- List the research project, department/lab/orGANIZATION name, dates, and description of the project, methods, and findings.
- Use same format as EXPERIENCE section.

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

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

Certifications/Licenses
- List any applicable to the position or field.

Intersets
- List all hobbies, interests and talents.
- Only include those that are unique, specific, and/or require skill/lacation. OK: Jiu-Jitsu, Tenn, Not: Reading, Nature, Music

Additionnl Categories
- (include only those that best represent your qualifications for the position):

References
- Do not state “references available upon request,” as this is assumed.
- Type your reference list on a separate page. Take with you to the interview.

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

Pictures
- Do not include a photo of your self.
- May be appropriate for an acting or modeling position or for applying for a job in a country in which it is customary to include a photo.

Resume Format

Writing a standout resume goes beyond the content, the format plays an important role. Make sure your resume is easy to read, understand, and digest.

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

MARGINS & SPACING
- 0.5” to 1” on all sides
- Include white space between the sections of your resume. The space should go before each section heading (not necessary after each section heading).
- Include a space between each item within each section so that it’s clear where one ends and the next begins.

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

BULLETS
- Experience descriptions should be in bullet list format.
- Use either • or •. Avoid dashes, arrows, check boxes, or diamonds.

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

DATES
- List all dates along the same margin (right preferred).
- Best to include months and years for each experience (instead of year only, or quarter/year).
- You may format dates as numbers (09/20xx), words (September 20xx), or abbreviate (Sept. 20xx). Be consistent.

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

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

TABLES & TEXT BOXES
- Avoid these and other complex formatting, as they may make your resume difficult to scan for keywords.

LENGTH
- 1 page for undergraduate students and recent grads. Fill the page completely.
- 2 pages may be acceptable for grad students and others with extensive relevant experience.

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

TECH TIP:
Resume paper is sold at office supply stores and the UCLA Bookstore.
Below is a formula for creating detailed bullet points. Use the examples below to practice creating your own.

**WHAT did you do?**
- What were your duties, responsibilities, and/or projects?

**HOW did you do it?**
- Specific tasks, resources, or technology (transferable skills)

**ELABORATE with details.**
- How often? Who else was involved? How many? (Use numbers when possible.)

**What were the RESULTS?**
- What did you accomplish or improve? Did you meet or exceed a goal? Did you create something new? (Use numbers when possible.)

---

**Directed customers to items**
- Developed a new merchandising strategy

**Results**
- Increased average daily store revenue by 9% and average sales per customer by 12%

---

**Participated in client meetings**
- Used PowerPoint, presentation skills

**Results**
- Met weekly with traders on Interest Rate Swap desk
- Presented on the interest rate movement in major international markets

---

**Build Your Bullet Points**

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

**WHAT did you do?**
- What were your duties, responsibilities, and/or projects?

**HOW did you do it?**
- Specific tasks, resources, or technology (transferable skills)

**ELABORATE with details.**
- How often? Who else was involved? How many? (Use numbers when possible.)

**What were the RESULTS?**
- What did you accomplish or improve? Did you meet or exceed a goal? Did you create something new? (Use numbers when possible.)

---

**WHAT**

**HOW**

**ELABORATE**

**RESULTS**

**Directed customers to items**
- Developed a new merchandising strategy

**Results**
- Increased average daily store revenue by 9% and average sales per customer by 12%

---

**Participated in client meetings**
- Used PowerPoint, presentation skills

**Results**
- Met weekly with traders on Interest Rate Swap desk
- Presented on the interest rate movement in major international markets

---

**Action Verbs**

(Arranged by Industry and/or Skill)

**FINANCIAL**

- Administered
- Adjusted
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Conserved

**Results**
- Controlled
- Corrected
- Cut
- Decreased
- Determined
- Developed
- Estimated
- Forecast
- Managed
- Marketed
- Measured
- Planned

---

**LEADERSHIP / MANAGEMENT**

- Accomplished
- Acted
- Advanced
- Administered
- Analyzed
- Appointed
- Assigned
- Attained
- Authorized
- Chaired
- Completed
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided
- Decreased
- Delegated
- Developed
- Directed
- Dispatched
- Diversified
- Eliminated
- Emphasized
- Enforced

**Results**
- Enhanced
- Enlisted
- Ensured
- Executed
- Generated
- Headed
- Hosted
- Improved
- Incorporated
- Increased
- Initiated
- Inspected
- Installed
- Integrated
- Instituted
- Implemented
- Innovated
- Introduced
- Led
- Lowered
- Managed
- Merged
- Modified
- Motivated
- Organized
- Overhauled

---

**CREATIVE**

- Began
- Combined
- Composed
- Condensed
- Created
- Customized
- Designed
- Developed
- Devised
- Drew

**Results**
- Entertained
- Established
- Fashioned
- Formulated
- Founded
- Illustrated
- Initiated
- Integrated
- Introduced
- Invented
- Modeled

---

**ANALYTICAL / RESEARCH**

- Analyzed
- Assessed
- Clarified
- Collected
- Compared
- Conducted
- Critiqued
- Detected
- Determined
- Diagnosed
- Evaluated
- Examined
- Experimented
- Explored

**Results**
- Extracted
- Gathered
- Identified
- Inspected
- Investigated
- Located
- Measured
- Observed
- Organized
- Proved

---

**INTERPERSONAL / TEAMWORK**

- Adapted
- Advised
- Advocated
- Assisted
- Arranged
- Cared for
- Clarified
- Coached
- Collaborated
- Contributed
- Coordinated
- Counseled
- Demonstrated
- Diagnosed

**Results**
- Enabled
- Encouraged
- Ensured
- Expedited
- Facilitated
- Focused
- Furthered
- Guided
- Initiated
- Insured
- Interacted
- Involved
- Listened
- Mediated

---

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- Expedited
- Facilitated
- Focused
- Furthered
- Guided
- Initiated
- Insured
- Interacted
- Involved
- Listened
- Mediated
Basic Resume Template

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, (out of 4.0 or above)
• Relevant Coursework: (Optional. List course titles not numbers, of the 5-10 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 Dates
Experience can be divided into RELEVANT EXPERIENCE or a category that reflects similar experiences (e.g. Teaching Experience, Marketing Experience, Research Experience, etc.)

EXPERIENCE
• Relevant Coursework: (Optional. List course titles not numbers, of the 3-5 courses you have taken that are most relevant to the position).
• GPA: (List if 3.0 or above)

LEADERSHIP EXPERIENCE
Club/Organization Name, City, State Dates

COMMUNITY/VOLUNTEER EXPERIENCE

ACTIVITIES

HONORS/AWARDS
Name of Honor/Award Dates

1. Study Abroad can be listed in the Education section.
2. These are optional skill categories that can be included if preferred.
3. Bullets should begin with action verbs (see pages 21-22).
4. These are examples of other sections that can be included. If you were an active member participant, simply state the name of the organization with dates of involvement.
Target Your Resume to the Job

One size does not fit all

YOUR SKILLS + THEIR NEED = CONNECTION

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

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

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

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

Example: Targeting a Resume

INTERNSHIP POSTING: Public Relations

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

Typical internship responsibilities include but are not limited to:
- Developing media lists/databases
- Drafting press releases and pitch emails
- Identifying and compiling editorial calendar lists
- Creating briefing sheets in preparation for media interviews
- Assisting with 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, organizing 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

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

Terri Hines & Associates, Burbank, CA Summer 20xx
Publicity/Marketing Intern
- Assisted with events and promotions
- Contributed in brainstorming to pitch ideas to clients (print, television, radio, online, and grassroots efforts)
- Assisted at pre-screenings of films, etc.

TARGETED RESUME (After)

Financial Relations Board, Los Angeles, CA Jan.- Sept. 20xx
Investor Relations & Account Intern
- Offered peer group and investor targeted research, drafted and delivered 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
- Assisted in publicity and promotions department, client base included Paramount, Sony Pictures, Disney, Focus Features
- Secured and coordinated promotional events, assembled and mailed press packets, followed up with clients
- Contributed in brainstorming to pitch ideas to clients (print, television, radio, online, and grassroots efforts)
- Assisted at pre-screenings of films, promotional events, press junkets, and television interviews by coordinating set-up and prize awards
- 40 hours/week
**Targeted Resume: Management**

Font: Century Gothic

---

**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 ∙ June 20xx
- 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 program to include five additional elementary schools.
- Began as volunteer; selected for promotion to Program Coordinator.

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**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.

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**SKILLS**

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

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**HONORS & ACTIVITIES**

Deans List (20xx)
Contributing Writer, “Pacific Ties, UCLA” (student special interest newspaper)

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1. Using bullets can be a great way to separate your contact details.
2. Use PRESENT tense for current experiences and PAST tense for completed tasks or positions you’ve already ended.
3. Consider giving categories to your skills such as “computer programs” and “languages.”

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**Targeted Resume: Editor**

Font: Century Gothic

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**MASAKO BRUIN**

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

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**OBJECTIVE:**

An entry-level position on a newspaper editorial staff.

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**EDUCATION**

Bachelor of Arts in English
UNIVERSITY OF CALIFORNIA, LOS ANGELES ∙ Expected June 20xx
- GPA: 3.46

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**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.

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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.

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**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.

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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.

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**SKILLS**

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

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1. To add a line under your contact information in MS Word, go to “Borders and Shading” and select the “_____” grid.
2. Round GPA to two decimal points.
Business Resume Sample

Font: Calibri

Benjamin Bruin
310 De Neve Dr, Room 4C5-315 • Los Angeles, CA 90024
(310) 555-5555 • bruin@ucla.net

Education
University of California Los Angeles • Los Angeles, CA
Bachelor of Arts, Business Economics
Minor in Accounting, Specialization in Computing
Cumulative GPA: 3.83; Major GPA: 3.86; SAT: 2310
Relevant coursework: Finance, Managerial Accounting, Computer Science, Statistics, International Trade

UCLA Travel Study • London, England

Summer 20xx

Professional Experience
Jefferies & Company, Inc. • Century City, CA
Wealth Management Intern
June 20xx - September 20xx

- Assisted Managing Director in creating performance reports and asset allocation proposals for 20 high-income clients
- Identified new opportunities to realize capital gains and maintain credit quality, coupon rate, and maturity
- Collaborated closely with 2 financial advisors on preparing investment plans for existing and prospective clients

Beacon Economics • Los Angeles, CA
Intern
January 20xx - April 20xx

- Conducted literature reviews and gathered data analyzing shortage of future Allied Healthcare workers
- Created written reports and PowerPoint presentations to assist in gaining media coverage of recent research findings

UCLA Daily Bruin • Los Angeles, CA
Account Executive
March 20xx - December 20xx

- Implemented innovative marketing strategies to develop stronger partnerships with 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
Finance and Outreach Director
June 20xx - June 20xx

- 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
Investment Banking Workshop Participant
September 20xx - October 20xx

- Selected to participate in a 6-week intensive workshop series on valuation techniques, merger & acquisition models, restructuring and market/industry trends led by top investment banking firms

Strategy & Operations Healthcare Case Competition • UCLA
Team Leader
April 20xx

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

Skills
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

Interests:
Language:
Computer:
Classical piano, camping in the Sierras, scuba diving, Sudoku
Intermediate fluency in Spanish; Conversational Farsi
Experienced in Excel, PowerPoint, Word, Adobe InDesign, Photoshop, basic C++

Community Involvement
UCLA Volunteer Income Tax Assistance (VITA)
Tax Project – Team Leader
April 20xx

- Provided support to low-income residents filing their income tax to make sure they meet federal and state tax regulations
- Assisted 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

Accounting Resume Sample

Jessica Bruin
110 De Neve Dr, Room 4C5-315 • Los Angeles, CA 90024
(310) 555-5555 • jbruin@ucla.net

Education
University of California, Los Angeles • Los Angeles, CA
Bachelor of Arts, Business Economics
Cumulative GPA: 3.76; Accounting GPA: 3.9
Delta Sigma Pi, UCLA

Expected June 20xx

Relevant coursework
Principles of Accounting
Intermediate Accounting
Management Accounting

EXPERIENCE
PriceWaterhouseCoopers LLP • Los Angeles, CA
Tax Intern
August 20xx - December 20xx

- Assisted quarterly tax provisions of companies such as Bruin Corp, East 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 - August 20xx

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

Leadership
Delta Sigma Pi, UCLA • Los Angeles, CA
Vice President
September 20xx - March 20xx

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

PriceWaterhouseCoopers Case Competition • Los Angeles, CA
Tax Project – Team Leader
November 20xx

- Led a team of five students to develop an effective healthcare reform proposal for a small fictitious company
- Analyzed data, assisted team members with drafting 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

Phd Studies of America • Los Angeles, CA
Income Tax Preparer
September 20xx - Present

- Provided support to low-income residents filing their income tax to make sure they meet federal and state tax regulations
- Assisted 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

1. Some employers may ask for SAT Scores, include the breakdown if your quantitative score helps emphasize your quantitative abilities.
2. Consider breaking the traditional grammatical rule if you want to add extra emphasis to a number less than 10.
3. The “%” symbol can be a great way to show an estimate or can be used in place of words like “more than” or “over.”
4. Use symbols instead of writing out the word “percentage” or “dollars,” as in 25% or $2 million.
5. Include categories to highlight your skills.

1. Consider listing “Relevant coursework” in its own section. This is especially important for industries like Accounting that require specific coursework.
Teaching Resume Sample

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 Lifesize, 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 and final exams
• Utilized learning theories to create interactive lessons and student-run discussion
• Assisted students in selecting topic and writing a 20-page research paper
• Overseen 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

Limited Experience Resume Sample

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

EDUCATION
University of California, Los Angeles (UCLA)
Bachelor of Arts, Sociology
Expected June 20xx

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

ACTIVITIES / HONORS
• Awarded the Chancellor’s Service Award
• GPA: 3.3

RELEVANT COURSEWORK
• 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 Lifesize, 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

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• 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

1. If you transferred from a junior college but didn’t receive an Associates degree, you can state under UCLA that you transferred from “xyz college” with “x” GPA.
2. For those who have creative/technical skills, provide a link to your work.
## Functional Resume Sample

**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 expedite 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)**

Bachelor of Arts, Sociology

EDUCATION

Fluent in English and Spanish.

### BUSINESS SKILLS

**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 and an 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
- Advised and assisted on focus group feedback

**EMPLOYMENT HISTORY**

<table>
<thead>
<tr>
<th>Employer</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macy’s</td>
<td>Culver City, CA</td>
<td>September 20xx-Present</td>
</tr>
<tr>
<td>Zara Inc.</td>
<td>Culver City, CA</td>
<td>September 20xx-Present</td>
</tr>
</tbody>
</table>

**SKILLS**

**Computer:** Proficient in Microsoft Office, experienced user of various Social Media Platforms

**Language:** Fluent in Spanish, Intermediate Italian, and Conversational Portuguese

## Electrical Engineering Resume Sample

**JENNIFER BRUIN**

501 Westwood Blvd., Los Angeles, CA 90095 | (310) 555-555 | jbruin@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

### Relevant Coursework


### Technical Skills

- C, C++, Matlab, SPICE, HTML, XML, and JAVA

### Institute of Electrical and Electronic Engineers (IEEE), Student Chapter, UCLA

- Selected Best Sales Associate for three consecutive quarters
- Worked closely with management on conflict resolution and creating a collaborative work environment

### Experience

**IEEE, Student Chapter, UCLA**

- 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**

- Circuit Analysis
  - Worked on eight-bit ADC using successive approximation method in CMOS
  - Designed and conducted SPICE analysis of dual stage operational amplifiers
- Electrical Engineering Department, UCLA
  - Digital Circuit Design
  - Designed, implemented, and debugged digital logic circuits
  - Programmed in AHDL in conjunction with the Altera 671 EPLD

### Leadership

**Eta Kappa Nu, Electrical Engineering Honor Society, UCLA**

- 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

### Affiliations

- Society of Women Engineers (SWE), UCLA
- National Society of Black Engineers (NSBE), UCLA

1. Only include major GPA if higher than cumulative. If you include major GPA, you must also include cumulative.
Student Athlete Resume Sample

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 GRADUATION DATE

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

Lindsay Bruin
Los Angeles, CA  555-555-555 | 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
Expected June 20xx
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

• 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
• 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

• 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

Career Guide 2018-19 | 35
First Year Student Resume

Fletcher Bruin
Los Angeles, CA
310-555-5555 | fbrun@ucla.net

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

Thomas Jefferson High School, Oakland, CA
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
- Overseen staff of 6 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 multitasking 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
- Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver; Type over 75 wpm

SKILLS

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

International Student Resume Sample

Wai Kwong (Peter) Lee
CURRENT: 3234 Strathmore Street, Los Angeles, CA 90020 | Phone: (310) 893-5432 | waikwong@ucla.edu
PERMANENT: 845 Tang Lung House Flat 4, 6/Bowkloon, Hong Kong | Phone: (232) 4576-810 | LinkedIn/Bio/...

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)
- Relevant Coursework: Computer animation, Design and Digital Systems, Mathematical Model and Methods for Computer Science
- GPA: 3.6/4.0

ASSOCIATES OF SCIENCE, COMPUTER SCIENCE
The University of Hong Kong Pokfulam, Hong Kong
- Globally Recognized and Ranked as the #1 university in both Hong Kong and China
- GPA: 3.6/4.0

RELEVANT EXPERIENCE
Systems Analyst / Programmer
Academic Technology Services – University of California, Los Angeles
- 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 Logistic Analyst
Paxman Security Enterprises, LLC - Pokfulam, Hong Kong
- 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 he 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)
- Vice President of International Students Association - (UCLA)

HONORS & AWARDS
- Dean’s List – UCLA
- Recipient of Academic Scholarship: $4000 - UCLA Department of Computer Engineering

1. If you have adopted an American first name, include this in parentheses. If your name is difficult to pronounce, consider including the phonetic spelling beneath your name. Don’t include personal information (e.g., marital or health status, religion, ethnicity, photograph, hobbies, or employment status).
2. Consider listing both addresses if seeking employment abroad while a student. Use only your local address after graduation.
3. Consider listing both addresses if seeking employment abroad while a student. Use only your local address after graduation.
4. If you list degrees from foreign institutions, provide a name of reference when possible. If you provide a GPA, convert the number to the 4.0 scale.
Writing Your Cover Letter

A cover letter should communicate your strong interest in the company and your enthusiasm for the position or 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 visit career.ucla.edu. You can also see multiple cover letter samples in your Vault account (access through Handshake homepage).

Cover Letter Template

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

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

Date

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

Dear ________________,

Sincerely,

Sign Your Name Here

Enclosure: Resume

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

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

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 Handshake 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

---

JOB DESCRIPTION:
The Financial Audit Internship is located in Glendale, California and resides within Corporate Management Audit at The Walt Disney Company. Corporate Management Audit consists of a team of audit professionals that perform integrated audits in the areas of design, efficiency, and effectiveness of internal controls. The department schedules and plans audits, monitors fieldwork progress, and communicates results and recommendations with senior management. The interns will assist Financial Audit Seniors and Managers with audit planning, fieldwork, documentation, and reporting tasks; develop financial auditing, accounting, and general analytical skills; work with Enterprise Resource Planning system (SAP) to extract data and perform analytics using Excel, Access, and other tools; and assist in preparation and presentation of various projects in assigned audit areas and provide solutions to problems as needed.

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.

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Reference List Example

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

1. If the location is not listed on the job description, use Google to find a street address for the local office.
2. If the position description does not include a contact name, consider using “Internship Coordinator” for internship applications.
The interview is the single most important part of an employer’s selection process. But there’s no need to get butterflies or sweaty palms if you’re prepared to effectively package and present your passion and fit for the position. The pointers in this chapter will help you plan, prepare, and practice for a great interview.

**INTERVIEW FORMATS**

**On-Campus Recruitment (OCR)**

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

**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.

**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?”

1. **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.
2. **Visit the company website and familiarize yourself with their:**
   - Mission Statement
   - Products & Services
   - Locations / Size
   - Current News / Announcements
   - Think of ways to connect your own values, experiences, and skills to demonstrate a fit with their company.
   - Use InterviewStream, an extremely effective online tool found on Handshake.
   - Visit GlassDoor.com and Indeed.com to read employee reviews, interview tips, and salary information related to the company.
   - Follow the company on various social media outlets so you understand their brand, culture, and current announcements.

**Step 2: Showcase Yourself**

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

**Step 3: Practice**

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

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

**Step 4: Prepare Questions for Them**

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

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

**Sample Questions to Ask:**

- How does this position fit into the overall organizational structure?
- What percentage of time would be devoted to each of the responsibilities of the position?
- What are the main opportunities or challenges 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 next page for photos demonstrating each). Make sure they are clean, and press your outfit ahead of time.

**Guidelines:**

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

Business Casual Attire
This is only acceptable if it’s indicated by the employer.

INTERVIEW DAY

Step 6: Manage Your Time
- Prepare in advance so you can relax the night prior to the interview and get plenty of sleep.
- If you have a morning interview, set out your clothes and materials the night before.
- Give yourself more time than you think you need to get to your interview. Traffic and parking difficulties are 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.)

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

Be sure to practice your responses to these and other questions on Interviewstream. Visit Handshake 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>

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

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?
Negotiating a Compensation Package

Knowing how to negotiate will make this conversation less daunting.

Some employers may expect you to negotiate your salary and often ask about your expectations on application forms or during the interview.

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

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

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

The Reality of Salaries

The salary for many jobs is usually flexible within a predetermined range. Most employers know what they are willing to pay to fill 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.

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.

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.

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### Handling Salary Questions

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

#### What Are Your Salary Requirements?

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

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

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

Salary history may be used to help determine compensation that will be offered and sometimes a salary history is required. For a first full-time job, past pay may not be a good rubric for establishing future salary. While a 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 $40,000 to $45,000.

Is That What You Were Expecting?

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

After the interviewer poses this question to you, if the salary offered is less than what you were expecting, it might enable you to reach a mutual agreement if there is a good match between your qualifications and the company’s needs.

#### What Are Your Salary Requirements?

A general approach can be taken here. It might enable you to reach a mutual agreement if there is a good match between your qualifications and the company’s needs.

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

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#### What Are Your Salary Requirements?

A general approach can be taken here. It might enable you to reach a mutual agreement if there is a good match between your qualifications and the company’s needs.

#### 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 $40,000 to $45,000.

Is That What You Were Expecting?

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

After the interviewer poses this question to you, if the salary offered is less than what you were expecting, it might enable you to reach a mutual agreement if there is a good match between your qualifications and the company’s needs.
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 offers. Accepted (reneging), for any reason, is a serious recruiting violation and may be subject to repercussions—through the Career Center and potentially Academic Affairs.

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 consider 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 along the hiring process is. 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 decision-making process.
- 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.

Additional Points

- Let the employer know the reason why you are accepting the offer.
- Ask for the offer in writing so there won’t be any misunderstandings.
- If you decide the job offer meets your criteria, call the employer to accept and follow with written confirmation of your acceptance.
- Rationale 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.

Your First Position

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

WHAT TO WEAR TO WORK

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

Rules on Professional Appearance
- If you want the job, look the part.
- If you want the promotion, dress promotable.
- If you want respect, dress as well or better than the industry standard.
- If your organization has a “casual Friday,” 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...
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.

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 before making any decisions.

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 under Supplemental Materials.

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

Monthly Budget Worksheet

### HOW MUCH MONEY DO I NEED TO MAKE EACH MONTH?

<table>
<thead>
<tr>
<th>Monthly Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIVING EXPENSES</strong></td>
</tr>
<tr>
<td>Rent (Does you apartment building require you to pay for parking? If so, add that in.)</td>
</tr>
<tr>
<td>Health, Life Insurance (Premium and Co-Pay)</td>
</tr>
<tr>
<td><strong>HEALTH EXPENSES</strong></td>
</tr>
<tr>
<td>Medical (Doctor, Dentist, Optometrist, Prescriptions)</td>
</tr>
<tr>
<td><strong>CREDIT / LOAN REPAYMENTS</strong></td>
</tr>
<tr>
<td>Educational Loans</td>
</tr>
<tr>
<td><strong>SAVINGS &amp; INVESTMENTS</strong></td>
</tr>
<tr>
<td>Charitable Giving, Alumni Donations</td>
</tr>
<tr>
<td><strong>MONTHLY EXPENSES</strong></td>
</tr>
<tr>
<td>Groceries / Restaurant Food &amp; Beverage (Example: $10 / day x 30 days = )</td>
</tr>
<tr>
<td><strong>SAVINGS</strong> (Special Goals, Holidays, etc.)</td>
</tr>
<tr>
<td><strong>MONTHLY INCOME</strong></td>
</tr>
<tr>
<td>Net monthly wages (&quot;net&quot; = actual take-home pay after payroll taxes &amp; benefits)</td>
</tr>
<tr>
<td><strong>OTHER EXPENSES</strong></td>
</tr>
<tr>
<td><strong>TOTAL MONTHLY INCOME</strong></td>
</tr>
<tr>
<td><strong>TOTAL MONTHLY EXPENSES</strong></td>
</tr>
<tr>
<td><strong>CASHFLOW POSITION +/-</strong></td>
</tr>
</tbody>
</table>

*If you only know your gross income, multiply that figure by 25% to estimate payroll taxes and then subtract gross. Example: $10,000 x 25% = $750. $10,000 - $750 = $9,250 net (take-home pay).*
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Who We Are:

Established in 1966 by the Directors Guild of America and the Alliance of Motion Picture and Television Producers, the ADTP provides on the job paid training for industry professionals to learn the craft of a Second Assistant Director.

Graduates will qualify for placement on the DGA Southern California qualification list and AG.
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